



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

September 9, 2021

---



# Welcome and Introductions



# AGENDA

---

- Introductions
- Overview of the CDBG-CV Small Cities Program
- Program Funding Available
- CDBG-CV Application Timeline
- Eligibility Requirements
- Program Requirements
- Duplication of Benefits
- CDBG-CV Review Criteria
- Application Submission
- Questions

# Program Information



# PROGRAM OVERVIEW

---

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). In addition, DEO is receiving supplemental CDBG - CV (CDBG-CV) funds.

The DEO Community Development Block Grant – CV (CDBG-CV) Small Cities Program is designed to help a non-entitlement municipality or county to **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.

# AVAILABLE PROGRAM FUNDING

---

## **Total Program Allocation - \$ 41,931,595**

- \$15.5 million from CDBG-CV Round 1 Funds
- \$7.7 million from CDBG-CV Round 2 Funds
- \$18.7 million from CDBG-CV Round 3 Funds

Applicants may submit one (1) application for one (1) activity.

Grant Request Minimum = \$200,000

Grant Request Maximum = \$5 million

# CDBG-CV SMALL CITIES PROGRAM TIMELINE\*

---

- Notice of Funding Availability Published – December 18, 2020
- Pre-Application Cycle – February 1 to March 15, 2021
- Technical Assistance Letters – June/July 2021
- Final Application Deadline – November 1, 2021
- Announce Awards and Contract Execution – Fall/Winter 2021

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

# Applicant Eligibility





# WHO IS ELIGIBLE TO APPLY?

- Counties with less than 200,000 residents in the unincorporated area.
- Cities with less than 50,000 people that have not accepted special entitlement status and have not opted to join an entitlement program.
- [CDBG-CV Small Cities Program Eligible Communities List](#)



# WHO IS ELIGIBLE TO APPLY?

- Lists of eligible communities, special designations, census data and scoring data are located on the [CDBG-CV](#) webpage.

## Community Development Block Grant - CV

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

- ▶ Community Planning
- ▶ Community Services
- ▼ Community Development Block Grants
  - Community Development Block Grant Program
    - ▶ Community Development Block Grant - CV
  - Florida Small Cities Community Development Block Grant Program
    - Downloads and Information for Applicants
    - Downloads for Recipients
    - Section 108 Loan Guarantee Program

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

Updated: August 30, 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 - CV (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 the pandemic. 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.



<http://www.floridajobs.org/CDBG-CV>

# Relationship to COVID-19



# RELATIONSHIP TO COVID-19

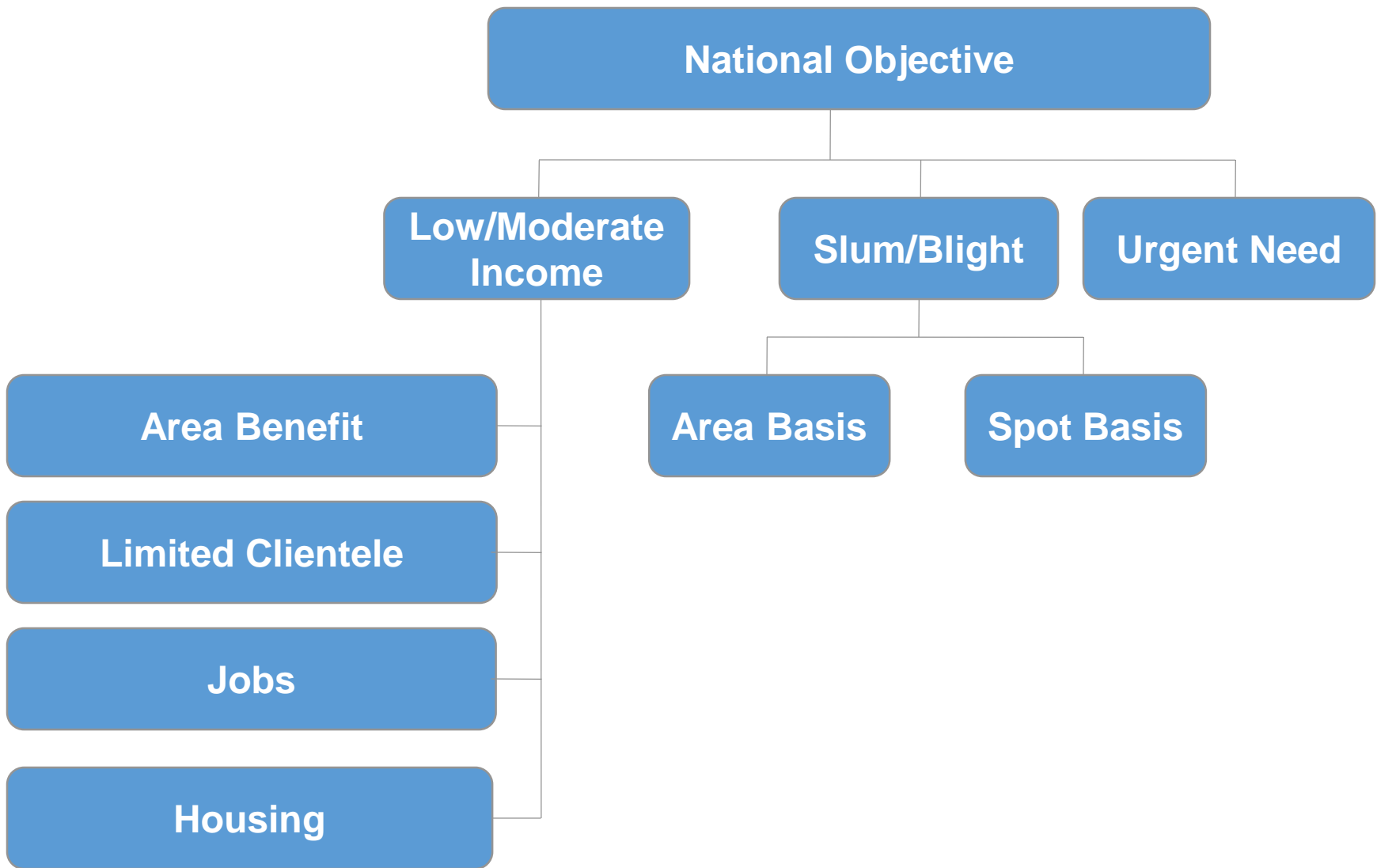
---

- **All activities must prevent, prepare for, or respond to the coronavirus.**
  - **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



# CDBG-CV NATIONAL OBJECTIVES



# Eligible Activities



# CDBG-CV ACTIVITIES

---

## 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

---

A duplication of benefits 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 the 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 benefits requirements.
- The amount of the duplication is the amount of assistance provided in excess of need.

# DUPLICATION OF BENEFITS

---

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

# DUPLICATION OF BENEFITS

---

To analyze 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

---

- *“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

---

## 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

---

## **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

---

## 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

---

## **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



# LOCAL GOVERNMENT REQUIREMENTS

---

Minimum requirements for citizen participation:

- The applicant must hold two public hearings to obtain citizens' comments prior to its final application submission to DEO.
- Both hearings must be advertised as described in the applicant's Citizen Participation Plan.
- CDBG-CV public hearings may be held no less than five (5) days after the date of publication.

# LOCAL GOVERNMENT REQUIREMENTS

---

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 amount of the funding request and total cost of the activities. The second public hearing must be conducted prior to 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 submission of the final application. Notices for the hearings must follow the guidance in number 1 and 2 above.

# SECOND PUBLIC HEARING

---

- 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

---

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.

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

# Procurement





# PROCUREMENT REQUIREMENTS

---

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

- 2 CFR 200.318-200.326,
- 24 CFR Part 75 (all projects  $\geq$  \$200K),
- 287.055, FS (for engineers & architects),
- 73C-23.0051, FAC, and
- Recipient's CDBG procurement policy.

More information can be found on the [DEO Small Cities CDBG Downloads for Recipients webpage](#).

# Environmental Review



# ENVIRONMENTAL REVIEW

---

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).

# CHOICE LIMITING ACTIONS

---

- Cannot commit HUD or non-HUD funds to a proposed project prior to completing environmental review process and authority to use grant funds authorization from DEO.
- Must oversee actions of sub-recipient, 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 and Structures; Demolition; Construction Bidding; New Construction; Rehabilitation; Leasing; and Site Improvements

# EXEMPT/CENST LEVEL REVIEW SUBMISSION

---

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/CENST form in Appendix VII: Environmental Review File Upload.

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

# CEST/EA LEVEL REVIEW SUBMISSION

---

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

---

**ALL** applicants 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

---

All existing CDBG Acquisition and Relocation requirements are in place for CDBG-CV

- 24 CFR Part 42 and 24 CFR 570.606
- More information can be found on the [DEO Downloads for Recipients Acquisition and Relocation webpage](#).

# CROSSCUTTING REQUIREMENTS

---

All existing CDBG financial management requirements apply.

- 2 CFR Part 200
- More information can be found on the [DEO Small Cities CDBG Downloads for Recipients webpage](#).

# CROSSCUTTING REQUIREMENTS

---

All normal CDBG labor standards regulations apply. Grantees are responsible to determine if the proposed use of the CDBG-CV funds would trigger compliance.

- 24 CFR 570.603
- More information can be found on the [DEO Procurement and Labor Standards webpage](#).

# CROSSCUTTING REQUIREMENTS

---

All normal CDBG Civil Rights and Equal Opportunity requirements apply.

- 24 CFR 570.487
- More information can be found on the [DEO Fair Housing and Civil Rights webpage](#).

# Application Submission



# PREPARING FOR YOUR APPLICATION

---

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

# PREPARING FOR YOUR APPLICATION

---

## **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 FOR YOUR APPLICATION

---

- LMI Area Projects:
  - Determine if census data supports 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.
- Detailed information and resources are provided on [www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV).



# APPLICATION SUBMISSION

---

- Only those Applications received *on or before* **November 1, 2021, at 5 p.m., Eastern Time** will be eligible for CDBG-CV funding.
- All applications must be submitted online.
- The link to the CDBG-CV Small Cities Online Application Registration will be 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 submitting registration.
- A required PDF application form and instructions will be available at [www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV).

# APPLICATION SUBMISSION

---



Thank you for your interest in the Small Cities CDBG-CV 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 Small Cities CDBG-CV 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 Small Cities Community Development Block Grant Coronavirus Relief Funding (CDBG-CV)

### Application for Funding

Applicant:

(Name of Local Government)

- |  |   |
|--|---|
| <input type="checkbox"/> Commercial Revitalization   | <input type="checkbox"/> Housing              |
| <input type="checkbox"/> Neighborhood Revitalization | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Public Services             | <input type="checkbox"/> Planning             |
| <input type="checkbox"/> Other (Specify)             | <input type="text"/>                          |

Mailing Address: Department of Economic Opportunity  
Bureau of Small Cities and Rural Communities  
107 East Madison Street – MSC 400  
Tallahassee, Florida 32399-6508

Telephone: (850) 717-8405  
Fax: (850) 922-5609  
Web: <http://www.floridajobs.org/SmallCitiesCDBG>

# APPLICATION SUBMISSION

---



Welcome to the Community Development Block Grant Coronavirus (CDBG-CV) Application for Small Cities (non-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 online application, be prepared to upload the completed PDF application and all supporting documentation by appendix using the following naming format: **Local Government Name CDBG-CV Appendix #**

**Example: Dade City CDBG-CV Appendix 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: Small Cities applications must be submitted no later than 5 p.m., Eastern Time, on**

# APPLICATION SUBMISSION

---

## 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

---

## Appendix 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
- Sub-recipient Agreements, (if applicable)
- Interlocal Agreements, (if applicable)

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

**Example: Dade City CDBG-CV Appendix I**

Drop files or click here to upload

# APPLICATION SUBMISSION

---

- The online application auto-saves as you go, so you may complete your application in stages. You will be able to return to your application record using the original link.
- 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

---

- 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

---

- 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

---

- 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

---

- 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 THRESHOLD CRITERIA

---

Proposed programs or projects must provide documentation of meeting the following threshold criteria to be eligible for CDBG-CV funding.

Required documentation includes:

1. Proof that the application is for the purpose of preparing for, responding to, or recovering from COVID-19 pandemic.
2. Description that a proposed program or project meets a national objective of the CDBG Program.
3. Description of a proposed program or project that is an eligible CDBG activity.
4. Duplication of Benefits Supporting Documentation

# APPLICATION REVIEW CRITERIA

---

The following is a summary of the scoring categories:

I. Readiness to Proceed	80
II. Low- to Moderate-Income (LMI) Impact	70
III. COVID-19 Impact to the Community	50
IV. Experience, Past Performance, and Organization Capacity	40
V. Need and Justification	30
VI. Cost Reasonableness and Feasibility of Project	30
<b>TOTAL AVAILABLE SCORE</b>	<b>300</b>

# APPLICATION REVIEW CRITERIA

## Readiness to Proceed (Total 80 Points)

<p>Completed Environmental Review Process (e.g., Documentation of Certificate of Exemption/Categorically Excluded Not Subject To (CENST), if applicable; or Documentation of the appropriate level Environmental Review has been completed, up to but not including publication or posting the Notice of Intent / Request for Release of Funds.</p>	<p><b>Up to 30</b></p>
<p>Procurement Completed for Professional Services and Awarded:</p> <ul style="list-style-type: none"> <li>• Administrative Services (15 points)</li> <li>• Engineering and/or Architectural Services (15 points)</li> </ul> <p>If no engineering or architectural services procurement is necessary for the project, the applicant will receive 15 points. If the project is self-administered, the applicant will receive 15 points.</p>	<p><b>Up to 30</b></p>
<p>Proposed Project Timeframe</p> <ul style="list-style-type: none"> <li>• Applicant demonstrated that they are ready to implement the project/program as soon as funding is available and/or complete the project within 18 months (20 points).</li> <li>• Applicant will need to do some work to be ready to implement the project/program and is likely to be able to start within 1-4 months and/or complete the project within 24 months (5 points).</li> <li>• Applicant has significant work to do to be ready to implement the project/program, which is likely to cause a 4 – 6-month delay in the implementation and/or complete the project within 36 months (0 points).</li> </ul>	<p><b>Up to 20</b></p>

# APPLICATION REVIEW CRITERIA

---

## Low- to Moderate-Income (LMI) Impact (Total 70 Points)

<p>Percentage of LMI Benefit:</p> <ul style="list-style-type: none"><li>• Presumed Benefit to LMI (50 points).</li><li>• Other LMI Activities (Low/Moderate area, Low/Moderate Jobs, Low/Moderate Clientele) (40 points).</li><li>• Slum/Blight or Urgent Need National Objective met (15 points).</li></ul>	<p><b>Up to 50</b></p>
<p>Percentage of Community's LMI Population:</p> <ul style="list-style-type: none"><li>• More than 55% LMI (20 points).</li><li>• Between 45.01% and 55% LMI (15 points).</li><li>• Between 35.01% and 45% LMI (10 points).</li><li>• 35% or less LMI (5 points).</li></ul>	<p><b>Up to 20</b></p>



# APPLICATION REVIEW CRITERIA

---

## Economic Impact on the Community (Total 50 Points)

Applicant shall receive the following points based on if the percentage of the population unemployed is higher than last year:

- 24% or more change in unemployment (50 points).
- 20%-23.99% change in unemployment (40 points).
- 16%-19.99% change in unemployment (30 points).
- 12%-15.99% change in unemployment (20 points).
- 8%-11.99% change in unemployment (10 points).
- Less than 8% change in unemployment (0 points).

**Up to  
50**

# APPLICATION REVIEW CRITERIA

---

## Experience, Past Performance and Organizational Capacity (Total 40 Points)

<p>Management capacity:</p> <ul style="list-style-type: none"><li>• The applicant has demonstrated past experience, past performance and/or has demonstrated adequate organizational capacity to carry out the activity (40 points).</li><li>• The applicant has demonstrated that they have adequate organizational capacity to carry out the activity with limited need for capacity building and/or additional technical assistance (30 points).</li><li>• The applicant has demonstrated that they have adequate organizational capacity to carry out the activity with significant need for capacity building and/or technical assistance (10 points).</li><li>• The applicant has not demonstrated adequate organizational capacity to carry out the activity and DEO staff has additional questions regarding the applicant's governance maturity (0 points).</li></ul>	<p><b>Up to 40</b></p>
--	----------------------------

# APPLICATION REVIEW CRITERIA

---

## Need and Outcomes (Total 30 Points)

<p>The project need:</p> <ul style="list-style-type: none"><li>• Is clearly explained, unmet, and cannot be resolved without additional financial support (15 points).</li><li>• Is adequately explained, unmet, and cannot be resolved without additional financial support (10 points).</li><li>• Is not adequately explained and/or may not be able to be resolved without additional financial support (0 points).</li></ul>	<p><b>Up to 15</b></p>
<p>The project outcome(s):</p> <ul style="list-style-type: none"><li>• Clearly addresses the community needs outlined in the application (15 points).</li><li>• Adequately addresses the community needs outlined in the application (10 points).</li><li>• Does not adequately address the community needs outlined in the application (0 points).</li></ul>	<p><b>Up to 15</b></p>

# APPLICATION REVIEW CRITERIA

---

## Cost Reasonableness and Feasibility of Project (Total 30 Points)

<p>The project cost appears to be:</p> <ul style="list-style-type: none"><li>• Reasonable and adequately supported based on the information provided (15 points).</li><li>• Reasonable but not adequately supported (5 points).</li><li>• Unreasonable and not adequately supported (0 points).</li></ul>	<p><b>Up to 15</b></p>
<p>The project appears to be:</p> <ul style="list-style-type: none"><li>• Feasible and adequately supported based on the information provided (15 points).</li><li>• Feasible but not adequately supported (5 points).</li><li>• Not feasible and not adequately supported (0 points).</li></ul>	<p><b>Up to 15</b></p>

# QUESTIONS

---





## Thank You.

Visit the CDBG program applicant information webpage for additional details and resources:

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



**DEO CDBG-CV Program**

Main Line: **850-717-8405**

Email: [CDBG-CV@deo.myflorida.com](mailto:CDBG-CV@deo.myflorida.com)