



FLORIDA DEPARTMENT *of*  
ECONOMIC OPPORTUNITY

# Application Guide for Community Development Block Grant - Disaster Recovery for Hurricanes Hermine and Matthew Competitive Cycle



March 2018

Florida Department of Economic Opportunity

107 East Madison Street, Tallahassee, Florida 32399

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

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## I. INTRODUCTION

The Florida Department of Economic Opportunity (DEO) was awarded \$117,937,000 in funding through the Community Development Block Grant-Disaster Recovery (CDBG-DR) Program by the U.S. Department of Housing and Urban Development (HUD) to address unmet disaster recovery needs related to damage from Hurricanes Hermine and Matthew. Eighty percent of the funding must be used in HUD-identified Most Impacted and Distressed areas. This application cycle will award the remaining 20 percent of funding or up to \$22,408,030. The following counties are eligible to apply for funding based on the terms and conditions in this application:

Eligible Counties that Experienced Storm Damage					
Hurricane Hermine Disaster Declaration 4280			Hurricane Matthew Disaster Declaration 4283		
Citrus	Leon	Pinellas	Brevard	Nassau	Volusia
Dixie	Levy	Taylor	Duval	Putnam	
Hernando	Manatee	Wakulla	Flagler	Seminole	
Hillsborough	Pasco		Indian River		

Units of General Local Government (UGLG) including counties and municipalities that are located in the eligible areas that experienced Hermine and Matthew storm damage are eligible to apply for funding based on the terms and conditions in this application.

DEO encourages all prospective applicants to read to the Hermine and Matthew CDBG-DR Action Plan located at: <http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/disaster-recovery-initiative>.

This application cycle is subject to pending action plan amendment approval by HUD.

CDBG-DR funding for this application covers Florida’s housing, infrastructure and business recovery efforts for both Hurricane Hermine (September 2016, Presidential Disaster Declaration 4280) and Hurricane Matthew (October 2016, Presidential Disaster Declaration 4283).

## II. BACKGROUND

Following a major disaster, Congress can appropriate funds through the CDBG-DR program to satisfy a portion of unmet need that still 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.

HUD uses the best available data to identify and calculate unmet needs for disaster relief, long-term recovery, restoration of infrastructure and housing and economic revitalization. Based on this assessment, HUD notified the state of Florida that it will receive an allocation of \$58,602,000 in disaster recovery funds to assist in recovery from the hurricanes. Furthermore, on May 5, 2017, HUD notified the state of Florida that it will receive an additional allocation of \$59,335,000 in disaster recovery funds to assist in recovery from these hurricanes.

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 area, which has been identified as St. Johns County. **This application is for the remaining 20 percent or up to \$22,408,030 of the combined \$117,937,000 total Hermine and Matthew CDBG-DR allocation.**

As specified in the Hermine and Matthew CDBG-DR Action Plan, the term of this grant is 24 months from execution date of the subrecipient agreement.

### III. GENERAL INFORMATION

The availability of the funding was formally announced by publication in the Federal Register, Volume 82, Number 11, and Volume 82, Number 150 on January 18 and August 7, 2017, respectively. The Federal Register may be accessed online at: <http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/disaster-recovery-initiative>.

Federal requirements clearly state that funds may be used only for disaster relief and long-term recovery in communities affected by the specified disasters. 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 Declarations 42-80 for Hermine on September 28, 2016 (<https://www.fema.gov/disaster/4280>) and 42-83 for Matthew on October 8, 2016 (<https://www.fema.gov/disaster/4283>). All projects must be directly related to either or both of the storms. CDBG-DR funds cannot be used to replace or reimburse any available funding, such as FEMA Individual and Public Assistance (IA/PA) and/or Small Business Administration (SBA) loans. However, in certain situations, CDBG-DR funds can serve as an eligible match, such as for FEMA Hazard Mitigation Grant Program (HMGP).

### IV. 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 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 81, Number 224 dated November 21, 2016 states:

“Grantees must propose an allocation of CDBG–DR funds that primarily considers and addresses unmet housing needs. Grantees may also allocate funds for economic revitalization and infrastructure activities, but in doing so, must identify how any remaining unmet housing needs will be addressed or how its economic revitalization and infrastructure activities will contribute to the long-term recovery and restoration of housing in the most impacted and distressed areas.”

## V. THRESHOLD AND SCORING CRITERIA

Please see “Section XI. Application Procedures” for details on how to submit applications. Applicants must submit separate application forms and budgets for housing and non-housing proposals.

DEO will apply a two-phased process to review applications.

*First*, proposals must first pass HUD CDBG-DR **Threshold Compliance Criteria**.

*Second*, 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 200 points.

### A. **CDBG-DR Threshold Compliance Criteria**

#### 1. **Projects or programs must meet a CDBG-DR National Objective such as:**

- Benefit to low- / moderate-income individuals
- Benefit to low- / moderate-income areas
- Generate low- / moderate -income jobs
- Benefit to low- / moderate-income individuals for buyouts (LMB) and housing incentives (LMHI) that benefit LMI households
- Address an urgent need
- Aid in elimination of slum or blight area needs
- Aid in elimination of slum or blight spot specific property parcel needs

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

#### 2. **Projects or programs must meet CDBG-DR Eligible Activities such as:**

- Housing
- Infrastructure including public facilities
- Business assistance and economic revitalization

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

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

- Tied to the Hermine and/or Matthew storms,
- Primarily serve low- to moderate- income (LMI) populations, and
- Primarily serve housing activities.

**B. Scoring Criteria**

Once a proposal is determined to satisfy CDBG-DR’s Threshold Compliance Criteria, then DEO will apply scoring based on the following Scoring Criteria. The maximum Scoring Criteria score is 200.

		Max. Points
1	<b>Management Capacity:</b> Subrecipient, program manager and/or developer presents depth of program or project, case and compliance management capacity to deliver services on-time and on-budget. Citizen Complaint Policy is in place.	35
2	<b>Readiness to Proceed and Viable Production Plan:</b> Applicant must show evidence for how proposed program or project will mobilize and operate in a timely manner.	25
3	<b>Proposes Cost Reasonable Budget:</b> Proposal budgets reflect cost reasonableness and affirmative efforts to leverage CDBG-DR funds with additional funding to address unmet needs. Budget narrative reflects research, quotes and/or contracted pricing.	25
4	<b>Storm Resilience:</b> In addition to addressing unmet needs, program or project proposals need to show how they make investments that improve resilience to future storm-related damage.	15
5	<b>Overall LMI benefit (Percent LMI benefit of the activity):</b> Higher LMI benefit of the activity will receive higher score. For example, a project with 100 percent LMI benefit would be scored higher than a project with 65 percent LMI benefit.	50
6	<b>Overall Housing Eligible Activities:</b> Programs and projects with housing related eligible activities will receive a higher score.	30
7	<b>Vulnerable Populations:</b> Applications which address the following vulnerable populations will receive higher scores. This includes non-housing services such as infrastructure, public facilities, economic development, etc. that provide benefit to these vulnerable populations. <ul style="list-style-type: none"> <li>a. The transitional housing, permanent supportive housing and permanent housing needs of individuals and families that are homeless and at-risk of homelessness;</li> <li>b. The prevention of low-income individuals and families with children (especially those with incomes below 30 percent of the area median) from becoming homeless;</li> <li>c. The special needs of persons who are not homeless but require supportive housing (e.g., elderly, persons with disabilities, persons with alcohol or other drug addiction, persons with HIV/AIDS and their families and public housing residents, as identified in 24 CFR 91.315(e)).</li> </ul>	20
<b>Total Maximum Score:</b>		<b>200</b>

See Section XI for Application Procedures. Applicants must submit Proposal Information Forms and Budgets separately for housing and non-housing programs or projects.

Below is a sample scoring Sheet.

<b>A. THRESHOLD Eligibility Criteria</b>		
DEO will apply the following <b>Threshold Criteria</b> to determine if a program or project is eligible for CDBG-DR funding. If a proposal does not meet any one of the below Threshold criteria, DEO cannot proceed with considering it for funding.		
1	<b>CDBG-DR National Objective:</b> Proposed programs or projects meet CDBG-DR National Objective	Yes
2	<b>CDBG -DR Eligible Activity:</b> Proposed programs or projects are eligible activities in action plan	Yes
3	<b>Unmet Need:</b> Proposed programs or projects addresses unmet need tied to storm disaster	Yes
<b>Threshold Determination:</b>		<b>Proceed. Meets Threshold Criteria.</b>
<b>B. SCORING Criteria</b>		
Florida DEO will apply the following <b>Scoring Criteria</b> to determine if a program or project is suitable for CDBG-DR funding.		Max. Score Points
1	<b>Management Capacity</b>	<b>35</b>
2	<b>Readiness to Proceed and Viable Production Plan</b>	<b>25</b>
3	<b>Proposes Cost Reasonable Budget</b>	<b>25</b>
4	<b>Storm Resilience</b>	<b>15</b>
5	<b>Overall Low- to Moderate-Income Benefit</b>	<b>50</b>
6	<b>Overall Housing Eligible Activities</b>	<b>30</b>
7	<b>Vulnerable Populations</b>	<b>20</b>
<b>Total Capacity Score:</b>		<b>200</b>

**VI. ELIGIBLE COUNTIES THAT EXPERIENCED STORM DAMAGE**

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

Eligible Counties that Experienced Storm Damage					
Hurricane Hermine Disaster Declaration 4280			Hurricane Matthew Disaster Declaration 4283		
Citrus	Leon	Pinellas	Brevard	Nassau	Volusia
Dixie	Levy	Taylor	Duval	Putnam	
Hernando	Manatee	Wakulla	Flagler	Seminole	
Hillsborough	Pasco		Indian River		

**VII. ELIGIBLE APPLICANTS**

Units of General Local Government (UGLG) including counties and municipalities located in the Hermine and Matthew eligible areas may apply for funding for projects and/or programs that address unmet needs tied to Hermine and Matthew.

Proposals for funding may only serve eligible counties.

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 for-profit organizations who will serve as contractors to the subrecipient;
- B. Sharing resources whereby a group of UGLGs apply as a region. For example: to achieve greater impact and efficiency, a group of UGLGs may apply as a region to manage homeowner services for home repair and reconstruction. 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.

If allocated funds by DEO, all UGLG partners must sign an Interlocal Agreement prior to signing the CDBG-DR subrecipient funding agreement.

**VIII. SUBRECIPIENT AWARDS**

This application cycle provides \$22,408,030 in CDBG-DR funds to be allocated to subrecipients.

The minimum CDBG-DR allocation amount is: \$750,000 per subrecipient.

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.

## IX. ELIGIBLE ACTIVITIES

To be eligible for consideration of funding, UGLGs 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 tie-back to the hurricane event (Hermine or Matthew).
- Projects must primarily serve LMI populations.
- Projects for infrastructure must support LMI housing.
- Projects must not duplicate benefits.

### A. Housing Activities

Following HUD's directive to prioritize housing activities, **DEO will utilize the Housing Ranking Criteria as an incentive for applicants to submit program and project proposals that address disaster-related unmet housing needs.**

The action plan specifies the following eligible housing activities for CDBG-DR funding:

- Temporary Relocation (in compliance with Uniform Relocation Act)
- Buyouts/Acquisitions
- Demolition/Clearance
- Single-family housing rehabilitation/repair
- Multi-family housing rehabilitation/repair
- Housing construction
- Public housing
- Shelter housing for the homeless
- Repair and replacement of manufactured housing units
- Hazard mitigation
- Elevation
- Planning activities specifically related to housing
- Other activities associated with the recovery of impacted housing stock

Reimbursement programs are not eligible for funding in this application. However, applicants can apply for CDBG-DR funding for projects where some work was completed and more work remains to address unmet housing repair and/or reconstruction needs. Just like all repair or reconstruction projects, these projects must be analyzed for full CDBG-DR compliance.

#### 1. **Affordable Rental**

The action plan requires a minimum goal of 6 percent of the funds available under this application to be allocated towards affordable rental housing.

Benefit to low and moderate income (LMI) persons is the only National Objective that is approved for Affordable Rental projects. In order to receive assistance, the rental property owner must agree to a five (5) year affordability requirement. A longer affordability period may be required by DEO for proposed multi-family projects over \$1 million. The affordability requirement requires the property owner to lease the units to LMI households earning 80 percent or less of the area median income (AMI) and to lease the units at affordable rents. Rents must comply with the maximum HUD HOME rent limits. The maximum HUD HOME rents are the lesser of:

- a. The fair market rent for existing housing for comparable units in the area as established by HUD under 24 CFR 888.111; or
- b. A rent that does not exceed 30 percent of the adjusted income of a family whose annual income equals 65 percent of the AMI, as determined by HUD, with adjustments for number of bedrooms in the unit. The HOME rent limits provided by HUD will include average occupancy per unit and adjusted income assumptions.

If, after reviewing applications, DEO determines that this amount has not been met, DEO may re-allocate funds to UGLGs with other unmet affordable housing needs.

## 2. Housing Affordability Terms

DEO follows HOME program affordability terms for low- and moderate-income rental and for sale housing. Please see for details: <https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>

Rental Housing Activity	Minimum period of affordability in years
Rehabilitation or acquisition of existing housing per unit amount of CDBG-DR funds: Under \$15,000	5
\$15,000 to \$40,000	10
Over \$40,000 or rehabilitation involving refinancing	15
New construction or acquisition of newly constructed housing	20

All affordable rental projects seeking over \$1 million and serving low- and moderate-income residents must remain affordable for the compliance terms listed above.

## 3. Housing Assistance Caps

DEO will establish guidelines to set rehabilitation and reconstruction housing assistance caps. Housing caps are intended to represent the maximum amount of funding for a rehabilitation or reconstruction project. It is expected that most projects, if not all projects, will come in substantially lower than the cap. Subrecipients may establish housing assistance caps for their rehabilitation or reconstruction programs equal to, or less than, DEO's housing assistance caps. A waiver request must be submitted to DEO if the subrecipient seeks to set housing assistance caps that exceed DEO's housing assistance caps. DEO will evaluate each housing assistance waiver request for cost effectiveness.

DEO follows total development cost limits as specified by the Florida Housing Finance Corporation. Please see: <http://www.floridahousing.org/programs/special-programs/ship---state-housing-initiatives-partnership-program/purchase-price-limits>

County	90% Average Area Purchase Price
Duval, Nassau	\$303,882
Manatee	\$264,706
Seminole	\$255,176
Brevard, Citrus, Dixie, Flagler, Hernando, Hillsborough, Indian River, Leon, Levy, Pasco, Pinellas, Putnam, Taylor, Volusia, Wakulla	\$253,809

DEO expects average per unit total housing repair or reconstruction costs to be substantially lower. However, this cap provides flexibility for cases where a project may cost more than average market prices due to complexity of construction, resilience and green building improvements and related temporary Uniform Relocation Act (URA) compliance. DEO provides an incentive in the application scoring criteria for proposals to be cost reasonable.

Buyouts follow a different approach whereby there is no assistance cap. Instead, CDBG-DR funding limits for buyout proposals are calculated based on analysis of third party appraisals and evidence of the need for an incentive to facilitate voluntary participation.

**B. Non-Housing - Infrastructure and Economic Revitalization**

Given HUD’s directive to emphasize housing repair and reconstruction with the Hermine and Matthew allocation of CDBG-DR funds, DEO will consider non-housing proposals when:

1. Non-housing improvements support housing repair, reconstruction and/or resilience in a community, or
2. Applicant provides satisfactory evidence that unmet housing needs have been addressed.

Other eligible activities include, but are not limited to, the following:

- Restoration of infrastructure damaged by either Hurricane Hermine or Matthew (including water and sewer facilities, streets, provision of generators, removal of debris, drainage, bridges, etc.);
- Public facilities such as emergency community shelters;
- Demolition, rehabilitation of publicly or privately owned commercial or industrial buildings;
- Economic revitalization which includes any CDBG-DR eligible activity that demonstrably restores and improves some aspect of the local economy.

However, subrecipients must identify how unmet housing needs will be addressed or how its economic revitalization or infrastructure activities will contribute to the long-term recovery and restoration of housing in the most impacted and distressed areas.

The economic revitalization activity may address job losses, or negative impacts to tax revenues or businesses. Examples of activities include loans and grants to businesses, job training, improvements to commercial/retail districts and financing other efforts that attract/retain workers in devastated communities, such as:

- Public service (such as job training and employment services, healthcare, child care and crime prevention within the 15 percent cap);
- Re-nourishment of protective coastal dunes systems.

## **X. CDBG-DR COMPLIANCE**

All UGLG 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. All housing projects must benefit LMI persons.

### **B. Cross-Cutting Federal Regulations**

DEO requires projects or programs selected for CDBG-DR funding to meet HUD cross-cutting 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-Cutting-Training-Resources.pdf>

### **C. Citizen Participation Requirements**

Counties eligible to receive funds must consider the needs of all municipalities (and federally recognized tribes) within the incorporated as well as unincorporated area of the county (and reservations contiguous to the county).

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.

### **D. Use of CDBG-DR as Match**

Additionally, funds may be used to meet a matching, share, or contribution requirement for any 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.

#### **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 to 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.

#### **G. CDBG-DR Costs Guidance**

1. Applicants in their budget proposals can include costs for:

- Administration
- Direct Program or Project Costs
- Planning
- Activity Delivery

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

2. DEO will provide guidance on the maximum subrecipients may charge for administration.
3. Activity Delivery Costs must be tied to the time staff and contractors dedicate to a specific program, project, household and/or property address. 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.
4. All Activity Delivery Costs must be included as part of the total project costs in a request for CDBG-DR funding.

#### **H. Waivers**

On a case-by-case basis, DEO will consider proposals that may require a CDBG-DR regulatory waiver from HUD. Please note waiver applications take time to review and will impact scoring based on the "Readiness To Proceed" criteria. DEO encourages prospective applicants to discuss such proposal ideas with DEO management prior to submitting proposals to better understand the dynamics of the need and opportunity to address an unmet storm related need.

## XI. APPLICATION PROCEDURES

- A. **NOTE: The application submission cycle will officially open on a date to be announced and will be open for a period of 30 days.**

**The application forms and budget templates attached to this application and posted on the DEO website include:**

- **Applicant Information Form** to be completed in a fillable .pdf file;
- **Proposal Information Form**, for which applicants must complete separate forms for Housing and Non-Housing proposals, to be completed in a fillable .pdf file;
- **Budget Templates** for Housing and Non-Housing proposals to be completed in MS Excel.

- B. **The application has seven (7) parts that applicants must complete for a full submission:**

1. **Cover Letter** that specifies:

- a. Name and contact information of applicant and names of any UGLG partners,
- b. Listing of each program and project for which you request CDBG-DR funding and requested funding amounts for each proposed program and/or project,
- c. Brief summary of proposed program and/or projects and capacity to succeed, and
- d. Signature from executive officer with signature authority or authorized designee.

2. **Applicant Information Form** where applicants provide basic organizational information

3. **Proposal Information Form** where applicants provide project information that will be scored by DEO.

4. **Budget(s)** for each **Housing** and another for each **Non-Housing** program and/or project.

5. For Non-Housing Infrastructure and Economic Revitalization proposals, a **Service Area Map** that includes an overlay of:

- Location and/or service area
- Low- and Moderate-Income service area
- Most recent Flood Plain Map

6. **Work Plan** for Housing and Non-Housing proposals that provide evidence of readiness to proceed

7. *Optional:* **Organization Chart** and **Schedule of Team Roles** such as Staff, Contractor, Vendor and Community Partner roles and responsibilities is encouraged, but not required.

Applicants must prepare separate Proposal Information Forms and Budgets for Housing and Non-Housing programs and/or projects for which the applicant requests funds.

**C. Save all electronic submission documents in “.pdf” formats:**

1. Save Cover Letter as: “1 Applicant Name-Cover Letter.pdf”
2. Save Applicant Information Form as: “2 Applicant Name-Applicant Form.pdf”
3. Save Proposal Information Form as:  
For Housing Budget save as: “3a Applicant Name-Housing Proposal Form.pdf”  
For Non-Housing Budget save as: “3b Applicant Name-Non-Housing Proposal Form.pdf”
4. Save Budget (s):  
For Housing Budget save as: “4a Applicant Name-Housing Budget.pdf”  
For Non-Housing Budget save as: “4b Applicant Name-Non-Housing Budget.pdf”
5. Save Service Area Map as: “5 Applicant Name-Service Area Map.pdf”
6. Save Work Plan as: “6 Applicant Name- Work Plan.pdf”
7. Save Organization Chart and Schedule of Team Roles as:  
“7 Applicant Name- Org Chart and Team Roles.pdf”

**D. Please complete the budget in the attached MS Excel template. The cells highlighted in Yellow are where you enter data. When completed, save the file in Adobe .pdf format for electronic submission using the naming convention listed above.**

**E. DEO will score each proposed program or project separately based on information provided in the Proposal Information Form, budget and supporting documentation. DEO reserves the option to fund none, a selection of, or all of the programs and/or projects proposed by an applicant.**

**F. DEO may conduct site visits and reserves the opportunity to interview applicants and request follow-up clarification information.**

**G. Submit one (1) original hard copy of the of the completed application as defined above with original executive officer signature or authorized designee signature to:**

**Florida Department of Economic Opportunity**

**Attention: Kevin Ogden**

**The Caldwell Building**

**107 East Madison Street, MSC-400**

**Tallahassee, FL 32399**

**H. Submit one (1) electronic PDF copy, with UGLG executive officer signature or authorized designee signature of the completed application as defined above to: [cdbg-dr@deo.myflorida.com](mailto:cdbg-dr@deo.myflorida.com).**

- I. **DEO will conduct an in-person CDBG-DR Application Overview Session on Wednesday, April 4, 2018, starting at 9:00 a.m. Prospective applicants will receive an orientation to the application process, can ask questions and discuss strategies related to their storm recovery plans.**

**Location: Betty Easley Conference Center  
Southwood Office Complex,  
4075 Esplanade Way, Room 152  
Tallahassee, FL 32399**

**To register for the in-person CDBG-DR Application Overview Session, contact: Mikayla Catani at (850) 717-8411 or via email at [Mikayla.Catani@deo.myflorida.com](mailto:Mikayla.Catani@deo.myflorida.com). Local governments that register for the in-person session will receive a confirmation email from Ms. Catani confirming registration.**

**Please RSVP to Ms. Catani for the Application Overview Session no later than Monday, April 1, 2018.**

- J. **DEO will also conduct an CDBG-DR Application Overview Webinar Tuesday, April 10, 2018, from 2:00 p.m. - 3:30 p.m.**

**URL Location: TBA  
Conference Line: TBA  
Access Code: TBA**

**To register for the CDBG-DR Application Overview Webinar and for more information re: webinar URL location, conference line number and access code, contact: Mikayla Catani at (850) 717-8411 or via email at [Mikayla.Catani@deo.myflorida.com](mailto:Mikayla.Catani@deo.myflorida.com). Local governments that register for the webinar will receive a confirmation email from Ms. Catani confirming registration.**

***NOTE: At least one (1) local government representative is required to attend the Application Overview Session or Application Overview Webinar to apply for funding.***

- K. **For questions related to the application, please contact:**

**Kevin Ogden, Disaster Recovery Specialist  
Florida Department of Economic Opportunity  
Division of Community Development  
Community Disaster Recovery Unit  
Office: 850-717-8473 Email: [kevin.ogden@deo.myflorida.com](mailto:kevin.ogden@deo.myflorida.com)**

Thank you for your interest in participating in Hurricanes Hermine and Matthew Disaster Recovery with DEO.

***\*NOTE: This application and its accompanying forms are contingent upon the state rulemaking process and approval of an amendment to the State's action plan for CDBG-DR.***