

# Bureau of Small Cities and Rural Communities FFY 2019 Community Development Block Grant Application Preparation and Submission Guidance



## Overview

The Community Development Block Grant (CDBG) program is a federal program that provides funding for housing and community development activities. The Department of Economic Opportunity (DEO) administers the Small Cities CDBG program that awards funds to units of local government in small and rural areas. This program provides an opportunity for communities to obtain funds for projects such as water and sewer improvements, housing rehabilitation, street and sidewalk improvements, economic development activities, downtown revitalization, park facilities and community centers, and drainage and stormwater improvements.

## Application Cycle Information

### Application Cycle

- August 19, 2020 – October 5, 2020.
- Deadline for submittal: **5:00 p.m. E.T., October 5, 2020.**
- A total of \$25 million in FFY 2019 funding is available in four program areas: Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization and Economic Development.

### Eligible Applicants and Project Requirements

- Eligible Applicants include units of local government as follows:
  - Cities with fewer than 50,000 residents that have not opted to join entitlement program.
  - Counties with fewer than 200,000 residents.
  - Cities with more than 50,000 that have opted out of the urban entitlement program.
- Project activities must meet at least one of the follow National Objectives:
  - Benefit to Low-and-Moderate Income Persons (LMI) – at least 51% of beneficiaries must be LMI.
    - Elimination of Slum and Blight – see 24 CFR §570.202.
    - Address an Urgent Need – must alleviate a condition that poses serious and immediate threat to those living in the area.

## Application Preparation Tips

- Attend the FFY 2019 CDBG Application Overview Webinar – **August 18, 2020**, from **9 a.m. to 10 a.m. E.T.**
  - Join us at [GoToMeeting - FFY 2019 CDBG Application Overview Webinar](#)
  - Call-in at 866-899-4679 (Access Code: 378-069-397)
- Attend the FFY 2019 CDBG Application Workshop Webinar – **August 25, 2020**, from **9 a.m. to 4 p.m. E.T.**
  - Join us at [GoToMeeting - FFY 2019 CDBG Application Workshop Webinar](#)
  - Call-in at 866-899-4679 (Access Code: 712-474-229)
- Allow sufficient time for pre-application activities:
  - Hold two public hearings – must be properly noticed in accordance with 73C-23.0031(27) FAC.
    - First public hearing to discuss community needs.
    - Second public hearing to discuss proposed CDBG application, specific activities and funding requested.

- Hearings may be held virtually based on national/local health authorities' recommendations for limiting public gatherings:
  - Must provide reasonable notification and access for citizens.
  - Must provide timely responses from local officials to all citizen questions/issues.
    - ❖ Must provide public access to all questions and responses.
    - ❖ Must take appropriate actions to encourage the participation of all residents, including the elderly, minorities, and non-English speaking persons, as well as persons with disabilities.
- Determine if census data supports required LMI population or if project area surveys are necessary
  - Acceptable survey methods include:
    - ❖ Mailouts;
    - ❖ Telephone interviews;
    - ❖ Web-based; and
    - ❖ Any other method that complies with federal, state and local government guidance or regulations related to COVID-19.
- Review detailed information and resources provided on [www.floridajobs.org/CDBGApplicantInfo](http://www.floridajobs.org/CDBGApplicantInfo).
- Review Small Cities CDBG Application for Funding – Form SC-60, Part 8 and “self-score” – to determine application competitiveness and compare to FFY 2018 Application Self Scores available on [www.floridajobs.org/SmallCitiesCDBG](http://www.floridajobs.org/SmallCitiesCDBG).

## Application Submission Information

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Electronic, mailed or shipped submission of applications is strongly encouraged due to social distancing restrictions.

- Mail or ship to:
  - Department of Economic Opportunity
  - Florida Small Cities CDBG Program
  - 107 East Madison Street, MSC 400
  - Tallahassee, FL 32399-6508
- Electronic submission
  - Email a request to submit an application electronically to [CDBG@deo.myflorida.com](mailto:CDBG@deo.myflorida.com) no later than **September 25, 2020**.
  - Do not attach an electronic application to the email.
  - DEO will reply with instructions for uploading the application.
- Mailed, shipped or electronic applications must be received by 5 p.m. ET on October 5, 2020.

## Additional Resources and Information

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- Visit [www.floridajobs.org/CDBGApplicantInfo](http://www.floridajobs.org/CDBGApplicantInfo) or the following information and documentation:
  - FFY 2019 Eligible Communities List;
  - Application form downloads;
  - Application-related documents/resources;
  - Census data links; and
  - Sample documents.
- 73C-23 Florida Administrative Code.
- Sections 290.040 – 290.046, Florida Statutes.
- Contact the Small Cities CDBG program for questions and/or technical assistance by emailing [CDBG@deo.myflorida.com](mailto:CDBG@deo.myflorida.com) or calling (850) 717-8405.