

The following are the directions on completing the Rebuild Florida Voluntary Home Buyout Application:

1. **Cover Page.** Enter the Applicant Name, the applicable County, and the Region (Council of Governments or Reginal Planning Commission).
2. **Local Government Information.** Complete this form in its entirety.
3. **Application for Federal Assistance.** All applications must be accompanied by a completed and signed Application for Federal Assistance SF-424, OMB Number: 4040-0004, Expiration Date: 10/31/2019. SF424\_2\_1-V2.1 By completing, signing and submitting the SF-424 with the application, each applicant for CDBG-DR funding is providing local certifications indicating that the application guide has been followed in the preparation of any CDBG-DR program application, and that they will continue to be followed in the event of funding. *Please Note: The SF 424 is not required as part of the application. The SF 424 is a federal form and does not need to be completed at the local level.*

*“Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729.”*

4. **Introduction and Instructions.** As identified in the INSTRUCTIONS, applicants must provide the following documentation in addition to the SF-424 already specified. *Please Note: The SF 424 is not required as part of the application. The SF 424 is a federal form and does not need to be completed at the local level.*
  - A completed Housing Application.
  - Audit: If applicable, the most recent Single Audit in accordance with 2 CFR Part 200, Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards. Rebuild Florida staff will review single audit requirements for applicable subrecipients, who have open contracts with DEO.
  - ANNUAL FINANCIAL STATEMENTS: Provide the most recent financial statement prepared in accordance with 2 CFR 200.510. Include a schedule of expenditures and schedule of findings and questioned costs.
  - KEY STAFF: Provide the names and contact information for staff that will provide local oversight of the application, the potential contract, and all applicable requirements.
  - Provide LOCAL PROCUREMENT POLICIES AND PROCEDURES along with other required documentation.
5. **Citizen Participation.** A grant to a locality under the CDBG-DR program may be awarded only if the locality certifies that it is following a detailed citizen participation plan that provides for and encourages citizen participation at all stages of the disaster recovery program.

CDBG-DR applicants are required to carry out citizen participation procedures in accordance with the Citizen Participation Plan as described in the Rebuild Florida Voluntary Home Buyout Plans and Designs. Each applicant must conduct at least one (1) public hearing prior to submitting the application and post the application for a 14-day public comment.

Each applicant must maintain a citizen participation file which includes (1) a copy of the Plan Requirements, (2) the applicant's compliant procedures, (3) any technical assistance provided by the applicant, and (4) public notices, minutes, and attendance lists for any public hearings. Applicants are cautioned that despite the expedited application process, they are still responsible for ensuring that all citizens have equal access to information about project activities.

6. **Community Needs Assessment.** Provide information about how the declared disaster impacted the community and the overall plan for recovery and resiliency. Description should identify the specific disaster (date and duration), describe how the disaster threatened health and safety in the community, facilities that were damaged, the current condition of those facilities, and detail of how the specific project will resolve the issue and ensure a more safe and resilient community.

Provide a thorough response for each question. Any response considered incomplete will likely result in a deficiency notice to the applicant and delays in review.

In the space provided, list documentation provided to support the specific disaster condition. Provide all listed documentation. In addition, provide photos (dated with specific location detail enough to identify the proposed project site(s)), maps, National Weather information, FEMA Project Worksheets, news reports, local declarations, Disaster

summary outlines, or other documentation that provides evidence of the specific damage(s) to the proposed project addressed in this application. For any photos included, provide a map identifying each photo location by number.

All activities must show documentation proof of impact by the declared disaster. CDBG-DR funds must be used for disaster-related expenses ONLY.

7. **Housing Needs Assessment.** Provide information regarding the community's current supply of affordable housing, as well as past and planned efforts to increase the supply of affordable housing. Also, provide instances where the community applied for and received or declined funds for use toward affordable housing. Finally, describe any current and/or planned compliance codes that will mitigate hazard risks.
8. **Affirmatively Furthering Fair Housing.** Any locality receiving CDBG-DR funds must certify that it will affirmatively further fair housing. Using the drop-down box in the application, identify the activities already achieved to affirmatively further fair housing, new activities to be undertaken if an award is made and when those new activities will be complete. Communities should be aware that, in the event of funding, these fair housing efforts will be monitored. Other activities may be eligible, and the applicant should contact DEO to determine eligibility.
9. **List Unmet Needs.** Taking into consideration the direct damage described, citizen participation responses, and the assessment of housing and affirmatively furthering fair housing, provide a list (in priority order) of all the disaster-related needs still unmet.

Use the + to add a line in order to list unmet needs separately. -

10. **Long Term Planning.** Applicants must develop their community recovery project in a manner that considers an integrated approach to housing, fair housing obligations, infrastructure, economic revitalization, and overall community recovery. Applicants must identify how each project addresses unmet housing needs or how economic revitalization or infrastructure activities will contribute to long-term recovery and restoration of housing in the most impacted and distressed areas. Show how the project forms part of an integrated approach to recovery.

Describe the community's overall recovery plan and how the project addressed in this application would further that plan. Include information about how the project will specifically address the long-term recovery and restoration of housing in the most impacted and distressed areas. Include how the community will be more resilient against future disaster as a result of these projects.

A sample response follows:

"The Johnson Bayou Community project has been selected in consideration of housing, and overall community recovery. The community was heavily damaged during the 2016 floods and storms, resulting in massive devastation in a nearby low- and moderate-income housing neighborhood in Little Chenier in Cameron County. The Regional Hazard Mitigation Plan lists a priority goal to identify and implement housing projects that reduce the impact of hazard events and reduce base flood elevations. The Johnson Bayou Community 2025 Comprehensive Plan recommends improvements to assist with mitigation in and around Little Chenier. Construction of this project will:

- (1) repair the damage sustained during the 2016 floods and storms;
- (2) increase base flood elevations with and add one foot of freeboard, will in turn, reduce flood insurance costs to homeowners; and
- (3) protect the investment of additional disaster recovery funds in the rehabilitation and reconstruction of homes in the neighborhood needed to support the workforce necessary to reopen businesses and attract new ones."

11. **Procurement Information.** If CDBG-DR funds are used to pay a third-party vendor, all applicants must comply with the guidelines that are set forth under the 2 CFR §200.318-§200.326, Procurement Guidelines. Along with the application, applicants must provide a copy of local procurement policies and procedures.

Please provide a response for each question. Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant.

ADMINISTRATION- Does the applicant intend to use a third-party vendor to administer the proposed projects?

If the answer is “No”, continue to the next question.

If the answer is “Yes”, and the vendor has been procured, provide the vendor’s name, phone, and email.

If “Yes”, but the vendor has not been procured, adhere to 2 CFR 200.318-200.326 regulations in the procurement process. In many cases, firms with the capacity to administer a contract also have skills, requirements, and capacity to provide environmental services.

If a vendor has been procured that will also provide environmental services, note so on the application.

ENVIRONMENTAL- Does the applicant intend to use a third-party vendor to administer the proposed projects?

If the answer is “No”, continue to the next question.

If the answer is “Yes”, and the vendor has been procured, provide the vendor’s name, phone, and email.

If “Yes”, but the vendor has not been procured, adhere to 2 CFR 200.318-200.326 regulations in the procurement process.

ENGINEERING- Does the applicant intend to use a third-party vendor to administer the proposed projects?

If the answer is “No”, continue to the next question.

If the answer is “Yes”, and the vendor has been procured, provide the vendor’s name, phone, and email.

If “Yes”, but the vendor has not been procured, adhere to 2 CFR 200.318-200.326 regulations in the procurement process.

12. **Uniform Relocation Assistance.** - Applicants must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), 42 USC 4601 – 4655, 49 CFR part 24, 24 CFR part 42, and 24 CFR 570.606. If your project involves displacement of a tenant, the tenant will qualify for assistance under the URA guidelines. Please answer each question. If the answer is yes, please explain by entering the information within the box. The box is designed to let you input as much information as needed.

13. **Project Summary.** Project summary and detail must be completed for the proposed project.

Provide a response for each question. Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant.

All activities proposed in this application must have documented proof of impact by the major disaster declared in 2017 (DR-4337). CDBG-DR funds must be used for disaster related expenses in the most impacted and distressed areas. An activity underway prior to the Presidential disaster declaration will not qualify unless the disaster impacted the project.

A *project* is defined as a discrete combination of entity (i.e., city, or county), beneficiary population, and national objective. A *site* is defined as a discrete location for activities within the project. A project can have more than one site.

Each Project Summary must provide sufficient information to clearly identify the proposed project, define the location, clearly describe the scope of work, specify the populations who will receive benefit from the project, identify environmental assessment information, and outline funding detail to include any Non-CDBG-DR funds being used.

Select the Type of Project Proposed from the Drop-Down List Available in the Application.

Provide a title for the project.

Provide a physical address and the approximate GPS coordinates (in decimal degrees) for each proposed site along with a Project Map(s) and Beneficiary Map(s). If the proposed project includes one site, include the physical address and the Latitude and Longitude (in decimal degrees) for the site. If the proposed project does not have a physical address, provide a site description (e.g., Smith Ridge). If the proposed project includes more than one site, start with Site #1 from the drop-down list and use the = button to add additional sites. Use the X to remove a site as needed.

For each project, identify how the proposed project will be accomplished by selecting one of the following options from the drop-down menu provided. For other activities, the applicant may provide a descriptive narrative in the corresponding field.

**PROJECT/SITE MAP(S)**- A map must be provided for each project and/or site proposed in this application that clearly plots GPS Coordinates and includes project/site numbers with any other necessary identifying information. Maps should be titled and/or numbered with the corresponding project title.

**PROJECT BENEFICIARY MAP(S)**- All applications must include a project map(s). Target areas must use current Low and Moderate-Income Summary Data to document beneficiaries and must provide current Low and Moderate-Income Summary Data maps which clearly show all the census geographic areas within the applicant's jurisdiction. Locations and boundaries of all project target areas must be clearly delineated clearly identifiable features, such as street names, railroads, and streams.

Maps must clearly show boundaries of the city, county, and/or service area, locations of the target area community or communities within the city, county, and/or service area, and locations of proposed project activities within the target area.

If project beneficiaries are determined based on area benefit, the project area or service area boundaries must also be clearly delineated on the map. The applicant is required to use maps based on one of the three following options:

- GIS (Geographic Information System) and/or AutoCAD (Computer Aided Design or Computer Aided Drafting) maps. Electronic files of maps produced through GIS or AutoCAD should also be submitted with the application;
- The U.S. Census Bureau for maps based on entire cities or census designated places (CDPs); or
- Another map format as approved by DEO prior to submitting with the application.

Maps must be legible and reproducible. Care should be taken in copying maps so that project activities which may have been designated by color mark are still identifiable.

**Again, consistently use the correct project and site identification for all references to a particular site on maps, supporting documentation, and in the application.**

The applicant will also be required to list the number of sites for each project recorded in the Table 1 section of the application. Instructions for Table 1 will be provided later in this Guide.

14. **National Objectives.** Each proposed project included in an application for CDBG-DR funds must meet one of the two national objectives of the Voluntary Home Buyout Program. Depending upon the activity and the national objective addressed by the activity, following is the outline of the criteria for meeting a national objective. Tools to identify the beneficiaries of CDBG-DR eligible activities are also included:

1. Principally benefit low- and moderate income persons.
  - a. Area Benefit Activities.
  - b. Direct Benefit Activities.

The method(s) used by the applicant to identify the beneficiaries of an activity are based on the type of activity proposed, and the person that could or will actually benefit from the proposed activity. DEO staff will review the beneficiaries reported on Table 1 of the application for (1) accuracy, (2) the acceptability of the method(s) used by the applicant to identify the beneficiaries for each proposed activity, and (3) compliance with the criteria for national objectives. Again, information and instructions regarding Table 1 are provided in this Guide.

To qualify an application activity under the national objective of principally benefitting low- and moderate-income persons, at least fifty-one percent (51%) of the beneficiaries of the activity must be low- and moderate-income persons.

Applicant may use the Census data to determine low- and moderate income benefit areas. When CDBG-DR requirements are met, the applicant must use the current low and moderate income summary data (LMISD) to identify the number of beneficiaries and the extent of the benefit to low- to moderate-income persons for an applicant's proposed activities.

When an applicant activity will only benefit a portion of a Census Geographic Area (CGA). The applicant must demonstrate that a significant number of persons in the CGA (at least 60 percent of the persons) will benefit from the activity. The CDBG-DR program will not allow an applicant to use the HUD-calculated low- and moderate-income percentage for a block group unless at least 60 percent of the persons located in that block group will benefit from the activity.

The Rebuild Florida program will only allow the use of the Census-based information to qualify an activity and to document the activity beneficiaries under the following conditions:

1. The project activity will benefit all the persons within a CGA or a significant number of the persons (at least 60% of the persons) within a CGA. The CGA could be a county, place, census tract, block group, or logical record number.
2. If only Census-based information is used to document the LMI beneficiaries of an application activity, the low- and moderate-income benefit percentage must be at least 51 percent (not 50.99 percent) for a single CGA, or for combinations of two or more CGAs.
3. The Census-based information may be used in combination with CDBG-DR survey beneficiaries (survey completion no more than 5 years prior to the application), income eligible beneficiaries, and condition eligible beneficiaries to document the LMI beneficiaries of an application activity. Again, the activity must benefit at least 51 percent low- and moderate-income persons.

**ACTIVITIES PRINCIPALLY BENEFITTING LOW- AND MODERATE-INCOME PERSONS-** An activity will be regarded as addressing the national objective of principally benefitting low- and moderate-income persons if it meets the area benefit activity and limited clientele activity criteria described here, unless there is substantial evidence that the activity does not principally benefit low- and moderate-income persons.

**AREA BENEFIT ACTIVITIES-** Activities, of which the benefits are available to all the residents in an area, where at least 51 percent of the residents are low- and moderate-income persons. The residents claimed as beneficiaries in the target area must be based on the entire area served by the activity. An activity that serves an area that is not primarily residential in character shall not qualify under the area benefit criterion.

15. **TABLE 1: CONTRACT BUDGET AND BENEFICIARY IDENTIFICATION.** Table 1 is a comprehensive summary of the overall application budget and beneficiary data.

Complete Table 1 using the Project Title(s) and other related information presented in the Project Detail section(s) of the application.

Provide comprehensive budget information to include CDBG-DR Construction (demo), CDBG-DR Engineering, CDBG-DR Buyout, CDBG-DR Environmental, and CDBG-DR Administration Cost. These totals must equal the amount requested on the required Application for Federal Assistance SF-424 (SF-424).

Also include all other Funds (FEMA, insurance, local, etc.) committed to the completion of the proposed projects.

**PROJECT TITLE(S)-** Use the project title and other related information presented in the project detail section of the application to complete the Budget Table and Beneficiary Identification Method(s).

**TOTAL BENEFICIARIES COLUMN-** Beneficiaries may be determined using the LMISD file information, the use of information obtained from the CDBG-DR approved survey, or based CDBG-DR accepted limited clientele information. Regardless of the method chosen, this column should reflect all persons to benefit from the project, irrespective of income status.

The Summary Total at the bottom of the “Total Benefit” column will automatically sum the total beneficiaries for all projects.

**LMI BENEFICIARIES COLUMN (LMI BENEFICIARIES)-** Of the total beneficiaries reported, this column should reflect only those persons whose income falls below 80 percent of the local median family income (Low/Mod Persons).

The Summary Total at the bottom of the “LMI Benefit” column will automatically sum the total beneficiaries for all projects.

**LMI % COLUMN (PERCENTAGE OF LOW-AND MODERATE- INCOME BENEFICIARIES)-** This field automatically calculates the low- moderate-income percentage by dividing the LMI Beneficiaries by the Total Beneficiaries for each project. This number must exceed 51 percent to be considered eligible under the LMI national objective.

The Summary Total at the bottom of the “LMI %” column will automatically calculate the percentage of LMI beneficiaries for all projects.

16. **Table 2: Budget Justification.** The completion of Table 2 is required for all housing projects. Use the Project Title and other related information in the Project Detail section(s) of the application to ensure that each project’s Table 2 is clearly identified and associated.

**ACTIVITY DESCRIPTION-** Select an activity for the specific allocation from the drop-down list.

**DESCRIPTION OF TASK-** Select a description for the specific task from the drop-down list.

**FUNDING TYPE-** All funding should be for the project only.

**EXPLANATION-** Explain briefly how the funding will be used. (i.e. demo, buyout, administration, etc.).

**Budget-** Total amount of funding needed for the specific allocation of activity.

17. **Project Schedule.** Most projects should be completed in 24 months, once the project contract between the applicant (subrecipient) and DEO is executed. If the proposed project requires a schedule longer than 24 months, justification must be provided.