



# Community Development Block Grant – CV (CDBG-CV) Entitlement Application Webinar

September 9, 2021

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# Welcome and Introductions



# AGENDA

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- Introductions
- Overview of the CDBG-CV Entitlement Program
- Program Funding Available
- CDBG-CV Application Timeline
- Eligibility Requirements
- Program Requirements
  - Relationship to COVID
  - National Objective
  - Eligible Activities
  - Duplication of Benefits
  - Citizen Participation
  - Crosscutting Requirements
- CDBG-CV Application Submission
- Questions

# Program Information



# PROGRAM OVERVIEW

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- The Florida Small Cities Community Development Block Grant (CDBG) Program, administered by the Florida Department of Economic Opportunity (DEO), receives an annual allocation of federal funds from the United States Department of Housing and Urban Development (HUD). DEO has received additional Community Development Block Grant - CV (CDBG-CV) funds.
- The DEO CDBG-CV Entitlement Program is designed to help municipalities and counties prepare for, prevent, or respond to the health and economic impacts of COVID-19. The activities must be critical to their locality and primarily for the benefit of low- and moderate-income residents.

# PROGRAM OVERVIEW

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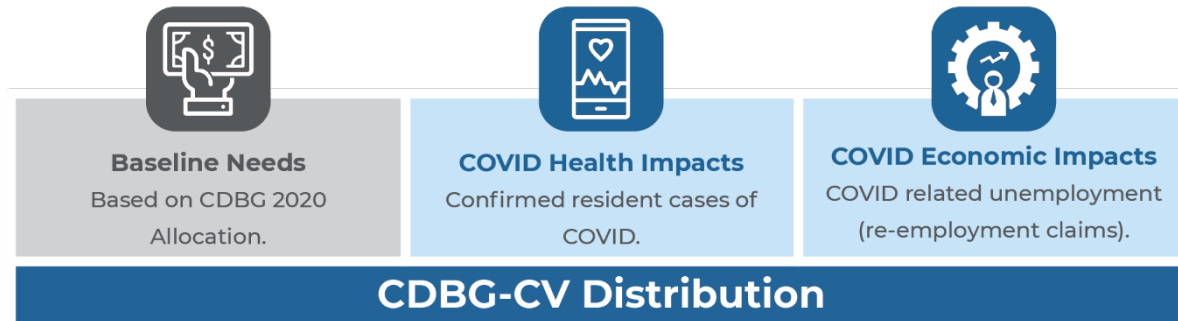
- Florida's Total Allocation - \$285.6 million
  - DEO Administered - \$100 million
    - DEO Administration Funds: \$5 million
    - DEO Training and Technical Assistance Funds: \$2 million
  - Entitlement Communities' Direct Allocations - \$185.6 million
    - HUD provided Round 1 and 3 funding directly to entitlement communities to administer.

# AVAILABLE PROGRAM FUNDING

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<b>CDBG-CV ROUND 2 FUNDING</b>	
State General Administration and Technical Assistance	\$4,421,909
Entitlement Program Allocation	\$51,050,911
Small Cities Program	\$7,697,311
<b>TOTAL ROUND 2 FUNDS</b>	<b>\$63,170,131</b>

# GRANT ALLOCATIONS AND METHODOLOGY

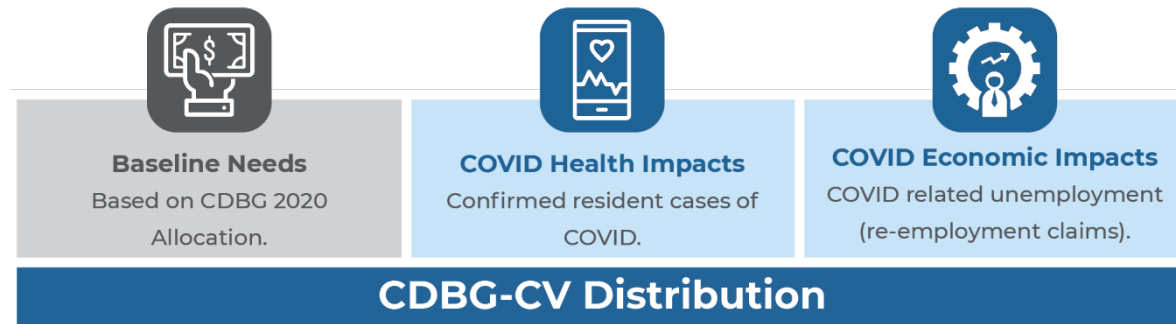


The following factors were used to determine the maximum funding available for entitlement jurisdictions individually and for Florida non-entitlement areas collectively:

- **Baseline needs**—HUD Federal Fiscal Year 2020 distribution methodology (40% weight) is used as a proxy for existing housing and community development needs and broad housing and community development needs. This indicator represents populations that are most vulnerable to housing and economic challenges in general and related to the ongoing impacts of COVID-19.



# GRANT ALLOCATIONS AND METHODOLOGY



- **Economic Impacts**—Re-employment assistance claims between March 7 and July 31, 2020 less the aggregate count of claims during the same period in the previous year (30% weight in funding formula). This indicator captures the economic impacts related to COVID-19 shutdowns and slowdowns across a number of industries and job markets.
- **Health Impacts**—Total number of confirmed coronavirus cases as of July 31, 2020 (30% weight). This indicator is a direct measure of health impacts, using confirmed resident cases for each jurisdiction.

# GRANT ALLOCATIONS AND METHODOLOGY

Maximum funding amounts for each CDBG entitlement jurisdiction are shown in the following figure.

**Figure 2.**  
**Florida CDBG-CV Max**  
**Allocation Amounts by**  
**CDBG Entitlement**  
**Jurisdiction**

Source:  
 Root Policy Research.

A link to the allocations for the CDBG-CV Entitlement Program is available at [www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV).

	Maximum Funding Amount
<b>Florida Nonentitlement (Small Cities CDBG-CV)</b>	\$7,697,311
<b>Alachua County</b>	
Gainesville	\$402,379
<b>Bay County</b>	
Panama City	\$177,023
<b>Brevard County</b>	
Palm Bay	\$239,667
Melbourne	\$205,374
Titusville	\$92,905
Cocoa	\$60,312
Brevard County (balance of county)	\$497,389
<b>Broward County</b>	
Fort Lauderdale	\$906,510
Hollywood	\$760,335
Pompano Beach	\$518,651
Pembroke Pines	\$343,972
Miramar	\$423,505
Coral Springs	\$349,901
Lauderhill	\$198,681
Sunrise	\$274,220
Deerfield Beach	\$244,579
Davie	\$293,781
Plantation	\$235,790
Tamarac	\$181,156
Margate	\$160,483
Weston	\$169,203
Coconut Creek	\$150,055
Broward County (balance of county)	\$1,037,589

# CDBG-CV ENTITLEMENT PROGRAM TIMELINE\*

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- Notice of Funding Availability Published – December 18, 2020
- Pre-Application Cycle – February to May 2021
- Technical Assistance Letters – June/July 2021
- Application Cycle ends on November 1, 2021
- Award/Contract Negotiations – Fall/Winter 2021

\*Some dates may change depending on the number of applications received.

# Applicant Eligibility



# Who Is Eligible To Apply?

A list of eligible entitlement communities is available at [www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV).

## Community Development Block Grant - Coronavirus Relief Funding

Home > Community Planning, Development and Services > Community Development Block Grants > Community Development Block Grant Program > Community Development Block Grant - C

▶ Community Planning

▶ Community Services

▼ Community Development Block Grants

Community Development Block Grant Program

Community Development Block Grant - Coronavirus Relief Funding

Florida Small Cities Community Development Block Grant Program

Downloads and Information for Applicants

Downloads for Recipients

Shortened URL: [www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV) ↗

Updated: August xx, 2021

### CDBG-CV Small Cities and Entitlement Programs: Notice of Funding Availability

The application cycle is now open for eligible units of local governments to apply for more than \$92 million in funding through the Community Development Block Grant – Coronavirus (CDBG-CV) Small Cities and Entitlement programs.

Administered by the Florida Department of Economic Opportunity (DEO), CDBG-CV funds are federally-awarded by the United States Department of Housing and Urban Development (HUD) and designed to help local governments prepare for, prevent, or respond to the health and economic impacts of COVID-19. The activities must be critical to their locality and primarily for the benefit of low- and moderate-income residents. Local governments are encouraged to include activities that benefit workforce housing, training, and sustainability, as well as broadband infrastructure and planning. Nearly \$42 million is available through the CDBG-CV Small Cities program and \$51 million is available through the CDBG-CV Entitlement program.

See below eligibility criteria for the CDBG-CV Small Cities and Entitlement programs:

#### Eligible Applicants:

- ▶ Eligible CDBG-CV Small Cities Communities ↗ include municipalities and counties that participate in the Small Cities CDBG program. Communities may submit one application requesting a minimum of \$200,000 and a maximum of \$5 million in grant funding for one program or project through the competitive application cycle.
- ▶ Eligible CDBG-CV Entitlement Communities ↗ include municipalities and counties that participate in the HUD entitlement program. Entitlement communities are encouraged to coordinate with local governments and subrecipient agencies within their jurisdiction and may apply for funding up to the amount allocated to the local government through a funding formula.



# Relationship to COVID-19



# RELATIONSHIP TO COVID-19

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All activities must prevent, prepare for, or respond to the COVID-19 pandemic.

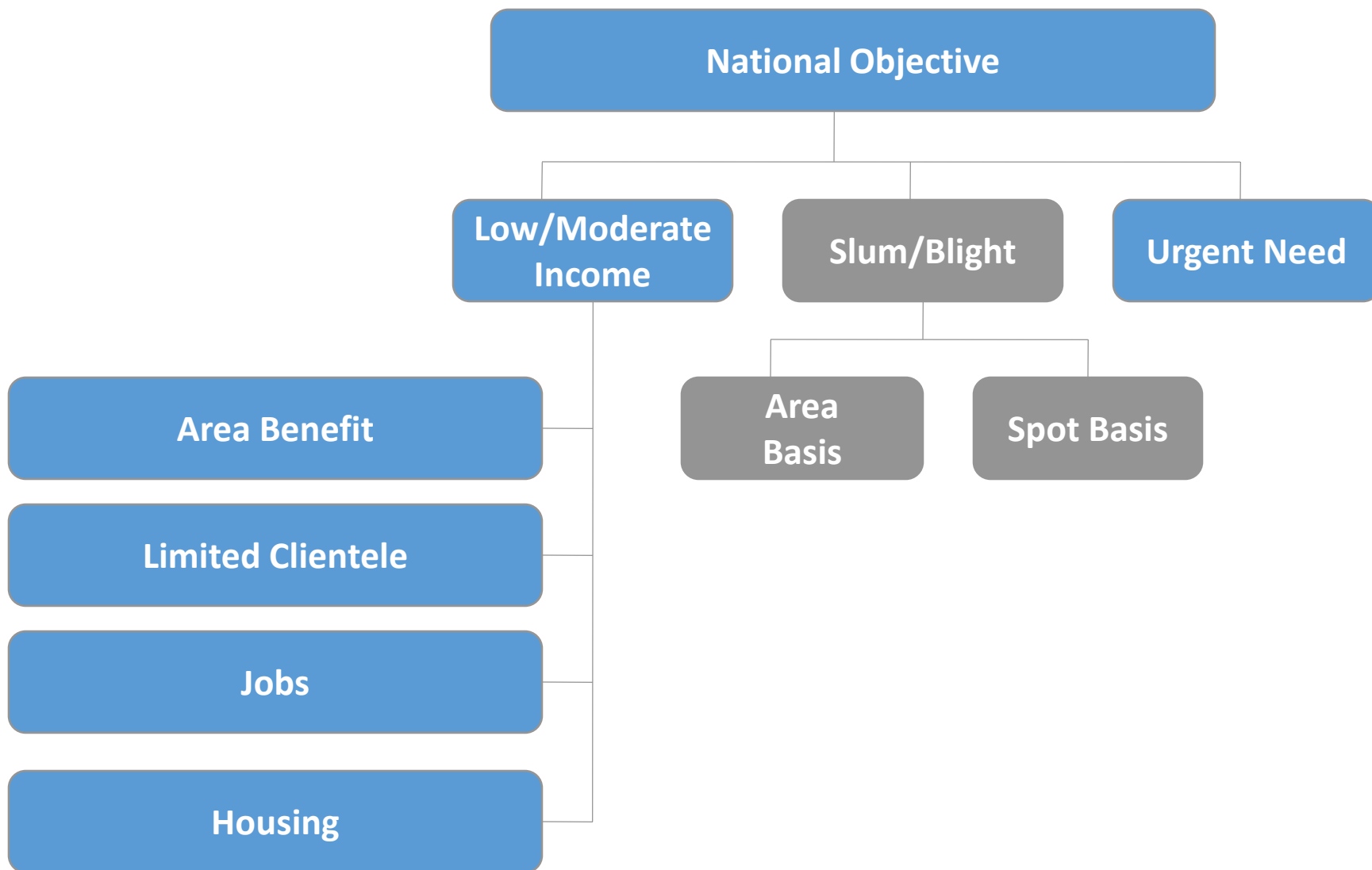
- Direct Effect: Costs directly associated with coronavirus prevention, preparation, or response (e.g. rehabilitation of building to create additional quarantine and isolation rooms for recovering COVID-19 patients).
- Indirect Effect: Economic and housing market disruptions (e.g. small business assistance).

# National Objectives





# NATIONAL OBJECTIVES



# Eligible Activities



# CDBG-CV ACTIVITIES

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## Eligible

- Acquisition
- Public Improvements
- Public Facilities
- Business Assistance
- Microenterprise Assistance
- Public Services
- Planning
- Broadband Planning and Public Infrastructure

## Ineligible

- General Government Expenses
- Buildings for the General Conduct of Government
- Political Activities
- Purchase of Equipment (with exceptions)
- Operating and Maintenance Expenses
- New Housing (with exceptions)
- Income Payments

# Duplication of Benefits Requirements



# DUPLICATION OF BENEFITS

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A duplication of benefit occurs when:

1. an entity or person receives financial assistance from multiple sources intended for the same purpose; or
2. the amount of assistance provided exceeds the total identified need.

Each applicant must have procedures to prevent a duplication of benefits, meaning that the cost has not or will not be paid by another source when it provides financial assistance with CDBG-CV funds.

- Individuals, businesses, governments, and other entities are all subject to duplication of benefit requirements.
- The amount of the duplication is the amount of assistance provided in excess of need.

# DUPLICATION OF BENEFITS

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- For a list of other likely federal sources that might result in a duplication of benefits and guidance, see the HUD's [CDBG Coronavirus Response Grantee Resources Related to Preventing Duplication of Benefits](#).
- A copy of the duplication of benefits procedures must accompany the CDBG-CV final application.
- DEO will recapture all funds associated with a duplication of benefits.

# DUPLICATION OF BENEFITS

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To analyze a duplication of benefits, a subgrantee should complete the following steps:

1. **Assess Need:** Determine the amount of need (total cost).
2. **Determine Assistance:** Determine the amount of assistance that has or will be provided from all sources to pay for the cost.
3. **Calculate Unmet Need:** Determine the amount of assistance already provided compared to the need to determine the maximum CDBG-CV award (unmet need).
4. **Document analysis:** Document calculation and maintain adequate documentation justifying determination of maximum award.

# DUPLICATION OF BENEFITS

## DUPLICATION OF BENEFITS WORKSHEET (EXAMPLE)

Applicant Name: \_\_\_\_\_

Applicant No: \_\_\_\_\_

1. Identify Applicants Total Need	\$ 100,000.00
2. Identify Total Assistance Available	
The Coronavirus Relief Fund (State distributed)	
Private Insurance (applicant must submit a claim if applicable)	\$ 20,000.00
SBA Grants/Loans (includes PPP and EIDL)	\$ 50,000.00
Other Federal, State or Local Government Assistance	
Other private assistance including charitable contributions	
Subtotal	\$ 70,000.00
3. Identify the Amount of Total Assistance to Exclude as Non-duplicative.	\$ 15,000.00
Explanation of non-duplicative funds:	
\$15,000 was private insurance for inventory replacement. This grant covers operating costs only.	
4. Identify total DOB Amount (Item 2 minus Item 3)	\$ 55,000.00
5. Calculate Maximum Award (Item 1 minus Item 4)	\$ 45,000.00
6. Program cap (if applicable)	\$ 50,000.00
7. Final award (lesser of Items 5 and 6)	\$ 45,000.00



# DUPLICATION OF BENEFITS

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- *“CARES Act Programs through SBA, FEMA, IRS, Treasury, USDA, and HHS for CDBG Grantees’ Awareness for Duplication of Benefits”*
- <https://files.hudexchange.info/resources/documents/CARES-Act-Programs-CDBG-Awareness-Duplication-Benefits.pdf>

# DUPLICATION OF BENEFITS EXAMPLE

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## Rental Assistance

A family that has suffered job loss due to the economic impact of the coronavirus seeks rental assistance under a CDBG-CV Emergency Payment program for 3 months of arrears payments and 2 months of current/ future rent.

### **Step 1: Assess Need**

Monthly Rent = \$1,000

Potential Total Need:  $\$1,000 * 5 \text{ months} = \$5,000$

### **Step 2: Determine Assistance**

In the application, the applicant was asked to report if they are receiving or expecting to receive any additional or similar assistance. The applicant reported that a local faith-based organization provided \$250/ month for the past three months, but that aid is no longer available. The family certified that it has not applied for assistance from any other source.

# DUPLICATION OF BENEFITS EXAMPLE

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## **Step 3: Calculate Unmet Need**

Total Need = \$5,000

Other Assistance = \$750 (\$250/ month for three months)

Actual Unmet Need (Maximum Award) = \$4,250 (\$5,000- \$750)

## **Step 4: Document the Analysis**

Maintain documentation of calculation and justification to confirm amount of unmet need.

# DUPLICATION OF BENEFITS EXAMPLE

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## Small Business Assistance

A small business requests a grant for working capital funds to retain employees that would otherwise be laid off due to the economic impact of the coronavirus. The small business requests three months of assistance.

### **Step 1: Assess Need**

Capital funds needed via underwriting = \$10,000

Potential Total Need:  $\$10,000 * 3 \text{ months} = \$30,000$

### **Step 2: Determine Assistance**

In the application, the applicant was asked to report if it was receiving any additional or similar assistance or had made any claims on existing business insurance. The business reported that it previously received a PPP forgivable loan under the CARES Act to cover payroll, but that the assistance has run out. The business certified that it made a claim on its business interruption insurance but was declined because the insurer said the economic impacts of the coronavirus are outside the scope of the policy.

# DUPLICATION OF BENEFITS EXAMPLE

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## **Step 3: Calculate Unmet Need**

Total Need = \$30,000

Other Assistance = \$0

Actual Unmet Need (Maximum Award) = \$30,000

## **Step 4: Document the Analysis**

Maintain documentation of calculation and justification to confirm amount of unmet need.

# **Citizen Participation Requirements**

**24 CFR 570.486**



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# Local Government Requirements

[www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV)

## Subrecipient Resources

### Neighborhood Stabilization Program

- ▶ Community Partnerships
- ▶ Broadband
- ▶ Small and Minority Business Resources
- ▶ Rural Community Programs
- ▶ Special Districts
- ▶ Homeowner Assistance

## CDBG-CV Entitlement Program Application Cycle

The deadline to apply for funding through the CDBG-CV Entitlement Program is **November 1, 2021 at 5 p.m., Eastern Time**.

To provide communities with specific program requirements and guidance on the completion and submission of the application, DEO will host a CDBG-CV Entitlement application webinar on **September 9, 2021, from 2 p.m. to 3:30 p.m., Eastern Time**.

- ▶ [Register to Attend the Webinar](#) 

Funds will be awarded for eligible activities following a needs and capacity review for eligible activities approved by DEO, up to the amount of the entitlement community's allocation. View the [CARES Act CDBG-CV Round 2 Allocation Methodology for Florida Communities](#) for a list of allocations. Projects not submitted by the application deadline may be re-distributed to other eligible communities. Eligible applicants include HUD entitlement communities that are encouraged to coordinate with local governments and subrecipient agencies within their jurisdiction.

- ▶ [Register to Apply for Funding](#) 

### CDBG-CV Entitlement Program Application Materials

- ▶ [CDBG-CV Entitlement Program Application PDF](#)
- ▶ [CDBG-CV Entitlement Program Application Instructions](#)
- ▶ [CDBG-CV Entitlement Program Additional Activities PDF](#)
- ▶ [CDBG-CV Entitlement Program Key Personnel Template](#)

## CDBG-CV Resources

- ▶ [CDBG-CV Program Overview](#)
- ▶ [CDBG-CV Overview Webinar Slides](#)
- ▶ [Revised CDBG-CV Frequently Asked Questions \(FAQs\)](#)
- ▶ [CDBG-CV Affirmatively Furthering Fair Housing Guidelines \(AFFH\)](#)
- ▶ [CDBG-CV Labor Standards Guidelines](#)
- ▶ [CDBG-CV Section 3 Guidelines](#)
- ▶ [CDBG-CV Acquisition/Relocation Guidelines](#)
- ▶ [CDBG-CV Duplication of Benefits Guidelines](#)
- ▶ [Sample Subrogation Agreement](#)



# Local Government Requirements

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1. The first public hearing should be held at the beginning of the application process, prior to submission of the pre-application. The notice should provide enough information about the available funding and allowable activities to allow citizens to be able to provide input.
2. The second public hearing notice shall not be published any sooner than one day after the first public hearing has been held and must contain a description of the proposed activities to be carried out, including the funding request amount and total cost of the activities. The second public hearing must be conducted prior to the submission of the final application.
3. Local governments that do not submit a pre-application for DEO review will be required to complete both public hearings prior to the submission of the final application. Notices for the hearings must follow the guidance in number 1 and 2 above.



# Second Public Hearing

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- The second public hearing should include:
  - A specific budget broken out by activity (admin/engineering, construction or public service, etc.).
  - The location of the proposed activity.
  - When a copy of the application will be available for review.
  - Where and how to submit comments.

# Virtual Public Hearings

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The applicant may undertake a virtual public hearing (alone or in concert with an in-person hearing) if the meeting allows questions in real time with answers provided to all meeting participants. This includes:

- Utilizing conference calls, Google Hangouts, Zoom, Facebook Live, or other virtual platforms can help accommodate these meetings.
- A call-in option that does not require internet connection is recommended.
- Localities should consult with their attorney before undertaking such meetings to ensure conformance with local requirements.

# Procurement

## 2 CFR 200.318-326



# PROCUREMENT REQUIREMENTS

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All CDBG Procurement requirements are in place for CDBG-CV.

- 2 CFR 200.318 through 200.326
- 24 CFR Part 75 (contracts < \$200K)
- FS 287.055, FS (for architects/engineers)
- Recipient's CDBG Procurement Policy

# Environmental Review



# ENVIRONMENTAL REVIEW

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Recipients of CDBG-CV funds are required to comply with the following statutory and regulatory requirements:

- [The National Environmental Policy Act of 1969 \(NEPA\)](#)
- [24 CFR Part 58](#)
- [Florida Executive Order 19-12](#)

Grantees will be required to complete the appropriate level of Environmental Review and maintain all documentation in the Environmental Review Record (ERR).

# ENVIRONMENTAL REVIEW

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- All projects are subject to the State CDBG Program Environmental Regulations at 24 CFR Part 51 and Part 58.
- Request for Release of Funds (HUD 7015.15) will be submitted to DEO's Environmental Review Officer, if applicable.
- DEO will issue Authority to Use Grant Funds (HUD 7015.16).

# ERR SUBMISSION

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## Exempt

- Submit Certificate of Exemption with Application including all supporting compliance documentation.

## Categorically Excluded Not Subject to Related Laws and Authorities (CENST)

- Submit DEO CENST Form with Application including all supporting compliance documentation.

## Categorically Excluded Subject to Related Laws and Authorities (CEST) and Environmental Assessment (EA)

- Submit Certificate of Exemption with Application, if applicable.
- Submit applicable DEO form and all supporting compliance documentation prior to or with final application.

## Environmental Impact Statement (EIS)

- Contact DEO immediately.



# CHOICE LIMITING ACTIONS

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- Cannot commit HUD or non-HUD funds to a proposed project prior to completing environmental review process and the authority to use grant funds authorization from DEO.
- Must oversee actions of awarded communities, developers, and beneficiaries.
- Choice-limiting actions will reduce or eliminate your opportunity to choose alternatives. Examples: property acquisition, leasing, demolition, rehabilitation, construction, and site improvements (including site clearance).
- Examples:
  - Acquisition of Land & Structures, Demolition, Construction Bidding, New Construction, Rehabilitation, Leasing, and Site Improvements.

# EXEMPT/CENST LEVEL REVIEW SUBMISSION

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For all projects that are determined to be Exempt or Categorically Excluded Not Subject To (CENST), applicants must upload a copy of the signed Exempt or CENST form in Appendix VII: Environmental Review File Upload.

- Online [Exempt/CENST Environmental Review](#); or
- Download the paper version of the [Certificate of Exemption](#).

# CEST/EA LEVEL REVIEW SUBMISSION

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For all projects that are Categorically Excluded Subject To (CEST) or require a full Environmental Assessment, the applicant must include a detailed description of the project, the level of review required, and the status of the review in Appendix VII: Environmental Review File Upload.

# CEST/EA LEVEL REVIEW SUBMISSION

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**ALL** recipients must submit the completed Status of Environmental Review Form *signed by the Certifying Officer*.

- | YES                      | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All agencies have been contacted; all responses by these agencies have been received with no negative environmental comments received.           |
| <input type="checkbox"/> | <input type="checkbox"/> | All agencies have been contacted; response pending from the following: (list all agencies below).  |
| <input type="checkbox"/> | <input type="checkbox"/> | All agencies contacted; all responses and comments received. Mitigation is necessary; actions necessary are as follows: (list actions below).    |
| <input type="checkbox"/> | <input type="checkbox"/> | All agencies contacted; all responses and comments received; mitigation is not necessary.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional environmental studies are pending: (list all that apply below: e.g. Cultural Resource Survey, Phase I/II ESA, Biological Assessment). |
| <input type="checkbox"/> | <input type="checkbox"/> | Categorically Excluded Subject To review complete; ready to publish the Notice of Intent to request Release of Funds public notice.              |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental assessment review complete; Finding of No Significant Impact (FONSI) determined; ready to publish the combined public notice.      |

As Certifying Officer of the Applicant, I hereby certify that the environmental review of the subject project activity will meet the requirements of 24 CFR Part 58.



Certifying Officer (or Designee) Signature



Date

# Other Cross-cutting Requirements



# CROSSCUTTING REQUIREMENTS

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All existing CDBG Financial Management requirements are applicable.

- 2 CFR Part 200
- All existing CDBG Labor Standards regulations are applicable. Grantees are responsible to determine if the proposed use of the CDBG-CV funds would trigger compliance.
- 24 CFR 570.603
- All existing CDBG Civil Rights and Equal Opportunity requirements are applicable.
- 24 CFR 570.487

# CROSSCUTTING REQUIREMENTS

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All existing CDBG Acquisition and Relocation requirements are applicable for use of CDBG-CV funding

- 24 CFR Part 42 and 24 CFR 570.606
- Information specific to CDBG-CV can be found at [www.floridajobs.org/CDBG-CV](http://www.floridajobs.org/CDBG-CV).
- HUD has revised Section 3 requirements.

# Application Submission





# PREPARING YOUR APPLICATION

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## Identify Community Needs:

- Conduct research and outreach to determine community needs.
- Hold a public hearing to discuss community needs:
  - Hold prior to application submission;
  - Properly notice;
  - Include Four Factor Analysis and Language Access Plan, if applicable; and
- Hold a second public hearing;
  - Properly notice;
  - Refer to CDBG-CV Program Guidelines for requirements.

# PREPARING YOUR APPLICATION

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## **Identify Subrecipients:**

- Establish relationships with any community partners needed to complete the project.
- If a subrecipient (e.g., a non-profit service provider) is identified as necessary for the project, gather needed documentation such as a letter of commitment or program information.

## **Identify key personnel for grant and program administration:**

- Gather documentation on prior experience and capacity to administer.
- Determine if a professional services procurement will be necessary.

# PREPARING YOUR APPLICATION

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- LMI Area Projects:
  - Determine if census data supports the required LMI Area documentation or if project area surveys will be necessary.
- LMI Limited Clientele Projects:
  - Determine if beneficiaries are presumed LMI, if beneficiaries are documented as 51% LMI or if intake forms will be necessary.
- Develop a Project Budget

# APPLICATION SUBMISSION

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- Only applications received *on or before* **November 1, 2021, at 5 p.m., Eastern Time**, will be eligible for CDBG-CV funding.
- If the entitlement community's application is not submitted timely, an entitlement community's allocation may be redistributed to other communities.
- The online CDBG-CV Entitlement Program Application Registration is available at [www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV).
- A personal link to the online application will be sent within two business days of completing the registration.

# APPLICATION SUBMISSION

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Thank you for your interest in the CDBG-CV Entitlement Program. Please visit

<http://www.floridajobs.org/CDBG-CV> for application deadlines, program guidelines, application instructions, and other program information and resources.

If you are interested in submitting an application, please complete the information below and click the submit button. You will receive a personal link to the 2021 CDBG-CV Entitlement Program online application by email within two business days. If you do not receive the link, please email us [CDBG-CV@deo.myflorida.com](mailto:CDBG-CV@deo.myflorida.com).

Please complete the information below. The personal link to the online application will be sent to the preparers email address submitted below.

Applicant Name (Local Government)

# APPLICATION SUBMISSION



## Florida Entitlement Community Development Block Grant Coronavirus Relief Funding (CDBG-CV)

### Application for Funding

Applicant:

**Sections IV through XII must be completed for each activity proposed (maximum of 5).** For additional activities complete the supplemental application pages provided online at <http://www.floridajobs.org/CDBG-CV>.

#### Part IV – Activity Description

Mailing Address: Department of Economic  
Bureau of Small Cities  
107 East Madison Street  
Tallahassee, Florida 32304

Telephone: (850) 717-8405

Fax: (850) 922-5609

Web: <http://www.floridajobs.org>

Project/Program Title:

Describe the proposed project in no more than 3 sentences using the guidelines in the instructions.

Applicants must also clearly summarize the proposed project and intended outcomes in no more than 500 words. The information below must be included in the project summary:

- Activity description;
- Justification of need for CDBG-CV funding (tie to COVID-19);
- Description of the service area;
- Identification of all project partners;
- Information on leveraged funds included in project; and
- Beneficiaries (Total, VLI and LMI) of the activities.

\*Include the 500 word summary on a separate document along with other supporting documentation, if applicable, in Part IV through the online Qualtrics application.

# APPLICATION SUBMISSION

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Welcome to the Community Development Block Grant Coronavirus (CDBG-CV) Application for Entitlement Communities.

Please take the time to read the guidelines and application instructions thoroughly before beginning your application. The guidelines, instructions, and other helpful information to complete this application are available at [www.floridajobs.org/CDBG-CV](http://www.floridajobs.org/CDBG-CV).

Before filling out this application be prepared to upload the completed PDF application and all supporting documentation by part number with the following file naming format: **Local Government Name CDBG-CV Part #**

**Example: Pensacola CDBG-CV Part VI**

The maximum file size for any individual file upload is 100 MB. It is recommended for multiple or large files to be uploaded as a ZIP file, but if you have difficulty uploading documents please contact us by email at [CDBG-CV@deo.myflorida.com](mailto:CDBG-CV@deo.myflorida.com). If you need help on how to create Zip files, please see this article by Microsoft, [Zip and unzip files](#). Additionally, if you have difficulty completing any section of the application please contact us by email at [CDBG-CV@deo.myflorida.com](mailto:CDBG-CV@deo.myflorida.com).

**REMINDER: Entitlement applications must be submitted no later than 5 p.m., Eastern Time, on November 1, 2021.**

# APPLICATION SUBMISSION

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## Part I - Applicant Information

Please complete the following information:

Local Government Name:	<input type="text"/>
Street Address:	<input type="text"/>
Mailing Address (if different):	<input type="text"/>
City:	<input type="text"/>
Zip Code:	<input type="text"/>
County:	<input type="text"/>
Main Telephone:	<input type="text"/>
Federal ID Number:	<input type="text"/>
DUNS Number:	<input type="text"/>
Local Government Project Contact:	<input type="text"/>
Title:	<input type="text"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
Zip Code:	<input type="text"/>
Direct Telephone:	<input type="text"/>
E-mail Address:	<input type="text"/>



# APPLICATION SUBMISSION

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## Part I - Applicant Information Supporting Documentation File Upload

Upload the applicable documents in the following order as one combined PDF or compressed ZIP folder.

- Local Governing Body's Resolutions for Signature Delegation and Application
- Interlocal Agreements, (if applicable)

For the submitted file please use the following file naming format: **Local Government Name CDBG-CV Part #**

Example: Pensacola CDBG-CV Part I

Drop files or click here to upload

# APPLICATION SUBMISSION

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- The online application auto-saves as information is entered, so you may complete your application in stages. You will be able to return to your application record using the original link.
- An application master form will be available at [www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV) for your reference. DEO recommends preparing all sections of your application offline first.
- Once submitted, you cannot return to the same application record, but Qualtrics will provide a downloadable response summary.
- If you have any technical issues, please contact us at 850-717-8405 or by email at [CDBG-CV@DEO.MyFlorida.com](mailto:CDBG-CV@DEO.MyFlorida.com).

# APPLICATION SUBMISSION DOCUMENTS

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- The following must be included in the Application submission:
  - Federal Identification Number
  - SAM.gov expiration Date
  - CAGE Code (Sam.gov)
  - DUNS Number

# APPLICATION SUBMISSION DOCUMENTS

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- Public Hearing Documentation
  - Four Factor Analysis
  - Language Access Plan (if applicable)
  - Public Hearing #1
    - Hearing Notice (large enough to review)
    - Publisher's Affidavit
    - Meeting Minutes (must be certified)
    - Sign-In/Attendance Sheet
  - Public Hearing #2
    - Hearing Notice (large enough to review)
    - Publisher's Affidavit
    - Meeting Minutes (must be certified)
    - Sign-In/Attendance Sheet

# APPLICATION SUBMISSION DOCUMENTS

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- Subrecipient Information, if applicable:
  - Letters of Commitment
  - Application Documents
  - Federal Identification Number
  - DUNS Number
- Proposed Budget Template
- Duplication of Benefits Worksheet
- Key Personnel Template
  - Resumes/Job Descriptions
- Grant Consultant RFP documentation, if applicable
  - Scope of Services
  - Public Notice

# APPLICATION SUBMISSION DOCUMENTS

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- Maps:
  - Jurisdiction Map
  - Service Area Map
  - Detailed Project Map(s)
- Readiness to Proceed Certification:
  - Project Financing
  - Status of Site Control
  - Architectural/Engineering
  - Status of Environmental Review
- National Objective Documentation

# Application Review Criteria



# APPLICATION REVIEW CRITERIA

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- Applications will be reviewed for:
  - National Objective
  - Eligible Activities
  - Citizen Participation
  - Capacity of Local Government
- Funds will be awarded for eligible activities following a needs and capacity review for eligible activities approved by DEO, up to the amount of the entitlement community's allocation.
- Applicants may submit one (1) application with up to five (5) activities.



# QUESTIONS

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## Thank You.

Visit the following webpage for additional details and resources:

[www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV)



**DEO CDBG-CV Program**

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