



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

January 27, 2021



Welcome and Introductions



AGENDA

- Overview of the CDBG-CV Entitlement Program
- Applicant Eligibility
- Program Requirements
- Eligible Activities
- Duplication of Benefits
- Citizen Participation Requirements
- Procurement
- Crosscutting Requirements
- How to Submit a CDBG-CV Pre-Application
- Questions

Overview of the CDBG-CV Entitlement Program



PROGRAM OVERVIEW

- The Florida Community Development Block Grant (CDBG) program, administered by the Florida Department of Economic Opportunity (DEO), receives an annual allocation of federal funds from the United States Department of Housing and Urban Development (HUD). In addition, DEO is receiving additional CDBG - Coronavirus (CDBG-CV) funds through the federal Coronavirus Aid, Relief and Economic Security (CARES) Act.
- The DEO Entitlement Community Development Block Grant – Coronavirus (CDBG-CV) Program is designed to help municipalities and counties prepare for, prevent, or respond to the health and economic impacts of COVID-19. The activities must be critical to their locality and primarily for the benefit of low- and moderate-income residents.

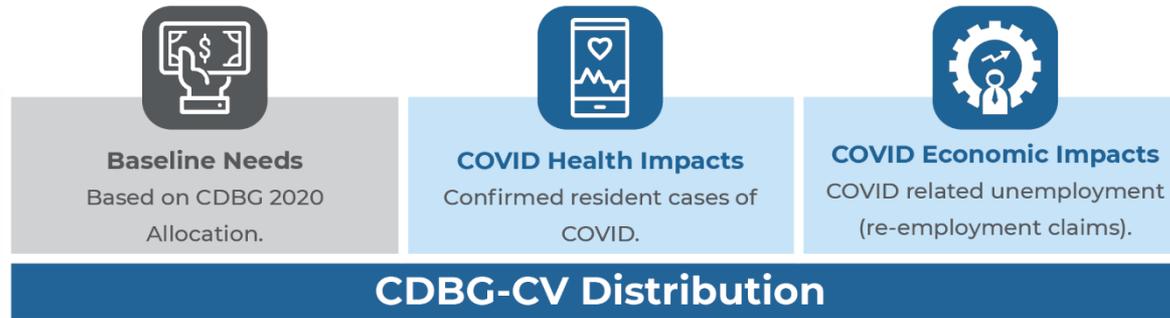
PROGRAM OVERVIEW

- **Florida's Total Allocation - \$285.6 million**
 - DEO Administered - \$100 million
 - DEO Administration Funds: \$5 million
 - DEO Training and Technical Assistance Funds: \$2 million
 - Entitlement Communities' Direct Allocations - \$185.6 million
 - HUD provided funding directly to entitlement communities to administer in Rounds 1 and 3.

AVAILABLE PROGRAM FUNDING

CDBG-CV ROUND 2 FUNDING	
State General Administration and Technical Assistance	\$4,421,909
Entitlement Program Allocation	\$51,050,911
Small Cities Program	\$7,697,311
TOTAL ROUND 2 FUNDS	\$63,170,131

GRANT ALLOCATIONS AND METHODOLOGY



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

- **Baseline needs** – HUD Federal Fiscal Year 2020 distribution (40% weight) is used as a 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.

GRANT ALLOCATIONS AND METHODOLOGY

- **COVID Economic Impacts** — Re-employment insurance (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 a number of industries and job markets.
- **COVID Health Impacts** — Total number of confirmed coronavirus cases as of July 31, 2020 (30% weight). This indicator is a direct measure of health impacts, using confirmed resident cases for each jurisdiction.

GRANT ALLOCATIONS AND METHODOLOGY

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

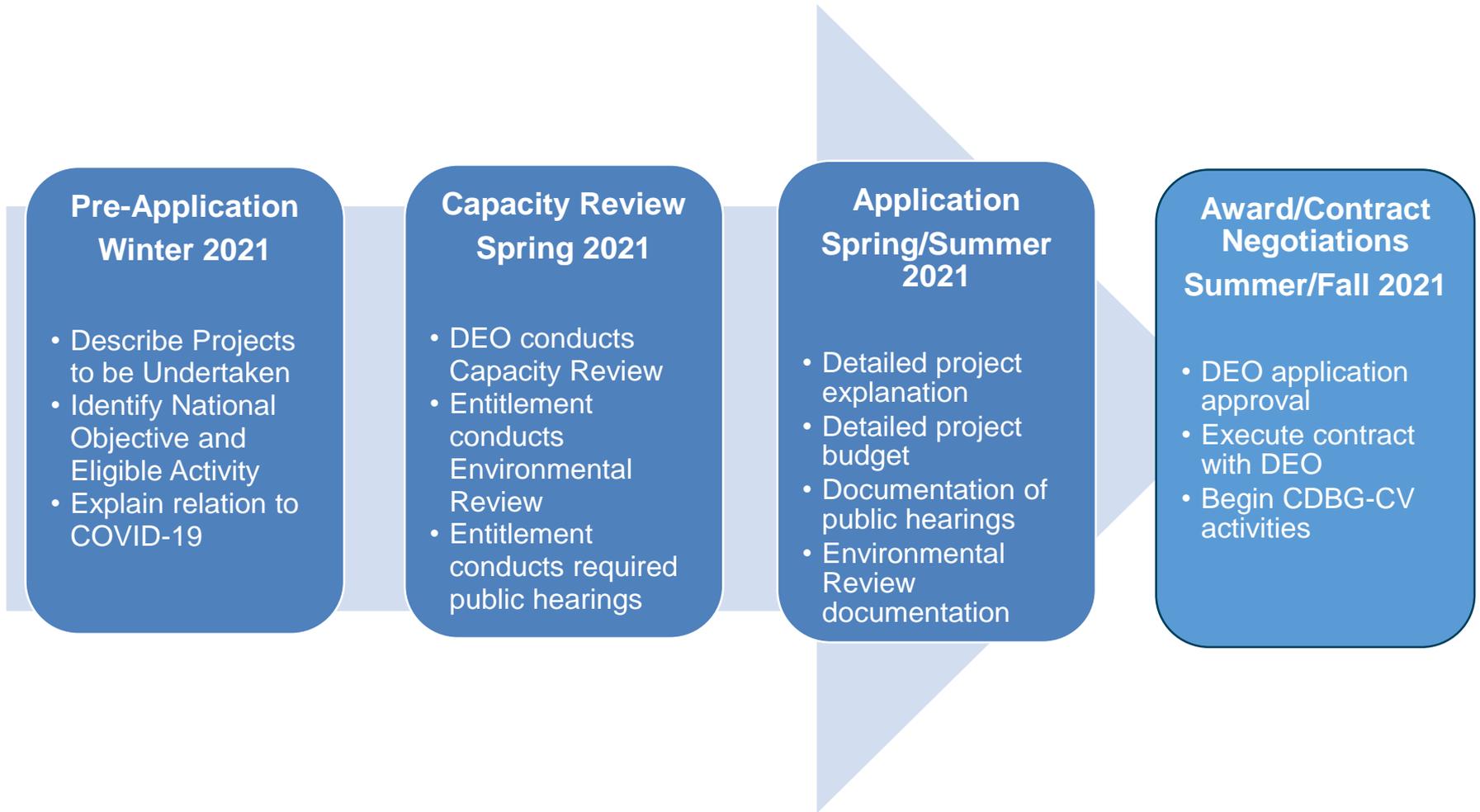
Maximum funding amounts for each CDBG entitlement jurisdiction are shown in the following figure.

Figure 2.
Florida CDBG-CV Max Allocation Amounts by CDBG Entitlement Jurisdiction

Source:
Root Policy Research.

	Maximum Funding Amount
Florida Nonentitlement (Small Cities CDBG-CV)	\$7,697,311
Alachua County	
Gainesville	\$402,379
Bay County	
Panama City	\$177,023
Brevard County	
Palm Bay	\$239,667
Melbourne	\$205,374
Titusville	\$92,905
Cocoa	\$60,312
Brevard County (balance of county)	\$497,389
Broward County	
Fort Lauderdale	\$906,510
Hollywood	\$760,335
Pompano Beach	\$518,651
Pembroke Pines	\$343,972
Miramar	\$423,505
Coral Springs	\$349,901
Lauderhill	\$198,681
Sunrise	\$274,220
Deerfield Beach	\$244,579
Davie	\$293,781
Plantation	\$235,790
Tamarac	\$181,156
Margate	\$160,483
Weston	\$169,203
Coconut Creek	\$150,055
Broward County (balance of county)	\$1,037,589

CDBG-CV ENTITLEMENT PROGRAM TIMELINE



CDBG-CV Entitlement Program Timeline*

- Pre-Application Cycle Opens – February 1, 2021
- Final Application Cycle – Spring/Summer 2021
- Award/Contract Negotiations – Summer/Fall 2021

*Some dates may change depending on the number of applications received.

Applicant Eligibility



Who Is Eligible To Apply?

A list of eligible entitlement communities is located on the CDBG-CV website.

- Previous Storms
 - Quarterly Performance Reports
- Hurricane Michael
 - Rebuild Florida Voluntary Home Buyout - Hurricane Michael
 - Rebuild Florida General Infrastructure Repair Program
 - Rebuild Florida Hurricane Michael Technical Assistance Grant Program
 - Rebuild Florida Workforce Recovery Training Program
 - Rebuild Florida Hometown Revitalization Program
- Hurricane Irma
 - Hurricane Irma Webinars
 - Irma Housing Repair and Replacement Program
 - Rebuild Florida Workforce Affordable Housing Construction Program
 - Rebuild Florida Voluntary Home Buyout Program
 - Rebuild Florida Infrastructure Repair Program
 - Rebuild Florida Workforce Recovery Training Program
- Hurricanes Hermine and Matthew
 - Subrecipient Resources
- Neighborhood Stabilization Program
 - Community Partnerships

CDBG-CV Entitlement Pre-Application Webinar

- ▶ **Date:** January 27, 2021, from 2:00 p.m. to 4:00 p.m., E.T.
- ▶ **Description:** The webinar will provide specific program requirements and guidance on the completion and submission of the pre-application.
- ▶ Join by Computer, Tablet, or Smartphone [🔗](#).
- ▶ You can also dial-in using your phone:
 - ▶ 850-988-5144
 - ▶ Access Code: 893-170-354#

CDBG-CV Resources

- ▶ CDBG-CV Program Overview
- ▶ CDBG-CV Overview Webinar Slides
- ▶ CDBG-CV Frequently Asked Questions (FAQs)

CDBG-CV Small Cities Program Resources

- ▶ CDBG-CV Small Cities Program Eligible Communities List
- ▶ Revised CDBG-CV Small Cities Program Guidelines
- ▶ Revised CDBG-CV Small Cities Pre-Application Guidance (*Maximum Grant Award Increased to \$5 million.)

CDBG-CV Entitlement Program Resources

- ▶ CDBG-CV Entitlement Program Eligible Communities List 
- ▶ CDBG-CV Entitlement Program Guidelines
- ▶ CDBG-CV Entitlement Pre-Application Guidance

DEO Method of Distribution

A funding formula was used to determine the maximum amount of funding available for entitlement communities individually and for non-entitlement communities collectively. The factors considered in the development of the formula included baseline housing and community development needs, COVID economic impacts and COVID health impacts.

View the CARES Act CDBG-CV Round 2 Allocation Methodology for Florida Communities.

Entitlement Community Program:

- ▶ **Total Entitlement CDBG-CV Program Allocation - \$51,050,910**
 - ▶ Eligible applicants will include entitlement communities that will be encouraged to coordinate with local governments within their program.
 - ▶ Based on a needs and capacity review application process, funds will be awarded up to the amount of the entitlement community's allocation for eligible activities approved by DEO.

www.FloridaJobs.org/CDBG-CV

Program Requirements

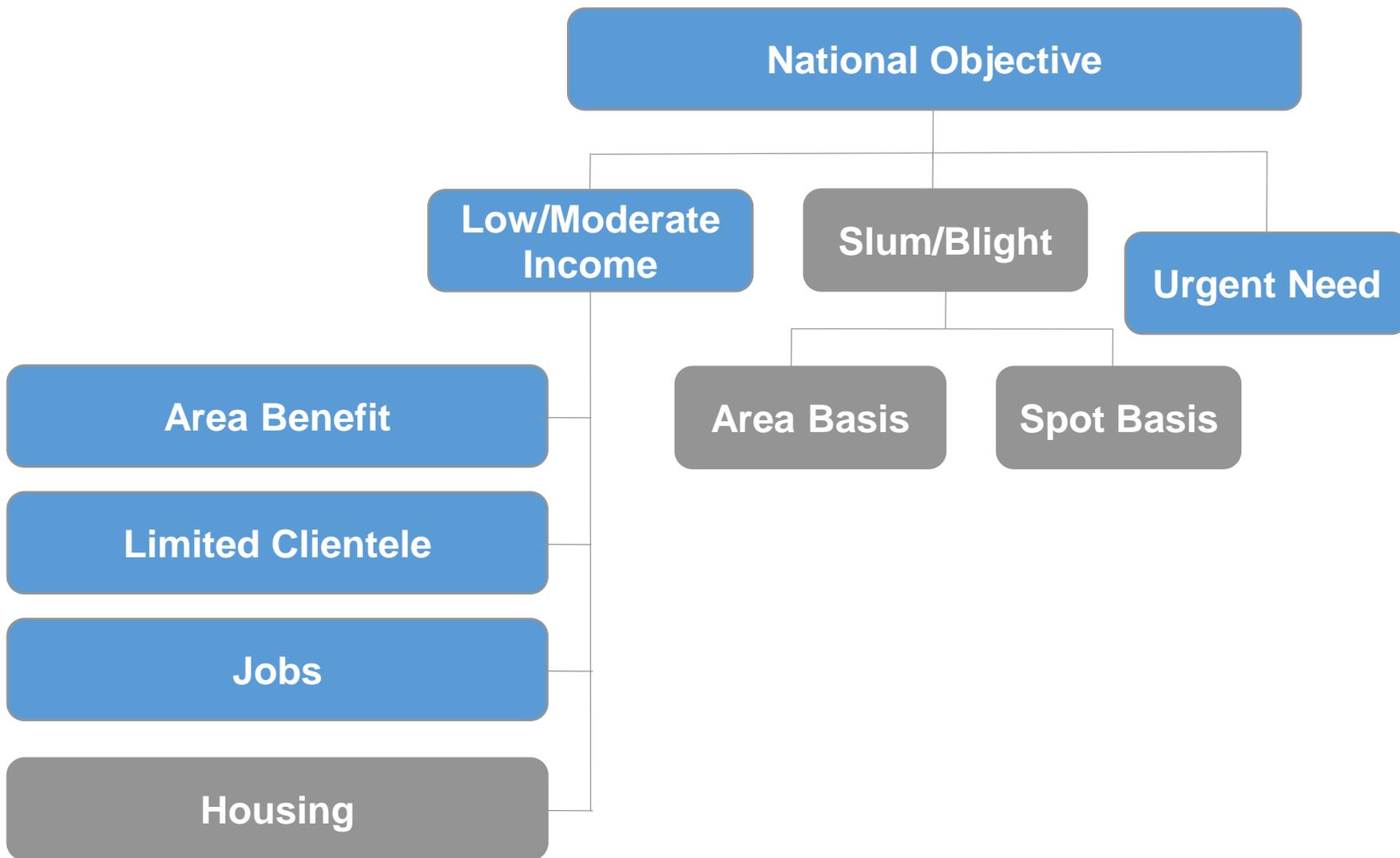


RELATIONSHIP TO COVID-19

All activities must prepare for, prevent, or respond to the coronavirus:

- Direct Effect: Costs directly associated with coronavirus 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)

NATIONAL OBJECTIVES



Eligible Activities



CDBG-CV ACTIVITIES

Under the CARES Act, funding is available through the Community Development Block Grant Program for activities that **prevent, prepare for and respond to the coronavirus pandemic.**

Eligible

- Acquisition.
- Public Improvements.
- Public Facilities.
- Business Assistance.
- Microenterprise Assistance.
- Public Services.
- Planning.
- Broadband Planning and Public Infrastructure.

Ineligible

- General government expenses.
- Buildings for the general conduct of government.
- Political activities.
- Purchase of equipment (with exceptions).
- Operating and maintenance expenses.
- New housing (with exceptions).
- Income payments.

SAMPLE ACTIVITIES

Buildings and Improvements, Including Public Facilities

Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements.

Rehabilitate a facility for testing, diagnosis or treatment.

Reconstruction of roads/sidewalks (expansion) to allow for social distancing.

Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.

Installation of wiring, fiber optic cables, and permanently affixed equipment such as receivers for LMI areas to receive broadband/internet access.

Rehabilitation of buildings and improvements

Rehabilitate a senior center, community center or homeless shelter by replacing the HVAC system and/or installing air purification system.

Acquisition and/or rehabilitation of a building to expand capacity of homeless shelters to accommodate social distancing and isolation.

Installation of wifi routers/extenders in affordable housing buildings for LMI residents.

SAMPLE ACTIVITIES

Assistance to Businesses, including Special Economic Development Assistance

Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project.

Provide grants to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.

Provision of assistance to microenterprises.

Provide technical assistance, grants and other financial assistance to establish, stabilize and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

SAMPLE ACTIVITIES

Public Services

Provision of assistance to primarily Low- and-Moderate Income persons.

Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.

Provide testing, diagnosis or other services at a fixed or mobile location.

Provide equipment, supplies, and materials necessary to carry-out a public service (e.g., childcare for working parents with distance learning school kids).

Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.

SAMPLE ACTIVITIES

Planning

Planning Only Grants

Gather data and develop non-project specific emergency infectious disease response plans.

Project Planning

Planning activities in conjunction with another eligible activity (e.g., preliminary engineering with sidewalk project, economic impact study with business assistance program).

Duplication of Benefits



DUPLICATION OF BENEFITS

What is a Duplication of Benefit (DOB)?

- A DOB occurs when:
 - (1) an entity or person receives assistance from multiple sources intended for the same purpose; or
 - (2) the amount of assistance provided exceeds the total identified need.
- Each grantee must have procedures to prevent the duplication of benefits, meaning that the cost has not or will not be paid by another source when it provides financial assistance with CDBG-CV funds.
- Individuals, businesses, governments, and other entities are all subject to DOB requirements.
- The amount of the duplication is the amount of assistance provided in excess of need.

DUPLICATION OF BENEFITS

- For a list of other likely Federal sources that might result in a duplication of benefits, see HUD's guidance on [CDBG Coronavirus Response Grantee Resources Related to Preventing Duplication of Benefits](#).
- A copy of the duplication of benefits procedures must accompany the CDBG-CV final application.
- DEO will recapture all funds associated with a duplication of benefits.

DUPLICATION OF BENEFITS

DUPLICATION OF BENEFITS WORKSHEET

Applicant Name: _____

Applicant No: _____

1. Identify Applicants Total Need	\$ 100,000.00
2. Identify Total Assistance Available	
The Coronavirus Relief Fund (State distributed)	
Private Insurance (applicant must submit a claim if applicable)	\$ 20,000.00
SBA Grants/Loans (includes PPP and EIDL)	\$ 50,000.00
Other Federal, State or Local Government Assistance	
Other private assistance including charitable contributions	
Subtotal	\$ 70,000.00
3. Identify the Amount of Total Assistance to Exclude as Non-duplicative.	\$ 15,000.00
Explanation of non-duplicative funds:	
\$15,000 was private insurance for inventory replacement. This grant covers operating costs only.	
4. Identify total DOB Amount (Item 2 minus Item 3)	\$ 55,000.00
5. Calculate Maximum Award (Item 1 minus Item 4)	\$ 45,000.00
6. Program cap (if applicable)	\$ 50,000.00
7. Final award (lesser of Items 5 and 6)	\$ 45,000.00

Citizen Participation Requirements

24 CFR 570.486



LOCAL GOVERNMENT REQUIREMENTS

Each unit of general local government shall meet the following requirements:

- 1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used.
- 2) Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of local government's proposed and actual use of CDBG funds.
- 3) Provide an opportunity to obtain resident views on COVID related housing and community development needs.

LOCAL GOVERNMENT REQUIREMENTS

- 4) Furnish citizens information, including but not limited to:
 - a) The amount of CDBG funds expected to be made available for the CDBG-CV Program;
 - b) The range of activities that may be undertaken with the CDBG-CV funds;
 - c) The estimated amount of the CDBG-CV funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
 - d) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Section 570.488.

PUBLIC NOTICES AND HEARINGS

- Public notices must be advertised in a newspaper of general circulation in the applicant's jurisdiction with sufficient lead time to allow citizens to plan to attend the hearings. **Not less than 5 days after publication.**
- Additional methods of informing the public of hearings are encouraged, such as social media, notices on the applicant's website, public service announcements and posters.
- Notices need to give enough information so the people who are affected by a proposed CDBG application know they are affected.

VIRTUAL PUBLIC HEARINGS

The applicant may undertake a virtual public hearing (alone, or in concert with an in-person hearing) if the meeting allows questions in real time, with answers provided to all meeting participants.

- Utilizing conference calls, Google Hangouts, Zoom, Facebook Live, or other virtual platforms can help accommodate these meetings.
- A call-in option that does not require internet connection is strongly recommended.
- Localities should consult with their attorney before undertaking such meetings to ensure conformance with local requirements.

FIRST PUBLIC HEARING CONTENT

- Provide general information to residents on the availability of CDBG-CV funding and the amount available.
- Discuss the types of activities that could be implemented with CDBG-CV funds.
- Obtain the views of citizens on community needs in order to respond to, prepare for, or prevent the coronavirus.

TIMING OF PUBLIC HEARINGS

- The first public hearing should be held at the beginning of the application process, prior to submission of the pre-application.
- The hearing should provide enough information about the available funding and allow citizens to provide input on the housing and community development needs related to the coronavirus pandemic.
- Citizen participation documents must be required uploaded with the pre-application.

Procurement

2 CFR 200.318-326



PROCUREMENT REQUIREMENTS

All normal CDBG Procurement requirements are in place for CDBG-CV.

- 2 CFR 200.318 through 200.326;
- 24 CFR Part 75 (contracts \geq \$200K);
- FS 287.055, FS (for architects/engineers); and
- Recipient's CDBG procurement policy.

CONSULTANTS COMPETITIVE NEGOTIATION ACT

Florida Statute Section 287.055:

- Engineers and architects (and some others).
 - “Design-build” contracts covered.
 - “Construction manager” contracts not covered.
 - Administrative support services not covered.
- No price information before negotiations.
- Cannot reconsider a firm after ending final negotiations.
- Conduct “detailed cost analysis”.

COST REASONABLENESS ESTIMATES

When utilizing CDBG-CV funds, the jurisdiction must perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the jurisdiction must make *independent cost estimates* before receiving bids or proposals.

https://www.hud.gov/program_offices/cpo/grantees/cstprice

COST/PRICE ANALYSIS

Procurement Type	Methodology	Contract Type	Solicitation Method	Goods/Services
Micro Purchase	<ul style="list-style-type: none"> Price Analysis 	<ul style="list-style-type: none"> Fixed Price 	<ul style="list-style-type: none"> No Solicitation Required 	<ul style="list-style-type: none"> Supplies Produced Items Single-task Services
Small Purchase	<ul style="list-style-type: none"> Price Analysis 	<ul style="list-style-type: none"> Fixed Price 	<ul style="list-style-type: none"> Quotations Submitted Bids 	<ul style="list-style-type: none"> Supplies Produced Items Single-task Services
Sealed Bid	<ul style="list-style-type: none"> Price Analysis Cost Analysis 	<ul style="list-style-type: none"> Fixed Price 	<ul style="list-style-type: none"> Submitted Bids 	<ul style="list-style-type: none"> Construction Items
Competitive Proposals	<ul style="list-style-type: none"> Price Analysis Cost Analysis 	<ul style="list-style-type: none"> Fixed Price Cost Reimbursement Time & Materials 	<ul style="list-style-type: none"> Submitted Proposals 	<ul style="list-style-type: none"> Professional Services Multi-task Services
Non-competitive Proposals	<ul style="list-style-type: none"> Cost Analysis 	<ul style="list-style-type: none"> Fixed Price Cost Reimbursement Time & Materials 	<ul style="list-style-type: none"> Submitted Proposals 	<ul style="list-style-type: none"> Produced Items

Crosscutting Requirements



ENVIRONMENTAL REVIEW

All normal CDBG Environmental Review requirements are in place for CDBG-CV:

- 24 CFR 570.604;
- 24 CFR Part 51; and
- 24 CFR Part 58.

ENVIRONMENTAL REVIEW

- All projects are subject to the State CDBG Program Environmental Regulations in 24 CFR Part 51 and Part 58.
- RROF (HUD 7015.15) will be submitted to DEO Environmental Review Officer, if applicable.
- DEO will issue Authority to Use Grant Funds (HUD 7015.16).

ENVIRONMENTAL REVIEW RECORD SUBMISSION

Exempt:

- Submit Certificate of Exemption with Pre-Application including all supporting compliance documentation.

Categorically Excluded Not Subject to Related Laws and Authorities (CENST):

- Submit DEO CEST Form with Pre-Application including all supporting compliance documentation.

Categorically Excluded Subject to Related Laws and Authorities (CEST) and Environmental Assessment (EA):

- Submit Certificate of Exemption with Pre-Application, if applicable.
- Submit applicable DEO form and all supporting compliance documentation prior to or with final Application.

Environmental Impact Statement (EIS):

- Contact DEO immediately.

CHOICE LIMITING ACTIONS

- Cannot commit HUD or non-HUD funds to a proposed project prior to completing the Environmental Review process and release of funds authorization from DEO.
- Must oversee actions of sub-recipient, developers, and beneficiaries.
- Choice-limiting actions will reduce or eliminate your opportunity to choose alternatives.
 - Examples: property acquisition, leasing, demolition, rehabilitation, construction, and site improvements (including site clearance).

CHOICE LIMITING ACTIONS

Examples:

- Acquisition of land & structures
- Demolition
- Construction Bidding
- New Construction
- Rehabilitation
- Leasing
- Site Improvements



LEVELS OF REVIEW

- Exempt.
- Categorically Excluded Not Subject to Related Laws and Authorities (CENST).
- Categorically Excluded Subject to Related Laws and Authorities (CEST).
- Environmental Assessment (EA).
- Environmental Impact Statement (EIS).

EXEMPT ACTIVITIES

- Activities deemed not to affect the human and /or physical environment (i.e. environmental studies, planning, or administrative activities).
- No publication requirements.
- Even Exempt activities require environmental review and documentation before proceeding.
- Defined at §58.34(a); Ex: admin, planning, studies, inspections.

EXEMPT ACTIVITIES

Exempt activities set forth at 24 CFR 58.34 deal mainly with actions that do not have a physical component. Generally planning activities and services and include:

- Environmental, planning and design costs.
- Information and financial services.
- Administrative and management activities.
- Public services (no physical impact).
- Inspections.
- Purchase of tools and insurance.
- Technical assistance and training.
- Payment of principal and interest.
- Most types of temporary assistance for disaster or imminent threats.
- Engineering or design costs.



CATEGORICALLY EXCLUDED ACTIVITIES

- Activities “excluded from NEPA requirements“ but may be subject to other Federal laws and authorities outlined in Section 58.5.
- Two Classes:
 - Categorically Excluded NOT SUBJECT TO (CENST) §58.5 – See §58.35(b)
 - Categorically Excluded SUBJECT TO (CEST) §58.5 – See §58.35(a)

CATEGORICALLY EXCLUDED – “NOT SUBJECT TO”

Activities listed at 58.35(b) as Categorically Excluded from NEPA and Not Subject to Related Laws and Authorities:

- Tenant-based rental assistance.
- Supportive services (healthcare, housing placement).
- Operating costs (utilities, supplies).
- Economic development costs (not associated with construction or expansion).
- Some types of homebuyer assistance.
- Affordable housing pre-development costs.
- Maintenance.



CATEGORICALLY EXCLUDED – “SUBJECT TO”

Activities listed at 58.35(a) as Categorically Excluded from NEPA but Subject to Related Laws and Authorities

- Acquisition, leasing, or disposition of vacant land or existing buildings with no change in land use and includes project based rental assistance.
- Acquisition or leasing of public facilities with no change in land use.
- Removal of barriers that restrict mobility and accessibility to elderly and handicapped.
- Rehabilitation, repair, and improvement of buildings as described at 24 CFR Part 58.35(a)3)(i)-iii).
- Individual actions on single family or scattered sites.



ENVIRONMENTAL ASSESSMENT



An Environmental Assessment is required if the project activities are not determined Exempt or Categorically Excluded – 24 CFR 58.36.

ENVIRONMENTAL IMPACT STATEMENT

- An Environmental Impact Statement (EIS) is required when the RE determines that the project will have a potentially significant impact on the physical/human environment.
- This determination often results during the scoping process or environmental responses collected from the applicable contacting agencies as well as interested and affected parties.

STOP! Call DEO before going any further if you determine you might have an EIS.

CROSSCUTTING REQUIREMENTS

All normal CDBG [Financial Management Requirements](#) are applicable.

- 2 CFR Part 200.

CROSSCUTTING REQUIREMENTS

All normal CDBG [procurement and labor standards](#) regulations are required. Grantees are responsible for determining if the proposed use of the CDBG-CV funds would trigger compliance.

- 24 CFR 570.603

CROSSCUTTING REQUIREMENTS

All normal CDBG [Civil Rights and Equal Opportunity](#) requirements are required.

- 24 CFR 570.487.

CROSSCUTTING REQUIREMENTS

All normal CDBG [Acquisition and Relocation](#) requirements are in place for CDBG-CV:

- 24 CFR Part 42 and 24 CFR 570.606

How to Submit a CDBG-CV Pre-Application



PREPARING YOUR PRE-APPLICATION

- **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.

PREPARING YOUR PRE-APPLICATION

- **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.

PREPARING YOUR PRE-APPLICATION

- LMI Area Projects:
 - Determine if census data supports required LMI Area documentation or if project area surveys will be necessary.
- LMI Limited Clientele Projects:
 - Determine if beneficiaries are presumed LMI, if beneficiaries are documented as 51% LMI, or if intake forms will be necessary.
- Develop a Project Budget.

Detailed information and resources are provided on www.FloridaJobs.org/CDBG-CV.

HOW TO SUBMIT A PRE-APPLICATION

- Pre-applications must be submitted ***before*** submission of the final **application.**
- Pre-Applications will be reviewed for:
 - National Objective
 - Eligible Activities
 - Citizen Participation
 - Capacity of Jurisdiction
- Applicants may submit one (1) application with up to five (5) activities.

HOW TO SUBMIT A PRE-APPLICATION

- The link to the CDBG-CV Entitlement Program Online Pre-Application Registration will be available at www.FloridaJobs.org/CDBG-CV.
- A personal link to the online application will be sent within two business days of submitting registration.

HOW TO SUBMIT A PRE-APPLICATION

Please complete the information below for the person assigned to prepare the application. The personal link to the online application will be sent to the email address submitted below.

Applicant Name (Local Government)	<input type="text"/>
Application Preparer Name	<input type="text"/>
Application Preparer Email Address	<input type="text"/>
Application Preparer Telephone Number	<input type="text"/>
Local Government Contact Name	<input type="text"/>
Local Government Contact Email	<input type="text"/>

The Local Government Contact will be copied on the email sending the online application link to the Application Preparer.

HOW TO SUBMIT A PRE-APPLICATION



FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY

Q183.

Welcome to the Community Development Block Grant Coronavirus (CDBG-CV) Preapplication for Entitlement Communities.

There are detailed instructions for completing and submitting your preapplication, as well as CDBG-CV Entitlement Program Guidelines, templates and other helpful information available at www.floridajobs.org/CDBG-CV.

Please take the time to read the guidelines and preapplication instructions thoroughly before beginning your preapplication.



are provided throughout the preapplication to help you complete and submit your preapplication.

HOW TO SUBMIT A PRE-APPLICATION

- The online application auto-saves as you go, so you may complete your application in stages. You will be able to return to your application record using the original link.
- An application master form will be available at www.FloridaJobs.org/CDBG-CV for your reference. DEO recommends preparing all sections of your application offline first.
- Once submitted, you cannot return to the same application record.
- If you have any technical issues, please contact us at 850-717-8405 or by email at CDBG-CV@deo.myflorida.com.

HOW TO SUBMIT A PRE-APPLICATION

II-1. Project Type: Choose one (1) of the following:

Commercial Revitalization	<input type="radio"/>
Planning	<input type="radio"/>
Economic Development	<input type="radio"/>
Housing	<input type="radio"/>
Neighborhood Revitalization	<input type="radio"/>
Public Service	<input type="radio"/>
Other, please specify:	<input type="radio"/>

PRE-APPLICATION SUBMISSION DOCUMENTS

- The following should be available for Pre-Application submission:
 - Federal Identification Number.
 - SAM.gov expiration Date.
 - CAGE Code (Sam.gov).
 - DUNS Number.
- Public Hearing Documentation:
 - Four Factor Analysis.
 - Language Access Plan (if applicable).
 - Hearing Notice (large enough to review).
 - Publishers Affidavit.
 - Meeting Minutes (must be certified).
 - Sign-In/Attendance Sheet.

PRE-APPLICATION SUBMISSION DOCUMENTS

- Sub-Recipient Information, if applicable:
 - Letters of Commitment.
 - Application Documents.
 - Federal Identification Number.
 - DUNS Number.
- Proposed Budget Template.
- Key Personnel Template.
 - Resumes/Job Descriptions.
- HUD Audit or Monitoring findings, if applicable.
 - Source of Funds.
 - Finding/Resolution.

PRE-APPLICATION SUBMISSION DOCUMENTS

- CDBG Policies and Procedures
 - Financial Management
 - Procurement
 - Section 3 Compliance
 - Labor Standards
 - URA
 - Recordkeeping
 - Sub-Recipient Monitoring

QUESTIONS





Thank You.

Visit the CDBG program applicant information webpage for additional details and resources:

www.FloridaJobs.org/CDBG-CV



DEO CDBG-CV Program

Main Line: **850-717-8405**

Email: CDBG-CV@deo.myflorida.com