Rebuild Florida GPS Checklist

Project Name:_____

This Checklist is designed to aid the applicant through the application process. As such, it does not need to be submitted with the completed application to DEO.

✔	**Application Information Required**
	Application is signed, dated and complete.
	FEIN and DUNS numbers are provided.
	Application is from an eligible UGLG, state agency, or non-profit or non-governmental entity that applied in partnership with a UGLG or state agency.
	Project title, primary contact name, address and contact methods are provided.
	Project description clearly explains the plan or activity to be completed.
	Project description addresses which risks will be mitigated by the plan or activity.
	Community value clearly describes the community lifelines being served.
	Community value demonstrates how the plan or activity will enhance community resilience.
	Capacity plan identifies the goals, stakeholders, work plan, resources, and monitoring/quality controls for the plan or activity.
	Staff members and their responsibilities are identified.
	Contractors or third-party entities are identified.
	The Implementation Plan Template is completed and attached to the application.
	The Budget Template is completed and attached to the application.
	This project has no duplication of benefits.
	Leveraged funds/ service usage is outlined in the application.

Filling out the Rebuild Florida GPS Application

Applicant Information:

1. First write in the GPS project title under "Official Project Title".
2. Under "Applicant Information", fill in the official applicant entity name, meaning the primary UGLG, agency or entity who is applying for this program. Use your official entity name, as this will be the name used for disbursing funds.
3. Next fill in the primary project contact name, title, e-mail, mailing address, and phone number. This person will be the first individual to be contacted by DEO regarding the proposed GPS project, should the need arise.
4. Be sure to fill in both the entity's FEIN and DUNS number.
5. Lastly, if there are any other UGLG, agencies, or entities who are co-applicants for this proposed project, list their official entity name, person of contact name and email.

Project Description:

1. Attach a word document titled: EntityNamePD_GPS of the project overview that is not to exceed 2,500 words. An example of the document title being submitted by the Leon County City Fire Department would look like: LeonCountyFirePD_GPS
2. Please see this link to create zip files: https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files

Community Value:

In a zip folder, attach a Word document titled: EntityNameCV_GPS of the overall community value of the proposed project without exceeding 1,500 words.

Capacity Plan:

Provide a plan overview, not to exceed 1,500 words, that outlines your proposed GPS project. You will label the document titled: EntityNameCP_GPS.

Implementation Plan:

1. Use the provided Implementation Plan template found in Appendix D of the GPS Guidelines to fill out the information. Rename the template: EntityNameIP_GPS.
2. You will fill out the timeline to outline the proposed project's life, accounting for manageable tasks and deliverables with approximate dates included.

Implementation Plan Template Instructions:

Enter project name, official applicant entity name and primary contact name and phone number in the header space at the top of the template.

This template is customizable to fit your project. Feel free to edit the segments and add notes when needed.

1. The box titled "GPS Implementation Plan Timeline" will display a visual timeline of the data that you enter into the "Tasks" box.

2. The "Tasks" box should list the major manageable tasks and deliverables of the proposed project and include the entire life of the project. Enter the approximate start and end dates of each task and/ or deliverable under the tabs "Start" and "End". "Duration" encompasses the number of days the task runs for. Excel should already calculate the duration based on the start and end dates you enter. If this is not the case, enter in the number of days as the duration of each task and/ or deliverable. Label each task and/ or deliverable appropriately under the "Label" section.

    a. Within the "Tasks" box, there are 15 available slots for project timeline tasks. When adding/changing tasks within the box, select the row (select the values under "Start" to "Label").

Tasks

Start	End		Duration	Label
02/03	03/03		29	DEO Award and Subrecipient Agreement
03/03	04/03		30	Example Plan1 Design
03/03	04/03		30	Example Plan2 Design
04/04	05/04		25	Mapping Upgrades
05/06	07/06		60	Community Outreach Phase 1
07/08	08/08		31	Community Outreach Phase 2
05/06	07/06		60	Building Codes Evaluation
07/08	08/08		31	Administrative Changes
08/20	09/01		12	Plan Implementation
09/01	12/25		115	Plan Updates
10/01	10/10		9	Sample Text
10/10	10/27		17	Sample Text
11/11	11/30		19	Sample Text
12/01	12/31		30	Sample Text
12/31	01/13		13	Sample Text

    b. For this example, the highlighted "Sample Text" task needs to be moved under the "Mapping Upgrades" cell. Once you select the row, right click, select "Cut", and a dotted line around your selected row should appear. Next, select the "Community Outreach Phase 1" row. Right click and select "Insert Cut Cells". Now "Sample Text" will appear under "Mapping Upgrades". The visual timeline above the "Tasks" will also reflect these changes.

Tasks

Start	End		Duration	Label
02/03	03/03		29	DEO Award and Subrecipient Agreement
03/03	04/03		30	Example Plan1 Design
03/03	04/03		30	Example Plan2 Design
04/04	05/04		25	Mapping Upgrades
10/01	10/10		9	Sample Text
05/06	07/06		60	Community Outreach Phase 1
07/08	08/08		31	Community Outreach Phase 2
05/06	07/06		60	Building Codes Evaluation
07/08	08/08		31	Administrative Changes
08/20	09/01		12	Plan Implementation
09/01	12/25		115	Plan Updates
10/10	10/27		17	Sample Text
11/11	11/30		19	Sample Text
12/01	12/31		30	Sample Text
12/31	01/13		13	Sample Text

Follow these guidelines for customizing your timeline. You may add lines within the "Tasks" section below existing tasks by highlighting the complete box rows, right click, select "Insert…", a dialogue box will appear, select "Shift cells down", select "Ok". This will shift all boxes below the selected row down the excel sheet.

3. The "Milestones" box may be used to list major project milestones such as the start or completion of the project. Any changes to this box can be made by following the directions described previously. The label for your new milestone may needed to be added in manually. You can do this by clicking on one of the existing milestone texts in the visual timeline. For example, you may click "Closeout" above the diamond icon. All other text boxes for milestones should be outlined by boxes.
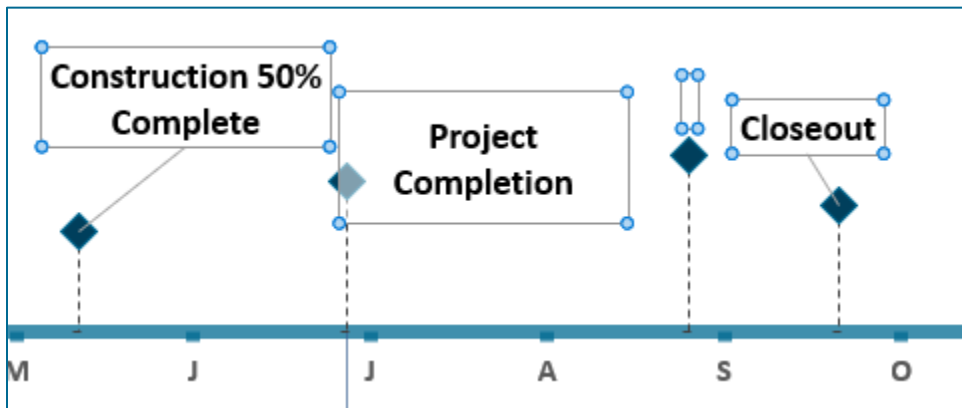
Next, select the box that does not have a label. Now enter in the label for this milestone.
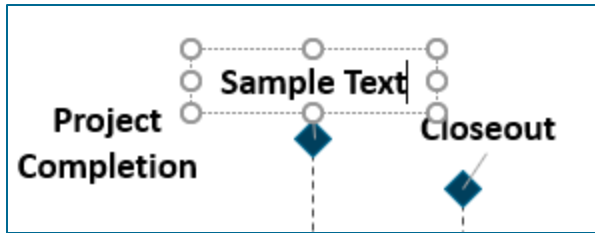
You may move and change the size of each text box.

4. The "Notes" box allows you to list any additional notes about the project timeline that may be necessary for DEO to read.

Budget:

1. Use the provided Budget Worksheet found in Appendix E of the GPS Guidelines to fill out the information. Rename the template with your EntityNameBudget_GPS.
2. Select either Yes/No to answer whether your project includes a duplication of benefits. Any project that includes a duplication of benefits will not be eligible for a CDBG-MIT program.
3. Select either Yes/No whether you anticipate receiving any funds other than CDBG-MIT funds. If the answer is yes, then in the "Leveraged Dollars" section you will need to detail any application for funds and when those funds will be committed for your project. Include the agency/ entity that is providing the funds and the total amount.

Budget Template Instructions:

Enter project name, primary contact name and phone number and the official applicant entity name.

This template is customizable to fit the budget proposal for your project. Feel free to edit left-hand segments and add notes when needed.

If a section does not have enough cells for the category that you are working on, you can add additional cells by highlighting a complete row and right clicking. A dialogue box will appear that permits you to add a row of cells. Click "Insert" and then select either "Insert Above" or "Insert Below", depending on where you would like the new row to be placed. The new row will appear above or below the row you highlighted.

1. On the left-hand side of the template there is a list of major projects and related sub-groups. You may edit each of these areas to fit your proposed budget plan. For example, if you do not have Mitigation Activities, you may delete that row and the related subgroups.

2. List anticipated and committed sources of other project funding sources in the "Sources of Other Funds" category. These funds are non-CDBG-MIT funds. Include entities you have contacted, even if a funding commitment has not yet

been made. Disclose the amount you requested or expect to receive. If you need to add rows in this section, follow the directions for adding rows outlined above.

3. You can use the right-side "Notes" column to elaborate on budgeted items as needed.

Leveraged Dollars:

1. If you suspect your project includes the use of matching or leveraged funds or services, read the GPS Guidelines, Part 4.6 to ensure your project is eligible for this section.
2. Describe the specifics of leveraged funds or services that your project uses in the space provided. Identify and answer:
   a. Are there local or other funds available to address the proposed project in whole or in part?
      i. If Yes, report all sources of funding and the amount available.
   b. Disclose sources and uses of non CDBG-MIT funds.
   c. What other federal, state, and/ or local entities have you contacted concerning funding for the proposed project, and what were the results?
3. If your project does not involve matching or leveraged funds, then write "N/A" in this section.

Compliance:

By selecting "Yes" in this section, you certify that your entity and co-applicants will comply with all DEO and state requirements as outlined in 84 FR 45838.

Sign and Date:

As the primary entity contact for this project, I certify that staff, contractors, vendors and community partners of our mitigation initiative:

1. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-MIT funded activities;
2. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-MIT program(s) and/or project(s) and;
3. Certify that all information submitted in this Application is true and accurate

Print and Submit Buttons:

Select "Print" to print out your completed application. Attached files will not print with the application when selecting the "Print" button. Print all attached documents separately and mail the complete application to:

Attention: Rebuild Florida Mitigation Team

Florida Department of Economic Opportunity

107 East Madison Street

Caldwell Building, MSC 400

Tallahassee, FL 32399

Select "Submit Application" to have your application emailed directly to the Rebuild Florida Mitigation team at: CDBG-MIT@deo.myflorida.com. A dialog box will appear that will allow you to email the application and attach all required files.

If you have any questions or concerns, please email the Mitigation team at: CDBG-MIT@deo.myflorida.com