



## 2018 DR-Infrastructure Notice of Intent Preparation

Hello and welcome to the State of California Department of Housing and Community Development's 2018 Disaster Recovery Infrastructure Program Notice of Intent Preparation webinar.



## HCD DR-Infrastructure Team Presenters

- Jeff Campbell
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- Angela Adams
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My name is Jeff Campbell, Program Representative in HCD's Disaster Recovery Section. I am joined by my colleague, Angela Adams who is also a Program Representative in HCD's Disaster Recovery Section.



## Objective

### **Prepare Eligible Applicants for the Notice of Intent**

The purpose of today's webinar is to prepare Eligible Applicants for the 2018 DR-Infrastructure Notice of Intent. To do this we will walk through the Notice of Intent questions so Eligible Applicants will know ahead of time what they will be required to answer.

# ALLOCATIONS



Before we dive into the Notice of Intent questions, let's go over the allocation methodology that was discussed during the 2018 DR-Infrastructure 101 webinar. Based on the grant and program specifics, HCD is using an allocation methodology that we are basing on the submissions for the Notices of Intent, or NOI. The purpose of the allocations is to enable more flexibility for the Eligible Applicants in the potential projects they may submit, and to ensure that the funds are going to the areas that have the most need.



## Priority Levels

- **Priority 1** - Low-Moderate-Income (LMI) Unmet Needs
- **Priority 2** – Non LMI Unmet Needs

For the 2018 DR-Infrastructure Program, there are two rounds of NOIs that align with HCD's Priority Levels. The Priority Levels are as follows:

Priority 1: Projects showing an unmet need that meets the Low-Moderate-Income National Objective. (LMI)

Priority 2: Projects showing an unmet need that do not meet the LMI National Objective



## NOI Rounds

- **Round 1 – Priority 1 Projects (LMI ONLY)**
  - **DO NOT SUBMIT PRIORITY 2 PROJECTS**
- **Round 2 - Priority 1 and Priority 2**

Round 1 of the NOI is for Priority 1 ONLY projects, while Round 2 accepts both Priority 1 and Priority 2 projects. The LMI National Objective does not need to be verified at the NOI stage, but the expectation is that the Eligible Applicant can provide service area or area benefit data to support the projects Priority Level. For Round One do not submit Priority 2 projects as it will slow down the review process. If Priority 2 Projects are submitted under Round One, they will be pushed to Round Two.

If an evaluation of submitted applications by HCD determines that the proposed projects do not result in HCD meeting its grant-wide 70% LMI and 80% MID funding requirements. HCD reserves the right to reevaluate the program and weigh options for ensuring that DR-Infrastructure Program funds meet HUD requirements.



## DR ALLOCATION METHODOLOGY

- **Non-MID areas shall not exceed 20% of the total allocation**
- Allocation based on Total Dollar Amount of submitted project unmet needs
- If at any point the total project unmet needs from Rounds 1 and 2 exceeds \$317,428,488, the funds will be proportionally reduced so the percent requested equals the percent allocated

To ensure that the DR-Infrastructure meets the HUD requirement that 80% of the grant-wide funds spent in MID areas, the total dollars allocated to non-MID areas shall not exceed 20% of the total DR-Infrastructure Program budget.

Allocations are calculated based on the total unmet dollar amount for project unmet needs, by round. If the requested amount from Eligible Applicants is less than the program budget of \$317,428,488 and all project unmet are determined to be eligible, Eligible Applicants will be allocated 100% of their requested unmet needs. If at any point the total project unmet needs from Rounds 1 and 2 exceeds \$317,428,488, the funds will be proportionally reduced so the percent requested equals the percent allocated.

That said, it is important to note that LMI projects (i.e. Priority 1 projects) will be fully funded as long as there is funding available. If total unmet need for all Eligible Applicants exceeds DR-Infrastructure funds available, all Priority 2/non-LMI projects will be proportionally reduced based on the remaining funds after the Priority One projects have been fully allocated (as long as there is funding available). Further, if Priority 1 unmet needs submitted in Round 1 meet or exceed available funding, there will be no Round Two.

HCD reserves the right to provide partial funding to Eligible Applicants, increase select Eligible Applicant allocations to ensure project feasibility, open another NOI round, and/or reprogram Infrastructure Program funds. Allocations will not exceed the unmet need amount submitted under the NOI. For more on allocations see the 2018 DR-Infrastructure Policies and Procedures.



# NOTICE OF INTENT (NOI)



Now, we will go through the Notice of Intent (NOI) application questions. In this section, we will start with the general questions across the program and project activities, then discuss the FEMA PA Match and FEMA HMGP Match specific questions.



## DR-INFRASTRUCTURE NOI PURPOSE

- Needs assessment of unmet infrastructure needs as a result of DR-4382 and DR-4407
- NOI vs Project Application
- Scaffolding Information

The DR-Infrastructure Notice of Intent is designed as needs assessment of the unmet infrastructure needs eligible applicants have as a result of the 2018 disasters DR-4382 and DR-4407. The NOI is also intended to enable Eligible Applicants to submit sufficient information to ensure that the LMI and MID funding requirements are being met ahead of the project applications so that the overall grant requirements of 80% of funds benefiting the MID and 70% of fund benefiting LMI people are met.

As projects and funding sources can change as time goes along, we want to note that projects submitted under the Notice of Intent do not have to be the same projects that are submitted at the Project Application stage. What is required is that any project submitted at the Project Application stage needs to meet all program requirements and have the same priority level as what had been submitted and allocated under the NOI.

Another factor in this process is that for many of the eligible applicants, federal funds and their rules and regulations are new. As such, the NOI to Due Diligence, to Agreement to Project Application is a scaffolding process to enable eligible applicants to build to where they need to be for the requirements and eligibility of the funds. As such, the NOI is the initial information about the projects that will be added to as

time goes along.



## General Questions

- Profile
- Record Title
  - Format: [Jurisdiction Name]-[18DRINFRA] – [Project #]
    - **EXAMPLE: Sacramento County–18DRINFRA – 1**
- What is the Project Type?
  - FEMA/Other Federal Programs
  - Stand-alone Infrastructure

Before we jump into the questions, we want to note some things about the format of the NOI and how we have grouped the questions for the presentation. First with the format of the application in Grants Network, some of the questions will have help text. They are typically found below the question and provide similar information as what we are going over today. Second, we have split the questions for today's presentation into General questions that are for all the programs, FEMA PA, FEMA HMGP, and other federal match specific questions, so the layout of the presentation does not follow the submission form 1-1.

The NOI submission will start with the profile. For the profile you will be asked to fill out the basic information on the first submission that you do, but you will be able to choose the form for all following submissions. We will go over the specifics of adding the profile information in the Grants Network walk through.

The next question is Record Title. This will be the name of the submission for the NOI. Please use the following format: Jurisdiction – 18DRINFRA– Project Number. An example would be Sacramento County – 18DRINFRA-1. This let's us keep track of the projects you are submitting.

Another of the filtering questions that determines the subsequent form questions is “What is the Project Type”. Under the DR-Infrastructure the Project Type you will be able to choose is either FEMA PA Match, FEMA HMGP Match, Other Federal Match Program or Stand-alone Infrastructure.



## General NOI Questions

- What disaster is this project related to?
  - DR-4382 or DR-4407
- Eligible Applicant
  - City/County
- Is this project on behalf of another government entity or special district other than the Eligible Applicant?
  - If yes, name of other government entity or special district

Eligible Applicants are required to identify which of the 2018 declared disasters the submitted project is related to. Those disasters are:

- DR-4382 California Wildfires and High Winds (July 23, 2018 – September 19, 2018)  
OR
- DR-4407 California Wildfires (November 08, 2018 – November 25, 2018)

Next you will be asked to choose the Eligible Applicant. Eligible Applicants are those cities, towns, and counties identified in Section 2.2.3 of the 2018 DR-Infrastructure Policies and Procedures.

For the “Is this project on behalf of another government entity or special district other than the Eligible Applicant?” choose yes, only if the project that you are submitting is in conjunction with another government entity or special district. Only the Eligible Applicants can submit projects, and in any partnership, the Eligible Applicants are the lead entity. If the other government entity is an Eligible Applicant, it should only be the lead that is submitting for a project. If you answered yes to this question, we ask that you name the other government entity or special district. Special districts can include fire districts, water districts, school districts and more.

We are also asking for the “Project Description and/or Scope of Work”. We are looking for an overview of the project, so please provide all the key information that will be able to illuminate the scope of work.



## General Questions

- Project Title
- Project Description and/or Scope of Work
- Project Location Description
  - Project City
  - Project Zip Code
- What Eligible CDBG activity does this fall under?

The next set of General NOI questions deals with the project and location. Provide the Project Title, Description and/or Scope of Work. As projects may not be located at one address, we ask that you provide a description of the project locations. Please also provide the project city and zip codes that the project is located. This way we can confirm if the project is located in the MID or not.

You will also need to identify the eligible Community Development Block Grant activity for the project. Please, explain how this is an eligible CDBG activity. For eligible activities see 24 CFR 570.201(c) and 2.4.2 of the Policies and Procedures.





## FEMA Public Assistance Match

- FEMA Project Number - e.g. 0029610
- FEMA Project Worksheet Number - e.g. PW-00014

Next, we will go over the FEMA Public assistance match requirements. For those FEMA Public Assistance Local Cost Match projects there are a few questions that are required.

For the FEMA projects we ask that you provide the Project number, which is the number listed on the FEMA PA Project Worksheet. For example, 0029610.

We also ask for the PW number which is the FEMA PA Match Project Work Sheet Number. An example of the PW Number is PW-00014.



## FEMA Public Assistance Match

- FEMA PA Category
  - C - Roads and Bridges
  - D - Water Control Facilities
  - E - Public Buildings and Equipment
  - F - Public Utilities
  - G - Parks, Recreational, and Other Facilities
- FEMA PA Status
  - Approved
  - Denied
  - In FEMA Review
  - In OES Review
  - Not Submitted
  - On Waiting List
  - In Phase 1 Approved
  - De-obligated
  - Withdrawn

Another question to answer is which FEMA PA Category is the project for? For the DR-Infrastructure program the only eligible project categories are C through G, which are : C - Roads and Bridges, D -Water Control Facilities, E - Public Buildings and Equipment, F- Public Utilities, G- Parks, Recreational, and Other Facilities.

Finally, the FEMA PA Status. You can choose from Approved, Denied, In FEMA Review, In OES Review, Not Submitted, On Waiting List, in Phase 1 Approved, De-obligated or Withdrawn.



## FEMA HMGP + Other Federal Match Projects

- OES Number
  - EXAMPLE: PJ0385
- Other Federal Match Project Number
- FEMA HMGP Status
  - Approved
  - Denied
  - In FEMA Review
  - In OES Review
  - Not Submitted
  - On Waiting List
  - Phase 1 Approved
  - De-obligated
  - Withdrawn

For FEMA HMGP specifics questions, we ask that you provide the OES Number that corresponds for each project type. An example of the OES number is *PJ0385*.

Similarly, if you are submitting another Federal Match Project beyond FEMA HMGP or FEMA PA, we ask you to submit the number associated with the project.

For FEMA HMGP projects we will also need to know about their status. You will have the following choices: Approved, Denied, In FEMA Review, In OES Review, Not Submitted, On Waiting List, Phase 1 Approved, De-obligated, Withdrawn



## LMI Questions

- Does the project service area benefit an LMI population or area?
  - If yes, describe how the project service area benefits an LMI population or area (additional material and information may be required)
- What is the percentage of LMI persons that benefit from this project?
  - Upload document(s) that support the LMI service area (optional)

The DR-Infrastructure Program has a required LMI funding target of 70% of the grant funding going to LMI population or area benefit. As such, we are asking a yes or no question about if the project benefits and LMI population or area.

If the answer is yes, we ask that you describe how the project service area benefits an LMI population or area. Low to moderate income people are those having incomes not more than the “moderate-income” level (80% Area Median Family Income) set by the federal government for the HUD-assisted Housing Programs. HCD anticipates that projects that qualify under the Low- and Moderate-Income (LMI) National Objective are primarily using the Low- and Moderate-Income Area Benefit (LMA) category.

Once a project’s service area is identified, HUD Low- and Moderate-Income Summary Data is used to determine if at least 51 percent of the residents are low- and moderate-income persons. Some examples are, a school building’s service area is who attends the school, while for a road’s service area you will need to determine who uses the road – is it only local residents or is a regional road used by the metro area?

As we know some of these projects are still in the planning phase a general answer is

sufficient and in cases where it is not, we will follow-up with you on any additional material and information that may be needed.

The next question asks “What is the percentage of LMI persons that benefit from this project?” We are looking for the percentage of LMI persons that benefit from the project, whether is it 1% or 100%. We do understand that some of these projects are still early on in the process, so we ask for your best estimation.

If you have documentation that supports the LMI service area benefit, like a service map, we ask that you upload that documentation, but this is optional not required at this point in time.



## MID and Census Questions

- Does the project service area benefit the MID?
- Project Service Map
  - If available, please upload a map of the project service area providing MID and LMI benefit (optional)

The DR-Infrastructure Program also has a HUD requirement that 80% of the grant-wide funds be spent in MID areas. Further, the total dollars allocated to non-MID areas shall not exceed 20% of the total DR-Infrastructure Program budget.

As such we are asking a yes or no question about if the project service area benefits the MID. If the answer is yes, we ask that you describe how the project service area benefits the MID. As projects can still be in the planning phase a general answer for the MID benefit is sufficient. If we need more information, we will follow-up with you on any additional material and information as needed. *For the 2018 Disasters DR-4382 and DR-4407 the Most Impacted and Distressed Areas are Butte, Lake, Los Angeles, and Shasta Counties*

If available, please upload a project service map of the service area providing MID and LMI benefit.



## General Question - Project Status

**Provide the current status of the project**

- Project Identified
- Design and Engineering Underway
- Design and Engineering Completed
- Construction Scheduled
- Construction Underway
- Construction Completed

The next set of questions to get ready for are the Project status. Let us know which of the following is the current status of the project:

- Project Identified
- Design and Engineering Underway
- Design and Engineering Completed
- Construction Scheduled
- Construction Underway
- Construction Completed



## NEPA Process

- Has a NEPA Environmental Review been started?
- Has the NEPA Environmental Review been completed?
  - If yes, upload Completed NEPA Review (optional)
- Has a CEQA Environmental Review been started?
- Has the CEQA Environmental Review been completed?
  - If yes, upload Completed CEQA Review (optional)

This next section is about environmental regulation. As mentioned previously, an environmental review that complies with National Environmental Policy Act (NEPA) must be completed before CDBG-DR funds are expended. However, HUD grantees are permitted to adopt FEMA's review if that Federal agency has previously performed an environmental review for assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. In those cases, the work performed by FEMA and HUD must be exactly the same work.

To understand where the project is in terms of the environmental review we ask if:

The NEPA Environmental Review been started and or completed? And, if completed we ask you to upload the NEPA review.

While the subrecipient is responsible for the CEQA, given that it is a state regulation we also ask if a CEQA Environmental Review has been started or completed. And if completed, we ask that the CEQA review be uploaded.

I will now turn it over to Angela who will finish the rest of the webinar.





## Project Cost

- Total Project Cost (\$ amount)
- Federal Funding Identified/Committed (\$ amount)
- State Matching Funds (\$ amount)
- Local Match (\$ amount)

The next set of questions to get ready for are the Project Cost Questions. The NOI has been setup as an unmet needs analysis for projects that are eligible under DR-Infrastructure.

The first of the cost questions is the Total Project Cost (\$ amount). This is the **total** amount of the cost of the project and should include any matching funds, the unmet need, activity delivery costs and/or administrative costs, and the amount being requested from the 2018 CDBG-DR Infrastructure program.

Next question we ask for the amount of any Federal Funding that has been Identified or Committed. For federal match projects this should be the federal share of the total project cost.

We also ask for the amount of State Matching Funds, which for the match projects would be the state share of the total project cost.

Lastly, please provide the amount of the Local Match. For FEMA PA Match and FEMA HMGP this should be the same amount being requested for the DR-Infrastructure funds, unless a portion of the local match has been obligated from another source

(such as insurance).



## Project Cost Estimates

- **Anticipated CDBG funding need (\$ amount)**
- Have you applied for other sources of funds for this project?
  - If yes, explain how much have you applied for, have you been awarded funds, and what is/are the amount(s)
- Is there a gap between total project unmet need and CDBG-DR funding request?
  - If yes, please explain how the gap is anticipated to be funded and provide estimated dollar amounts.

Next, we ask that you provide the “anticipated amount of CDBG funds” that you will need for the project.

This is the total amount of unmet need funding being requested from HCD for the DR-Infrastructure Program allocation. We want to emphasize that this is the amount that any potential allocation is based on. So, make sure to double check this. This amount includes any hard project costs and Activity Delivery Costs (ADCs).

We also require you to let us know if you have applied for other sources of funds for this project?

Other sources of funding include but are not limited to, other government grant funds, insurance, and utility settlements. This is to flag any potential Duplication of Benefit issues.

If yes you have applied for other sources of funding, please explain. Make sure to include how much you have applied for, if you have been awarded funds, and what are the amount(s).

Another question is, if there is a gap between total project unmet need and CDBG-DR

funding request. If yes, please explain how the gap is anticipated to be funded and provide estimated dollar amounts.



## Cost Estimates

- Basis for Cost Estimate and CDBG Funding Need
- Provide cost estimate documentation from a professional (Optional)

As a follow-up we are asking that you provide the basis for the Cost Estimate of the project and the CDBG Funding Need. This should be a short description of the basis for the cost estimate and the CDBG DR funding need.

If you have cost estimate documentation from a professional such as an engineer, please provide this. If you do not, this question is optional and is not required.



## Denied FEMA Projects

- Was the project denied by FEMA for PA or FEMA HMGP funds?
  - If yes, provide a reason why the project was denied by FEMA (additional documentation may be requested)

The DR-Infrastructure program can fund projects denied by FEMA PA or FEMA HMGP programs. Such projects should be submitted as stand-alone projects. As such, we ask if the project was denied and what if any reason was given. We also want to note that additional documentation may be requested for this, as we will want to see clearly what the reason was for the denial.



## Tie – Back + Housing-Related

- Explain how the proposed project ties back to DR-4382 and/or DR-4407
  - Provide Tie-back documentation (optional)
- Explain how the proposed supports housing recovery
  - Documentation demonstrating how the project supports housing recovery (Optional)

Since **all** projects funded through the DR Infrastructure Program must in some way respond to a direct impact from the following federally declared disasters, we ask you to provide a clear description of how the proposed project will address an unmet need that ties directly to DR-4382 and/or DR-4407.

The documentation should demonstrate a clear tie back to the 2018 disasters. See Section 2.2.1 of the DR-Infrastructure Policies and Procedures on types of documentation. (this is optional)

This is an important section for 2018. Please explain how the proposed project supports overall housing recovery from DR-4382 or DR-4407. We ask that you *provide a clear description of how the proposed project will support housing recovery. Examples of housing-related infrastructure that could potentially support recovery include, but are not limited to: roads, stormwater drainage improvements, potable water, sanitary sewer, electric and gas utilities, wastewater treatment facilities, and other public facilities that are important publicly owned assets.*

If available, please provide documentation demonstrating how the project supports

housing recovery.





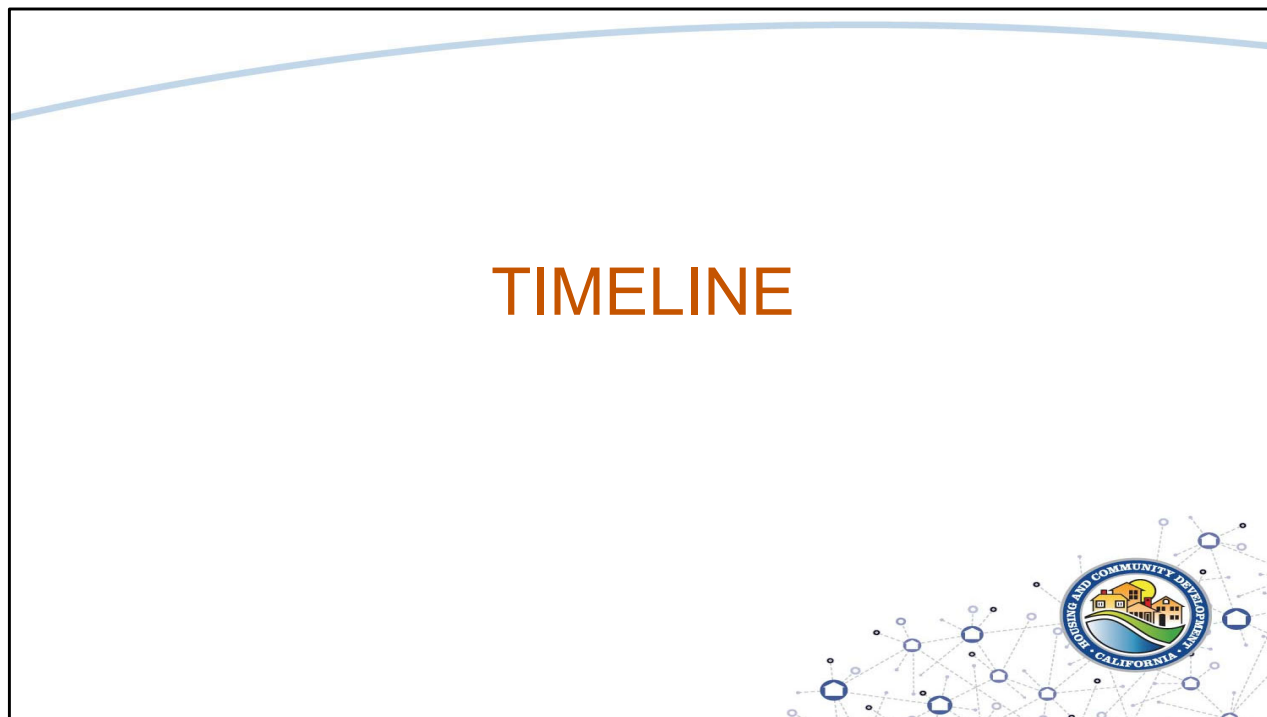
## Estimated Timeline

- Project Timeline (Optional)
  - If available, please provide a timeline of the submitted project.
- If project is in-progress or complete, has the project been in compliance with the **Davis-Bacon Act** since the start of construction?
- If project is in-progress or complete, has the project been in compliance with HUD **Section 3** labor requirement since the start of construction?

Finally, we have questions about the timeline. We recognize that timelines can shift, as such we are looking to see what the expected timeline for the projects completion is if the assumed start date is in **Spring 2022**. This is also for any projects that are already started. You also have the option of uploading a project timeline if available.

Next, Subrecipients shall be required to follow HUD's labor compliance including for all FEMA PA Match and HMGP Match projects. For construction projects that were completed prior to December 1, 2020, the date HCD and HUD executed its grant agreement, Davis-Bacon prevailing wage rates are not applicable. For all projects with construction that is on-going or completed after December 1, 2020, Davis-Bacon prevailing wage rates apply retroactively to the beginning of construction and the Subrecipient must collect documentation to ensure that the prevailing wage rate has been provided to laborers since the beginning of the project.

As such you will be required to answer; the project is in-progress or complete, and has the project been in compliance with the Davis-Bacon and Section 3 since the start of construction?



For the last section for today, we will go over the estimated timeline for the program and Office Hour availability for Rounds One and Two.



## Notice of Intent

- Round 1 – Open for 4 weeks  
– **7/15/21 – 8/13/21**
- Round 2 – Estimated to release 2 weeks after Round 1 closes
- Round 2 – Open for 4 weeks

The DR-Infrastructure Round 1 Notice of Intent will be open for four weeks starting tomorrow July 15<sup>th</sup> and closing August 13<sup>th</sup>.

Round 2 of the NOI will open 2 weeks after Round 1 closes and Round 2 will also be open for four weeks. As a reminder, if Priority 1 unmet needs submitted in Round 1 meet or exceed available funding, there will be no Round Two.

Once again, Round One opens tomorrow July 15<sup>th</sup> and the Jurisdiction's points of contacts have been provided a link for the NOI in Grants Network.

More information about the rounds and priorities can be found in the 2018 DR-Infrastructure policies and procedures.



## Office Hours

- Tuesdays and Thursdays
- First come, first served

HCD is continuing to hold individual office hours for the Round One NOI on Tuesdays and Thursdays until Round One of the NOI closes.. There are office hours set aside for the morning and afternoon at 10 am and 2 pm. All Primary Points of Contact for each Eligible Applicant should have received the announcement regarding the individual webinars that includes an Excel link to sign up for an office hour. Please use the Excel Spreadsheet that was shared to sign up for a session. They are first come, first served, but more Office Hours will be opened up as needed. There will also be Office Hours available during Round 2. Ahead of the opening of Round 2 we will reshare the Office Hour sign-up sheet with new times.


If there are questions about how to develop a service area, where to find the data needed to calculate the LMI benefit, or other technical assistance questions, these sessions are for that purpose. Please note that HCD will not be determining project eligibility at these office hours meetings.





## Follow-up Questions

Please send any follow-up questions from today's webinar to [DR-Infrastructure@hcd.ca.gov](mailto:DR-Infrastructure@hcd.ca.gov)

Please send any follow-up questions from today's webinar to DR-Infrastructure@hcd.ca.gov. All follow-up questions will be answered and shared by email with the Eligible Applicants' Point of Contacts.


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
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## Join Team HCD

HCD values diversity at all levels of the department and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to complex housing challenges.

**Join us and help improve the lives of all Californians.**

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- Search for California Department of Housing and Community Development

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You can view the step-by-step process on [jobs.ca.gov](https://jobs.ca.gov).

And that concludes our 2018 DR-Infrastructure NOI Preparation webinar. Thank you all for joining us today. Once again if you have any questions regarding today's webinar please contact us at [dr-infrastructure@hcd.ca.gov](mailto:dr-infrastructure@hcd.ca.gov). This presentation and any follow-up questions and answers will be shared with all eligible applicants. We look forward to seeing at the Office Hours. Thank you and have a great day.