



## **REBUILD FLORIDA GENERAL INFRASTRUCTURE PROGRAM GUIDELINES**

This document provides the guidelines for implementation of the Rebuild Florida General Infrastructure Program (GIP) administered by the State of Florida Department of Economic Opportunity (DEO). This Program is funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant - Mitigation (CDBG-MIT) allocation as described in Public Law 115-123.

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## Part 1 – Definitions and Acronyms

**Action Plan:** The State of Florida Mitigation Action Plan details the plan to carry out strategic and high-impact activities to minimize or eliminate risks and reduce losses from future disasters. The Plan also describes the opportunity to improve state and local planning protocols and procedures. The Plan was submitted to HUD on February 3, 2020 and approved on April 2, 2020.

**Applicant:** Any entity that submits a response to the request for applications (RFA) for potential funding through the CDBG-MIT program.

**AMI - Area Median Income:** The median (middle point) household income for an area adjusted for household size as published and annually updated by the United States Department of Housing and Urban Development (HUD). Once household income is determined, it is compared to HUD's income limit for that household size.

**CDBG:** Community Development Block Grant, funded by the U.S. Department of Housing and Urban Development.

**CDBG-MIT:** Community Development Block Grant for mitigation projects.

**CDBG-DR:** Community Development Block Grant for disaster recovery projects.

**Copeland Act:** Anti-Kickback Act.

**CWHSSA:** Contract Work Hours and Safety Standards Act.

**DBA:** Davis-Bacon Act (DBA).

**DEO - Department of Economic Opportunity:** Administrator of the CDBG-MIT program funded by HUD under Public Law 115-123. DEO is the governor-designated state authority responsible for administering all long-term hazard mitigation and disaster recovery funds awarded to the state from HUD.

**DEM:** Florida Division of Emergency Management.

**DOB - Duplication of Benefits:** A duplication of benefits occurs if DEO provides assistance to a participant for the same purpose as any previous financial or in-kind assistance provided to an entity for the same purpose. The DEO CDBG-MIT program is prohibited from creating a DOB. This prohibition comes from the Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) and therefore, these other sources of funds must be deducted from any potential award or expenditures for individual participants.

**FEMA:** Federal Emergency Management Agency.

**FR - Federal Register:** The official journal of the Federal government of the United States that contains government agency rules, proposed rules, and public notices. A Federal Register Notice (FRN) is issued for each CDBG-DR funded disaster. The FRN outlines the rules that apply to each allocation of disaster funding.

**GIP:** General Infrastructure Program.

**HUD:** U.S. Department of Housing and Urban Development.

**LMH - Low to Moderate Income Household:** A household having an income equal to or less than the Section 8 low income limit established by HUD.

**LMI - Low to Moderate Income National Objective:** Activities that benefit households whose total annual gross income does not exceed 80% of AMI, adjusted for family size. Income eligibility will be determined and verified in accordance with HUD guidance. The most current income limits, published annually by HUD, will be used to verify the income eligibility of each household applying for assistance at the time assistance is provided.

- **Extremely low:** Household's annual income is up to 30% of the area median family income, as determined by HUD, adjusted for family size.
- **Very Low:** Household's annual income is between 31% and 50% of the area median family income, as determined by HUD, adjusted for family size.
- **Low:** Household's annual income is between 51% and 80% of the area median family income, as determined by HUD, adjusted for family size.

**MIDs - Most Impacted and Distressed Areas:** Areas of most impact as determined by HUD or the state using the best available data sources to calculate the amount of disaster damage. The HUD-designated MID areas include Brevard, Broward, Clay, Collier, Duval, Hillsborough, Lee, Miami-Dade, Monroe, Orange, Osceola, Palm Beach, Polk, St. Johns, St. Lucie and Volusia counties; and zip codes 32084, 32091, 32136, 32145, 32771, 33440, 33523, 33825, 33870, 33935, and 34266. The state-identified MID areas also include those counties that received both Individual Assistance (IA) and Public Assistance (PA) through the Federal Emergency Management Agency (FEMA).

**RFAs - Request for Applications:** The DEO notice requesting applications for funding as a subrecipient for the CDGB-MIT program.

**Response:** Any application received for CDBG-MIT funding.

**Subrecipient:** Any entity that has been awarded funding by DEO to implement a CDBG-MIT project and that has executed a subrecipient agreement.

**Subrecipient agreement:** An agreement between DEO and a subrecipient that has been awarded funding to implement a CDBG-MIT project. The agreement details the conditions under which funds are provided and the contractual obligations to which the subrecipient must adhere.

**Subrogation:** Subrogation is a legal doctrine that allows one entity to take on the rights of another. In the context of mitigation grants, a subrecipient must enter into a subrogation agreement in which the funding agency (DEO) obtains the right to collect any additional mitigation payments the entity obtains for the same purpose after the entity has received GIP benefits.

**UGLG:** Units of general local government including cities, towns, villages, counties and other municipalities of a state

## Part 2 – Program Overview

### 2.1 Program Purpose

In April 2018, the U.S. Department of Housing and Urban Development (HUD) announced that the state would receive \$633,485,000 in funding to support long-term mitigation efforts (following Hurricanes Hermine, Matthew and Irma) through HUD’s Community Development Block Grant Mitigation (CDBG-MIT) Program. The Federal Register Vol. 84, No. 45838, which delineates all program requirements, was released on August 30, 2019.

This funding is designed to address mitigation needs to ensure that the state of Florida is more resilient to future natural disasters. The Florida Department of Economic Opportunity (DEO) is the lead agency and responsible entity for administering the CDBG-MIT funds allocated to the state. The state of Florida’s Action Plan, which was approved by HUD on April 2, 2020, details how this funding, along with subsequent allocations, will be apportioned to address unmet mitigation needs in Florida that represent targeted strategic investments for grantees based on current or foreseeable risks.

These mitigation funds represent a unique and significant opportunity for the state, in the areas most impacted by recent disasters, to carry out strategic and high-impact activities to minimize or eliminate risks and reduce losses from future disasters. In addition to mitigating disaster risks, the funds provide an opportunity to improve state and local planning protocols and procedures.

Florida’s focus is to support data-informed investments through high-impact projects that will reduce risks attributable to natural disasters, with particular attention to repetitive losses of property and critical infrastructure. DEO’s strategy is built on a comprehensive Risk Based Mitigation Needs Assessment, presented in its Action Plan, that identified flooding, severe storms, tropical cyclones, coastal erosion and wildfires as the most significant risks to Floridians.

The state supports the adoption of policies that reflect local and regional priorities that will have long-lasting effects on community risk reduction, to include the reduction of risk to community lifelines. Community lifelines enable the continuous operation of government functions and critical businesses that are essential to human health and safety or economic security.

The goal is to help protect critical community lifelines which are illustrated in **Figure 1**:

**Figure 1: Community Lifelines**



**Table 1** illustrates Florida’s plan for allocation of CDBG-MIT funds.

**Table 1: Allocation of CDBG-MIT Funds**

<b>Allocation of CDBG-MIT Funds</b>		
<b>Program</b>	<b>Allocation</b>	<b>Percent of Funding</b>
<b>Infrastructure</b>	<b>\$550,000,000</b>	<b>87%</b>
• Rebuild Florida General Infrastructure Program	\$475,000,000	75%
• Rebuild Florida Critical Facility Hardening Program	\$ 75,000,000	12%
<b>Planning and Administrative Costs</b>	<b>\$83,485,000</b>	<b>13%</b>
• Rebuild Florida General Planning Support Program	\$20,000,000	3%
• DEO Administration	\$31,674,250	5%
• DEO Planning	\$31,810,750	5%
<b>Total Allocation</b>	<b>\$633,485,000</b>	<b>100%</b>

## 2.2 Program Process

CDBG-MIT programs will be delivered in a multi-step process to comply with all applicable regulations and requirements. The preliminary process includes a Request for Applications (RFA) and submission of applications by eligible entities, followed by application evaluation and scoring process that will result in an award of funding and the execution of a subrecipient agreement. The selected subrecipients will be responsible for delivery of services.

During the implementation process, as subrecipients meet specified deliverables, program funding will be provided to subrecipient awardees. Subrecipients must develop and implement policies, procedures and processes to deliver projects/services. Projects/services may be provided by the subrecipient directly or in partnership with governmental, private sector or non-profit partners. At the conclusion of the term specified in the subrecipient agreement, the grant will be closed. DEO, with support provided by its designated partners, will monitor subrecipients throughout the life of the project.

**Figure 2** illustrates the preliminary process.

**Figure 2: Preliminary Process—Application, Evaluation and Award**



**Figure 3** illustrates the implementation process.



**Figure 3: Implementation Process—Service, Delivery and Compliance**



### **2.3 Rebuild Florida General Infrastructure Program (GIP) Overview**

The GIP program is designed to provide funding to units of general local government (UGLG) such as municipalities and counties, state agencies, non-profits and non-governmental organizations to implement innovative, collaborative, multi-jurisdictional and/or large-scale mitigation activities that reduce previously-identified hazard risks for local communities to better withstand emergency-related challenges. These regional investments include, but are not limited to, upgrading of water, sewer, solid waste, communications, energy, transportation, health and medical and other public infrastructure projects.

DEO has allocated \$475,000,000 in CDBG-MIT funding for the GIP program. DEO will use a subrecipient model to deliver funding for approved projects. Funding will be awarded to selected subrecipients through a request for applications (RFA) process in accordance with established application guidelines and evaluation criteria. This is not a direct grant program.

An overview of the GIP program is illustrated in **Table 2**.

**Table 2: General Infrastructure Program Summary**

<b>Rebuild Florida General Infrastructure Program</b>	
Funding Dollars	\$475,000,000
Funding Percentage	75%
Application Type	Subrecipient
Applicant Eligibility	UGLG, state agencies and other applicants including, but not limited to, non-profits and non-governmental agencies that apply in partnership with their local UGLG or state agencies.
Geographic Eligibility	HUD and State-Designated MID areas
National Objectives Fulfilled	LMI and Urgent Need
Hazard Risks Addressed	Flooding, Severe Storms, Tropical Cyclones, Coastal Erosion, Wildfires
Lifelines Protected	Safety and Security, Food, Water and Shelter, Health and Medical, Energy, Communication, Transportation and Hazardous Materials

- Maximum amount per applicant: \$475,000,000
- Minimum amount per applicant: \$500,000

The GIP program will be implemented in three rounds: Round I will provide an initial allocation of resources to units of local government (UGLG), state agencies and entities that apply in partnership with their UGLG (such as a county or municipality) or state agency. \$150 million will be available in Round I. The state anticipates that regional coalitions and local governments or local public entities will act as partners in the implementation of this program.

Round II will commence in 2021. \$175 million and any remaining unobligated funding from Round I will be made available in Round II. Round III will commence in 2022. All remaining funding, including unobligated funds, will be made available to fund projects submitted for the \$150 million allocation for Round III.

Round	Approx. Launch Date	Funding Amount
I	2020	\$150,000,000
II	2021	\$175,000,000
III	2022	\$150,000,000

**2.4 Eligible Activities**

Eligible activities include projects that demonstrably increase community resilience. For purposes of GIP the following types of infrastructure projects are encouraged:

- Restoration of critical infrastructure (such as water and sewer facilities, streets, removal of debris, drainage, bridges, etc.).
- Renourishment of protective coastal dune systems and state beaches.
- Building or fortifying buildings that are essential to the health, safety and welfare of a community (this can include police stations, fire stations, parks and recreational centers, community and senior centers, hospitals, clinics, schools and educational facilities and other public properties).\*
- Rehabilitation or construction of stormwater management systems.
- Improvements to drainage facilities.
- Reconstruction of lift stations and sewage treatment plants.
- Road repair and improvement and bridge strengthening.

Note that the above are examples and not an exhaustive list of the possible projects that may be undertaken with GIP funding.

\*Please note that these activities may serve as a component of a larger infrastructure project to align with GIP program goals (large-scale, multijurisdictional, and high impact).

**2.5 Program Requirements**

1. Funds must be used solely for necessary expenses related to mitigation activities in the MID areas for which the President declared a major disaster in 2015, 2016 or 2017, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974.
2. At least 50% of funds must be spent in HUD-identified MID areas. The remaining 50% may be spent on state-identified MID areas that were declared disaster areas eligible for FEMA Individual and Public Assistance.
3. Funds may not be used to supplant existing funding sources or programming.
4. Entities applying for funding through the GIP program must submit an application that meets the criteria outlined in Part 4.
5. All CDBG-MIT projects must comply with all applicable federal, state and local requirements.

## 2.6 Application for Program Services and Benefits

The application submission cycle for the GIP program will open on **June 15, 2020** and will close on **September 14, 2020, 5pm EST**. The application for the GIP program will be available on the DEO Mitigation website: <http://floridajobs.org/rebuildflorida/mitigation>. Applicants may choose whether to submit the applications online or as a fillable PDF.

Only completed GIP subrecipient applications, including all requested supporting documentation, will be considered. DEO developed an application reference guide to provide guidance to applicants (see Appendix B). Applications will only be accepted during the published application cycle.

Applicants must demonstrate that they have the capacity and expertise to conduct the activities for which they are requesting the funds. Applicants must explain how the project will incorporate feedback from community members and how the completion will benefit the public. Applicants must also describe under what circumstances the project should be updated and how that update will be funded.

Applications will be prepared at the applicant's expense and costs are not reimbursable using CDBG-MIT grant funds.

Competitive grant applications received by DEO will be evaluated and scored on a 150-point scale. Applications will be ranked based upon the assigned score. The highest-ranking applications will be recommended for funding. Applications are to be funded, in order of ranking, to the greatest extent allowed by available funding.

To receive access to DEO's electronic application, instructions and submission checklist, a GIP Application Registration is available. To register, applicants should open this link: [floridajobs.org/rebuildflorida/mitigation/general-infrastructure-program](http://floridajobs.org/rebuildflorida/mitigation/general-infrastructure-program) and click "Online Application". A contact name and email address will be requested. Once registered, the applicant will be emailed an individualized application weblink. The application packet will be available from the CDBG-MIT website beginning on June 15, 2020.

Applicants are encouraged to use the electronic application; however, applicants can instead use a fillable PDF application that is available. The PDF version can be downloaded, completed and submitted online to [cdbg-mit@deo.myflorida.com](mailto:cdbg-mit@deo.myflorida.com) or mailed to:

Attention: Rebuild Florida Mitigation Team  
Florida Department of Economic Opportunity  
107 East Madison Street  
Caldwell Building, MSC 400  
Tallahassee, FL 32399-2100

If a paper application is submitted in lieu of an electronic application, three identical hard copies must be submitted including any attachments or supporting documents. Paper applications must be postmarked by September 14, 2020. Late applications will not be accepted, under any circumstance, including delivery problems. DEO will email application receipt confirmations as they arrive and/or by close of business on Thursday, September 17, 2020.

DEO is committed to ensuring a straightforward and uncomplicated application cycle. To facilitate that goal, applicants will be provided with several resources during the application cycle, including an application reference guide, a webinar and one-on-one phone calls with DEO staff. The application reference guide is available in Appendix B.

Applicants may check on the status of their submissions by sending an email to [cdbg-mit@deo.myflorida.com](mailto:cdbg-mit@deo.myflorida.com), calling the toll-free mitigation line at (833) 347-7863 or checking online at: [floridajobs.org/rebuildflorida/mitigation/general-infrastructure-program](http://floridajobs.org/rebuildflorida/mitigation/general-infrastructure-program).

## 2.7 Eligible Areas

At least 50% of funds must be spent in HUD-identified MID areas. The remaining 50% may be spent on state-identified MID areas. **Tables 3 and 4** identify areas eligible for CDBG-MIT funding; the HUD and State identified MID areas.

**Table 3: HUD MID Area Counties and Zip Codes**

HUD MID Counties	Brevard, Broward, Clay, Collier, Duval, Hillsborough, Lee, Miami Dade, Monroe, Orange, Osceola, Palm Beach, Polk, St. Johns, St. Lucie, and Volusia
HUD MID Zip Codes	32084, 32091, 32136, 32145, 32771, 33440, 33523, 33825, 33870, 32068, 33935, 34266

**Table 4: State MID Area Counties**

State MID Area Counties	Alachua, Baker, Bradford, Charlotte, Citrus, Columbia, DeSoto, Dixie, Flagler, Gilchrist, Glades, Hardee, Hendry, Hernando, Highlands, Indian River, Lafayette, Lake, Leon, Levy, Manatee, Marion, Martin, Nassau, Okeechobee, Pasco, Pinellas, Putnam, Sarasota, Seminole, Sumter, Suwannee, Taylor, Union, Wakulla
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## 2.8 Allocation

A total of \$475,000,000 has been allocated for the GIP program. This allocation may be increased or decreased based on the demand for the program by amendment to the Action Plan, subject to approval by HUD.

## 2.9 Application Assistance Timeline

The application submission cycle for the GIP Program will open on June 15, 2020 and close on September 14, 2020.

DEO will host a webinar on June 24, 2020 at 2:00 PM EST to provide an overview of the Guidelines, specific to the application process. The webinar will include a live question and answer period. These questions and answers will be published on DEO's website no later June 29, 2020. Beginning on June 25, 2020 DEO will also provide an opportunity

for applicants to schedule 20-minute, one-on-one phone calls with DEO's mitigation staff. These calls will provide applicants an opportunity to ask questions and/or discuss issues specific to their project and the application process. Throughout the entire application cycle, technical assistance is also available by sending inquiries to the Mitigation email inbox at [cdbg-mit@deo.myflorida.com](mailto:cdbg-mit@deo.myflorida.com). The program will respond to all inquiries in a timely manner. Applicants may also visit the program webpage to view the progress bar at the top of the page which indicates the status of the application cycle.

## **2.10 National Objectives**

All projects supported by HUD Community Development Block Grant (CDBG) assistance must meet one of the CDBG's three National Objectives:

1. Benefiting low-and-moderate income (LMI) persons;
2. Addressing a severe and recently arising urgent community welfare or health need;  
or
3. Preventing or eliminating slum and blighting conditions.

DEO's GIP allocation is focused on addressing LMI and Urgent Needs. (Per 84 FR 45838, the slum and blight criteria are "generally not appropriate" in the context of mitigation activities and would require special prior approval from HUD to be considered.)<sup>1</sup>

HUD has recognized that the most effective mitigation strategies are regional in scale. GIP applicants will be required to identify the entire area (non-LMI and LMI) that will benefit from the proposed project. DEO will then utilize HUD guidance to calculate the LMI benefit percentage of each project.

As required by the Federal Register, Vol. 84, No. 169, the state will designate at least 50% (\$316,742,500) of the CDBG-MIT allocation to address mitigation and resiliency needs in the HUD-identified MID areas. The remaining 50% may be spent on state-identified MID areas that were declared disaster areas eligible for both FEMA Individual and Public Assistance, categories A - G.

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<sup>1</sup>Federal Register – 6109-N-02, V.A.13.f.





person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

DEO requires any entity receiving assistance through CDBG-MIT grant to comply with the Part 3 requirements herein. In addition, DEO and subrecipients must administer and fund programs that are in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations, and will affirmatively further fair housing.

DEO requires subrecipients to certify that they have adopted and are enforcing policies that: 1) prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and 2) prohibit physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

Any person who believes he or she, or any specific class of individuals, has been subjected to unlawful discrimination may file a complaint regarding the alleged discrimination with:

Office for Civil Rights  
Florida Department of Economic Opportunity  
107 East Madison Street  
Caldwell Building, MSC 150  
Tallahassee, FL 32399-4129  
(850) 921-3205  
[Civil.Rights@deo.myflorida.com](mailto:Civil.Rights@deo.myflorida.com)

Atlanta Regional Office of FHEO  
U.S. Department of Housing and Urban Development  
Five Points Plaza  
40 Marietta Street, 16<sup>th</sup> Floor  
Atlanta, GA 30303-2806  
(404) 331-5140  
[ComplaintsOffice04@hud.gov](mailto:ComplaintsOffice04@hud.gov)

Further information about eligibility for filing an equal opportunity complaint, time limits, instructions, and procedures may be found at:

<http://www.floridajobs.org/office-directory/office-for-civil-rights/about-our-services/discrimination-complaints>.

## **2.13 Conflict of Interest**

State officials and employees, DEO employees, subrecipients, contractors and consultants who exercise functions with respect to CDBG-MIT activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, are prohibited from receiving any benefit from the activity either for themselves or for those with whom they have family or business ties, during their tenure.

For purposes of this section, “family” is defined to include parents (including mother-in-law and father-in-law), grandparents, siblings (including sister-in-law and brother-in-law) and children of an official covered under the conflict of interest regulations at 24 CFR 570.489(h).

Per 24 CFR 570.489(h)(2) - Conflicts prohibited: Except for eligible administrative or personnel costs, the general rule is that no one who exercises or has exercised any functions or responsibilities with respect to CDBG-MIT activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Per 24 CFR 570.489(h)(4) - An exception to the conflict of interest provision may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may also be granted should it be determined that all of the concerns generated by the potential conflict of interest have been adequately and publicly addressed and that an exception would serve to further the purposes of Title I of the Housing and Community Development Act of 1974 and the effective and efficient administration of the program. No party will enter into a conflict of interest until a request for an exception has been granted by DEO.

## **2.14 Anti-Fraud, Waste, and Abuse Policies**

HUD requires policies to prevent fraud, waste and abuse. DEO is committed to aggressively detecting and eradicating fraud, waste and abuse to ensure that DEO-administered programs provide services to customers effectively and efficiently and that taxpayer funds are protected. Each employee, customer and partner has a role and responsibility to ensure that program and service delivery is in compliance with local, state and federal laws and policies and that any incidents are reported immediately for investigation and resolution.

Rebuild Florida constituents, employees and contractors may report suspected fraud, waste, or abuse by contacting Constituent Management Services staff, submitting information via the Report Fraud, Waste or Abuse online form (<http://floridajobs.org/rebuildflorida/report>); (all contact information fields are optional to allow for anonymity) or by sending an e-mail to [cdbg-dr\\_antifraudwasteabuse@deo.myflorida.com](mailto:cdbg-dr_antifraudwasteabuse@deo.myflorida.com).

All suspected cases of fraud will be taken seriously, and complaints will be reported to OLTR’s Compliance and Reporting Manager and DEO’s Office of the Inspector General at [OIG@deo.myflorida.com](mailto:OIG@deo.myflorida.com). If DEO’s OIG determines that it is appropriate, it will coordinate its investigation with agencies such as the Florida Office of the Inspector General, the Florida Office of the Attorney General, or the Florida Department of Business and Professional Regulation.

All substantiated cases of fraud, waste, or abuse of government funds will be forwarded to the United States Department of Housing and Urban Development (HUD), Office of Inspector General (OIG) Fraud Hotline (phone: 1-800-347-3735 or email: [hotline@hudoig.gov](mailto:hotline@hudoig.gov)) and DEO's HUD Community Planning and Development (CPD) Representative. *OLTR must provide a timely response within 15 working days of the receipt of a complaint, as stated in 84 FR 169.*

Office of Long-Term Resiliency's comprehensive Anti-Fraud Waste and Abuse Policy can be found [here](#).

## **2.15 Files, Records and Reports**

DEO and subrecipients will maintain accurate files and records on its projects and DEO will retain all pertinent documentation for the grant between HUD and DEO. Compliance will be maintained in accordance with the reporting requirements as outlined in the DEO Policies and Procedures Manual.

All official records on project activities are maintained for a five-year period beyond the date of grant closeout.

## **2.16 Public Records**

The Office of Long-Term Resiliency's Constituent Services Manager will act as a Public Record Division Liaison and is the primary contact for all public record requests regarding the Office of Long-Term Resiliency/Rebuild Florida Program. The Office of Long-Term Resiliency's Public Record Division Liaison will coordinate with the respective managers of each program to determine (1) what is and what is not a responsive record; and (2) where to find all responsive records.

Pursuant to Article 1, Section 24, Florida Constitution, and Chapter 119, Florida Statutes, DEO is subject to Florida's public records laws. Accordingly, unless an exemption exists, all records produced or received pursuant to law or in connection with the official business of DEO can be requested and provided for inspection. Subrecipients participating in the GIP are also subject to Florida's public records laws. All public records requests made to DEO will be processed in accordance with DEO Administrative Policy 1.06, Processing Public Records Requests. Public records held by subrecipients may be requested by contacting the relevant subrecipient.

Detailed guidance on public records requests can be found in the following resources:

Florida Government in the Sunshine Manual:  
[http://myfloridalegal.com/webfiles.nsf/WF/RMAS-9UPM53/\\$file/2015SunshineLawManual.pdf](http://myfloridalegal.com/webfiles.nsf/WF/RMAS-9UPM53/$file/2015SunshineLawManual.pdf)

Florida Public Records Law, Chapter 119, Florida Statutes:  
[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0100-0199/0119/0119.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/0119.html)

## **2.17 Section 3**

The Housing and Urban Development Act of 1968, Section 3, mandates that recipients of CDBG-MIT funding provide, to the greatest extent possible, training, employment, contracting and other economic opportunities to low and very low-income persons or business concerns that provide economic opportunities to LMI persons.

The Section 3 numerical goals are minimum targets that must be reached for HUD to consider a recipient in compliance. If an entity fails to fully meet the Section 3 numerical goals, it must adequately document the efforts taken to meet the numerical goals. The minimum numerical goal for employment is 30% of the aggregate number of new hires must be Section 3 residents, annually; i.e., three out of 10 new employees needed to complete a Section 3 covered project / activity must be Section 3 residents. The minimum goals for contracting are:

- 10% of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public or Indian housing or building trades work arising in connection with housing rehabilitation, housing construction and other public construction, must be awarded to Section 3 businesses; and
- 3% of the total dollar amount of all non-construction Section 3 covered contracts must be awarded to Section 3 businesses.

## **2.18 Environmental Review**

All CDBG-MIT and related activities are subject to the provisions of the National Environmental Policy Act of 1969 (NEPA), as well as the HUD environmental regulations provided in 24 CFR part 58. The primary purpose of these regulations is to protect and enhance the quality of the natural environment. To meet these requirements, the subrecipient is responsible for ensuring that environmental reviews are completed for all projects. The environmental review must be completed prior to any funds being allocated toward a project.

The GIP environmental review is a separate and distinct review from any other review. Other previously performed environmental reviews will not satisfy the program's requirements. If an environmental condition identified on a proposed GIP activity site cannot be cleared, the site may not be an eligible location for activities.

DEO currently has staff that will oversee environmental compliance. Additionally, the current staff may be augmented by external vendors procured through competitive solicitation.

## **2.19 Program Income**

This program will not create program income.

## Part 3 - Subrecipient Information

DEO will use a subrecipient model to deliver the GIP. Subrecipients will be selected through a competitive RFA process. This program is not a direct grant program. No funds will be paid directly to individuals.

### 3.1 Eligibility

Entities that are eligible to apply include:

- Units of General Local Government (UGLG);
- State agencies;
- Non-profits that apply in partnership with their local UGLG or state agencies; and
- Non-governmental agencies that apply in partnership with their local UGLG or state agencies.

To be eligible for funding, a grant application must:

1. Be in conformance with the State Mitigation Plan and Local or Tribal Mitigation Plan approved under 44 CFR part 201.4; or for Indian Tribal governments acting as grantees, be in conformance with the Tribal Mitigation Plan approved under 44 CFR 201.7;
2. Have a beneficial impact upon the designated disaster area;
3. Solve a problem independently or constitute a functional portion of a solution in which there is assurance that the project will be completed. Projects that merely identify or analyze hazards or problems are not eligible;
4. Consider the following for any infrastructure project that encompasses flood mitigation: high wind, continued sea level rise and ensure responsible floodplain and wetland management based on the history of flood mitigation efforts and the frequency and intensity of precipitation events;
5. As a condition of consideration for project funding, applicants will be required to identify their plans for funding operations and maintenance costs (when applicable). Long-term maintenance and operating costs are ineligible under CDBG-MIT funding except as identified at 84 FR 45838 Section V.A.9.
6. Be cost-effective and substantially reduce the risk of future damage, hardship, loss or suffering resulting from a major disaster. The grantee must demonstrate this by documenting that the project:
  - a) Addresses a problem that has been repetitive or a problem that poses a significant risk to public health or safety if left unsolved;
  - b) Will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur;
  - c) Has been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options;

- d) Contributes, to the extent practicable, to a long-term solution to the problem it is intended to address; and
  - e) Considers long-term changes to the areas and entities it protects and has manageable future maintenance and modifications requirements.
7. Include evidence of meeting the public notice requirement, as outlined below and in the Application Instructions & Checklist, Appendix B.

### 3.2 Public Notice Requirement

Units of General Local Governments (UGLG) must receive public input on their application by abiding by one or both of these new notice formats:

1. **Post information about the project online:** Post the information about your project to your public website and allow for a 14-day public comment period. State the type/s of project/s to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. A copy of the webpage showing the public notice and a copy of any public comments received must be included.
2. **Host a virtual public meeting:** Applicants should supply the same documentation that would normally be required to demonstrate that a meeting was held, including minutes and a public meeting notice. The notice should be posted in a newspaper of general circulation and to your UGLG website. State the type/s of project/s to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. Applicants must provide for a 10-day comment period, which must be published prior to the submission of the application.

Evidence of a public meeting (Option 2) with city, county and tribal governments must also meet the following requirements:

- Documentation of newspaper advertisement
- Notice of the public meeting must be provided at least five days prior to the meeting.
- Documentation of a meeting must include sign-in sheets and minutes.

**For both options**, documentation that the needs of non-English speaking citizens have been met wherever a significant number of non-English speaking citizens might be reasonably expected to participate. In this case, documentation will need to be translated into Spanish and Creole.

### 3.3 Request for Applications

The application submission cycle for GIP funding will open on June 15, 2020 and will end on September 14, 2020. To register, applicants should open this link: [floridajobs.org/rebuildflorida/mitigation](http://floridajobs.org/rebuildflorida/mitigation) and click "Application Packet". A contact name and email address will be requested. Once registered, the applicant will be emailed an

individualized application weblink. The application packet will be available from the CDBG-MIT website beginning on June 15, 2020.

### 3.4 Application Process

Eligible applicants will be invited to submit applications proposing GIP projects for funding through the CDBG-MIT program. Responses will be evaluated to ensure the proposed projects meet the minimum criteria as outlined in the application materials provided in Appendices A - C of these Guidelines. Responses that meet minimum threshold requirements will then be evaluated according to the scoring criteria listed in Part 4. The following appendices are included in these Guidelines:

- Appendix A – Application Form;
- Appendix B – Application Instructions and Checklist;
- Appendix C – Completed Sample Application;
- Appendix D – Implementation Plan;
- Appendix E – Budget Template;
- Appendix F – Social Vulnerability Index Variables; and
- Appendix G – Social Vulnerability Index Map

### 3.5 Application Requirements

Applications must, at a high level\*, describe the project being proposed and address how and why it needs to be created, updated or integrated to mitigate risks attributable to threats identified in the State of Florida Action Plan Risk-Based Mitigation Needs Assessment. Projects must also include a proposed budget with a detailed description of anticipated costs by category, including support services and program management and administration. Evidence of meeting the public notice requirement, as outlined in Section 3.2 and the Application Instructions & Checklist, Appendix B, must be included.

\*Application requirement *specifics* are delineated in Part 4 of these Guidelines and in Appendices A – G.

Responses may include proposed subrecipient partnerships with public, private or non-profit entities to deliver GIP projects. If an applicant intends to utilize a partnership to complete a project, the response must document how partners will be selected. Any entity that is listed as excluded, debarred or suspended on the System for Award Management (<https://sam.gov/SAM/>), including affiliated businesses with the same Employer Identification Number (EIN), is not eligible to receive GIP funds and may not be selected as a subrecipient, partner, subcontractor or vendor.

Applications will be evaluated to determine the mitigation value and cost effectiveness of the proposed project. An applicant's planning strategy and management capacity must be evident.

### **3.6 Applicant Review Process Responsiveness**

During the application review process, applicants are required to respond in a timely manner to DEO requests for information/materials to complete the evaluation process. Any request for additional information will include a definitive due date for return of requested information. If the applicant needs an extension, a clarification or assistance, the applicant may make its request within the allotted response timeframe. If an applicant fails to provide the requested information/materials or fails to ask for an extension or assistance, the applicant's response will be closed and disqualified.



## Part 4 - Scoring

### 4.1 Award Determination

DEO will apply a two-phase process to review applications:

1. Phase One: Applications will first be evaluated for **Mandatory Threshold Compliance Criteria, Table 5**. This phase is unscored. DEO will further review only the applications that pass Phase One.
2. Phase Two: If the Mandatory Threshold Criteria is in compliance, the second phase of the review process will be initiated. Applications will be reviewed and scored based on **Scoring Criteria Evaluation Rubric, Table 6**.

Only the application itself (including requested attachments) will be scored. Any documents submitted with the application *that were not requested* will not be scored. The evaluation team will consist of CDBG-MIT staff who will independently and objectively score applications consistent with the Scoring Criteria Evaluation Rubric. The reviewers' scores will be averaged to determine a final score for each application.

Each element of the Scoring Criteria Evaluation Rubric has a value associated with it. A potential maximum of 150 points may be awarded. If eligible responses exceed available funding, applicants will be funded in rank order based on evaluation scores. DEO reserves the option to fund all, a portion of or none of each application submitted by an applicant.

Applicants will be notified that their application was submitted successfully via email.

**Table 5: Mandatory Threshold Compliance Criteria**

Threshold Criteria – Part A
Application is signed and complete.
Application was submitted on time.
Public Notice documents were submitted on time.
Applicant is an eligible UGLG, state agency, or non-profit or non-governmental entity that applied in partnership with a UGLG or state agency.
Applicant's project benefits HUD and/or state-identified MID areas.

**Table 6: Program Scoring Evaluation Rubric**

Available Points	Scoring Categories	Evaluation Rubric
20 pts	<b>Project Description</b>	Write an overview/summary, not to exceed 2,500 words, of the project being proposed. 1) State the project purpose and include a description of the proposed activity. 2) Specify the risk(s) that will be mitigated by completion of this project. 3) Explain the use of natural infrastructure in the project, if applicable. 4) Describe how the work will be done and the team that will do it. 5) Explain the method used to determine project funding requirements. 6) Describe anticipated outcomes. 7) Describe how the project will be maintained after it is completed.
20 pts	<b>Community Value</b>	Describe, in 1,500 words or less, the proposed activity's value to the community in normal circumstances and in times of natural disasters. Specify which of the seven community lifelines will be served by completion of this project. Indicate how this project will enhance regional and/or multijurisdictional community resilience.
15 pts	<b>Capacity Plan</b>	Provide a strategic plan overview of 1,500 words or less that addresses goals, stakeholders, the work plan, (major tasks and deliverables), resources (staffing and budget) and monitoring/quality controls. Describe any community partnerships and roles. Identify the staff members who will be responsible and/or positions that will be filled for the GIP project management and maintenance. Provide a short profile on each person on your current staff who perform project-related tasks and a brief position description for any new hires who will be assigned to projectwork.
10 pts	<b>Implementation Plan</b>	Use the Implementation Plan Template provided in Appendix D to prepare a chronological timeline for the entire life of the project that organizes work into logical, manageable tasks and deliverables. Allow time for environmental considerations, permitting, etc.
10 pts	<b>Budget</b>	Include your project budget using the Budget Worksheet provided as Appendix E and also on Page 31 of the GIP Application in Appendix A. The project budget must be cost-reasonable, appropriate and accurate. Budgeted items must be consistent with the project description and tasks. The funding requested meet the GIP's minimum (\$500,000). Ensure there is no duplication of benefits.

10 pts	<b>Leveraged Dollars</b>	If your project involves the qualified use of matching or leveraged funds or services, (see Part 5 in these Guidelines), describe the specifics of leveraged fund/service usage. Ensure there is no duplication of benefits. The scoring criteria is as follows: less than 15%: 2pts, 16-30%: 4pts, 31-45%: 6pts, 46-60%: 8pts, 61% or more: 10pts.
10 pts	<b>MID Areas</b>	HUD MID areas are determined through federal designation. DEO does not have input on the designation of HUD MID areas. State-identified MID areas were identified by the state of Florida as areas of need that were not specified by HUD. State MID areas include counties that were eligible for FEMA Individual and Public Assistance Categories A-G in presidentially-declared counties for each of the included storms. Projects in HUD MID areas will receive 10 points. Projects in State MID areas will receive five points.
30 pts	<b>Overall LMI Benefit</b>	Provide the specific block groups for the project area of benefit. Projects that benefit areas comprised of higher percentages of LMI individuals will be awarded a higher score than projects with lower percentages. For example, if the service area LMI is 65%, DEO will multiply this percentage by 30 (the maximum amount of points available) to receive a final LMI score of 19.5 points. The LMI percentage will be calculated by DEO using the formula outlined on the CDBG LMI Data website: <a href="https://www.hudexchange.info/programs/cdbg/cdbg-low-moderateincome-data/">https://www.hudexchange.info/programs/cdbg/cdbg-low-moderateincome-data/</a>
10 pts	<b>Social Vulnerability</b>	The Hazard and Vulnerability Research Institute's Social Vulnerability Index (SoVI®) measures the social vulnerability of U.S. counties to environmental hazards. This index synthesizes 29 socioeconomic variables that impact a community's ability to prepare for, and respond to, disasters. The index of variables includes, but is not limited to, age, sex, race, income and unemployment rate. A map and full list of variables is located in Appendix F. If your project area of benefit crosses county boundaries we will award points based on the higher scoring county.  Points Available Based on SoVI® Score 2 pts = Low (Bottom 20%) 4 pts = Medium Low 6 pts = Medium 8 pts = Medium High 10 pts = High (Top 20%)

15 pts	<b>Special Designations</b>	If your project will benefit one of the following special designations, identify the designation: An Area of Critical State Concern according to Florida Statutes 380.05; a Rural County as defined by the Office of Management and Budget; or a Fiscally-Constrained County according to Florida Statutes 218.67. Five points will be awarded for each special designation in your service area.
<b>150 pts</b>		<b>Total maximum score</b>

## 4.2 Technical Assistance

DEO is hosting a webinar and 20-minute, one-on-one phone calls to provide an overview of these Guidelines and the application process. In addition, designated partners will provide technical assistance to subrecipients related to CDBG-MIT requirements and compliance. Assistance will also be provided as a result of monitoring activities and at subrecipient request.

## 4.3 Subrecipient Responsibilities

Subrecipients have the following responsibilities and must:

- Demonstrate how the proposed project meets one or more of the national objectives;
- Submit an accurate account of how the absence of the project being requested has affected the community’s critical services during disasters;
- Submit a detailed scope of work;
- Provide evidence that selected site has appropriate approvals;
- Enter into a subrecipient agreement with DEO specific to the GIP;
- Comply with all terms and conditions of the subrecipient agreement, GIP guidelines, Mitigation Action Plan and applicable federal, state and local laws;
- Develop policies and procedures to detect and prevent fraud, waste and abuse that describe how the subrecipient will verify the accuracy of information and report instances of suspected fraud, waste or abuse;
- Follow a detailed citizen participation plan that satisfies the requirements of 24 CFR 570.486;
- Develop policies and procedures for complaints and grievances and for appeals. These policies and procedures must be made available to participants and participant applicants;
- Update application or program policies and procedures upon DEO request;

- Document all complaints, grievances and appeals received. To comply with HUD requirements, a response to each complaint, grievance or appeal must be made within 15 working days of receipt;
- Maintain organized files and make them accessible to DEO or its representatives upon request;
- Maintain books, records and documents relating to the GIP in accordance with generally-accepted accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by DEO under this program. All records must be maintained for five years beyond the closeout of the grant;
- Retain sufficient records to document program activities, participants and services and to demonstrate compliance with the GIP Program Guidelines, subrecipient agreement and applicable federal, state and local laws and regulations. All records must be maintained for five years beyond the closeout of the grant;
- Ensure that any partners, subcontractors, vendors or other entities to whom the subrecipient intends to disburse GIP funds are not listed as excluded, debarred, or suspended on the System for Award Management (<https://sam.gov/SAM/>), including affiliated businesses with the same EIN;
- Comply with the requirement that subrecipients will not carry out any of the activities under their agreement with DEO in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974;
- Provide a detailed timeline for implementation consistent with the milestones outlined in these GIP Program Guidelines and report actual progress against the projected progress on a monthly basis;
- Provide a quarterly report to DEO that outlines the activities completed in the previous quarter.
  - The report must include financial metrics that demonstrate the implementation costs to date with projected spending.
  - Reporting must include documentation of the number of complaints received, the nature of the complaint, and that complaint was responded to within 15 days of receipt.
  - Additional quarterly reporting requirements may be required, depending on the specific program design implemented by a subrecipient.
- Provide a monthly report to DEO that details the grant funding approved versus funding disbursed;
- Monitor compliance with the terms and conditions of the subrecipient agreement; and
- Maintain organized files and make them accessible to DEO or its representatives upon request.

#### **4.4 Compliance and Monitoring of Subrecipients**

As a recipient of federal funds, DEO is charged with ensuring that any subrecipient has the capacity and means to deliver projects and services and that the costs of its activities are allowable, reasonable and necessary. Therefore, each subrecipient assessed by DEO must demonstrate the organizational capacity and implementation experience necessary to deliver services. Each subrecipient must meet performance metrics for implementation. Additionally, all subrecipients will be subject to routine monitoring and compliance review by DEO or its representatives based on an initial risk analysis. Monitoring will include:

- Evaluation of the subrecipient's organization, procurements, policies and procedures;
- Compliance with the Stafford Act (i.e., no duplication of benefits);
- Allowable, necessary and reasonable cost standards;
- Financial management, file management and documentation;
- National objective compliance; and
- Reporting and compliance with these Guidelines, the Subrecipient Agreement and any applicable laws and regulations.

DEO will monitor the GIP directly and through designated partners. This includes verification of official documents against state records, review of application materials and expense documentation, and physical site visits to verify compliance and appropriate use of funds. Additional reviews may be conducted by HUD. Monitoring reviews may be announced or unannounced. Monitoring may take place on site or remotely. Reviewed documentation may be randomly selected. Project applications and documentation must be maintained and made available by subrecipients. All monitoring results will be recorded in detail for program compliance and use of funds.

Any issues of non-compliance may be categorized as either findings or observations. Subrecipients found to be non-compliant, or who received funds in error, may be required to repay grant funds to the state of Florida, in accordance with the subrecipient agreement.

#### **4.5 Construction Regulations**

The Davis-Bacon Act (DBA) applies to all construction contracts greater than \$2,000 unless the program's authorizing legislation contains exceptions. It requires that all workers or mechanics working on projects covered by the Act be paid minimum hourly wages and fringe benefits according to the wage decision(s) applicable to that contract. If any portion of a contract requires DBA, then all work performed under the contract is subject to DBA. Work done by a local government's employees (force account) is not subject to DBA.

Additionally, contractors must comply with the Contract Work Hours and Safety Standards Act (CWHSSA) and the Copeland Anti-Kickback Act (Copeland Act). CWHSSA requires

that, for any project in which the prime contract exceeds \$100,000, workers must be paid one-and-one-half their normal hourly rate for any hours worked in excess of 40 hours weekly, based on a workweek of seven consecutive days. The Copeland Act prohibits any person from inducing a worker on a federally-funded project to give up any part of the compensation to which the worker is entitled. No payroll deductions are permitted that are not specifically listed in the Copeland Act unless the contractor has obtained written permission from the employee as specified in 29 CFR 3.5 for otherwise permissible payroll deductions.

## **4.6 Appeals**

### Informal Appeals

Appeals may be filed only upon the deliverance of an adverse program decision regarding eligibility, benefits, or closure of an application. Appeals must be filed within the parameters set by this appeals procedure. Participants may not appeal program policy. If an applicant is denied program services or benefits and desires to appeal, an appeal may be filed with DEO as follows:

1. All appeal letters must be submitted in writing within 30 days of the date of the denial letter via:
  - U.S. mail to:
    - Office of Long-Term Resiliency, Appeals Team
    - Florida Department of Economic Opportunity
    - 107 East Madison Street
    - Caldwell Building, MSC 400
    - Tallahassee, FL 32399
  - Email to:
    - [cdbg-drappeals@deo.myflorida.com](mailto:cdbg-drappeals@deo.myflorida.com)
2. All appeal letters must include:
  - The reason for the appeal;
  - A clear explanation that describes the evidence that the denial was contrary to applicable laws or regulations or in some other way inequitable;
  - The reason that the applicant is eligible for the service or benefit that was denied, delayed, reduced, modified or terminated;
  - The proposed remedy sought by the applicant;
  - Name, contact address and contact telephone number of entity filing appeal; and
  - Signature and date.

An appeal initiated by an applicant with DEO must follow written appeal procedures, which may include, but not be limited to, informal hearings, third-party review or administrative review. A determination letter will be sent, post-appeal, to the entity that

initiated the appeal. Applicants may contact DEO for more information on the appeal procedure.

#### Formal Appeals /Notice of Administrative Rights

Any person whose substantial interests are affected by DEO's determination has the opportunity for an administrative hearing pursuant to section 120.569, Florida Statutes. For the required contents of a petition challenging agency action, refer to rules 28-106.104(2), 28-106.20(2), and 28-106.301, Florida Administrative Code.

Depending on whether material facts are disputed in the petition, a hearing will be conducted pursuant to either sections 120.569 and 120.57(1), Florida Statutes, or sections 120.569 and 120.57(2), Florida Statutes. Pursuant to section 120.573, Florida Statutes, and Chapter 28-106, Part IV, Florida Administrative Code, mediation is available to settle administrative disputes. Any petition must be filed with the Agency Clerk within 30 calendar days of receipt of DEO's determination

If an applicant files a request for reconsideration or informal appeal, the requirement to timely file a petition challenging agency action will be tolled until a decision under either method is rendered by the Department. At that time a new appeal window will begin. No applicant will lose their rights under Chapter 120, Florida Statutes, by filing a request for reconsideration or request for informal appeal.

Any petition must be filed with the Agency Clerk within 30 calendar days of receipt of this determination. A petition is filed when it is received by:

Agency Clerk  
Department of Economic Opportunity  
Office of the General Counsel  
107 East Madison Street, MSC 110  
Tallahassee, Florida 32399-4128  
Fax: (850) 921-3230  
Email: [Agency.Clerk@deo.myflorida.com](mailto:Agency.Clerk@deo.myflorida.com)



## Part 5 - Financial

### 5.1 Eligible & Ineligible Costs

All costs must be CDBG-MIT eligible. All costs must comply with the requirements of 24 CFR 570 and 2 CFR 200.

Eligible costs for the GIP include, but are not limited to:

- Training;
- Materials and supplies related to GIP activities;
- Construction costs;
- Rehabilitation or construction of stormwater management systems;
- Improvements to drainage facilities;
- Support services;
- Participant outreach;
- Program management; and
- Program administration\*.

\*(Administrative costs must be: 1. Allowable, reasonable and necessary and 2. Directly related to the project [invoicing, providing documentation, tracking expenditures, copying costs, postage]. Indirect cost recovery is not allowable under the CDBG-MIT program.)

Ineligible costs for the GIP include, but are not limited to:

- Material or supply costs unrelated to GIP activities;
- Furnishings and personal property, including motor vehicles and fixtures;
- Costs incurred prior to the date of execution of a subrecipient agreement;
- Political activities or lobbying;
- Payments to a for-profit business while that business or business owner is the subject of unresolved findings for non-compliance with CDBG assistance; and
- Any costs determined as unallowable or ineligible pursuant to applicable state or federal laws or regulations, or guidance from HUD, DEO or any applicable state or federal agency.

### 5.2 Funding Method

Funding will be provided monthly on a cost reimbursement basis upon completion of agreed upon deliverables. Subrecipients must verify all documentation and costs before submission for cost reimbursement to DEO. Subrecipients must provide required reporting and supporting documentation to be reimbursed.

### 5.3 Supplanting Funds

Subrecipients must agree to utilize GIP funds to supplement rather than supplant funds otherwise available. Subrecipients must document that GIP funds awarded are above and beyond any annual appropriations that are provided for the same purpose. GIP funds may be utilized after all other funds available to provide benefits to the participant for the same purpose have been expended. Any supplanting of funds will be treated as a duplication of benefits or fraud, waste and abuse, and is subject to recapture under the terms of the subrecipient agreement.

### 5.4 Duplication of Benefits (DOB) Overview

Eligible applicants may have previously received assistance from other sources for the same purpose as the GIP. Under the requirements of The Robert T. Stafford Disaster Assistance and Emergency Relief Act, as interpreted and applied by HUD, DEO, and its subrecipients must consider certain aid received by a person or entity in determining the amount of assistance which can be granted. DEO and subrecipients must follow HUD's DOB Guidance. Applicants must provide any information on benefits received that may create a DOB to the appropriate subrecipient. The subrecipient must perform due diligence verification of DOB information.

The Supplemental Appropriations Act authorizing CDBG-MIT funding and the Stafford Act include restrictions on using CDBG-MIT program funds to provide assistance when insurance providers or other federal or state entities have already funded all or a portion of the activity. The Stafford Act also contains eligibility requirements for recipients who have received prior disaster funding based upon whether they are in compliance with requirements associated with receipt of those funds. When applicable, recipients must be in compliance with these restrictions or funding will be denied. Participants must report all financial assistance, including:

- Local, state, or federal programs;
- Private or non-profit charitable organizations; and
- Any other assistance received for the purpose for which the participant is applying for, and receiving, funding or services.

Funds provided by any federal, state or local government entity, or non-profit or private source intended for the same purpose as the GIP are considered a DOB and under federal law *must* be deducted from the assistance provided by the GIP. Any additional funds paid to participants for the same purpose as the GIP after the GIP services are completed *must* be returned to DEO. Participants in the GIP must agree to repay any duplicative assistance considered a DOB.

### 5.5 Subrogation

Subrogation is a legal doctrine that allows one person to take on the rights of another. In the context of mitigation grants, a GIP participant must enter into a subrogation agreement in which the funding agency (DEO) obtains the right to collect any additional

mitigation payouts the participant receives for the same purpose after the participant has entered into a grant agreement for GIP benefits.

All duplicative funding received must be remitted to or accounted for by the program, regardless of when it is received by the entity. If an entity receives additional funding for the same purpose as the GIP award, including after the GIP award is executed or GIP services are completed, the entity is required to report the additional funding to the program.

By accepting the award, subrecipients agree that they will report any duplicative funds to the program whenever received. Upon receipt of a report that additional benefits have been received, the program will recalculate the entity's award and provide instructions as to whether the award will be reduced by such amount, or whether the entity must remit such amounts to the program as reimbursement (when additional assistance is received after program disbursements). Each subrecipient will execute and be bound by a subrogation agreement.

Subrecipients must agree to subrogate (commit to the state of Florida) any future payments they may receive after award from any sources that represent a potential DOB. The subrogation agreement requires the applicant to notify DEO if additional funds are received and to assist DEO in collecting any amounts owed to it from these sources. All parties shall comply with standard anti-fraud measures.

DEO will exercise all normal due diligence in collection of amounts owed through contact with awardees and will pursue investigation and collection efforts which may include demand letters, small claims court, filing of judgments, and/or other collection activity. Collection activity following demand letters will be determined in consultation with DEO and/or the Florida Attorney General's Office.

## **5.6 Budget**

CDBG-MIT funds may be used to meet the local share of a matching requirement, or of cost-sharing or other contribution for federal or state grant programs if the funds are used to carry out an eligible GIP mitigation activity. Funds may be matched from mitigation grants administered by FEMA and the United States Army Corps of Engineers. (The maximum amount for the US Army Corps of Engineers is \$250,000.) Activities that are funded with match dollars must meet the eligibility requirements of the CDBG-MIT program and the federal program that is being supported with CDBG-MIT funds.

Applicants should describe how they will seek to maximize the outcomes of investments and the degree to which CDBG-MIT funds will be leveraged, including through public-private partnerships and other federal, state, local, private and nonprofit sources to generate more effective and comprehensive mitigation outcomes. Leveraged funds for each activity must be identified in the Disaster Recovery Grants Reporting system.

Although there is not a requirement for local match, Infrastructure Grants may or may not cover the full cost of all infrastructure activities for projects. Applicants should expect to contribute resources to complete a successful project.

## **5.7 Procurement Requirements**

Federal, state and local procurement rules apply when purchasing services, supplies, materials or equipment. DEO and all subrecipients must abide by the procurement process mandated by federal and state government codes as they are applicable to the GIP. The procurement process includes the decision to purchase as well as the process to complete the purchase.

The federal government has established a set of procurement rules in 2 CFR Part 200 that apply to CDBG-DR projects. 24 CFR 570.502 requires compliance with 2 CFR Part 200 for CDBG-DR projects, with certain limited exemptions (see also 24 CFR 85.36 and 24 CFR 84.40-48, as applicable). These rules are in place to ensure that federal dollars are spent fairly and encourage open competition for the best level of service and price. If a conflict between federal and local procurement regulations should occur, the more stringent regulation will be followed.

## Appendices

### Appendix A – Application Form



Date:

<b>Rebuild Florida CDBG - Mitigation General Infrastructure Program Application</b>
<b>Official Project Title</b>

<b>Applicant Information</b>			
Official Applicant Entity Name:		FEIN #:	
Primary Project Contact Name:		DUNS #:	
Title:		E-mail:	
Mailing Address:			Phone Number:
City:	State:		Zip Code:
Please list co-applicant entities if any:		Contact Person:	E-mail Address:

<b>Project Description</b>	
Write an overview/summary, not to exceed 2,500 words, of the project being proposed. 1) State the project purpose and include a description and location(s) of the proposed activity. 2) Specify the risk(s) that will be mitigated by completion of this project. 3) Explain the use of natural infrastructure in the project. 4) Describe how the work will be completed and the team that will be responsible. 5) Explain the method used to determine project funding requirements. 6) Describe anticipated outcomes. 7) Describe how the project will be maintained after it is completed.	
Insert Attachment:	
Please title doc: EntityNamePD_GIP	

<b>Community Value</b>	
Describe, in 1,500 words or less, the project's value to the community in normal circumstances and in times of natural disasters. Which of the seven community lifelines will be served by completion of this project? How does this project enhance regional and/or multijurisdictional community resilience? Does the project area have any cultural or historical significance? Attach a maximum of ten photographs that provide both interior and exterior views if applicable.	
Insert Attachment:	
Please title zip folder: EntityNameCV_GIP	

<b>Capacity Plan</b>		
Provide a strategic plan overview of 1,500 words or less that addresses goals, stakeholders, the work plan, (major tasks and deliverables), resources (staffing and budget) and monitoring/quality controls. Describe any community partnerships and roles. Identify the staff members who will be responsible and/or positions that will be filled for GIP project management and maintenance. Provide a short profile on each person on your current staff who perform project-related tasks and a position description for any new hires who will be assigned to project responsibilities. Have any project contractors been identified? If so, briefly describe your selection process.		
Insert Attachment:	<input type="text"/>	Please title doc: EntityNameCP_GIP

<b>Implementation Plan</b>		
Prepare a chronological timeline for the entire life of the project that organizes work into logical, manageable tasks and deliverables. Please allow time for any unacquired permits, waivers, and/or approvals if applicable. The Implementation Plan Template has been provided in Appendix D of the GIP Guidelines.		
Insert Attachment:	<input type="text"/>	Please rename template: EntityNameIP_GIP

<b>Blueprints/Architectural Designs</b>		
If blueprints or architectural designs are relevant to your proposed activity, please upload a zip file.		
Insert Attachment:	<input type="text"/>	Please title zip folder: EntityNameBlueprints_GIP

<b>Budget</b>		
Include your project budget using the Budget Template found in Appendix E in the GIP Guidelines. Ensure your budget is reasonable, appropriate and accurate. Are the budgeted items consistent with the project description and tasks? Does the amount requested fall within the GIP applicant's allowable minimum (\$500,000) and maximum (\$150,000,000)? Ensure there is no duplication of benefits.		
Insert Attachment:	<input type="text"/>	Please rename template: EntityNameBudget_GIP
Is there any duplication of benefits?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits.		
Do you anticipate receiving any funds for this project that will not be supplied by the CDBG-MIT program? If yes, detail the anticipated or committed funds in the Leveraged Dollars section.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

**Public Notice Requirement**

Units of General Local Governments (UGLG) must receive public input on their application by abiding by one or both of these new notice formats:

1. **Post information about the project online:** Post the information about your project to your public website and allow for a 14-day public comment period. State the type/s of project/s to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. A copy of the webpage showing the public notice and a copy of any public comments received must be included.
2. **Host a virtual public meeting:** Applicants should supply the same documentation that would normally be required to demonstrate that a meeting was held, including minutes and a public meeting notice. The notice should be posted in a newspaper of general circulation and to your UGLG website. State the type/s of project/s to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. Applicants must provide for a 10-day comment period, which must be published prior to the submission of the application.

Evidence of a public meeting (Option 2) with city, county and tribal governments must also meet the following requirements:

- Documentation of newspaper advertisement
- Notice of the public meeting must be provided at least five days prior to the meeting.
- Documentation of a meeting must include sign-in sheets and minutes.

**For both options,** documentation that the needs of non-English speaking citizens have been met wherever a significant number of non-English speaking citizens might be reasonably expected to participate. In this case, documentation will need to be translated into Spanish and Creole.

Attach files here:

EntityNamePN\_GIP



**Leveraged Dollars**

If your project involves the qualified use of matching or leveraged funds or services in any capacity, (see Part 5 in the GIP Guidelines) then describe the specifics of leveraged fund/service usage. Answer: 1) Are there local or other funds available to address the proposed project in whole or in part? If yes, report all sources of funding and the amount available. 2) Disclose sources and uses of non CDBG-MIT funds. 3) What other federal, state and/ or local entities have you contacted concerning funding for the proposed project and what were the results? Put "N/A" if this section is not applicable to your project.

[Empty response area for Leveraged Dollars section]

**County Selection**

Select each county that your project benefits. DEO will use this information to assess MID, social vulnerability, rural and fiscally-constrained areas. Only counties eligible for CDBG-MIT funds are listed below.

- |                                    |                                       |                                     |                                    |
|------------------------------------|---------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Alachua   | <input type="checkbox"/> Flagler      | <input type="checkbox"/> Levy       | <input type="checkbox"/> Polk      |
| <input type="checkbox"/> Baker     | <input type="checkbox"/> Gilchrist    | <input type="checkbox"/> Manatee    | <input type="checkbox"/> Putnam    |
| <input type="checkbox"/> Bradford  | <input type="checkbox"/> Glades       | <input type="checkbox"/> Marion     | <input type="checkbox"/> Sarasota  |
| <input type="checkbox"/> Brevard   | <input type="checkbox"/> Hardee       | <input type="checkbox"/> Martin     | <input type="checkbox"/> Seminole  |
| <input type="checkbox"/> Broward   | <input type="checkbox"/> Hendry       | <input type="checkbox"/> Miami-Dade | <input type="checkbox"/> St. Johns |
| <input type="checkbox"/> Charlotte | <input type="checkbox"/> Hernando     | <input type="checkbox"/> Monroe     | <input type="checkbox"/> St. Lucie |
| <input type="checkbox"/> Citrus    | <input type="checkbox"/> Highlands    | <input type="checkbox"/> Nassau     | <input type="checkbox"/> Sumter    |
| <input type="checkbox"/> Clay      | <input type="checkbox"/> Hillsborough | <input type="checkbox"/> Okeechobee | <input type="checkbox"/> Suwannee  |
| <input type="checkbox"/> Collier   | <input type="checkbox"/> Indian River | <input type="checkbox"/> Orange     | <input type="checkbox"/> Taylor    |
| <input type="checkbox"/> Columbia  | <input type="checkbox"/> Lafayette    | <input type="checkbox"/> Osceola    | <input type="checkbox"/> Union     |
| <input type="checkbox"/> DeSoto    | <input type="checkbox"/> Lake         | <input type="checkbox"/> Palm Beach | <input type="checkbox"/> Volusia   |
| <input type="checkbox"/> Dixie     | <input type="checkbox"/> Lee          | <input type="checkbox"/> Pasco      | <input type="checkbox"/> Wakulla   |
| <input type="checkbox"/> Duval     | <input type="checkbox"/> Leon         | <input type="checkbox"/> Pinellas   |                                    |

<b>Overall LMI Benefit</b>	
Provide the area that will benefit from the project. Upload the csv file obtained from the HUD FY 2020 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data Map Application. The process for obtaining this file can be found in the Rebuild Florida GIP Checklist and Instructions.	
Insert Attachment:	Please title doc: EntityName_LMIGIP

<b>Special Designations</b>	
Does your project benefit an Area of Critical State Concern according to Florida Statutes 380.05?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
What is the area of critical state concern?	Select Option

<b>Compliance</b>	
According to 84 FR 45838 August 30, 2019 Section V.A.(18), "The State shall make reviews and audits, including on-site reviews of any subrecipients, designated public agencies, and local governments, as may be necessary or appropriate to meet the requirements of section 104(e)(2) of the HCDA, as amended, as modified by this notice. In the case of noncompliance with these requirements, the State shall take such actions as may be appropriate to prevent a continuance of the deficiency, mitigate any adverse effects or consequences, and prevent a recurrence. The State shall establish remedies for noncompliance by any designated subrecipients, public agencies, or local governments."	
Can you certify to comply with state and federal register regulations as outlined in 84 FR 45838?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

<b>Maintenance Agreement</b>	
According to 84 FR 45838 August 30, 2019 Section V.A.2.a(10), "Each grantee must plan for the long-term operation and maintenance of infrastructure and public facility projects funded with CDBG-MIT funds. The grantee must describe in its action plan how it will fund long-term operation and maintenance for CDBG-MIT projects. Additionally, the grantee must describe any State or local resources that have been identified for the operation and maintenance costs of projects assisted with CDBG-MIT funds." As such, Federal Register expectations on maintenance for CDBG-MIT projects are expected to be maintained by each entity who proposes a GIP project.	
Can you certify that your entity will comply with state and subrecipient monitoring and maintenance requirements as outlined by 84 FR 45838?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

**Sign and Date**

As the primary entity contact for this project, I certify that staff, contractors, vendors and community partners of our mitigation initiative:

- A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-MIT funded activities;
- B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-MIT program(s) and/or project(s) and;
- C. Certify that all information submitted in this Application is true and accurate

Signature:

Date:

Print button will only print application and not attached documents. Submit button will deliver application to email to the [cdbg-mit@deo.myflorida.com](mailto:cdbg-mit@deo.myflorida.com). Please attach all relevant documents to this email.

Print Application

Submit Application

## Appendix B – Application Instructions & Checklist

# Rebuild Florida GIP Checklist



Project Name: \_\_\_\_\_

This Checklist is designed to aid the applicant through the application process. As such, it does not need to be submitted with the completed application to DEO.

<b>✓ <u>Application Information Required</u></b>	
	<b>Application is signed, dated and complete</b>
	<b>FEIN and DUNS numbers are provided</b>
	<b>Application is from an eligible UGLG, state agency, or non-profit or non-governmental entity that applied in partnership with a UGLG or state agency</b>
	<b>Project title, primary contact name, address and contact methods are provided</b>
	<b>Application project is clearly described with the site address listed</b>
	<b>Application project addresses what risks will be mitigated</b>
	<b>Application project addresses the community lifelines being served</b>
	<b>Application project demonstrates how it will enhance community resilience</b>
	<b>Application project's goals, stakeholders, work plan, resources, and monitoring/quality controls are identified</b>
	<b>Staff members and their responsibilities are identified</b>
	<b>Contractors or third-party entities are identified</b>
	<b>The Implementation Plan Template is completed and attached to the application</b>
	<b>Public Notice (PN) Documents have been submitted (this includes translations)</b>
	<b>The Budget Template is completed and attached to the application</b>
	<b>This project has no duplication of benefits</b>
	<b>Leveraged funds/ service usage is outlined in the application</b>
	<b>Each county that benefits from this project is selected</b>
	<b>Application identifies the LMI Census Tract and block groups numbers the project area will benefit</b>
	<b>Special designations, if applicable, are identified within the application</b>
	<b>Compliance and Maintenance Agreement sections are completed</b>

## Filling out the Rebuild Florida GIP Application

### Applicant Information:

1. First write in the GIP project title under “Official Project Title”.
2. Under Local Government Information, fill in the official applicant entity name, meaning the primary UGLG, agency or entity who is applying for this program. Use your official entity name, as this will be the name used for disbursing funds.
3. Next fill in the primary project contact name, title, e-mail, mailing address, and phone number. This person will be the first individual to be contacted by DEO regarding the proposed GIP project, should the need arise.
4. Be sure to fill in both the entity’s FEIN and DUNS number.
5. Lastly, if there are any other UGLG, agencies, or entities who are co-applicants for this proposed project, list their official entity name, person of contact name and email.

### Project Description:

1. Attach a word document titled: EntityNamePD\_GIP of the project overview that is not to exceed 2,500 words. An example of the document title being submitted by the Leon County City Fire Department would look like: LeonCountyFirePD\_GIP

### Community Value:

1. In a zip folder, attach a Word document titled: EntityNameCV\_GIP of the overall community value of the proposed project without exceeding 1,500 words. You will also need to submit photographs of both the interior and exterior views of the project area or site. Attach these photos through a zip folder with your word document included. The zip folder will be titled with your EntityNameCV\_GIP.
2. A maximum of ten (10) photographs of the project area or site may be submitted per application. Photos must be clear and in focus, in color, taken at a high resolution and saved as .jpeg files. For printed applications, photos must be at least 4”x6” in size.
3. Please see this link to create zip files: <https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>

### Capacity Plan:

1. Provide a plan overview, not to exceed 1,500 words, that outlines your proposed GIP project. You will label the document titled: EntityNameCP\_GIP.

### Implementation Plan:

1. Use the provided Implementation Plan template found in Appendix D of the GIP Guidelines to fill out the information. Rename the template: EntityNameIP\_GIP.

- You will fill out the timeline to outline the proposed project’s life, accounting for manageable tasks and deliverables with approximate dates included.

**Implementation Plan Template Instructions:**

Enter project name, official applicant entity name and primary contact name and phone number in the header space at the top of the template.

This template is customizable to fit your project. Feel free to edit the segments and add notes when needed.

- The box titled “GIP Implementation Plan Timeline” will display a visual timeline of the data that you enter into the “Tasks” box.
- The “Tasks” box should list the major manageable tasks and deliverables of the proposed project and include the entire life of the project. Enter the approximate start and end dates of each task and/ or deliverable under the tabs “Start” and “End”. “Duration” encompasses the number of days the task runs for. Excel should already calculate the duration based on the start and end dates you enter. If this is not the case, enter in the number of days as the duration of each task and/ or deliverable. Label each task and/ or deliverable appropriately under the “Label” section.
  - Within the “Tasks” box, there are 15 available slots for project timeline tasks. When adding/changing tasks within the box, select the row (select the values under “Start” to “Label”).

Tasks				
Start	End		Duration	Label
02/03	03/03		29	DEO Award and subrecipient Agreement
03/03	04/03		30	Sample Action and ADA Design
03/03	04/03		30	Equipment Evaluation
04/04	05/04		25	Environmental Review
05/06	07/06		60	Sample Construction Phase 1
07/08	08/08		31	Sample Construction Phase 2
05/06	07/06		60	Second Sample Construction Phase 1
07/08	08/08		31	Second Sample Construction Phase 2
08/20	09/01		12	Project Closeout
09/01	12/25		115	Maintenance and Monitoring
10/01	10/10		9	Sample Text
10/10	10/27		17	Sample Text

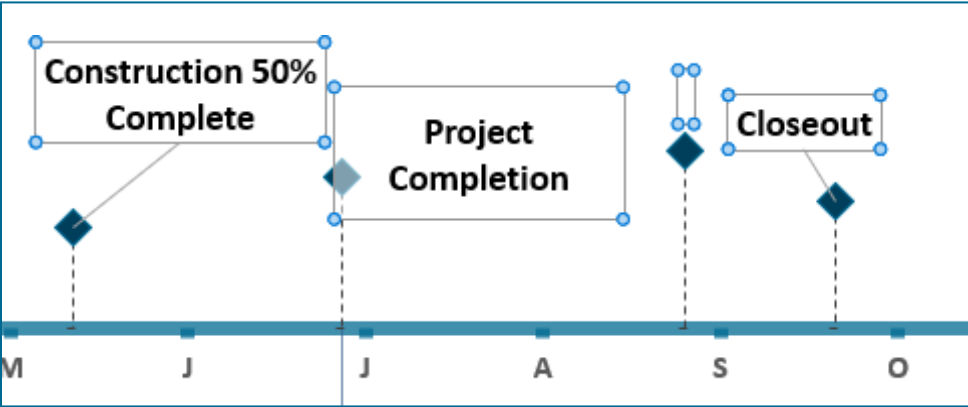
- For this example, the highlighted “Sample Text” task needs to be moved under the “Equipment Evaluation”. Once you select the row, right click, select “Cut”, a dotted line around your selected row should appear. Next, select the “Environmental Review” row. Right click and select “InsertCut

Cells”. Now “Sample Text” will appear under “Equipment Evaluation”. The visual timeline above the “Tasks” will also reflect these changes.

Tasks				
Start	End		Duration	Label
02/03	03/03		29	DEO Award and subrecipient Agreement
03/03	04/03		30	Sample Action and ADA Design
03/03	04/03		30	Equipment Evaluation
10/01	10/10		9	Sample Text
04/04	05/04		25	Environmental Review
05/06	07/06		60	Sample Construction Phase 1
07/08	08/08		31	Sample Construction Phase 2
05/06	07/06		60	Second Sample Construction Phase 1
07/08	08/08		31	Second Sample Construction Phase 2
08/20	09/01		12	Project Closeout
09/01	12/25		115	Maintenance and Monitoring
10/10	10/27		17	Sample Text

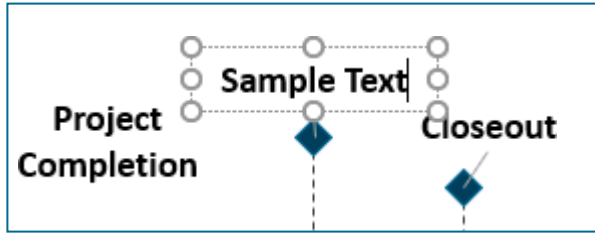
Follow these guidelines for customizing your timeline. You may add lines within the “Tasks” section below existing tasks by highlighting the complete box rows, right click, select “Insert...”, a dialogue box will appear, select “Shift cells down”, select “Ok”. This will shift all boxes below the selected row down the excel sheet.

3. The “Milestones” box may be used to list major project milestones such as the start or completion of the project. Any changes to this box can be made by following the directions described previously. The label for your new milestone may needed to be added in manually. You can do this by clicking on one of the existing milestone texts in the visual timeline. For example, you may click “Closeout” above the diamond icon. All other text boxes for milestones should be outlined by boxes.



Next, select the box that does not have a label. Now enter in the label for this milestone.





You may move and change the size of each text box.

4. The “Notes” box allows you to list any additional notes about the project timeline that may be necessary for DEO to read.

### **Budget:**

1. Use the provided Budget Worksheet found in Appendix E of the GIP Guidelines to fill out the information. Rename the template with your EntityNameBudget\_GIP.
2. Select either Yes/No on whether your project includes a duplication of benefits. Any project that includes a duplication of benefits will not be eligible for this application.
3. Select either Yes/No on whether you anticipate on receiving any funds other than CDBG-MIT funds. If the answer is yes, then in the “Leveraged Dollars” section you will need to detail any application for funds and when those funds will be committed for your project. Include the agency/ entity who the funds are coming from and the total amount.

### **Budget Template Instructions:**

Enter project name, primary contact name and phone number and the official applicant entity name.

This template is customizable to fit the budget proposal for your project. Feel free to edit left-hand segments and add notes when needed.

If a section does not have enough cells for the category that you are working on, you can add additional cells by highlighting a complete row and right clicking. A dialogue box will appear that permits you to add a row of cells. Click “Insert” and then select either “Insert Above” or “Insert Below”, depending on where you would like the new row to be placed. The new row will appear above or below the row you highlighted.

1. On the left-hand side of the template there is a list of major project items. Beneath each major project are related sub-groups. You may edit each of these areas to fit your proposed budget plan. For example, if you do not have Drawings/ Blueprints, you may delete that row.
2. List anticipated and committed sources of other project funding sources in the “Sources of Other Funds” category. These funds are non-CDBG-MIT funds.

Include entities you have contacted, even if a funding commitment has not yet been made. Disclose the amount you requested or expect to receive. If you need to add rows in this section, follow the directions for adding rows outlined above.

3. You can use the right-side "Notes" column to elaborate on budgeted items as needed.

### **Leveraged Dollars:**

1. If you suspect your project includes the use of matching or leveraged funds or services, read the GIP Guidelines, Part 5 to ensure your project is eligible for this section.
2. Describe the specifics of leveraged funds or services that your project uses in the space provided. Identify and answer:
  - a. Are there local or other funds available to address the proposed project in whole or in part?
    - i. If Yes, report all sources of funding and the amount available.
  - b. Disclose sources and uses of non CDBG-MIT funds.
  - c. What other federal, state, and/ or local entities have you contacted concerning funding for the proposed project, and what were the results?
3. If your project does not involve matching or leveraged funds, then write "N/A" in this section.

### **County Selection:**

1. This section pertains to the areas that benefit from your project. Select all counties your project benefits so that DEO may determine to what extent your project benefits MID, social vulnerability, rural, and fiscally constrained areas.
2. All Eligible Florida Counties: Alachua, Baker, Bradford, Brevard, Broward, Charlotte, Citrus, Clay, Collier, Columbia, DeSoto, Dixie, Duval, Flagler, Gilchrist, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Indian River, Lafayette, Lake, Lee, Leon, Levy, Manatee, Marion, Martin, Miami-Dade, Monroe, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Suwannee, Taylor, Union, Volusia, Wakulla
3. HUD MID areas: Brevard, Broward, Clay, Collier, Duval, Hillsborough, Lee, Miami Dade, Monroe, Orange, Osceola, Palm Beach, Polk, St. Johns, St. Lucie, and Volusia
4. State MID areas: Alachua, Baker, Bradford, Charlotte, Citrus, Columbia, DeSoto, Dixie, Flagler, Gilchrist, Glades, Hardee, Hendry, Hernando, Highlands, Indian River, Lafayette, Lake, Leon, Levy, Manatee, Marion, Martin, Nassau, Okeechobee, Pasco, Pinellas, Putnam, Sarasota, Seminole, Sumter, Suwannee, Taylor, Union, Wakulla
5. Rural counties: Baker, Bradford, Columbia, DeSoto, Dixie, Gilchrist, Glades, Hardee, Hendry, Highlands, Lafayette, Levy, Monroe, Okeechobee, Suwannee, Taylor, Union, Wakulla

6. Fiscally Constrained Counties: Baker, Bradford, Columbia, DeSoto, Dixie, Gilchrist, Glades, Hardee, Hendry, Highlands, Lafayette, Levy, Okeechobee, Putnam, Suwannee, Taylor, Union, Wakulla

**Overall LMI Benefit:**

1. Please use the latest updated version of your preferred search engine (Chrome, Explorer, Firefox).
2. Go to the HUD ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data website: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>
3. It would be a good idea to watch the 24-minute webinar, as this video explains the tools and resources available on this webpage. Listed below are directions from the Webinar on how to identify block groups and Census Tract numbers.
4. On the right sidebar, click on “Map Application”
5. A new tab will open to the HUD Web Mapping Application. In the top right corner, click on “View Application”. A map of the United States will appear.
6. In the top right corner, enter a county or city located within the Area of Benefit and press enter to search. The map will zoom to the searched area.
7. In the top left corner, click on the Layer button (looks like a stack of papers). Uncheck the LMISD by Place, LMISD by County Subdivision, and LMISD by County boxes. Only one box should remain checked – LMISD by Block Group. Click the X to close the layer box.
8. In the top left corner, click on the Service Area button (includes a pointer arrow icon). In the “Select” box, click on the downward arrow to select shape style. Be sure to leave this box open while you highlight the block groups within the Area of Benefit.
9. Highlight all block groups within the Area of Benefit. Be sure to leave the Service Area box open while you highlight the block groups within the Area of Benefit. Otherwise you may only be able to select one block group at a time, instead of selecting the complete Area of Benefit.
10. In the Service Area box, click on the “...” to the right of “LMISD by Block Group”.
11. Click “Export to CSV File”. A CSV file will download to your computer.
12. Upload this CSV file to the application section titled Overall LMI Benefit.

**Special Designations:**

1. If your project benefits an Area of Critical State Concern, outlined in Florida Statutes 380.05, select “Yes” and proceed to select the specific area under the drop-down menu.
2. Designated Areas of Critical State Concern according to Florida Statutes 380.05:
  - a. Big Cypress Area (portions of Collier, Miami-Dade, and Monroe Counties)
    - i. Big Cypress Area of Critical State Concern Map
  - b. Green Swamp Area (portions of Polk and Lake Counties)
    - i. Green Swamp area of Critical State Concern Map
  - c. City of Key West and the Florida Keys Areas (Monroe County)
    - i. Florida Keys Area of Critical State Concern Map
    - ii. Key West Area of Critical State Concern Map

Florida Keys Hurricane Evacuation

Florida Keys Hurricane Evacuation Presentations

Florida Keys Hurricane Clearance Time Memorandum of Understanding
  - d. Apalachicola Bay Area (Franklin County)
    - i. Apalachicola Area of Critical State Concern Map

**Compliance:**

1. By selecting “Yes” in this section, you certify that your entity and co-applicants will comply with all DEO and state requirements as outlined in 84 FR 45838.

**Maintenance Agreement:**

1. By selecting “Yes” in this section, you certify that your entity and co-applicants will comply with all DEO and state subrecipient monitoring and maintenance requirements as outlined in 84 FR 45838.

**Sign and Date:**

As the primary entity contact for this project, I certify that staff, contractors, vendors and community partners of our mitigation initiative:

- A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-MIT funded activities;

B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-MIT program(s) and/or project(s) and;

C. Certify that all information submitted in this Application is true and accurate

**Print and Submit Buttons:**

Select “Print” to print out your completed application. Attached files will not print with the application when selecting the “Print” button. Print all attached documents separately and mail the complete application to:

Attention: Rebuild Florida Mitigation  
Team Florida Department of  
Economic Opportunity 107 East  
Madison Street Caldwell Building,  
MSC 400  
Tallahassee, FL  
32399

Select “Submit Application” to have your application emailed directly to the Rebuild Florida Mitigation team at: [CDBG-MIT@deo.myflorida.com](mailto:CDBG-MIT@deo.myflorida.com). A dialog box will appear that will allow you to email the application and attach all required files.

If you have any questions or concerns, please email the Mitigation team at: [CDBG- MIT@deo.myflorida.com](mailto:CDBG-MIT@deo.myflorida.com)

## Appendix C – Completed Sample Application



Date: 06/15/2020

<b>Rebuild Florida CDBG - Mitigation General Infrastructure Program Application</b>
<b>Official Project Title</b>
Downtown Infrastructure Project

<b>Applicant Information</b>					
Official Applicant Entity Name:	Mitigation City			FEIN #:	12-3456789
Primary Project Contact Name:	Jenny Smith			DUNS #:	12-345-6789
Title:	City Planner	E-mail:	jsmith@mitcity.gov		
Mailing Address:	123 Main Street STE 360			Phone Number:	123-456-7890
City:	Mitigation City	State:	FL	Zip Code:	12345
Please list co-applicant entities if any:	Contact Person:		E-mail Address:		
Sample County	Sally Hayes		shayes@samplecounty.gov		
Local Water Management District	Lola Jones		ljones@lwmd.org		

<b>Project Description</b>	
Write an overview/summary, not to exceed 2,500 words, of the project being proposed. 1) State the project purpose and include a description and location(s) of the proposed activity. 2) Specify the risk(s) that will be mitigated by completion of this project. 3) Explain the use of natural infrastructure in the project. 4) Describe how the work will be completed and the team that will be responsible. 5) Explain the method used to determine project funding requirements. 6) Describe anticipated outcomes. 7) Describe how the project will be maintained after it is completed.	
Insert Attachment:	Please title doc: EntityNamePD_GIP

<b>Community Value</b>	
Describe, in 1,500 words or less, the project's value to the community in normal circumstances and in times of natural disasters. Which of the seven community lifelines will be served by completion of this project? How does this project enhance regional and/or multijurisdictional community resilience? Does the project area have any cultural or historical significance? Attach a maximum of ten photographs that provide both interior and exterior views if applicable.	
Insert Attachment:	Please title zip folder: EntityNameCV_GIP

<b>Capacity Plan</b>		
Provide a strategic plan overview of 1,500 words or less that addresses goals, stakeholders, the work plan, (major tasks and deliverables), resources (staffing and budget) and monitoring/quality controls. Describe any community partnerships and roles. Identify the staff members who will be responsible and/or positions that will be filled for GIP project management and maintenance. Provide a short profile on each person on your current staff who perform project-related tasks and a position description for any new hires who will be assigned to project responsibilities. Have any project contractors been identified? If so, briefly describe your selection process.		
Insert Attachment:	<input type="text"/>	Please title doc: EntityNameCP_GIP

<b>Implementation Plan</b>		
Prepare a chronological timeline for the entire life of the project that organizes work into logical, manageable tasks and deliverables. Please allow time for any unacquired permits, waivers, and/or approvals if applicable. The Implementation Plan Template has been provided in Appendix D of the GIP Guidelines.		
Insert Attachment:	<input type="text"/>	Please rename template: EntityNameIP_GIP

<b>Blueprints/Architectural Designs</b>		
If blueprints or architectural designs are relevant to your proposed activity, please upload a zip file.		
Insert Attachment:	<input type="text"/>	Please title zip folder: EntityNameBlueprints_GIP

<b>Budget</b>		
Include your project budget using the Budget Template found in Appendix E in the GIP Guidelines. Ensure your budget is reasonable, appropriate and accurate. Are the budgeted items consistent with the project description and tasks? Does the amount requested fall within the GIP applicant's allowable minimum (\$500,000) and maximum (\$150,000,000)? Ensure there is no duplication of benefits.		
Insert Attachment:	<input type="text"/>	Please rename template: EntityNameBudget_GIP
Is there any duplication of benefits?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits.		
Do you anticipate receiving any funds for this project that will not be supplied by the CDBG-MIT program? If yes, detail the anticipated or committed funds in the Leveraged Dollars section.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>



**Public Notice Requirement**

Units of General Local Governments (UGLG) must receive public input on their application by abiding by one or both of these new notice formats:

1. **Post information about the project online:** Post the information about your project to your public website and allow for a 14-day public comment period. State the type/s of project/s to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. A copy of the webpage showing the public notice and a copy of any public comments received must be included.
2. **Host a virtual public meeting:** Applicants should supply the same documentation that would normally be required to demonstrate that a meeting was held, including minutes and a public meeting notice. The notice should be posted in a newspaper of general circulation and to your UGLG website. State the type/s of project/s to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. Applicants must provide for a 10-day comment period, which must be published prior to the submission of the application.

Evidence of a public meeting (Option 2) with city, county and tribal governments must also meet the following requirements:

- Documentation of newspaper advertisement
- Notice of the public meeting must be provided at least five days prior to the meeting.
- Documentation of a meeting must include sign-in sheets and minutes.

**For both options**, documentation that the needs of non-English speaking citizens have been met wherever a significant number of non-English speaking citizens might be reasonably expected to participate. In this case, documentation will need to be translated into Spanish and Creole.

Attach files here:

EntityNamePN\_GIP

**Leveraged Dollars**

If your project involves the qualified use of matching or leveraged funds or services in any capacity, (see Part 5 in the GIP Guidelines) then describe the specifics of leveraged fund/service usage. Answer: 1) Are there local or other funds available to address the proposed project in whole or in part? If yes, report all sources of funding and the amount available. 2) Disclose sources and uses of non CDBG-MIT funds. 3) What other federal, state and/ or local entities have you contacted concerning funding for the proposed project and what were the results? Put "N/A" if this section is not applicable to your project.

Mitigation City has committed \$50,000 towards this project from our Community Redevelopment Agency and also will fund this project using the \$800,000 grant from the FEMA Pre-Disaster Mitigation (PDM) program.

**County Selection**

Select each county that your project benefits. DEO will use this information to assess MID, social vulnerability, rural and fiscally-constrained areas. Only counties eligible for CDBG-MIT funds are listed below.

- |                                    |                                       |  |                                    |
|------------------------------------|---------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Alachua   | <input type="checkbox"/> Flagler      | <input type="checkbox"/> Levy              | <input type="checkbox"/> Polk      |
| <input type="checkbox"/> Baker     | <input type="checkbox"/> Gilchrist    | <input type="checkbox"/> Manatee           | <input type="checkbox"/> Putnam    |
| <input type="checkbox"/> Bradford  | <input type="checkbox"/> Glades       | <input type="checkbox"/> Marion            | <input type="checkbox"/> Sarasota  |
| <input type="checkbox"/> Brevard   | <input type="checkbox"/> Hardee       | <input type="checkbox"/> Martin            | <input type="checkbox"/> Seminole  |
| <input type="checkbox"/> Broward   | <input type="checkbox"/> Hendry       | <input type="checkbox"/> Miami-Dade        | <input type="checkbox"/> St. Johns |
| <input type="checkbox"/> Charlotte | <input type="checkbox"/> Hernando     | <input type="checkbox"/> Monroe            | <input type="checkbox"/> St. Lucie |
| <input type="checkbox"/> Citrus    | <input type="checkbox"/> Highlands    | <input type="checkbox"/> Nassau            | <input type="checkbox"/> Sumter    |
| <input type="checkbox"/> Clay      | <input type="checkbox"/> Hillsborough | <input type="checkbox"/> Okeechobee        | <input type="checkbox"/> Suwannee  |
| <input type="checkbox"/> Collier   | <input type="checkbox"/> Indian River | <input checked="" type="checkbox"/> Orange | <input type="checkbox"/> Taylor    |
| <input type="checkbox"/> Columbia  | <input type="checkbox"/> Lafayette    | <input type="checkbox"/> Osceola           | <input type="checkbox"/> Union     |
| <input type="checkbox"/> DeSoto    | <input type="checkbox"/> Lake         | <input type="checkbox"/> Palm Beach        | <input type="checkbox"/> Volusia   |
| <input type="checkbox"/> Dixie     | <input type="checkbox"/> Lee          | <input type="checkbox"/> Pasco             | <input type="checkbox"/> Wakulla   |
| <input type="checkbox"/> Duval     | <input type="checkbox"/> Leon         | <input type="checkbox"/> Pinellas          |                                    |

<b>Overall LMI Benefit</b>	
Provide the area that will benefit from the project. Upload the csv file obtained from the HUD FY 2020 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data Map Application. The process for obtaining this file can be found in the Rebuild Florida GIP Checklist and Instructions.	
Insert Attachment: <input type="text"/>	Please title doc: EntityName_LMIGIP

<b>Special Designations</b>		
Does your project benefit an Area of Critical State Concern according to Florida Statutes 380.05?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
What is the area of critical state concern?	<input type="text" value="Not Applicable"/>	

<b>Compliance</b>		
According to 84 FR 45838 August 30, 2019 Section V.A.(18), "The State shall make reviews and audits, including on-site reviews of any subrecipients, designated public agencies, and local governments, as may be necessary or appropriate to meet the requirements of section 104(e)(2) of the HCDA, as amended, as modified by this notice. In the case of noncompliance with these requirements, the State shall take such actions as may be appropriate to prevent a continuance of the deficiency, mitigate any adverse effects or consequences, and prevent a recurrence. The State shall establish remedies for noncompliance by any designated subrecipients, public agencies, or local governments."		
Can you certify to comply with state and federal register regulations as outlined in 84 FR 45838?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>

<b>Maintenance Agreement</b>		
According to 84 FR 45838 August 30, 2019 Section V.A.2.a(10), "Each grantee must plan for the long-term operation and maintenance of infrastructure and public facility projects funded with CDBG-MIT funds. The grantee must describe in its action plan how it will fund long-term operation and maintenance for CDBG-MIT projects. Additionally, the grantee must describe any State or local resources that have been identified for the operation and maintenance costs of projects assisted with CDBG-MIT funds." As such, Federal Register expectations on maintenance for CDBG-MIT projects are expected to be maintained by each entity who proposes a GIP project.		
Can you certify that your entity will comply with state and subrecipient monitoring and maintenance requirements as outlined by 84 FR 45838?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>

**Sign and Date**

As the primary entity contact for this project, I certify that staff, contractors, vendors and community partners of our mitigation initiative:

- A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-MIT funded activities;
- B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-MIT program(s) and/or project(s) and;
- C. Certify that all information submitted in this Application is true and accurate

Signature:

Jenny Smith

Date: 06/15/2020

Print button will only print application and not attached documents. Submit button will deliver application to email to the [cdbg-mit@deo.myflorida.com](mailto:cdbg-mit@deo.myflorida.com). Please attach all relevant documents to this email.

Print Application

Submit Application

## **GIP Sample Project Description**

Mitigation City, in coordination with Sample County and the Local Water Management District (WMD), is seeking funding to complete infrastructure improvements in the downtown commercial area that will include the construction of sidewalks, pedestrian malls and street facilities along two streets. The project will include curbs, gutters and stormwater facilities and provides benefit to the Mitigation City metropolitan area, as well as the surrounding suburbs. Part of the downtown area is in a flood zone, so these activities will mitigate against repetitive inundation. The need for this project was established by the Local Mitigation Strategy and evidenced by the repeated flooding issues after major storm events. The Downtown Infrastructure Project will provide better stormwater drainage and increased access to the downtown area.

Mitigation City has historically faced drainage issues during severe storm and tropical cyclone events. The inundation of rain in short periods of time overwhelms the existing system and results in flooding in residential and commercial areas. The purpose of this project is to mitigate the flooding through improved drainage infrastructure to increase community resilience. This project will benefit the 7,000 residents of Mitigation City, including 5,400 residents who are considered low-and-moderate income (LMI).

The project will include improvements to sidewalks and streetscapes such as upgraded sidewalks, crosswalks, new street lights, new landscaping, the inclusion of bike lanes and irrigation. Historic downtown's pathways are old and inaccessible for those with limited ability, so we would like to meet ADA standards through street and sidewalk improvements. The streets are Resilience Road and Preparation Way. Approximately 1,250 linear feet (LF) of sidewalk and pedestrian mall improvements will be constructed along both sides of Resilience Road between Preparation Way on the east and Palm Avenue on the west. Approximately 1,200 LF of sidewalk and pedestrian mall improvements will be constructed along both sides of Preparation Way between Resilience Road on the north and Hazard Highway on the south.

Approximately 800 LF of street improvements will be built along both sides of Resilience Road between Storm Street and Palm Avenue. This will include roadway expansion through relocating existing curb and gutter to create additional parking along both sides of the street. Approximately 450LF of street improvements will be constructed on Preparation Way between Response Lane and Hazard Highway. The existing rural street design will be converted to an urban street design with curb, gutter and underground stormwater drainage. In addition to stormwater drainage improvements to deal with inundation, permeable pavement will be used to further mitigate against flood risk.

Project funding determinations were by the Grant Manager who referred to previous project budgets with similar expenditures. This project will be administered by the City Planner and procurement for engineering services will need to be undertaken. Construction will be conducted through a local contractor. Mitigation City has set aside \$50,000 to place towards the overall budget. Mitigation City has allocated these funds to assist with this project as leverage. The requested funding amount is based on a two-year timeline to include a procurement

process, engineering costs and administrative and construction costs. The Mitigation City will maintain the upkeep of the project.

### **GIP Sample Community Value**

The Downtown Infrastructure Project will provide value to the community in normal circumstances by continuing to function as a public community space for festivals, farmers markets and outdoor activities. Historic downtown, located in a flood zone, is also home to several women and minority- owned businesses that provide economic benefit to the area. In times of natural disaster, the infrastructure improvements will mitigate flooding downtown and in surrounding neighborhoods. Resiliency of Mitigation City is imperative to ensure the historic preservation and economic vitality of the area. The goal of this project is to mitigate the hazards presented by flooding and provide easier access to the historic downtown area. Upon completion of this project, Mitigation City will have improved traffic flow and stormwater drainage to prevent inundation from floods.

The Downtown Infrastructure Project will fortify the following community lifelines: safety and security; food, water, and shelter; energy; communications; and transportation. The project will ameliorate the negative impacts of flood events in Mitigation City and the surrounding areas, which will result in fewer floods that endanger the safety and security of residents and force homeowners to leave their primary source of shelter. This will allow low-and-moderate income (LMI) families to safely shelter in place during major storms. The reduction in flooding will also allow critical services such as medical, energy and transportation to travel through downtown to reach endangered community members quickly.

Mitigation City has already committed \$50,000 in funds to complete this needed mitigation infrastructure for the community. We also have \$800,000 awarded towards this project through FEMA's Pre-Disaster Mitigation program. The expansion of the roads and improvements to the sidewalks and pedestrian malls and stormwater drainage will ensure that historic downtown and its surrounding neighborhoods will endure for years to come.

## **GIP Sample Capacity Plan**

This goal of the Downtown Infrastructure Improvement Project is to reduce the hazards presented by flooding and improve roadways through additional stormwater drainage. Mitigation City will coordinate with stakeholders including Sample County and Local Water Management District. Major work tasks to be completed include engineering design, road construction, sidewalk and pedestrian mall construction, landscaping, all while ensuring ADA accessibility. This will be completed with \$700,000 of CDBG-MIT funds, \$801,718 in FEMA PDM funds, and a \$50,000 allocation by the City for this project's engineering costs. The grant would be monitored by the city's grant management team. The total project cost is \$1,551,718.

The Project Manager will be responsible for implementing the project with the assistance of Sample County planner liaisons and Local Water Management District representatives.

The Project Manager oversees the implementation of the project and coordinates with all involved parties for project completion and maintenance. The Infrastructure team works with the Project Manager and is comprised of Sample County public works personnel and Local Water Management District specialists. Due to the nature of this project and the regional impact Downtown Infrastructure Project has on the community, the Infrastructure team will consist of members from all entity partners.

Local contractors, consultants and inspectors will work with the Infrastructure team to ensure proper construction and maintenance of the roads, sidewalks, pedestrian mall and stormwater drainage. Grant managers will be brought in to work on the Infrastructure team to ensure procurement follows Federal Register and grantor requirements, ensures schedules and budget requirements are maintained, and assists with procurement and closeout of all contracts and grants.

- Project Manager: responsible for master planning and prioritizing of projects. Signs contracts and manages Infrastructure team.

Infrastructure team:

- Sample County Public Works Personnel: supports the project manager and fulfills project requirements
- Director of Engineering: manages capital improvement projects, department staff, projects and vendors
- Staff Engineer: evaluates existing condition of current area to determine best construction solution
- Engineering Consultant(s): provides engineering services for each project(s)
- General Contractor(s): installs and provides construction services
- Construction Inspector: ensures construction adheres to engineering, budget, safety and outcomes



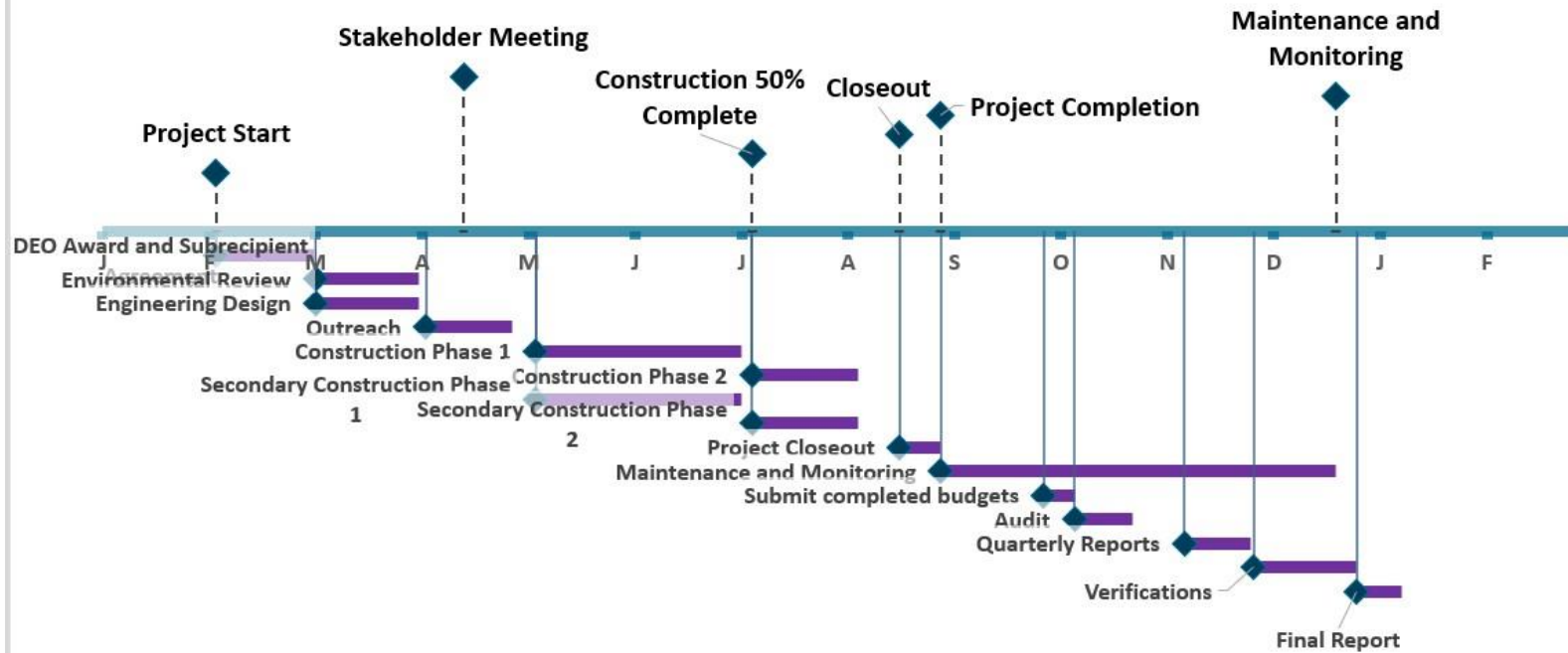
- Grant Manager: ensures procurement is in compliance with Federal Register and grantor requirements, ensures schedules and budget requirements are maintained, assists with procurement and closeout of all contracts and grants.

The Infrastructure team will undertake the following tasks. The responsible party for implementation is identified in parenthesis. Primary City (Mitigation City) hosts the location of Downtown Infrastructure Project and therefore executes grant award. Primary City works in conjunction with the two other entities (Sample County and Local Water Management District).

- (1) Execute grant award (Mitigation City)
- (2) Solicit competitive quotes/bids (Project Manager and Infrastructure team)
- (3) Select a contractor (Project Manager and Infrastructure team)
- (4) Award the contract for the construction. (Project Manager)
- (5) Monitor compliance with CDBG-MIT (Infrastructure team)

The Infrastructure team currently has five employees with more than 60 years of infrastructure and project management experience. The Infrastructure team has successfully completed multiple grants from Federal, State and local sources including Disaster Recovery CDBG and FEMA. Current staff will manage the implementation of the project tasks and compliance with CDBG-MIT requirements. Upon grant award and execution by the Project Manager, the Infrastructure team will work with the procurement department to engage a contractor to undertake the construction of the project. At this time, the Infrastructure team will already be formed. Contractors will be secured for the road, sidewalk and pedestrian mall construction work through a competitive bid procurement process using a Request for Proposals (RFP) in accordance with 84 FR45838. This process will include all required federal and state requirements for construction contracts that include, but are not limited to, Davis Bacon and Section 3.

## General Infrastructure Program Implementation Plan Timeline



**FL CDBG Mitigation**  
**General Infrastructure Program Project Budget (Template)**

Project Name:	Downtown Infrastructure Project	Primary Contact Name and Phone Number:	City Planner (123)456-7890	Official Applicant Entity Name:	Mitigation City
Project		Budget			Notes
Description	CDBG-MIT Amount	Other non CDBG-MIT Funds	Source of Funds*	Total Funds (CDBG-MIT and Other)	
<b>Design/Planning</b>					
Drawings/Blueprints		\$50,000	2.	\$50,000	
Surveys					
Testing		\$100,000	2.	\$100,000	
Environmental Review					
Land Acquisitions		\$100,000	2.	\$100,000	

<b>Permitting</b>		\$30,000	2.	\$30,000	
<b>Construction</b>					
Construction Management	\$60,260			\$60,260	
General Contractor	\$492,610			\$492,610	Stormwater drainage improvements, road, sidewalk and pedestrian mall improvements
Bonding/Insurance		\$150,000	2.	\$150,000	
Development of Bidding Documents					
Site Preparation		\$40,000	2.	\$40,000	
Maintenance of Traffic	\$30,870			\$30,870	
Landscaping		\$210,718	2.	\$210,718	
Demolition	\$82,260			\$82,260	

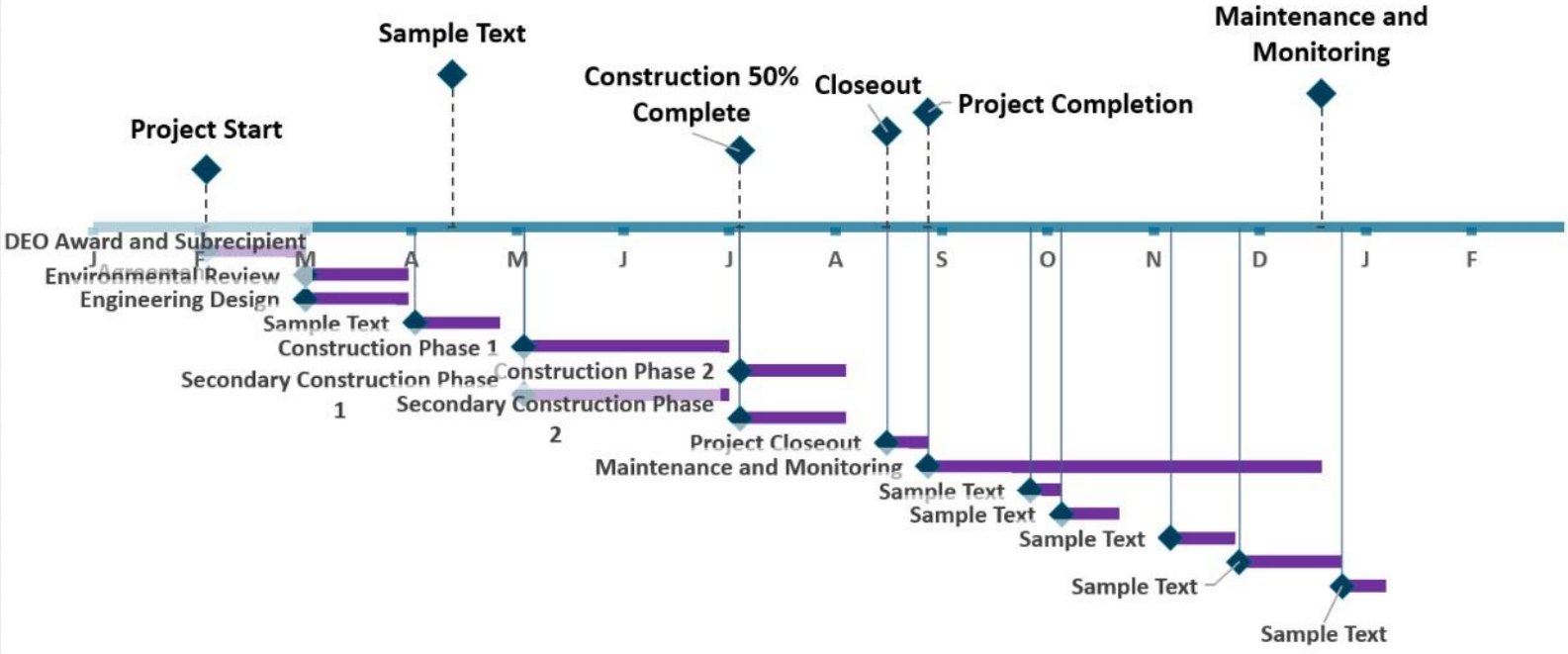
Mobilization					
Debris Removal (ex: dirt, old roadway, trees)		\$40,000	2.	\$40,000	
<b>Administration</b>					
Program Administration (ex: file management, reimbursement requests)	\$35,000	\$21,000	2.	\$56,000	
<b>Inspections</b>		\$60,000	2.	\$60,000	
<b>Other</b>					
Engineering		\$50,000	1.	\$50,000	
<b>Totals:</b>	\$700,000	\$851,718		\$1,551,718	

**\* All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits. Show the sources and amounts of other funds needed to complete the project below, including local funds and grants from other agencies. Any anticipated or committed funds must also be included.**

Source of Other Funds	Amount
1. Mitigation City – Community Redevelopment Agency	\$50,000
2. FEMA Pre Disaster Mitigation Grant	\$ 801,718
3.	
4.	
5.	
6.	
7.	
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11.	
12.	

## Appendix D – Implementation Plan Template

# General Infrastructure Program Implementation Plan Timeline





Tasks				
Start	End		Duration	Label
02/03	03/03		29	DEO Award and Subrecipient
03/03	04/03		30	Environmental Review
03/03	04/03		30	Engineering Design
04/04	05/04		25	Sample Text
05/06	07/06		60	Construction Phase 1
07/08	08/08		31	Construction Phase 2
05/06	07/06		60	Secondary Construction Phase 1
07/08	08/08		31	Secondary Construction Phase 2
08/20	09/01		12	Project Closeout
09/01	12/25		115	Maintenance and Monitoring
10/01	10/10		9	Sample Text
10/10	10/27		17	Sample Text
11/11	11/30		19	Sample Text
12/01	12/31		30	Sample Text
12/31	01/13		13	Sample Text

Milestones		
Date	Label	
2/3/2020	Project Start	
7/8/2020	Construction 50% Complete	
8/20/2020	Closeout	
9/1/2020	Project Completion	
12/25/2020	Maintenance and Monitoring	
4/15/2020	Sample Text	
<i>Insert new rows above this one</i>		

### Instructions for using Implementation Plan Template

Enter project name, official applicant entity name and primary contact name and phone number in the header space at the top of the template. This template is customizable to fit your project. Feel free to edit the segments and add notes when needed.

1. The box titled “General Infrastructure Program Implementation Plan Timeline” will display a visual timeline of the data that you enter into the “Tasks” box.
2. The “Tasks” box should list the major manageable tasks and deliverables of the proposed project and include the entire life of the project. Enter the approximate start and end dates of each task and/ or deliverable under the tabs “Start” and “End”. “Duration” encompasses the number of days the task runs for. Excel should already calculate the duration based on the start and end dates you enter. If this is not the case, enter in the number of days as the duration of each task and/ or deliverable. Label each task and/ or deliverable appropriately under the “Label” section.
  - a. Within the “Tasks” box, there are 15 available slots for project timeline tasks. When adding/changing tasks within the box, select the row (select the values under “Start” to “Label”).
  - b. For this example, the “Sample Text” task needs to be moved under the “Engineering Design Task”. Once you select the row, right click, select “Cut”, a dotted line around your selected row should appear. Next, select the “Construction” row. Right click and select “Insert Cut Cells”. Now “Sample Text” will appear under “Engineering Design”. The above visual timeline will also reflect these changes.

Follow these guidelines for customizing your timeline. You may add lines within the “Tasks” section below existing tasks by highlighting the complete box rows, right click, select “Insert...”, a dialogue box will appear, select “Shift cells down”, select “Ok”. This will shift all boxes below the selected row down the excel sheet.

1. The “Milestones” box may be used to list major project milestones such as the start or completion of the project. Any changes to this box can be made by following the directions described previously. The label for your new milestone may needed to be added in manually. You can do this by clicking on one of the existing milestone texts in the visual timeline. For example, you may click “Closeout” above the diamond icon. All other text boxes for milestones should be outlined by boxes.

Next, select the box that does not have a label. Now enter in the label for this milestone.

You may move and change the size of each text box.

2. The “Notes” box allows you to list any additional notes about the project timeline that may be necessary for DEO to read.

## Appendix E – Budget Worksheet

## General Infrastructure Program Project Budget Template Instructions

This template is customizable to fit the budget proposal for your project. Feel free to edit left-hand segments and add notes when needed.

If a section does not have enough cells for the category that you are working on, you can add cells by highlighting a complete row and right-clicking. A dialogue box will appear that permits you to add a row of cells. Click “Insert” and then select either “Insert Above” or “Insert Below”, depending on where you would like the new row to be placed. The new row will appear above or below the row you highlighted.

Enter project name, primary contact name and phone number and the official applicant entity name.

1. On the left-hand side of the template there is a list of major project items numbered 1 to 3. Beneath each major project are related sub-groups. You may edit each of these areas to fit your proposed budget plan. For example, if you do not have Drawings/ Blueprints, you may delete that row.
2. List anticipated and committed sources of other project funding sources in the “Sources of Other Funds” category. These funds are non-CDBG-MIT funds. Include entities you have contacted, even if a funding commitment has not yet been made. Disclose the amount you requested or expect to receive. If you need to add rows in this section, follow the directions for adding rows outlined above.
3. You can use the right-side Notes column to elaborate on budgeted items as needed.

## FL CDBG Mitigation

### General Infrastructure Program Project Budget (Template)

Project Name:		Primary Contact Name and Phone Number:		Official Applicant Entity Name:	
Project		Budget			Notes
Description	CDBG-MIT Amount	Other non CDBG-MIT Funds	Source of Funds*	Total Funds (CDBG-MIT and Other)	
<b>Design/Planning</b>					
Drawings/Blueprints					
Surveys					
Testing					
Environmental Review					
Land Acquisitions					

<b>Permitting</b>					
<b>Construction</b>					
Construction Management					
General Contractor					
Bonding/Insurance					
Development of Bidding Documents					
Site Preparation					
Maintenance of Traffic					
Landscaping					
Demolition					

Mobilization					
Debris Removal (ex: dirt, old roadway, trees)					
<b>Administration</b>					
Program Administration (ex: file management, reimbursement requests)					
<b>Inspections</b>					
<b>Other</b>					
<b>Totals:</b>					

**\* All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits. Show the sources and amounts of other funds needed to complete the project below, including local funds and grants from other agencies. Any anticipated or committed funds must also be included.**

Source of Other Funds	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	



## Appendix F – Social Vulnerability Index (SoVI®) Variables

List of SoVI® 2006-10 Variables (n=29). Daggers notate new variables added.

SoVI® 2010-14 uses the same list of variables.

VARIABLE	DESCRIPTION
QASIAN	Percent Asian
QBLACK	Percent Black
QSPANISH	Percent Hispanic
QINDIAN	Percent Native American
QAGEDEP	Percent Population under 5 years or 65 and over
QFAM†	Percent Children Living in Married Couple Families
MEDAGE	Median Age
QSSBEN	Percent Households Receiving Social Security Benefits
QPOVTY	Percent Poverty
QRICH	Percent Households Earning over \$200,000 annually
PERCAP	Per Capita Income
QESL	Percent Speaking English as a Second Language with Limited English Proficiency
QFEMALE	Percent Female
QFHH	Percent Female Headed Households
QNRRES	Nursing Home Residents Per Capita
HOSPTEPC	Hospitals Per Capita (County Level ONLY)
QNOHLTH†	Percent of population without health insurance (County Level ONLY)
QED12LES	Percent with Less than 12 <sup>th</sup> Grade Education
QCVLUN	Percent Civilian Unemployment
PPUNIT	People per Unit
QRENTER	Percent Renters
MDHSEVAL	Median Housing Value
MDGRENT	Median Gross Rent
QMOHO	Percent Mobile Homes
QEXTRCT	Percent Employment in Extractive Industries
QSERV	Percent Employment in Service Industry
QFEMLBR	Percent Female Participation in Labor Force
QNOAUTO†	Percent of Housing Units with No Car
QUNOCCHU†	Percent Unoccupied Housing Units

# Appendix G – Florida Social Vulnerability Index (SoVI®) Map

