



Rebuild Florida Mitigation General Infrastructure Program

GUIDELINES FOR HURRICANE MICHAEL-IMPACTED COMMUNITIES

This document provides the guidelines for implementation of the Rebuild Florida General Infrastructure Program (GIP) administered by the State of Florida Department of Commerce (FloridaCommerce) for areas impacted by 2018 Major Disaster Declarations. This Program is funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant - Mitigation (CDBG-MIT) allocation as described in Public Law 115-123 and PL 116-20.

Version 1.4

April 30, 2024

VERSION HISTORY

Version Number	Change Date	Summary of Changes
1.0	3/11/2022	Original Document
1.1	3/15/2022	<p>Changed Application closing date from June 3rd to June 10th.</p> <p>Corrected inconsistency between word count requirements for Project Description, Community Value, and Capacity Plan</p> <p>Streamlined Section 2.17 Section 3 content to reflect other MIT guidelines.</p> <p>Made minor formatting changes and corrected minor typos</p>
1.2	5/9/2022	<p>Section 3.4 - Fixed Appendix reference to A – E</p> <p>Section 4.1 - Deleted incorrect sentence in Scoring Rubric, National Objective – LMI Benefit</p> <p>Section 5.1 – Added information regarding the administrative cap.</p> <p>Appendix A, Overall LMI Benefit - Added Survey & Place Data, Option 2</p>
1.3	6/7/2022	<p>Updated application cycle close date to June 24, 2022.</p> <p>Removed mentions of Haitian Creole as the area impacted by Hurricane Michael and served by the CDBG-MIT GIP for Michael-impacted communities does not warrant translation into Haitian Creole. Translation can be provided upon request.</p>
1.4	4/30/2024	<p>As of July 1, 2023, and per Florida HB 5, ch. 2023-173, L.O.F. the former Florida Department of Economic Opportunity has been renamed the Florida Department of Commerce, referred to as “FloridaCommerce.”</p> <p>To reflect this change, all references to the former Florida Department of Economic Opportunity (including “the Department” and “DEO”) have been updated to represent FloridaCommerce. Associated branding (including logos, fonts, and colors) has been updated throughout the document.</p>

VERSION POLICY

Version history is tracked in the Version History Table (page i), with notes regarding version changes. Dates of each publication are also tracked in this table.

Substantive changes in this document that reflect a policy change will result in the issuance of a new version of the document. For example, a substantive policy change after the issuance of Version 1.0 would result in the issuance of Version 2.0, an increase in the primary version number. Non-substantive changes such as minor wording and editing or clarification of existing policy that do not affect interpretation or applicability of the policy will be included in minor version updates denoted by a sequential number increase behind the primary version number (i.e., Version 2.1, Version 2.2, etc.).

POLICY CHANGE CONTROL

Policy review and changes for the State of Florida Office of Long-Term Resiliency are considered through a change- control process. Policy clarifications, additions, or deletions are needed during the course of the program to more precisely define the rules by which the Program will operate. Program staff will document policy-change requests that will be tracked in the program files. Requests are compiled and brought before supervisory staff in a policy meeting. Subject matter experts working in a particular policy area or task area that will be affected by the policy decision may be invited to assist in policy evaluation, if necessary. Policy meetings will be held as frequently as is necessary to consider policy decisions critical to moving the Program forward in a timely manner. Policy decisions will be documented and will result in the revision of the document in question.

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Part 1 DEFINITIONS & ACRONYMS

Action Plan - A detailed plan outlining the steps needed to reach program goals and objectives. Mitigation action plans for HUD include a risk assessment and details on the strategy that will be used to carry out high-impact activities that will minimize or eliminate risks and reduce losses from future disasters.

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

AMI - Area Median Income: The median (middle point) of household income for an area, adjusted for household size, as determined by HUD.

CDBG - Community Development Block Grant, funded by the U.S. Department of Housing and Urban Development (HUD).

CDBG-MIT - Community Development Block Grant for mitigation projects.

CDBG-DR - Community Development Block Grant for disaster recovery projects.

CFR - Code of Federal Regulations

Copeland Act - Anti-Kickback Act.

CWHSSA: Contract Work Hours and Safety Standards Act.

DBA - Davis-Bacon Act. A law that requires contractors and subcontractors that perform work on federally funded or assisted construction contracts to pay a government-determined prevailing wage and benefit rate to on-site workers.

FDEM – Florida Division of Emergency Management.

FloridaCommerce - Department of Commerce: Administrator of the CDBG-MIT program funded by HUD under Public Law 115-123. FloridaCommerce is the governor-designated state authority responsible for administering all long-term hazard mitigation and disaster recovery funds awarded to the state from HUD.

DOB - Duplication of Benefits: Any assistance provided to subrecipients for the same purpose as previously received financial or in-kind assistance. The DOB prohibition originates from the Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act)

FEMA: Federal Emergency Management Agency.

FR - Federal Register: The official journal of the United States federal government that contains government agency rules, proposed rules and public notices.

FRN - Federal Register Notice. An FRN is issued for each CDBG-DR funded disaster. The FRN outlines the rules that apply to each allocation of disaster funding.

GIP - General Infrastructure Program.

HUD - U.S. Department of Housing and Urban Development.

LMH - Low to Moderate Income Household: A household with an income that does not exceed 80% of the local area median family income according to household size as defined by 24 CFR 570.

LMI - Low to Moderate Income. Households in which total annual gross income does not exceed 80% of AMI, adjusted for family size. (Income eligibility will be determined and verified in accordance with HUD guidance.)

- **Extremely low**: Household's annual income is up to 30% of the AMI, as determined by HUD, adjusted for family size.

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- **Very Low:** Household's annual income is between 31% and 50% of the AMI, as determined by HUD, adjusted for family size.
- **Low:** Household's annual income is between 51% and 80% of the AMI, as determined by HUD, adjusted for family size.

MIDs - Most Impacted and Distressed Areas: Areas of the most damage impact as determined by HUD or the state. For this program, the HUD-designated MID areas are Bay, Calhoun, Gulf and Jackson Counties and the 32321 (Liberty), 32327 (Wakulla), 32328 (Franklin), 32346 (Wakulla and Franklin), 32351 (Gadsden), 32428 and (Washington) zip codes. The state-identified MID area is Holmes County.

RFAs - Request for Applications: The FloridaCommerce notice requesting applications for subrecipient funding for the CDGB-MIT program.

Robert T. Stafford Act - This Act authorizes the federal government to provide monetary assistance to support communities in times of a presidentially-declared national disaster. Assistance can be for individuals, public entities and/or for hazard mitigation purposes.

Subrecipient: An entity that has been awarded funding by FloridaCommerce to implement a CDBG-MIT project and that has executed a subrecipient agreement.

Subrecipient agreement: An agreement between FloridaCommerce and a subrecipient that awards funding to implement a CDBG-MIT project. The agreement details the conditions under which funds are provided and the contractual obligations to which the subrecipient must adhere.

Subrogation: The act of one party claiming the legal rights of another to recapture losses and reduce the risk of a duplication of benefits. In the context of CDBG Mitigation grants, the required subrogation agreement gives the funding agency (FloridaCommerce) the right to collect any funding the subrecipient receives from another source for the same purpose as FloridaCommerce grant proceeds already received.

Urgent Need: An existing condition that poses a serious and immediate threat to the health or welfare of the community and for which no other financial resources are available.

Part 2 MITIGATION PROGRAM OVERVIEW

2.1 Program Purpose

In April 2018, the U.S. Department of Housing and Urban Development (HUD) announced that the state would receive \$633,485,000 in funding to support long-term mitigation efforts (following Hurricanes Hermine, Matthew and Irma) through HUD's Community Development Block Grant Mitigation (CDBG-MIT) Program. The Federal Register Vol. 84, No. 45838, which delineates all program requirements, was released in August 2019.

All CDBG-MIT funding is designed to address mitigation needs to ensure that the state of Florida is more resilient to future natural disasters. The Florida Department of Commerce (FloridaCommerce) is the lead agency and responsible entity for administering the CDBG-MIT funds allocated to the state. The state of Florida's Action Plan, which was approved by HUD in April 2020, details how this funding, along with any subsequent allocations, will be apportioned to address unmet mitigation needs in Florida that represent targeted strategic investments for grantees based on current or foreseeable risks.

In February 2021, HUD announced an additional \$46.9 million in federal mitigation funding for Florida communities that experienced a major disaster in 2018, raising the total CDBG-MIT allocation to \$680,411,000. (86 FR 561). To access this additional funding, HUD required a Substantial Amendment to the original Action Plan. FloridaCommerce conducted a survey in which jurisdiction representatives, private businesses and citizen stakeholders from the impacted Panhandle areas participated to communicate their current mitigation barriers and needs. The issues reflected in the survey helped to inform the mitigation strategy for 2018 CDBG-MIT Substantial Amendment. In addition, FloridaCommerce held three public community workshops prior to the public comment period to discuss risks, address questions and solicit input and feedback from the Hurricane Michael-impacted MID communities. For those unable to attend the in-person community workshops, an online webinar was available to provide stakeholders with information on the process and an additional avenue for input to support the Substantial Amendment development. The Substantial Amendment was posted for a 30-day public comment period in June 2021 and approved by HUD in July 2021.

The supplemental mitigation funds represent a unique and significant opportunity for the state, in the areas most impacted by Hurricane Michael, to carry out strategic and high-impact activities to minimize or eliminate risks and reduce losses from future disasters.

Florida's focus is to support data-informed investments through high-impact projects that will reduce risks attributable to natural disasters, with particular attention to repetitive losses of property and critical infrastructure. FloridaCommerce's strategy is built on a comprehensive Risk Based Mitigation Needs Assessment, presented in its Action Plan and in Substantial Amendment 2, that identified flooding, severe storms, tropical cyclones, coastal erosion and wildfires as the most significant risks to Floridians. All approved projects must mitigate one or more of these risks.

The state supports the adoption of policies that reflect local and regional priorities that will have long-lasting effects on community risk reduction, especially the reduction of risk to community lifelines. Community lifelines enable the continuous operation of government functions and critical businesses that are essential to human health and safety or economic security.

HUD requires that grantees assess their mitigation needs in a manner that effectively addresses risks to indispensable services. To accomplish this, the community lifeline construct is used to enable decision-makers to characterize and identify the root causes of priority issue areas and to create effective solutions. Lifelines enable the continuous operation of government functions and critical businesses that

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are essential to human health and safety or economic security. Community lifelines are made up of the seven critical service areas displayed in Figure 1.¹

Figure 1: FEMA Community Lifelines



Safety and Security

Government services, law enforcement and search and rescue teams are key entities in the network of operators who deliver robust safety and security capabilities. Disaster conditions often greatly impact the capabilities of response activities necessary to stabilize safety and security conditions. Floods and severe winds can also have major impacts on emergency operation centers and the infrastructure needed to deliver necessary rescue resources to survivors in life-threatening circumstances.

Communications

Communication is critical in times of disaster response and recovery. Failures in communications during disasters are most commonly due to physical damage to the devices or communication components of network infrastructure. Resilient telecommunications services can be the difference between life and death for both disaster victims and emergency response teams.

Food, Water, Sheltering

Coordination of food, water and shelter resources in major hazard events can be difficult, especially when the location of impact is wide-spread or uncertain. During hurricanes, stores may become severely limited in their ability to supply food along regular distribution lines. Stoppages and outages along highways and roads commonly result in the spoilage of perishable food. Potable water resources become scarce and widespread damage to homes places significant burdens on the emergency shelters.

Transportation

Transportation networks consist of airports, major highways, passenger railroads, marine ports and pipelines. These networks are vitally important for response and recovery operations. Heavy rainfall events can also damage infrastructure and facilities. Inundation and washouts can block transportation routes, damage facilities and interrupt power supplies.

Health and Medical

This lifeline component includes medical care, patient transportation, public health, fatality management and the health care supply chain, all of which are necessary in order to reduce the potential for adverse health outcomes during a disaster event and help maintain the well-being of vulnerable populations. The capacity of facilities to cope with hazard impacts and to manage operations under the duress can place a significant strain on a community.

Hazardous Material

A hazardous material is any substance that poses a threat to humans, animals or the environment, such as petroleum, natural gas, synthetic gas and acutely toxic chemicals. The threat that hazardous materials pose to the health and safety of the environment and its inhabitants can be enhanced due to the destruction caused by disaster events. Exposure to contaminated water commonly affects communities hit by a hurricane or tropical storm. In the area hit, water treatment plants may not be operating.

¹ <https://www.fema.gov/emergency-managers/practitioners/lifelines>

Energy

Energy and electricity facilities, as well as transmission and distribution lines, are among the most commonly affected resources during disaster events. Essential elements of this lifeline include the power grid and its critical facilities, including fuel supply lines. Impacts on the state’s energy grid place heavy strain on all sectors. During disasters, the continuity of energy access for the most critical facilities and operations is a high mitigation priority.

2.2 Program Funding

A total of \$46,926,000 has been allocated for Michael-Impacted communities through a Substantial Amendment to the state Action Plan. This allocation may be increased or decreased based on the demand for the program by amendment to the Action Plan, subject to approval by HUD.

The funding allocations for the 2018-MIT GIP program, which cover areas impacted by Hurricane Michael, are presented in **Table 1** below.

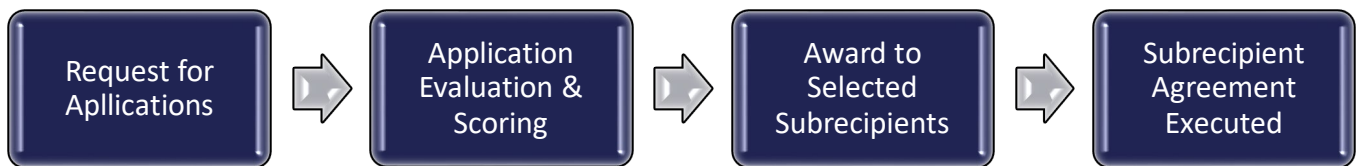
Table 1: Allocation of CDBG-MIT Funds

Additional Allocation of CDBG-MIT Funds for 2018 Disaster		
Program	Allocation	Percent of Funding
Rebuild Florida General Infrastructure Program	\$ 42,233,440	90%
Planning and Administrative Costs	\$ 4,692,600	10%
FloridaCommerce Administration	\$ 2,346,300	5%
FloridaCommerce Planning	\$ 2,346,300	5%
Total Allocation	\$ 46,926,000	100%

2.3 Program Process

CDBG-MIT programs will be delivered in a multi-step process to comply with all applicable regulations and requirements. The preliminary process includes a Request for Applications (RFA) and submission of applications by eligible entities. A maximum of five applications is allowable per eligible applicant (town, city, county or state agency). Receipt of applications will be followed by an application evaluation and scoring process that will result in funding awards and the execution of subrecipient agreements. Selected subrecipients will be responsible for delivery of services. This process is shown below in Figure 2.

Figure 2: The Preliminary Process



During the implementation process, as specified deliverables are met, program funding will be provided to subrecipient awardees on a reimbursement basis. Subrecipients must update and implement policies, procedures and processes to deliver projects/services consistent with current federal grant award standards and requirements. Projects/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. FloridaCommerce, with support provided

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by its designated partners, will monitor subrecipients throughout the life of the project. This process is shown below in **Figure 3**.

Figure 3: The Implementation Process



2.4 General Infrastructure Program (GIP) Summary

HUD allocated \$46,926,000 in CDBG-MIT funding for the GIP for the Hurricane Michael-impacted communities. FloridaCommerce will use a subrecipient model to deliver funding for approved projects. Funding will be awarded to selected subrecipients through a request for applications (RFA) process in accordance with established application guidelines and evaluation criteria. This is not a direct grant program.

The GIP program is designed to provide funding to municipalities (i.e., villages, towns, and cities), counties, state agencies, and other applicants including, but not limited to, non-profits and regional planning councils that apply in partnership with their local government or state agencies. Further detail on eligible applicants is provided in section 3.1.

Flooding, severe storms, tropical cyclones, coastal erosion and wildfires have been identified as the most significant risks to Floridians. All approved projects must mitigate one or more of these risks. FloridaCommerce-MIT is seeking innovative, collaborative, multi-jurisdictional and/or large-scale mitigation activities that reduce these hazard risks and enable communities to better withstand emergency-related challenges.

Subgrantee applicants must document how their proposed projects will meet the hazard reduction needs of their most vulnerable citizens and identify which critical lifelines are protected by each proposed project.

A summary of the Michael-impacted communities GIP opportunity is provided in Table 2.

Table 2: GIP Summary

Rebuild Florida GIP for 2018 Disasters (Hurricane Michael impacted communities)	
Funding Dollars	\$42,233,400
Funding Percentage	90%
Applicant Minimum & Maximum	\$500,000 – \$42,223,400
Application Type	Subrecipient
Applicant Eligibility	Cities, towns, counties, state agencies and other applicants including, but not limited to, non-profits and eligible non-governmental agencies that apply in partnership with their local governments or a state agency. Further detail on eligible applicants is provided in section 3.1.
Geographic Eligibility	HUD and State-Designated MID areas
National Objectives Fulfilled	LMI or Urgent Need

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Hazard Risks Addressed	Flooding, Severe Storms, Tropical Cyclones, Coastal Erosion, Wildfires
Lifelines Protected	Safety and Security, Food, Water and Shelter, Health and Medical, Energy, Communication, Transportation and Hazardous Materials

The sum of applications submitted by a single entity may not exceed the applicant maximum of \$42,223,400. The sum of funding requests from separate applications submitted by a single entity may **not** be combined to reach the applicant minimum of \$500,000.

2.5 Eligible Activities

Eligible activities include only projects that will demonstrably increase community resilience. These might include the acquisition, construction, reconstruction, rehabilitation or installation (including design features and improvements that promote energy efficiency) of public works, public facilities (except for buildings for the general conduct of government), and site or other improvements. For purposes of the GIP for Hurricane Michael-impacted communities, the following types of infrastructure projects are encouraged:

- Restoration of critical infrastructure (such as water and sewer facilities, streets, removal of debris, drainage, bridges, etc.)
- Re-nourishment of protective coastal dune systems and state beaches
- Building or fortifying buildings that are essential to the health, safety and welfare of a community (this can include shelters, police stations², fire stations, parks and recreational centers, community and senior centers, hospitals, clinics, schools and educational facilities and other public properties)
- Rehabilitation or construction of stormwater management systems
- Improvements to drainage facilities
- Reconstruction of lift stations and sewage treatment plants
- Road repair and improvement and bridge strengthening
- Upgrading of communications, energy, transportation and health and medical resources and systems
- Development of mitigation standards, regulations, policies and programs
- Dam safety programs, seawalls and levee systems;
- Acquisition of flood prone and environmentally-sensitive lands;
- Retrofitting/hardening/elevating structures and critical facilities
- Relocation of structures, infrastructure, and facilities out of vulnerable areas;
- Permanent relocation of residential housing and businesses located in high-risk areas through voluntary buyback programs and rebuilding in low-risk areas
- Public awareness/education campaigns
- Improvement of warning and evacuation systems

² FloridaCommerce cannot fund mitigation for buildings used primarily for the general conduct of government. Thus, police stations may be eligible, but police headquarters most likely would not be. FloridaCommerce will review eligibility of police stations and other facilities used partially for the general conduct of government on a case-by-case basis.

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These examples are not an exhaustive list of the possible projects that may be undertaken with GIP funding. Activities may serve as a component of a larger infrastructure project to align with GIP program goals (i.e., large-scale, multijurisdictional and high impact).

2.6 Program Requirements

FloridaCommerce must adhere to the following program requirements, set forth by HUD in 84 FR 45838

- Funds must be used solely for necessary expenses related to mitigation activities to benefit MID areas for which the President declared a major disaster in 2018, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974.
- At least 50% of funds must be spent in HUD-identified MID areas. The remaining 50% may be spent on state-identified MID areas that were declared disaster areas eligible for FEMA Individual and Public Assistance (82 FR 5591; 82 FR 36812; 83 FR 5844; 83 FR 40314)
- A *minimum* of 50% (\$23,463,000) must benefit LMI persons in the MID areas.
- Funds may not be used to supplant existing funding sources or programming.
- Entities applying for funding through the GIP program must submit an application that meets the criteria as outlined in these Guidelines.
- CDBG-MIT projects must comply with all applicable federal, state and local requirements.

2.7 Application for Program Services and Benefits

The application submission cycle for the GIP program for Michael-Impacted communities will open on Friday, **March 11, 2022** and will close on Friday, **June 24, 2022, 5pm EST**. The application will be available on the FloridaCommerce Mitigation website: <http://www.floridajobs.org/rebuildflorida/mitigation> Applicants must submit their applications through the online application portal.

Only completed applications, including all required supporting documentation, will be considered. FloridaCommerce developed a checklist and application instructions to provide guidance to applicants (see Appendix A). Applications will only be accepted during the published application cycle. Be sure to carefully follow upload and naming convention directions.

Applicants must demonstrate that they have the capacity and expertise to conduct the activities for which they are requesting the funds. Applicants must explain how the project incorporates feedback from community members and how the project completion will benefit the public. As part of application submission, applicants must identify their plans for funding long-term operations and maintenance costs.

Applications will be prepared at the applicant's expense and costs are not reimbursable using CDBG-MIT grant funds.

Competitive grant applications received by FloridaCommerce will be evaluated and scored on a point scale. Applications will be ranked based upon the assigned score. The highest-ranked applications will be scheduled for a virtual visit, and some will be selected for an in-person site visit. After a comprehensive evaluation process, top applicants will be recommended to FloridaCommerce Leadership for funding. Applications will be funded, in order of ranking, to the greatest extent allowed by available funding.

To receive access to FloridaCommerce's electronic application, instructions and a submission checklist, an online registration process is available. Open this link: floridajobs.org/rebuildflorida/mitigation/rebuild-florida-mitigation-general-infrastructure-program and click "**Online Application**". A contact name and email address will be requested. Once registered, the applicant will be emailed an individualized application weblink. If an entity wishes to submit more than one application, each must be submitted separately using a unique link. **No more than five applications can be submitted per entity.** Application materials will be available from the CDBG-MIT website beginning on March 11, 2022.

FloridaCommerce is committed to ensuring a straightforward application process. To facilitate that goal, applicants will be provided with several resources during the application cycle, including the Application Checklist and Instructions, a Sample Application (Appendices A and B), a webinar, an email address to which questions can be sent, and an opportunity to schedule a one-on-one technical assistance phone

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call with FloridaCommerce staff. All updates, along with Frequently Asked Questions (FAQs), will be posted on the program webpage.

Applicants will receive an automated email when FloridaCommerce receives its application.

2.8 Eligible Areas

As required by the Federal Register, Vol. 84, No. 169, the state will designate at least 50% (\$23,463,000) of the CDBG-MIT allocation to address mitigation and resiliency needs in the HUD-identified MID areas. The remaining 50% may be spent on state-identified MID areas that were declared disaster areas eligible for both FEMA Individual and Public Assistance, categories A - G. **Table 3** and **Table 4** identify areas eligible for CDBG-MIT funding; the HUD and State-identified MID areas.

Table 3: HUD MID Area Counties and Zip Codes

HUD MID Counties	Bay, Calhoun, Gulf, Jackson
HUD MID Zip Codes*	32321 (Liberty), 32327 (Wakulla), 32328 (Franklin), 32346 (Wakulla and Franklin), 32351 (Gadsden), 32428 (Washington)

*Zip codes within these counties were included as HUD-designated MID areas. The state has included entire counties as a MID area, as permitted by HUD in the Federal Register.

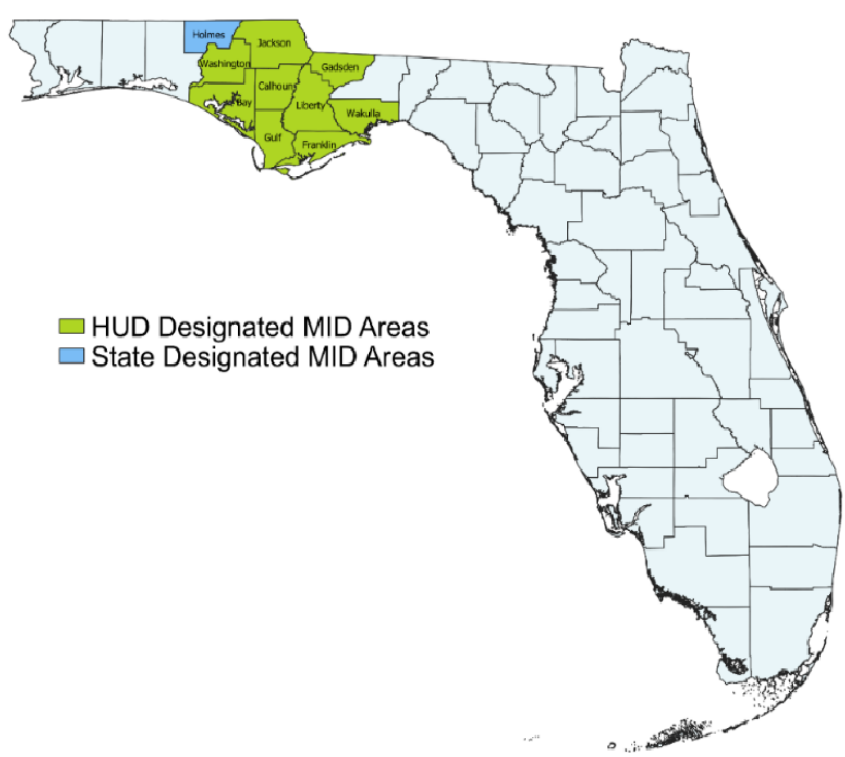
The remaining 50% can be spent on state-identified MIDs that were declared disaster areas eligible for both individual and public assistance.

Table 4: State MID Area Counties

State MID Area Counties	Holmes
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Figure 4 is a map of HUD and State-designated MID areas for Hurricane Michael-Impacted Communities.

Figure 4: HUD and State MID Areas for 2018 Disaster



2.9 Application Assistance and Timeline

The application submission cycle for the GIP for Michael-Impacted Communities will open on Friday, March 11, 2022 and close on Friday, June 24, 2022.

FloridaCommerce will host a webinar to provide an overview of these Guidelines, specific to the application process. The webinar will include a live question and answer period. These questions and answers will be published on FloridaCommerce's website along with FAQs within five business days after the webinar. FloridaCommerce will also provide an opportunity for applicants to schedule a 20-minute, one-on-one phone call with FloridaCommerce's mitigation staff. These calls are provided for eligible applicants. Applicant representatives must be in attendance for technical assistance meetings. Third-party contractors and vendors may accompany applicant representatives but may not attend in lieu of applicants.

Applicants will have an opportunity to ask questions and/or discuss issues specific to their project and the application process, including specific federal and state regulations and requirements specific to this grant program

Throughout the entire application cycle, technical assistance is also available by sending inquiries to the Mitigation email inbox at CDBG-MIT@Commerce.fl.gov. The Mitigation Team will respond to all inquiries in a timely manner. Applicants may also visit the program webpage to sign up for CDBG-MIT updates and view the progress bar at the top of the page, which indicates the status of the application cycle.

2.10 National Objectives

CDBG-MIT grants have a statutory focus on targeting MID areas and low-to-moderate (LMI) populations. All projects supported by HUD's CDBG assistance must meet one of these two National Objectives and provide adequate supporting documentation in the application:

1. Benefits LMI income persons; and/or
2. Addresses a severe and recently-arising urgent community welfare or health need

Slum and blighting conditions that normally meet national objective criteria under CDBG programs are generally not appropriate in the context of mitigation activities.

2.10.1 LMI

The LMI national objective is often referred to as the "primary" national objective. FloridaCommerce uses the area benefit activity to meet the LMI national objective for its CDBG-MIT programs. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons. For mitigation projects, the area benefit activity typically represents the service area for a community lifeline and/or the geographic area that will benefit from the risk reduction activities.

Applicants are primarily responsible for determining the service area of an activity during the application process. The following factors may be considered when determining a mitigation project's service area:

- The nature of the activity
- The location of the activity, including the immediate area of construction and area which will benefit from risk reduction
- Accessibility issues, such as geographic barriers
- The availability of comparable activities
- Boundaries for facilities and public services

An area is considered to meet the test of being LMI if there 51% or more of LMI persons residing in the service area as determined by the most recent available Census or American Community Survey

population data. Population data and percentage of LMI residents must be documented by census tracts and block groups within the project's benefitting area.

Applicants should carefully follow the instructions for completing the application (in Appendix A) for submitting LMI information. FloridaCommerce will utilize HUD guidance to review and confirm the LMI benefit percentage of each project.

2.10.2 Urgent Need

The urgent need national objective for mitigation projects requires that activities funded with CDBG-MIT dollars to result in measurable and verifiable reductions in the risk of loss of life and property from future disasters and yield community development benefits.

To meet the urgent need mitigation national objective, an applicant must document through narrative and technical justification that the project is urgent because of an existing condition that poses a serious and immediate threat to the health or welfare of the community and no other financial resources are available. The narrative should also:

- Demonstrate how the project addresses the current urgent need and future risks as identified in the Action Plan Substantial Amendment 2 Mitigation Needs Assessment of MID areas;
- Prove that a measurable and verifiable reduction in the risk of loss of life and property* will occur. Summarize how these reductions will be achieved and how they will yield community development benefits; and
- Summarize a plan to fund long-term operation and maintenance of the project. (Funding options for long-term operation and maintenance might include state or local resources, borrowing authority or retargeting of existing financial resources).

*Quantifiable benefits of hazard mitigation include, but are not limited to, the following:

- Saving lives and protecting public health;
- Preventing or minimizing property damage;
- Minimizing social dislocation and stress;
- Reducing economic losses;
- Protecting and preserving infrastructure;
- Reducing legal liability of government and public officials; and
- Spending less on response and recovery efforts.

2.11 Program Management

FloridaCommerce is the agency responsible for the administration of mitigation funds allocated to activities in Florida. The CDBG-MIT program is funded by HUD under Public Law 115-123 and PL 116-20.

FloridaCommerce will execute subrecipient agreements with selected applicants, who will complete projects and/or deliver services. Subrecipients must certify that they have, or will develop and maintain, the capacity to carry out mitigation activities in a timely manner and that they have reviewed the requirements of 84 FR 45838. The program contact *for subrecipients, applicants, or their designees only* is:

Attention: Office of Long-Term Resiliency
Florida Department of Commerce
107 East Madison Street
Caldwell Building, MSC 420
Tallahassee, FL 32399-2100

2.12 Equal Opportunity

Federal policies ensure that no person be excluded, denied benefits or subjected to discrimination on the basis of race, color, national origin, sex, disability or age under any program funded in whole or in part by CDBG-MIT funds. FloridaCommerce and subrecipients may not discriminate in any of the following areas: deciding who will be admitted, or have access, to any CDBG-MIT-funded program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

FloridaCommerce requires any entity receiving assistance through CDBG-MIT grant to comply with the standards and requirements found in Part 3 “Subrecipient Information” contained herein. In addition, FloridaCommerce and subrecipients must administer and fund programs that are in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations, and will affirmatively further fair housing.

FloridaCommerce requires subrecipients to certify that they have adopted and are enforcing policies that:

1. Prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and
2. Prohibit physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

Any person who believes he or she, or any specific class of individuals, has been subjected to unlawful discrimination may file a complaint regarding the alleged discrimination with:

Office for Civil Rights
Florida Department of Commerce
107 East Madison Street
Caldwell Building, MSC 150
Tallahassee, FL 32399-4129
(850) 921-3205
Civil.Rights@Commerce.fl.gov

OR

Atlanta Regional Office of FHEO
U.S. Department of Housing and Urban Development
Five Points Plaza
40 Marietta Street, 16th Floor
Atlanta, GA 30303-2806
(404) 331-5140
ComplaintsOffice04@hud.gov

Further information about eligibility for filing an equal opportunity complaint, time limits, instructions, and procedures may be found at:

<http://www.floridajobs.org/office-directory/office-for-civil-rights/about-our-services/discrimination-complaints>

2.13 Conflict of Interest

State officials and employees, FloridaCommerce employees, subrecipients, contractors and consultants who exercise functions with respect to CDBG-MIT activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, are prohibited from receiving any benefit from the activity either for themselves or for those with whom they have family or business ties, during their tenure.

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For purposes of this section, “family” is defined to include parents (including mother-in-law and father-in-law), grandparents, siblings (including sister-in-law and brother-in-law) and children of an official covered under the conflict of interest regulations at 24 CFR 570.489(h).

Per 24 CFR 570.489(h)(2) - Conflicts prohibited: Except for eligible administrative or personnel costs, the general rule is that no one who exercises or has exercised any functions or responsibilities with respect to CDBG-MIT activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Per 24 CFR 570.489(h)(4) - An exception to the conflict of interest provision may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may also be granted should it be determined that all of the concerns generated by the potential conflict of interest have been adequately and publicly addressed and that an exception would serve to further the purposes of Title I of the Housing and Community Development Act of 1974 and the effective and efficient administration of the program. No party will enter into a conflict of interest until a request for an exception has been granted by FloridaCommerce.

Further information on the OLTR’s Conflict of Interest Policy may be found [here](#).

2.14 Anti-Fraud, Waste, and Abuse

Rebuild Florida constituents, employees and contractors may report suspected fraud, waste, or abuse by contacting Constituent Management Services staff, submitting information via the Report Fraud, Waste, or Abuse online form (<http://floridajobs.org/rebuildflorida/report> (all contact information fields are optional to allow for anonymity); or by sending an e-mail to cdbg-dr_antifraudwasteabuse@Commerce.fl.gov.

All suspected cases of fraud will be taken seriously, and complaints will be reported to OLTR’s Compliance and Reporting Manager and FloridaCommerce’s Office of the Inspector General at OIG@Commerce.fl.gov. If FloridaCommerce’s OIG determines that it is appropriate, it will coordinate its investigation with agencies such as the Florida Office of the Inspector General, the Florida Office of the Attorney General, or the Florida Department of Business and Professional Regulation.

All substantiated cases of fraud, waste, or abuse of government funds will be forwarded to the United States Department of Housing and Urban Development (HUD), Office of Inspector General (OIG) Fraud Hotline (phone: 1-800-347-3735 or email: hotline@hudoig.gov) and FloridaCommerce’s HUD Community Planning and Development (CPD) Representative. *OLTR must provide a timely response within 15 working days of the receipt of a complaint, as stated in 84 FR 169.*

The Office of Long-Term Resiliency’s comprehensive Anti-Fraud Waste and Abuse Policy can be found [here](#).

2.15 Files, Records and Reports

FloridaCommerce and subrecipients will maintain accurate files and records on its projects and FloridaCommerce will retain all pertinent documentation for the grant between HUD and FloridaCommerce. Compliance will be maintained in accordance with the reporting requirements as outlined in the Mitigation Policy Manual located [here](#).

All official records on project activities are maintained for a minimum six-year period beyond the date of grant closeout.

2.16 Public Records

The Office of Long-Term Resiliency's Constituent Services Manager will act as a Public Record Division Liaison and is the primary contact for all public record requests regarding the Office of Long-Term Resiliency/Rebuild Florida Program. The Office of Long-Term Resiliency's Public Record Division Liaison will coordinate with the respective managers of each program to determine (1) what is and what is not a responsive record; and (2) where to find all responsive records.

Pursuant to Article 1, Section 24, Florida Constitution, and Chapter 119, Florida Statutes, FloridaCommerce is subject to Florida's public records laws. Accordingly, unless an exemption exists, all records produced or received pursuant to law or in connection with the official business of FloridaCommerce can be requested and provided for inspection. Subrecipients participating in the GIP are also subject to Florida's public records laws. All public records requests made to FloridaCommerce will be processed in accordance with FloridaCommerce Administrative Policy 1.06, Processing Public Records Requests. Public records held by subrecipients may be requested by contacting the relevant subrecipient.

For more information regarding OLTR's Public Record policies see **Section 1.10.4 Public Records Request** in OLTR's Mitigation Policy Manual [here](#).

Detailed guidance on public records requests can be found in the following resources:

Florida Government in the Sunshine Manual:

[http://myfloridalegal.com/webfiles.nsf/WF/RMAS-9UPM53/\\$file/2015SunshineLawManual.pdf](http://myfloridalegal.com/webfiles.nsf/WF/RMAS-9UPM53/$file/2015SunshineLawManual.pdf)

Florida Public Records Law, Chapter 119, Florida Statutes:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/0119.html

2.17 Section 3

Section 3 helps foster local economic development, neighborhood economic improvement and individual self-sufficiency. Section 3 contributes to the establishment of stronger, more sustainable communities by ensuring that employment and other economic opportunities are, to the greatest extent feasible, given to low and very low-income persons and to business concerns that provide economic opportunities generated by HUD financial assistance to low or very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent. Section 3 is race and gender-neutral and is NOT the same as WBE/MBE.

Program-wide Section 3 compliance is required for HUD contracts of at least \$200,000. HUD has codified its Final Rule for Section 3 at 24 CFR part 75. *Note: The Final Rule switches from tracking and reporting new hires and contracts to tracking and reporting labor hours. "Labor hours" means the number of paid hours worked by persons on a Section 3 project or by persons employed with funds that include public housing financial assistance (24 CFR 75.5).*

The regulation requires FloridaCommerce and its subrecipients to track and report the labor hours worked on Section 3 projects (see 24 CFR 75.25). In accordance with 24 CFR 75.25(a), grantees must report the following labor hours (including total hours worked by all contractors and subcontractors) for Section 3 projects:

1. The total number of labor hours worked by all workers,
2. The total number of labor hours worked by Section 3 workers, and
3. The total number of labor hours worked by Targeted Section 3 workers.

The Section 3 Benchmark requirements for workers are:

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Benchmark 1: Twenty-five percent (25%) or more of the total number of labor hours worked by all workers on a Section 3 project must be done by Section 3 workers.

Calculation: Section 3 Labor Hours/Total Labor Hours = 25% and

Benchmark 2: Five percent (5%) or more of the total number of labor hours worked by all workers on a Section 3 project must be done by Targeted Section 3 workers

Calculation: Targeted Section 3 Labor Hours/Total Labor Hours = 5%

Contracts Awarded on or after November 30, 2020 (24 CFR 75)

OLTR will comply with the minimum numerical goal that 25 percent of the total project hours be done by Section 3 workers, with 5 percent or more of the total hours of a project performed by targeted Section 3 workers. Professional services that require specialized degrees or licensing are not subject to Section 3.

More information can be found here: <https://www.hudexchange.info/programs/section-3/>

For more information regarding specific requirements and responsibilities please refer to OLTR's Mitigation Policy Manual, Section 1.10 located [here](#).

2.18 Environmental Review

The National Environmental Policy Act of 1969, as amended (NEPA), established national policies, goals, and procedures for protecting, restoring, and enhancing environmental quality. It requires the evaluation of environmental impacts of proposed federally funded projects and identification of mitigation measures to minimize or prevent adverse impacts. All State- or Subrecipient-managed projects funded by HUD CDBG-MIT funds will require an Environmental Review Record (ERR) to be completed by the Responsible Entity (RE) in compliance with NEPA, Council on Environmental Quality (CEQ) regulations 40 CFR Parts 1500–1508, HUD 24 CFR Part 50, 51, 55, and 58, and all applicable state and local regulations.

The primary objectives of the HUD environmental review are to identify specific environmental factors that may be encountered at potential project sites and to develop procedures to ensure compliance with regulations pertaining to these factors. The environmental review includes an evaluation of potential adverse effects and mitigation related to: noise abatement and control; historic preservation; coastal zone management; the Clean Air Act; environmental justice; airport clear zones; floodplains; wetlands; sole-source aquifers; wild and scenic rivers; explosives and flammable operations; hazards, toxics, and radioactive material substances; endangered species; and farmland protection.

All CDBG-MIT -funded projects and activities must have documentation that they are in compliance with NEPA and all other environmental requirements.

The GIP environmental review is a separate and distinct review from any other review. Other previously performed environmental reviews may not satisfy the GIP's requirements. If an environmental condition identified on a proposed GIP activity site cannot be cleared, the site may not be an eligible location for activities.

It is the subrecipient's responsibility to conduct appropriate environmental compliance activities for awarded projects. FloridaCommerce staff will oversee environmental compliance process and provide guidance to subrecipients. Detailed information regarding environmental review requirements can be found at [24 CFR Part 58](#).

2.19 Program Income

This program will not generate program income.

Part 3 APPLICANT INFORMATION

FloridaCommerce will use a subrecipient model to deliver the GIP. Awardees will be selected through a competitive RFA process. This program is not a direct grant program. No funds will be paid directly to individuals.

3.1 Eligibility Criteria

Entities that are eligible to apply directly for CDBG-MIT funds include:

- Municipalities;
- Counties;
- Cities;
- Towns;
- Villages; and
- State agencies

Non-profits and certain regional councils³ may apply in partnership with eligible applicants. However, the eligible applicant must remain the primary applying agency and will be primarily responsible for project implementation upon grant award.

To be eligible for funding, a grant application must:

1. Be eligible as an activity authorized under title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.) (HCDA). HCDA activities that meet the criteria for these funds include:
 - A. The acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;
 - B. The payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of activities assisted under this title;
 - C. The provision of assistance including loans (both interim and long-term) and grants for activities which are carried out by public or private nonprofit entities, including:
 - i. acquisition of real property;
 - ii. acquisition, construction, reconstruction, rehabilitation or installation of public facilities (except for buildings for the general conduct of government), site improvements, and utilities, and commercial or industrial buildings or structures and other commercial or industrial real property improvements;
 - D. Provision of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities.
2. Meet a national objective (LMI or Urgent Need-Mitigation), unless the activity is for an eligible planning activity;
3. Be in conformance with the State Mitigation Plan and Local or Tribal Mitigation Plan approved under 44 CFR part 201.4; or for Indian Tribal governments acting as grantees, be in conformance with the Tribal Mitigation Plan approved under 44 CFR 201.7;
4. Have a beneficial impact upon the designated disaster area;

³ Unified planning councils that assist local governments in resolving common problems with a regional focus.

5. Solve a problem independently or constitute a functional portion of a solution in which there is assurance that the project will be completed. Projects that merely identify or analyze hazards or problems are not eligible

Consider the following for any infrastructure project that encompasses flood mitigation: high wind; continued sea level rise; responsible floodplain and wetland management based on the history of flood mitigation efforts; and the frequency and intensity of precipitation events;

As a condition of consideration for CDBG-MIT project funding, applicants will be required to identify their plans for funding operations and maintenance costs (when applicable). Long-term maintenance and operating costs are ineligible under CDBG-MIT funding except as identified at 84 FR 45838 Section V.A.9;

Be cost-effective and substantially reduce the risk of future damage, hardship, loss or suffering resulting from a major disaster. The grantee must demonstrate this by documenting that the project:

- Addresses a problem that has been repetitive or a problem that poses a significant risk to public health or safety if left unsolved;
- Will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur;
- Has been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options;
- Contributes, to the extent practicable, to a long-term solution to the problem it is intended to address; and
- Considers long-term changes to the areas and entities it protects and has manageable future maintenance and modifications requirements.
- Include evidence of meeting the public notice requirement, as outlined in section 3.2 and in the Application Instructions & Checklist.

3.2 Public Notice Requirement

All applicants must receive public input on their application by abiding by *one or both* of these new notice formats:

Option 1 - Post information about the project on your public website and allow for a 14-day public comment period. Posted information should include:

- The type/s of project/s to be undertaken;
- The source (i.e., CDGB-MIT funds);
- The amount of project funding being requested;
- The date by which comments must be made;
- A contact person for a copy of the proposed application; and
- Accommodations for non-English-speaking citizens*

*Provide documentation that the needs of non-English speaking citizens have been met wherever a significant number (5% or more) of non-English speaking citizens might be reasonably expected to participate. All information posted will need to be translated into Spanish. (The translated notice/s may be sourced from Google Translate.)

Applicants who do not provide translations of the public notice in Spanish must submit language demographic data from the most current U.S. Census Bureau with their application. This data must prove that less than 5% of applicant's area of benefit population speaks Spanish.

A copy of the webpage showing the public notice and a copy of any public comments received must be submitted with your application.

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Option 2 - Host a virtual or in-person public meeting with municipality, county and tribal governments. Allow for a 10-day public comment period, which must be completed prior to the submission of the application.

Applicants should supply the same documentation that would normally be required to demonstrate that a meeting was held, including:

- A public meeting notice, posted at least five days prior to the meeting;
- A sign-in sheet; and
- Meeting minutes

The meeting notice should be posted in a newspaper of general circulation and to applicant's website and must include:

- The type/s of project/s to be undertaken;
- The source, (i.e., CDGB-MIT funds);
- The amount of funding being requested;
- The date by which comments must be made;
- A contact person for a copy of the proposed application; and
- Accommodations for non-English-speaking citizens*

*Provide documentation that the needs of non-English speaking citizens have been met wherever a significant number (5% or more) of non-English speaking citizens might be reasonably expected to participate. All information posted will need to be translated into Spanish.

Applicants who do not provide translations of the public notice in Spanish must submit language demographic data from the Census or another reliable resource with their application. This data must prove that less than 5% of applicant's area of benefit population speaks Spanish.

A copy of the webpage showing the public notice and a copy of any public comments received must be submitted with your application.

3.3 Request for Applications (RFA)

The application submission cycle for GIP funding will open on Friday, March 11, 2022 and will end on Friday, June 24, 2022. To register, applicants should open this [link](#). A contact name and email address will be requested. Once registered, the applicant will be emailed an individualized application weblink. The application materials will be available from the CDBG-MIT website beginning on March 21, 2022.

3.4 Application Process

Eligible applicants are being invited to submit applications proposing GIP projects for funding through the CDBG- MIT program benefiting Michael-Impacted Communities. Responses will be evaluated to ensure the proposed projects meet the minimum criteria as outlined in the application materials provided in Appendices A - E of these Guidelines. Responses that meet minimum threshold requirements will then be evaluated according to the scoring criteria listed in Part 4. The following appendices are included in these Guidelines:

- Appendix A – Application Checklist & Instructions;
- Appendix B – Implementation Plan Template;
- Appendix C – Budget Worksheet Template;
- Appendix D – Social Vulnerability Index Variables;
- Appendix E– Social Vulnerability Index Map;

3.5 Application Requirements

Applications must, at a high level⁴, describe the project being proposed and address how and why it needs to be created, updated or integrated to mitigate risks attributable to threats identified in the State of Florida Action Plan Risk-Based Mitigation Needs Assessment (i.e., flooding, severe storms, tropical cyclones, coastal erosion and wildfires). Projects must also include a proposed budget with a detailed description of anticipated costs by category, including support services, program management and administration. Explanations of how funding request amounts were determined must be included. Evidence of meeting the public notice requirement, as outlined in Section 3.2 and the Application Instructions & Checklist, Appendix A, must be included.

Responses may include proposed subrecipient partnerships to deliver GIP projects. If an applicant intends to utilize a partnership to complete a project, identify the partner/s in the Applicant Information section. Any entity that is listed as excluded, debarred, or suspended on the System for Award Management (<https://sam.gov/SAM/>), including affiliated businesses with the same Employer Identification Number (EIN), is not eligible to receive GIP funds and may not be selected as a subrecipient, partner, subcontractor or vendor.

Applications will be evaluated to determine the mitigation value and cost effectiveness of the proposed project. A national objective must be met, and the applicant's planning strategy and management capacity must be evident.

3.6 Applicant Review Process Responsiveness

During the application review process, applicants are required to respond in a timely manner to any FloridaCommerce requests for information/materials to complete the evaluation process. Any request for additional information will include a definitive due date for return of requested information. If the applicant needs an extension, a clarification or assistance, the applicant may make its request within the allotted response timeframe. If an applicant fails to provide the requested information/materials or fails to ask for an extension or assistance, the applicant's response will be closed and disqualified.

⁴ Application requirement *specifics* are delineated in Part 4 of these Guidelines and in Appendices A – F.

Part 4 SCORING

4.1 Award Determination

FloridaCommerce will apply a two-phase process to review applications:

1. Phase One: Applications will first be evaluated for **Mandatory Threshold Compliance Criteria, Table 5**. This phase is unscored. FloridaCommerce will further review only the applications that meet the Threshold Compliance Criteria.
2. Phase Two: During the second phase of the review process, applications that met the Threshold Criteria will be scored based on the **Scoring Criteria Evaluation Rubric, Table 6**. FloridaCommerce will prioritize applications that meet the LMI national objective and exceed a 51% LMI benefit, among other criteria.

The evaluation team will consist of CDBG-MIT staff who will independently and objectively score applications consistent with the Evaluation Rubric. The team will meet regularly during the scoring process to discuss any widely divergent scores. Ultimately, the average of their three scores will become the official score for each application.

Only the application itself (including requested attachments) will be scored. Any documents submitted with the application *that were not requested* will not be scored.

Each element of the Evaluation Rubric has a value associated with it. A potential maximum of 150 points may be awarded. If eligible responses exceed available funding, applicants will be funded in rank order based on evaluation scores. FloridaCommerce reserves the option to fund all, a portion of or none of each application submitted by an applicant.

Applicants will be notified via email that their application was successfully submitted.

Table 5: Mandatory Threshold Compliance Criteria

Threshold Criteria – Phase One
Application is signed and complete.
Application was submitted on time.
Applying entity is an eligible municipality, county, or state agency.
Applicant’s project benefits HUD and/or state-identified MID areas.
Applicant meets either LMI or Urgent Need National Objective Requirement.
Applicant submitted evidence of Public Notice compliance.

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Table 6: Program Scoring Evaluation Rubric

Available Points	Scoring Categories	Phase Two -Evaluation Rubric
20 pts	Project Description	<p>Write an overview/summary, not to exceed 1,500 words, of the project being proposed.</p> <ol style="list-style-type: none"> 1. State the project purpose and include a description of the proposed activity. 2. Specify the risk(s) that will be mitigated by completion of this project. 3. Explain the use of natural infrastructure in the project, if applicable. 4. Describe how the work will be done. 5. Describe anticipated outcomes. 6. Describe how the project will be maintained after it is completed.
20 pts	Community Value	<p>Describe, in 1,000 words or less,</p> <ol style="list-style-type: none"> 1. The proposed activity's value to the community in normal circumstances and in times of natural disasters. 2. Specify which of the seven community lifelines will be served by completion of this project. 3. Indicate how this project will enhance regional and/or multijurisdictional community resilience. 4. Does the project area have any cultural or historical significance? <p>Submit up to 10 photographs that provide project context.</p>
15 pts	Capacity Plan	<p>Provide a strategic plan overview of 1,000 words or less that addresses</p> <ol style="list-style-type: none"> 1. goals, 2. project beneficiaries, 3. the work plan (major tasks and deliverables), 4. resources (staffing and budget), 5. monitoring/quality controls, 6. community partnerships, 7. the staff members who will be responsible for project-related tasks (provide a brief profile on each), and 8. a brief position description for any new hires who will be assigned to project work.
10 pts	Implementation Plan	<p>Use the Implementation Plan Template provided in Appendix B to prepare a chronological timeline for the entire life of the project that organizes work into milestones and tasks. Allow time for environmental reviews and permitting.</p>

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10 pts	Budget	Use the Budget Worksheet provided in Appendix C to provide your project budget. The budget must be cost-reasonable, appropriate and accurate. Budgeted items must be consistent with the project description and tasks. The total project funding requested must be \$500,000 or more and may not exceed \$42,233,400. Ensure there is no duplication of benefits and that funding amounts requested are explained/justified.
10 pts	Leveraged Dollars	<p>If your project involves the qualified use of matching or leveraged funds or services, (see Part 5 in these Guidelines), describe the specifics of leveraged fund/service usage. Distinguish leveraged dollars received verses leverage dollars anticipated. Ensure there is no duplication of benefits.</p> <p>The scoring criteria is as follows: less than 5% = 0 pts; 6% - 20% = 2pts; 21% - 35% = 4pts; 36% - 50% = 6pts, 51% - 65% = 8 pts; 66% or more = 10pts.</p>
10 pts	MID Areas	<p>HUD MID areas are determined through federal designation. (FloridaCommerce does not have input on the designation of HUD MID areas.) State MID areas were identified by the State of Florida as areas of need that were not specified by HUD. State MID areas include counties that were eligible for FEMA Individual and Public Assistance Categories A-G in Presidentially-declared counties for Hurricane Michael. Projects in HUD MID areas will receive 10 points. Projects in State MID area will receive five points.</p>
30 pts	National Objective - LMI Benefit	<p>FloridaCommerce will prioritize projects that meet the LMI National Objective and generate the greatest LMI benefit.</p> <p>Option 1 - Select the specific block groups for your project's area of benefit. Projects that benefit areas comprised of higher percentages of LMI individuals will be awarded a higher score than projects with lower percentages. For example, if the service area LMI is 65%, FloridaCommerce will multiply this percentage by 30 (the maximum amount of points available) to receive a final LMI score of 19.5 points. The LMI percentage will be calculated by FloridaCommerce using the formula outlined on the CDBG LMI Data website: https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/.</p> <p>Option 2 – Follow HUD directions for using Survey and Place data. (See Appendix A.)</p>
0 pts	National Objective - Urgent Need	<p>If LMI area of benefit is less than 51%, applicant must also submit an Urgent Need narrative. Document:</p> <ol style="list-style-type: none"> 1. The urgent need that is causing a serious and immediate threat to your community and for which no other funding sources have been available 2. How your project will result in a measurable and verifiable reduction in the risk of loss of life and property. Summarize how these reductions will be achieved and how they will yield community development benefits; and 3. The plan to fund long-term operation and maintenance of the project.

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10 pts	Social Vulnerability	<p>The Hazard and Vulnerability Research Institute’s Social Vulnerability Index (SoVI®) measures the social vulnerability of U.S. counties to environmental hazards. This index synthesizes 29 socioeconomic variables that impact a community’s ability to prepare for, and respond to, disasters. The index of variables includes, but is not limited to, age, sex, race, income and unemployment rate. A map and full list of variables is located in Appendices D and E. If the project’s area of benefit crosses county boundaries, FloridaCommerce will award points based on the higher-scoring county.</p> <p>Points Available Based on SoVI® Score: 2 pts = Low (Bottom 20%); 4 pts = Medium Low; 6 pts = Medium; 8 pts = Medium High; 10 pts = High (Top 20%)</p>
15 pts	Special Designations	<p>If your project will benefit one of the following special designations, identify the designation: An Area of Critical State Concern according to Florida Statutes 380.05; a Rural County as defined by the Office of Management and Budget; or a Fiscally-Constrained County according to Florida Statutes 218.67. Five points will be awarded for each special designation in your service area.</p>
150 pts		Total maximum score

4.2 Technical Assistance

FloridaCommerce will host a webinar and one-on-one technical assistance (Teams) calls to provide an overview of these Guidelines and the application process. The sign-up period for technical assistance calls will begin after the initial webinar and will be scheduled on a first-come-first-serve basis. Assistance is also available throughout the lifecycle of the program by sending inquiries to the Mitigation email inbox CDBG-MIT@Commerce.fl.gov.

Awarded Subrecipients will receive ongoing technical assistance from FloridaCommerce and its designated partners as related to CDBG-MIT requirements and compliance. Assistance will also be provided as a result of monitoring activities and at subrecipient request.

4.3 Subrecipient Responsibilities

Awarded project entities become “Subrecipients” and have the following responsibilities:

- Attend required training as scheduled by FloridaCommerce;
- Submit a detailed scope of work;
- Provide evidence that selected site has appropriate environmental approvals;
- Enter into a subrecipient agreement with FloridaCommerce specific to the GIP;
- Comply with all terms and conditions of the subrecipient agreement, GIP guidelines, Mitigation Action Plan and applicable federal, state and local laws;
- Develop policies and procedures to detect and prevent fraud, waste and abuse that describe how the subrecipient will verify the accuracy of information and report instances of suspected fraud, waste or abuse;
- Follow a detailed citizen participation plan that satisfies the requirements of 24 CFR 570.486;
- Develop policies and procedures for complaints and grievances and for appeals. These policies and procedures must be made available to participants and participant applicants;

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- Update application or program policies and procedures upon FloridaCommerce request;
- Document all complaints, grievances and appeals received. To comply with HUD requirements, a response to each complaint, grievance or appeal must be made within fifteen (15) working days of receipt;
- Maintain organized files and make them accessible to FloridaCommerce or its representatives upon request;
- Maintain books, records and documents relating to the GIP in accordance with generally-accepted accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by FloridaCommerce under this program. All records must be maintained for six years beyond the closeout of the grant;
- Retain sufficient records to document program activities, participants and services and to demonstrate compliance with the GIP Program Guidelines, subrecipient agreement and applicable federal, state and local laws and regulations. All records must be maintained for five years beyond the closeout of the grant;
- Ensure that any partners, subcontractors, vendors or other entities to whom the subrecipient intends to disburse GIP funds are not listed as an excluded party (debarred, or suspended) on the System for Award Management (<https://sam.gov/SAM/>), including affiliated businesses with the same EIN;
- Comply with the requirement that subrecipients will not carry out any of the activities under their agreement with FloridaCommerce in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974;
- Provide a detailed timeline for implementation consistent with the milestones outlined in these GIP Program Guidelines and report actual progress against the projected progress on a monthly basis;
- Provide a quarterly report to FloridaCommerce that outlines the activities completed in the previous quarter.
 - The report must include financial metrics that demonstrate the implementation costs to date with projected spending.
 - Reporting must include documentation of the number of complaints received, the nature of the complaint, and that complaint was responded to within 15 days of receipt.
 - Additional quarterly reporting requirements may be required, depending on the specific program design implemented by a subrecipient.
- Provide a monthly report to FloridaCommerce that details the grant funding approved versus funding disbursed;
- Review standards and requirements found at 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- Monitor compliance with the terms and conditions of the subrecipient agreement; and
- Maintain organized files and make them accessible to FloridaCommerce or its representatives upon request.

4.4 Compliance and Monitoring of Subrecipients

As a recipient of federal funds, FloridaCommerce is charged with ensuring that any subrecipient has the capacity and means to deliver projects and services and that the costs of its activities are allowable, reasonable and necessary. FloridaCommerce will conduct a risk assessment to define the scope and focus monitoring efforts. An individual subrecipient monitoring plan will be developed that includes the

General Infrastructure Program Guidelines for Michael-Impacted Communities

method of monitoring (onsite and/or desktop review), specific areas of the program to be monitored, frequency of monitoring and areas for which technical assistance and training may be needed.

Each subrecipient must demonstrate the organizational capacity and implementation experience necessary to deliver services. Each subrecipient must meet performance metrics for implementation as stated in the subrecipient agreement and agreed upon by the subrecipient and FloridaCommerce. Additionally, all subrecipients will be subject to routine monitoring and compliance review by FloridaCommerce or its representatives based on an initial risk analysis. Monitoring will include:

- Evaluation of the subrecipient’s organization, procurement system, policies and procedures, and any cross-cutting federal requirements;
- Compliance with the Stafford Act (i.e., no duplication of benefits);
- Environmental compliance under 24 CFR Part 58;
- Allowable, necessary and reasonable cost standards determination;
- Financial management, file management and documentation;
- National objective compliance; and
- Reporting and compliance with these Guidelines, the Subrecipient Agreement and any applicable laws and regulations.

FloridaCommerce will monitor the GIP directly and through designated partners. This includes verification of official documents against state records, review of application materials and expense documentation along with physical site visits to verify compliance and appropriate use of funds. Additional reviews may be conducted by HUD. Monitoring reviews may be announced or unannounced and may take place on site or remotely. Documentation reviewed may be randomly selected. Project applications and documentation must be maintained and made available by subrecipients. All monitoring results will be recorded in detail for a record of program compliance and use of funds.

Any issues of non-compliance may be categorized as either findings or observations. Subrecipients found to be non-compliant, or who received funds in error, may be required to repay grant funds to the state of Florida, in accordance with the Subrecipient Agreement.

Detailed information regarding FloridaCommerce’s compliance and monitoring expectations and protocols can be found in the Rebuild Florida Office of Long-Term Resiliency Mitigation Policy Manual at http://www.floridajobs.org/docs/default-source/office-of-disaster-recovery/cdbg-mitigation/master-v5-0-mit-policy-manual-1-14-2022370232a4cbbb61cbb02aff01004f56df.pdf?sfvrsn=6b953b0_0.

4.5 Construction Regulations

The Davis-Bacon Act (DBA) applies to all construction contracts greater than \$2,000 unless the program’s authorizing legislation contains exceptions. It requires that all workers or mechanics working on projects covered by the Act be paid minimum hourly wages and fringe benefits according to the wage decision(s) applicable to that contract. If any portion of a contract requires DBA, then all work performed under the contract is subject to DBA. Work done by a local government’s employees (i.e., a force account in which procuring entity, or the agency uses its own personnel and equipment or hired labor) is not subject to DBA.

Additionally, contractors must comply with the Contract Work Hours and Safety Standards Act (CWHSSA) and the Copeland Anti-Kickback Act (Copeland Act). CWHSSA requires that, for any project in which the prime contract exceeds \$100,000, workers must be paid one-and-one-half their normal hourly rate for any hours worked in excess of 40 hours weekly, based on a workweek of seven consecutive days. The Copeland Act prohibits any person from inducing a worker on a federally-funded project to give up any part of the compensation to which the worker is entitled. No payroll deductions are permitted that are not specifically listed in the Copeland Act unless the contractor has obtained written permission from the employee as specified in 29 CFR 3.5 for otherwise permissible payroll deductions.

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FloridaCommerce has established compliant standards for construction. Construction contractors will be qualified through an invitation to bid process. To ensure full and open competition, through an invitation to bid process, FloridaCommerce will follow 24 CFR 570.489(g) at a minimum. Contractors will comply with Section 3 of the Housing and Urban Development Act of 1968 (12. U.S.C. 1700lu) and its implementing regulations at 24 CFR Part 75. Contractors selected under FloridaCommerce will ensure, to the greatest extent feasible, that employment and business opportunities will be directed to qualified low and very low -income persons and business concerns that provide economic opportunities to low- income persons. Contractors will make every effort to recruit, target, and direct opportunities to Section 3 workers and businesses as well as notifying Section 3 workers about training opportunities. FloridaCommerce will provide Contractors with helpful resources to maximize these efforts including, but not limited to, a Section 3 Business Registry and examples of training and employment opportunities. Contractor procurement procedures will be monitored by FloridaCommerce.

FloridaCommerce will require both quality inspections and code compliance inspections on all projects. Site inspections will be required on all projects to ensure quality and compliance with building codes. The FloridaCommerce will encourage and support subrecipients' efforts to update and strengthen local compliance codes to mitigate hazard risks due to sea level rise, high winds, storm surge, and flooding where applicable. In the project application, subrecipients will submit an explanation of both current and future planned codes to mitigate hazard risks. The FloridaCommerce will provide technical guidance on hazard mitigation code examples.

4.6 Appeals

4.6.1 Informal Appeals

Informal appeals may be filed only when an adverse program decision regarding eligibility, benefits, or closure of an application occurs. Appeals must be filed within the parameters set by this appeals procedure. Participants may not appeal program policy. If an applicant is denied program services or benefits and desires to appeal, an appeal may be filed with FloridaCommerce via one of the following:

Submit a written appeal letter within 30 days of the date of the denial letter via U.S. mail to:

Florida Department of Commerce
Division of Community Development
Attention: Office of Long-Term Resiliency, Appeals Lead
107 East Madison Street, Caldwell Building, MSC 420
Tallahassee, FL 32399
Email: cdbg-drappeals@Commerce.fl.gov

All appeal letters must include:

- The reason for the appeal;
- A clear explanation that describes the evidence that the denial was contrary to applicable laws or regulations or in some other way inequitable;
- The reason that the applicant is eligible for the service or benefit that was denied, delayed, reduced, modified or terminated;
- The proposed remedy sought by the applicant;
- Name, contact address and contact telephone number of the entity filing appeal; and
- Signature and date.

An appeal initiated by an applicant with FloridaCommerce must follow written appeal procedures, which may include, but not be limited to, informal hearings, third-party review or administrative review. A determination letter will be sent, post-appeal, to the entity that initiated the appeal. Applicants may contact FloridaCommerce for more information on the appeal process.

4.6.2 Formal Appeals/Notice of Administrative Rights

Any person whose substantial interests are affected by FloridaCommerce's determination has the opportunity for an administrative hearing pursuant to section 120.569, Florida Statutes. For the required contents of a petition challenging agency action, refer to rules 28-106.104(2), 28-106.20(2), and 28-106.301, Florida Administrative Code.

Depending on whether material facts are disputed in the petition, a hearing will be conducted pursuant to either sections 120.569 and 120.57(1), Florida Statutes, or sections 120.569 and 120.57(2), Florida Statutes. Pursuant to section 120.573, Florida Statutes, and Chapter 28-106, Part IV, Florida Administrative Code, mediation is available to settle administrative disputes. Any petition must be filed with the Agency Clerk within 30 calendar days of receipt of FloridaCommerce's determination

If an applicant files a request for reconsideration or an informal appeal, the requirement to file a timely petition challenging agency action will be tolled until a decision under either method is rendered by the Department. At that time a new appeal window will begin. No applicant will lose their rights under Chapter 120, Florida Statutes, by filing a request for reconsideration or for an informal appeal.

Any petition must be filed with the Agency Clerk within 30 calendar days of receipt of this determination. A petition is filed when it is received by:

Agency Clerk Department of Commerce

Office of the General Counsel
107 East Madison Street, MSC 110
Tallahassee, Florida 32399-4128
Fax: (850) 921-3230
Email: Agency.Clerk@Commerce.fl.gov

Part 5 FINANCIAL

5.1 Eligible & Ineligible Costs

All costs must be CDBG-MIT eligible. All costs must comply with the requirements of 24 CFR 570 and 2 CFR 200. Eligible costs for the GIP include, but are not limited to:

- Training;
- Materials and supplies related to GIP activities;
- Engineering, architectural, and environmental review costs related to the mitigation project;
- Construction costs;
- Rehabilitation or construction of stormwater management systems;
- Improvements to drainage facilities;
- Support services;
- Participant outreach;
- Program management; and
- Program administration*

**Administrative costs must be: 1. Allowable, reasonable and necessary and 2. Directly related to the project [invoicing, providing documentation, tracking expenditures, copying costs, postage]. 3. Per the Federal Register, the administrative cap for CDBG-Mit funding for subrecipients is 5%.*

Ineligible costs for the GIP include, but are not limited to:

- Material or supply costs unrelated to GIP activities;
- Furnishings and personal property, including motor vehicles and fixtures;
- Political activities or lobbying;
- Payments to a for-profit business while that business or business owner is the subject of unresolved findings for non-compliance with CDBG assistance; and
- Any costs determined as unallowable or ineligible pursuant to applicable state or federal laws or regulations, or guidance from HUD, FloridaCommerce or any applicable state or federal agency.

Indirect costs are costs that have been incurred for common or joint objectives and cannot be readily identified with a particular project cost objective. Examples include rent, utilities, taxes and administrative overhead expenses such as accounting department costs, office supplies and officers' salaries. Eligibility of indirect cost recovery will be evaluated on a case-by-case basis

5.2 Funding Method

Funding will be provided on a cost reimbursement basis upon completion of agreed-upon deliverables or by percentage of project completed. Subrecipients must verify all costs before submitting invoices to FloridaCommerce for reimbursement and provide all required reporting (i.e., Quarterly progress or Section 3 reporting) and supporting documentation (i.e., grant agreements, contracts and procurement files, program files) requested by FloridaCommerce.

5.3 Supplanting Funds

Subrecipients must agree to utilize GIP funds to supplement rather than supplant (replace) funds that are otherwise available. Subrecipients must document that GIP funds awarded are above and beyond any other appropriations that are provided for the same purpose. GIP funds may be utilized after all other funds available to provide benefits to the participant for the same purpose have been expended. Any

supplanting of funds will be treated as a duplication of benefits or fraud, waste and/or abuse, and is subject to recapture under the terms of the subrecipient agreement.

5.4 Duplication of Benefits Overview

Federal and state agencies involved in responding to presidentially declared major disasters are subject to the requirements in the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974 (Stafford Act). The Stafford Act duplication of benefits (DOB) requirements apply to all federal agencies, including HUD, administering a disaster recovery program that provides financial assistance for emergency response, long-term recovery, and mitigation. The CDBG-MIT GIP grants are subject to DOB requirements and must be treated as the last source of funding for all awarded projects.

Section 312(a) of the Stafford Act requires the federal government to assure that no entity receiving federal financial assistance receives funds for any part of a loss that has already been paid by insurance or another source. Any entity receiving duplicative assistance is liable to the federal government for the duplicative amount. The amount of the duplication is the amount of assistance provided in excess of need. A DOB occurs when:

- A beneficiary receives assistance, and
- The assistance comes from multiple sources for the same purpose (e.g., private insurance, FEMA, NFIP, non-profits, etc.), and
- The total assistance amount exceeds the need for a particular recovery purpose.

The Stafford Act requires all projects, both directly and subrecipient-administered, to undergo due diligence to identify potentially duplicative sources of funding, determine whether these sources are duplicative, and include any duplicative sources in an assessment that will be deducted from the project's need-based award determination.

The following are sources of funding assistance provided for structural damage and loss that may be considered a DOB and under federal law therefore must be deducted from the assistance provided:

- FEMA National Flood Insurance Program (NFIP),
- Private Insurance,
- Increased Cost of Compliance (ICC),
- Small Business Administration (SBA),
- Any other funding source available to the applicant for the same purpose as a CDBG-MIT grant that may duplicate assistance (i.e., charities/non-profits).

Any funds paid to applicants for the same purpose as the CDBG-MIT assistance award after the State has completed the repair, rehabilitation, or replacement of the applicant's damaged structure must be recaptured by the subrecipient and returned to FloridaCommerce as detailed in the Subrecipient Agreement (ref.: Subrogation Agreement, Attachment M). FloridaCommerce will withhold payment on any project or suspend activities if a duplicative benefit issue is not resolved. FloridaCommerce will not complete the subgrant closeout processing until all identified duplication of benefits issues are resolved. FloridaCommerce will provide Standard Operating Procedures for subrecipients to follow when a DOB occurs. These procedures will be available on the Mitigation website.

For additional information on DOBs see the following Federal Register Notices: 76 FR 71060; 84 FR 28836; and 84 FR 28848, available on the HUD Exchange website.

5.5 Subrogation

In the context of mitigation grants, a GIP subrecipient must enter into a Subrogation Agreement in which the funding agency (FloridaCommerce) obtains the right to collect any additional mitigation payouts the

participant receives for the same purpose, after the participant has entered into a signed grant agreement for GIP funding.

Subrecipients must agree to subrogate (commit to the state of Florida) any future payments they may receive after award from any sources that represent a potential DOB. The Subrogation Agreement requires the subrecipient to notify FloridaCommerce if additional funds are received and to assist FloridaCommerce in collecting any amounts owed to it from these sources. All parties shall comply with standard anti-fraud measures.

Upon receipt of a report that additional benefits have been received, FloridaCommerce will recalculate the subrecipient's award and provide instructions as to whether the GIP award will be reduced by such amount, or whether the entity must remit the amount to FloridaCommerce as a reimbursement (if additional financial assistance is received after program disbursements). Each subrecipient will execute, and be bound by, a Subrogation Agreement.

FloridaCommerce will exercise all normal due diligence in collection of amounts owed through contact with awardees and will pursue investigation and collection efforts which may include demand letters, small claims court, filing of judgments, and/or other collection activity. Collection activity following demand letters will be determined in consultation with FloridaCommerce and/or the Florida Attorney General's Office.

5.6 Budget

All applications must include a proposed budget (Appendix C) with a detailed description of anticipated costs by category, including support services and program management and administration. Each line item should be tied to a task or a deliverable and include a brief explanation as to how the amount being requested was determined. Budgets are evaluated to ensure proposed projects meet the minimum criteria as outlined in these Guidelines and the application instructions (Appendix A).

CDBG-MIT funds may be used to meet the local share of a matching requirement, or of cost-sharing or other contribution for federal or state grant programs if the funds are used to carry out an eligible GIP mitigation activity. Funds may be matched from mitigation grants administered by FEMA and the United States Army Corps of Engineers. The maximum match amount for the United States Army Corps of Engineers is \$250,000. Activities that are funded with match dollars must meet the eligibility requirements of the CDBG-MIT program and the federal program that is being supported with CDBG-MIT funds.

Applicants should describe how they will seek to maximize the outcomes of investments and the degree to which CDBG-MIT funds will be leveraged, including through public-private partnerships and other federal, state, local, private and nonprofit sources to generate more effective and comprehensive mitigation.

5.7 Procurement Requirements

Federal, state and local procurement rules apply when purchasing services, supplies, materials or equipment. FloridaCommerce and all subrecipients must abide by the procurement process mandated by federal and state government codes as they are applicable to the GIP. The procurement process includes the decision to purchase as well as the process used to complete the purchase.

The federal government has established a set of procurement rules in 2 CFR Part 200 that apply to CDBG-DR and MIT projects. These rules are in place to ensure that federal dollars are spent fairly and to encourage open competition for the best level of service and price. If a conflict between federal and local procurement regulations should occur, the more stringent regulation will be followed.

Appendices A-E

Appendix A – GIP Application Checklist & Instructions

Checklist

This Checklist is designed to aid applicants through the application process. It does *not* need to be submitted to FloridaCommerce.

✓ <u>Required Application Information</u>	
	Applicant is an eligible municipality, county or state agency, or a non-profit or an eligible non-governmental entity that applied in partnership with a municipality, county or state agency.
	Project title, primary & secondary contact names, addresses and contact methods are provided
	Project site address is included
	FEIN and DUNS numbers are provided
	Co-Applicant, if applicable, is noted
	Project meets HUD National Objective criteria
	Project Description section is complete
	Community Value section is complete
	Capacity Plan section is complete
	Public Notice evidence has been uploaded (including translations)
	The Implementation Plan Template is completed and uploaded
	The Budget Template is completed and uploaded
	No duplication of benefits status is confirmed
	Leveraged funds/service usage section is completed, if applicable
	Selection has been made of each county that benefits from this project
	Application identifies the LMI Census Tract and block groups numbers or Survey Place Data for the project's area of benefit
	Special designations, if applicable, are identified
	Compliance and Maintenance Agreement sections are completed
	Application is signed, dated and complete

Instructions

Applicant Information:

Write the project title under “Official Project Title”.

Under Local Government Information, fill in the applicant entity’s name. This should be the name of the eligible city, town, county, or state agency that is applying for this program. Use official entity name, as this will be the name used for disbursing award funds.

Enter the primary and secondary project contact name, title, e-mail, mailing address and phone number. These persons will become FloridaCommerce’s first and alternate points of contact (if needed) regarding the proposed project.

Enter your FEIN and DUNS number.

If there is a co-applicant for this proposed project, list their official entity name, a contact name, and an email address.

Project Description:

Attach a Word document that describes your project in 1,500 words or less and addresses all six numbered instructions. Title it: EntityNamePD_GIP. For example, a document title being submitted by Taylor County would be entered as TaylorCountyPD_GIP

Community Value:

Create a Word document that describes the project’s value to your community in 1,000 words or less. Also submit photographs of both interior and exterior views of the project *site* as well photos of the project *area*. Use a zip folder to provide both the Word document and the photos. Title it: EntityNameCV_GIP.

A maximum of ten photographs of the project site and its surroundings may be submitted per application. Photos must be clear and in focus, in color, taken at a high resolution and saved as .jpeg files.

Use this link for information on how to create zip files: <https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>

Capacity Plan:

Attach a capacity plan overview Word document, not to exceed 1,000 words, that outlines your proposed GIP project. Be sure to address all eight numbered instructions. Title it: EntityNameCP_GIP.

Public Notice

Attach a zip folder with all requested Public Notice information including translations of notice documents and a copy of any public comments received. Title it: EntityNamePN_GIP.

Implementation Plan:

Use the Implementation Plan template located in Appendix B, to fill out the information. Complete the timeline to outline the proposed project’s life, accounting for deliverables and tasks with approximate dates and date ranges included. Rename the template: EntityNameIP_GIP.

Implementation Plan Template Instructions:

Enter project name, official applicant entity name, primary contact name and phone number in the header space at the top of the template. Also enter the publication dates of your project’s Public Notice. This template is customizable to fit your project. You may edit the segments and add notes as needed.

Note: FloridaCommerce recognizes that Implementation Plans submitted in awarded applications may need to be updated/modified during the development of a contractual Scope of Work.

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1. The “Milestones and Tasks” box should list your project’s major milestones and the tasks associated with each for the entire life of the project. Enter the approximate start and end dates of each milestone and task under the “Start” and “End” tabs. “Duration” refers to how many days you anticipate each task will require to complete. Excel should automatically calculate the duration based on the start and end dates you enter. If this does not happen, enter in the number of days manually. Label each milestone and task appropriately under the “Label” section.
2. Follow these guidelines for customizing your timeline. You may add lines within the “Tasks” section below an existing task by highlighting the complete box rows, right clicking, and then selecting “Insert”. A dialogue box will appear; select “Shift cells down” and then select “Ok”. This will shift all boxes below the selected row down the excel sheet.
3. The “Milestones” row may be used to list major project milestones such as the completion of a phase of the project. Any changes to this box can be made by following the directions in 1.B. above for changing tasks. The label for a new milestone will need to be added in manually. Enter the title for every milestone.

Budget:

1. Use the Budget Worksheet located in Appendix C to complete your budget information. Rename the template with: EntityNameBudget_GIP.
2. Select either Yes or No regarding whether your project includes a duplication of benefits (DOB). Any project that includes a DOB will not be eligible for this program.
3. Select either Yes or No regarding whether you anticipate receiving any funds other than CDBG-MIT funds. If the answer is Yes, use the “Leveraged Dollars” section to provide details on any applications made for funds and when those funds will, or may be, committed to your project. Include the percentage of the project that will be covered by leveraged dollars. Provide the name of the agency/entity from whom the funds are expected, and the total amount anticipated.

Budget 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 can be customized to accommodate your budget. You may edit the segments and add notes as 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.

On the left side of the template there is a list of major project items. Beneath each major project are related sub-groups. You may edit each of these areas to fit your proposed budget plan. For example, if you do not have Drawings/Blueprints, you may delete that row.

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 from which you have requested funding assistance, 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 as outlined above.

Use the right-side “Justification” column to describe how funding amounts being requested were determined.

Leveraged Dollars:

If your project includes the use of matching or leveraged funds or services, read these Guidelines, Part 5 to ensure these funds are eligible. In the space provided, describe the specifics of leveraged funds or services that your project will use. Identify and answer:

1. Are other funds committed to your project in whole or in part?
 - A. If yes, report all source/s of funding, the percentage of the project the funding it covers, and the amount committed
2. Have you applied for funds for this project that *may* be awarded?
 - A. If yes, report all source/s of funding, the percentage of the project the funding would covers, and the amount available.

If your project does not involve matching or leveraged funds, then write “N/A” in this section.

County Selection:

This section pertains to the areas that will benefit from your project. Select all counties your project assists so that FloridaCommerce may determine the extent to which your project serves MID, social vulnerability, rural and fiscally constrained areas.

- Eligible Florida Counties: Bay, Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, Washington
- HUD MID areas: Bay, Calhoun, Franklin, Gadsden, Gulf, Jackson, Liberty, Wakulla, Washington
- State MID areas: Holmes
- Rural counties: Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, Washington
- Fiscally-Constrained Counties: Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, Washington

Overall LMI Benefit:

Option One

Use the latest updated version of your preferred search engine (Chrome, Explorer, Firefox).

- Go to the HUD ACS 5-Year 2011-2015 Low and Moderate Income Summary Data website: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>
- Watch the 24-minute webinar which explains the tools and resources available on this webpage. Below are directions from the Webinar on how to identify block groups and Census Tract numbers:
- On the right sidebar, click on “Map Application”.
- A new tab will open to the HUD Web Mapping Application. In the top right corner, click on “View Application”. A map of the United States will appear.
- In the top right corner, enter a county or city located within the Area of Benefit and press enter to search. The map will zoom to the searched area.
- In the top left corner, click on the Layer button (which looks like a stack of papers). Uncheck the LMISD by Place, LMISD by County Subdivision, and LMISD by County boxes. Only one box should remain checked – LMISD by Block Group. Click the X to close the layer box.
- In the top left corner, click on the Service Area button (which includes a pointer arrow icon). In the “Select” box, click on the downward arrow to select shape style. Be sure to leave this box open while you highlight the block groups within your project’s Area of Benefit.
- Highlight all block groups within the Area of Benefit. Leave the Service Area box open while you highlight the block groups within the Area of Benefit or you may only be able to select one block group at a time, instead of selecting the complete Area of Benefit.

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- In the Service Area box, click on the “...” to the right of “LMISD by Block Group”.
- Click “Export to CSV File”. A CSV file will download to your computer.
- Upload this CSV file to the application section titled Overall LMI Benefit.

Option Two

You may use Survey and Place Data as long as your calculations can be mapped to your project's area of benefit. Detailed guidance for using the survey option can be found at:

<https://www.hudexchange.info/resource/4103/notice-cpd-14-013-guidelines-income-surveys-lmi-persons-cdbg-activity/> and <https://www.hud.gov/sites/documents/14-13CPDN.PDF>.

Special Designations:

If your project benefits an Area of Critical State Concern, as outlined in Florida Statutes 380.05, select “Yes” and specify the specific area under the drop-down menu.

The Designated Areas of Critical State Concern, per Florida Statutes 380.05, are:

1. Big Cypress Area (portions of Collier, Miami-Dade, and Monroe Counties)
 - A. Big Cypress Area of Critical State Concern Map
2. Green Swamp Area (portions of Polk and Lake Counties)
 - A. Green Swamp area of Critical State Concern Map
3. City of Key West and the Florida Keys Areas (Monroe County)
 - A. Florida Keys Area of Critical State Concern Map
 - B. Key West Area of Critical State Concern Map Florida Keys Hurricane Evacuation
4. Florida Keys Hurricane Evacuation Presentations
5. Florida Keys Hurricane Clearance Time Memorandum of Understanding
6. Apalachicola Bay Area (Franklin County)
 - A. Apalachicola Area of Critical State Concern Map

Compliance:

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

Maintenance Agreement:

By selecting “Yes” in this section, you certify that your entity and co-applicants will comply with all FloridaCommerce and state subrecipient monitoring and maintenance requirements as outlined in 84 FR 45838.

Sign and Date:

As the primary entity contact for this project, you certify that staff, contractors, vendors and community partners of your 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

Application Submission:

Select the green arrow on the lower right-hand corner of the screen to have your application submitted directly to the Rebuild Florida Mitigation team. An automated email will be sent confirming receipt of the application.

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If you have any questions or concerns, please email the Mitigation team at: CDBG-MIT@Commerce.fl.gov.

Appendix B – Implementation Plan Template

Instructions for using Implementation Plan Template

Enter project name, official applicant entity name and primary contact name and phone number in the header space at the top of the template. You will also enter the Public Notice dates for your proposed project. This template can be customized to accommodate your implementation plan. You may edit the segments and add notes as needed.

Note: FloridaCommerce recognizes that Implementation Plans submitted in applications may need to be updated/modified during the development of a contractual Scope of Work.

The “Milestones and 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 will calculate the duration based on the start and end dates you enter. If this does not occur, 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.

1. Within the “Tasks” row, there are nine available slots for project timeline tasks. When adding/changing tasks within a row, select the row (select the values under “Start” to “Label”).
2. To customize your timeline: You may add lines within the “Tasks” section below existing tasks by highlighting the complete box rows, right clicking and selecting “Insert...”. A dialogue box will appear. Select “Shift cells down”, then select “OK”. This will shift all boxes below the selected row down the excel sheet.

The “Milestones and Tasks” box may be used to list major project milestones and applicable tasks such as the completion of a phase of the project. Any changes to this box can be made by following the directions described previously. The label for your new milestone will need to be added in manually. Enter it in the title for this milestone.

General Infrastructure Program Implementation Plan Timeline		Public Notice Dates:	
Entity:		Start Date:	
Primary Contact:		End Date:	
Date:	mm/dd/yyyy		

Deliverables and Tasks				
Activity	Start	End	Duration	Label
Project Start				
Task 1	02/03	03/03	29	Environmental Review
Task 2	03/03	04/03	31	Engineering Design
Task 3	04/04	05/04	61	Site Development
Construction 50% Complete				
Task 1	05/06	07/06	61	Construction Phase I
Task 2	07/08	08/08	31	Construction Phase II
Task 3	05/06	07/06	61	Construction Phase III
Close Out				
Task 1	07/08	08/08	31	Inspections
Task 2	08/20	09/01	12	Project Closeout
Task 3	09/01	12/25	115	Maintenance and Monitoring

Appendix C – Budget Worksheet

General Infrastructure Program Project Budget Template

Instructions

This template can be customized to accommodate your budget. You may edit the segments and add notes as needed.

If a section does not have enough cells for the category that you are working on, you can add 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. A new row will appear above or below the row you highlighted.

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

On the left-hand side of the template, there is a list of major project expense items numbered 1 to 3. Beneath each major expense are related sub-groups. You may edit each of these areas to fit your proposed budget plan. For example, if you do not have Permitting, you may delete that numbered row and the related subgroups.

List anticipated and committed sources of other project funding sources in the “Sources of Other Funds” category. These are non-CDBG-MIT funds. Include entities you have contacted/solicited, 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 as outlined above.

Use the right-side Justifications column to explain how requested amounts were determined. (For example, estimates received from various professionals or recent past, comparable work costs.)

**FL CDBG Mitigation
General Infrastructure Program Project Budget
(Template)**

Project Name:		Primary Contact Name and Phone Number:		Official Applicant Entity Name:	
Project		Budget			Justifications
Description	CDBG-MIT Amount	Other non CDBG-MIT Funds	Source of Funds*	Total Funds (CDBG-MIT and Other)	Describe how requested amounts were determined.
Design/Planning					
Drawings/Blueprints					
Surveys					
Testing					
Environmental Review					
Land Acquisitions					
Permitting					

General Infrastructure Program Guidelines for Michael-Impacted Communities

Construction					
Construction Management					
General Contractor					
Bonding/Insurance					
Development of Bidding Documents					
Site Preparation					
Maintenance of Traffic					
Landscaping					
Demolition					
Mobilization					
Debris Removal					
(ex: dirt, old roadway, trees)					

General Infrastructure Program Guidelines for Michael-Impacted Communities

Administration					
Program Administration					
(ex: file management, reimbursement requests)					
Inspections					
Other					
Totals:					
Percent Amounts:					

General Infrastructure Program Guidelines for Michael-Impacted Communities

All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits. List the sources and amounts of other funds being used to complete the project, including local funds and grants from other agencies. Any anticipated or committed funds must also be included.

Source of Other Funds	Amount	Committed or Requested?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Appendix D – Social Vulnerability Index (SoVI®) Variables

List of SoVI® 2006-10 Variables (n=29). Daggers notate new variables added. SoVI® 2010-14 uses the same list of variables.

VARIABLE	DESCRIPTION
QASIAN	Percent Asian
QBLACK	Percent Black
QSPANISH	Percent Hispanic
QINDIAN	Percent Native American
QAGEDEP	Percent Population under 5 years or 65 and over
QFAM†	Percent Children Living in Married Couple Families
MEDAGE	Median Age
QSSBEN	Percent Households Receiving Social Security Benefits
QPOVTY	Percent Poverty
QRICH	Percent Households Earning over \$200,000 annually
PERCAP	Per Capita Income
QESL	Percent Speaking English as a Second Language with Limited English Proficiency
QFEMALE	Percent Female
QFHH	Percent Female Headed Households
QNRRES	Nursing Home Residents Per Capita
HOSPTEPC	Hospitals Per Capita (County Level ONLY)
QNOHLTH†	Percent of population without health insurance (County Level ONLY)
QED12LES	Percent with Less than 12 th Grade Education
QCVLUN	Percent Civilian Unemployment
PPUNIT	People per Unit
QRENTER	Percent Renters
MDHSEVAL	Median Housing Value
MDGRENT	Median Gross Rent
QMOHO	Percent Mobile Homes
QEXTRCT	Percent Employment in Extractive Industries
QSERV	Percent Employment in Service Industry

General Infrastructure Program Guidelines for Michael-Impacted Communities

QFEMLBR	Percent Female Participation in Labor Force
QNOAUTO†	Percent of Housing Units with No Car
QUNOCCHU †	Percent Unoccupied Housing Units

Appendix E – Florida Social Vulnerability Index (SoVI® Map)

