



REBUILD FLORIDA GENERAL INFRASTRUCTURE REPAIR PROGRAM

GUIDELINES

**Application Cycle: September 1 –
November 30, 2020**

This document provides the guidelines for implementation of the Rebuild Florida General Infrastructure Repair Program administered by the Florida Department of Economic Opportunity (DEO). This program is funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) allocation described in the *Supplemental Appropriations for Disaster Relief Act, 2018* (Public Law 115-254) and the *Additional Supplemental Appropriations for Disaster Relief Act, 2019* (Public Law 116-20).

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DEFINITIONS AND ACRONYMS

Action Plan: The State of Florida's Action Plan for Hurricane Michael long-term recovery provides the high-level strategy to carry out strategic and high-impact activities to minimize or eliminate risks and reduce losses from future disasters. The Plan also describes the opportunity to improve state and local planning protocols and procedures. The Plan was approved by HUD on June 26, 2020.

Applicant: Any entity that submits a response to the request for applications (RFA) for potential funding through the CDBG-DR program.

AMI – Area Median Income: The median (middle point) household income for an area adjusted for household size as published and annually updated by the United States Department of Housing and Urban Development (HUD). Once household income is determined, it is compared to HUD's income limit for that household size.

CDBG – Community Development Block Grant.

CDBG-DR: Community Development Block Grant - Disaster Recovery.

DBA – Davis-Bacon Act (DBA): Federal law requiring contractors and subcontractors performing on federally funded or assisted contracts for the construction, alteration, or repair of public buildings or public works to pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area

DEO – Florida Department of Economic Opportunity: Administrator of the CDBG-DR program funded by HUD under Public Law 115-254 and 116-20. DEO is the governor-designated state authority responsible for administering all long-term disaster recovery funds awarded to Florida from HUD.

DEM – Florida Division of Emergency Management.

DOB – Duplication of Benefits: A duplication of benefits occurs if DEO provides assistance to a participant for the same purpose as any previous financial or in-kind assistance provided to that participant for the same purpose. The DEO CDBG-DR program is prohibited from creating a DOB. This prohibition comes from the Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) and therefore, other sources of funds must be deducted from any potential award or expenditures for individual participants.

FEMA – Federal Emergency Management Agency.

FR – Federal Register: The official journal of the Federal government of the United States that contains government agency rules, proposed rules, and public notices. A Federal Register Notice (FRN) is issued for each CDBG-DR funded disaster. The FRN outlines the rules that apply to each allocation of disaster funding.

HMGP – Hazard Mitigation Grant Program.

HUD – United States Department of Housing and Urban Development.

LMH – Low to Moderate Income Household: A household having an income equal to or less than the Section 8 low income limit established by HUD.

LMH – Low-and-Moderate-Income Household: A household having an income equal to or less

than the Section 8 low income limit established by HUD.

LMI – Low-and-Moderate-Income National Objective: Activities that benefit households whose total annual gross income does not exceed 80% of AMI, adjusted for family size.

- **Extremely low:** Household's annual income is up to 30% of the area median family income, as determined by HUD, adjusted for family size.
- **Very Low:** Household's annual income is between 31% and 50% of the area median family income, as determined by HUD, adjusted for family size.
- **Low:** Household's annual income is between 51% and 80% of the area median family income, as determined by HUD, adjusted for family size.

MIDs – Most Impacted and Distressed Areas: Areas of most impact as determined by HUD or the state using the best available data sources to calculate the amount of disaster damage. The HUD-designated MID areas include Bay, Calhoun, Franklin, Gadsden, Gulf, Jackson, Liberty, Wakulla and Washington Counties; The state-identified MID areas, Holmes, Leon and Taylor Counties are also eligible for funding due to having received both Individual Assistance (IA) and Public Assistance (PA) through the Federal Emergency Management Agency (FEMA).

RFAs – Request for Applications: The DEO notice requesting applications for funding as a subrecipient for the CDGB-DR program.

Response: Any application received for CDBG-DR funding.

Subrecipient: Any entity that has been awarded funding by DEO to implement a CDBG-DR project and has executed a subrecipient agreement.

Subrecipient Agreement: An agreement between DEO and a subrecipient that has been awarded funding to implement a CDBG-DR project. The agreement details the conditions under which funds are provided and the contractual obligations to which the subrecipient must adhere.

Subrogation: Subrogation is a legal doctrine that allows one entity to take on the rights of another. In the context of disaster recovery grants, a subrecipient must enter into a subrogation agreement in which the funding agency (DEO) obtains the right to collect any additional disaster recovery payments the entity obtains for the same purpose after the entity has received disaster recovery benefits.

UGLG: Units of General Local Government.

Urgent Need: A recent need that poses a serious and immediate threat to the health or welfare of the community.

2 CFR 200 Subpart E: Code of Federal Regulations passage that governs CDBG-DR administrative requirements and cost principles.

INTRODUCTION

The Florida Department of Economic Opportunity (DEO) has allocated \$223,032,145 in funding for the Rebuild Florida General Infrastructure Repair Program through the Community Development Block Grant – Disaster Recovery (DDBG-DR) Program by the U.S. Department of Housing and Urban Development (HUD) to address unmet disaster recovery needs related to damage from Hurricane Michael. This guidebook will describe applicant and project eligibility, program guidelines and application procedures for the first of two rounds of funding. A total of \$111,516,145 in funding will be available. DEO will release the remaining \$111,516,000 in a subsequent application round.

These funds represent a unique and significant opportunity for the state, in the areas most impacted by recent disasters, to carry out strategic and high impact activities to rebuild and harden infrastructure to prevent or reduce losses in future disasters.

Eligible applicants in the following counties may apply for funding based on the terms and conditions in this application:

Eligible Counties that Experienced Storm Damage			
Bay *	Gadsden *	Jackson *	Wakulla *
Calhoun *	Gulf *	Leon	Washington *
Franklin *	Holmes	Liberty *	Taylor

* HUD most Impacted and Distressed (MID) Counties

State Agencies as defined in section 120.52 F.S., counties and municipalities, as defined in section 180.01 F.S., located in the HUD and State designated MID areas that experienced Hurricane Michael storm damage are eligible to apply for funding based on the terms and conditions in this application. Applicants must provide a detailed description of damage caused by Hurricane Michael. Applications should include plans to mitigate against future damage and show how the proposed project will assist the community in rebuilding after Hurricane Michael. Projects requesting funds for damage caused by deferred maintenance will not be considered.

DEO encourages all prospective applicants to read the State Action Plan for Hurricane Michael long-term recovery located at: <http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/disaster-recovery-initiative/hurricane-michael>

CDBG-DR funding for this application covers Florida’s infrastructure efforts for Hurricane Michael (October 2018, Presidential Disaster Declaration 4399-DR).

BACKGROUND

Following a major disaster, Congress can appropriate funds through the CDBG-DR program to satisfy a portion of unmet need that remains after other federal assistance such as the Federal Emergency Management Agency (FEMA), Small Business Administration (SBA) or private insurance have been allocated. DEO is the lead agency and responsible entity for administering the CDBG-DR funds allocated to the State of Florida.

HUD uses the best available data to identify and calculate unmet needs for disaster relief, long-term recovery, restoration of infrastructure, housing and economic revitalization. Based on this assessment,

HUD announced that the State of Florida would receive an allocation of \$735,553,000 in disaster recovery funds to assist in the long-term recovery from the hurricane.

To ensure the funds assist the most impacted areas as outlined in the Federal Register, 80 percent of funding awarded to the state will go to the HUD-identified Most Impacted and Distressed (MID) counties. The remaining 20 percent of funding may be awarded to state-designated MID areas.

During the implementation process, program funding will be provided to subrecipient awardees. Subrecipients must develop and implement policies, procedures, and processes to deliver and maintain projects/services. Projects and services may be provided by the subrecipient directly or in partnership with governmental, private sector, or non-profit partners. At the conclusion of the term specified in the subrecipient agreement, the grant will be closed. DEO, with the support provided by its designated partners, will monitor subrecipients throughout the life of the project.

GENERAL INFORMATION

The availability of the funding was formally announced by publication in the Federal Register, Volume 85, Number 17 on January 27, 2020.

<https://www.govinfo.gov/content/pkg/FR-2020-01-27/pdf/2020-01204.pdf>.

Federal Register requirements clearly state that funds may be used only for disaster relief and long-term recovery in communities affected by the specified disaster. Requirements provide that funds be directed to areas with the greatest need. All CDBG-DR funded eligible activities must tie to storm damage as specified in and not prior to the Presidential Disaster Declaration 4399 for Hurricane Michael on October 11, 2018. (<https://www.fema.gov/disaster/4399>). All projects must be directly related to damage caused by Hurricane Michael and evidence must be produced that documents the damage was caused by Hurricane Michael. CDBG-DR funds cannot be used to replace or reimburse any available funding, such as FEMA Individual and Public Assistance (IA/PA). However, in certain situations, CDBG-DR funds can serve as the local match portion for eligible projects.

HUD CDBG-DR PROGRAM AND PROJECT FUNDING DIRECTIVES

In response to HUD directives, the Action Plan directs DEO to fund projects and programs that:

- 1. Provide the maximum feasible priority to activities that will benefit low- and moderate-income families.**

The aggregate use of the CDBG-DR funds made available under this application shall principally benefit low- and moderate-income (LMI) families in a manner that ensures that at least 70 percent of the grant amount is expended for activities that benefit such persons.

- 2. Focus first on unmet housing needs.**

Federal Register Volume 85, Number 17 dated January 27, 2020 states: "Grantees receiving an allocation of funds under this notice are subject to the requirements of the Prior Notices, as amended by this notice or by subsequent notices. Pursuant to the Prior Notices, each grantee receiving an allocation for a 2018 or 2019 disaster is required to primarily consider and address its unmet housing recovery needs. These grantees may, however, propose the use of funds for unmet economic revitalization and infrastructure needs unrelated to the grantee's unmet housing needs if the grantee demonstrates in its needs

assessment that there is no remaining unmet housing need or that the remaining unmet housing need will be addressed by other sources of funds” (p. 4682).

For more information: <https://www.govinfo.gov/content/pkg/FR-2020-01-27/pdf/2020-01204.pdf>

3. Projects or programs must address a clear unmet need:

- Tied to damage caused by Hurricane Michael,
- Primarily serving Low-and Moderate-Income (LMI) populations, and
- Primarily serving housing activities.

PRE-AWARD AND PRE-CONSTRUCTION COSTS

HUD eligible pre-award and pre-construction costs may be eligible for reimbursement by DEO provided that all HUD and applicable Florida procurement rules and regulations have been followed and the applicant can demonstrate proper procedure was followed.

THRESHOLD AND SCORING CRITERIA

DEO will apply a two-phased process to review applications. First, proposals must pass HUD CDBG-DR Threshold Compliance Criteria. Next, DEO will review and score each proposal based on Scoring Criteria. If a proposal does not meet any of the Threshold Criteria, DEO cannot proceed to score it for funding consideration. The maximum score for Scoring Criteria is 125 points.

A. CDBG-DR Threshold Compliance Criteria

Every project application must meet the following threshold criteria to be determined eligible:

- Located within an eligible HUD or State designated MID area
- Benefits an LMI area or addresses an urgent need
- Is an eligible activity under HUD guidelines
- Is an eligible activity under the State of Florida Hurricane Michael Action Plan
- Addresses an unmet need tied to damage caused by Hurricane Michael

1. Projects must meet a CDBG-DR National Objective such as:

- Benefit LMI individuals
- Benefit LMI areas
- Address an urgent need

For more information: <https://www.hudexchange.info/resources/documents/BasicallyCDBG-Chapter-21-CDBG-DR.pdf>

2. Infrastructure Projects must be considered as CDBG-DR Eligible Activities.

See below for more detail on the range of subset eligible activities within the above noted category. For more information: <https://www.hudexchange.info/resources/documents/CDBG-Disaster-RecoveryOverview.pdf>

3. Projects or programs must address a clear unmet need:

- Tied to Hurricane Michael
- Primarily serving LMI populations
- Primarily serving housing activities

B. Scoring Criteria

Once a proposal is determined to satisfy CDBG-DR's Threshold Compliance Criteria, DEO will apply scoring based on the following Scoring Criteria. The maximum Scoring Criteria score is 125.

Scoring will focus on the following eight categories:

- Overall LMI benefit (Percent LMI benefit of the activity)
- Stormwater Infrastructure
- Leverage of Funds
- Management Capacity
- Project impact
- Project Readiness
- Homeless Shelters and Facilities Serving as Shelters During Disasters
- Special Designation

The following chart further defines each category and lists the maximum point allocation for each scoring category. In the event of a scoring tie, projects that have a higher LMI or are located within HUD designated MID areas will be considered first.

		Max. Points
1.	Overall LMI benefit (Percent LMI benefit of the activity): The LMI score will be determined on the service area the project serves, in order to calculate the LMI score. The applicant should provide their LMI data for the project service area in a percentage form. For example, if the service area LMI is 65% DEO will multiply by 30 (the maximum amount of points) to receive the final LMI score of 19.5 points.	30
2.	Stormwater Infrastructure: <ul style="list-style-type: none"> - All storm water, potable water, drainage and wastewater projects: 20 points - Evacuation routes: 5 points 	20
3.	Project Impact: The impact of the project on the community should be significant with an emphasis on health and safety, including but not limited to: economic impact (businesses involved in design, engineering and construction; creation of jobs; savings of economic losses attributable to service interruptions, e.g. industries dependent on clean water and waterways), community resiliency, etc. On a scale of 0 to 20, 0 points should be awarded to projects with little to no impact and up to 20 points can be awarded to projects that have a significant economic or health/safety community impact.	20
4.	Homeless Shelter and Facilities Serving as Shelters during Disasters: An applicant can score a maximum of 15 points if the project either improves or repairs an existing homeless shelter or facility that also functions as a disaster shelter for the community.	15
5.	Management Capacity: The local entity has the capacity to complete the project and the ability to perform required maintenance.	10
6.	Special Designation: An applicant can score a maximum of 10 points if the project: <ul style="list-style-type: none"> - Is located in a Rural Economic Development Initiative (REDI) eligible county or community (see section 288.0656, F.S.) - 5 points - Is located in an Area of State Critical Concern (see 380.05 F.S.) - 5 points 	10
7.	Leverage of Funds: <ul style="list-style-type: none"> - CDBG-DR funds used as federal program local match - 5 points - CDBG-DR funds used along with leveraged funds from the applicant- 5 points 	10
8.	Project readiness: <ul style="list-style-type: none"> - Planning is complete, and the project is ready to break ground after the completion of a required HUD compliant environmental review or assessment and funds are available. – 10 points - Initial planning has been completed and the procurement process is ready to begin – 5 points 	10
Total Maximum Score:		125

ELIGIBLE COUNTIES

The following counties are eligible for CDBG-DR assistance under this application:

Eligible Counties that Experienced Storm Damage			
Bay *	Gadsden *	Jackson *	Wakulla *
Calhoun *	Gulf *	Leon	Washington *
Franklin *	Holmes	Liberty *	Taylor

* HUD-designated Most Impacted and Distressed (MID) Counties

ELIGIBLE APPLICANTS

Counties and municipalities as defined in section 180.01, F.S., and state agencies as defined in section 120.52, F.S., are eligible applicants. Eligible applicants can partner with other applicants for regional projects. Eligible co-applicants, such as school districts, nonprofit and not for profit organizations, and non-governmental organizations may partner with a state agency, county, or municipality. However, DEO will maintain one subrecipient agreement and relationship with the eligible applicant. Applicants may only submit one project per application. Proposals for funding may only serve eligible counties and zip codes. DEO encourages eligible applicants to assemble teams that provide the necessary capacity to successfully administer the proposed CDBG-DR projects and programs. Some team options to consider are:

- A. Leveraging the capacity of nonprofit and not for profit organizations who will serve as contractors to the subrecipient;
- B. Sharing resources whereby a group of applicants apply as a region. For example: to achieve greater impact and efficiency, a group of applicants may apply as a region to manage a project with a regional impact. For regional applications, DEO requires that there be one lead designated applicant who will contractually serve as the subrecipient and be responsible for the management of the grant. The subrecipient acting as the lead cannot sub-grant funds to other local governments.
- C. Eligible applicants can submit up to five (5) project applications for a minimum of \$250,000 per project, in the first round of available funding.

If allocated funds by DEO applicants that are working as a group or in partnership with school districts, non-profits, not for profits, nongovernmental organizations or other eligible applicant, an Interlocal Agreement or Memorandum of Understanding must be signed between the partnering entities prior to execution of the subrecipient agreement with DEO.

SUBRECIPIENT AWARDS

This application cycle provides \$111,516,072.30 in CDBG-DR funds to be allocated to subrecipients. DEO will release remaining infrastructure funds in a second application cycle.

There is a minimum award of \$250,000. The contract length between DEO and eligible subrecipients will be 24 months with a possible 12 month extension.

All proposals must show how they address unmet needs; avoid duplication of benefits; are cost reasonable; and avoid fraud, waste and abuse. Please see: <https://www.hudexchange.info/resources/documents/CDBG-DR-Cost-Types-Summary.pdf> for HUD guidance on costs reasonableness standards.

ELIGIBLE ACTIVITIES

To be eligible for consideration of funding, applicants must propose programs or projects that align with CDBG-DR and DEO requirements and priorities as outlined in the action plan and the Federal Register, including but not limited to those set forth below:

- Projects must demonstrate damage tie-back to Hurricane Michael.
- Projects must primarily serve LMI populations.
- Projects for infrastructure must support LMI housing.
- Projects must not duplicate benefits.

Infrastructure

- Restoration of infrastructure damaged by Hurricane Michael (including water and sewer facilities, streets, drainage, bridges, etc.)
- Removal of debris and other damage
- Water and sewer facilities
- Repair to public facilities such as emergency community shelters
- Demolition, rehabilitation of publicly or privately owned commercial or industrial buildings
- Repair of homeless shelters and disaster shelter facilities
- Renourishment of dunes and/or dune restoration
- Economic revitalization which includes any CDBG-DR eligible activity that demonstrably restores and improves some aspect of the local economy

ENVIRONMENTAL CLEARANCE

All CDBG-DR activities are to comply with the provisions of the National Environmental Policy Act of 1969 (NEPA), as well as all HUD environmental regulations provided in 24 CFR part 58. All subrecipients will be responsible for conducting the required environmental study and supplying the information to DEO for clearance. The environmental review must be completed and approved prior to any funds being disbursed for the project or construction commencing. If an identified environmental condition cannot be cleared, the project may be deemed ineligible for funding.

CDBG-DR COMPLIANCE

All applicants with proposals approved for CDBG-DR funds under this application must execute a subrecipient agreement with DEO which will specify all terms and conditions for successful program

and/or project and compliance management of a grant. The DEO subrecipient agreement will include, but is not limited to, the following topics:

A. National Objectives

All activities must meet one of the national objectives set out in the Housing and Community Development Act, with at least 70 percent of the dollars going towards projects benefiting LMI persons. In the Rebuild Florida General Infrastructure Repair Program, the two National Objectives that will be addressed are:

- 1) Benefit LMI persons; or
- 2) Meet an urgent need.

B. Cross-Cutting Federal Regulations

DEO requires projects or programs selected for CDBG-DR funding to meet HUD crosscutting federal regulations, such as NEPA environmental review, duplication of benefits, fair housing, Section 3 employment, Davis Bacon wages and others which will be specified in the subrecipient funding agreement. For more information please see:

<https://www.hudexchange.info/resources/documents/CDBG-DR-Cross-CuttingTraining-Resources.pdf>

C. Citizen Participation Requirements

All applicants must submit evidence of a publicly noticed meeting or public comment period to discuss the proposed project and application for the Rebuild Florida General Infrastructure Repair Program. Counties eligible to receive funds must consider the needs of all municipalities (and federally recognized tribes) within the incorporated and unincorporated area of the county (and reservations contiguous to the county).

Due to the impacts of COVID-19, DEO is allowing applicants to receive public input on their Rebuild Florida General Infrastructure Repair Program application by the following meeting formats:

1. **Posting information about the project online:** An applicant posts the information about the project and the program to its public website and allow for 14-day public comment period. Please submit a copy of the post and any public comments to DEO as part of the application. In choosing this option for public comment, the entity will still need to follow proper public noticing guidelines such as advertising the posting in a newspaper of general circulation for five (5) days.
2. **Virtual public meetings:** An applicant would need to supply the same documentation that would normally be required to demonstrate if a meeting was held, including minutes and a public meeting notice.

Evidence of public meeting with city and tribal governments must meet the following requirements:

- Notice of the public meeting must be provided at least five (5) days prior to the meeting.
- Documentation of the meeting must include sign-in sheets and minutes.

Prior to submitting an application for CDBG-DR funding, applicants are required to post a public notice in a newspaper of general circulation and to their website that states the types of projects to be undertaken, the source and amount of funding available for the activities, the date by which comments must be made and a contact person for a copy of the proposed application. Applicants must provide for a 10-day comment period, which must be published prior to the submission of the application.

Evidence of the public notice must meet the following requirements:

- Documentation of newspaper advertisement.
- Print-out of county webpage showing public notice.
- Documentation that the needs of non-English speaking citizens have been met where a significant number of non-English speaking citizens can be reasonably expected to participate. In this case, documentation will need to be translated into Spanish.

D. Use of CDBG-DR as Match

Funds may be used to meet a matching, share, or contribution requirement for other federal program when used to carry out an eligible CDBG-DR activity. This includes programs or activities administered by the Federal Emergency Management Agency (FEMA) or the U.S. Army Corps of Engineers (USACE). By law, the amount of CDBG-DR funds that may be contributed to a USACE project is \$250,000 or less. Note that the Appropriations Act prohibits supplanting the use of CDBG-DR funds for any activity reimbursable by, or for which funds are also made available, by FEMA or USACE.

The Rebuild Florida General Infrastructure Repair Program will not consider applications at this time for projects seeking funding for FEMA HMGP. The Rebuild Florida team will be working with the Florida Division of Emergency Management on a subsequent program to help fund the local portion of the match for eligible CDBG-DR projects.

E. System of Record and Compliance Verifications

DEO will provide a CDBG-DR System of Record that will serve as the repository for all program and project compliance documentation to satisfy monitoring and audit requirements. In addition, the System of Record will enable DEO to review document files and conduct Duplication of Benefits, Verification of Benefits and related verifications required to comply with CDBG-DR regulations. Subrecipient awardees are required to assemble and review all compliance documentation and upload them to the System of Record in an orderly manner. DEO will provide training to subrecipients on how to manage their CDBG-DR programs and projects with the new system of record.

F. Cost Reasonable and Anti-Fraud, Waste and Abuse

DEO seeks to balance the HUD requirement that all projects meet the standard of cost reasonable and avoid waste, fraud and abuse with providing sufficient funding to address unmet storm recovery and resilience needs. Therefore, applicants in their submissions must provide evidence for how their programs and proposals will meet cost reasonableness and anti-fraud, waste and abuse standards.

The grantee must demonstrate cost-effective practices by:

- a) Addressing a problem caused by Hurricane Michael that poses a significant risk to public health or safety if left unresolved;
- b) Ensuring that total project cost will not does not exceed the anticipated value of the of the reduction in both direct damages and subsequent negative impacts to the area if future disaster were to occur;
- c) Demonstrating that the project has been determined to be the most practical effective, and environmentally-sound alternative after consideration of a range of options;
- d) Demonstrating that the project contributes, to the extent practicable, to a long-term solution to the problem it is intended to address; and

e) Demonstrating that the project considers long-term changes to the areas and entities it protects and has manageable future maintenance and modifications requirements.

G. CDBG-DR Costs Guidance

Applicants in their budget proposals must include all costs related to the construction and ongoing, necessary maintenance, of the infrastructure project.

DEO will apply the following standards in the analysis and ongoing compliance review of allowable costs. Please see <https://files.hudexchange.info/resources/documents/CDBG-DR-Cost-Types-Summary.pdf> for HUD guidance.

As outlined in **2 CFR 200 Subpart E**, all costs must meet four criteria:

- **Necessary:** CDBG-DR funding will fill a necessary gap to address an unmet need that cannot be filled by another funding source. This is demonstrated by conducting a duplication of benefits analysis and calculation for each activity.
- **Reasonable:** Costs do not exceed what a prudent person would incur under similar circumstances as demonstrated by the market price for comparable goods and services.
- **Allowable:** Costs must be allowable under CDBG-DR rules and regulations and under 2 CFR 200 Subpart E. Some costs such as lobbying, entertainment, and alcohol are never allowed under any circumstances.
- **Allocable:** Costs must be clearly allocated, meaning the cost is assigned to a CDBG eligible activity with a methodology for determining where to attribute cost.

Activity Delivery Costs must be tied to the time staff and contractors dedicate to a specific project. Applicants must show how the proposed Activity Delivery Costs are or will be cost reasonable through procurement of professional services and/or cost of in-house staff to provide program or project related services. All Activity Delivery Costs must be included as part of the total project costs in a request for CDBG-DR funding. Please include a cost reasonable estimate for all administrative costs associated with the proposed project.

APPLICATION PROCEDURES

- A. NOTE: The application submission cycle will officially open on September 1, 2020 and close on November 30, 2020. DEO will take questions about the Rebuild Florida General Infrastructure Repair Program throughout the application process. Please email any question regarding the application to CDBG-DRInfrastructureApp@deo.myflorida.com.
- B. All eligible applicants are invited to visit the Hurricane Michael Rebuild Florida General Infrastructure Program webpage and click on "Online Application" found at the following link: <http://floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/disaster-recovery-initiative/hurricane-michael/rebuild-florida-general-infrastructure-repair-program/> The applicant will then be prompted provide contact information and an email address. Once registered, the applicant will receive an individualized application link via the provided email.

- C. All eligible applicants will be expected to complete and submit all required attachments to the application which are listed below. DEO may request additional supporting documents during the application review period and site visit period.
1. Cover letter detailing the project and the importance to the community that the project will serve.
 2. Project budget estimates. Please include all estimates for administration of the grant in the budget. If an applicant is attempting to leverage funds from another program or is committing additional local funds, please clearly list these funds on the budget worksheet.
 3. Projected project work plan, including which segments of the project are expected to be carried out by contractors or applicant staff.
 4. Organization Chart or Schedule of Team Roles, such as staff, contractor, vendor and community partners illustrating their roles and responsibilities as it relates to the proposed project.
 5. Public Meeting Notice, which includes meeting agenda, meeting minutes, and any received public comments pertaining to the proposed project.
- D. Service area maps illustrating the following:
1. Total service area;
 2. LMI service area; and
 3. Most recent flood plain map of the service area.
- E. Pictures of damage caused by Hurricane Michael and the current condition. Applicants will have the ability to upload up to 10 pictures of the damage caused to the project/project area and the current conditions of the project/project area.
- F. DEO will score each proposed project separately based on information provided in the application packet. DEO reserves the option to fund none, a selection of, or all the project proposed by an applicant.
- G. DEO will conduct site visits and reserves the opportunity to interview applicants and request follow-up clarification information.
- H. If an applicant is planning to submit more than one project proposal, please fill out a different application packet for each of the proposed projects.

TECHNICAL ASSISTANCE FOR THE APPLICATION PROCESS

DEO will host a live webinar on Thursday September 17th, 2020 at 2:00 pm EST to provide an overview of the application process and answer questions. DEO will also hold 20-minute one on one meetings with potential applicants to discuss any questions that may arise during the application process beginning after the live webinar. Please email any questions to CDBG-DRInfrastructureApp@deo.myflorida.com.