



# Rebuild Florida General Infrastructure Program

## ROUND II 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.

VERSION 1.10

9/16/2021

## VERSION HISTORY

Version Number	Change Date	Summary of Changes
1.0		Original Document
1.1-1.8		Minor typographical changes Corrected formatting issues
1.9	8/17/2021	Updated Anti-Fraud, Waste, and Abuse section
1.10	9/16/2021	Updated document formatting for consistency with other program documents. Removed language from 2.3 stating commencement dates for rounds I and II of the GIP

The Office of Long-Term Resiliency established a new Version Policy in August 2021. Gaps in version history prior to this change are present.

## VERSION POLICY

Version history is tracked in the Version History Table (page i), with notes regarding version changes. Dates of each publication are also tracked in this table.

Substantive changes in this document that reflect a policy change will result in the issuance of a new version of the document. For example, a substantive policy change after the issuance of Version 1.0 would result in the issuance of Version 2.0, an increase in the primary version number. Non-substantive changes such as minor wording and editing or clarification of existing policy that do not affect interpretation or applicability of the policy will be included in minor version updates denoted by a sequential number increase behind the primary version number (i.e., Version 2.1, Version 2.2, etc.).

## POLICY CHANGE CONTROL

Policy review and changes for the State of Florida Office of Long-Term Resiliency are considered through a change-control process. Policy clarifications, additions, or deletions are needed during the course of the program to more precisely define the rules by which the Program will operate. Program staff will document policy-change requests that will be tracked in the program files. Requests are compiled and brought before supervisory staff in a policy meeting. Subject matter experts working in a particular policy area or task area that will be affected by the policy decision may be invited to assist in policy evaluation, if necessary. Policy meetings will be held as frequently as is necessary to consider policy decisions critical to moving the Program forward in a timely manner. Policy decisions will be documented and will result in the revision of the document in question.

# Table of Contents

Part 1 Definitions and Acronyms.....	1
Part 2 Program Overview .....	3
2.1 Program Purpose.....	3
2.2 Program Process.....	4
2.3 Rebuild Florida General Infrastructure Program (GIP) Overview .....	5
2.4 Eligible Activities.....	6
2.5 Program Requirements .....	6
2.6 Application for Program Services and Benefits.....	6
2.7 Eligible Areas .....	7
2.8 Allocation.....	8
2.9 Application Assistance Timeline.....	8
2.10 National Objectives .....	8
2.11 Program Management .....	9
2.12 Equal Opportunity .....	9
2.13 Conflict of Interest.....	10
2.14 Anti- Fraud and Compliance Policies.....	11
2.11 Files, Records and Reports .....	11
2.15 Public Records .....	12
2.16 Section 3.....	12
2.17 Environmental Review .....	12
2.18 Program Income.....	13
Part 3 Subrecipient Information.....	14
3.1 Eligibility .....	14
3.2 Public Notice Requirement .....	14
3.3 Request for Applications (RFA).....	16
3.4 Application Process .....	16
3.5 Application Requirements.....	16
3.6 Applicant Review Process Responsiveness .....	17
Part 4 Scoring.....	18
4.1 Award Determination.....	18
4.2 Technical Assistance.....	20
4.3 Subrecipient Responsibilities .....	20

4.4 Compliance and Monitoring of Subrecipients.....	22
4.5 Construction Regulations .....	22
4.6 Appeals.....	23
4.6.1 Informal Appeals.....	23
4.6.2 Formal Appeals /Notice of Administrative Rights .....	23
Part 5 Financial .....	25
5.1 Eligible & Ineligible Costs .....	25
5.2 Funding Method.....	25
5.3 Supplanting Funds.....	25
5.4 Duplication of Benefits (DOB) Overview .....	26
5.5 Subrogation .....	26
5.6 Budget .....	27
5.7 Procurement Requirements.....	27
Appendices .....	28
Appendix A – Application Instructions & Checklist .....	28
Rebuild Florida GIP Checklist .....	28
Filling out the Rebuild Florida Mitigation GIP Application .....	30
Appendix B – Completed Sample Application.....	35
Appendix C – Implementation Plan Template .....	60
Instructions for using Implementation Plan Template.....	60
Appendix D – Budget Worksheet .....	62
General Infrastructure Program Project Budget Template Instructions .....	62
Appendix E – Social Vulnerability Index (SoVI®) Variables .....	67
Appendix F – Florida Social Vulnerability Index (SoVI®) Map.....	69
Appendix G – Public Notice Compliance .....	70

# List of Figures and Tables

## List of Figures

Figure 1: Community Lifelines .....	3
Figure 2: Preliminary Process—Application, Evaluation and Award .....	4
Figure 3: Implementation Process—Service, Delivery and Compliance .....	4
Figure 4: Mitigation HUD and State MID Areas.....	9

## List of Tables

Table 1: Allocation of CDBG-MIT Funds .....	3
Table 2: General Infrastructure Program Summary .....	5
Table 3: HUD MID Area Counties and Zip Codes.....	7
Table 4: State MID Area Counties .....	7
Table 5: Mandatory Threshold Compliance Criteria .....	18
Table 6: Program Scoring Evaluation Rubric .....	18

## 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.

**Robert T. Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes the federal government to provide monetary assistance in times of a presidentially-declared national disaster (individual, public, and hazard mitigation) to support communities.

**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

**UNM:** Urgent Need Mitigation. To meet the alternative criteria for the unmet need mitigation (UNM) national objective, each grantee must document that the activity: (i) Addresses the current and future risks as identified in the grantee's Mitigation Needs Assessment of most impacted and distressed areas; and (ii) will result in a measurable and verifiable reduction in the risk of loss of life and property.

## 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.

On February 02, 2021, HUD announced an additional \$46.9 million in federal mitigation funding for communities impacted by Hurricane Michael. (86 FR 561), for a total CDBG-MIT allocation of \$680,411,000. To access this additional funding, DEO is working with state agencies and community partners to draft a substantial amendment to the existing State Action Plan for CDBG-MIT funding. The amendment will be posted for a 30-day public comment period in June 2021.

The CDBG-MIT 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**

Allocation of CDBG-MIT Funds
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Program	Allocation	Percent of Funding
Infrastructure	\$550,000,000	87%
Rebuild Florida General Infrastructure Program	\$475,000,000	75%
Rebuild Florida Critical Facility Hardening Program	\$ 75,000,000	12%
Planning and Administrative Costs	\$83,485,000	13%
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. A maximum of three applications are allowable per entity. Receipt of applications will be followed by an 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**

Rebuild Florida General Infrastructure Program	
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: \$175,000,000
- Minimum amount per applicant: \$2,000,000

The GIP program will be implemented in two rounds: Round I provided 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 was available and awarded in Round I. The state anticipated that regional coalitions and local governments or local public entities would act as partners in the implementation of this program.

\$175 million and any remaining unobligated funding from Round I is being made available in this Round. 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.

*\*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 to benefit 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 (82 FR 5591; 82 FR 36812; 83 FR 5844; 83 FR 40314)
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 Round II of the GIP program will open on **June 16, 2021** and will close on **September 17, 2021, 5pm EST**. The application for the GIP program will be available on the DEO Mitigation website: <http://floridajobs.org/rebuildflorida/mitigation>. Applicants must submit their applications through the online application portal.

- Only completed GIP applications, including all required supporting documentation, will be considered. DEO developed application instructions and a checklist to provide guidance to applicants (see Appendix B). Applications will only be accepted during the published application cycle. Be sure to carefully follow upload and naming conventions directions.
- 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. As part of application submission, applicants must identify their plans for funding long-term operations and maintenance costs (when applicable).
- 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 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/rebuild-florida-mitigation-general-infrastructure-program](http://floridajobs.org/rebuildflorida/mitigation/rebuild-florida-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. (If an entity wishes to submit more than one application, each project must have a separate application and separate link. **No more than three applications can be submitted per entity.**) Application packets will be available from the CDBG-MIT website beginning on June 16, 2021.

- DEO is committed to ensuring a straightforward application cycle. To facilitate that goal, applicants will be provided with several resources during the application cycle, including an application checklist and instructions, and a sample application (Appendices A and B), a webinar and an opportunity to schedule one-on-one phone calls with DEO staff. All updates will be posted on the program webpage.
- Applicants will receive an automated email when DEO receives its application.

## 2.7 Eligible Areas

Per the Federal Register Vol. 84, No. 45838, 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, Round II will open on June 16, 2021 and close on September 17, 2021.

DEO will host a webinar 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. 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. We can also respond to any questions regarding previously submitted CDBG-MIT applications. 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. If an applicant's project's area of benefit LMI is 50% or greater, the national objective for the application is met.

If the project's LMI for the area of benefit is less than 50%, the applicant must instead meet the Urgent Need requirement as follows:

- Provide evidence that their project will meet an urgent need by summarizing how the project will result in measurable and verifiable reductions in the risk of loss of life and property from future disasters and how it will yield community development benefits.
- Provide a plan to fund long-term operation and maintenance of the project and summarize how this will be done. (Funding options for long-term operation and maintenance might include state or local resources, borrowing authority, or retargeting of existing financial resources.)

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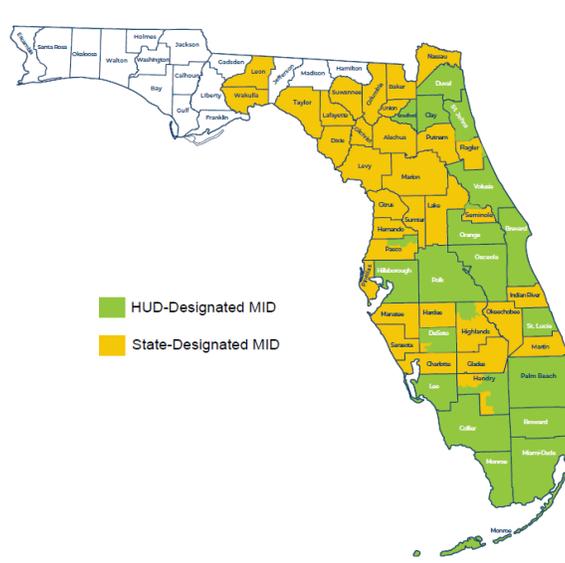
<sup>1</sup> Federal Register – 6109-N-02, V.A.13.f.

- Describe how the project is consistent with other mitigation activities in its area of benefit.

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.

Figure 4 is a map of HUD and State-designated MID areas.

Figure 4: Mitigation HUD and State MID Areas



## 2.11 Program Management

DEO is the agency responsible for the administration of mitigation funds allocated to activities in Florida. The CDBG-MIT program is funded by HUD under Public Law 115-123.

DEO will execute subrecipient agreements with selected applicants, who will complete projects and/or deliver services. Subrecipients must certify that they have, or will develop and maintain, the capacity to carry out mitigation activities in a timely manner and that they have reviewed the requirements of 84 FR 45838-45871. The program contact *for subrecipients, applicants, or their designees only* is:

Attention: Office of Long-Term Resiliency  
Florida Department of Economic Opportunity  
107 East Madison Street  
Caldwell Building, MSC 400  
Tallahassee, FL 32399-2100  
(833) 347-7863  
[cdbg-mit@deo.myflorida.com](mailto:cdbg-mit@deo.myflorida.com)

## 2.12 Equal Opportunity

Federal policies ensure that no person be excluded, denied benefits or subjected to discrimination on the basis of race, color, national origin, sex, disability or age under any program funded in whole or in part by CDBG-MIT funds. DEO and subrecipients may not discriminate in any of the following areas: deciding who will be admitted, or have

access, to any CDBG-MIT funded program or activity; providing opportunities in, or treating any 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 and Compliance 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](#).

## 2.11 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.

## 2.15 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)

## 2.16 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.

## 2.17 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 may 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.

## 2.18 Program Income

This program will not create program income.

## Part 3 Subrecipient Information

DEO will use a subrecipient model to deliver the GIP. Awardees 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:

- Municipalities;
- Counties;
- State agencies;
- Non-profits that apply in partnership with their local municipality/county or state agencies; and
- Non-governmental agencies that apply in partnership with their local municipality/county 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. Meet a National Objective;
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 A.

### 3.2 Public Notice Requirement

All applicants must receive public input on their application by abiding by one or both of these new notice formats:

**Option 1** - Post information about the project on your public website and allow for a 14-day public comment period. Posted information should include:

- The type/s of project/s to be undertaken;
- The source (i.e., CDGB-MIT funds);
- The amount of funding being requested;
- The date by which comments must be made;
- A contact person for a copy of the proposed application; and
- Accommodations for non-English-speaking citizens

Provide documentation that the needs of non-English speaking citizens have been met wherever a significant number (5% or more) of non-English speaking citizens might be reasonably expected to participate. All information posted will need to be translated into Spanish and Creole.

\*Applicants who do not provide translations of the public notice in Spanish and/or Haitian Creole, must submit language-spoken demographic data from the Census or another reliable resource with their application. This data must prove that less than 5% of applicant's area of benefit population speaks Spanish or Haitian Creole

A copy of the webpage showing the public notice and a copy of any public comments received must be submitted with your application per instructions provided.

**Option 2** - Host a virtual or in-person public meeting with city, county and tribal governments. Applicants should supply the same documentation that would normally be required to demonstrate that a meeting was held, including:

- A public meeting notice, posted at least five days prior to the meeting;
- A sign-in sheet; and
- Meeting minutes

The meeting notice should be posted in a newspaper of general circulation and to applicant's website and must include:

- The type/s of project/s to be undertaken;
- The source; (i.e., CDGB-MIT funds);
- The amount of funding being requested;
- The date by which comments must be made;
- A contact person for a copy of the proposed application; and
- Accommodations for non-English-speaking citizens

Provide documentation that the needs of non-English speaking citizens have been met wherever a significant number (5% or more) of non-English speaking citizens might be reasonably expected to participate. All information posted will need to be translated into Spanish and Creole. (The translated notice/s may be sourced from Google Translate.)

\*Applicants who do not provide translations of the public notice in Spanish and/or Haitian Creole, must submit language-spoken demographic data from the Census or another reliable resource with their application. This data must prove that less than 5% of applicant's area of benefit population speaks Spanish or Haitian Creole

A copy of the webpage showing the public notice and a copy of any public comments received must be submitted with your application per instructions provided.

Applicants must provide for a 10-day public comment period, which must be published prior to the submission of the application.

### 3.3 Request for Applications (RFA)

The application submission cycle for GIP funding will open on June 16, 2021 and will end on September 17, 2021. To register, applicants should open this [link](#). 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 16, 2021.

### 3.4 Application Process

Eligible applicants are being 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 - G 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 Instructions and Checklist;
- Appendix B – Completed Sample Application;
- Appendix C – Implementation Plan;
- Appendix D – Budget Template;
- Appendix E – Social Vulnerability Index Variables; and
- Appendix F – Social Vulnerability Index Map
- Appendix G – Public Notice Compliance

### 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, program management and administration. Explanations of how funding request amounts were determined must be included. Evidence of meeting the public notice requirement, as outlined in Section 3.2 and the Application Instructions & Checklist, Appendix A, 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. A national Objective must be met and the 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.
Applicant meets either LMI or Urgent Need National Objective Requirement

**Table 6: Program Scoring Evaluation Rubric**

Available Points	Scoring Categories	Evaluation Rubric
20 pts	Project Description	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) Describe anticipated outcomes. 6) Describe how the project will be maintained after it is completed.

**MIT General Infrastructure Program Round II Guidelines**

20 pts	Community Value	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	Capacity Plan	Provide a strategic plan overview of 1,500 words or less that addresses goals, project beneficiaries, 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 project work.
10 pts	Implementation Plan	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 reviews, permitting, etc.
10 pts	Budget	Include your project budget using the Budget Worksheet provided as Appendix D and also on Page 69 of the GIP Application in Appendix B. The project budget must be cost-reasonable, appropriate and accurate. Budgeted items must be consistent with the project description and tasks. The funding requested must be \$2,000,000 or more and may not exceed \$175,000,000. Ensure there is no duplication of benefits and that funding amounts requested are explained/justified.
10 pts	Leveraged Dollars	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. Distinguish leveraged dollars received versus leverage dollars anticipated, Ensure there is no duplication of benefits. The scoring criteria is as follows: less than 5% = 0 pts; 6% - 20% = 2pts; 21% - 35% = 4pts; 41% - 50% = 6pts, 51% - 65% = 8 pts; 66% or more = 10pts.
10 pts	MID Areas	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	Overall LMI Benefit	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-moderate-income-data/">https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/</a>
10 pts	Social Vulnerability	<p>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 E. If your project area of benefit crosses county boundaries we will award points based on the higher scoring county.</p> <p>Points Available Based on SoVI® Score</p> <p style="padding-left: 40px;">2 pts = Low (Bottom 20%)</p> <p style="padding-left: 40px;">4 pts = Medium Low</p> <p style="padding-left: 40px;">6 pts = Medium</p> <p style="padding-left: 40px;">8 pts = Medium High</p> <p style="padding-left: 40px;">10 pts = High (Top 20%)</p>
15 pts	Special Designations	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 one-on-one phone calls or web meetings to provide an overview of these Guidelines and the application process. Sign-up for these calls will open on a first-come-first serve basis. Technical Assistance calls will begin after the initial webinar. Assistance is also available throughout the lifecycle of the program by sending inquiries to the Mitigation email inbox: [cdbg-mit@deo.myflorida.com](mailto:cdbg-mit@deo.myflorida.com).

Awarded Subrecipients will receive technical assistance from DEO and its designated partners as 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

Awarded projects become Subrecipients and have the following responsibilities and must:

- Demonstrate how the proposed project meets one or both 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 environmental 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, and any cross-cutting federal requirements;
- 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

### 4.6.1 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:

- 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)
- 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.

### 4.6.2 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, GIP 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 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>Application Information Required</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>Secondary contact name, address and contact methods is provided</b>
	<b>Project is clearly described with the site address listed</b>
	<b>Project meets National Objective Criteria</b>
	<b>Project addresses what risks will be mitigated</b>
	<b>Project addresses the community lifelines being served</b>
	<b>Project demonstrates how it will enhance community resilience</b>
	<b>Project’s goals, beneficiaries, 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 Mitigation 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 and secondary project contact name, title, e-mail, mailing address and phone number. These people will be the first individuals to be contacted by DEO regarding the proposed GIP project, should the need arise.
4. Provide a secondary contact name, title, e-mail, mailing address and phone number.
5. Be sure to fill in both the entity’s FEIN and DUNS number.
6. 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.

### Public Notice

1. Attach a zip folder all relevant Public Notice Information including translations and any related documents. You will label the document EntityNamePN\_GIP.

### Implementation Plan:

1. Use the provided Implementation Plan template found in Appendix C of the GIP Guidelines to fill out the information. Rename the template: EntityNameIP\_GIP.
2. 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. You will also enter the Public Notice dates for your proposed project. This template is customizable to fit your project. Feel free to edit the segments and add notes when needed.

1. The “Milestones and 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.

<b>Milestones and Tasks</b>				
Activity	Start	End	Duration	Label
<b>Project Start (Milestone 1)</b>				
Task 1	02/03	03/03	29	Environmental Review
Task 2	03/03	04/03	31	Engineering Design
Task 3	04/04	05/04	61	Site Development

- A. Within the “Tasks” row, there are 9 available slots for project timeline tasks. When adding/changing tasks within the row, select the row (select the values under “Start” to “Label”).
  - B. 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.
2. The “Milestones” row 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 will need to be added in manually. Now enter in the title for this milestone.

**Budget:**

1. Use the provided Budget Worksheet found in Appendix D 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. You will also need to include the percentage of the project covered by leveraged (non-CDBG-MIT) funds. 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. Use the right-side “Justification” column to describe how funding requests were determined.

**Leveraged Dollars:**

1. If your project includes the use of matching or leveraged funds or services, read the GIP Guidelines, Part 5 to ensure these funds are eligible.
2. Describe the specifics of leveraged funds or services that your project will use 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, percentage of project the funding covers, 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
8. LMISD by County boxes. Only one box should remain checked – LMISD by Block Group. Click the X to close the layer box.
9. In the top left corner, click on the Service Area button (includes a pointer arrow in 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.
10. 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.
11. In the Service Area box, click on the “...” to the right of “LMISD by Block Group”.
12. Click “Export to CSV File”. A CSV file will download to your computer.
13. 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:

1. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-MIT funded activities;
2. 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;
3. Certify that all information submitted in this Application is true and accurate

**Application Submission:**

Select the green arrow on the lower right-hand corner of the screen to have your application submitted directly to the Rebuild Florida Mitigation team. An automated email will be sent confirming receipt of the application.

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 B – Completed Sample Application



English

Welcome to Rebuild Florida's **Mitigation General Infrastructure Program Round II** Application.

The CDBG-MIT team encourages you to utilize the GIP Instructions that are located in the GIP Guidelines when completing this application. The instructions provide a step-by-step guide that may answer questions that arise while filling out the application. Attached are the GIP Checklist and Guidelines, GIP Checklist and Instructions, Implementation Plan Template, and Budget Template.

[GIP Guidelines](#)

[GIP Checklist and Instructions](#)

[GIP IP Template](#)

[GIP Budget Template](#)

The following are methods for responding to questions for this application:

- Short response
- Attaching essay responses in the form of a text or Word document
- Downloading templates, filling them out and re-uploading them to the application
- Answering Yes/No response questions
- Selecting multiple answers
- Providing an e-signature

If an entity is submitting more than one application, make sure to name **all** attached files like so, EntityNamePD\_GIP1, EntityNamePD\_GIP2, EntityNamePD\_GIP3 etc.

Be aware that by answering "Yes" to the question "Is there any duplication of benefits?" your application will not be considered eligible for the General Infrastructure Program. Similarly, by answering "No" to the compliance and monitoring agreement questions your application will also not be considered eligible for the General Infrastructure Program.

Please be advised that those who have completed the registration process will have unlimited access to their application until the application deadline. If you entered this application by clicking on the link through DEO's CDBG-MIT website, then you may **not** be able to access your application repeatedly. In order to gain unlimited access, please send an email to: CDBG-MIT@deo.myflorida.com to receive a link to this application.





English ▾

Project and Applicant Information

Official Project Title	Mitigation City Stormwater Improvements
Official Applicant Entity Name	Mitigation City
Primary Contact Name and Title	Jane Doe, City Planner
Primary Contact Phone Number	850-445-6823
Primary Contact Email	jdoe@mitigationcity.gov
Secondary Contact Name and Title	John Smith, Grants Administrator
Secondary Contact Phone Number	850-445-1487
Secondary Contact Email	jsmith@mitigationcity.gov
Mailing Address	123 Main St Mitigation City, FL 12345
Site Address	674 Prep St Mitigation City FL 12345
FEIN#	123456789
DUNS#	123456789



English ▾

Are there any co-applicants involved in this project?

Yes
No





English ▾

Which HUD National Objective does this project fulfill?

Low to Moderate Need: 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.

Urgent Need Mitigation: UNM – Urgent Need Mitigation. To meet the alternative criteria for the unmet need mitigation (UNM) national objective, each grantee must document that the activity: (i) Addresses the current and future risks as identified in the grantee's Mitigation Needs Assessment of most impacted and distressed areas; and (ii) will result in a measurable and verifiable reduction in the risk of loss of life and property.

Low to Moderate Income (LMI)

Urgent Need Mitigation





English ▾

**Project Description (2,500 word limit)**

Write an overview/summary, not to exceed 2,500 words, of the project being proposed. What is the project purpose? Include address and locations of the proposed activity (this includes site addresses). What specifically are the risk(s) that will be mitigated by the completion of this project? Explain the use of natural infrastructure in the project. Describe how the work will be completed and the team that will be responsible. Explain the method(s) used to determine project funding requirements. Describe the anticipated outcomes. Describe how the project will be maintained after it is completed.

**Attach your response as a Word document titled: EntityNamePD\_GIP**

**Attach your response as a Word document titled: EntityNamePD\_GIP**

GIP2 Sample Project Description.docx

14 KB

application/vnd.openxmlformats-officedocument.wordprocessingml.document





English ▾

**Community Value (1,500 word limit)**

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 (7) community lifelines will be served by completion of this project?

How does this project enhance regional and/or multi-jurisdictional community resilience?

Does the project area have any cultural or historical significance?

Attach in a zip folder a maximum of ten photographs that provide both interior and exterior views.

**Attach zip folder containing your Word document response and photos. Title zip folder: EntityNameCV\_GIP**

**To create a zip folder:** Press and hold (or right-click) the **file** or folder, select (or point to) Send to, and then select Compressed (**zipped**) folder. A new **zipped** folder with the same name is created in the same location.

GIP2 Sample Community Value.docx

13.3 KB

application/vnd.openxmlformats-officedocument.wordprocessingml.document





English ▾

**Capacity Plan (1,500 word limit)**

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 will 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. Attach a word document titled: EntityNameCP\_GIP

**Attach your Word document response titled: EntityNameCP\_GIP**

GIP2 Sample Capacity Plan.docx

14.9 KB

application/vnd.openxmlformats-officedocument.wordprocessingml.document

← →



English ▾

**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. Please submit a copy of the post and any public comments to DEO by submitting an attachment below.
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 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 must be provided. In this case, documentation will need to be translated into **Spanish** and **Haitian Creole**.

Prior to submitting an application for CDBG-MIT funding, applicants are required to select their public notice format (choice #1 and/or #2 above) and upload the required documents. In addition to following these instructions, please include relevant notice dates on your **Implementation Plan template**.

**Applications will not be complete until Public Notice requirements are fulfilled. All Public Notice evidence must be submitted to DEO, by attaching documents to this application, before the application close date of August 31st.**

**Attach all evidence in a ZIP FILE with elements in any of these formats: Word, PowerPoint, PDF, JPEG. Title files: EntityNamePN\_GIP**

GIP2 Sample Public Notice.zip

22 b  
application/x-zip-compressed

Attach all evidence in any of these formats: Word, Powerpoint, PDF, JPEG or zip file. Title files: EntityNamePN\_GIP

Drop files or click here to upload



English

**Implementation Plan**

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 this application and can also be found in Appendix D of the GIP Guidelines.

[GIP IP Template](#)

**Download and rename template: EntityNameIP\_GIP**

GIP2 Sample Implementation Plan 5.20.21.xlsx

17.9 KB  
application/vnd.openxmlformats-officedocument.spreadsheetml.sheet





English ▾

**Budget**

Include your project budget using the Budget Template that is found below and 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's allowable minimum (\$2,000,000) and maximum (\$325,000,000)? Ensure there is no duplication of benefits.

[GIP Budget Template](#)

**Download and Rename template: EntityNameBudget\_GIP**

GIP2 Sample Budget.docx

19.9 KB

application/vnd.openxmlformats-officedocument.wordprocessingml.document

Is there any duplication of benefits?

Please be advised that by answering "Yes" to this question, your application will not be considered eligible for the General Infrastructure Program.

Yes

No





English ▾

All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits.

**Leveraged Dollars**

Leveraged Dollars include any outside funding apart from CDBG-MIT for the specific project. Do you anticipate receiving any funds for this project that will not be supplied by the CDBG-MIT program?

Yes

No



English ▾

What percentage of the total project funding will Leveraged Dollars cover? What percentage of the total project will CDBG-MIT funds cover?

Leverage 50%; CDBG-MIT 50%





English ▾

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. Provide answers to the following questions: 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. Disclose sources and uses of non CDBG-MIT funds. 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.

The leveraged dollars for this project come from the Stormwater Revenue Bond

Characters remaining: 2424





English ▾

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

Alachua	Dixie	Indian River	Monroe	Sarasota
Baker	Duval	Lafayette	Nassau	Seminole
Bradford	Flagler	Lake	Okeechobee	St. Johns
Brevard	Gilchrist	Lee	Orange	St. Lucie
Broward	Glades	Leon	Osceola	Sumter

<b>Charlotte</b>	Hardee	Levy	Palm Beach	Suwannee
Citrus	<b>Hendry</b>	Manatee	Pasco	Taylor
Clay	Hernando	<b>Marion</b>	Pinellas	Union
Collier	Highlands	Martin	<b>Polk</b>	Volusia
Columbia	Hillsborough	Miami-Dade	Putnam	<b>Wakulla</b>
DeSoto				





English ▾

**Overall LMI Benefit**

Demonstrate area benefit to low- and moderate-income persons by providing a CSV spreadsheet from the HUD website. Applicants are required to define the area that will benefit from the proposed project. This area must be located on HUD's LMI mapping application and the block group data must be submitted with this application.

Visit the HUD FY 2020 ACS 5-Year 2011-2015 Low-and Moderate-Income Summary Data: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>. The 24-minute video at the top of the page will describe the procedure for obtaining the required spreadsheet; for written instructions, see the [GIP Checklist and Instructions](#), provided here and on the [CDBG-MIT website](#). To complete this section, upload the CSV spreadsheet file (usually named "features.csv" when downloaded from the HUD website) that lists the census tracts and block groups located in the area of benefit. **If you don't submit a CSV file, we will be unable to score your application. Please do not edit or alter the spreadsheet in any way.**

After you have reviewed these instructions and the HUD website, attach the CSV file.

**Attach your CSV document titled: EntityNameLMI\_GIP**

GIP2 Sample LMI.csv

2 b

application/vnd.ms-excel





English

**Special Designations**

Does your project benefit an Area of Critical State Concern according to Florida Statutes 380.05?

Areas of Critical State Concern are:

- Big Cypress Area (portions of Collier, Miami-Dade, and Monroe Counties)
- Green Swamp Area (portions of Polk and Lake Counties)
- City of Key West and the Florida Keys Areas (Monroe County)
- Apalachicola Bay Area (Franklin County)

Yes

No



English

**Compliance**

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?

Please be advised that by answering "No" to this question, your application will not be considered eligible for the General Infrastructure Program.

Yes

No



English ▾

**Maintenance Agreement**

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?  
Please be advised that by answering "No" to this question, your application will not be considered eligible for the General Infrastructure Program.

Yes

No





English

**Signature**

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. Will certify that all information submitted in this Application is true and accurate.

Please sign here:



English

Congratulations! You have completed the **Mitigation General Infrastructure Program Round II** Application. Please be sure that all supplemental documents have been uploaded and all questions have been answered. By clicking the forward arrow, your application will be complete and you will **no longer** be able to move back to previous questions. The following page will allow you to download a PDF version of your application. We encourage you to save a copy of the PDF for your records. Your completed application will be sent to DEO's mitigation team. For any questions or concerns please email: CDBG-MIT@deo.myflorida.com.





Thank you for your application. You will receive an email confirming the receipt from an automated system.

### GIP Sample Project Description

The Mitigation City neighborhood area is approximately 220 acres of low to moderate income residences, with its stormwater needs being served by an aging and undersized infrastructure that was installed over 50 years ago and has exceeded its useful life. Because of this, the neighborhood habitually floods during small to medium intensity storm events, causing significant disruption to pedestrian and vehicular traffic. This also damages public and private infrastructure and landscaping. These proposed improvements will ensure that the Mitigation City neighborhood will remain a thriving community during the following decades and offer additional protection against large storm events, such as hurricanes, and future sea level rise.

This project will replace the aging and undersized stormwater infrastructure, as well as construct new infrastructure systems that will help with the neighborhood's flooding issues and water quality treatment prior to being discharged into the Intracoastal Waterways. The improvements will include; 7,500 linear feet (LF) of new stormwater pipe, 26,150 LF of pipe replacement of aging and undersized infrastructure, 4,000 LF of new exfiltration trench, 7,000 LF of new swales and 3,500 square yards (SY) of permeable pavement. Lastly, the system will also include a stormwater pump-station that will be capable of draining these low-lying areas during elevated high tide events and/or projected future sea level rise scenarios.

The City is requesting \$10,500,000 in funding from the Rebuild Florida General Infrastructure Program to assist in funding this project. These grant funds will be used for the final construction design specifications and plans, construction engineering services, and construction of the stormwater improvements.

- The main construction risks associated with this project are mainly due to the urbanized location of the proposed stormwater infrastructure replacements and new installation. The system will have to be installed near residential and commercial properties, as well as other utilities. The contractor will have utilized the use of trench boxes, sheet piling and trenchless excavation techniques in order to minimize open excavation.
- Swales will be reclaimed and reshaped in order to provide additional water quality/quantity storage.
- One contractor will be selected with for this project, which will work closely with the design consultant team and City staff.
- The cost of the project was developed based on 100% construction documents and historical pricing of stormwater improvements in the region. The funding for the City portion will be done using bond funding which will be backed by the newly adopted stormwater fee.
- The Mitigation City neighborhood will see a substantial decrease in both duration and intensity of flooding.
- The stormwater infrastructure will be maintained by the City's Operations staff. The new infrastructure will be added to the cleaning schedule for maintenance twice a year.

### GIP Sample Community Value

Mitigation City's stormwater needs are being underserved by an aging and undersized infrastructure that was installed over 50 years ago and has exceeded its useful life. Because of this, the neighborhood habitually floods, even during small to medium intensity storm events, causing significant disruption to pedestrian and vehicular traffic. During high intensity storms, these disruptions are more prolonged and severe.

Public and private infrastructure and landscaping currently sustain damage in virtually any storm event. Roads become impassable. Critical services cannot be efficiently delivered, and many residents cannot leave their flooded homes for shelters.

Replacing the stormwater infrastructure in this neighborhood will fortify the following community lifelines: safety and security; food, water, and shelter; communications; and transportation. The project will ameliorate the negative impacts of flood events in Mitigation City and the surrounding areas, which currently endanger the safety and security of residents and force homeowners to leave their primary source of shelter. The project 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 the community to reach endangered community members quickly.

The proposed improvements are intended to reduce flood stage and time of inundation above road crowns for a 10 year-24-hour design storm event and to protect against structural flooding in a 100 year-72-hour storm event. Flood stage and duration reductions will mitigate the multiple risks inherent with the City's currently inadequate infrastructure.

## GIP Sample Capacity Plan

The goal of the Mitigation City project is to reduce the flooding hazards presented by its aging and inadequate infrastructure. The work will include, installation of 500 linear feet (LF) of new stormwater pipe, 26,150 LF of pipe replacement of aging and undersized infrastructure, 4,000 LF of new exfiltration trench, 7,000 LF of new swales and 3,500 square yards (SY) of permeable pavement. The new system will also include a stormwater pump-station that will be capable of draining these low-lying areas during elevated high tide events and/or projected future sea level rise scenarios. Mitigation City will coordinate with stakeholders including Mitigation County and our Local Water Management District.

Mitigation City's Project Manager will be responsible for implementing the project with assistance from City departments such as Public Works, Budget, Risk Management, Procurement, Accounting and Sustainable Development.

The Project Manager will oversee the development and implementation of the project and will coordinate with the project team and stakeholders for the duration of the project and completion. The project team will consist of the City, a construction management consultant and a contractor. As the project nears completion, the Project Manager will be responsible for transferring operation and maintenance information to the operations staff within the Public Works Sustainability Division. The information will consist of training sessions conducted by the equipment manufacturers and operation and maintenance manuals provided by the contractor. The maintenance requirements and schedules will be provided in a format compatible with inclusion into the City's Asset Management System. After the project is accepted as complete, the operations staff within the City's Public Works Sustainability Division will be responsible for the long-term operation and maintenance of the project improvements, just as they are responsible for the current stormwater infrastructure.

The work plan is to bid out these improvements that have already been designed by an engineering consultant and hire a contractor. The city will assign a project manager from internal staff and will hire an engineering consulting company to provide construction management services.

The project team will consist of:

- Contractor – The City will hire the contractor to construct the stormwater infrastructure in the City's Neighborhood. The contractor in turn will hire suppliers and subcontractors to provide the construction materials, equipment, additional expertise and labor necessary to complete the project. The contract and contractor will be managed by Mitigation City.
- Project Manager – The Project Manager position will be assigned to one of the City's existing staff in the Project Manager II position in the Public Works Department. The Project Manager will oversee the construction of improvements and adherence to the terms of the contract and grant agreement. Staff in the Project Manager II positions are typically civil engineers with at least ten years of designing and managing these type of construction projects.
- Construction Inspector - The design consulting team will provide Construction Services for this project. The Engineering Inspector will be responsible for observing and documenting the progress of construction and adherence to the construction contract and schedule. Staff in the Engineering Inspector position typically have at least ten or more years of construction experience.
- Construction Manager - The design consulting team will provide Construction Services for this project. The Construction Manager will assist the City's Project Manager by reviewing submittals, responding to contractor requests for information, evaluating contractor progress, reviewing claims, providing design adjustments as needed, advising the city on accepting work products and reviewing project adherence to the grant agreement. The Construction Manager will report to the City's Project Manager.
- Additional City Support - The City will assign existing staff to assist the Project Manager in the implementation of this project as needed, in much the same way as it does for the many other utility

construction projects the city undertakes. Under the direction of city management, the Public Works Department will assign various budget, permitting, engineering, administrative, department management and accounting support as needed to complete the project as timely and efficiently as possible. The project contractor will be hired based on the lowest responsible bid, using the city's standard public bidding process. Staff from the city's Procurement Department will administer the bidding process, which consists of public advertisement, pre-bid meeting, posting and answering questions from prospective bidders, review of bids, assignment of points to minority, women owned and disadvantaged businesses as well as local businesses, requesting City Commission approval to award the contract and contract execution. The city's bids are posted on-line and are viewable by anyone at no expense. The Project Manager works very closely with Procurement staff during this process.

The City has considerable experience with successful completion of state and federal grant funded projects and requirements such as the Davis Bacon Act. The city has a robustly staffed Public Works Engineering Division and can easily handle the workload resulting from award of this grant. Aside from the external construction manager, the City does not plan to hire new staff for this project.



**General Infrastructure Program Project Budget**

Project Name:	Mitigation City Stormwater Improvements	Primary Contact Name and Phone Number:	City Planner (123) 456-7890	Official Applicant Entity Name:	Mitigation City
Project		Budget			Justification
Description	CDBG-MIT Amount	Other non CDBG-MIT Funds	Source of Funds*	Total Funds (CDBG-MIT and Other)	
Final Design/Planning	\$100,000	\$100,000	Stormwater Revenue Bond	\$200,000	Contracting with engineer/architect for project design/drawings
Final Construction Permitting	\$120,000	\$120,000	Stormwater Revenue Bond	\$240,000	Obtain all necessary local, state and federal permits
Construction Inspection Services (CEI)	\$1,500,000	\$1,500,000	Stormwater Revenue Bond	\$3,000,000	Reimbursement for staff or contracting for independent inspection services
Construction: Stormwater Infrastructure	\$7,000,000	\$7,000,000	Stormwater Revenue Bond	\$14,000,000	Installation/replacement of existing infrastructure
Construction: Maintenance of Traffic	\$400,000	\$400,000	Stormwater Revenue Bond	\$800,000	Payment of law enforcement or others to maintain traffic flow and safety

Construction: Landscaping	\$300,000	\$300,000	Stormwater Revenue Bond	\$600,000	Replacement of disrupted landscaping
Construction: Demolition	\$600,000	\$600,000	Stormwater Revenue Bond	\$1,200,000	Removal of existing infrastructure
Construction Mobilization	\$200,000	\$200,000	Stormwater Revenue Bond	\$400,000	Services related to construction
Inspections	\$280,000	\$280,000	Stormwater Revenue Bond	\$560,000	Initial Inspection services required (code enforcement, local ordinance)
<b>Totals:</b>	\$10,500,000	\$10,500,000		\$21,000,000	
<b>Percentage Amounts:</b>	<b>50%</b>	<b>50%</b>		<b>100%</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 Received/ Amount Anticipated
1. Stormwater Revenue Bond. The Mitigation City Project is anticipating Stormwater Revenue Bond funding in the amount of \$10,500,000 in FY2021.  This grant application seeks funds for the unfunded portions of the final construction design specifications and plans, construction engineering services, and construction of stormwater improvements.	\$10,500,000
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

## Appendix C – Implementation Plan Template

### 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. You will also enter the Public Notice dates for your proposed project. This template is customizable to fit your project. Feel free to edit the segments and add notes when needed.

1. The “Milestones and 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” row, there are 9 available slots for project timeline tasks. When adding/changing tasks within the row, select the row (select the values under “Start” to “Label”).
  - B. 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.
2. The “Milestones and Tasks” box may be used to list major project milestones and applicable tasks 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 will need to be added in manually. Now enter in the title for this milestone.



## Appendix D – 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 Permitting, you may delete that numbered row and the related subgroups.
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 Justifications 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:	
<b>Project</b>		<b>Budget</b>			<b>Justifications</b>
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>					
<b>Percentage Amounts:</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 E – Social Vulnerability Index (SoVI®) Variables

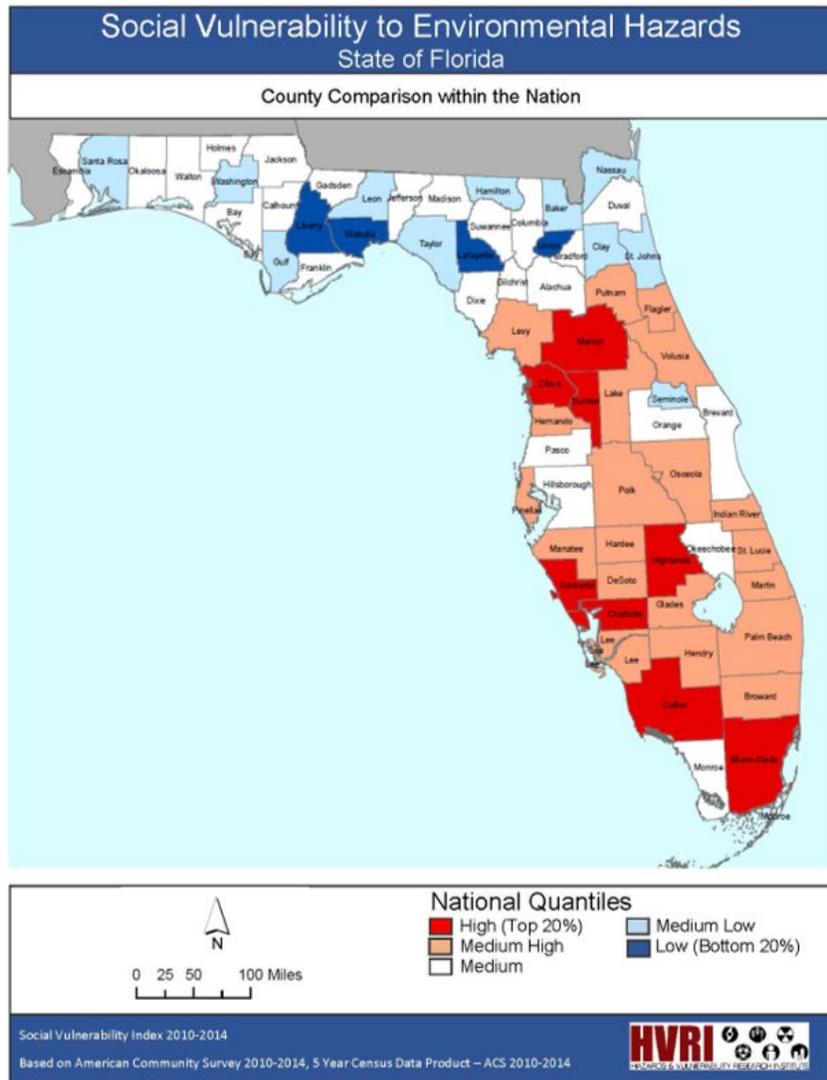
List of SoVI® 2006-10 Variables (n=29). Daggers notate new variables added.

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
HOSPTEC	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 F – Florida Social Vulnerability Index (SoVI<sup>®</sup>) Map



## Appendix G – Public Notice Compliance

All applicants must receive public input on their application by abiding by one or both of these new notice formats:

**Option 1** - Post information about the project on your public website and allow for a 14-day public comment period. Posted information should include:

- The type/s of project/s to be undertaken;
- The source (i.e., CDGB-MIT funds);
- The amount of funding being requested;
- The date by which comments must be made;
- A contact person for a copy of the proposed application; and
- Accommodations for non-English-speaking citizens

Provide documentation that the needs of non-English speaking citizens have been met wherever a significant number (5% or more) of non-English speaking citizens might be reasonably expected to participate. All information posted will need to be translated into Spanish and Creole.

\*Applicants who do not provide translations of the public notice in Spanish and/or Haitian Creole, must submit language-spoken demographic data from the Census or another reliable resource with their application. This data must prove that less than 5% of applicant's area of benefit population speaks Spanish or Haitian Creole

A copy of the webpage showing the public notice and a copy of any public comments received must be submitted with your application per instructions provided.

**Option 2** - Host a virtual or in-person public meeting with city, county and tribal governments. Applicants should supply the same documentation that would normally be required to demonstrate that a meeting was held, including:

- A public meeting notice, posted at least five days prior to the meeting;
- A sign-in sheet; and
- Meeting minutes

The meeting notice should be posted in a newspaper of general circulation and to applicant's website and must include:

- The type/s of project/s to be undertaken;
- The source; (i.e., CDGB-MIT funds);
- The amount of funding being requested;
- The date by which comments must be made;
- A contact person for a copy of the proposed application; and
- Accommodations for non-English-speaking citizens

Provide documentation that the needs of non-English speaking citizens have been met wherever a significant number (5% or more) of non-English speaking citizens might be reasonably expected to participate. All information posted will need to be translated into Spanish and Creole. (The translated notice/s may be sourced from Google Translate.)

\*Applicants who do not provide translations of the public notice in Spanish and/or Haitian Creole, must submit language-spoken demographic data from the Census or another reliable resource with their application. This data must prove that less than 5% of applicant's area of benefit population speaks Spanish or Haitian Creole

A copy of the webpage showing the public notice and a copy of any public comments received must be submitted with your application per instructions provided.

Applicants must provide for a 10-day public comment period, which must be published prior to the submission of the application.