**General Information**

The Department of Economic Opportunity (DEO) has supplemental U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Disaster Recovery Initiative (DRI) funds (de-obligated/un-obligated) available under the **Z grant** (HUD, Docket No. FR-5051-N-01, Federal Register/Volume 71, Number 29), **A grant** (HUD, Docket No. FR-5089-N-01, Federal Register/Volume 71, Number 209), and **K/DREF grant** (HUD, Docket No. FR-5256-N-01, Federal Register/Volume 74, Number 29 and Docket No. FR-5337-N-01, Federal Register/Volume 74, Number 156).

As a result, the Action Plan was amended to incorporate the availability of supplemental CDBG DRI funds. DEO has established criteria for local governments to apply for the supplemental DRI funds and reserves the right to award one project to one local government. DEO believes that based upon the *2013 Rental Market Study: Affordable Housing Needs*[[1]](#footnote-1), there is a documented need for multi-family housing in the State of Florida and preference will be given to multi-family housing projects. Local governments wishing to participate in this round of funding must meet the following criteria:

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| **2014 DISASTER RECOVERY INITIATIVE (DRI) SUPPLEMENTAL FUNDS ELIGIBILITY CRITERIA** |
| RANKING CRITERIA | YES | N0 | Points | Award |
| 1 | Was the applicant awarded CDBG-Disaster Recovery Initiative funds by DEO from for at least one (1) of the three (3) Z, A and/or K/DREF rounds of funding? |   | STOP | NA |  |
| 2 | Did the applicant Submit one (1) prospective project that meets at least one of the three national objectives as defined by HUD? |   | STOP | NA |  |
| 3 | Does the applicant have any unresolved outstanding Findings or Concerns from the Department in any open CDBG grant? | STOP |   | NA |  |
| 4 | Does the applicant have a current open DRI grant that is either on-schedule for completion or is in the grant closeout process (Administrative or Final Closed) as defined in Chapter 73C-23, Florida Administrative Code; |  |   \* | 10 |  |
| 5 | Has the applicant demonstrated capacity to administer additional funds with current workload? |  |  \* | 10 |  |
| 6 | Did the applicant demonstrate the ability to secure any additional necessary project funding (leverage) and to complete the proposed project by no later than December 31, 2015?  |  |  \* | 10 |  |
| 7 | Did the applicant demonstrate that 30% or more of all renter households in the applying county or city are experiencing a housing cost burden (greater than 40% of income)? |  |  \* | 40 |  |
| 8 | Is the proposed project a continuation project of an existing DRI project? |  |  \* | 30 |  |
| \* If the answer is no, zero points will be awarded. TOTAL | 100 |  |

**National Objectives**

Before any activity can be funded in whole or in part with CDBG funds, a determination must be made as to whether the activity is eligible under Title I of the Housing and Community Development Act (HCDA), as amended. Activities must also meet one of the three national objectives. All projects funded under CDBG must address at least one of the following three national objectives of the CDBG Program:

1. Benefit low- and moderate-income (LMI) persons

2. Aid in the prevention or elimination of slums or blight

3. Meet other community development needs having a particular urgency

Except as may have been waived by HUD, the requirements of 24 CFR 570.483 relate to the national objectives (See Federal Register/Volume 73, No. 200/October 15, 2008 (73 FR 61154). Grantees must maintain records showing that funded activities meet one of the national objectives. Depending on the national objective, the files must contain, at a minimum, the specific documentation.

**Waivers**

The Act authorized HUD to waive, or specify alternative requirements for any statute or regulation that HUD administers in connection with the funds, except for requirements relating to fair housing, nondiscrimination, labor standards, and the environment, as long as the waiver facilitates the use of the funds and is not inconsistent with the overall purpose.

A limited waiver of the anti-pirating clause allows the flexibility to provide assistance to a business located in another state if the business was displaced from the community by the disaster and the business wishes to return. This waiver allows grantees affected by a major disaster to rebuild the community’s employment base.

HUD has waived the one-for-one replacement of LMI housing units demolished or converted using CDBG funds. This waiver allows grantees to acquire, convert or demolish disaster-damaged housing without having to provide a unit for unit replacement.

Additional waivers may be considered on a case-by-case basis if an award recipient chooses to fund a flood buyout program with both HUD and FEMA funds and needs the waiver to develop a workable program design.

**Application Workshop**

The application workshop conference call will be held on August 12, 2014 at 10:00 a.m. E.S.T. The dial in information is 1-888-670-3525, pass code 744-267-2185#. The application cycle will open on August 25, 2014 and close on September 15, 2014. Applications must be received by the CDBG DRI Section at the address below, whether mailed or delivered, by 5:00 p.m., Eastern Standard Time, on September 15, 2014:

Florida Department of Economic Opportunity

Division of Community Development

Community Development Block Grant

Disaster Recovery Initiative Section

107 East Madison Street

Caldwell Building, MSC 400

Tallahassee, Florida 32399

***Attention: Monique Kabitzke, Planning Manager***

**Required Application Procedures**

1. Fully complete the application. Failure to fully complete the application will result in it being rejected.
2. Submit two (2) copies of the application, with original signatures. Copies should be stapled (with no hard cover).
3. Submit a detailed map depicting the boundaries of the local government, the service area, the location of the activities, description of the proposed activity or activities, and an on-site environmental review including, Historic Preservation and Archeology [24 CFR 58.5(a)]; Flood Plains and Wetlands [24 CFR 58.5(b)]; Coastal Zone Management [24 CFR 58.5(c)]; Noise [24 CFR Part 51 Subpart B]; Air Quality [24 CFR 58.5(g)]; Aquifers [24 CFR 58.5(d)]; Farmlands Protection [24 CFR Part 58.5(h)]; Thermal & Explosive Hazards [24 CFR 51, Subpart C]; Airport Hazards [24 CFR 51, Subpart D]; Toxics [24 CFR 58.5(i)(2)]; Environmental Justice [24 CFR 58.5(j)]; Flood Insurance [ 24 CFR Part 58.6(a)(1)]; Coastal Barriers [ 24 CFR Part 58.6(c)].
4. If available at the time of application, submit copies of any policies that are applicable to the CDBG (i.e., citizens complaint policy, acquisition and relocation policy, fair housing plan, procurement policy, etc.).
5. Submit copies of any other documents that support your application or relate to the requirements set out in each of the Action Plans or Federal Registers referenced above.
6. Submit a copy of an “Inter-local Agreement” if a project will, in any way, impact another local government.
7. See Attachment A, the Beneficiary Survey Form, if a survey is conducted to document beneficiaries.
8. Follow Attachment B, General Instructions for Estimating Project Budget, when preparing the budget to be submitted with the application.
9. All applications must include Attachment C, Project Budget and Scope of Work.
10. Labe and number the appendices.

**Readiness to Proceed**

To assist the DEO in assessing the applicant’s ability to proceed in a timely manner, please answer the following questions. Your response will have no bearing on your application score, but will assist us in determining the types of technical assistance to provide.

|  |  |  |
| --- | --- | --- |
| 1. Has the applicant designated a program, office or staff for the administration of a community development block grant, or
 | Yes | No |
| 1. Does the applicant regularly contract with a consultant for the administration of a community development block grant?
 | Yes | No |
| 1. Does the applicant have a citizen complaint policy, fair housing policy, acquisition and relocation policy, housing assistance plan and procurement policy in place that meets HUD guidelines?
 | Yes | No |
| 1. Has the applicant developed, or does the applicant plan to develop a long-term recovery plan as a result of the disasters?
 | Yes | No |

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| **LOCAL GOVERNMENT INFORMATION** |
| Local Government Applicant | County |
| Local Contact | Title |
| Phone Number | FAX Number |
| Mailing Address | Street Address  |
| City | Zip Code |
| E-mail Address |
| Chief Elected Official | Title |
| Chief Elected Official’s Address (if different) |
| **APPLICATION PREPARER INFORMATION**  |
| Application Preparation Agency or Firm |
| Address | Phone Number |
| Contact  | Title |
| E-Mail Address |
| Type of Agency Preparing Application (Check One): | Private Firm | Regional Planning Council | Government Agency | Other (Specify) |
| **APPLICATION INFORMATION**  |
| What is your community’s total population? | What is your community’s LMI population? | Enter the amount of funding that the local government is requesting: $ |
| Is the local government covered by the National Flood Insurance Program? | Yes | No |
| Are the activities consistent with the local comprehensive plan? | Yes | No |
| Are the activities consistent with the local mitigation strategy? | Yes | No |
| Are you entering into an Interlocal Agreement with another local government in order to apply for, administer or carry out the project activities? | Yes | No |
| U.S. Congressional District  | Florida Senate District(s) | Florida House District(s) |
| HISTORIC PRESERVATION  |
| Will the project or any related activities result in direct physical changes to a structure older than 50 years, such as demolition (partial or complete), rehabilitation, restoration, remodeling, renovation, expansion, or relocation? | Yes | No |
| Will the project or any related activities result in direct physical changes to public improvements older than 50 years, such as stone curbs or brick streets? | Yes | No |
| Will the project or any related activities result in direct physical changes to a planned open space older than 50 years, such as a park or plaza? | Yes | No |
| Will any project activities occur within 100 feet of a structure, public improvement, or planned open space older than 50 years? | Yes | No |
| Will any project activities occur in a Historic District listed on the National Register? | Yes | No |
| If “yes” was a response to one of the questions above, you must contact the State Historic Preservation Office (SHPO) immediately. Properties that are listed, or eligible for listing, in the National Register of Historic Places must meet the specifications reflected in the *Secretary of the Interior's Standards or Rehabilitation Guidelines for Rehabilitating Historic Buildings* (U.S. Department of the Interior, National Park Service). Copies of this publication and technical assistance on historic preservation issues may be obtained from the SHPO. |

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| PROJECT DESCRIPTION NARRATIVE - (must be completed by all applicants) |

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| **ASSURANCES, CERTIFICATIONS AND SIGNATURES** |
| This is an application for a Disaster Recovery grant (funded by the U.S. Department of Housing and Urban Development and administered by the Florida Department of Economic Opportunity). I, the undersigned chief elected official or authorized representative of the local government, certify that the application has been approved by the local governing body and that the local government will comply with the following certifications and assurances as well as applicable federal and state requirements in the administration of any award that is made.*Failure of the Chief Elected Official to properly sign the application by the deadline, or failure to include a copy of the ordinance or resolution of the governing body authorizing another individual to sign the application, will result the application being rejected.* |
| DEO USE  | OTHER CERTIFICATIONS | COMPLETE AS INDICATED |
|  | We have already met citizen participation/public notice requirements. | Yes  | No  |
|  | Public notice (in a newspaper of general circulation) was provided. | Publication Date  |
|  | A comment period was allowed. | Yes  | No  |
|  | A public hearing was held to receive input on recovery needs. (No public hearing is required.) | Date of Hearing |
|  | We considered the comments concerning the proposed application that were expressed by citizens. | N/A | Yes  | No  |
|  | We will meet citizen participation requirements, and submit evidence to the DEO, prior to expending any funds. | Yes  | No  |
|  | The Local Government is a participant in the National Flood Insurance Program. | Yes | No |
|  | We have adopted an Anti-Displacement and Relocation Policy in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1979, as amended, 49 CFR Part 24, and 24 CFR Part 570.606. | Adoption Date  |
|  | We will adopt an Anti-Displacement and Relocation Policy in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1979, as amended, and will provide documentation of adoption of the policy to the Department prior to the expenditure of any funds. | Yes | No | N/A |
|  | Documentation is on file to show that we have submitted all required information to the Regional Planning Council and the Bureau of Historic Preservation. | Yes | No |
|  | We will submit the required information to the Regional Planning Council and the Bureau of Historic Preservation prior to expending any funds.  | Yes | No | N/A |
|  | We have adopted a Citizen’s Complaint Policy that requires written answers to written complaints and grievances within 15 working days. | Adoption Date  |
|  | We will adopt a Citizen’s Complaint Policy that requires written answers to written complaints and grievances within 15 working days prior to expending any funds. | Yes | No | N/A |
|  | All proposed activities are consistent with our Local Comprehensive Plan.  | Yes | No |
|  | We have adopted a local procurement policy that conforms to the following state and federal regulations: 24 CFR Section 85.36 and Section 287.055, Florida Statutes. | Adoption Date  |
|  | We will adopt a local procurement policy that conforms to the state and federal regulations prior to the expenditure of any funds. | Yes | No | N/A |
|  | We have adopted a fair housing ordinance that references the classes of individuals protected by the Fair Housing Act, 42 USC 3601-20 and 24 CFR Part 100, (race, color, familial status, handicap, national origin, sex, and religion). | Adoption Date  |
|  | We will adopt a fair housing ordinance that references the classes of individuals protected by the Fair Housing Act prior to the expenditure of any funds. | Yes | No | N/A |
|  | We have adopted an Affirmative Action Plan that includes procedures for hiring minority contractors and goals for hiring minority employees. | Adoption Date |
|  | We will adopt an Affirmative Action Plan that includes procedures for hiring minority contracts and goals for hiring minority employees prior to expending any funds. | Yes | No | N/A |
|  | We have documentation to verify that the service area(s) have, if necessary, been properly surveyed using the appropriate HUD Section 8 Income Guidelines and that the number of LMI persons residing in the service area(s) are consistent with the number of beneficiaries claimed in this application. | Yes | No |
|  | We certify that no other source of federal, state, or local disaster funds are available to meet the need for the activities. | Yes | No |
| The local government certifies that it will comply with the following federal and state requirements:1. Inform affected persons of their rights and the policies set out in 49 CFR Part 24 and 24 CFR 570.602(b).
2. Florida Small and Minority Business Act, s.288.702‑288.714, F.S.
3. Florida Coastal Zone Protection Act, s. 161.52‑161.58, F.S.
4. Local Government Comprehensive Planning and Land Development Regulation Act, Chapter 163, F.S.
5. National Environmental Policy Act of 1969 and other provisions which further the purposes of this Act
6. National Historic Preservation Act of 1966 (Public Law 89‑665), as amended.
7. Protection of Historic Properties (36 CFR Part 800).
8. Preservation of Archaeological and Historical Data Act of 1966.
9. Executive Order 11593 – Protection and Enhancement of Cultural Environment.
10. Reservoir Salvage Act.
11. Safe Drinking Water Act of 1974, as amended.
12. Endangered Species Act of 1958, as amended.
13. Executive Order 12898 – Environmental Justice.
14. Executive Order 11988 and 24 CFR Part 55 – Floodplain Management.
15. Federal Water Pollution Control Act of 1972, as amended (33 USC, s. 1251 et. Seq.).
16. Executive Order 11990 – Protection of Wetlands.
17. Coastal Zone Management Act of 1968, as amended.
18. Wild and Scenic Rivers Act of 1968, as amended.
19. Clean Air Act of 1977.
20. HUD Environmental Standards (24 CFR Part 58).
21. Farmland Protection Policy Act of 1981.
22. Title I of the Housing and Community Development Act of 1974, as amended.
23. The Clean Water Act of 1977.
24. Davis‑Bacon Act.
25. Contract Work Hours and Safety Standards Act of 1962, 40 USC 327. Seq.
26. Wildlife Coordination Act of 1958, as amended.
27. Flood Disaster Protection Act of 1973, PL 92‑234.
28. Protection of Historic and Cultural Properties under HUD Programs, 36 CFR Part 800.
29. Coastal Zone Management Act of 1972, PL 92‑583.
30. Architectural and Construction Standards.
31. Architectural Barriers Act of 1968, 42 USC 4151.
32. Executive Order 11296, relating to evaluation of flood hazards.
33. Executive Order 11288, relating to the prevention, control and abatement of water pollution.
34. Energy Efficiency Standards, 10 CFR Part 433.
35. Section 8 Existing Housing Quality Standards, 24 CFR Part 882.
36. Coastal Barrier Resources Act of 1982.
37. Federal Fair Labor Standards Act, 29 USC, s. 201 et. Seq.
38. Title VI of the Civil Rights Act of 1964 –Non-discrimination.
39. Title VIII of the Civil Rights Act of 1968 – Non-discrimination in Housing.
40. Age Discrimination Act of 1975.
41. Executive Order 12892 – Fair Housing.
42. Section 109 of the Housing and Community Development Act of 1974, Non‑discrimination.
43. Section 504 of the Rehabilitation Act of 1973 and 24 CFR Part 8.
44. Executive Order 11063 – Equal Opportunity in Housing.
45. Executive Order 11246 – Non-discrimination.
46. Copeland Anti‑Kickback Act of 1934.
47. Hatch Act.
48. Title IV Lead‑Based Paint Poisoning Prevention Act (42 USC, s. 1251 et. Seq.).
49. OMB Circulars A‑87, A-122, and A‑128, as revised.
50. Treasury Circular 1075 regarding drawdown of CDBG funds.
51. Single Audit Act of 1984.
52. Administrative Requirements for Grants, 24 CFR Part 85.
53. Section 3 of the Housing and Urban Development Act of 1968, as amended.
54. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, PL 100‑17, and 49 CFR Part 24.
55. Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1975.
56. Noise Abatement and Control: Departmental Policy Implementation, Responsibilities, Standards, 24 CFR 51, Subpart B.
57. Section 102 of the Department of Housing and Urban Development Reform Act of 1989 and 24 CFR Part12.
 |
| Signature of Chief Elected Official or Designee (If designee, include resolution in appendices.) |
| Signature |
| Typed Name and Title |
| Date |
| If signed by a person other than the chief elected official, is a copy of the required resolution included in the Appendices? | Yes | No |
| **Signature of Application Preparer if other than an employee of the Applicant** |
| Signature |
| Typed Name and Title |
| Name of Firm or Agency |
| **Person Designated by the Applicant to Submit Request for Funds** |
| Typed Name and Title |
| Title and Office/Department |
| Typed Name and Title of Supervisor |

**ELIGIBLE ACTIVITIES (TO BE USED BY ALL APPLICANTS)**

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| This table provides a list of activities eligible for funding. Use the activity name, activity number and unit of measure when completing spreadsheets in this application that require the name of the proposed activities and/or the activity number. Contact the Department if you wish to undertake a CDBG eligible activity that is not listed below. |
| **CATEGORY****I-Infrastructure,****B-Business,****H-Housing** | **ACTIVITY NAME\*****(may be shortened or abbreviated)** | **ACTIVITY****NUMBER** | **UNIT OF MEASURE** | **ENGINEERING TABLE** |
| I, B, H | Acquisition for rehabilitation | 15G | LF, SITE, PARCEL, UNIT, HU, BU | N/A |
| I, B, H | Acquisition in 100 year flood plain or Acquisition, acquisition (in support of), acquisition of real property, acquisition: land, building, easement or right-of-way | 01 | LF, SITE, PARCEL, UNIT, HU, BU | N/A |
| I, B, H | Administration, Planning and Management | 21A | N/A | N/a |
| I, B, H | Asbestos removal / lead based paint abatement | 03R | HU, BU | N/A |
| I, B, H | Clearance and Demolition | 04 | HU, BU, UNIT |  |
| H | Code enforcement | 15 | HU, BU | N/A |
| B | Commercial/industrial building acquisition, commercial rehab, demolition | 17C | BU | Table II |
| H | Demolition of vacant dilapidated housing units | 04A | HU, SITE | N/A |
| I, B | Demolition of vacant dilapidated structures (other than housing) | 04A | HU, BU, UNIT | N/A |
| H | Down payment Assistance |  | HU | N/A |
| I, B | Engineering | 21B | N/A | N/A |
| I | Fire protection, fire hydrants, water facilities, lines, tank, treatment, well | 03J | LF, UNIT, HYDRANT | Table II (Plant, Well and Tank Table I) |
| I | Fire station, equipment | 03O | UNIT | Table II |
| I | Flood & drainage, hazard mitigation, flood & drainage, storm drains, catch basin, retention pond, curb & gutter | 03I | LF, UNIT | Table II |
| H | Housing rehab plumbing | 14A | LF, UNIT, HU | N/A |
| I | Open space parks, playgrounds, recreational facilities | 03F | LF, UNIT, SITE, PARCEL | Table II |
| B | Other Commercial/Business Assistance | 17D | UNIT |  |
| I, B | Other commercial/industrial improvements | 17D | BU, UNIT, SITE |  |
| I, B | Parking facilities, spaces | 03G | UNIT | Table II |
| I, B, H | Permanent relocation as part of hazard mitigation, permanent relocation, temporary relocation | 08 | HU, BU | N/A |
| I | Potable well & septic system installation | 14A | LF, UNIT, WELL | N/A |
| I | Public facilities & improvements (OTHER) | 03 | LF, UNIT | Table II |
| I | Recreation/neighborhood center, senior center | 03E | LF, UNIT, SITE, PARCEL | Table II |
| H | Rehab, multi unit residential | 14B | HU | N/A |
| B | Rehab, public/private owned commercial/industrial | 14E |  | N/A |
| H | Rehab, single unit residential | 14A | HU | N/A |
| I, B | Rehabilitation of commercial buildings, facade, section 504 compliance, correction of code violation, building rehab by owner/tenant | 17C | BU | Table II |
| B | Relocation of commercial facility | 08 | HU, BU | N/A |
| I | Relocation of utilities to underground | 03 | LF, UNIT | Table II |
| I, B | Removal of architectural barriers in public buildings | 10 | BARRIER, UNIT | Table II |
| H | Replacement housing | 12 | HU | N/A |
| I | Sewage treatment plant, sewer lines & components, sewer line replacement, other sewer facilities force sewer main, gravity sewer main, treatment, pump/lift stations | 03J | UNIT, LF, PLANT | Table I |
| I, B | Sidewalks and pedestrian malls | 03 | LF | Table II |
| I | Solid waste disposal improvements | 03H | LF, UNIT | Table II |
| I | Street improvements, resurfacing | 03K | LF | Table II |
| B | Tree planting | 03N | UNIT | N/A |
| I | Utility hookups | 03 | HU, BU | Table II |
| H | Water and/or sewer hookups for housing units | 14A | HU, BY | Table I |
| I | Water facilities, water & sewer improvements in general, nonresidential water hookups; new potable water lines | 03J | LF, UNIT | Table II (Hook-up is Table I) |

**ATTACHMENT A**

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| BENEFICIARY SURVEY FORM |
| (TO BE COMPLETED BY ALL APPLICANTS CONDUCTING NEW SURVEYS TO DOCUMENT VLI AND LMI BENEFIT) |
| SECTION I |
| LOCAL GOVERNMENT: |
| SERVICE AREA (S) # | DATE OF SURVEY: | MAP KEY # |
| NAME OF OCCUPANT: | RENT | OWN |
| ADDRESS: |
| MAILING ADDRESS: |
| PHONE # |
| IN FLOODPLAIN? | Yes | No |
| UNIT DESCRIPTION:  |
| **SECTION II:** VERY LOW INCOMEHOUSEHOLD INCOME RANGESELECTHOUSE-HOLD HUD SECTION 8SIZE VERY LOW INCOME 1 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Is the size of the household within the proper VLI income range? Yes\_\_\_ (Go to Section IV) No\_\_\_(Go to Section III) | **SECTION III:** LOW AND MODERATE INCOMEHOUSEHOLD INCOME RANGESELECTHOUSE-HOLD HUD SECTION 8SIZE LOW AND MODERATE INCOME 1 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8 $0.00 TO $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Is the size of the household within the proper LMI income range? Yes\_\_ (Go to Section IV) No\_\_\_  |
| **SECTION IV:** Indicate how many people in each of the following categories reside in the household. Some household members may need to be counted in more than one category. |
| American Indian/Alaskan Native  | Black, Non-Hispanic | Hispanic |
| Asian or Pacific Islander | White, Non-Hispanic | Hasidic Jews |
| Elderly (60+)  | Handicapped | Female Head of Household  |
| CERTIFICATION: I, the undersigned, certify that the information stated accurately reflects the household composition and income data as presented to me by the occupant. Additionally, each household has been advised that they may be required to hook up to any sewer or water facilities constructed as a part of this project and of any estimated costs or monthly fees associated with such hook up. |
| INTERVIEWER: | DATE: |

**ATTACHMENT B**

**General Instructions for Preparing an Estimated Project Budget**

The "Cost Standard Used" to estimate costs must be available for review during the site visit. Department staff will review it for cost reasonableness. The Department reserves the right to request justification of the cost reasonableness of any budgetary item. If the applicant cannot justify a cost, the Department will reduce the line item budget at the time of contracting.

If the applicant chooses to pay for the cost of the grant application preparation from the grant, if awarded, enter the payment amount. Document the eligibility of this expense in the Appendices. To be an eligible expenditure, the following requirements apply:

* The grant writer must have been procured pursuant to 24 CFR Section 85.36, as it existed on the day of advertising for the Request for Proposal.
* If the applicant prepared the application using local government staff, or if the staff of another governmental agency was selected pursuant to Chapter 287, *Florida Statutes*, the local government may seek payment only for direct costs incurred as part of the grant application preparation.
* A contract for the grant writer must have been executed before the application deadline.
* Invoices or other documentation to justify the amount requested must also be included in the Appendices.

Please be aware that if the applicant is awarded a grant, the Department will review this procurement or expense, and if it determines that the procurement process or contracting process was not carried out correctly, or the expense is not eligible, the Department will disallow the expense.

## ATTACHMENT C - PROGRAM BUDGET AND SCOPE OF WORK

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| --- | --- | --- | --- | --- |
| CATEGORY | ACTIVITY | ACCOMPLISHMENTS | BENEFICIARIES | BUDGET |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | NUMBER | DESCRIPTION | UNIT | NUMBER | LMI | VLI | TOTAL | CDBG AMOUNT | OTHER FUNDS | SOURCE  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ADMINISTRATION |  |  |  |  |  |  |  |  |
|  |  | ENGINEERING (If applicable) |  |  |  |  |  |  |  |  |
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| **SUBTOTAL** |  |  |  |  |  |  |  |  |  |
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|  |  | ENGINEERING (if applicable) |  |  |  |  |  |  |  |  |
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| **SUBTOTAL** |  |  |  |  |  |  |  |  |  |
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| **SUBTOTAL** |  |  |  |  |  |  |  |  |  |
| TOTALS |  |  |  |  |  |  |  |  |  |
| **TOTAL UNDUPLICATED BENEFICIARIES (FROM ALL SERVICE AREAS) TOTAL LMI BENEFICIARIES (FROM ALL SERVICE AREAS)** |

1. <http://www.shimberg.ufl.edu/publications/Full_RMS_Needs.pdf> [↑](#footnote-ref-1)