

## **PRESENTATION**

### **Community Development Block Grant-Coronavirus (CDBG-CV) Small Cities Pre-Application Webinar**

Presented by: Shaurita Jackson

#### **Slide #0: Introduction Slide**

**Kate Doyle:** Good afternoon this is the CDBG Coronavirus Small Cities Pre-Application Webinar. We'll be starting the webinar in a few minutes, standby.

**Shaurita Jackson:** Good afternoon and welcome to the Community Development Block Grant Program Coronavirus Small Cities Pre-Application Webinar.

#### **Slide #1: Welcome and Introductions**

**Shaurita Jackson:** My name is Shaurita Jackson, and I am the Community Program Manager for the Small Cities CDBG Program. We're so glad you've decided to join us today and we look forward to sharing valuable information regarding the pre-application process for the coronavirus funding.

Today, we have an outstanding team of individuals who will join me in the webinar. We have Kate Doyle, who is the Bureau Chief for the Bureau of Small Cities and Rural Communities. We have Ted Court, who is our team leader in the Small Cities CDBG program. We also have Geoff Amison who is our Environmental Review Manager and last, but certainly not least, we have Kathleen Weissenberger who is our consultant for the CDBG-CV funding.

For informational purposes we will be recording the webinar presentation and the presentation will be available at a later date. Finally, if you have any questions during the webinar, we ask that you please ask your questions using the Teams Live Event Q&A chat, and we will address the questions at the end of the presentation.

#### **Slide #2: Agenda**

**Shaurita Jackson:** So this afternoon, we will be discussing the CDBG-CV Small Cities Pre-Application requirements and process. Our agenda is outlined here. Today, we will be covering an overview of the CDBG-CV Small Cities Program, Applicant Eligibility, Program Requirements, Eligible Activities, Duplication of Benefits, Citizen Participation Requirements, Procurement, Crosscutting Requirements, Final Application Anticipated Scoring Methodology, CDBG-CV Pre-Application Submission, Questions, and after the formal presentation we will answer questions using the Teams Live Event Q&A chat.

## **Slide 3#: Overview of the CDBG-CV Small Cities Program**

**Shaurita Jackson:** So, let's get started. First, we will discuss some basics of the CDBG-CV Small Cities Program.

## **Slide #4: Program Overview**

**Shaurita Jackson:** DEO receives an annual allocation of state Community Development Block Grant funds from HUD. The CARES Act appropriated additional funding to states and entitlement grantees for specific COVID-related activities.

DEO's CDBG-CV Small Cities Program is designed to help grantees respond to or prepare for the Coronavirus. Activities must be critical and primarily benefit the low- and moderate-income residents.

## **Slide #5: Available Program Funding**

**Shaurita Jackson:** At this time, we will take a look at our available program funding. HUD allocated CDBG-CV funds in three separate rounds. The State of Florida's total allocation of CDBG-CV funds is just over \$285 million. Of the \$2 billion dollars HUD allocated in round one funding, the state received \$16.7 million dollars in the Small Cities CDBG program and Florida entitlements received approximately \$75 million dollars.

Of the \$1 billion dollars in round two funds, the State received 63.1 million to be distributed to both non-entitlement local governments and CDBG entitlement grantees. Of the \$2 billion dollars in round three funds, HUD once again funded the State's Small Cities program and the Entitlement program separately.

The Small Cities program received an additional \$20.2 million dollars and the Florida Entitlement communities received an additional \$110.6 million dollars.

The webinar today will only be addressing round one and round two funding.

## **Slide #6: CDBG-CV Small Cities Program Timeline**

**Shaurita Jackson:** Here is a snapshot of our program timeline. DEO anticipates accepting pre-applications from eligible local governments in the late fall, early winter. This pre-application will identify the community need, the activity plan to be undertaken, and the tie to COVID-19. The first of two public hearings must be completed and documented in the pre-application submission. Non-entitlement applicants will be limited to a single project or activity. DEO will then conduct a capacity review of the community's pre-application for national objective and eligible activity, as well as the tie to COVID. And the applicants previous experience in CDBG and their capacity to carry out the proposed activity.

DEO will provide necessary technical assistance to applicants to ensure projects or programs being proposed are viable. During this period, the local government will hold the second of two required public hearings. After any necessary technical assistance, the local government will submit a final application including more detailed information on the activity or activities to be carried out, including final budget, public hearing documentation, and environmental review documentation, as applicable. As well as document the readiness of the project to proceed upon grant award or contract.

DEO anticipates we will be accepting final application in summer or early fall of 2021. DEO will review and approve application and execute contracts with local governments in the fall or winter of 2021.

## **Slide #7: CDBG-CV Small Cities Program Timeline\***

**Shaurita Jackson:** Here we'll find additional information regarding our program timeline. As you can see here, on December 18 we published our notice of funding availability. From the period of February 1 to March 15 will be our pre-application cycle and at 5 pm on March 15, that is the deadline for submissions for pre-applications. Our final submission cycle is anticipated in the spring or summer of 2021. Please note some of these dates may change depending on the number of applications we actually receive.

## **Slide #8: Applicant Eligibility**

**Shaurita Jackson:** Applicant eligibility. So how do you know if you're eligible for funding?

## **Slide #9: Who Is Eligible To Apply?**

**Shaurita Jackson:** Who is eligible to apply? Counties with less than 200,000 residents and cities with less than 50,000 people who have not accepted special entitlement status with HUD and or who have not opted to join an urban county entitlement program are eligible. You can find the list of eligible communities on the DEO CDBG Coronavirus Relief webpage.

And here is a snapshot of what that webpage will look like. If you look at the bottom of the slide, you will see the website of [www.floridajobs.org/CDBG-CV](http://www.floridajobs.org/CDBG-CV).

## **Slide #10: Program Requirements**

**Shaurita Jackson:** Now let's talk a little about the CDBG-CV funds and the required relationship to COVID-19.

## **Slide #11: Relationship TO COVID-19**

**Shaurita Jackson:** Per the CARES Act, a subsequent federal notice, all CDBG-CV funds must be used for activities that respond to, prepare for, or prevent the coronavirus. These can be costs that are directly related to the virus such as rehabbing for social distancing, vaccine distribution or testing, this could also be used for things that are indirect impacts from COVID. This would be activities like rental assistance for people who lost income due to the shut down or companies that were impacted financially due to the shutdown or social distancing, or even added expenses of cleaning and PPE, which is personal protection equipment. DEO will be reviewing all applications to ensure the activities proposed can be tied to the impacts of COVID-19.

Here we've included some examples of projects in relation to COVID and we've also included some that don't. The first one we have to rehabilitate a building/facility for testing, diagnosis or treatment. So, we see here that this is one of the ones that is eligible and proves a relationship

to COVID-19. We have reconstruction of sidewalks, or expansion, to allow for social distancing. We have construction of a new community center or playground in an LMI community. This is not a good example of a relationship to COVID-19. The next we have is installation of wiring, fiber optic cables, and permanently affixed equipment such as receivers for LMI areas to receive broadband/internet service. This is a probable good tie to COVID. Owner-Occupied single-family rehabilitation, as we see here this is not a great example. If you acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment. And we also have rehabilitation of as senior center by replacing the HVAC system.

In regard to the community center, it's important to note here, we're talking about a general community center for the use by the residents of a community. Rehabbing a community center for social distancing or turning a portion into a testing site could be eligible. If you are not certain if the project will be COVID related, it's important that you contact us at DEO.

## **Slide #12: CDBG-CV National Objectives**

**Shaurita Jackson:** All activities funded with CDBG funds must meet a national objective of the CDBG program. The primary national objectives of the CDBG program are: To benefit low to moderate income, which can be achieved in four ways, through area benefit, limited clientele, housing, jobs. Low- to moderate-income is a person who is part of a family, whose total annual income based on family size is at or below 80% of the median household income for the county or metropolitan's statistical area.

The next national objective is the prevention or elimination of Slum or Blight, which can be achieved in one of two ways: through Area Basis or Spot Basis. The final national objective is meeting an urgent need which poses a serious and immediate threat to the health or welfare of the community. The CDBG-CV program requires that DEO spend a minimum of 70% of funds allocated on the first national objective. In addition to meeting a national objective of the CDBG program, CDBG-CV projects and programs must also be designed to prevent, prepare for, or respond to the coronavirus pandemic.

Therefore, DEO thinks it is unlikely that a fundable project will be using the national objective of slum or blight, and LMI housing. If you believe you have a project that meets the criteria of CDBG-CV, and intend to utilize one of these national objectives, please reach out to DEO immediately to ensure fundability of your project.

## **Slide #13: National Objectives**

**Shaurita Jackson:** For activities determined to be an indirect benefit like infrastructure, public facility, or jobs – at least 51% of the persons benefits must be LMI. For activities to be determined direct benefit, like housing rehabilitation, 100% of the persons served must be LMI.

## **Slide #14: Eligible Activities**

**Shaurita Jackson:** We're going to talk a little more about what kinds of activities are actually eligible.

## Slide #15: CDBG-CV Activities

**Shaurita Jackson:** Here we have a list of proposed eligible and ineligible activities. All eligible activities of the CDBG program available under Section 105 of the Housing and Community Development Act are available for use in the CDBG-CV program. However, all activities must be able to show how they are designed to prevent, prepare for, or respond to the coronavirus. Basic categories of eligible activities are acquisition, public improvement, public facilities, business assistance, microenterprise assistance, public services, planning, broadband planning and public infrastructure.

Ineligible activities include general government expenses, anything regarding buildings for the general conduct of government, political activities, purchase of equipment, operating and maintenance expenses, new housing, and income payments. Please note that DEO will be review all proposed activities to ensure there is a tie to COVID-19.

## Slide #16: Sample Activities

**Shaurita Jackson:** As mentioned before, non-entitlements will be limited to a single project. For example, A community wants to expand homeless shelters' capacity within their jurisdiction due to increased need at the current shelter due to the coronavirus pandemic. The project might include the acquisition of a building and the rehabilitation of that facility for use as a homeless shelter, but this would be considered a single project. Over the next few slides, we will take a look at sample activities that a community may undertake.

So here we have Builds and Improvements, including public facilities. So, the first category we have is acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. So, a few of the suggested sample activities are reconstruction of roads and sidewalks to allow for social distancing, considering installation of wiring or fiber optic cables for LMI areas to receive broadband or internet access. You know that was a big one for many children who are at home or parents who were working at home. Additionally, we have rehabilitation of buildings and improvements; we have rehabilitating a senior center by replacing the HVAC system and/or installing an air purification system, acquisition and/or rehab a building to expand the capacity for homeless shelters to accommodate social distancing and isolation, as well as the installation of WIFI routers or extenders in affordable housing buildings for LMI residents.

## Slide #17: Sample Activities

**Shaurita Jackson:** Here we're talking about assistance to businesses and this includes Special Economic Development Assistance, which talks about provisions for-profit entities or private entities to carry out economic development projects. We also talk about provisions of assistance to microenterprises, which includes grants to support businesses to create jobs, as well as to allow them to manufacture medical supplies to respond to the infectious disease or retain jobs that have been impacted by COVID. Additionally, its technical assistance for grants and other financial assistance to establish, stabilize, and expand microenterprises and other services to support home health quarantine.

## **Slide #18: Sample Activities**

**Shaurita Jackson:** Next we are talking about public service sample activities. Now these activities deal with making provisions of assistance for primarily low-and-moderate income persons. Suggestions are such as job trainings to expand the pool of healthcare workers and technicians that are available to treat disease within a community, to provide testing, diagnosis, or other services at fixed or mobile locations to provide equipment, supplies, and materials necessary to carry-out a public service. Also, to deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.

Our last slide with sample activities, we're talking about planning, we have planning only grants that deal with gathering data and developing non-project specific emergency infectious disease response plans, as well as project planning, which has to do with planning activities in conjunction with another eligible activity. So, these are just some sample activities of projects that can be undertaken.

## **Slide #19: Duplication of Benefits**

**Shaurita Jackson:** Now we're going to talk a little bit about duplication of benefits.

## **Slide #20: Duplication of Benefits**

**Shaurita Jackson:** The CARES Act requires us to ensure that adequate procedures are in place to prevent any duplication of benefits as required by the Robert T. Stafford Disaster Relief and Emergency Assistance Act. A duplication of benefits occurs when a person, household, business, government, or other local entity receives financial assistance from multiple sources for the same purpose and the total assistance received for that purpose is more than the total need for assistance.

CDBG-CV funds cannot be used to cover costs that have already been paid for or that will be paid for by another federal program, insurance, or other sources. If this occurs, the grantee will have to repay that amount to its CDBG-CV account. Before CDBG-CV assistance is provided, a grantee must verify that subrecipients, assisted individuals or families, businesses, and other entities have not previously received or have not received duplicative assistance from another source.

For example, requiring entities or beneficiaries to provide a self-certification indicating that they have not received a duplicative benefit. Or requiring entities or beneficiaries to fill out a questionnaire listing potentially duplicative assistance that they have already received or anticipate receiving.

## **Slide #21: Duplication of Benefits**

**Shaurita Jackson:** HUD has provided a list of federal sources that might result in a duplication of benefit. You can link to this document from the program guidelines or find it listed above. These are not the only possible sources of duplication, so please be sure to fully vet your projects using the duplication benefits worksheet provided by DEO. Applicants must include

their duplication of benefits policies and procedures with the CDBG-CV final application to DEO. DEO will be capturing all funds that are determined to be a duplication.

## **Slide #22: Duplication of Benefits**

**Shaurita Jackson:** Here you will find a copy of the Duplication of benefits worksheet. To alleviate issues, applicants must develop and maintain adequate procedures to prevent a duplication of benefits. Procedures must include a method to assess whether CDBG-CV funds will duplicate financial assistance that is already received or likely to be received by acting reasonably. A copy of the duplication of benefits procedure must accompany the CDBG-CV application. Persons or entities receiving CDBG-CV funds must repay duplicative assistance.

## **Slide #23: Citizen Participation Requirements**

**Shaurita Jackson:** Now we are going to talk about citizen participation requirements. It is important to note that this is a program of the State CDBG program. Therefore, all citizen participation requirements are those in 24 CFR part 570 and policies for implementation are set by DEO.

## **Slide #24: Local Government Requirements**

**Shaurita Jackson:** For the CDBG-CV, all regular CDBG applicable citizen participation plan requirements must be as followed, and they are providing for and encouraging citizen participation particularly by low- and moderate-income persons who reside in areas in which CDBG funds are proposed to be used. They should ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds, and they should provide an opportunity to obtain residents' views on COVID-related housing and community development needs.

## **Slide #25: Local Government Requirements**

**Shaurita Jackson:** They should also furnish citizens information including, but not limited to: the amount of CDBG funds expected to be made available for the CDBG-CV Program, the range of activities that may be undertaken with the CDBG-CV funds, the estimated amount of the CDBG-CV funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons, and the proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans as required under 24 CFR 570.488.

## **Slide #26: Public Notices and Hearings**

**Shaurita Jackson:** All public notices must be advertised in a newspaper of general circulation and must be a minimum of five (5) days prior to the hearing. It is suggested that other means of communicating with the public are also used such as Facebook, Twitter, and the applicant's webpage. Please ensure that your notices give enough information about the activities you're proposing to allow citizens the opportunity to determine if they are affected and respond.

## **Slide #27: Time and Place**

**Shaurita Jackson:** Time and place. The time and place of a public hearing are important to meeting the requirements for CDBG-CV. Here we have, if the public hearing for a project near Lanark Village is held in Apalachicola on bingo night in Lanark Village, could a citizen argue that the hearing was held at a time and place to discourage Lanark residents from participating? Well, here we will find that the answer is actually yes. It could be argued that a hearing held in Apalachicola on bingo night in Lanark Village intentionally or unintentionally discouraged residents from Lanark Village from participating in the public hearing, so we have to be very careful of time and place.

## **Slide #28: Virtual Public Hearings**

**Shaurita Jackson:** Now, we're going to talk a little about virtual public hearings. Virtual public hearings are certainly acceptable; however, we recommend considering the following, the meeting must allow all participants to ask questions in real-time and allow a period for the questions to be basically asked and answered. It's best to use virtual platforms that allow the option for conference calling, we've listed a few of Google Hangouts, Zoom, Facebook Live, or other virtual platforms. You should consider call-in options that don't require internet connection as we know some of our local governments tend to struggle with internet connections, as well as you should consult with their attorney prior to implementing virtual public hearings to ensure they meet your local requirements.

## **Slide #29: First Public Hearing Content**

**Shaurita Jackson:** The first public hearing, which must be completed prior to submission of the pre-application, is to provide the residents information of the available funding, discuss the types of activities that could be implemented, and gets residents input on community needs regarding preparing to, responding, and preventing the coronavirus.

The second public hearing is to provide information on application, project activities, and collect comments on the project.

## **Slide #30: Timing of Public Hearings**

**Shaurita Jackson:** As mentioned previously, you must conduct the first public hearing prior to your submission of your pre-application, and documentation will be required to be uploaded in the Qualtrics system.

## **Slide #31: Procurement**

**Shaurita Jackson:** Here we're going to talk a little about procurement. CDBG-CV funds are subject to procurement under 2 CFR 200 as well.

## **Slide #32: Procurement Requirements**

**Shaurita Jackson:** Here we're listing some of the procurement requirements. All normal CDBG procurements regulations are in place is what we have to ensure. We have: 2 CFR 200, 24 CFR part 75, Florida Statute 287.055 for architects and engineers, and the local governments procurement policies if they are stricter than the State's or federal requirements. More information regarding procurement requirements can be found on the DEO website under "Downloads for Recipients" and then you can search for procurement labor standards.

## **Slide #33: Professional Services Procurement**

**Shaurita Jackson:** Grantees should use form SC-64, which is the checklist for Procuring Professional Services as well as SC-61, Cost Summary for Negotiated Contracts for all professional services contract.

## **Slide #34: Consultants Competitive Negotiation Act**

**Shaurita Jackson:** Our next thing to discuss is the Consultants Competitive Negotiation Act. It's regarding Florida Statute section 287.055, it deals with engineers and architects. It has no price information before negotiations, cannot reconsider a firm after ending final negotiations, and you must conduct a "detailed cost analysis."

## **Slide #35: Cost Reasonableness Estimates**

**Shaurita Jackson:** All procurements in excess of the federal simplified acquisition threshold, which is currently \$250,000, must have an independent cost estimate prior to receiving bids or proposals.

## **Slide #36: Cost/Price Analysis**

**Shaurita Jackson:** On this slide, we will talk a little about cost and price analysis, procurement type, methodology, contract type, solicitation method, and goods/services. An independent cost estimate serves as a yardstick for evaluating the reasonableness of the contractors proposed costs or prices. An independent cost analysis consists of evaluating the separate elements, for example labor, materials, etc., that make up a contractor's total cost proposal to determine whether or not they are allowable, directly related to the project, and reasonable.

Price analysis is essentially price comparison. It is the evaluation of a proposed price, total or sum, without analyzing any of the separate cost elements. Whereas cost analysis is the evaluation of the separate elements, labor, materials, profit, etc., that make up the contractor's total cost proposal or price to determine if they are allowable, directly related to the requirements, and ultimately reasonable. Cost analysis should apply to both new contracts and contract modifications or change orders.

This slide, as I state previously is an example for each procurement method, the price or cost analysis, the contract type, solicitation method, and examples.

## **Slide #37: Crosscutting Requirements**

**Shaurita Jackson:** The CARES Act does not waive CDBG requirements for environmental review, labor standards, URA, civil rights, fair housing. All CDBG-CV projects or programs must still meet the requirements for environmental review, uniform acquisition and relocation, federal labor standards, financial management including program income, and procurement in all civil rights and equal opportunity law, including the requirement that the local unit of government affirmingly further fair housing.

## **Slide #38: Environmental Review**

**Shaurita Jackson:** The CARES Act does not waive CDBG requirements for an environmental review. All CDBG-CV projects or programs must still meet the requirements for environmental review, which are outlined in 24 CFR part 51, 24 CFR part 58, and the state CDBG regulations at 24 CFR 570.604.

## **Slide #39: Choice Limiting Actions**

**Shaurita Jackson:** The first requirement to understand for the environmental review process, is the importance of avoiding choice limiting actions. The local government grantee and all participants in a CDBG project including other public entities, non-profit agencies, or for-profit developers, or any of their contractors cannot commit HUD or non-HUD funds if an activity would have an adverse environmental impact or limit the choice of reasonable alternatives. If we are aware that a subrecipient, developer, or beneficiary is about to take action that would limit alternatives or choice limiting actions we must take appropriate action to defer those actions to ensure that NEPA and related laws are reviewed and followed before choice limiting decisions are made. Examples of choice limiting actions include property acquisition, leasing, rehabilitation or construction, which includes demolition and site clearance.

## **Slide #40: Choice Limiting Actions**

**Shaurita Jackson:** These are additional examples of choice limiting actions. We talked about demolition, acquisition of land and structures, construction bidding, new construction, rehabilitation, leasing, and site improvements.

## **Slide #41: Levels of Review**

**Shaurita Jackson:** Since everyone may not be familiar with the environmental review information, we will be going over the basics today. There are four levels of environmental review: Exempt, categorically excluded, environmental assessment, and EIS. Categorically excluded has two subgroups, subject to and not subject to.

## **Slide #42: Exempt Activities**

**Shaurita Jackson:** Starting now with the lowest level of review, which would be the exempt activities. Typically, exempt activities include administration of CDBG projects, environmental

assessment or studies, planning or management, engineering, or architectural design and inspection. Exempt activities are defined at section 58.34 per the HUD regulations. Even exempt activities require environmental review and documentation before proceeding. We will cover the review process after discussing all of the categories of review.

### **Slide #43: Exempt Activities**

**Shaurita Jackson:** Some examples of exempt activities are general CDBG administration, planning only activities, design costs, and public service activities so here its listing are few for us.

### **Slide #44: Categorically Exempt Activities**

**Shaurita Jackson:** Under categorically excluded, there are two classes included. These are named excluded because they are excluded from certain NEPA requirements but not all federal laws and environmental requirements. These two categories are often shortened to “Excluded Not Subject To” or “Excluded Subject To” or just “Subject To” and “Not Subject To”, or even just their acronyms, CENST or CEST.

### **Slide #45: Categorically Excluded – “Not Subject To”**

**Shaurita Jackson:** Some examples of CENST are tenant-based rental assistance, supportive services, operating costs including utilities and supplies, economic development costs not associated with construction or expansion, homebuyer assistance, affordable housing pre-development costs, and maintenance. Keep in mind that not all activities listed in 24 CFR part 58 are eligible for CDBG-CV, activities must still be eligible in the CDBG program and be related to COVID for CDBG-CV funds.

### **Slide #46: Categorically Excluded – “Subject To”**

**Shaurita Jackson:** Categorically excluded, subject to. Examples of activities in this category are acquisition when there is no change in land use, removal of architectural barriers, and rehab of buildings.

### **Slide #47: Environmental Assessment**

**Shaurita Jackson:** If an activity is not listed in part 58 under one of the categories for review, the level for the review would be Environmental Assessment

### **Slide #48: Environmental Impact Statement**

**Shaurita Jackson:** Finally, environmental impact statements, the highest level of review are required when a project is determined to have a potentially significant impact on the environment. It is important to note that the size of the project alone does not determine significance, the nature of the impact does. The environmental impact analysis is not limited to the potential impact of the HUD assisted activity.

It examines the site and surrounding area and must consider the potential impact from the entire scope of the area potentially affected by the project's activity. You very rarely see environmental impact statements for TCDBG projects. Environmental Impact Statements are required for projects such as a new airport, dams, or train stations. These projects are seldom funded with state CDBG-CV funds. Most rural areas and small towns do not undertake projects of this magnitude.

### **Slide #49: Pre-Application Requirements**

**Shaurita Jackson:** Applicants proposing categorically excluded subject to or environmental assessment projects should submit the certificate of exemption for the categorically excluded form along with compliance documentation with the pre-application. If you are uncertain about the level of review required for your proposed activity, please contact DEO for additional technical assistance.

### **Slide #50: Pre-Application Requirements (Continued)**

**Shaurita Jackson:** Applicants are reminded that the maps are to be in color and indicate the project location or facility whether exempt or the categorically excluded "not subject to" activity will occur. You should also indicate the amount of funding for each exempt or categorically exclusive "not subject to" activity is indicated. Categorically excluded and environmental assessment projects will be required to submit a form and compliance documentation with or before the final application submission.

### **Slide #51: Cross-Cutting Requirements**

**Shaurita Jackson:** CDBG-CV is subject to all requirements of the Uniform Relocation Act Applicants and Real Property Acquisition Act, as well as section 104-D of the Housing Community Development Act. More information on DEO's URA policies, procedures, and forms can be found on the DEO downloads page for recipients. The CARES Act does not waive other cross-cutting CDBG requirements. For labor standards URA fair housing. All CDBG-CV projects or programs must still meet the requirements for environmental review, uniform acquisition and relocation, federal labor standards, financial management including program income and procurement, and all civil rights and equal opportunity law, including the requirement that the local unit of government affirmatively furthers fair housing.

### **Slide #52: Cross-Cutting Requirements**

**Shaurita Jackson:** CDBG-CV is subject to all normal CDBG requirements for financial management and procurement according to 2 CFR 200 and DEO policy. More information of DEO's financial management policies and forms can be found on the DEO "Downloads for Recipients" webpage.

### **Slide #53: Cross-Cutting Requirements**

**Shaurita Jackson:** CDBG-CV is subject to all normal CDBG for labor standards and section 3. More information on DEO's financial management policies can be found on the DEO downloads

website for recipients. CDBG-CV is also subject to all CDBG civil rights and fair housing requirements as well.

## **Slide #54: Final Application Anticipated Scoring Methodology**

**Shaurita Jackson:** So now that we've gone through all the basic rules and requirements. Let's talk about how we submit the preapplication.

## **Slide #55: Final Application Anticipated Scoring Methodology**

**Shaurita Jackson:** This slide outlines the scoring categories that we anticipate using to rate and rank final applications. Rating and ranking will not occur during the pre-application phase, but we want to provide you with these categories so that you will know how you will be scored when planning for your projects. These will also be used when we're providing you with technical assistance following pre-application submission.

The first category is readiness to proceed. Points in this category will be awarded on the basis of documentation and information provided showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance were applicable has been certified. Maximum points will be given to an activity that are ready to move forward quickly. Typically, this means that the design and engineering work if applicable is underway or has been completed.

Points will be awarded to projects that will have an impact on low-to moderate-income persons and communities. Projects that will be serving presumed LMI beneficiaries such as seniors or homeless will receive higher points. Points will also be awarded based on a DEO formula based on unemployment data from communities with the greatest economic need and impact related to COVID-19.

The experience of the applicant, including the length of time in business and experience in undertaking programs or projects of similar complexity as the one for which funds are being requested will be evaluated. In addition, the capability and skills of administrative and program staff to carry out the program. The project will be evaluated based on need and how well the project outcomes address the needs identified.

Finally, the project will be evaluated in terms of cost reasonableness and feasibility.

## **Slide #56: CDBG-CV Pre-Application Submission**

**Shaurita Jackson:** Pre-application submission.

## **Slide #58: Preparing For Your Pre-Application**

**Shaurita Jackson:** Now that we've gone over the rules we'll continue to talk about submitting the application. The first step in preparing your pre-application will be to identify the community's needs. This will be done by conducting research, evaluating current programs, and particularly by conducting the first required public hearing.

The hearing must be conducted prior to submission of the pre-application and be properly noticed and include grantees Four Factor Analysis and Language Access Plan if applicable. More information on this requirement can be found in the program guidelines on the CDBG-CV webpage.

### **Slide #59: Preparing For Your Pre-Application**

**Shaurita Jackson:** The next step will be to identify any subrecipients. If subrecipients will be used in the CDBG-CV entitlement program documentation of the relationship and the commitment should be obtained for submission with the pre-application. These partnerships may or may not be identified at this stage. Please include as much information about partnerships as possible in the pre-application to expedite the DEO capacity review. You will also need to identify the key personnel for the project and grant administration, will you use your staff or will you need to procure services. Documentation of prior experience will be uploaded with the pre-application.

### **Slide #60: Preparing For Your Pre-Application**

**Shaurita Jackson:** Based on the national objective for your project, you may be required to determine if census data supports your service area or if an income survey will be required. You will need to determine if your beneficiaries are a presumed group or already have documentation of 51% LMI based on other programs or will intake documents be necessary. You will also need to develop your project budget. Final detail project budgets do not have to be finalized by the pre-application but should be as detailed as possible and include all funds that will be requested. A personal one-time link will be sent via email within two days of submitting a registration.

### **Slide #61: How To Submit A Pre-Application**

**Shaurita Jackson:** All pre-applications must be submitted online. The link to register for a pre-application will be available on the CDBG-CV website on February 1<sup>st</sup>.

### **Slide #62: How to Submit A Pre-Application**

**Shaurita Jackson:** Okay, we're going to go through the steps to submit a pre-application. First you will be required to register to get the pre-application link. So here you will see the Applicant Name, after you have already registered to get your pre-application link, we'll have your applicant's name, who's preparing the application, email address, phone number, the local government's contact name and email address.

### **Slide #63: How to Submit A Pre-Application**

**Shaurita Jackson:** Once you receive the single-use pre-application link, you can log into the Qualtrics system and enter your application. Throughout the pre-application, tips are provided some quick tips are always provided, they will be a little light bulb at the bottom of the pre-application.

## **Slide #64: How to Submit A Pre-Application**

**Shaurita Jackson:** The online application will automatically save as you go, until you submit the application you can return using the same link. However, pages that have already been completed cannot be returned to. DEO recommends completing your application in a Word document and preparing all uploads before you begin entering the application into the system. Once you have submitted the application, you cannot return the application. If you have any questions or issues, you can always contact DEO by using the information at the last bullet 850-717-8405 or at [CDBG-CV@deo.myflorida.com](mailto:CDBG-CV@deo.myflorida.com).

## **Slide #65: Pre-Application Submission Documents**

**Shaurita Jackson:** The following documents will be required as a part of the pre-application submission. So, the federal identification number, your SAM.gov expiration date, the CAGE Code information which is also found on SAM.gov, and your DUNS number.

Regarding your public hearing documentation your four factor analysis, if applicable your language access plan, your hearing notice and please make sure the print is large enough for us to review, the publisher's affidavit confirming the public hearing notice meeting minutes, and they must be certified, as well as a sign-in/attendance sheet.

## **Slide #66: Pre-Application Submission Documents**

**Shaurita Jackson:** You also want to include the subrecipient information such as letters of commitment, application documents, federal identification number, DUNS number, proposed budget template, as well as key personnel staff that will be working with you on the project. You want to include their resumes and job descriptions, as well as grant consultant request for proposal documentation if its applicable to include the scope of services to be provided as well as a public notice.

## **Slide #67: Q & A**

**Shaurita Jackson:** At this point, we will answer any question that may have been included in the chat. Kate or Pam, do we have any questions already in the chat?

### **Question #1: Will funding be available to cover expenses associated with conducting the Environmental review?**

**Ted Court:** If a local community receives an award under the grant then they will be able to request reimbursement for costs incurred to undertake the environmental review. They would need to submit a written request to the Department and then DEO would issue a Letter of Acceptance. The costs that incurred would have to be in compliance with the program requirements. If you're an existing or past Small Cities CDBG recipient of funding, you should have the CDBG Procurement Policy that dictates how you handle the Procurement of Professional Services or otherwise. Costs would be reimbursed upon submitting a written request. Basically yes, if you receive an award, then costs that you incurred to undertake the Environmental Review would become allowable.

**Question #2: Will you send these slides to us after this meeting?**

**Kate Doyle:** Yes. We are also going to provide those on our website which is, [www.Floridajobs.org/CDBG-CV](http://www.Floridajobs.org/CDBG-CV) and if you are on our email distribution list, if you received the email about this webinar, you will also be getting the slides after the presentation in the next week or so. Additionally, if you are not on our distribution list, and you're not receiving the emails such as events about the webinars, please do email us at [CDBG-CV@deo.myflorida.com](mailto:CDBG-CV@deo.myflorida.com).

**Question #3: Would the construction of a workforce development center to help LMI folks who lost jobs due to COVID, be eligible?**

**Kate Doyle:** Our consultant, Kathleen Weissenberger, has entered a note. There is a potential for that to be eligible. But we would need to understand how you would meet a national objective. You would essentially have to guarantee that income verification documents 51% LMI beneficiaries. Questions we might ask are, "What area will the facility cover?," "Is it a local government run center?"

**Kate Doyle:** We will be able to provide you technical assistance, individually. We do have our email address which is [CDBG-CV@deo.myflorida.com](mailto:CDBG-CV@deo.myflorida.com) and also, 850-717-8405 is another place where you can contact us to ask these types of questions.

**Question #4: Does COVID-related rehab to a drug rehab center, jail, and/or food bank meet the LMI national objective, since it is assumed the clientele are LMI?**

**Kate Doyle:** In the case of a food bank, yes. That would be limited clientele under nature and location. A drug rehab center would not be considered. There is no waiver for this under CDBG-CV funds. You would have to document the limited clientele with intake documents or other sources. Then a question would be asked is, "Are they all Medicaid patients?"

**Question #5: What HUD codes should be used for a broadband project?**

**Ted Court:** It would probably be utilities/other. You would not have to worry about the code because they could be building the infrastructure to bring in the services. And there may be some direct benefit activities also, if they are putting equipment in peoples' homes.

**Question #6: For micro enterprise grants, do the businesses have to relate to COVID?**

**Kate Doyle:** A grant can be made to a business, as long as the project is meeting a national objective such as, job creation or retention for 51% of low- to moderate-income persons.

**Question #7: Would a training center to retrain those LMI unemployed into other fields be an eligible activity?**

**Kate Doyle:** Generally, if they have training and things alike, that would be eligible.

**Question #8: Does DEO have a Duplication of Benefits procedures template that you can share with us?**

**Kate Doyle:** We do have in our program guidelines some information about the Duplication of Benefits, as well as the information that we have provided during the presentation. We will provide some materials on our website.

**Question #9: Would replacing plumbing to install touchless water faucets and update a public park restroom.**

**Ted Court:** If the project qualified under a national objective such as the LMI, yes it would be a liable activity.

**Question #10: Must the duplication of benefits procedures for a community be submitted with the final application and not with the pre-application?**

**Kate Doyle:** In our pre-application, there may be some questions about the Duplication of Benefits procedures, asking to make sure that you confirm that you have a Duplication of Benefits procedure in place. If you have them at the time of the pre-application, then you may submit them, and they will be reviewed, and we will provide you with technical assistance if any changes are needed. The final Duplication of Benefits procedures will be required at the time of the final application phase.

**Question #11: Is there a list of projects that qualify under the “urgent” objective?**

**Ted Court:** Virtually, any project can qualify under the urgent need national objective. The “Urgent Need” national objective does not require you to serve 51% LMI, but you do have demonstrate that the project that you are undertaking is necessary as a result of the COVID pandemic. It must be recognized by the local government as presenting a threat. For the urgent need national objective, we are limited in the amount of funds. It would be less than 30% overall to go to those types of activities.

**Kate Doyle:** We do not have a specific list of projects for the urgent need national objective. Just to meet that national objective, you will have to ensure, 1) that the project is addressing a problem of recent origin, 2) that it is a threat to the health and safety of the public and 3) that no other funds are available, including loans for the project. Because no more than 30% of those funds can be used for non LMI activities, when you are in the competitive ranking, the projects that meet the LMI national objective are going to be ranked higher than a project that meets the urgent need category and doesn't also meet LMI.

**Question #12: For Grants to new or expanding businesses, do the jobs have to be for covid supplies, etc?**

**Kate Doyle:** That is not the case, that they have to be for COVID supplies. If you are able to show a COVID impact through an economic impact or something like that, you could still provide grants to new or expanding businesses.

**Question #13: For business grants, what could be funded? For example: If a business would be providing takeout food to the public, would there be eligible costs?**

**Ted Court:** That would have to be looked into specifically. We would have to consult with Kathleen to clarify what constitutes a grant. What would be the allowable expenses, or the allowable costs that you would use that grant to pay.

**Question #14: Will rent, mortgage, and utility assistance be eligible for LMI persons and what level of income verification would be required?**

**Ted Court:** It would be the same type of documentation that you would use for a housing grant. You would have to show what the income is, if they receive social security or retirement, or if they are currently unemployed and also show what their assets are.

**Question #15: Can a project have a secondary use when pandemic conditions recede such as, a pandemic response and testing facility transitioning to a more general LMI Community Health Center?**

**Kate Doyle:** Projects should have a plan if the project is directly addressing the pandemic. A testing site could become a health center or a homeless shelter could become supportive housing.

**Ted Court:** If they are funding improvements to a housing or shelter for the homeless, it is already eligible and would continue to be eligible. If construction to a facility is to be done, when you submit your pre-application, you need to provide a description of how you would use the facility after the COVID crisis is resolved and that its continued use would be consistent with CDBG program requirements.

**Question #16: We need the four-factor project analysis process NOW, in order to know if we have to publish public hearing notices in Spanish.**

**Kate Doyle:** We do have that available. If you email us at [CDBG-CV@deo.myflorida.com](mailto:CDBG-CV@deo.myflorida.com), we can provide that to you. It will also be available in our pre-application and a link will be available within our program guidelines, and that will all be online before February 1, when the pre-application cycle opens.

**Question #17: Is an EOC project covered under CDBG-CV funds?**

**Ted Court:** I do not believe an EOC is included. You're talking about for local government agencies, I know for a regular Disaster Recovery program an EOC, which was impacted by the disaster could be rehabbed and such. So, on one hand it may be eligible. It will have to be discussed. The activities that you're funding will have to be directly related to COVID. Maybe putting in an improved HVAC air purification system. Maybe rehabbing the facility to allow people to continue to provide services with proper social distancing and such.

**Kate Doyle:** I believe the tie to COVID would be a little bit of a challenge there. I would like to remind folks that HUD is looking at these CDBG-CV funds generally, as being temporary solutions and that you're not creating permanent projects. But temporarily rehabilitating or repurposing something so that you can have an opportunity to use it for social distancing or things like that, but not for things that are permanent types of structures or new construction.

**Question #18: Could CDBG-CV funds be used to rehabilitate a county jail for COVID safety?**

**Kate Doyle:** That would be kind of a similar question. It may have the tie to COVID but does it have the temporary nature that HUD is really looking for?

**Ted Court:** I strongly doubt it. We never use funds for, in any disaster, for a jail. Law enforcement facilities are generally unallowable.

**Question #19: How to do the four-fact analysis?**

**Kate Doyle:** We will provide the information on how to do that on our website before the pre-application opens.

**Question #20: Is there a required amount of days that the public notice ad should run in the newspaper? Does the ad need to be Spanish and Haitian Creole?**

**Ted Court:** The general response is that they need to be published at least 5 days prior to the public hearing.

**Kate Doyle:** As for, if the ad needs to be published in Spanish or Haitian Creole, they would need to go through the four-factor analysis in order to determine if that would need to be done for their community.

**Ted Court:** If they have already done applications in the past, they may already know if it is needed. For example, in southern Florida like Miami-Dade County, they published in both Spanish and in Creole because they know they have those populations. If you know if you have a significant population identified then, it would certainly be an allowable cost.

**Question #21: Would a workforce training center run by the county and the college be eligible presumed LMI, if it focuses on the unemployed and re-training to get back in the workforce?**

**Kate Doyle:** I do think that training would be an eligible activity.

**Ted Court:** I do think that is something that we would need to discuss with Kathleen.

**Question #22: Is an air handling system replacement of a publicly owned and operated, long-term resident & rehab center eligible?**

**Ted Court:** It could be. When you mention a long-term care facility, you're talking about someone who has been treated in the hospital and on rehab or it's publicly. I'm not sure if a long-term is presumed LMI. If they were only serving the elderly, then you could probably make that assumption. Again, that is something we would have to discuss with Kathleen.

**Kate Doyle:** I believe they would also need to show the COVID tie, related to the air handling system, that there is a reason for modifying it.

**Question #23: Can we use funding for grant administration, staff time, outside grant consultant?**

**Ted Court:** Yes, you can. It is always allowable under the CDBG program to use either your administrative staff or direct charge their time to the grant for hours that they spend on the project, as well as, you can procure professional service to assist you. I think it is part of our

application review process that we're looking for those communities who don't have the staffing or experience to manage a grant on their own and that they acknowledge that, and they have undertaken an effort to procure those professional services.

**Question #24: The Duplication of Benefits procedures are not in the program guidelines.**

**Kate Doyle:** We will be providing additional information on DOB procedures and can provide those examples to you, depending on the type of project that you are undertaking as to what type of procedure you would need to put in place.

**Question #25: Would refurbishing a city community center (building is old and needs upgrades for ADA, etc) in an LMI area for testing and vaccine distribution qualify?**

**Kate Doyle:** Yes, this could be eligible if it is serving an LMI community.

**Question #26: Would enhancements of a food bank within a qualifying city which serves within this city and also has a much farther-reaching distribution area qualify (i.e. urgent need)?**

**Kate Doyle:** This is possible. We will need more information on the service area.

**Question #27: Can the CDBG-CV funds be used to provide public outreach and education on COVID to LMI areas?**

**Kate Doyle:** Very possibly under a public service activity if the area is LMI.

**Question #28: For limited clientele LMI projects, what level of income verification does FDEO want? An income survey, or more?**

**Kate Doyle:** Limited Clientele projects can be documented through 1) a presumed group 2) intake documentations (self-certify) 3) documentation that the beneficiaries are qualified by some other source, like residents of Section 8 housing or Medicaid recipients.