

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



The DEO Small Cities Community Development Block Grant – Coronavirus (CDBG-CV) Program is designed to help a non-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.

Small Cities CDBG-CV Program

Total Small Cities CDBG-CV Program Allocation - \$ 41,931,595

Applicants may submit one (1) application for one (1) activity.

- Grant Request Minimum = \$200,000
- Grant Request Maximum = \$5 million

Pre-Application Cycle

- February 1, 2021 – March 15, 2021.
- Deadline for submittal: 5:00 p.m., Eastern Time (E.T.), March 15, 2021.

Application Cycle

- Spring/Summer 2021.

Eligible Applicants and Project Requirements

Eligibility:

- To determine if your local government is eligible under the CDBG-CV Small Cities Program, view the CDBG-CV Small Cities Program Eligible Communities List at www.FloridaJobs.org/CDBG-CV.

Project Requirements:

- Project activities must prevent, prepare for, or respond to the coronavirus, and should demonstrate a:
 - **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).
- Project activities must meet at least one of the following National Objectives:
 - Benefit to Low-and-Moderate Income (LMI) Persons, including:
 - Indirect benefit activities – at least 51% of beneficiaries must be LMI; or
 - Direct benefit activities – 100% of beneficiaries must be LMI.
 - Prevention or elimination of slum and blight – see 24 CFR §570.202; or
 - Address an Urgent Need – must alleviate a condition that poses serious and immediate threat to those living in the area.

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 required 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 Small Cities Program Pre-Application Webinar.
 - The CDBG-CV Small Cities Pre-Application Master Form for reference. DEO recommends reviewing the master form and preparing your application offline first.
 - The CDBG-CV Small Cities Program Pre-Application Submission Documents listed below. Gather required information/documentation before beginning the online pre-application.

How to Submit a Pre-Application

Pre-Applications must be completed and submitted online. The following information is provided for interested applicants:

- Register at www.FloridaJobs.org/CDBG-CV to receive a personalized link to the online CDBG-CV Small Cities Pre-Application. Consultants preparing pre-applications for multiple local governments must register separately for each pre-application to be submitted.
- 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. However, once you complete certain sections of the pre-application you will be unable to navigate back to those sections for review/edit. A quick tip is provided at these points of the pre-application:
 - You have completed the first sections of the pre-application. When you click the Next button, you will not be able to return to these sections for review/edit. If necessary, use the back buttons to review prior to moving on to the next section.
- Only pre-applications submitted **on or before** March 15, 2021, at 5:00 pm Eastern Time, will receive a review and be provided technical assistance by DEO prior to the final application cycle.

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 Small Cities Eligible Communities List;
 - CDBG-CV Program Guidelines;
 - CDBG-CV FAQs; and
 - CDBG-CV Small Cities Program Pre-Application Forms and Templates:
 - CDBG-CV Small Cities Program Pre-Application Master Form
 - CDBG-CV Small Cities Program Pre-Application Project Budget Template
 - CDBG-CV Small Cities Program Pre-Application Key Personnel Template
 - CDBG-CV Small Cities Program Pre-Application Staff Training List Template
 - CDBG-CV Small Cities Program Pre-Application Signature Authorization Form
- Contact the Small Cities CDBG program for questions and/or technical assistance by emailing CDBG-CV@deo.myflorida.com or calling 850-717-8405.