



## **Pre-Application Overview Session**

Florida Community Development Block  
Grant – Disaster Recovery (CDBG – DR)  
Hurricanes Hermine and Matthew

April 4, 2018

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# Objectives for Pre-Application Overview

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- Review U.S. Department of Housing and Urban Development (HUD) and Florida Department of Economic Opportunity (DEO) Community Development Block Grant Disaster Recovery (CDBG-DR) program objectives and compliance requirements.
- Review application submission requirements in detail.
- Discuss strategies to consider for developing successful programs and projects.
- Provide ample time for questions and responses.

# Agenda for Pre-Application Overview

9:00	<b>Good Morning. Welcome from DEO. Objectives and Agenda.</b>	
9:15	Walk through the application guide:	<ul style="list-style-type: none"> <li>• Background and general information</li> <li>• HUD CDBG-DR funding directives</li> <li>• Threshold and scoring criteria</li> <li>• Eligible applicants</li> <li>• Eligible activities</li> </ul>
10:45	<b>Break</b>	
11:00	Review application submission documents:	<ul style="list-style-type: none"> <li>• Applicant information form</li> <li>• Proposal information form</li> <li>• Housing and non-housing budget templates</li> </ul>
12:00	Question and answers	
12:30	<b>Adjourn and Thank You</b>	
1:00	HUD TA staff available for individual consultation	



# Resources for Application Cycle

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1. Go to the DEO website for CDBG-Disaster Recovery information: [www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/disaster-recovery-initiative](http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/disaster-recovery-initiative).
2. Read the action plan.
3. Application cycle is subject to pending action plan amendment approval by HUD.
4. Check out HUD CDBG-Disaster Recovery resources on HUD's exchange website: [www.hudexchange.info/programs/cdbg-dr/](http://www.hudexchange.info/programs/cdbg-dr/).

# Hermine and Matthew Application Cycle

- Up to \$22,408,030 is available for eligible and qualified projects that meet HUD and CDBG-DR program objectives and compliance requirements.
- Only Units of General Local Government (UGLG), including counties and municipalities that are located in the eligible areas that experienced Hermine and Matthew storm damage, are eligible to apply for funding.
- Minimum CDBG-DR allocation amount is \$750,000 per subrecipient.

Hurricane Hermine Disaster Declaration 4280			Hurricane Matthew Disaster Declaration 4283		
Citrus	Leon	Pinellas	Brevard	Nassau	Volusia
Dixie	Levy	Taylor	Duval	Putnam	
Hernando	Manatee	Wakulla	Flagler	Seminole	
Hillsborough	Pasco		Indian River		

# Tie to Hurricanes Hermine and Matthew

- All eligible activities funded by CDBG-DR must be related to storm damage, as specified by presidential Disaster Declaration 4280 for Hurricane Hermine, and Declaration 4283 for Hurricane Matthew. The damage must not have occurred prior to September 2016 for Hurricane Hermine, and prior to October 2016 for Hurricane Matthew.
- All projects must be directly related to one or both of the storms.
- CDBG-DR funds cannot be used to replace or reimburse Federal Emergency Management Agency (FEMA) Individual and Public Assistance (IA/PA) and/or Small Business Administration (SBA) loans.



- In certain situations, CDBG-DR funds can serve as an eligible match, such as for FEMA Hazard Mitigation Grant Program (HMGP).



# CDBG-DR and Project Funding Directives

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1. Provide the maximum feasible priority to activities that will benefit low- and moderate- income families.
  - At least 70 percent of CDBG-DR grant for Hurricanes Hermine and Matthew must serve households and/or areas with low and moderate incomes.
2. Focus first on unmet housing needs.



# Threshold and Scoring Criteria

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- DEO will apply a two-phased process to review applications:
  1. Proposals must first pass HUD CDBG-DR threshold compliance criteria.
  2. DEO will review and score each proposal based on scoring criteria.
- If a proposal does not meet any of the threshold criteria, DEO cannot proceed to score it for funding consideration.
- The maximum score for scoring criteria is 200 points.



# CDBG-DR Threshold Compliance Criteria

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1. Projects or programs must meet a CDBG-DR National Objective:

- Benefit to low-moderate income (LMI) individuals.
- Benefit to low-moderate income areas.
- Generate low-moderate income jobs.
- Benefit to low-moderate income individuals for buyouts (LMB) and housing incentives (LMHI) that benefit LMI households.
- Address an urgent need.
- Aid in elimination of slum or blight area needs.
- Aid in elimination of slum or blight spot specific property parcel needs.

# Threshold and Scoring Criteria

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2. Projects or programs must meet CDBG-DR eligible activities:



Housing



Infrastructure



Economic  
Revitalization



# Threshold and Scoring Criteria

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3. Projects or programs must address the following clear, unmet needs:

- Related to Hermine and/or Matthew storms.
- Primarily serve low-moderate income populations.
- Primarily serve housing activities.

# Scoring Criteria

		Max. Points
1	Management Capacity	35
2	Readiness to Proceed and Viable Production Plan	25
3	Proposes Cost Reasonable Budget	25
4	Storm Resilience	15
5	Overall LMI benefit (Percent LMI benefit of the activity)	50
6	Overall Housing Eligible Activities	30
7	Vulnerable Populations	20
<b>Total Maximum Score:</b>		<b>200</b>



# Scoring Criteria: Vulnerable Populations

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Includes non-housing services such as infrastructure, public facilities, economic development, etc. that provide benefit to vulnerable populations, such as:

- Transitional housing, permanent supportive housing and permanent housing needs of individuals and families that are homeless or at-risk of homelessness.
- Prevention of low-income individuals and families with children (especially those with incomes below 30 percent of the area's median) from becoming homeless.
- Special needs of persons who are not homeless but require supportive housing (e.g., elderly, persons with disabilities, persons with alcohol or other drug addiction, persons with HIV/AIDS) and their families as well as public housing residents.



# Eligible Applicants

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- Units of General Local Government (UGLG) including counties and municipalities located in the eligible areas for Hurricanes Hermine and Matthew
- DEO recommends a strategic approach to bringing capacity to your team. Please consider:
  - Leveraging the capacity of nonprofit and for-profit organizations who will serve as contractors to the subrecipient
  - Sharing resources whereby a group of UGLGs apply as a region
    - DEO requires that there be one lead designated applicant who will contractually serve as the subrecipient and hold responsibility for the management of the grant.
    - The subrecipient acting as the lead cannot sub-grant funds to other local governments.

# Eligible Activities: Housing

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Action Plan specifies following eligible housing activities for CDBG-DR funding:

- Temporary relocation (in compliance with Uniform Relocation Act)
- Buyouts/acquisitions
- Demolition/clearance
- Single-family housing rehabilitation/repair
- Multi-family housing rehabilitation/repair
- Housing construction
- Public housing
- Shelter housing for the homeless
- Repair and replacement of manufactured housing units
- Hazard mitigation
- Elevation
- Planning activities specifically related to housing
- Other activities associated with the recovery of impacted housing stock



# Eligible Activities: Non-Housing

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## Infrastructure and Economic Revitalization

- DEO will consider non-housing proposals when:
  1. Non-housing improvements support housing repair, reconstruction and/or resilience in a community; or
  2. Applicant provides satisfactory evidence that unmet housing needs have been addressed.



# Eligible Activities: Non-Housing

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- Restoration of infrastructure
- Public facilities such as emergency community shelters
- Demolition and rehabilitation of publicly or privately owned commercial or industrial buildings
- Economic revitalization which helps restore and improve local economy
- Public services (within the 15 percent cap)
- Re-nourishment of protective coastal dunes systems



# Notes to Eligible Activities: Non-Housing

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- Applicants must identify how unmet housing needs will be addressed or how economic revitalization or infrastructure activities will contribute to the long-term recovery and restoration of housing in the most impacted and distressed areas.
- Economic revitalization activity may address job losses or negative impacts to tax revenues or businesses.
  - Examples include:
    - Loans and grants to businesses;
    - Job training;
    - Improvements to commercial and retail districts; and
    - Financing other efforts that attract and retain workers in devastated communities.

# Cross-Cutting Federal Regulations

## Included in the subrecipient agreement:

Audits	Conflict of Interest	Federal Funding Accountability and Transparency Act	Property Management and Disposition	Section 104(d) Acquisition, Anti-Displacement
Allowability and Allocability of Costs	Davis-Bacon and Related Acts	Affirmatively Furthering Fair Housing	Limited English Proficiency	Section 504 Accessibility
Bonding Requirements	Debarment and Suspension	Civil Rights Act and Non-Discrimination	Lead Based Paint	Timely Distribution of Funds
Cash Management	Drug Free Workplace	Financial Management	Minority Business Enterprise, Women Business Enterprise and Disadvantaged Business Enterprise	Uniform Relocation Act
Citizen Participation Plan	Duplication of Benefits	Flood Insurance Coverage	Recordkeeping	
Confidentiality and Personally Identifiable Information	Environmental Review	Prevention of Fraud, Waste and Abuse	Section 3 LMI Contracting and Employment	



# Application Cycle and Submission Deadline

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- Application submission cycle will officially open on a date to be announced and will be open for a period of thirty (30) days. The timing of the application cycle is contingent on the rule making and substantial action plan amendment approval.
- UGLG applicants must submit one (1) original hard copy of the complete application with original executive officer signature or authorized designee by no more than 30 days after the start of the application cycle.
- Send hard copy to:  
Florida Department of Economic Opportunity  
Kevin Ogden  
Caldwell Building  
107 E. Madison Street  
Tallahassee, FL 32399
- UGLG applicants must submit one (1) electronic PDF copy, with UGLG executive officer signature or authorized designee signature of the completed application to [cdbg-dr@deo.myflorida.com](mailto:cdbg-dr@deo.myflorida.com) by no more than 30 days after the start of the application cycle.



# Application Submission

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## 1. Cover Letter

- Name and contact information of applicant and names of any UGLG partners
- Listing of each program and project for which you request CDBG-DR funding and requested funding amounts for each proposed program and/or project
- Brief summary of proposed program and/or projects and capacity to succeed
- Signature from executive officer with signature authority or authorized designee

## 2. Applicant Information Form

- Applicants provide basic organizational information

## 3. Proposal Information Form

- Applicants provide project information that will be scored by DEO



# Application Submission

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**4. Budget(s)** for each housing and another for each non-housing program and/or project

**5. Service Area Map** for Non-Housing Infrastructure and Economic Revitalization proposals that includes an overlay of:

- Location and/or service area
- Low- and Moderate-Income service area
- Most recent Flood Plain Map

**6. Work Plan** for Housing and Non-Housing proposals that provide evidence of readiness to proceed

**7. Optional Attachment:** organization chart and schedule of team roles such as staff, contractor, vendor and community partner roles and responsibilities is encouraged



# Important Documents to Include

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## The Forms

- Applicant Information Form
- Proposal Information Form

## The Budget Templates

- Housing Budget
- Non-housing Budget

# Projected Timeline of Application Cycle

Action	Start Date	End Date
<b>Pre-application overview session</b>	4/04/18	4/04/18
<b>Interim actions</b>		
HUD review and approval of action plan amendments	4/04/18	4/30/18
State emergency rule posted in FAR	4/04/18	4/30/18
Applicants conduct public comment process 1. Target outreach 2. Post draft plans and funding request 3. Fourteen day UGLG public comment and hearing process	4/04/18	4/30/18
<b>Start of the application cycle (30 day submission period)</b>	5/01/18	5/31/18
DEO clarifications as needed through website and email	3/22/18	5/03/18
Estimated application submission deadline	5/31/18	5/31/18
Review, score and final selection of proposals for CDBG-DR funding	6/1/18	6/27/18

# Contact

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## Thank You.

If you have questions or comments about this presentation or want to discuss a future project, please contact our office.

**Please Note:** This application and its accompanying forms are contingent upon the state rulemaking process and approval of an amendment to the state's Hurricanes Hermine and Matthew action plan for CDBG-DR.



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