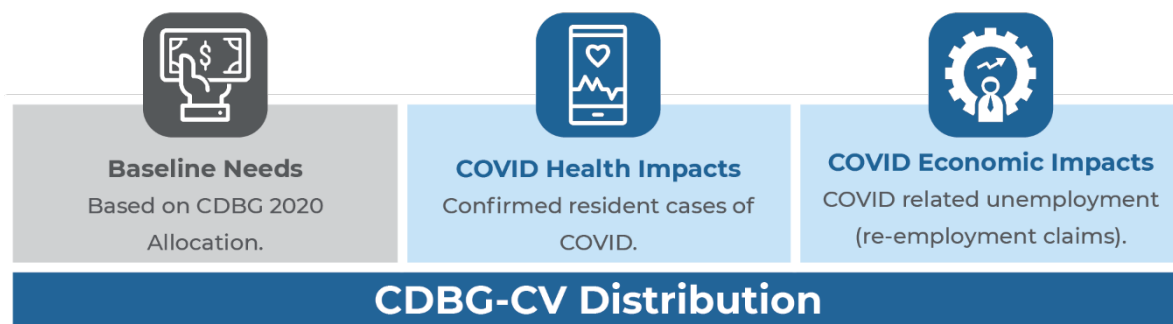


Community Development Block Grant – Coronavirus (CDBG-CV) Entitlement Program Pre-Application Guidance



The DEO Entitlement Community Development Block Grant – Coronavirus (CDBG-CV) Program is designed to help an Entitlement municipality or county to **prepare for, prevent, or respond to the health and economic impacts of COVID-19**. The activities must be critical to the locality and primarily for the benefit of low- and moderate-income residents.

Entitlement CDBG-CV Program Allocation and Methodology



The following factors were used to determine the maximum amount of funding available for entitlement communities individually and for Florida non-entitlement areas collectively:

- **Baseline Needs** – The U.S. Department of Housing and Urban Development (HUD) Federal Fiscal Year 2020 distribution formula (40% weight in funding formula) was used as proxy for existing housing and community development needs and broad housing and community development needs. This indicator represents populations that are most vulnerable to housing and economic challenges in general and related to the ongoing impacts of COVID-19.
- **COVID Economic impacts** – Re-employment insurance (commonly referred to as UI) claims between March 7 and July 31 less the aggregate count of UI claims during the same period last year (30% weight in funding formula). This indicator captures the economic impacts related to COVID-19 shutdowns and slowdowns across various industries and job markets.
- **COVID Health impacts** – Total number of confirmed coronavirus cases as of July 31, 2020 (30% weight in funding formula). This indicator is a direct measure of health impacts, using confirmed resident cases for each community.

Total Entitlement CDBG-CV Program Allocation - \$51,050,910

- A link to the allocations for the CDBG-CV Entitlement Program is available at www.FloridaJobs.org/CDBG-CV.

Pre-Application Cycle

- Opens February 1, 2021.

Application Cycle

- Spring/Summer 2021.

Eligible Applicants and Project Requirements

Eligibility:

- To determine if your local government is eligible under the CDBG-CV Entitlement Program, view the CDBG-CV Entitlement Program Eligible Communities List at www.FloridaJobs.org/CDBG-CV.
- If your local government participates in the Entitlement Program, contact the CDBG program office of the Entitlement community in which you are located.

Project Requirements:

- Project activities must prevent, prepare for, or respond to COVID-19, and should demonstrate a:
 - **Direct effect:** Costs directly associated with COVID-19 prevention, preparation, or response (e.g. rehabilitation of building to create additional quarantine and isolation rooms for recovering COVID-19 patients).
 - **Indirect effect:** Economic and housing market disruptions (e.g. small business assistance).
- Project activities must meet a national objective of the CDBG Program.
 - Primary national objective is Benefit to Low-and-Moderate Income (LMI) Persons and can be achieved in four ways:
 1. Area Benefit;
 2. Limited Clientele;
 3. Housing; or
 4. Jobs.

Pre-Application Preparation Tips

- Allow sufficient time for pre-application activities to:
 - Identify Community Needs:
 - Conduct research and outreach to determine community needs.
 - Hold a public hearing to discuss community needs:
 - Hold prior to pre-application submission;
 - Properly notice;
 - Include Four Factor Analysis and Language Access Plan, if applicable; and
 - Refer to CDBG-CV Program Guidelines for requirements.
 - Identify Subrecipients.
 - Establish relationships with any community partners needed to complete the project.
 - If a subrecipient (e.g., a non-profit service provider) is identified as necessary for the project, gather documentation needed (such as a letter of commitment and program information).
 - Identify key personnel for grant and program administration.
 - Gather documentation on prior experience and capacity to administer.
 - Determine if a professional services procurement will be necessary.
 - Determine if census data supports LMI Area documentation or if project area surveys will be necessary.
 - Develop a project budget.
 - Review and download detailed information and resources at www.FloridaJobs.org/CDBG-CV:
 - The CDBG-CV Entitlement Program Pre-Application Webinar.
 - The CDBG-CV Entitlement Program Pre-Application Master Form for reference. DEO recommends reviewing the master form and preparing your pre-application offline first.
 - The CDBG-CV Entitlement Program Pre-Application Forms and Templates listed below. Gather required information/documentation before beginning the online pre-application.

How to Submit a Pre-Application

Interested applicants must complete and submit the pre-application online. To complete an online pre-application:

- Register at www.FloridaJobs.org/CDBG-CV to receive a personalized link to the online CDBG-CV Entitlement Pre-Application. Each pre-application to be submitted must be registered separately.
- A personal link to the online pre-application will be emailed to the preparer and the local government representative within two business days of submitting the registration.
- The online pre-application provides Quick Tips throughout to provide guidance on the pre-application submission.
- The online pre-application auto-saves as you go, so you may complete your pre-application in stages. You will be able to return to your pre-application record using the original link.
- Once submitted, you cannot return to your pre-application record.

Additional Resources and Information

For additional information and resources, we recommend that interested applicants:

- Visit www.FloridaJobs.org/CDBG-CV for the following information and documentation:
 - CDBG-CV Entitlement Eligible Communities List;
 - CDBG-CV Program Guidelines;
 - CDBG-CV FAQs; and
 - CDBG-CV Entitlement Program Pre-Application Forms and Templates:
 - CDBG-CV Entitlement Program Pre-Application Master Form
 - CDBG-CV Entitlement Program Pre-Application Project Budget Template
 - CDBG-CV Entitlement Program Pre-Application Key Personnel Template
 - CDBG-CV Entitlement Program Pre-Application Signature Authorization Form
- Contact the CDBG-CV Program for questions and/or technical assistance by emailing CDBG-CV@deo.myflorida.com or calling 850-717-8405.