



**Florida Small Cities Community Development Block Grant Coronavirus Relief Funding
(CDBG-CV)**

Application Instructions

Part I: Applicant Information

The applicant profile must reflect the requested information about the applicant, including demographics; the person who prepared the application; and the type of application. The applicant's name as it appears in the DUNS system must be included in the appropriate box in Part I: Applicant Information.

Joint Agreements/Interlocal Agreements

Indicate whether or not activities will require an interlocal agreement. If activities will take place, or services will be extended or provided, outside of the applicant's jurisdiction, include in Appendix I: Applicant Information Supporting Documentation, an interlocal agreement signed by the chief elected officials, or legally designated individuals of the jurisdictions, that specifies:

- The units of local government (parties involved);
 - The purpose of the interlocal agreement;
 - A delineation of the cooperation between the parties involved;
 - A description of the activities and the service area(s);
 - The amount of funds being committed (and associated terms); and
 - A statement that the project is not inconsistent with the local comprehensive plans of all involved jurisdictions.
1. Prior to application submission, a written interlocal agreement shall be executed by all local governments in jurisdictions where the CDBG activities will be undertaken. The interlocal agreement must authorize the applying local government to undertake the activities outside its jurisdiction, giving the concurrence of the other local government(s) with the activity and committing resources by one or more local governments, or some other entity that has provided written assurance, to maintain the activity. An interlocal agreement must be submitted with the Application for Funding.
 2. Each local government signing an interlocal agreement shall affirm that all activities, project areas, service areas, and job creation locations are not inconsistent with its comprehensive plan.
 3. Any activity carried out by a recipient of CDBG-CV program funds must significantly benefit residents of the local government grantee, and the unit of local government must determine that the activity is meeting its needs in accordance with [section 106\(d\)\(2\)\(D\) of the Act](#). For an activity to significantly benefit residents of the recipient jurisdiction, the CDBG funds expended by the unit of general local government must not be unreasonably disproportionate to the benefits to its residents. Applicant must have legal authority to provide such services or undertake such activities and be supported by a signed interlocal agreement executed by both eligible local governments.

State of Financial Emergency

Indicate if the applicant is currently identified as being in a State of Financial Emergency pursuant to Section 218.50-218.504, Florida Statutes (F.S.).

Procurement of Professional Services

If CDBG-CV funds are being requested to pay for professional services (grant consultant, architect, or engineer) the applicant must include documentation of compliance with 2 CFR sections 200.317-.326. Applicable documentation must be uploaded in Part III – Budget Information File Upload. Please use the naming format: Local Government Name CDBG-CV Part # (example: Dade City CDBG-CV Part III). The following documents shall be included, if applicable:

- A copy of the Request for Proposal advertisement;
- The ranking sheets;
- Minutes of the meeting where the grant writer was selected;
- A copy of the invoice from the grant writer; and/or
- A copy of the contract between the local government and the grant writer.

If the Department determines that the procurement or contracting process did not meet program requirements, or that an expense is ineligible, the associated expense(s) will be disallowed.

Use of Subrecipients

If the grantee intends to use a subrecipient to carry out the activity, complete all requested subrecipient information fields. Subrecipients differ from contractors or consultants. Under most circumstances, the distinction between a contractor and a subrecipient is clear. A development firm hired to build a new senior center is a contractor. A community development corporation running senior service programs at the center is a subrecipient. While a subrecipient can be designated by the grantee, contractors must be selected following procurement requirements of 2 CFR 200.

Applicable documentation must be uploaded in Part I – Applicant Information File Upload. Please use the naming format: Local Government Name CDBG-CV Part # (example: Dade City CDBG-CV Part I). The following documents shall be included, if applicable:

- Commitment letter(s).
- Applications.
- Other supporting documentation.

Applicant Information Documents

A completed CDBG-CV Small Cities Program Application available at www.floridajobs.org/CDBG-CV must be uploaded in the Application File Upload field in the Qualtrics system. Please use the naming format: Local Government Name CDBG-CV Application (example: Pensacola CDBG-CV Application).

Every application must include:

- Interlocal Agreements, if applicable.
- Local Governing Body Resolution for Signature Delegation and Application.

All documents must be submitted as a single PDF or a compressed Zip file and use the following naming format: Local Government Name CDBG-CV Part # (example: Dade City CDBG-CV Part I). Information on creating a zip file can be found here: <https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5>

Part II: Citizen Participation

Local governments must conduct two public hearings in accordance with 24 CFR 570.486 prior to submitting their applications for funding. The hearings shall be advertised in accordance with subsection 24 CFR 570.486.

Both hearings must be advertised as described in the applicant's Citizen Participation Plan. The timing of the hearing notices must follow CDBG-CV regulatory requirements. CDBG-CV public hearings may be held no less than five (5) days after the date of publication.

1. The first public hearing should be held at the beginning of the application process, prior to submission of the pre-application. The notice should provide enough information about the available funding and allowable activities to allow citizens to be able to provide input.
2. The second public hearing notice shall not be published any sooner than one day after the first public hearing has been held and must contain a description of the proposed activities to be carried out, including the amount of the funding request and total cost of the activities. The second public hearing must be conducted prior to submission of the final application.
3. Local governments that do not submit a pre-application for DEO review will be required to complete both public hearings prior to submission of the final application. Notices for the hearings must follow the guidance in number 1 and 2 above.

A publisher's affidavit of the notices, minutes of the hearings signed by the local government clerk and sign-in sheets (or equivalent) must be submitted to DEO as a part of the application documents.

Sample public hearing advertisements are available on the [DEO Downloads and Information for Applicants, Sample Documents](#).

Documentation of the citizen participation activities must be uploaded in Part II – Citizen Participation Documentation File Upload. Please use the naming format: Local Government Name CDBG-CV Part # (example Dade City CDBG-CV Part II). The following documents shall be included:

- Copy of Four Factor Analysis
- Copy of Language Access Plan (if applicable)
- Copy of Advertisements of First Public Hearing Notice
- Copy of First Publishers' Affidavit
- Copy of Minutes of the First Hearing
- Copy of Sign-in Sheet for the First Hearing
- Copy of Advertisements of Second Public Hearing Notice
- Copy of Second Publishers' Affidavit
- Copy of Minutes of the Second Hearing
- Copy of Sign-in Sheet for the Second Hearing
- Copy of response(s) to comments or complaints (if applicable)

If certified copies of the public hearing minutes are not available by the application deadline, the agenda and available notes shall be included in the application, and certified copies must be provided by the end of the "completeness period" or the application shall be rejected.

If an affidavit of publication for one of the public hearings is not available at the time the application is submitted, a tear sheet from the newspaper with the notice must be included in the application. The affidavit must be provided to the grant manager by the end of the "completeness period" or the

application shall be rejected.

Part III: Project Budget

Applicants must complete the summary budget included in the application.

Applicants must also include a detailed project budget for all costs associated with the project/program. There is no specific format for providing the budget assumptions, but they are an important element of your application and should clearly correspond with the amounts listed in budget forms. This is your opportunity to demonstrate you have clearly thought through all financial aspects of the project and have solid rationale for the administration and project costs and the need for CDBG-CV investment to make the project successful.

Explain the proposed project budget, explaining how you derived costs for each activity cost of the budget form. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project;
- The basis and the assumptions behind the activity cost calculations. Be detailed and specific; and
- Detail on any equipment purchases using CDBG funds over \$300.

Applicants should include supporting documentation to justify the proposed costs (i.e., engineers estimate, proposals, quotes, etc.).

Supporting documentation for all leveraged funds must be included with the application that reflects the commitment – a resolution passed by the governing body committing the funds or a copy of certified minutes showing that the governing body voted to commit the funds. If the leverage is being provided by an outside party, a letter of commitment from a person with the authority to commit the funds must be included.

If CDBG-CV funds are being requested to pay for application preparation costs, the grant writer must have been procured pursuant to 2 CFR sections 200.317-.326.

- A copy of the Request for Proposal advertisement.
- The ranking sheets.
- Minutes of the meeting where the grant writer was selected.
- A copy of the invoice from the grant writer.
- A copy of the contract between the local government and the grant writer.

If the Department determines that the procurement or contracting process did not meet program requirements, or that an expense is ineligible, the associated expense(s) will be disallowed.

If the local government prepared the application using local government staff or the staff of a regional planning council, the local government may seek payment only for direct costs incurred as part of the application preparation. In order to be eligible for payment, documentation of direct costs must be provided with the application.

Documentation must be uploaded in Part III – Budget Information File Upload. Please use the naming format: Local Government Name CDBG-CV Part # (example Dade City CDBG-CV Part III). The following documents shall be included:

- Detailed Project Budget.

- Budget Assumption Source Documentation (if applicable).
- Leverage Documentation.
- Professional Services Procurement Documentation (if applicable).
- Grant Application Preparation Cost Documentation (if applicable).

Part IV: Activity Description

Applicants must include a brief two to three sentence description of the proposed CDBG-CV activity using the following format:

An example: The Town will use the CDBG-CV award to construct improvement to its senior center that will allow it provide services. The HVAC will be upgraded to protect against airborne virus and the facility will be expanded to allow for social distancing when services are restored.

Applicants must also clearly summarize the proposed project and intended outcomes in no more than 500 words. The information below must be included in the project summary:

1. A summary description of the proposed project must include the following information:
 - Activity description;
 - Justification of need for CDBG-CV funding (tie to COVID-19);
 - Description of the service area;
 - Identification of all project partners;
 - Information on leveraged funds included in project; and
 - Beneficiaries (Total, VLI and LMI) of the activities.

Applicants must upload a detailed project description that includes all applicable information below: Uploaded documents are limited to 3 pages and must have margins no smaller than one-half inch. Font used must be no smaller than 10pt.

The information below must be included in the project narrative:

1. A narrative description of the proposed activity must include the following information:
 - Detailed activity description;
 - Explanation of the need for CDBG-CV funding;
 - Proposed construction timeline (e.g., begin construction 90 days after award);
 - Quantity and location of activity within the service area;
 - Purpose of the activity (if not readily apparent); and
 - Beneficiaries (Total, VLI and LMI) of the activities.
2. Describe all activities to be undertaken without regard to the funding source.
3. Describe any activities in which a portion of the construction will occur outside of the applicant’s jurisdiction.
4. If funds from other sources are being “leveraged,” describe how the funds will be used (what they will pay for, etc.).

5. The narrative for Economic Development applications must also include a statement regarding, or description of, the following:
- The roles of all Participating Parties, local governments, agencies, and other parties whose actions or participation are necessary for the project's success;
 - The number and types of jobs to be created and/or retained;
 - Anticipated training needs of LMI persons who may apply for the created jobs; and how and who will provide the training; and
 - That the cost per job to be created and/or retained by each Participating Party as a direct result of the CDBG-CV assisted activity is \$85,000 or less in CDBG-CV funds.

If acquisition or demolition other than for an easement is proposed as part of the project, provide the following documentation with the application:

- The purpose of the proposed acquisition or demolition;
- A list of the sites proposed for acquisition or demolition;
- The ownership of each site;
- Current zoning and land use of the proposed site;
- Estimated value of each site; and
- Current zoning for each site.

Projected Timeline

Briefly explain the following:

- Months from Award to Execution of Activities;
- Months from Activity Contract to Activity Implementation; and
- Months from Activity Implementation to Completion.

Documentation for the Activity Description must be uploaded in Part IV – Activity Description File Upload. Please use the naming format: Local Government Name CDBG-CV Part # (example Dade City CDBG-CV Part IV). The following documents shall be included:

- Detailed Project Description;
- Detailed Project Timeline;
- Project Timeline Supporting Documentation, as necessary;
- Readiness to Proceed Certification; and
- Site Control Certification.

Readiness to Proceed Documentation

All required Readiness to Proceed documentation must be submitted with the application or the applicant cannot claim the full 80 points. The required documentation includes biddable construction plans and specifications, sealed by an engineer or architect, for all “addressed need” activities in the

application that require plans and specifications. To claim the points, the application must also include a letter from the engineer or architect who prepared the plans certifying that the plans are complete and ready for bid and that all infrastructure permits have been applied for except for those that would be granted by the applicant agency.

The required documents include the following:

1. A letter from the engineer or architect who prepared the construction plans and specifications to the chief elected official of the applicant certifying the following:
 - the sealed and dated plans and specifications are complete;
 - the bid documentation, including the plans and specifications, provided with the application contains all of the information that a contractor would need to bid on the project, except for the Davis-Bacon wage decision(s) and the CDGB Supplemental Conditions; and
 - applications have been submitted for all permits that are required to begin construction on the infrastructure activities included in the application. If the only permitting agency is the applicant local government, the engineer shall certify that the applicant is the only agency from which a permit is required. If no permits are required for the project, the engineer shall certify to that effect.
2. A signed and sealed copy of the plans and specifications, plus all necessary bid documents, except for the Davis-Bacon wage decision(s); the local government's list of minority/women business enterprises, and the CDBG Supplemental Conditions;
3. Documentation that all required infrastructure permit applications were submitted to the appropriate agency(ies) (i.e. receipts from UPS or the U.S. Postal Service, email or letter from permitting agency(ies) saying that the permit applications had been received.).

Applicants must also certify that the following activities have been completed respective to all interests in real property, which are related or involved with the commencement and completion of CDBG-CV assisted activities in accordance with the federal Uniform Relocation and Acquisitions Policies Act of 1970, as amended, hereinafter referred to as "URA":

- All project-related sites, parcels, easements and other real property interests have been identified.
- Applicant or sub-recipient have full title and legal authority to obligate property to the project.

If acquisition of property is required:

- All title searches and title opinions have been completed.
- All subject parcels, easements or interests are unencumbered to the extent that the same may be dedicated to the project by the owner(s) of title.
- The owner(s) of record for each parcel, easement or other interest has been furnished the HUD-1041-CPD brochure entitled "When a Public Agency Acquires Your Property", and certified mail-return receipts are on file with Applicant.
- Written notifications to owners of right to accompany the appraiser for all parcels or easements have been completed and are on file.
- Completion of all fee and review appraisals for all parcels, or market value estimate if below \$10,000.

- Where applicable, written waiver of rights in accordance with the URA has been obtained from all applicable owner(s) of record.
- All options and easement agreements completed and fully executed by owner(s) of record.

Maps (Required)

Please review the requirements for the maps carefully. If the Department requests revisions to any of the maps and the revisions are not provided within the time provided by DEO, the application will not be eligible for award. The maps must be legible. All maps must be in a PDF format and submitted as a single document or zip file. Please use the naming format: Local Government Name CDBG-CV Maps Part # (example: Dade City CDBG-CV Maps Part IV).

Information on creating a zip file can be found here: <https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5>

Jurisdiction Map

- A scale;
- A north arrow; and
- The boundaries of the locality.

Service Area Map(s) – a map for each service area

- A scale;
- A north arrow;
- The boundaries of the service area(s) where the activities will be conducted;
- A visual representation of all proposed project activities; and
- Major street names, route numbers or easily identifiable landmarks for orientation.

Detailed Project Map – a map showing where all project activities will take place. Multiple maps may be required to include enough detail on the project activities for public infrastructure projects.

- A scale;
- A north arrow;
- The location of all businesses being impacted by the project (commercial revitalization) or the location of all Participating Parties (economic development);
- The boundaries of a special designation area being claimed for points if smaller than the jurisdiction's boundaries;
- The names, streets, route numbers or easily identifiable landmarks where all service area activities are located; and

- A visual representation of all proposed CDBG-funded activities (street improvements and parking, pedestrian malls and parks, drainage features, utility improvements, façade renovation, fire hydrants, lift stations, water and sewer plants, elimination of blight, and other CDBG-funded activities).

Part V: CARES Act Justification (Tie to COVID, Need and Outcomes of the Activity)

Applicants must describe how this activity will prevent, respond to, or assist in the recovery from the coronavirus pandemic. Justification is limited to one page and must have margins no smaller than one-half inch. Font used must be no smaller than 10pt.

The applicant will need to demonstrate the need for and the impact of the CDBG-CV assistance by addressing the following:

- Clear explanation of the unmet need;
- Clear explanation that the need cannot be resolved without the CDBG-CV assistance;
- Clear description of the intended project outcome(s); and
- Clearly addresses how outcomes will be measured.

Part VI: Meeting a National Objective of the Federal Act

The Housing and Community Development Act requires that each activity assisted with CDBG funds must meet one of three national objectives. The three national objectives are:

- Benefit to low- and moderate- income (LMI) persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency (referred to as urgent need).

For all projects, applicants must list the census tract number(s) in the project area and include all block group numbers for each census tract.

The applicant will need to demonstrate that it meets the required objective by providing all required documentation and answering all relevant questions:

Benefit to Low- and Moderate-Income Persons – Area Basis

To show that a project benefits an area of low- and moderate-income people, the following questions must be clearly answered in the application.

1. What are the boundaries of the service area?
2. How do the boundaries correspond to the project's intended beneficiaries?
3. Using HUD Census data or a certified income survey, what percentage of persons in the service area is of low- to moderate-income?
4. How were the income characteristics of the target population determined?
5. Is the proposed facility available to all service area residents?

Applications utilizing an Income Survey must document:

- The Low/Mod percentage from the survey.
- Date Income Survey was initiated.

- Date Income Survey was completed.
- Income Survey map. The map must include:
 - Boundaries of the service area surveyed; and
 - A visual representation of all the housing units and, for surveyed homes, color or other coding indicating whether the home is LMI, VLI, vacant, or exceeds the income limits for these categories.

If using a survey that was completed for a previous CDBG project, state the subgrant number and year the survey was conducted.

Benefit to Low- and Moderate-Income Persons- Limited Clientele Basis

There are eight groups of people that are presumed by federal regulations to be of low- and moderate-income. Those groups are as follows:

- Senior citizens (people who are 62 years of age or older);
- Migrant farm workers;
- Abused children;
- Battered spouses;
- Severely handicapped adults;
- Homeless persons;
- Illiterate adults; and
- Persons with AIDS.

For Limited Clientele projects serving other targeted groups, benefit to low- and moderate-income persons must be documented (in-take documents, pre-qualification in other programs, etc.).

For a limited clientele project, the following questions will need to be clearly answered in the application.

1. Who will use the proposed facility? Are the beneficiaries in a group presumed to be low- and moderate-income, or will beneficiaries be qualified based on income?
2. Will any other groups or the general public also use the facility? If so, to what extent?
3. If the facility is to be used on an income-eligible basis, how will income and family size information of users be documented? If less than 100% of users are to be of low- to moderate-income, how was the percentage of low- to moderate-income users determined or estimated?

Benefit to Low- and Moderate-Income Persons- Jobs

An LMI Jobs activity is one which creates or retains permanent jobs, at least 51 percent of which, on a full time equivalent (FTE) basis, are either held by LMI persons or considered to have been made available to LMI persons.

For a LMI Jobs project, the following questions will need to be clearly answered in the application.

1. Is the project proposing job creation or job retention?
2. How were the number of jobs to be created or retained determined?
3. How many jobs will be created or retained?
4. How was it determined that at least 51% would be held or made available to LMI persons?

All job retention projects will need to include the source documentation providing that 51% of all jobs are LMI.

Benefit to Low- and Moderate-Income Persons- Housing (prior approval from DEO required)

For any type of housing activity, compliance with the LMI benefit is based on the initial occupancy of the housing following completion of the CDBG-CV assisted work.

Prevention or Elimination of Slums or Blight – Area Basis (prior approval from DEO required)

The following questions must be answered in the application.

1. What are the boundaries of the area?
2. What are the conditions that cause the area to be considered blighted?
3. What percentage of buildings in the area are deteriorated? How are they deteriorated?
4. What public facilities in the area are deteriorated? Describe this deterioration.
5. How will the proposed project remedy one or more of the blighted conditions described above?

The following documentation must be attached to a slum and blight, area basis application:

- Municipal resolution passed by governing body that describes boundaries of the specific blighted conditions within the area, and officially designates an area as a slum, blighted, or an area in need of redevelopment in accordance with 24 CFR 570.483(c) and Sections 163.340(7)-340 (10), Florida Statutes (F.S.).

Prevention or Elimination of Slums or Blight – Spot Basis (prior approval from DEO required)

The following issues must be addressed in the application.

1. Show the specific blighted or deteriorating structure that will be affected by the proposed project.
2. Provide a detailed description of conditions to be remedied by the proposed project, accompanied by a detailed statement of activities to address those conditions.

The following documentation must be attached to a slum and blight, spot basis application:

- Municipal resolution passed by governing body that describes the blighted or deteriorating structure, including a legal description, and officially designates the structure as blighted under a spot basis.

Spot basis slum/blight projects are limited to five project activities: acquisition, relocation, clearance, historic preservation, and limited rehabilitation to correct specific conditions detrimental to public health and safety. **Please note a spot basis blight project must not be located within a designated blight area.**

Urgent Need (prior approval from DEO required)

Urgent need qualified activities must meet the following criteria and be specifically addressed in the application.

- The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
- The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);
- The grantee is unable to finance the activity on its own; and
- Other sources of funding are not available.

Accomplishments

Enter the proposed accomplishments for the activity according to one (1) of the following unit types:

- Proposed Beneficiaries.
- Proposed Housing Units.
- Proposed Jobs.

Applicable documentation must be uploaded in Part VI– National Objective File Upload. Please use the naming format: Local Government Name CDBG-CV Part # (example: Dade City CDBG-CV Part VI).

- National Objective Supporting Documentation, if applicable

Part VII: Environmental Review

For Exempt or Categorically Excluded Not Subject To projects, applicants must include the Certificate of Exemption/CENST with the application, signed by the Certifying Officer.

For all projects that are Categorically Excluded Subject To or require a full Environmental Assessment, applicants must include a description of the project, the level of review required, and the status of the review.

Applicants will receive 30 points for a Completed Environmental Review Process (e.g., Documentation of Certificate of Exemption/CENST , if applicable or Documentation that appropriate level Environmental Review has been completed, up to but not including publication or posting NOI/RROF).

All applicants must attach a completed Status of Environmental Review Certification signed by the Certifying Officer.

Supporting documentation must be uploaded in Part VII– Environmental Review File Upload. Please use the naming format: Local Government Name CDBG-CV Part # (example: Dade City CDBG-CV Part VII). Supporting documentation should be uploaded as a single file or compressed ZIP file.

- Signed Certificate of Exemption/CENST (if applicable).
- Signed Status of Environmental Review Certification.
- Documentation of Environmental Review completion (if applicable).

Please indicate whether the local government is a current participant in the National Flood Insurance Program.

100-Year Flood Prone Area Map (Unless the U.S. Federal Emergency Management Agency has not issued an official flood map covering the location of the service area or project area.)

- The boundaries of the service area where the activities will be concentrated;
- The location of all project activities;
- The location of all designated wetlands; and
- An enlarged portion or portions of the flood prone area if any activities are located in whole or in part in the flood prone areas.

100-Year Floodplain Map must be uploaded in Part VII– Environmental Review Maps Upload. Please use the naming format: Local Government Name CDBG-CV Maps Part # (example: Dade City CDBG-CV Maps Part VII).

Part VIII: Applicant Capacity and Experience

The experience of the applicant and/or subrecipient, including the length of time in business and experience in undertaking programs/projects of similar complexity as the one for which funds are being requested, will be evaluated. In addition, the capability, and skills of administrative and program staff to carry out the program will be evaluated.

For applicants who have received CDBG funding in the past, they will also be evaluated on the timely expenditure of CDBG funds, the timely submittal of quarterly reports and requests for reimbursement, and the results of CDBG monitoring.

For those applicants that have not received CDBG funding in the past, an allocation of points up to the maximum of 40 points will be awarded, dependent upon thorough documentation of similar past performances submitted with the application.

Applicants must identify the four (4) most recent projects similar to the one proposed that the grantee and/or subrecipient has either completed or assisted in completing. Attach a project narrative for each project or program listed.

Attach the Key Personnel Template, which can be downloaded at www.FloridaJobs.org/CDBG-CV, to identify key personnel (applicant staff, sub-recipient staff, consultants, etc.), who will be involved in the proposed project.

Supporting documentation must be uploaded in Part VIII– Activity Experience File Upload. Please use the naming format: Local Government Name CDBG-CV Part # (example: Dade City CDBG-CV Part VIII). Supporting documentation should be uploaded as a single file or compressed ZIP file.

Applicants must briefly describe their fiscal management structure, financial controls, and process for managing grant funds, including the process and protocol for preparing and managing the quality and accuracy of reporting on grant outcomes and related grant expense requests prior to their submittal for reimbursement to grant funders.

Part IX: Duplication of Benefit

CDBG-CV funds cannot be used to pay for eligible costs that have already been paid for, or will be paid for, by another Federal program, insurance, or other sources. If this occurs, the grantee must repay its CDBG-CV grant. A grantee must check to see that subrecipients, assisted individuals or families, businesses, and other entities that receive CDBG-CV assistance have not previously received, or will not receive, duplicative assistance from another source before CDBG-CV assistance is provided.

Projects that will be providing a direct benefit to persons, households, or businesses must describe how duplication of benefit will be avoided, including the process that will be used for verification and documentation.

Include all supporting documentation, such as DOB policies and checklists that will be used in Part IX– Activity Experience File Upload. Please use the naming format: Local Government Name CDBG-CV Part # (example: Pensacola CDBG-CV Part IX). Supporting documentation should be uploaded as a single file or compressed ZIP file.

Supporting Documentation

Appendix	Supporting Documentation Checklist
I	Applicant Information
	Local Governing Body’s Resolutions for Signature Delegation and Application Submission (Required)
	Sub-recipient Agreements, if applicable
	Interlocal Agreements, if applicable
II	Citizen Participation
	Four Factor Analysis
	Language Access Plan, if applicable
	First Public Hearing Advertisement
	First Public Hearing Advertisement Publishers Affidavit
	First Public Hearing Minutes
	First Public Hearing Sign-in Sheet
	Second Public Hearing Advertisement
	Second Public Hearing Advertisement Publishers Affidavit
	Second Public Hearing Minutes
	Second Public Hearing Sign-in Sheet
	Copy of complaints and responses, if applicable
III	Project Budget Supporting Information
	Detailed Project Description
	Budget Assumption Source Documentation, if applicable
	Leverage Documentation
	Professional Services Procurement Documentation
	Grant Application Preparation Cost Documentation, if applicable

IV	Activity Description Supporting Information
	Detailed Project Timeline
	Project Timeline Supporting Documentation, as necessary
	Readiness to Proceed Certification
	Site Control Certification
	Jurisdiction Map
	Service Area Map
	Detailed Project Map
V	CARES Act Justification Supporting Documentation
	Need and Outcomes Supporting Documentation, as necessary
	Documentation Related to Tie to COVID-19, as necessary
VI	National Objective and Beneficiaries Supporting Documentation
	LMI Random Sample Survey Worksheet, if applicable (from Part 9 of Form SC-60)
	Income Survey Documentation, if applicable
	Census Data documentation
	Service Area Maps
VII	Environmental Review
	Signed Certificate of Exemption/CENST, if applicable
	Signed Status of Environmental Review Certification
	Flood Plain Map
VIII	Applicant Capacity and Experience Supporting Documentation
	Key Personnel Template
	Key Personnel Resumes
	Documentation of Previous Experience
XI	Duplication of Benefit Supporting Documentation
	Duplication of Benefit Supporting Documentation