



Office of Long-Term Resiliency Hurricane Sally Policy Manual

Version 1.0

November 14, 2022

Version Policy

Version history is tracked in the table above, with notes regarding version changes. The dates of each publication are also tracked in this table.

This manual will be updated as needed to incorporate changes based on information obtained from attending CDBG-DR and program-related training workshops, seminars, webinars, and other resources, including changes in federal and state laws, rules, regulations, and program policies and procedures. Updated guidelines specific to each program will also be posted on the Office of Long-Term Resiliency webpage. Information about the Department's Office of Long-Term Resiliency can be found at: www.FloridaJobs.org/CDBG-DR.

Substantive changes in this document that reflect a policy change will result in the issuance of a new version of the document. For example, a substantive policy change after the issuance of Version 1.0 would result in the issuance of Version 2.0, an increase in the primary version number. Non-substantive changes such as minor wording and editing or clarification of existing policy that do not affect interpretation or applicability of the policy will be included in minor version updates denoted by a sequential number increase behind the primary version number (i.e., Version 2.1, Version 2.2, etc.).

Policy Change Control

Policy review and changes for the State of Florida Office of Long-Term Resiliency are considered through a change-control process. Policy clarifications, additions, or deletions are needed during the course of the program to more precisely define the rules by which the Program will operate. Program staff will document policy-change requests that will be tracked in the program files. Requests are compiled and brought before supervisory staff in a policy meeting. Subject matter experts working in a particular policy area or task area that will be affected by the policy decision may be invited to assist in policy evaluation, if necessary. Policy meetings will be held as frequently as is necessary to consider policy decisions critical to moving the Program forward in a timely manner. Policy decisions will be documented and will result in the revision of the document in question.

Table of Contents

Purpose.....	v
Definitions	vi
Acronyms.....	xi
Introduction.....	1
Executive Summary	3
1.0 CDBG-DR General Requirements.....	5
1.1 Overview.....	5
1.1.1 Presidentially Declared County	5
1.1.2 Mitigation Activities	5
1.2 Use of Urgent Need	6
1.3 Minimizing Displacement	6
1.4 Elevation	7
1.5 Recordkeeping.....	8
1.6 Citizen Participation Plan.....	9
2.0 CDBG-DR Program Overviews	10
2.1 Housing Programs.....	10
2.1.1 Subrecipient Housing Repair and Replacement Program (HRRP).....	10
2.1.2 Workforce Affordable Housing Construction Program (WFAH).....	26
2.2 Buyout Activities.....	28
2.2.1 Voluntary Home Buyout Program (VHB).....	28
2.3 Infrastructure Activities.....	33
2.3.1 Infrastructure Repair Program (IRP).....	33
2.4 Economic Revitalization Activities.....	38
2.4.1 Hometown Revitalization Program (HRP)	38
2.4.2 Workforce Recovery Training Program (WRTP)	39
Appendices	42
OLTR CDBG-DR Policy Manual.....	42
Subrecipient Policies and Procedures.....	42
Program Guidelines	42
Program Design.....	42
Program Guidebooks	42
Appendix 1. Subrecipient Housing Repair and Replacement Program.....	43
Subrecipient Policies and Procedures	43

Program Guidelines 43

Appendix 2. Workforce Affordable Housing Construction Program 44

 Subrecipient Policies and Procedures 44

 Program Guidelines 44

Appendix 3. Infrastructure Repair Program 45

 Subrecipient Policies and Procedures 45

 Program Guidelines 45

 Additional Program Resources 45

Appendix 4. Voluntary Home Buyout Program 46

 Subrecipient Policies and Procedures 46

 Program Guidelines 46

 Program Design 46

 Additional Program Resources 46

Appendix 5. Hometown Revitalization Program 47

 Subrecipient Policies and Procedures 47

 Program Guidelines 47

 Additional Program Resources 47

Appendix 6. Workforce Recovery Training Program 48

 Subrecipient Policies and Procedures 48

 Program Guidelines 48

 Additional Program Resources 48

Purpose

The Sally Policy Manual (the “Manual”) for the Department of Economic Opportunity (the “Department”), Office of Long-Term Resiliency (OLTR) is intended to assist OLTR management, program staff, and subrecipients in developing, implementing, and administering the Community Development Block Grant-Disaster Recovery (CDBG-DR) Hurricane Sally program. This Manual provides program guidance regarding the general requirements that apply to OLTR’s regulatory processes, administrative and financial responsibilities, the administration and implementation of the Subrecipient Housing Repair and Replacement Program (HRRP), Workforce Affordable Housing Construction Program (WFAH), Voluntary Home Buyout Program (VHB), Infrastructure Repair Program (IRP), Workforce Recovery Training Program (WRTP), and Hometown Revitalization Program (HRP). It is the responsibility of the OLTR staff to ensure that subgrantees and subrecipients comply with all provisions of this Manual, state and federal rules and regulations, and the grant award agreement. Subgrantees and subrecipients must also carry out proper and efficient grant administrative practices. To ensure consistent application of the procedures outlined in this manual, it is the intent of OLTR to provide a clear and concise understanding of the responsibilities associated with each CDBG-DR program. It is anticipated that circumstances will arise that will require deviations from the processes outlined in this manual; in those instances, the reason for the deviations need to be clearly documented and included in the subgrantee’s or subrecipient’s file. In some cases, these circumstances will require amending this manual to include new or revised policies or procedures to accommodate these situations.

Additional general guidance governing the use of CDBG-DR funds is located in the “OLTR CDBG-DR Policy Manual for Disasters Regulated by the Federal Register Vol. 87, No. 23”, (the “OLTR CDBG-DR Policy Manual”). The OLTR CDBG-DR Policy Manual contains sections titled Overarching Regulatory and CDBG-DR Specific Processes, Regulatory and CDBG-DR Specific Processes for Subrecipient and Subgrantee Managed Disaster Programs, and Regulatory and CDBG-DR Specific Processes for State Managed Disaster Recovery Programs. The OLTR CDBG-DR Policy Manual is posted to the OLTR webpage at [INSERT LINK](#).

If there are any questions, subgrantees and subrecipients should contact the Department’s OLTR at:

Florida Department of Economic Opportunity

Disaster Recovery Programs

107 East Madison Street, MSC 420

The Caldwell Building

Tallahassee, FL 32399

(850)-717-8474

CDBG-DR@DEO.MyFlorida.com

Definitions

Acquisition – The acquiring of real property, in whole or in part, by the recipient, or other public or private nonprofit entity through purchase, long-term lease, donation, or otherwise for any public purpose, subject to the limitation of 24 CFR 570.207. Real property includes air rights, water rights, rights-of-way, easements, and other interests therein. (24 CFR 570.201)

Allocable Costs – Costs assigned to a CDBG-DR eligible activity with a methodology for clear determination of where to attribute costs.

Allocation Announcement Notice (AAN) – Notice publishing the CDBG-DR allocations for specific disasters and includes waivers and alternative requirements specific to the Appropriations Act that allocated the funding.

Allowable Costs – Allowable costs under the CDBG-DR rules and regulations and under 2 CFR 200 Subpart E.

Appraisal – A written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

Bid – An offer by a company, firm, or individual to provide goods or services, in response to solicitation for those goods or services.

Business concern – A business entity formed in accordance with state law, which is licensed under state, county, or municipal law engaging in the type of business activity for which it was formed. A business concern that provides economic opportunities for low-and very low-income persons.

Buyout – The acquisition of a property located in a floodway, floodplain, or other Disaster Risk Reduction Area that is intended to reduce risk from future hazards.

Cancelled Loans – Occurs when the borrower has entered a loan agreement, but for a variety of reasons, all or a portion of the loan amount was not disbursed and is no longer available to the applicant. The loan cancellation may be due to default of the borrower, agreement by both parties to cancel the undisbursed portion of the loan, or expiration of the term for which the loan was available for disbursement.

CDBG-DR Consolidated Notice – HUD’s CDBG–DR Consolidated Notice. Appendix B of Federal Register Vol. 87, No. 23. The Consolidated Notice governs all OLTR CDBG-DR grants beginning with 2020 disasters (Hurricane Sally) and includes amended requirements from previous Federal Register Notices and CPD Notices that have regulated CDBG-DR funds in the past. The Consolidate Notice includes waivers and alternative requirements, relevant regulatory requirements, the grant award process, criteria for action plan approval, and eligible disaster recovery activities.

Change Order – Work that is added to, or deleted from, the original contract activities that were to be performed. The order changes the original contract amount and/or the completion due date. The change order must be approved by the Department of Economic Opportunity’s Office of Long-Term Resiliency, homeowner, subgrantee, contractor, subcontractor, and project architect and/or engineer, as appropriate, prior to being implemented.

Concern(s) – An issue identified in the Department of Economic Opportunity’s monitoring report or an environmental review memo sent to the subgrantee and/or subrecipient that, if not addressed or corrected, may result in a finding.

Corrective Action – Steps required to be taken to resolve findings and/or concerns identified in the Department’s OLTR monitoring report.

Cost Reimbursement – Payment made to the subgrantee and/or subrecipient after a request for funds has been submitted along with proper supporting documentation and has been approved by the Department. In CDBG-DR grant agreements, the subgrantees and or subrecipients are required to pay in advance for all completed work

that is associated with the deliverables set forth in the subrecipient agreement and is reimbursed based on the invoice and supporting documentation submitted to the Department.

Declined Loans – Loan amounts that were approved or offered by a lender in response to a loan application, but were turned down by the applicant, meaning the applicant never signed the loan documents to receive the loan proceeds.

Deficiency – An inadequacy based on a federal or state statutory, regulatory or program requirement.

Direct Cost – Any project cost or project delivery cost that is identified specifically with completing an activity or product such as materials and labor. Costs identified specifically with a contract are direct costs of that contract. Administrative expenses are not generally considered direct costs.

Disaster Recovery Grant Reporting System (DRGR) – HUD’s web-based reporting and grants management system

Environmental Review Record (ERR) – A written record of the review process undertaken to evaluate potential environmental impacts associated with a project to be conducted with HUD funds, including all associated documentation necessary to document the process and the outcome of the review process.

Florida Accountability Tracking System (FACTS) – An online tool managed by the Department of Financial Services that was developed to make the government contracting process in Florida more transparent through the creation of a centralized, statewide reporting system.

Federal Register (FR) – The official journal of the federal government of the United States that contains government agency rules, proposed rules, and public notices issued by federal administrative agencies.

Finding(s) – A specific issue of noncompliance with federal or state regulatory requirements, including the CDBG subrecipient/subgrant agreement provisions, that is identified in a monitoring report produced by the Department of Economic Opportunity sent to the subrecipient/subgrantee.

Florida Accounting Information Resource system (FLAIR) – The State of Florida’s official statewide accounting system managed by the Department of Financial Services.

Grantee – As used in this manual, the grantee is the State of Florida, DEO’s Office of Long-Term Resiliency as recipient of disaster recovery CDBG funds from the U.S. Department of Housing and Urban Development.

Indirect Cost – Any expense not directly identified with a cost objective, such as a specific project, facility, or function. Indirect costs include administration, personnel, and security costs.

Invitation to Bid (ITB) – A written or electronically posted solicitation for competitive sealed bids.

Invitation to Negotiate (ITN) – A written or electronically posted solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or contractual services.

Low- to Moderate-Income (LMI) Household – A household whose annual income does not exceed 80 percent of the median income for the area as most recently determined by HUD.

- LMI 30 refers to those individuals/families making less than 30 percent of the Area Median Income (AMI).
- LMI 50 refers to those individuals/families making less than 50 percent of the Area Median Income (AMI).
- LMI 80 refers to those individuals/families making less than 80 percent of the Area Median Income (AMI).
- Above LMI 80 refers to those individuals/families making more than 80 percent of the Area Median Income (AMI).

Low- to Moderate-Income Resident/Person/Individual – A person whose annual income does not exceed 80 percent of the median income for the area as most recently determined by HUD.

Mitigation Activities – Activities funded by the mitigation set-aside that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.

Mitigation Measures – Measures that, per the Consolidated Notice, must be incorporated into CDBG-DR activities carried out by the grantee and its subrecipients as a construction standard to create communities that are more resilient, and to reduce the impacts of recurring natural disasters and the long-term impacts of climate change. When determining which mitigation measures to incorporate, the grantee should design and construct structures to withstand existing and future climate impacts expected to occur over the service life of the project.

Necessary Costs – CDBG-DR funding will fill a necessary gap to address an unmet need that cannot be filled by another funding source. This is demonstrated by conducting a duplication of benefits analysis calculation for each activity.

New Hires – Full-time employees for permanent, temporary, or seasonal employment opportunities.

Offer – A response to a solicitation that, if accepted, would bind the offer. Responses to an Invitation to Bid (ITB) are offers called “bids” or “sealed bids”.

Office of General Council (OGC) – The Florida Department of Economic Opportunity’s office designated to overseeing the Department’s response to all public records requests, drafting and reviewing agency contracts, handling all litigation involving the Department, and serving as the Department’s chief ethics officer.

Office of Long-Term Resiliency (OLTR) – The Florida Department of Economic Opportunity’s office dedicated to the administration of CDBG-DR and CDBG-MIT funded programs and activities.

Private Loans – A loan that is not provided by, or guaranteed by, a governmental entity. Private loans require the CDBG-DR applicant (the borrower) to repay the full amount of the loan (principal and interest) under typical commercial lending terms, e.g., the loan is not forgivable.

Program Income – Gross income received by the subgrantee and/or subrecipient directly generated from the use of Disaster Recovery CDBG funds. (Revenue that is received by a state, unit of general local government or subrecipient as defined at 24 CFR 570.500.)

Project Cost – Direct costs of undertaking a CDBG-DR project and which can be tied to a final cost objective and eligible activity. The project costs can count towards meeting the overall LMI benefit requirements.

Project Delivery Cost – Costs used specifically to meet the requirements to complete a particular project, especially as it applies to meeting CDBG requirements.

Project/Program/Activity – The housing, infrastructure, economic development, or planning endeavor undertaken by the Department, the subgrantee and/or subrecipient using CDBG-DR funds.

Quarterly Performance Report (QPR) – The CDBG-DR Quarterly Performance Report that is required to be uploaded quarterly in the DRGR system for HUD’s review of Florida’s disaster recovery programs.

Rebuild Florida – A disaster recovery program created by the Department to help Florida’s long-term recovery efforts from hurricanes that have impacted the citizens of Florida.

Reasonable Costs – Costs that do not exceed what a prudent person would incur under similar circumstances as demonstrated by the market price for comparable goods and services. For contracted work, the RE should conduct an independent cost estimate to establish cost reasonableness as outlined in 2 CFR 200.

Real Property – Land, including all the natural resources and permanent buildings on it. Real property includes air rights, water rights, rights-of-way, easements, and other interests therein. (24 CFR 570.201)

Release of Funds (ROF) – HUD’s or DEO’s granting approval to use CDBG-DR funding. This approval, or authority to use grant funds, is executed through HUD form 7015.16. The authority to use CDBG-DR funds usually occurs after the project environmental review is completed and approved by DEO.

Request for Funds (RFF) – A subgrantee and/or subrecipient’s request for funds from DEO.

Request for Proposals (RFP) – A solicitation, often made through a bidding process, by an agency to communicate its requirements for goods or services to prospective contractors.

Request for Quote (RFQ) – An oral, electronic, or written request for written pricing or services information from a Florida state term contract vendor for commodities or contractual services available on the state term contract from that vendor.

Request for Release of Funds (RROF) – A subgrantee and/or subrecipient request for a release of funds. This request is executed through HUD Form 7015.15.

Responsible Entity (RE) – The entity responsible for certain components of the CDBG-DR administration process including Environmental Reviews, monitoring, and administration. The RE can be the Department or a unit of general local government, also known as a subrecipient, as specified by the Department.

Subsidized Loans – Subsidized loans (including forgivable loans) are loans other than private loans. Both SBA and FEMA provide subsidized loans for disaster recovery.

Sealed bid – A method of contracting that encompasses a competitive bid process, the public opening of bids, and making the bid award.

Section 3 – Section 3 of the Housing and Urban Development Act of 1968, as amended, and the implementing regulations at 24 CFR 135 and 24 CFR 75, as applicable, relating to employment and other economic opportunities for low and very low income persons.

Section 3 Workers – A worker whose income for the previous or annualized calendar year is below 80 percent of the area median income for the area in which the worker resides, is employed by a Section 3 business concern or the worker is a YouthBuild participant.

Section 3 Business or Business Concern – As related to Section 3 of the of the HUD Act of 1968, as amended:

- Is at least 51 percent owned and controlled by low- or very low-income persons;
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
- A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Section 3 Covered Contracts – A contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project.

Section 3 Covered Non-Construction Project – A project associated with a Section 3 Covered Project such as maintenance contracts, re-painting, routine maintenance, HVAC servicing, and professional services (architectural, engineering, legal, accounting, marketing, etc.)

Section 3 Covered Project – The construction, reconstruction, conversion, or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction such as roads, sewers and community centers, and buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

Service Area – The total geographic area to be directly or indirectly served by a subgrant project that addresses the Low- and Moderate-Income National Objective, in which at least 51 percent of the residents are low- and moderate-income persons. A service area must include all, and only those, beneficiaries who are reasonably served or would be reasonably served by the activity.

Solicitation – Any request to submit offers or quotations to the local government. Solicitations under sealed bid procedures are called “invitations for bids”. Solicitations under negotiated procedures are called “requests for proposals.” Solicitations under simplified acquisition procedures may require submission of either a quotation or an offer.

Subcontract – A contract entered into by a subcontractor to furnish supplies or services for performance of a prime contract, or another subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

Subcontractor – Any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a subrecipient. As related to Section 3 of the of the HUD Act of 1968, as amended, any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor’s obligation for the performance of work generated by the expenditure of Section 3 covered assistance or arising in connection with a Section 3 covered project.

Subgrantee – A recipient that demonstrated its abilities to carry out competitive applications due to their expertise related to goals of the program. For example, Florida Housing Finance Corporation.

Subrecipient – A competitively-selected recipient, usually a local government, that is provided CDBG-DR funds from the Department to agreed-upon eligible disaster recovery activities documented in a Subrecipient Agreement.

Subrecipient Enterprise Resource Application (SERA) – The Department’s web-based reporting and grants management system. This system is used by CDBG-DR vendors, subgrantees, and subrecipients to submit invoices and supporting documentation in order to be reimbursed for goods and services. The transactions in this system are linked to the state’s FLAIR system as well as HUD’s DRGR system.

Subgrant Agreement – An agreement between DEO and the subgrantee for the subgrantee to undertake activities using CDBG-DR funds.

Subrecipient Agreement – An agreement between DEO and the subrecipient for the subrecipient to undertake activities using CDBG-DR funds.

Targeted Section 3 worker – A Section 3 worker who is:

- A worker employed by a Section 3 Business concern; or
- A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - A resident of public housing or Section 8-assisted housing;
 - A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or
 - A YouthBuild participant.

Vendor – An entity competitively selected to provide clearly-specified goods or services meeting the procurement requirements at 24 CFR 85.36, 2 CFR 200, Section 287.055, Florida Statutes, and Rule 73-23.0051(3), Florida Administrative Code. In accordance with 24 CFR 85.36(c), such procurement actions must be conducted in a manner that provides for free and open competition.

Waiver – A revision to the standard CDBG-DR regulations, requirements, and activities, granted by HUD.

YouthBuild – A national organization administered by the U.S. Department of Labor with a community-based pre-apprenticeship program that provides job training and educational opportunities for at-risk youth ages 16 to 24 who have previously dropped out of high school.

Acronyms

ADA – Americans with Disabilities Act

AFFH – Affirmatively Furthering Fair Housing

AMI – Area Median Income

BFE – Base Flood Elevation

CDBG – Community Development Block Grant

CDBG-DR – The Community Development Block Grant-Disaster Recovery program

CDBG-MIT – The Community Development Block Grant-Mitigation (CDBG-MIT) program

CFR – Code of Federal Regulations

CMS – Constituent Management Services

CO – Certifying Officer

CoC – Continuum of Care

CPP – Citizen Participation Plan

DEO – Florida Department of Economic Opportunity

DOB – Duplication of Benefits

DR – Disaster Recovery

DRV – Damage Repair Valuation

DRGR – Disaster Recovery Grant Reporting System, HUD’s web-based reporting and grants management system

DSS – Decent, Safe, and Sanitary

ERR – Environmental Review Record

ESB – Elimination of Slums or Blight (national objective)

ESHMP – Enhanced State Hazard Mitigation Plan

FACTS – Florida Accountability Tracking System

FDEM – Florida Division of Emergency Management

FEMA – Federal Emergency Management Agency, a federal agency.

FEMP – Federal Emergency Management Program

FHFC – Florida Housing Finance Corporation

FLAIR – Florida Accounting Information Resource system

FR – Federal Register

FVL – Full Verified Loss

HCDA – Housing and Community Development Act of 1974, as amended

HQS – Housing Quality Standards

HRP – Hometown Revitalization Program

HRRP – (Subrecipient) Housing Repair and Replacement Program

HUD – The United States Department of Housing and Urban Development

IA – (FEMA) Individual Assistance

IRP – Infrastructure Repair Program

ITB – Invitation to Bid

ITN – Invitation to Negotiate

LAP – Language Access and Accessibility Plan

LEP – Limited English Proficiency

LIHTC – Low-Income Housing Tax Credit

LMI – Low - to Moderate-Income

MHU – Manufactured Housing Unit

MID – Most Impacted and Distressed Area

MIT – Mitigation

NFIP – National Flood Insurance Program

OLTR – Office of Long-Term Resiliency

QPR – Quarterly Performance Report

PA – (FEMA) Public Assistance

PHA – Public Housing Authority

RARAP – Residential Anti-displacement and Relocation Assistance Plan

RECAP – Racially or Ethnically Concentrated Areas of Poverty

RFA – Request for Applications

RFF – Request for Funds

RFP – Request for Proposals

RFQ – Request for Quote

ROF – Release of Funds

RROF – Request for Release of Funds

SBA – Small Business Administration

SERA – Subrecipient Enterprise Resource Application

SFHA – Special Flood Hazard Area

UGLG – Unit of General Local Government

UN – Urgent Need (national objective)

URA – Uniform Relocation Assistance and Real Property Acquisition Policies Act.

USACE – U.S. Army Corps of Engineers

VHB – Voluntary Home Buyout Program

VOAD – Volunteer Organizations Active in Disaster

WFAH – Workforce Affordable Housing Construction Program

WRTP – Workforce Recovery Training Program

Introduction

The U.S. Department of Housing and Urban Development (HUD) provides supplemental CDBG-DR funds appropriated by Congress to assist in the recovery of areas declared by the President of the United States as disaster areas. The public notice regarding supplemental appropriations is included in the Federal Register and specifies the disaster or the time period of the disaster declaration(s) for which funding is available, as well as any special provisions that will apply. Grant funds are generally based on unmet disaster recovery needs and made available to states and units of general local government, Indian tribes, and insular areas, unless otherwise specified in the supplemental appropriation legislation. HUD generally awards noncompetitive, nonrecurring disaster recovery grants by a formula that considers the amount of damage received in the area and the amount of unmet need that remains after considering other federal disaster assistance programs.

Grant recipients receiving funding directly from HUD must prepare an Action Plan that outlines the overall plan for recovery, the proposed use of the funds, how the funds will be distributed, and how the grant will be administered.

Disaster Recovery grants often supplement disaster programs of the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA) and the U.S. Army Corps of Engineers (USACE). In addition, Home Investment Partnership (HOME) funds can provide an important resource for providing affordable housing to disaster victims. The HOME program is administered by the Florida Housing Finance Corporation (FHFC).

Eligible disaster recovery activities must meet at least one of three program national objectives:

1. Benefit persons of low- to moderate-income,
2. Aid in the prevention or elimination of slum or blight, or
3. Meet other urgent community needs because existing conditions pose a serious and immediate threat to the health and welfare of the community where other financial resources are not available.

Unless otherwise restricted by statute or provided by waiver, the funds may be used for any activity eligible under Section 105(a) of the Housing and Community Development Act of 1974 (HCDA), as amended, that meets a national objective under Section 104(b)(3) of the Act, and the activities must be related to the covered disaster.

In addition, the Department has received a 15 percent CDBG-DR mitigation set aside for Hurricane Sally recovery efforts. Unlike recovery activities where the Department must demonstrate activities “tie-back” to Hurricane Sally and address a specific unmet recovery need for which the CDBG-DR funds were appropriated, activities funded by the CDBG-DR mitigation set-aside do not require such a “tie-back” to a Hurricane Sally impact. Instead, all activities funded by the CDBG-DR mitigation set-aside must—in addition to being CDBG-eligible and meeting a national objective—meet the definition of mitigation activities as defined in Federal Register Vol. 87, No. 23 (6370) and address the current and future risks as identified in the Department’s mitigation needs assessment in the Most Impacted and Distressed (MID) areas.

Typically, grantees (the Department), subgrantees, and subrecipients may use CDBG-DR funds for recovery efforts involving housing, economic development, infrastructure repair, and prevention of further damage to affected areas. Eligible activities must be specified in the Department’s Action Plan and funded activities cannot duplicate funding available from other sources such as FEMA, SBA, insurance, or any other sources of public or private funding that is available to undertake the same activity.

Examples of eligible activities include:

- Buying damaged properties in a flood plain and relocating residents to safer areas;
- Relocation payments for people and businesses displaced by the disaster;
- Debris removal not covered by FEMA;
- Rehabilitation of homes and buildings damaged by the disaster;

- Buying, constructing, or rehabilitating public facilities such as streets, neighborhood centers, and water, sewer, and drainage systems;
- Homeownership activities such as down payment assistance, interest rate subsidies and loan guarantees for disaster victims;
- Public services;
- Helping businesses retain or create jobs in disaster impacted areas; and
- Planning and administration costs.

Federal requirements state that the funds can be used only for disaster relief and long-term recovery in communities affected by the specified disaster(s) and directed to areas with the greatest unmet need. Funds cannot be used for a project or activity that was underway prior to the Presidential disaster declaration. All projects must be directly related to one or more of the disaster events defined in the Presidential disaster declaration. Activities that are reimbursable by FEMA, the National Flood Insurance Program (NFIP), private insurance, private or public donations, dedicated tax revenues, or available through the SBA cannot be reimbursed with these funds.

All rehabilitation, reconstruction, and new construction work will be designed to incorporate principles of sustainability, including water and energy efficiency, resilience, and mitigation against the impact of future disasters. The Department will—and will encourage its subrecipients to—incorporate preparedness and mitigation measures for rebuilding activities. The encouragement and incorporation of these activities will help to ensure that communities build back safer and stronger than before Hurricane Sally and will reduce costs in recovering from future disasters. Mitigation measures that are incorporated into those rebuilding activities must be a necessary expense related to disaster relief, long-term recovery, and/or restoration of infrastructure.

Executive Summary

Hurricane Sally brought heavy rainfall and flooding, causing damage to housing, businesses, and infrastructure in Northwest Florida, east of where the storm made initial landfall. After sweeping over parts of Southern Florida and the Florida Keys as a tropical storm, Hurricane Sally (FEMA 4564), a Category 2 hurricane, made landfall on September 16, 2020, in Gulf Shores, Alabama, west of Pensacola.¹ However, due to the storm’s asymmetrical structure, several communities in Northwest Florida suffered the brunt of the storm.

To meet disaster recovery needs, the statutes making CDBG-DR funds available have imposed additional requirements and authorized HUD to modify the rules that apply to the annual CDBG program to enhance flexibility and allow for a quicker recovery. HUD has allocated \$187,383,000 in CDBG-DR funds to the State of Florida in response to Hurricane Sally (FEMA 4564), through the publication of the [Federal Register, Vol. 87, No. 23, February 3, 2022](#). This allocation was made available through the Disaster Relief Supplemental Appropriations Act, 2022 (Pub. L. 117–43) approved September 30, 2021.

The total CDBG-DR funds allocated to Florida for Hurricane Sally recovery and mitigation were announced in two publications. On October 29, 2021, HUD announced that \$113,191,000 in CDBG–DR funds would be allocated to Florida following Hurricane Sally (2020); these funds are allocated in [Federal Register Vol. 87, No. 23 \(p. 6364\)](#). Then, on March 22, 2022, HUD announced that Florida had been awarded an additional \$74,192,000 in CDBG-DR funds; these funds are allocated in [Federal Register Vol. 87, No. 100 \(p. 31637\)](#). These funds amount to a total of \$187,383,000.

This funding is designed to address needs that remain after other assistance has been exhausted, including federal assistance as well as private insurance. The Department is the responsible entity for administering the CDBG-DR funds allocated to the state.

The Department recognizes its fiscal and regulatory responsibility to administer these funds consistent with all federal and state requirements. The Department’s initial step toward securing this funding on behalf of the State of Florida was the successful creation and submission of the State of Florida CDBG-DR Action Plan (Action Plan), which HUD approved on August 12, 2022.

In order to ensure that the funds assist the most impacted areas, at least 80 percent must be expended on disaster recovery in HUD-identified MID areas for eligible disaster-related activities; these areas include Escambia County and the ZIP code 32583 (Santa Rosa County). As specified in [Federal Register Vol. 87, No. 23 \(p. 6371\)](#), where HUD identified specific ZIP codes as MID communities, the Department intends to expand program operations and eligibility to the entire county. The remaining up to 20 percent of funds may be spent in state-identified MID communities, which include Bay, Okaloosa, and Walton Counties. The unmet needs assessment evaluates three core aspects of recovery—housing, infrastructure, and economic development—which will inform program development.

This OLTR Policy Manual is intended to identify applicable federal regulations that govern CDBG-DR funds, provide individual program summaries with program-specific policies and procedures referenced in appendices, and delineate state-level responsibilities for OLTR programs and staff members from subrecipient program and staff responsibilities. The Department will provide technical assistance for each subrecipient applying for disaster recovery assistance funding and will monitor those subrecipients who are successful in obtaining funding.

This manual supports the Department’s ability to help homeowners, owners of rental housing, and communities achieve long-term recovery goals by providing compliance requirements that will keep the Department in good standing with HUD while delivering services to Floridians. This Manual is intended to provide for consistent and

¹“NOAA/NHC” via <https://weather.com/storms/hurricane/news/2020-09-17-hurricane-sally-recap-gulf-coast-landfall-flooding>.

efficient application of procedures across all disaster recovery activities relating to Hurricane Sally, regardless of where and by whom these activities are conducted.

The Department anticipates that circumstances will arise where the application of the policies and procedures outlined in this Manual may lead to an unintended consequence and that some circumstances may not fit within the policy and procedure framework. In these cases, deviations may be justified and necessary. Any deviation from policies and procedures must be clearly documented and included in the specific file for the project requiring such deviation.

1.0 CDBG-DR General Requirements

1.1 Overview

All programs funded by CDBG-DR allocated funds are subject to the requirements provided in Federal Register Notice Vol. 87, No. 23 (February 3, 2022), as amended. The Department will encourage subrecipients to leverage CDBG-DR funds with funding provided by other federal, state, local, private, and nonprofit sources to utilize the limited CDBG-DR funds. Leveraged funds must be in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the “Stafford Act”) to ensure that no individual applicant receives a Duplication of Benefit (DOB) for the same purpose and/or effect to recover from Hurricane Sally.

1.1.1 Presidentially Declared County

All activities must be in a Presidentially-declared county that is eligible for assistance under FEMA declaration 4564 for Hurricane Sally in Federal Register, Vol. 87, No. 23, published Thursday, February 3, 2022, as amended. As specified in the Federal Register, 80 percent of the allocation will be used to address unmet needs within the HUD-identified MID areas. This 80 percent MID area identified in the Federal Register is limited to Escambia County and the ZIP code 32583 (Santa Rosa County). As specified in Federal Register Vol. 87, No. 23 (p. 6371), where HUD identified specific ZIP codes as MID communities, the Department intends to expand program operations and eligibility to the entire county.

1.1.2 Mitigation Activities

As specified in Federal Register Vol. 87, No. 23 (p. 6365), 15 percent of the funds allocated to Florida through PL 117-43 must be used for mitigation activities informed by the mitigation needs assessment included in the Action Plan. These mitigation activities do not require a “tie-back” to Hurricane Sally but must increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship by lessening the impact of future disasters. Mitigation activities must also address current and future risks identified in the mitigation assessment in the MID areas, must be CDBG-eligible under Title I of the HCDA of 1974, or a waiver or alternative requirement, and must meet a national objective as defined by HUD.

The Department aims to utilize the CDBG-DR funds allocated for Hurricane Sally recovery to reduce the effects of natural disasters and eliminate long-term risks to Floridians. The purpose of the mitigation activities is to:

- Reduce risks and vulnerabilities of people in hazard-prone areas through current technology,
- Reduce the potential impact of natural disasters on new and existing properties, infrastructure, and local economies, and
- Promote education, outreach, and research and development programs to improve the knowledge and awareness among citizens—particularly vulnerable populations and historically underserved communities—and industries, about hazards they may face and mitigation alternatives that can reduce vulnerabilities.

The Department will encourage subrecipients to incorporate preparedness and mitigation measures into rebuilding activities, even for activities not funded by the mitigation set-aside. This helps to ensure that communities build back safer and stronger than prior to the disaster. Incorporation of these measures also reduces costs in recovering from future disasters. Mitigation measures that are incorporated into those rebuilding activities must be a necessary expense related to disaster relief, long-term recovery, and restoration of infrastructure.

1.2 Use of Urgent Need

The Unmet Needs Assessment documents unmet need in housing, infrastructure, and economy throughout the impacted areas. The state will seek to meet the requirement that 70 percent of funds are utilized for Low-and-Moderate (LMI) income families. Program activities are presumed to meet the use of Urgent Need as a national objective if they occur in the sectors and regions, particularly for housing and infrastructure activities, that were impacted as documented in the Unmet Needs Assessment. However, the state will first seek to determine if the activity meets the LMI national objective before utilizing the urgent need national objective.

Pursuant to the Federal Register, Volume 87, No. 23, February 3, 2022, the urgent need national objective criteria in section 104(b)(3) of the HCDA is waived and the following alternative requirement is established for any CDBG- DR grantee using the urgent need national objective for a period of 36 months after the applicability date of the Department’s Allocation Announcement Notice (AAN).

Pursuant to this alternative requirement, in order to use the urgent need national objective, the Department must:

1. Describe in the impact and unmet needs assessment why specific needs have a particular urgency, including how the existing conditions pose a serious and immediate threat to the health or welfare of the community;
2. Identify each program or activity in the action plan that will use the urgent need national objective— either through its initial action plan submission or through a substantial amendment submitted by the grantee within 36 months of the applicability date of the grantee’s AAN; and
3. Document how each program and/or activity funded under the urgent need national objective in the action plan responds to the urgency, type, scale, and location of the disaster-related impact as described in the grantee’s impact and unmet needs assessment.

The Department’s action plan must address all three criteria described above to use the alternative urgent need national objective for the program and/or activity. This alternative urgent need national objective is in effect for a period of 36 months following the applicability date (February 8, 2022) of the Department’s AAN. After 36 months, the Department will be required to follow the criteria established in section 104(b)(3) of the HCDA and its implementing regulations in 24 CFR part 570 when using the urgent need national objective for any new programs and/or activities added to an action plan.

The Department and its subrecipients will ensure, as is required and identified in the Federal Register, that at least 70 percent of the entire CDBG-DR grant award will be used for activities that benefit LMI persons. Additionally, the activity must be located in a HUD or state MID designated area that received a Presidential disaster declaration in response to Hurricane Sally.

1.3 Minimizing Displacement

The state and its subrecipients plan to minimize displacement of persons or entities and assist persons or entities that are displaced as a result of implementing a project with CDBG-DR funds. To minimize the displacement of persons and other entities that may be affected by CDBG-DR funded activities, the Department will coordinate with Escambia, Santa Rosa, Walton, Okaloosa, and Bay Counties, as well as officials from various municipalities, including Pensacola, Gulf Breeze, Callaway, and Milton to minimize displacement. Should any proposed projects or activities cause the displacement of people, the Department will ensure the requirements of Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA), as amended, are met.

The state’s Uniform Relocation Assistance Guide and Residential Anti Displacement and Relocation Assistance Plan (URA and RARAP Plan) is located on the OLTR page at www.FloridaJobs.org/CDBG-DR. This plan, which will be amended as needed to reflect Hurricane Sally activities, will ensure subrecipients minimize displacement. The URA provides certain displaced persons with the right to benefits for moving expenses, housing counseling

services, rental assistance payments, and/or housing replacement costs depending upon the nature of the circumstances requiring relocation. In an effort to minimize displacement of people from their homes, the Department will determine the full list of actions it will take based on local needs and priorities; a list of possible steps can be found in section 7.4 “Steps to Minimize Displacement” of the URA and RARAP Plan. Applicability of items on this checklist is dependent upon the project objectives and related feasibility of each action.

The Department and its funded activities will not seek to use the power of eminent domain. However, should any project cause displacement, the Department will follow the URA and the Real Property Acquisition Policies Act to ensure tenants are relocated to safe and sanitary locations.

As applicable, and in compliance with the URA and Departmental policies and procedures, subrecipients must provide all displaced persons, as well as non-displaced tenants who are required to relocate temporarily, with advisory services, reasonable and eligible moving expenses, and replacement housing assistance.

Additionally, as outlined in a waiver established in Federal Register Vol. 87, No. 23 (p. 6390), grantees receiving CDBG–DR funds may establish optional relocation policies or permit their subrecipients to establish separate optional relocation policies. This waiver is intended to provide states with maximum flexibility in developing optional relocation policies with CDBG–DR funds.

The Department’s subrecipients will be required to develop appropriate budgets based on applicant needs. Subrecipients are also required to maintain records and documentation for relocation in compliance with the Recordkeeping and Reports section of the [OLTR URA RARAP Plan](#).

If CDBG-DR is matched with any other HUD funding source(s), it will be subject to standard URA or Section 104(d) of the HCDA requirements.

For applicable waivers for Hurricane Sally regarding URA, see the OLTR CDBG-DR Policy Manual.

1.4 Elevation

All structures, as defined in 44 CFR 59.1, designed principally for residential use, and located in the 100-year floodplain, that receive assistance for new construction, reconstruction, rehabilitation of substantial damage, or rehabilitation that results in substantial improvement, as defined at 24 CFR 55.2(b) (10), must be elevated with the lowest floor, including the basement, at least two feet above the one percent annual chance floodplain elevation (also known as base flood elevation or BFE).

Mixed-use structures with no dwelling units and no residents located below two feet above BFE must be elevated or floodproofed up to at least two feet above BFE.

Critical Actions, as defined at 24 CFR 55.2(b)(3), located in a 500-year floodplain must be elevated to either the 500-year floodplain elevation or three feet above BFE, whichever is higher.

The Department will require its subrecipients to develop and implement resilient home construction standards, including design standards for all structures designed principally for residential use and located in the 100-year floodplain that receive assistance for new construction, reconstruction, and rehabilitation of substantial damage, or rehabilitation resulting in substantial improvement, as defined at 24 CFR 55.2(b)(10). In compliance with the Consolidated Notice, the Department will require elevation of these structures such that the lowest floor, including the basement, is at least two feet above the BFE which is the minimum height requirements set forth in the February 3, 2022, Federal Register Notice.

The Department will require its subrecipients to comply with local building codes where higher elevation standards are required. Otherwise, subrecipients may elevate up to three feet above the BFE for the subject property so that it qualifies for NFIP flood insurance premium discounts when it is cost reasonable for the subrecipient to do so and when it does not create other conflicts.

Nationally, the average cost to elevate a home is between \$30,000 and \$100,000. The average cost to elevate a home is dependent upon several factors including, but not limited to the size of the home, the number of feet it must be elevated, type of foundation, and the location of the home. Based on preliminary research, the average cost to elevate a home in Florida ranges between \$35,000 and \$115,000. However, elevation costs may fall outside this range depending on the value of the home and the factors mentioned above. For housing rehabilitation or repairs, the cost to elevate a home should not exceed 49 percent of the home's pre-storm value. Any home that has a total cost of repairs equal to or more than 50 percent the market value of the home is considered substantially damaged and will require the entire structure to be brought into code compliance, which would include the required elevation. Subrecipients will be required to develop policies for properties with repair and/or elevation cost estimates that meet or exceed estimated costs for reconstruction of or replacement with a comparable home.

1.5 Recordkeeping

The Department will maintain program records in accordance with the Department's policies and procedures for records retention. Regarding program records that relate to individual property activities, subrecipient will maintain applicant files within the Department System of Record. The Department System of Record is built on the Salesforce platform. The System of Record has been built by and will be maintained by Department-procured resources. Salesforce is designed to maintain project/applicant files that document the activities undertaken with respect to specific individual beneficiaries, property owners and/or properties. Any paper records produced by third party vendors during the course of program implementation will be turned over to the Department for Department retention upon contract closeout.

The Department requires subrecipients to maintain all program- and project-related documentation such as financial records, supporting documents, and statistical records. Per 24 CFR 570.490, these records must be retained for a period of not less than five years after grant closeout with HUD. All official records on programs and individual activities must be maintained for a six-year period beyond the date of grant closeout.

The subrecipient will be provided with guidance and technical assistance regarding establishment of a filing system to keep records. This filing system should be easy to use while providing an accurate account of activities for examination and review by the Department's disaster recovery grant manager, auditors, and local subrecipient staff. CDBG-DR records are subject to the Freedom of Information Act and relevant state laws regarding public availability. The filing system should be established on a project basis. Files should, to the extent possible, be maintained in a central location.

Subrecipients will maintain accurate files and records on each project provided by the Department using CDBG-DR funds and will retain all pertinent documentation for the grant between the Department and the subrecipient. Compliance will be maintained in accordance with the reporting requirements as outlined in the Department's OLTR CDBG-DR Policy Manual. Subrecipients are also required to maintain records and documentation for relocation in compliance with the Recordkeeping and Reports section of the [OLTR URA RARAP Plan](#). This includes all information and reports as required under the Department's contract with HUD and demographic data and other information on awardees.

Subrecipients must maintain electronic files for each applicant funded by a CDBG-DR grant. The Department will monitor subrecipient file management practices. Each file must contain at a minimum the following information, as applicable:

- Verification of program eligibility.
- Determination that the applicable national objective has been met (in the case that a program allows use of multiple national objectives, the specific objective used for that project should be noted in each file).
- Determination and justification that activities relate to the impact of Hurricane Sally.
- Proof that funds do not supplant other funding sources.

- Invoicing/proof that expense related items are eligible under CDBG-DR.
- Award calculation and supporting documentation.
- DOB assessments and calculations.
- Grant recapture documents.
- Environmental clearance.
- Grant agreement documents.
- Monitoring QA/QC.
- Appeals, if applicable.
- Correspondence and notes.
- Supporting documentation and forms.

1.6 Citizen Participation Plan

Florida values citizen and stakeholder engagement. Florida has developed the Hurricane Sally Citizen Participation Plan (CPP) in compliance with Federal Register Vol. 87, No. 23, the “Consolidated Notice,”²⁴ CFR 91.115 and applicable HUD requirements to set forth the policies and procedures applicable to citizen participation. This plan is intended to maximize the opportunity for citizen involvement in the planning and development of the Hurricane Sally Rebuild Florida recovery program.

In order to facilitate citizen involvement, Florida has identified targeted actions to encourage citizen participation and allow equal access to information about the Rebuild Florida Program. Florida intends to focus its outreach efforts to facilitate participation from individuals of low and moderate income, those living in slums and blighted areas, those living in areas identified for recovery through Rebuild Florida, non-English speaking persons and other disadvantaged populations. The Hurricane Sally Action Plan has been published in both English and Spanish, as determined by the Department’s language analysis of Limited English Proficiency (LEP) in the Hurricane Sally impacted areas.

The Hurricane Sally CPP is available on the Hurricane Sally webpage at www.FloridaJobs.org/CDBG-DR/Hurricane-Sally.

2.0 CDBG-DR Program Overviews

2.1 Housing Programs

2.1.1 Subrecipient Housing Repair and Replacement Program (HRRP)

2.1.1.1 National Objective

All program activities must meet one of HUD's national objectives. The national objective for the Subrecipient HRRP is benefit to LMI persons. The LMI national objective is achieved under the Subrecipient HRRP when the benefit is provided to a LMI household.

2.1.1.2 Responsible Entity for Administering

Jurisdictions from each of the budget areas (80 percent MID or 20 percent MID) will select projects to propose to the Department for funding in accordance with the Department's thresholds and criteria. The Department will execute contracts with awarded jurisdictions, including municipalities within counties that receive a separate award. In other words, municipalities may apply directly to the Department and will be contracted with directly, if awarded.

Non-entitlement municipalities may choose to submit projects to the Department through their county. In these instances, the partnering jurisdictions must submit an executed agreement to the Department with their application. The Department may consider requests from entitlement jurisdictions to apply through their county for efficiency or capacity purposes. For both entitlement and non-entitlement jurisdictions, the county will be the awardee and no further pass-through will be allowed.

The Department will implement program management, monitoring, and oversight standards necessary to ensure compliance with state and federal requirements.

2.1.1.3 Program Requirements

At a minimum, 70 percent of program funds must meet the LMI national objective. Additionally, households with one or more of the below characteristics will be prioritized and processed in the order that they complete an application:

- Households with seniors age 62+;
- Households with children under the age of 18; and
- Households with special needs or special accommodation requirements (disabled).

2.1.1.4 Types of Assistance Offered

The Subrecipient HRRP is a housing rehabilitation or replacement program for LMI families impacted by Hurricane Sally. Subrecipients will manage and complete the construction process for the rehab, replacement, or reconstruction of damaged homes on behalf of eligible applicants. With the assistance of staff and vendors, subrecipients will work with qualified contractors assigned to repair, reconstruct, or replace damaged properties. Subrecipients will pay contractors directly and no funds will be paid to homeowners. Applicants will not select their own contractors. Applicants will be required to enter into agreements with the subrecipient setting forth the terms and conditions of the program. Subrecipients will make the program open to homeowners and owners of rental properties with the condition that it is agreed upon to meet applicable occupancy periods or affordability requirements, respectively. Subrecipients must develop appropriate policies for relocation assistance for occupants during the program. Subrecipients must also create policies to minimize displacement. See 1.4 Minimizing Displacement for more information.

Housing activities allowed under CDBG-DR include, but are not limited to:

- Temporary Relocation;
- Demolition/Clearance;
- Single-Family Housing Rehabilitation/Repair;
- Multi-Family Housing Rehabilitation/Repair;
- Housing Construction;
- Public housing;
- Emergency Community Shelters (public facility);
- Homeless Shelter;
- Repair and replacement of manufactured housing units;
- Hazard mitigation;
- Elevation;
- Planning activities related to housing; and
- Other activities associated with the recovery of housing stock impacted.

The state and its subrecipients plan to minimize displacement of persons or entities and assist those displaced as a result of implementing a project with CDBG-DR funds. Should any projects cause displacement, the Department and its subrecipients will follow the URA and the RARAP Act to ensure tenants are relocated to safe and sanitary locations. More detailed policies on displacement, and URA and RARAP can be found in the Department’s URA and RARAP Plan, as well as the OLTR CDBG-DR Policy Manual, both of which are located on the OLTR webpage at www.FloridaJobs.org/CDBG-DR. The Department will require its subrecipients to develop policies and procedures to make sure this population is relocated into areas outside of floodplain and will receive full benefits as stated in the URA. The URA provides at 49 CFR 24.402(b) that a displaced person is eligible to receive a rental assistance payment that covers a period of 42 months.

In the event that a homeowner requests housing counseling services or displaced tenants wish to become homeowners, housing counseling services may be made available by a HUD-certified housing counseling agency. HUD provides resources related to housing counseling at: <https://www.hud.gov/states/florida/homeownership/hsgcounseling>.

2.1.1.5 Subrecipient Requirements

Subrecipient Eligibility Criteria

Potentially eligible subrecipients include Units of General Local Government (UGLG) in Hurricane Sally impacted communities (Bay, Escambia, Santa Rosa, Okaloosa, and Walton Counties). These entities will select projects or programs to propose to the Department for funding in accordance with Departmental thresholds and objectives.

These thresholds are:

- Projects must demonstrate “tie-back” to the hurricane event (Sally).
- Projects must not duplicate benefits.

The Department will also consider to what extent proposed projects or programs support the following objectives:

- Projects must primarily address unmet housing needs.
- Projects must primarily serve LMI populations.

The Department will execute contracts with awarded jurisdictions, including municipalities within counties that receive a separate award. In other words, municipalities may apply directly to the Department and will be contracted with directly, if awarded.

Non-entitlement municipalities may choose to submit projects to the Department through their county. In these instances, the partnering jurisdictions must submit an executed agreement to the Department with their application. The Department may consider requests from entitlement jurisdictions to apply through their county for efficiency or capacity purposes. For both entitlement and non-entitlement jurisdictions, the county will be the awardee and no further pass-through will be allowed.

The Department will implement program management, monitoring, and oversight standards necessary to ensure compliance with state and federal requirements.

The Subrecipient HRRP will serve primary resident homeowners and owners of rental property in HUD and state-identified MID counties. Property owners must prove Hurricane Sally storm damage to qualify for repair, reconstruction, or replacement assistance. The following additional eligibility criteria apply:

1. Home was impacted by Hurricane Sally (DR-4564). The property must have documented damage because of the declared disaster. Home repair needs will be documented by FEMA, SBA, and/or a subrecipient contracted inspection.
2. The Department and its subrecipients will prioritize homeowner applicants earning less than or equal to 80 percent AMI and rental property owners whose rental property serves LMI individuals. If this need is fulfilled, the Department and its subrecipients may address applicants earning greater than 80 percent AMI.
3. All applications must be for owner-occupied single family units, small rental units, or multi-family units as defined in Property Type and Location, located within one of the HUD-designated MID counties/ZIP codes: Escambia and Santa Rosa, or within one of the state-identified MID communities: Bay, Okaloosa, and Walton Counties, prior to Hurricane Sally. Note that 80 percent of funding must be spent in the HUD-designated MID counties and ZIP codes. The remaining 20 percent of the funds may be spent in state-identified MID communities.
4. Households that make above 120 percent of the area median income will not be eligible to receive funding to rehabilitate, rebuild, or replace their home.

Application Scoring Criteria

Projects proposed for funding to the Department will be scored for funding in order of the following criteria. The maximum scoring criteria score is 200.

Table 1: Housing Activities Scoring Criteria

		Max. Points
1	Management Capacity: Jurisdictions program manager and/or developer presents depth of program or project, case, and compliance management capacity to deliver services on-time and on-budget. Citizen Complaint Policy is in place.	35
2	Readiness to Proceed and Viable Production Plan: Applicant must show evidence of how proposed program or project will mobilize and operate in a timely manner.	25
3	Proposes Cost Reasonable Budget: Proposal budgets reflect cost reasonableness and affirmative efforts to leverage CDBG-DR funds with additional funding to address unmet needs. Budget narrative reflects research, quotes, and/or contracted pricing.	25
4	Storm Resilience: In addition to addressing unmet needs, program, or project proposals need to show how they make investments that improve resilience to future storm-related damage.	15
5	Overall LMI benefit (Percent LMI benefit of the activity): Higher LMI benefit of the activity will receive a higher score. For example, a project with 100 percent LMI benefit would be	50

	scored higher than a project with 70 percent LMI benefit.	
7	<p>Vulnerable Populations: The Department will utilize the applicant’s required AFFH assessment when calculating this scoring criteria. Applications which address the following vulnerable populations will receive higher scores.</p> <p>The transitional housing, permanent supportive housing, and permanent housing needs of individuals and families that are homeless or at-risk of homelessness;</p> <p>The prevention of low-income individuals and families with children under 18 (especially those with incomes below 30 percent of the area median) from becoming homeless;</p> <p>The special needs of persons who are not homeless but require supportive housing (e.g., elderly (62 or older), persons with disabilities, persons with alcohol or other drug addiction, persons with HIV/AIDS and their families, and public housing residents, as identified in 24 CFR 91.315(e)).</p>	20
Total Maximum Score:		200

2.1.1.6 Program Eligibility

Applicants must meet the eligibility requirements as outlined in section 105(a)(1) of the HCDA.

Property Type and Location

The following are eligible property types for the single-family owner-occupied residential, single-family rental, and multi-family units located within the twelve (12) designated counties. Property type may be verified using tax records, federally maintained databases, such as FEMA Individual Assistance (FEMA IA) and SBA disaster home loan datasets, or through a program-conducted damage inspection.

Subrecipients are encouraged to develop housing programs that meet one or more of the following property type criteria listed below.

Owner Occupied Single Family:

- Single-family units may include, but are not limited to:
 - Single family stick-built dwelling units
 - Duplexes/Condominiums
 - Manufactured Housing Units (MHU);
 - Detached, stand-alone, stick-built, or concrete residential structures;
 - Other structure types may be considered if the following can be demonstrated by the applicant:
 - Structure was connected to utilities at the time of the disaster. Utilities must be in the applicant’s name.
 - Structure is fixed to a permanent location.
 - The applicant owned the land on which the structure was located at the time of the hurricane.
- Ineligible property types include, but are not limited to: travel trailers, campers, houseboats, group homes, and nursing homes.

Additional eligibility requirements are noted for owner-occupied single family residential, which include that the damaged residence must have been occupied by the applicant and had to be the applicant’s primary residence, as defined in Primary Residence and Ownership.

Small Rental:

- Small Rental non-owner-occupied residential structures with four units or less:
 - Residential structures containing four or fewer units
 - Mixed use structures containing four or fewer units

Additional eligibility requirements are noted for Small Rental property owners, which include ensuring damaged structure is used as long-term rental property and not as a second home or seasonal rental. In addition, the property owner must certify that the property will be used as long-term rental property and ensure current or future tenants will be LMI for the prescribed affordability period.

Multi-Family:

- Multi-family units are defined as five or more-unit dwellings. Multi-family units may include, but are not limited to:
 - Multiple Residential Structures located on adjacent lots;
 - Apartment complexes;
 - Public Housing Authorities; or
 - Other types of rental properties.

Additional eligibility requirements for multi-family projects require the property owner to provide additional documentation such as disclosure of planned future development, along with cost projections, engineering reports or other documentation necessary to meet eligibility requirements. The rental property owners must also agree to the condition that the rental property will comply with affordability requirements.

Disaster Damage

At the time of application submission, applicants must demonstrate that the damage or destruction to the property was a direct result of Hurricane Sally. When possible, the subrecipient will verify hurricane damage using third party datasets (e.g., as outlined below: FEMA, SBA, insurance). Disaster damage may be documented by the applicant through the following methods:

- FEMA claim letter;
- SBA loan documentation;
- Insurance award letters;
- Insurance settlement and/or evidence of litigation.

If the above-referenced documentation is not available, an inspection report (complete with photos of the damage and a written assessment of the damage) from a damage assessment provided by the subrecipient conducted by a qualified Damage Assessor certifying the damage occurred due to the qualifying disaster may be used.

If an applicant was denied assistance by FEMA or SBA, assistance through the CDBG-DR program may still be available. Applicants will not be refused housing assistance solely on the basis that the applicant was denied assistance by FEMA or SBA.

Primary Residence and Ownership

Owner Occupied Single Family

At the time of Hurricane Sally, the damaged residence must have been occupied by the applicant and had to be the applicant's primary residence. Primary residence is defined as the property that is occupied by the applicant for the majority of the calendar year. Second homes, vacation residences, and seasonal rental properties are not eligible for assistance. Applicants who moved into the damaged property after the hurricane are not eligible for assistance under this program.

To the extent possible, the subrecipient will validate primary residency through electronic verification utilizing locally or federally maintained registries, such as FEMA IA or SBA disaster home loan databases.

Documentation used to verify primary residence includes, but is not limited to:

- 2018 Federal income tax return listing the damaged property address;
- FEMA IA award letter for damaged property address;
- SBA Disaster Home Loan award letter for damaged property address;
- Real ID Act compliant driver's license or state-issued ID card showing the damaged property address; issued prior to the date of the hurricane and expiring afterward;
- Utility bills addressed to the applicant at the damaged property address showing services were provided in the month preceding or month of the disaster (must indicate household utility usage during the time period preceding the hurricane);
- Credit card bill or bank statement sent to the applicant at the damaged property address in the month preceding or the month of the disaster;
- Insurance documentation indicating primary residence, such as a homeowner's endorsement;
- Employer's statements, including pay stubs and similar employment documents (must be dated during the time period preceding the hurricane); and
- Homestead exemption verified through property tax records (if applicable).

Documents provided to demonstrate primary residency should include the applicant or co-applicant's name, appropriate date demonstrating residence at the time of the hurricane, and damaged property address. None of the forms of documentation listed above, by itself, necessarily proves primary residence. The subrecipient will review and assess all available documentation together and determine primary residence based on the applicant's demonstration of consistency across the variety of documentation provided. In the event that inconsistencies in documentation are found, the application may not move forward in the eligibility process until the inconsistencies are resolved by the applicant. All applicants to the program bear the burden of proof for providing consistent documentary evidence to prove primary residency at the time of the disaster.

Ownership

Applicants must demonstrate that they maintain legal ownership over the property that was damaged as a direct result of Hurricane Sally, at the time of the disaster and at present. After conducting a due-diligence process, the program will accept, as proof of ownership, the following documents:

- Deed of Official Record
- Property Title
- Bill of Sale
- Bargain-for-Sale Deed
- Quitclaim Deed

Special Circumstances related to Primary Residency and Ownership

Subrecipients must develop policies and procedures to provide additional assistance to resolve Heirs Property Title issues for homeowners who would be eligible for rehabilitation or reconstruction assistance but are unable to move forward due to pending title issues.

Common issues related to title may include:

- Properties held in trust for the benefit of natural persons can be eligible for assistance if at least one of the occupants at the time of the hurricane was a current beneficiary of the trust. If the property was not the primary residence for the current beneficiaries or trustee(s), the applicant(s) is(are) not eligible for

assistance. The trustee's powers must include the ability to affect the damaged property. If the trustee's powers do not include the ability to affect the damaged property, all beneficiaries with an interest in the damaged property must sign the closing documents along with the trustee.

- If the owner/occupant at the time of the hurricane subsequently died, the applicant (heir) may qualify for the program if evidence is provided that the deceased property owner and the applicant/heir used the home as his/her primary residence at the time of the hurricane.

The following are additional common issues related to primary residency and ownership:

- Applicants/homeowners who were in the United States military and deployed outside of Florida at the time of the hurricane may qualify for the program.
- Applicants/homeowners who were temporarily in a nursing home, assisted living, or other medical facility at the time of the hurricane may qualify for the program.
- Applicants/homeowners who were incarcerated and residing at a law enforcement facility at the time of the hurricane may qualify for the program.

Income Verification

This section relates to single-family owner-occupied applicants. For small rental and multi-family applicants, the subrecipient will also certify household income to comply with affordability requirements. The subrecipient will calculate and verify the applicant's annual household gross income. To qualify, the annual household gross income, for all household members, must not exceed 120 percent income limits, as defined by income limits for the designated counties. Subrecipients should prioritize applicants whose income falls below the 80 percent AMI category.

A household is defined as all persons occupying the same unit, regardless of familial status or relationship to one another. Household members include all persons, including minor children and adults, whose current primary residence is the hurricane-impacted property or whose primary residence was the hurricane-damaged property at the time of the disaster.

Household income shall be calculated based on the current adjusted gross income as defined for purposes of reporting under Internal Revenue Service (IRS) Form 1040 series for individual federal annual income tax purposes. Income for all household members will be considered when calculating annual household income. When determining the number of household members and annual household income, the following should be taken into consideration:

- Minor children are considered household members. Earned income of minor children is not considered as part of total annual household income.
- Minor children who are subject to shared custody agreements may be counted as household members if the minor child lives in the residence at least 50 percent of the time.
- Temporarily absent family members are considered household members and their income is considered in calculation of household income, regardless of how much the temporarily absent family member contributes to the household.
- Paid, non-related, live-in aides, whether paid by the family or through a social service program, are not considered household members. Income of live-in aides is not considered in the calculation of household income. Related persons do not qualify as live-in aides.
- Permanently absent family members, such as a spouse who resides permanently in a nursing home, may be considered a household member, at the discretion of the head of household/program applicant. If the head of household opts to include a permanently absent family member in the household, the income of the permanently absent household member will be counted in the calculation of annual household income. If the head of household chooses not to include the permanently absent family member as part

of the household, the income of the permanently absent family member will not be considered in the calculation of annual household income.

Applicants must provide income documentation for all household members age eighteen (18) and older at the time of program application. Income types and associated documentation required for income verification may include, but are not limited to:

- Wages: Three (3) recent paystubs within the past three (3) months, W-2 Forms;
- Retirement/Social Security: Three (3) Monthly Bank Statements (Social Security Benefits & Pension only);
- Current Social Security Benefits letter (including benefits paid to minors);
- Current Pension/Retirement Benefit letter (if applicable), or prior year 1099 form;
- Current Annuity Payment letter (if applicable), or prior year 1099 form;
- Self-Employment Income: Most recent tax return (1040 or 1040A), W-2 Forms;
- Current year profit and loss statement;
- Rental Income: Current lease agreements;
- Unemployment Benefits: Current benefit letter with gross benefit amount;
- Court Ordered Alimony/Spousal Maintenance: Copy of court order documentation;
- Taxable Interest and Dividends (including amounts received by, or on behalf of minors);
- No Income: Adult household members who receive no income will be required to submit a Certification of No Income. These household members typically include those that are unemployed.

Documentation for other less common types of income will be assessed by the subrecipient based on type of income reported.

Insurance Coverage

The subrecipient will support the repair, replacement, and reconstruction of homes outside of the 100-year floodplain. However, the subrecipient may only provide assistance for the repair and/or replacement/reconstruction of a home located in a floodplain if the household earns less than 120 percent AMI and has unmet recovery needs.

When any home being rehabilitated, replaced, or reconstructed with federal disaster assistance is located in a SFHA, also known as the 100-year floodplain, then the property owner is required to maintain flood insurance in perpetuity, and any successive purchaser of the property must also maintain flood insurance.

National Flood Insurance Reform Act (NFIRA) Non-Compliance

Applicants found to be non-compliant with the requirements of the National Flood Insurance Reform Act (NFIRA) are not eligible for program assistance. An applicant is FEMA non-compliant if they failed to obtain and maintain flood insurance after receiving federal funding for a previous disaster. Eligibility is verified by reviewing FEMA (IA) eligibility codes in the federal dataset for the event. Any records with ineligible code “NCOMP - non-compliant with Flood Insurance Requirement” or “NPND - NFIRA - NonCompliance”, are FEMA non-compliant applicants and therefore ineligible for program assistance. The entire FEMA IA dataset for Hurricane Sally will be reviewed for the applicable eligibility code to identify non-compliant households to ensure that no ineligible applicants are served.

Eligibility Determination

All applications must be thoroughly reviewed during the application collection and eligibility process to ensure applicants are eligible for the program prior to receiving assistance. Eligibility determinations will be made on housing assistance applications based on documentation submitted by the applicant and verification of information by third-party sources, including federal databases. These decisions will be made based on applicable

statutes, codes of federal regulation, state and local codes and ordinances, local guidelines, and applicable subrecipient-developed program guidelines.

Written Notifications

Subrecipients must develop procedures for notifying applicants of their eligibility determination; notifications must be provided in writing. The subrecipient should send applicants a written preliminary eligibility notification informing them of the eligibility decision. The notice should include a notice informing the applicant of the preliminary eligibility determination, an explanation of funding sources and restrictions, and a description of required next steps.

If at any point during the eligibility determination process or throughout any other phase of the program process, it is found that the applicant is ineligible for the program, the subrecipient must notify the applicant in writing. This written notification will outline the determination made and outline next steps, if applicable, and instructions for how to submit an appeal.

Subrecipients must maintain documentation of written notifications in compliance with recordkeeping requirements established by the Department.

Exceptions to Eligibility Policy

The subrecipient may consider exceptions to program policies for applicants who demonstrate an undue hardship. Applicants in this situation will be reviewed to determine whether their program priority ranking, or denial of program assistance will further perpetuate the circumstances attributing to such hardship. The Department and its subrecipients will define “demonstrable hardship” as exceptions to program policies for applicants who demonstrate undue hardship. Subrecipients will be required to develop policies to review applicants in this situation on a case-by-case basis to determine whether assistance is required to alleviate such hardship. Demonstrable hardship may include, but is not limited to, the following:

- Prolonged job loss;
- Substantial reduction to household income;
- Death of a family member;
- Unexpected and extraordinary medical bills; and/or
- A disability.

Applicant Ineligibility

Subrecipients should develop policies and procedures for applicant ineligibility, specifically for non-responsive applicants. Subrecipients must list in these policies and procedures the reason(s) for ineligibility. If assistance is denied, the subrecipient must provide the applicant with written information regarding options to appeal should the applicant disagrees with the determination.

Examples of reasons an applicant may be deemed ineligible for HRRP assistance include the following:

- Applicant is deemed unresponsive by the subrecipient.
- Applicant knowingly supplied false and/or inaccurate documentation.
- Application property is not the main residence.
- Applicant did not own the property at the time of Hurricane Sally.
- Property failed Environmental Clearance.
- The lot size or local ordinances does not allow for construction.
- The combined household income is greater than the 120 percent AMI or the national median.

Affordability Period

Subrecipients will incorporate the following affordability period requirements into their policies and procedures.

Homeowners who receive assistance through the Department’s CDBG-DR funded subrecipient housing programs must maintain ownership and occupancy for a three-year occupancy period after construction is completed.

Rental property owners, including Public Housing Authorities (PHAs) seeking assistance through HRRP to repair or reconstruct rental housing units will be required to ensure the rental property is affordable for LMI tenants for a minimum period of time. The minimum required affordability time periods are:

Table 2: Subrecipient Housing Program Affordability Periods

Type of Project	Number of Units	Minimum Required Affordability
Multi-family	Less than 8	5 years
	8 or more	15 years
Single Family	1 – 4	5 years

Affordability restrictions will be enforceable by deed restrictions, covenants, or other similar mechanisms and/or instruments.

Affordable Rent

Subrecipients will incorporate the following affordable rent requirements into their policies and procedures.

Landlords served through the Department’s subrecipient housing programs will control and provide affordable rent in accordance with HUD guidelines. The affordability requirement requires the property owner to lease the units to LMI households earning 80 percent or less of the AMI and to lease the units at an affordable rent. Rent must comply with the maximum HUD HOME rent limits. The maximum HUD HOME rent limits are the lesser of:

- The fair market rent for existing housing for comparable units in the area as established by HUD under 24 CFR 888.111; or
- A rent that does not exceed 30 percent of the adjusted income of a family whose annual income equals 65 percent of the AMI, as determined by HUD, with adjustments for number of bedrooms in the unit. The HUD HOME rent limits will include average occupancy per unit and adjusted income assumptions.

Program Definition of Second Home/Eligibility

Subrecipients will require applicants to be the primary resident homeowners or property owners of rental property at the time Hurricane Sally made landfall. HUD’s regulations regarding the use of funding for Hurricane Sally recovery state an alternative requirement for housing rehabilitation which prohibits housing rehabilitation assistance for second homes. HUD is instituting an alternative requirement to the rehabilitation provisions at 42 U.S.C. 5305(a)(4) as follows: Properties that served as second homes, vacation residences, or seasonal rental properties at the time of the disaster, or following the disaster, are not eligible for rehabilitation assistance or housing incentives.

A second home is defined in the Federal Register as a home that is not the primary residence of the owner, a tenant, or any occupant at the time of the disaster or at the time of application for CDBG-DR assistance.

Subrecipients must include in their policies and procedures, a process to verify primary residency. Subrecipients can verify a primary residence using a variety of documentation including, but not limited to, voter registration cards, tax returns, homestead exemptions, and driver’s licenses. Additionally, seasonal, short-term, and vacation rental properties are not eligible for assistance. Subrecipients will maintain documentation of primary residence verification in compliance with the recordkeeping requirements established by the Department.

2.1.1.7 Minimizing Displacement

Subrecipients must develop policies and procedures in compliance with the requirements under the URA and the RARAP Act to minimize displacement and homelessness by providing additional assistance for homeowners participating in the HRRP who are experiencing a financial hardship. Subrecipients must develop policies and procedures and determine a budget for temporary relocation of persons displaced by activities carried out using CDBG-DR funds.

More information on URA and RARAP can be found in the OLTR URA and RARAP located on the OLTR website [here](#).

2.1.1.8 Duplication of Benefits (DOB)

Duplication of Benefits (DOB) is a component of the Stafford Act, which governs disaster recovery. Essentially, DOB prohibits recipients of federal disaster funds from being paid twice for the same activity (i.e., for repairs). Disaster recovery applicants who have already received funds from private insurance, flood insurance, homeowner's insurance, or other sources for disaster repairs may not also receive CDBG-DR funds for the same repairs.

The Stafford Act, as amended, 42 U.S.C. §5121 et seq., prohibits any person, business concern, or other entity from receiving federal funds for any part of such loss as to which he/she has received financial assistance under any other program, from private insurance, charitable assistance, or any other source. As such, the program must consider disaster recovery aid received by program applicants from any other federal, state, local or other source and determine if any assistance is duplicative. Any assistance determined to be duplicative must be deducted from the program's calculation of the applicant's total need prior to awarding assistance.

When possible, the Department and its subrecipients will electronically verify disaster recovery assistance received through federally and locally maintained datasets, such as FEMA IA and SBA disaster home loan datasets.

Total DOB is calculated by subtracting non-duplicative assistance from total assistance received.

To calculate DOB, the program and its subrecipients will consider the following:

1. Total assistance available to the applicant,
2. Assistance considered to be non-duplicative; and
3. The unmet needs of the applicant.

Under federal law, any DOB must be deducted from the assistance provided by the program. The following are common sources of total assistance received by applicants.

- FEMA IA
- SBA Loans
- FEMA NFIP Insurance
- Private Insurance
- Increased Cost of Compliance (ICC)

Other funding received for the same purpose of a program award, such as funding provided by a non-profit entity or the USACE to assist applicant with rebuilding their home must be reported by the applicant through the application process and must be accounted for and verified by the program. In addition, the support documentation related to other duplicative funding sources will be provided by the applicant, verified by the program, and applied as a DOB by the program.

For more information on DOB see the OLTR CDBG-DR Policy Manual that can be found [here](#).

Exceptions to Duplication of Benefits

Not all types of assistance received by an applicant would constitute a DOB for housing repair or reconstruction. The subrecipient will allow for reductions of DOB totals if the applicant can prove that the use or control of the funds meet certain criteria. In accordance with Federal Register Vol. 84, No. 119 (June 20, 2019), 84 FR 28836, the subrecipient may exclude, for DOB purposes, assistance that was:

- Provided for a different purpose;
- Provided for the same purpose (eligible activity), but for a different, allowable use (cost);
- Funds not legally available to the applicant;
- A private loan not guaranteed by SBA; or
- Any other asset or line of credit available to the applicant.

2.1.1.9 Environmental Review

All Subrecipient HRRP projects must undergo an environmental review process that fulfills the HUD requirements. CDBG-DR environmental requirements are outlined in the OLTR CDBG-DR Policy Manual. Subrecipient HRRP-specific environmental review guidance and process is outlined in the HRRP Subrecipient Policies and Procedures, which are linked in Appendix 1.

2.1.1.10 Initial On-site Evaluation

Following the determination of an applicant's preliminary eligibility, the subrecipient will schedule onsite visits to complete a damage assessment and an environmental site inspection, and to develop an Estimated Cost of Repair (ECR). The applicant or an authorized designee must be present for these onsite visits, as verified by their application documentation and a written authorization.

During the damage assessment, the damage assessor will review the property and determine a tie-back to damage caused during Hurricane Sally and develop an initial scope of work. The damage assessor will produce the following estimates:

- Damage Repair Valuation (DRV), which verifies storm-related damages and estimates the number of repairs previously completed to the home
- ECR for the number of repairs necessary to bring the home to minimum program standards

2.1.1.11 Construction

Subrecipients will implement construction methods that emphasize high quality, durability, energy efficiency, sustainability, and mold resistance, as required in 87 FR 6382, February 3, 2022. All rehabilitation, reconstruction, and new construction will be designed to incorporate principles of sustainability, including water and energy efficiency, resilience, and mitigation against the impact of future disasters. Subrecipients will implement and monitor construction results to ensure the safety of residents and the quality of homes assisted through the program. All housing units repaired or replaced must comply with the following minimum standards:

- Construction standards will be based on the Florida Building Code (FBC) and must meet or exceed applicable requirements.
- An MHU is built to the specifications required in the Manufactured Home Construction and Safety Standards Act of 1974, 42 U.S.C. 70 § 5401 et seq. MHUs display a red certification label on the exterior of each transportable section. Manufactured homes are built in the controlled environment of a manufacturing plant and are transported in one or more sections on a permanent chassis.
- A Modular Housing home is built in sections in a factory to meet Federal, state, and/or local building codes. Once assembled, the modular unit becomes permanently affixed to one site. The program will treat modular homes as traditional, site, or stick-built construction.

- Construction will comply with the Florida Green Building Standard for all new construction of residential buildings and for all replacement of substantially damaged residential buildings (i.e., where repair costs exceed 50 percent of replacement cost as determined by the local jurisdiction).
- For rehabilitation construction, the subrecipient will follow the Green Building Retrofit Checklist to the extent applicable to the rehabilitation work undertaken, including the use of mold resistant products when replacing surfaces such as drywall. When older or obsolete products are replaced as part of the rehabilitation work, rehabilitation is required to use ENERGY STAR-labeled, WaterSense-labeled, or FEMP-designated products and appliances, or other equivalent. The HUD Green Building Retrofit Checklist is available at: <https://www.hudexchange.info/resource/3684/guidance-on-the-cpd-green-buildingchecklist/>.
- Housing units assisted with CDBG-DR funds must meet all applicable local and state codes, repair standards, ordinances, and zoning ordinances at the time of project completion. All deficiencies identified in the final inspection must be corrected before final payment is released.

All rehabilitation, reconstruction, or new construction must meet an industry-recognized standard that has achieved certification under at least one of the following programs:

- Energy STAR (Certified Homes or Multifamily High Risk)
- Enterprise Green Communities
- LEED (New Construction, Homes, Midrise, Existing Building Operations and Maintenance or Neighborhood Development)
- ICC- 700 National Green Building Standards
- EPA Indoor AirPlus
- Any other equivalent comprehensive green building standard program acceptable to HUD

Subrecipients will be required to adhere to, at minimum, the procurement laws at 2 CFR 200, in addition, subrecipients are required to follow all applicable federal, state, and local procurement laws. The Department also has instituted a max-allowable CDBG-DR award for housing assistance - \$350,000.00 - which may be increased by way of policy exception in the event that the additional cost is justifiable and necessary.

As stated in the Federal Register, CDBG-DR funds are prohibited from being used to enlarge a dam or levee beyond the original footprint of the structure that existed prior to the disaster event, without obtaining pre-approval from HUD and any federal agencies that HUD determines are necessary based on their involvement or potential involvement with the levee or dam.

The Department will ensure that if subrecipients use CDBG-DR funds for levees and dams, the subrecipient will follow the following guidance, as outlined by HUD at Federal Register Vol. 87, No. 23 (p. 6375):

1. Register and maintain entries regarding such structures with the USACE National Levee Database or National Inventory of Dams;
2. Ensure that the structure is admitted in the USACE PL 84–99 Program (Levee Rehabilitation and Inspection Program);
3. Ensure the structure is accredited under the FEMA NFIP.

The Department will upload into the DRGR system the exact location of and the area served and protected by the structure and maintain file documentation demonstrating that the grantee has conducted a risk assessment prior to funding the flood control structure and document that the investment includes risk reduction measures.

Resilient Homes Construction Standards

The Department require its subrecipients to develop and implement resilient home construction standards, including design standards for all structures designed principally for residential use and located in the 100-year (or one percent annual chance) floodplain that receive assistance for new construction, reconstruction, and

rehabilitation of substantial damage, or rehabilitation resulting in substantial improvement, as defined at 24 CFR 55.2(b)(10). The Department will require elevation of these structures such that the lowest floor, including the basement, is at least two feet above the BFE which is the minimum height requirements set forth in the February 3, 2022, Federal Register Notice.

Subrecipients are encouraged to incorporate resilient home construction standards for substantially damaged residential buildings, or into new construction recognized resilient home construction standards such as those set by the FORTIFIED Home™ Gold Level for new construction or single family, detached homes; and FORTIFIED Home™ Bronze level for repair or reconstruction of the roof; or any other equivalent comprehensive resilient or disaster resistant building program. The incorporation of resilient standards, will increase a home's resilience to natural hazards, including high wind, hail, and tropical storms.

2.1.1.12 Contractor Standards

Contractors selected under the Department will make every effort to provide opportunities to low and very-low income persons by providing resources and information to notify Section 3 individuals and businesses of opportunities in the community. The Department will report Section 3 accomplishments in the DRGR system.

Contractors will comply with Section 3 of the Housing and Urban Development Act of 1968 (12. U.S.C. 1700lu) and implementing regulations at 24 CFR part 75. Contractors selected by the Department or its subrecipient will ensure, to the greatest extent feasible, that employment and other economic opportunities are directed to low- and very low-income persons, particularly local residents and businesses that meet the qualifications of the project. Contractors will make every effort to recruit, target, and direct opportunities to Section 3 residents and businesses as well as notifying Section 3 residents about training opportunities. The Department or its subrecipient will provide contractors with helpful resources to maximize these efforts including, but not limited to, a Section 3 Business Registry, and examples of training and employment opportunities. Contractor procurement procedures will be monitored by the Department.

Information about the right to and how to voice a complaint or file an appeal will be printed in all guidelines and posted on the Department's website, www.RebuildFlorida.gov, in all local languages, as appropriate and reasonable. Subrecipients must include in their policies and procedures a process by which applicants may submit an appeal.

The Department's Purchasing Guidelines contain a section on Equity in Contracting. This section contains language on promoting the participation of, and outreach to businesses, including minority-, women-, and veteran-owned businesses. The long-term focus of the Department is to encourage business with all minorities and women owned businesses.²

The Department or its subrecipient will require a warranty period post-construction for housing work performed by the contractor to be guaranteed for a period of one year. In addition to this 1-year general warranty for repairs to the home, the following warranties on construction are in place, as applicable:

- Two years – electrical, plumbing, and mechanical warranty (if such work is performed)
- 10 years – structural warranty (if structural work is performed)

Contractors must provide all warranties prior to signing a final inspection form at the final inspection. During this inspection, photographs will be taken for documentation purposes and the homeowner will be provided with applicable instruction booklets and warranty information.

Complaints of contractor fraud, such as abandoning a job, will be reported to the OIG. In addition, the Department will coordinate with the Department of Business and Professional Regulation to address such claims. To safeguard

²https://FloridaJobs.org/docs/default-source/office-of-disaster-recovery/purchasing/deo-purchasing-and-contracting-guidelines-july-2019.pdf?sfvrsn=7bbb7fb0_4

the Department or its subrecipient, contractors are also required to submit proof of liability insurance and provide performance and payment bonds against the project.

Complaints of poor-quality work and associated issues can be reported to the program either directly to the subrecipient, or through OLTR's Constituent Management Services. Complaints will be received and investigated by the Department and addressed with the subrecipient responsible for that project.

Subrecipients should maintain documentation of all complaints and responses to complaints. All complaints and claims of fraud sent to the Department will be logged in the Department's system of record.

Contractor Performance

Subrecipients should develop a scoring methodology to be used for the performance evaluation of General Contractors contracted to repair or replace MHUs or stick built homes through the Subrecipient HRRP.

The scoring methodology should include consideration and review of:

- Construction Timeliness – Subrecipients should measure expediency of both preconstruction and construction.
- Construction Quality – Subrecipients should evaluate construction quality by the number of pass/fail results on program inspections. Subrecipients should establish at what points during the process inspections will take place (i.e., progress inspections, which may take place after a certain percentage of the project scope of work has been completed, and final inspections, which may be conducted after the project is complete).
- Customer Service – Subrecipients may measure the quality of customer service by utilizing surveys. Contractors are expected to keep homeowners and rental property owners apprised of construction efforts on their properties; surveys provide applicants a means by which to communicate their level of satisfaction with their assigned contractor and can be utilized to assess contractor performance.

Subrecipients should develop a point system to be put in place to track multiple attributes related to a contractor's capacity to carry out the agreements of their contracts as it pertains to:

- Timeliness of project completion,
- Quality of work (Customer Satisfaction survey),
- Ability to build and rehabilitate to the satisfaction of both municipal and state code, as well as Department standards.

The subrecipient's point system should function to reflect a contractor's quality on the above-mentioned aspects. A "perfect" score under the established point system would indicate that the general contractor met the deliverables outlined in their contract with the subrecipient, did so in a timely manner, and met the applicant/homeowner's standard of satisfaction. Subrecipients should utilize their established point system to inform contractor evaluations and aid in the development of appropriate responses to contractor evaluations, including corrective actions.

If a contractor is consistently scoring low on the point sheet, the subrecipient should reevaluate whether that contractor has the capacity and ability to carry out the agreements established within their contract with the subrecipient. Additionally, the subrecipient may re-assign projects to other contractors that have shown, by way of the point system and completed construction project totals, that they are better fit to be assigned that project.

2.1.1.13 Close-out

Subrecipient Close-Out

Subrecipients are responsible for the timely submission of closeout documents. A subrecipient agreement cannot be closed out until all activities associated with the project have been completed and the national objective has been met.

Department staff will coordinate with the subrecipient to ensure appropriate closeout documents are submitted. There are two stages in the closeout process: Administrative Closeout and Final Closeout. Administrative Closeout means that the subrecipient has received notice from CDBG-DR staff that all applicable administrative actions and all required work in the subrecipient agreement have been completed, with the exception of the submission and approval of the final audit required under 2 CFR Part 200. Final Closeout means that the subrecipient has received notice from CDBG-DR staff that the final audit has been submitted and that there are no outstanding audit issues to resolve, or an attestation statement has been submitted that a 2 CFR Part 200 audit is not required.

To complete necessary closeout documents, subrecipients and their subcontractors must closeout any subcontracts or subrecipient agreements associated with the funded activities and settle any outstanding financial claims. Subcontractor(s) should be advised to prepare claims or invoices and submit them to the subrecipient within 30 days of the completion of the project to ensure payment requests are made before the closeout process begins.

The subrecipient's Administrative Closeout package must be submitted within 45 days after termination date of the subrecipient agreement, or as soon as the project is completed. The closeout package includes data regarding accomplishments and beneficiaries served, and documents how federal and local resources were expended in accordance with the current approved budget. The closeout package must be signed by the subrecipient's chief elected official or by the individual with a designation of signature authority signed by the chief elected official.

After the subrecipient has completed final closeout, the subrecipient must keep all records related to the grant award for a minimum of six years after final closeout has been approved or from the end of any audit or legal proceedings involving the subrecipient award.

Applicant Close-out

Subrecipients should develop policies and procedures for closeout with HRRP applicants. These policies and procedures may, at a minimum, follow the process outlined below.

Once all construction contractor payments have been issued, the file will move into the closeout review stage. Closeout review should result in a full file review and verification process. The file must be sufficiently and fully reviewed to ensure that all basic program file documentation requirements have been met. During this stage, additional documentation that may be needed may be gathered.

Program applications shall be properly reviewed and closed out at the conclusion of various program phases, including by not limited to:

- Application is deemed ineligible.
- Completion of the voluntary withdrawal process.
- Completion of proper due diligence pertaining to non-responsive applicants.
- Program assistance cannot be calculated or provided due to the lack of information, accessibility, or another program determination/outcome due to applicable laws and regulations.
- Application has excess DOB, and the applicant does not have the ability to fund a required gap amount.
- Successful completion of all demolition, repair, replacement, reconstruction, and/or new construction work.
- Death of applicant with no eligible co-applicant, household member, or heir(s).

Upon completion of all construction work and homeowner acceptance of the completed construction, the program application shall be closed. Subrecipients should develop a closeout checklist compliant with the requirements outlined in their subrecipient agreement and approved by the Department. This checklist should be utilized during the closeout process to ensure all work performed has been accepted by the applicant and that everything has been performed in compliance with program requirements. Acceptance of the work by the homeowner should be accomplished during the final inspection of work performed.

Once all levels of quality control review are passed, the subrecipient should notify the applicant in writing of the completion of the closeout stage. This will constitute the last point of formal contact regarding the culmination of the interaction of the applicant and the program, to provide a summation of the relevant details related to the notice (e.g., closeout of awarded applicant finishing construction, applicant voluntary withdrawal confirmation, ineligible applicant withdrawal notification, etc.). For an awarded applicant that has completed construction and has returned home, this written notice would include items such as the final award amount based upon and including the description of work performed, as well as warranty documentation and contact information for warranty fulfillment needs.

2.1.1.14 Total Program Budget Breakdown

The Subrecipient HRRP was launched with a total budget of \$45,000,000. The Department has split this budget to account for the HUD MID communities and the remaining state-declared MID areas; \$36,000,000 will be set aside for the HUD MIDs. For the most current budget, see the budget table within the 2022 State of Florida Action Plan for Disaster Recovery.

Each project approved for a subrecipient will be subject to the grant minimum and maximum amounts, subject to the extent of funds available. The \$750,000 minimum applies to subrecipients and projects. The subrecipient may submit a smaller project to the Department for consideration as a special request but is encouraged to couple the project with a similar project (for beneficiary population and activity type) to ensure efficient use of grant funds. For projects located in the HUD MIDs (Escambia and Santa Rosa Counties), the minimum and maximum are applicable to each subrecipient so that the Department may ensure that the funding is distributed throughout the impacted area. For projects located in the State MIDs (Okaloosa, Walton, and Bay Counties), the minimum and maximum cumulatively apply to all HRRP projects within a single county.

Minimum Award Amount will be: \$750,000

Maximum Award Amount will be: \$9,000,000

The Department follows total development cost limits as specified by FHFC. Please see: www.floridahousing.org/programs/special-programs/ship---state-housing-initiatives-partnershipprogram/purchase-price-limits.

2.1.1.15 Program Resources

Further information about the HRRP program and activities is available in program-specific guidelines such as:

- Hurricane Sally Subrecipient Housing Repair and Replacement Program Subrecipient Policies and Procedures
- Hurricane Sally Subrecipient Housing Repair and Replacement Program Guidelines

2.1.2 Workforce Affordable Housing Construction Program (WFAH)

National Objective

The national objective for WFAH is LMI benefit.

Responsible Entity for Administering

FHFC is the Responsible Entity for administering the WFAH program.

Program Requirements

Eligible applicants will include for-profit and nonprofit housing developers, and PHAs with experience developing and managing rental properties that are the approximate size and scope of the proposed development(s). Local governments may apply for these funds in partnership with these entities.

The proposed developments must help address the unmet need in the HUD-identified MID areas, or other areas impacted by the storms and deemed as a priority by the state. Applicants must meet the eligibility requirements as outlined in section 105(a)(4) of the HCDA.

All developments funded will be required to meet the following criteria:

- Green Building Standards
- Energy Efficiency Standards
- Accessibility and Visitability Standards
- Resiliency Standards

Resilient Home Construction Standards

The Department will require its subrecipients to develop and implement resilient home construction standards, including design standards for all structures designed principally for residential use and located in the 100-year (or one percent annual chance) floodplain that receive assistance for new construction, reconstruction, and rehabilitation of substantial damage, or rehabilitation resulting in substantial improvement, as defined at 24 CFR 55.2(b)(10). The Department will require elevation of these structures such that the lowest floor, including the basement, is at least two feet above the BFE which is the minimum height requirements set forth in the February 3, 2022, Federal Register Notice.

Environmental Review

All WFAH projects must undergo an environmental review process that fulfills the HUD requirements. CDBG-DR environmental requirements are outlined in the OLTR CDBG-DR Policy Manual. WFAH-specific environmental review guidance and process is outlined in the WFAH Subrecipient Policies and Procedures, which is linked in Appendix 2.

Program Budget Breakdown

The WFAH program was launched with a total budget of \$25,000,000. The Department has split this budget to account for the HUD-identified MID communities and the remaining state-declared communities. \$20,000,000 will be set aside for the HUD-identified MIDs.

There is a maximum award of \$25,000,000.

2.1.2.2 Program Resources

Further information about the WFAH program and activities is available in program-specific guidelines such as:

- Workforce Affordable Rental New Construction Program Subrecipient Policies and Procedures
- Workforce Affordable Rental New Construction Program: Leveraging Other Sources of Financing Guidelines
- Workforce Affordable Rental New Construction Program: Small Rental Developments Guidelines

2.2 Buyout Activities

2.2.1 Voluntary Home Buyout Program (VHB)

2.2.1.1 National Objective

The national objectives for the VHB are benefit to LMI persons and Urgent Need (meeting a need having a particular urgency).

The CDBG-DR funded buyout program will meet or exceed its overall LMI national objective by requiring all activities to meet all requirements of the HCDA, and one of the following national objective criteria as stated in Federal Register Vol. 87, No. 23 (p. 6374):

1. Low- and Moderate-Income Area (LMA) Benefit: properties acquired through buyouts will be used in a way that benefits a service area where at least 51 percent of the residents are LMI. Proposed buyout areas will undergo a review of eligibility to ensure that the end use of the properties results in a project service area where at least 51 percent of the residents are LMI.
2. Low/Moderate Housing Incentive Criteria (LMHI): buyout must be of a qualifying LMI household, and a housing incentive is used for the purpose of moving outside of the affected floodplain to an area of reduced flood risk.

2.2.1.2 Responsible Entity for Administering

Selected UGLGs are the entities responsible for administering the VHB program.

2.2.1.3 Program Requirements

Cities and counties that are interested in this program will work with the Department to determine feasibility of the project. Once a project is deemed feasible, it will be eligible for funding in this program. Local governments are encouraged to leverage matching funds under this program and will also be eligible to include homeowner incentives to encourage relocation.

The Department will manage subrecipient agreements directly with eligible local governments and coordinate with other appropriate agencies, as applicable, on project application evaluation, required environmental and cultural resource reviews, and program implementation, where applicable.

For all properties acquired by subrecipients through the VHB Program, a restrictive covenant, in perpetuity (i.e., running with the land), prohibiting all future redevelopment of the site must be recorded upon closing of the transaction. New development would be on an alternative site that is less at risk of flooding and would be built to building code, elevation standards, and meet requirements of CDBG-DR.

No specific site or property needs to be acquired, although the Department may limit its search for alternative sites to a general geographic area. Where the Department or its subrecipients wish to purchase more than one site within a general geographic area on this basis, all owners are to be treated similarly.

The property to be acquired is not part of an intended, planned, or designated project area where all or substantially all the property within the area is to be acquired within specific time limits. The Department and its subrecipients will not acquire the property if negotiations fail to result in an amicable agreement and the owner is so informed in writing.

Scoring Criteria

Competitive applicants must propose property acquisition projects to the Department for funding in accordance with the Department's thresholds and objectives.

The following table contains the criteria and relative importance for the selection of applications.

Voluntary Home Buyout Application Selection Criteria

Criteria	Relative Importance
Benefit to LMI households	High
Acquisition of properties in Special Flood Hazard Areas without flood insurance	High
Vulnerability of LMI population served	High
Concentration of LMI residential properties acquired	Medium
Leverage of additional resources	Medium
Benefit to target area	Medium
Cost reasonableness and effectiveness	Medium
Staffing experience and capacity	Low

Eligibility

Eligible applicants include counties and municipalities within those counties that received a declaration of both FEMA IA and Public Assistance (PA) after Hurricane Sally.

Applicants must meet the eligibility requirements as outlined in section 105(a)(1) of the HCDA.

Buyout projects, except those which qualify as meeting an urgent need, must meet a national objective that benefits LMI persons through either LMA benefit or LMHI. To be considered eligible for LMA or LMHI national objective criteria, applicants must meet the eligibility requirements outlined in Federal Register Vol. 87, No. 23 (p. 6373):

- **LMA Eligibility:**
 - To meet LMA benefit criteria, grantees must document that the acquired properties will have a use that benefits all the residents in a particular area that is primarily residential, where at least 51 percent of the residents are LMI persons. Activities must serve an area that contains a percentage of LMI residents that is within the upper quartile of all census-block groups within its jurisdiction in terms of the degree of concentration of LMI residents. Subrecipients must ensure that a project is not merely within a qualifying area, but that its end use also primarily serves and benefits the LMI residents of that area.
 - Grantees covered by the “exception criteria” as described in section IV.C. of the Consolidated Notice may apply it to these activities. The exception criteria applies to CDBG–DR funded activities in jurisdictions covered by such criteria, including jurisdictions that receive disaster recovery funds from a state. Disaster recovery grantees are required to use the most recent data available in implementing the exception criteria (<https://www.hudexchange.info/programs/census/low-mod-income-summary-data/exception/>). Section 105(c)(2)(A)(ii) is implemented in the CDBG regulations at [24 CFR 570.208\(a\)\(1\)\(ii\)](#), which identifies the following methodology to calculate a grantee's "exception" threshold:
 - All block groups within the grantee's jurisdiction in which people are residing are rank ordered from the highest percentage of low- and moderate-income persons to lowest. (For urban counties, the rank ordering covers the entire area of the county, rather than being done separately by participating units of government within the county.) The total number of block groups is divided by four. If the percentage of low- and moderate-income persons in the last block group in the top quartile is less than 51 percent, that percentage becomes the grantee's low- and moderate-income threshold for area benefit activities.

- To satisfy LMA criteria, grantees must define the service area based on the end use of the buyout properties; or
- **LMHI Eligibility:** To meet the LMHI national objective criteria, the incentive must:
 - Be tied to the voluntary acquisition of housing (including buyouts) owned by a qualifying LMI household and made to induce a move outside of the affected floodplain or disaster risk reduction area to a lower-risk area or structure; or
 - Provide or improve residential structures that, upon completion, will be occupied by a qualifying LMI household and will be in a lower risk area.
 - When using the LMHI benefit criteria, subrecipients must show reasonable justification for the housing incentives established.
 - Housing Incentives will be capped at \$25,000.

The eligible property types are non-commercial properties, which may include owner-occupied structures, residential rental properties, or vacant lots. To be considered an eligible property for the buyout, the property must satisfy at least one of the following requirements:

- The property is located within designated areas,
- The property is located outside of the designated areas and satisfies one of the following requirements:
 - The property is substantially damaged (51 percent or more of the pre-event market value of the structure is damaged), or
 - The property is considered a health/safety risk, or
 - The property is located within a floodway.

To be eligible, all full fee title of properties must be from a willing, voluntary seller. The use of eminent domain is prohibited. Subrecipients must verify that the property is not needed as part of an intended planned project, such as roadways, flood gates, levees, etc. A property may not be subdivided prior to buyout except for portions outside the identified hazard area, such as an SFHA or any risk zone identified by FEMA.

Properties that have received rehab or repairs through the HRRP will not be eligible for assistance under the VHB program. However, on a case-by-case basis, housing units that have been demolished through the VHB program may be eligible for new construction/replacement, in an area other than the buyout zone, through HRRP, at the Department’s discretion. New construction activities carried out in this manner may require separate and additional environmental review.

Environmental Review

All VHB projects must undergo an environmental review process that fulfills the HUD requirements. CDBG-DR environmental requirements are outlined in the OLTR CDBG-DR Policy Manual. VHB-specific environmental review guidance and processes are outlined in the VHB Subrecipient Policies and Procedures, which is linked in Appendix 4.

Mitigation Activities

Buyout activities completed through the VHB program remove homes and their occupants from high flood risk areas. In doing so, these activities will meet the HUD definition of mitigation and will be considered mitigation activities as the completion of qualifying buyouts serves to “increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters,” as stated in Federal Register Vol. 87, No. 23 (p. 6367). In addition to meeting this definition of mitigation, VHB activities will meet the following requirements for mitigation activities:

- Address the current and future risks identified in the Mitigation Risk Assessment, located in Section 2.6.1

- Be considered CDBG-eligible under Title I of the HCDA or pursuant to a waiver or alternative requirement; and
- Meet a national objective.

Through the VHB program, homes in high flood risk areas will be acquired and utilized for public benefit while meeting HUD requirements for permanent green space. These acquisitions and subsequent creation of green space will serve to remove homes and their occupants from harm's way and will reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.

Minimizing Displacement

The Department plans to minimize displacement of persons or entities and assist those persons who may be displaced as a result of implementing a project with CDBG-DR funds. Should any projects cause displacement, the Department will follow the URA and the Real Property Acquisition Policies Act to ensure tenants are relocated to safe and sanitary locations. The Department's policies and procedures will ensure that subrecipients minimize displacement. In the event of a voluntary buyout, when homeowners or tenants are in a floodplain, to prevent future loss the Department will require subrecipients to develop policies and procedures to make sure this population is relocated into areas outside of floodplain and will receive full benefits as stated in the URA. The URA provides at 49 CFR 24.402(b) that a displaced person is eligible to receive a rental assistance payment that covers a period of 42 months.

Subrecipients will be required to develop, as part of their application submission for assistance, an appropriate budget that will sufficiently address the identified needs of any tenants who might be affected by a buyout. The subrecipient will not be able to advance to award if this component is missing from their application.

Further information on the Department's policies and requirements regarding URA can be found in the URA and RARAP Plan, which is located at www.FloridaJobs.org/CDBG-DR.

2.2.1.4 Types of Assistance Offered

Reducing the risk of flooding in residential areas is a priority for the State of Florida. FDEM has recommended that all counties focus on acquisition of properties without flood insurance in SFHAs. Recognizing this great need, the Department created the VHB program to encourage risk reduction through the acquisition of residential property in high flood risk areas. Although ultimately the responsibility of the subrecipient, the Department may hire a contracted team to work with fiscally constrained counties that are interested in pursuing the buyout projects to support and provide:

- Appraisals
- Title and legal services
- Homeowner counseling services
- Environmental review, and
- Related buyout processes.

Cities and counties that are interested in participating will have two potential funding options for pursuing home buyout:

- The first option is to leverage CDBG-DR funding as match for projects that are also eligible for the Hazard Mitigation Assistance (HMA) grant Programs.
- The second option is to work directly with the Department on projects located in LMI areas to buy out residential areas in support of creating permanent open space supporting green infrastructure or other floodplain management systems.

2.2.1.5 Total Program Budget Breakdown

The VHB program was launched with a total budget of \$22,000,000. The Department has split this budget to account for the HUD-designated MID communities and the remaining state-declared communities. \$17,600,000 will be set aside for the HUD-designated MIDs. For the most current budget, see the budget table within the 2022 State of Florida Action Plan for Disaster Recovery.

Minimum Award: \$750,000

Maximum Award: \$5,000,000 per applicant

2.2.1.6 Program Resources

Further information about the VHB program and its activities is available in the program specific guidelines such as:

- Hurricane Sally Voluntary Home Buyout Subrecipient Policies and Procedures
- Hurricane Sally Voluntary Home Buyout Program Guidelines

2.3 Infrastructure Activities

2.3.1 Infrastructure Repair Program (IRP)

2.3.1.1 National Objective

The national objectives for the IRP are benefit to LMI persons or Urgent Need (meeting a need having a particular urgency).

The Department will prioritize LMI as the national objective for infrastructure projects. The Urgent Need national objective will only be used if the project does not meet LMI benefit but is needed to alleviate emergency conditions. If using Urgent Need as a national objective, the subrecipient will provide the Department written justification in the form of a written urgent need narrative to certify the urgency of the condition. In addition, in the case that a subrecipient is using the Urgent Need national objective, the subrecipient must document how each program and/or activity responds to the urgency, type, scale, and location of the disaster-related impact; this documentation must tie back to an impact identified in the unmet needs portion of the 2022 Action Plan for Disaster Recovery. In order to show sufficient tie-back and describe the urgency of the need, the Department will amend the 2022 Action Plan for Disaster Recovery using the justification provided by the subrecipient to include in the unmet needs assessment the project identified as having a need with a particular urgency. A project using the Urgent Need national objective will not be approved until the Action Plan has been amended and approved by HUD.

2.3.1.2 Responsible Entity for Administering

The Department and its subrecipients are the entities responsible for administering the IRP.

2.3.1.3 Program Requirements

Subrecipients of the IRP must meet the requirements outlined in section 105(a)(2) of the HCDA.

Prior to opening the competitive application cycle for the IRP, the Department will send an announcement through its mailing list describing the details of this program and will make an announcement on the Department’s webpage, which can be found on the infrastructure webpage at www.FloridaJobs.org/CDBG-DR/Hurricane-Sally.

Competitive application cycle applicants will select projects or programs to propose to the Department for funding in accordance with Department thresholds and objectives. These thresholds are:

- Projects must demonstrate tie-back to Hurricane Sally; and
- Projects must not duplicate benefits.

The Department will also consider to what extent proposed projects or programs support the following objectives:

- LMI housing needs;
- Serve LMI populations; or
- Demonstrate an urgent need in the community.

Program Competitive Application Overview

The following table contains the criteria and relative importance for the selection of applications.

Table 3: IRP Application Criteria

Criteria	Relative Importance
Demographic need (LMI, historically underserved areas)	High

Homeless shelters or facilities serving as emergency shelters	Medium
Stormwater infrastructure	Medium
Leverage of additional resources	Medium
Project impact	Medium
Management capacity	Medium
Readiness to proceed	Low
Special designation	Low

Applicants may pursue a range of eligible activities as allowed under CDBG-DR regulations for this appropriation, as long as they are in accordance with Department threshold requirements and the requirements for the applicable activity as outlined in the Action Plan and Federal Register Vol. 87, No. 23. Applicants will be required to meet HUD regulations such as environmental, DOB, fair housing, Section 3, Davis Bacon, and others.

Environmental Review

All IRP projects must undergo an environmental review process that fulfills the HUD requirements. CDBG-DR environmental requirements are outlined in the OLTR CDBG-DR Policy Manual. IRP-specific environmental review guidance and process is outlined in the IRP Subrecipient Policies and Procedures, which is linked in Appendix 3.

2.3.1.4 Program Activities

As specified in Federal Register Vol. 87, No. 23 (p. 6365), 15 percent of the funds allocated to Florida through PL 117-43 for Hurricane Sally recovery must be used for mitigation activities informed by the mitigation needs assessment included in the Action Plan. Mitigation activities do not require a “tie-back” to Hurricane Sally damage but must increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship by lessening the impact of future disasters. The Department intends to utilize the CDBG-DR funds allocated for Hurricane Sally recovery to reduce the effects of natural disasters and eliminate long-term risks to Floridians. To meet the required 15 percent of funds allocated for mitigation activities, the Department is encouraging subrecipients of the IRP to incorporate preparedness and mitigation measures into their infrastructure projects. Incorporation of these measures helps to ensure that communities build back safer and stronger than prior to the disaster and aims to reduce recovery costs and promote quicker recovery following future disasters.

The Department recognizes the importance of resiliency against future storms and will employ adaptable and reliable technologies to guard against premature obsolescence of infrastructure. The Department will describe the implementation of utilizing these technologies, when applicable, in its subrecipient policies and procedures manual.

The Department will encourage subrecipients to consider the costs and benefits of the project when selecting CDBG-DR eligible projects. This will be completed by requiring subrecipients to perform a self-assessment of each proposed project and selecting the project(s) that provide(s) the greatest impact within the confines of the budgeted grant amount. The Department will encourage subrecipients to identify and select stormwater infrastructure improvement projects that address remaining unmet needs. The Department will rely on professional engineers procured by the subrecipients to employ adaptable and reliable technologies to guard against premature obsolescence of infrastructure and ensure that the construction or rehabilitation of stormwater management systems in flood areas will mitigate future flood risk.

Infrastructure Only Activities

Infrastructure only activities that do not meet the definition of mitigation activities, as described below in Infrastructure Activities Incorporating Mitigation Measures, must demonstrate tie-back to Hurricane Sally damage and address a specific unmet recovery need for which the CDBG–DR funds were appropriated.

Types of Assistance Offered

Eligible activities within this program may include, but are not limited to the following:

- Restoration of infrastructure damaged by Hurricane Sally (such as water and sewer facilities, streets, removal of debris, drainage, bridges, etc.);
- Demolition and rehabilitation of publicly or privately owned commercial or industrial buildings;
- Re-nourishment of protective coastal dunes systems and state beaches;
- Repairs to damaged buildings that are essential to the health, safety, and welfare of a community when repairs to these buildings constitutes an urgent need (this can include police stations, fire stations, parks and recreational centers, community and senior centers, hospitals, clinics, schools and educational facilities, and other public properties); and
- Repairs to water lines and systems, sewer lines and systems, drainage, and flood mitigation systems.

Note: If resiliency or mitigation measures as required in FR Vol 87, No. 23 are incorporated into the projects listed above, they may contribute to the 15 percent mitigation set-aside as described below.

Infrastructure Activities Incorporating Mitigation Measures

Activities funded by the CDBG–DR mitigation set-aside, as described in 1.1.2 Mitigation Measures, do not require a “tie-back” to Hurricane Sally damage. Instead, grantees must demonstrate that activities funded by the CDBG–DR mitigation set-aside meet the definition of mitigation and the provisions outlined below.

To determine whether an activity qualifies as mitigation and counts toward the 15 percent mitigation set-aside, the Department will consider whether the activity fits the mitigation definition outlined in section IV.A.2 of Federal Register Vol. 87, No. 23. HUD defines mitigation as “those activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.” Infrastructure activities may meet the definition of mitigation if they will increase the resilience of Florida’s infrastructure so that it will be able to withstand the impacts of future wind and flood events and reduce the long-term risk of damage to infrastructure such as roads and bridges.

In addition, infrastructure activities incorporating mitigation measures must:

- Address the current and future risks identified in the mitigation risk assessment in the Department’s Action Plan;
- Be considered CDBG-eligible under Title I of the HCDA, or pursuant to a waiver or alternative requirement; and
- Meet a national objective.

Pursuant to the Federal Register, the Department and its subrecipients will document how activities meet the definition of mitigation and will report such activities in DRGR so that they can be tracked. The Department will ensure that all infrastructure activities undertaken using CDBG-DR funds contribute to recovery and increased resiliency in the MID areas.

The Department and its subrecipients will implement programs that focus on risk reduction for the hazards identified as having the greatest severity in the Action Plan’s risk-based mitigation needs assessment. These hazards include flooding, tropical cyclones (specifically hurricane force winds and storm surge), severe storms, and tornadoes.

Not only will the IRP invite subrecipients to propose mitigation activities that address current risk, such as that of hurricanes and tropical storms, but the Department's outreach and training will emphasize the importance of considering future risks when formulating projects, taking into account Florida's changing climate, geography, and demographics. To this end, the Department will leverage the Enhanced State Hazard Mitigation Plan (ESHMP) and the Mitigation Risk-Based Needs Assessment undertaken as part of the Action Plan.

The Department's Infrastructure and hazard mitigation activities seek to make the natural environment and developments safe and more resilient from the hazards identified in the Action Plan's mitigation risk assessment. The mitigation process generally involves enhancing the built environment to significantly reduce risks and vulnerability to hazards. Mitigation can also include removing the built environment from disaster prone areas and maintaining natural mitigating features, such as wetlands or floodplains. Hazard mitigation activities make it easier and less expensive to respond to and recover from disasters by breaking the damage and repair cycle.

The purpose of incorporating mitigation measures into infrastructure projects is to reduce the risks and vulnerabilities of people in hazard-prone areas through current technology and reduce the potential impact of natural disasters on new and existing properties, infrastructure, and local economies. In addition, mitigation measures activities aim to promote education, outreach, and research and development programs to improve the knowledge and awareness among industry and citizens—particularly vulnerable populations and historically underserved communities—about hazards they may face and mitigation alternatives that can reduce vulnerabilities.

Examples of mitigation measures that may be incorporated into Infrastructure activities to mitigate hazards may include, but are not limited to, the following:

- Development of mitigation standards, regulations, policies, and programs;
- Adherence to FEMA code+, statewide building code, and floodplain management regulations;
- Dam safety programs, seawalls, and levee systems;
- Acquisition of flood prone and environmentally-sensitive lands;
- Retrofitting/hardening/elevating structures and critical facilities;
- Relocation of structures, infrastructure, and facilities out of vulnerable areas; permanent relocation of public facilities located in in high-risk areas, appropriate relocation assistance and rebuilding in low-risk areas within the neighborhood or areas of opportunity;
- Enlarging a dam or levee beyond the original footprint of the structure that existed prior to the disaster event, after obtaining pre-approval from HUD and any federal agencies that HUD determines are necessary based on their involvement or potential involvement with the levee or dam;
- Public awareness/education campaigns; and
- Improvement of warning and evacuation systems.

Quantifiable benefits of hazard mitigation include, but are not limited to, the following:

- Saving lives and protecting public health;
- Preventing or minimizing property damage;
- Minimizing social dislocation and stress;
- Reducing economic losses;
- Protecting and preserving infrastructure;
- Reducing legal liability of government and public officials; and
- Spending less on response and recovery efforts.

IRP projects contributing to the use of the 15 percent mitigation set-aside will allow local and regional units of government to address their most pressing hazard mitigation needs and will require subgrantee applicants to

document how their proposed projects will meet or exceed hazard reduction needs of their most vulnerable citizens and identify which community lifelines are protected by each proposed project. Other considerations such as multi-use facilities and natural infrastructure developments will be encouraged through the subgrantee application process.

Types of Assistance Offered

The IRP will allow UGLGs and state agencies to harden critical buildings that serve a public safety purpose for local communities. These activities will enable local police, fire, shelters, and local emergency management facilities and other designated critical facilities to better withstand the effects of the previously identified hazard risks. Examples of hardening against flood, fire, storms, and coastal erosion include, but are not limited to, dry proofing, wet proofing, anchoring roof-mounted heating, shelters, ventilation, and air-conditioning units, and retrofitting building exteriors with hazard-resistant materials in accordance with national safety standards.

Critical facility hardening activities will encompass energy resiliency that assists in ensuring that the most critical facilities in Florida communities have access to power throughout and following an emergency when local sources of power are down. Critical facilities include, but are not limited to, potable water facilities, wastewater facilities, police departments, fire departments, hospitals, emergency operation centers, and emergency shelters. Local units of government that apply for the IRP with intent to use funds for critical facilities will need to identify those critical facilities that need to update or replace existing power sources (such as generators or resiliency systems) to allow these facilities to safely maintain power during emergencies.

2.3.1.5 Total Program Budget Breakdown

The IRP was launched with a total budget of \$67,000,000. The Department has split this budget to account for the HUD-designated MID communities and the remaining state-declared communities. \$53,600,000 will be set aside for the HUD-designated MIDs. For the most current budget, see the budget table within the 2022 State of Florida Action Plan for Disaster Recovery.

The minimum award amount of \$750,000.

The maximum award amount of: \$67,000,000.

Each project approved for a subrecipient will be subject to the grant minimum and maximum amounts, subject to the extent of funds available. For projects located in the HUD MIDs (Escambia and Santa Rosa Counties), the minimum and maximum are applicable to each subrecipient. State MIDs (Okaloosa, Walton, and Bay Counties) may only receive a cumulative total of \$13,400,000 (20 percent of the total allocation for the IRP).

2.3.1.6 Other Program Details

In the development of policies and procedures, cost benefit will be addressed. The Department acknowledges infrastructure activities may have unintended risks that could potentially affect communities. With this understanding, the Department will follow guidance provided in the Federal Register to avoid disproportionate impacts on vulnerable populations and environmental injustice. Additionally, the Department recognizes the importance of resiliency against future storms and will employ adaptable and reliable technologies to guard against premature obsolescence of infrastructure. The Department will describe the implementation of utilizing these technologies, when applicable, in its program policies and procedures manual.

2.3.1.7 Program Resources

Further information about the IRP program and its activities is available in the program specific guidelines such as:

- Hurricane Sally Infrastructure Repair Program Subrecipient Policies and Procedures
- Hurricane Sally Infrastructure Repair Program Guidelines

2.4 Economic Revitalization Activities

2.4.1 Hometown Revitalization Program (HRP)

2.4.1.1 National Objective

The national objectives for this program are benefit to LMI persons, aid in the prevention or elimination of slums or blight, and meeting an Urgent Need.

2.4.1.2 Responsible Entity for Administering

The Department and its subrecipients are the entities responsible for administering the HRP.

2.4.1.3 Program Requirements

Eligible subrecipients include UGLGs, state agencies, community revitalization agencies, community development districts, community-based development organizations and non-profits primarily engaged in community redevelopment activities that apply in partnership with their local UGLG or state agencies.

To be considered eligible for the HRP, subrecipients must comply with the requirements set forth in HCDA Sections 105(a)(1), (2), (4), (14), (15), and (17), and be able to provide documentation of impacts from Hurricane Sally.

Program Competitive Application Overview

An application process will be used to select projects that will revitalize commercial districts and maximize their economic impact on recovery of the local economy.

The following table contains the criteria and relative importance for the selection of applications.

Table 4: HRP Application Criteria

Criteria	Relative Importance
Demographic need (LMI, historically underserved areas)	High
Leverage of additional resources	Medium
Project impact	Medium
Management capacity	Medium
Readiness to proceed	Low
Special designation	Low

Environmental Review

All HRP projects must undergo an environmental review process that fulfills the HUD requirements. CDBG-DR environmental requirements are outlined in the OLTR CDBG-DR Policy Manual. HRP-specific environmental review guidance and process is outlined in the HRP Subrecipient Policies and Procedures, which is linked in Appendix 5.

2.4.1.4 Types of Assistance Offered

Small businesses are the lifeblood of local economies throughout the state. These businesses can include typical small shops and restaurants in communities’ commercial districts, which are often the central hub of small and rural communities. Wind and flood events can damage structures, destroying the physical location and causing significant financial loss. Impacts on specific businesses may filter throughout the commercial area, as a few businesses unable to reopen after the disaster may reduce visitors to the commercial district, which then impacts the viability of the remaining businesses. Supporting the recovery of commercial areas is essential to ensuring that

commercial tenants, customers, and jobs are restored. By facilitating the return of commercial districts and businesses to profitability, jobs will be created or retained within the community and residents will continue to have access to the products and services they need within their local community. Recognizing this impact, the Department has created the HRP to assist eligible subrecipients in revitalizing designated commercial districts damaged by Hurricane Sally. Documentation of impacts from Hurricane Sally will be required to be considered eligible for assistance.

Uses of funds may include, but may not be limited to:

- Public facility improvements, including streetscapes, lighting, sidewalks, and other physical improvements to commercial areas;
- Acquisition, demolition, site preparation, or rehabilitation of commercial structures carried out by a unit of local government;
- Assistance to small businesses for rehabilitation and physical improvements to their places of business; and
- Façade improvements to private or public structures in commercial areas.

2.4.1.5 Total Program Budget Breakdown

The HRP was launched with a total budget of \$13,513,850. The Department has split this budget to account for the HUD-designated MID communities and the remaining state-declared communities. \$10,811,080 will be set aside for the HUD-designated MIDs. For the most current budget, see the budget table within the 2022 State of Florida Action Plan for Disaster Recovery.

The minimum award of \$500,000.

The maximum award of \$5,000,000.

2.4.1.6 Program Resources

Further information about the Hometown Revitalization Program and its activities is available in the program specific guidelines such as the:

- Hurricane Sally Hometown Revitalization Program Subrecipient Policies and Procedures
- Hurricane Sally Hometown Revitalization Program Guidelines

2.4.2 Workforce Recovery Training Program (WRTP)

2.4.2.1 National Objective

The national objective for this program is to benefit LMI persons.

2.4.2.2 Responsible Entity for Administering

The Department and subrecipients are the entities responsible for administering the WRTP.

2.4.2.3 Program Requirements

The Department will select entities to deliver workforce training services through a competitive application cycle. The Department will seek proposals from eligible local Workforce Development Boards, educational institutions, and technical centers, who will describe the services they can provide in the impacted communities. This program is not a direct grant program. No funds will be paid directly to individuals seeking job training.

Table 5: WRTP Application Criteria

Criteria	Relative Importance
----------	---------------------

Type of Training Provided	High
Demographic need (LMI, historically underserved areas)	Medium
Career services	Medium
Support services provided	Medium
Graduate placement	Medium
Training timeframe	Low

Environmental Review

All WRTP projects must undergo an environmental review process that fulfills the HUD requirements. CDBG-DR environmental requirements are outlined in the OLTR CDBG-DR Policy Manual. WRTP-specific environmental review guidance and processes are outlined in the WRTP Subrecipient Policies and Procedures, which is linked in Appendix 6.

2.4.2.4 Types of Assistance Offered

Hurricane Sally had a significant impact on the housing supply, creating an increased demand for new construction and home repair activities, and an additional impact on commercial construction and repair activities. The increased demand for construction activities following Hurricane Sally has created or increased the supply gap in many construction occupations, including a long-term supply gap for skilled workers across several construction trades in the Hurricane Sally MID areas. Although Hurricane Sally occurred in 2020, this supply gap has yet to be met.

By addressing the unmet needs in the construction trades, Florida can provide a new labor force to support the increased demands for post-disaster construction, while supporting Floridians looking for new employment in the post-disaster economy.

To ensure there are resources to support the remaining recovery needs, the Department will implement the WRTP, which may include, but may not be limited to, the areas of:

- Roofing;
- Masonry;
- Carpentry;
- Concrete finishing;
- Plumbing;
- HVAC (heating, ventilation, and air conditioning);
- Electricity;
- Heavy equipment operations;
- Flooring installation/Carpet laying;
- Glass / window installation;
- Plastering;
- Welding; and
- Customized training tailored to the specific economic revitalization needs of a particular region.

2.4.2.5 Total Program Budget Breakdown

The WRTP was launched with a total budget of \$5,000,000. The Department has split this budget to account for the HUD-designated MID communities and the remaining state-declared communities. \$4,000,000 will be set

aside for the HUD-designated MIDs. For the most current budget, see the budget table within the 2022 State of Florida Action Plan for Disaster Recovery.

The minimum award amount of \$1,000,000.

The maximum award amount of \$2,000,000.

2.4.2.6 Program Resources

Further information about the WRTP and its activities is available in the program specific guidelines such as the:

- Hurricane Sally Workforce Recovery Training Program Subrecipient Policies and Procedures
- Hurricane Sally Workforce Recovery Training Program Guidelines

Appendices

In addition to the OLTR Hurricane Sally Policy Manual, OLTR maintains program-specific documents to aid in the administration and implementation of CDBG-DR funded Hurricane Sally recovery activities. These additional documents provide policies, procedures, and guidelines that are more specific to program activities than the 2022 state of Florida Action Plan for Disaster Recovery and the Hurricane Sally Policy Manual. These documents may include the following:

OLTR CDBG-DR Policy Manual

The OLTR CDBG-DR Policy manual contains overarching regulatory guidance for CDBG-DR funds allocated for disasters regulated by the “Consolidated Notice” [Federal Register Vol. 87, No. 23](#), Appendix B, as amended. The OLTR CDBG-DR Policy Manual is posted to the Rebuild Florida website.

Subrecipient Policies and Procedures

Subrecipient Policies and Procedures are created for the Department’s subrecipient administered CDBG-DR programs. These Policies and Procedures serve to assist program staff, subgrantees and subrecipients in implementing and managing disaster recovery grants.

Program Guidelines

Program Guidelines serve to provide guidelines for the requirements for CDBG-DR funded activities carried out by the grantee.

Program Design

Program Design documents are created to aid the Department’s subgrantees in the creation of a CDBG-DR funded program compliant with State and Federal regulations.

Program Guidebooks

Similar to guidelines, Program Guidebooks provide an outline of the requirements for CDBG-DR funded activities.

Appendix 1. Subrecipient Housing Repair and Replacement Program

Additional information and program resources for the Subrecipient Housing Repair and Replacement Program (HRRP) is located on the Department website at www.FloridaJobs.org under Home > Community Planning, Development and Services > Community Development Block Grants > Office of Long-Term Resiliency> Hurricane Sally > Housing Repair and Replacement Program

Subrecipient Policies and Procedures

The Subrecipient Housing Repair and Replacement Program Subrecipient Policies and Procedures are available on the DEO website Hurricane Sally HRRP page, or can be accessed directly at:

Program Guidelines

The Subrecipient Housing Repair and Replacement Program Guidelines are available in Spanish and English on the DEO website Hurricane Sally HRRP page, or can be accessed directly at:

Appendix 2. Workforce Affordable Housing Construction Program

Additional information and program resources for the Appendix 1. Workforce Affordable Housing Construction Program is located on the DEO website at www.FloridaJobs.org under Home > Community Planning, Development and Services > Community Development Block Grants > Office of Long-Term Resiliency> Hurricane Sally> Workforce Affordable Housing Construction Program

Subrecipient Policies and Procedures

Workforce Affordable Housing Construction Program Subrecipient Policies and Procedures are available on the DEO website Rebuild Florida Workforce Affordable Housing Construction Program page, or can be accessed directly at

Program Guidelines

The Workforce Affordable Housing Construction Program Guidelines are available in Spanish and English on the DEO website Rebuild Florida Workforce Affordable Housing Construction Program page, or can be accessed directly at:

Appendix 3. Infrastructure Repair Program

Additional information and program resources for the Infrastructure Repair Program is located on the DEO website at www.FloridaJobs.org under Home > Community Planning, Development and Services > Community Development Block Grants > Office of Long-Term Resiliency> Hurricane Sally> Infrastructure Repair Program

Subrecipient Policies and Procedures

Infrastructure Repair Program-specific Subrecipient Policies and Procedures are available on the DEO website's Hurricane Sally Rebuild Florida Infrastructure Repair Program page, or can be accessed directly at

Program Guidelines

Infrastructure Repair Program Guidelines are available in Spanish and English on the DEO website's Hurricane Sally Rebuild Florida Infrastructure Repair Program page, or can be accessed directly at:

Additional Program Resources

Additional program resources available on the Infrastructure Repair Program webpage include, but are not limited to:

- Application Request Form
- Budget Template
- Rebuild Florida Infrastructure Repair Program Frequently Asked Questions

Appendix 4. Voluntary Home Buyout Program

Additional information and program resources for the Voluntary Home Buyout (VHB) Program is located on the DEO website at www.FloridaJobs.org under Home > Community Planning, Development and Services > Community Development Block Grants > Office of Long-Term Resiliency > Hurricane Sally > Voluntary Home Buyout Program

Subrecipient Policies and Procedures

The Voluntary Home Buyout Program Subrecipient Policies and Procedures are available on the DEO website Hurricane Sally Voluntary Home Buyout Program page, or can be accessed directly at:

Program Guidelines

The Voluntary Home Buyout Program Guidelines are available in English and Spanish on the DEO website Hurricane Sally Voluntary Home Buyout Program page, or can be accessed directly at:

Program Design

The Voluntary Home Buyout Program Design is available in English and Spanish on the DEO website Hurricane Sally Voluntary Home Buyout Program page, or can be accessed directly at:

Additional Program Resources

Additional program resources available on the Voluntary Home Buyout Program webpage include, but are not limited to:

- Application Form with Instructions
- Rebuild Florida Voluntary Home Buyout Program Frequently Asked Questions

Appendix 5. Hometown Revitalization Program

Additional information and program resources for the Hometown Revitalization Program is located on the DEO website at www.FloridaJobs.org under Home > Community Planning, Development and Services > Community Development Block Grants > Office of Long-Term Resiliency> Hurricane Sally> Hometown Revitalization Program (<http://FloridaJobs.org/community-planning-and-development/assistance-for-governments-and-organizations/disaster-recovery-initiative/Hurricane-Sally/hometown-revitalization>).

Subrecipient Policies and Procedures

The Hometown Revitalization Program Subrecipient Policies and Procedures are available on the DEO website Hurricane Sally Hometown Revitalization Program page, or can be accessed directly at:

Program Guidelines

The Hometown Revitalization Program Guidelines are available in English and Spanish on the DEO website Hurricane Sally Hometown Revitalization Program page, or can be accessed directly at:

Additional Program Resources

Additional program resources available on the Hometown Revitalization Program webpage include, but are not limited to:

- Budget Template
- Work Plan Template

Appendix 6. Workforce Recovery Training Program

Additional information and program resources for the Workforce Recovery Training Program is located on the DEO website at www.FloridaJobs.org under Home > Community Planning, Development and Services > Community Development Block Grants > Office of Long-Term Resiliency> Hurricane Sally>Workforce Recovery Training Program

Subrecipient Policies and Procedures

The Workforce Recovery Training Program Subrecipient Policies and Procedures are available on the DEO website Hurricane Sally Workforce Recovery Training Program page, or can be accessed directly at:

Program Guidelines

The Workforce Recovery Training Program Guidelines are available in English and Spanish on the DEO website Hurricane Sally Workforce Recovery Training Program page, or can be accessed directly at:

Additional Program Resources

Additional program resources available on the Workforce Recovery Training Program webpage include, but are not limited to:

- Request for Applications (RFA)
- RFA Attachments
- Rebuild Florida Workforce Recovery Training Program Frequently Asked Questions