



2017 DR-Infrastructure & 2017 MIT-RIP Project Applications

Hello and welcome to the Department of Housing and Community Development's webinar, on 2017 Disaster Recovery Infrastructure and 2017 Mitigation Resilient Infrastructure Program, Project Application Preparation Webinar.



Presenters

- Angela Adams
 - Program Representative, HCD
- Jeffrey Campbell
 - Program Representative, HCD

My name is Angela Adams, Program Representative in HCD's Disaster Recovery Section. I am joined by my colleague Jeffrey Campbell. Today we will be providing an explanation of the 2017 Disaster Recovery Infrastructure and 2017 Mitigation Resilient Infrastructure Program Project Application Template.



Objectives

- Project Applications Needs
- Grants Network
- Next Steps

Our objectives for this webinar are to go over the questions for the Project Application, so that you can prepare your submission when the Project Applications are released. Then we will go over the eCivis Grants Management Network system, or Grants Network for short, and how you can access and use the system for submitting your Project Applications. Finally, we will go over next steps.

General Questions



We will go into general application questions that are required for both the DR-Infrastructure and Mitigation Resilient Infrastructure Programs.



General Questions

- Profile
- Record Title
 - Format: [Jurisdiction Name]-[Program Name] – [Project #]
 - **EXAMPLE: Sacramento County– DR-Infrastructure – 1**
- Eligible Applicant
 - City/County

Before we jump into the questions, I want to note some things about the format of the application 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 texts. 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., the DR-Infrastructure Questions, MIT-RIP Questions and then the FEMA PA and FEMA HMGP questions, so the layout of the presentation does not follow the submission form 1-1.

The Application 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, which creates the Profile Form. You will be able to choose your Profile Form for all following submissions.

The next question is Record Title. This will be the name of the Project for submission. Please use the following format: Jurisdiction – Program Name– Project Number. An example would be Sacramento County – DR-Infrastructure -1. This let's us keep track of what you are submitting and if it is for DR-Infrastructure or MIT-RIP.

As the forms follow path logic, depending on your answers to certain questions, you

will see different questions in your submission. We have done this to streamline what you are required to do and to make sure you are not filling out unneeded information.



General Questions

- Which Grant Program are you submitting for?
 - DR-Infrastructure
 - MIT-RIP
- What is the Project Type?
 - FEMA PA Match
 - FEMA HMGP Match
 - Stand-alone

The next question is “Which Grant Program are you submitting for?” The two answers are DR-Infrastructure and MIT-RIP. If you have a project that you are seeking funding for from both programs you will need to create separate project applications for each program with the eligible activities. If you are in such a situation, we can discuss this in more detail at an Office Hour.

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, or Stand-alone Infrastructure. For MIT-RIP you will be able to choose either FEMA HMGP Match or Stand-alone Infrastructure.



General Questions

- Was this project submitted for FEMA PA or FEMA HMGP?
 - If denied by FEMA, provide descriptions
 - If denied by FEMA, provide documentation

For both DR-Infrastructure and MIT-RIP, projects denied by FEMA are eligible. That said, in the interest of cross—organization cooperation we do ask “Was this project submitted for FEMA PA or FEMA HMGP?” If denied by FEMA, explain why the project was denied and provide documentation from FEMA related to the project being declined funding.



General Questions

- Project Description and/or Scope of Work
- Project Timeline

The next question asks you to provide a narrative description and/or scope of work for the stand-alone infrastructure projects and the FEMA HMGP projects. That includes project location and the benefits of the project for disaster recovery, mitigation, resilience, low- and moderate-income populations, and the most impacted and distressed areas.

We do want to note that the information provided as part of the project description and/or the scope of work is extremely important for the project application review. If the information is lacking, we will need to go back to you for further information, which can draw the process out farther. The more detailed the information the better. Once again, we can discuss this at an Office Hour if you have any questions.

We also ask that you provide a Project Timeline that aligns with the project description and the budget.



General Questions

- Project City
- Project Zip Code
- Project Latitude/Longitude
 - 39.332962, -123.22534

The next set of questions are designed to allow HCD to know the location. These questions are what is the Project City, the Project Zip Code or Zip Codes, as well as the Project Latitude and Longitude. The format of the Latitude and Longitude of the project should be in decimal form (e.g. 39.332962, -123.22534). Please use the geographical center of the project for the Lat/Long.



General Questions – Maps to Upload

- Project Location Map
- Project Service Area Geographical Map
 - Including Relationship to the MID
- Project Service Area Benefit Map

The next application fields are regarding a series of maps you will need to upload.

The first map should show the project's location.

The second map needs to show the geographical service area of the map including the relationship to the Most Impacted and Distressed Area (MID). Having the MID area as found in the Policies and Procedures and Federal Register Notice 85 FR 4681 is critical, as 80% of the DR-Infrastructure Grant funds need to be spent in the MID and essentially 100% of the MIT-RIP grant Funds needs to be spent in the MID. We suggest either outlining the MID area to show how the project service area overlaps with the MID, or having the MID as a map layer to clearly show how the project service area and the MID interact.

A third map is required to show who benefits from the project. More specifically, we want to see where the LMI populations or areas are in relation to the service area. We also highly recommend including information about vulnerable populations and how they benefit from the service area as well.

Further in the presentation we will walkthrough an example project service area.



General Questions – Low-and Moderate-Income

- What is the LMI population percentage benefited by the project?
- What is the number of total LMI persons served by this project?
- What is the total number of persons served by this project?
- Upload a completed LMI Benefit Worksheet

Another set of questions that you will need to answer is regarding serving Low-and Moderate-Income populations or areas. As a reminder, for the DR-Infrastructure Program 70% of grant funds need to go to LMI populations or areas, while for MIT-RIP, 50% need to go to LMI populations or areas. To clarify, these percentages are not for individual projects, but are overall program funding targets. Further, for a project's service area to be considered befitting a LMI population or area, the LMI benefit of the service area needs to be 51% or higher. For more on LMI calculations and benefits please refer to DR-Infrastructure 101 webinar or the HUD Exchange. One thing to keep in mind for these questions is that the information can be gathered using HUD's LMI tools once the service area of the project has been determined.

The first of the LMI questions is "What is the LMI population percentage benefited by the project?" This question enables HCD to know if the project service area has a qualifying LMI benefit (*i.e. the LMI population or area is at least 51% or higher of the population or area being served by the project*). It is important to provide the percentage even if it does not meet or exceed 51% as knowing the overall service benefit to LMI populations is critical.

The next LMI question is "What is the number of total LMI persons served by this

project? “ followed by “What is the total number of persons served by this project?”

Finally, we ask that you upload a completed LMI Benefit Worksheet. This and other worksheets will be provided to you or found in the application itself.

Once again, most of this information can be found using HUD’s LMI tools once the service area of the project has been determined. For more on LMI calculations and benefits please refer to [DR-Infrastructure 101](#) on HCD’s website or the [CDBG Low- and Moderate-Income Data at the HUD Exchange](#).



General Question - Most Distressed Areas

Select the MID that the project is located in

- City of Clearlake
- City of Napa
- City of Santa Rosa
- Mendocino County
- Nevada County
- Santa Barbara County
- Sonoma County
- Ventura County
- Yuba County

Next, you will be required to select the HUD-identified Most Impacted and Distressed Area that the project is located in. You will be able to choose one of the following cities or counties from a drop-down box.

City of Clearlake
City of Napa
City of Santa Rosa
Mendocino County
Nevada County
Santa Barbara County
Sonoma County
Ventura County
Yuba County



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

We next ask you for the current status of the project. For DR-Infrastructure the project can be at any of these stages, but for MIT-RIP the project needs to be shovel ready, so at the minimum we expect that the design and engineering are completed for a MIT-RIP project. We can discuss this more in-depth at an Office Hour if this is unclear or you have any questions on projects that have both DR and MIT-RIP activities.

The choices for project status are: Project Identified; Design and Engineering Underway; Design and Engineering Completed; Construction Scheduled; Construction Underway; Construction Completed



General Questions - NEPA

- Has a National Environmental Policy Act (NEPA) Environmental Review been completed?
- Upload completed NEPA Environmental Review

Environmental reviews must be performed on the project prior to a choice-limiting action and prior to a Notice to Proceed being issued. The environmental review shall document compliance with 24 CFR Part 58, NEPA, and all related laws, authorities, and executive orders.

Each Subrecipient is responsible for completing environmental reviews of all projects and must submit complete Environmental Review Records to HCD to grant the authority to use funds.

Pursuant to 83 FRN 40314, HCD may accept another federal agency's environmental review. Subrecipients are also responsible for ensuring compliance with CEQA, including the submission or designation of applicable waivers to the CEQA Clearinghouse with a copy to HCD. No work may start on a proposed project, or proposed site acquisition, if applicable, before both the federal and state environmental review processes are completed, even if that work/acquisition is being done using non-federal funds. The DR-Infrastructure Program and MIT-RIP does not reimburse projects that have been determined to have a Finding of Significant Impact (FOSI)

To ascertain the status of the environmental review you will be asked “Has a NEPA Environmental Review been completed?” If the answer is yes, you are asked to upload the completed NEPA Environmental Review.

For more information about NEPA please refer to the Environmental Review webinar. We are also happy to discuss this more in depth at an Office Hour.



General Questions - Funding

- Have you applied for other sources of funds for this project?
 - If yes, please explain how much have you applied for, if the funds have been awarded, and what is/are the amount(s)

For Duplication of Benefit purposes, as well as to ensure if projects can be fully funded or are in the process of gathering full funds, we ask “Have you applied for any other sources of funds for this project?” If the answer is yes, we ask that you describe what other project funds are contributing to the project. In the description you should explain how much other funds you have applied for, if the funds have been awarded, and what is/are the amount(s) involved.



General Questions - Funding

- Are there any project funds that are not committed?
 - If yes, provide a status of the project funds
 - If yes, provide a timeline of the project funds

As a separate question on funding, we ask if there are any project funds that are not committed? If the answer is yes, provide a status of the project funds and provide a timeline of when the other project funds are expected to be committed.



General Questions - Cost Basis

- Direct Project Cost Amount Requested from HCD
- Activity Delivery Cost Amount Requested from HCD
- Total Amount Requested from HCD

To know the amounts that are being requested from HCD to draw down from subrecipients allocations, we ask that you provide the direct project cost amount requested from HCD. This is the amount for the costs directly related to the project.

We also ask for your activity delivery costs that you are requesting from HCD for the specific project to draw down from the allocation. Activity Delivery Costs (ADCs) are allowable costs incurred for implementing and carrying out eligible CDBG activities. ADCs cover the costs of staff directly carrying out the activity in addition to engineering, design, architecture, and environmental services that are necessary for successful completion of the activity. Activity Delivery Costs must be allocable to a CDBG-assisted activity or an activity that is CDBG-eligible, meet a National Objective, and meet all other CDBG program requirements. There is no maximum cap on activity delivery costs, but Subrecipients must show that ADCs are reasonable for the CDBG-eligible activity being carried out, as authorized under 24 CFR 570.201-570.204. If the proposed ADCs exceed 20% of the total project cost, additional justification and documentation are required to justify the need for activity delivery costs that exceed 20% of the total project cost.

Finally, we ask what the total amount being requested from HCD for this project is.

This total amount should be equal to the direct project cost amount request and the activity delivery cost amount requested. All three amounts are important for budgeting and monitoring the purpose of the project.



General Questions - Cost Basis

- Basis for Cost Estimate / CDBG-DR Funding Need
- Provide cost estimate documentation (from a professional engineer, etc.)
- Complete a Project Budget

Along with the amounts being requested, we ask for a description of the Basis for the cost estimate of the CDBG-DR or CDBG-MIT funding need. Along with that description we ask that you provide the cost estimate documentation. This can come from a professional engineer.

We also ask that you fill out a Project Budget for each project submitted. The Budget forms are found in Grants Network, but HCD will share a worksheet example after this webinar. The Budget can be discussed more at the Office Hours if there are any questions.



General FEMA Questions

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

As the programs can fund denied FEMA PA or HMGP Projects, for the Stand-alone projects, we ask if the project was denied and if so, 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.



Community Development Block Grant

- Explain how this is an eligible CDGB activity.

As all activities in both programs need to be CDGB eligible, we ask you to explain how the project is an eligible CDBG activity. For eligible activities see 24 CFR 570.201(c) as well as in the policies and procedures.



General Questions- Environmental Justice

- How will you quantitatively measure increased environmental justice for underserved communities and vulnerable populations?
- Upload quantitative data showing a project's anticipated impact on increased environmental justice for underserved communities and vulnerable populations
- For more information see:
www.hudexchange.info/programs/environmental-review/environmental-justice/

The last general questions ask how you will quantitatively measure increased environmental justice for underserved communities and vulnerable populations? And to upload quantitative data showing the anticipated increased environmental justice for underserved communities and vulnerable populations.

Environmental justice means ensuring that the environment and human health are protected fairly for all people regardless of race, color, national origin, or income. Environmental Justice takes into consideration the historical condition that underserved communities and vulnerable populations often bear a disproportionate amount of the negative consequences of adverse environmental impacts. One example, is with poor air quality as a result of fires. Those that are better off can setup a “clean-room” in their house with air filters or perhaps leave for the summer to higher elevations or even outside the state. While those less well off don’t have those options and are stuck in areas with poor and dangerous air quality.

For more information on environmental justice please refer to the HUD Exchange
(www.hudexchange.info/programs/environmental-review/environmental-justice/)

I will now turn it over to my colleague Jeff.

DR-Infrastructure Questions



Thanks Angela. Now we will go through the DR-Infrastructure specific questions.



DR-Infrastructure National Objective

What is the National Objective being met by this project?

- Low- and Moderate-Income
- Urgent Need

All CDBG-DR funded activities must meet a national objective as required under HUD.

CDBG programs must ensure that the funded activity meets one of the following named national objectives: **Benefiting low- and moderate-income persons OR Meeting an urgent need.** We ask that you identify which National Objective will be met by the project.



DR-Infrastructure National Objectives Urgent Need

- Explain how the proposed project meets the Urgent Need National Objective
- Upload Urgent Need National Objective Documentation

If you choose the Urgent Need National Objective, you will be asked to explain how the proposed project will meet the Urgent Need National Objective and to upload the relevant Urgent Need National Objective Documentation. A resolution from a city council or county board is the most common way to provide sufficient Urgent Need documentation.

The Urgent Need National Objective requires that the project is designed to meet community development needs having a particular urgency. In the absence of substantial evidence to the contrary, a project is considered to address this National Objective if the design of the project is certified to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, that the Subrecipient is unable to finance the activity on its own, and that other sources of funding are not available. A condition is generally considered to be of recent origin if it developed or became critical within 18 months preceding the certification by the Subrecipient.



DR-Infrastructure – Tie-Back

- Explain how the proposed project ties back to DR-4344 and/or DR-4353
- Tie-back documentation

As the tie-back to DR-4344 and/or DR-4353 disasters are eligibility requirements we ask that you explain what the tie-back is. If you have documentation available, please upload it, but that step is optional.

For more details on the type of documentation that will be required for the program, please refer to the policies and procedures as well as the previous webinar, DR-Infrastructure 101, which can be found on HCD's website in the Disaster Recovery Section for 2017.



MIT-RIP Questions

The next of slides are for Mitigation Resilient Infrastructure Program Questions. These questions will cover both stand-alone infrastructure and FEMA HMGP projects.



General Questions- Improved Resilience

- How will you quantitatively measure improved resilience for underserved communities and vulnerable populations?
- Upload quantitative data showing a project's anticipated impact on improved resilience for underserved communities and vulnerable populations.

For all MIT projects, we ask how you will quantitatively measure improved resilience for under-served communities and vulnerable populations. Being able to show how the project benefits under-served communities and vulnerable populations and increases their resilience is important for the purpose of MIT and as such is an eligibility requirement for MIT projects. You will also be asked to upload quantitative data showing a project's anticipated impact on improved resilience for underserved communities and vulnerable populations.



MIT-RIP Risk and Resilience

- How has mitigation against future risk and the future resilience needs of the community been designed into your project?

Increased resilience and mitigation against future risk are at the core of MIT-RIP. As such you will need to describe how future resilience needs of the community and mitigation against future risks have been considered through the design of the proposed project. To do this, please provide a narrative describing how the scale and scope of the proposed project accounts for and aims to address future risks and resilience needs.



MIT-RIP National Objectives

What is the National Objective being met by this project?

- Low- and Moderate-Income (LMI)
- Urgent Need Mitigation (UNM)

All CDBG-DR funded activities must meet a national objective as required under HUD.

CDBG Mitigation programs must ensure that the funded activity meets one of the following named national objectives: **Benefiting low- and moderate-income persons OR the new national objective meeting an urgent need mitigation.** We ask that you identify which National Objective will be met by the project.



MIT-RIP National Objective Urgent Need Mitigation

- Explain how the proposed project meets the Urgent Need Mitigation National Objective
- Upload quantitative data showing how the project meets the Urgent Need Mitigation National Objective

HUD has created a new National Objective - Urgent Need Mitigation (UNM) for CDBG-MIT programs. This National Objective provides a better fit for CDBG-MIT activities that aim to address risks that do not tie back to the disaster events of the 2017 CDBG-DR funding, or subsequent disasters. Projects using the Urgent Need Mitigation national objective must explain how the proposed project meets the UNM National Objective and if available provide documentation that demonstrates a measurable and verifiable impact on reducing risks at the completion of the activity. As a note, you will be required to report quantifiable benefits for your project if you choose this National Objective.



MIT-RIP Community Lifelines

- Which Community Lifeline will this project protect?
 - How will this project reduce risk to Community Lifeline(s)?
1. Safety and Security
 2. Communication
 3. Food, Water, Sheltering
 4. Transportation
 5. Health and Medical
 6. Hazardous Material (Management)
 7. Energy (Power and Fuel)

Another key requirement of CDBG-MIT funding is that projects must reduce risk to one or multiple community lifeline. HUD is using FEMA's Seven Community Lifelines, which are: 1. Safety and Security, 2. Communication, 3. Food, Water, Sheltering, 4. Transportation, 5. Health and Medical, 6. Hazardous Material (Management), 7. Energy (Power and Fuel). You can choose more than one.

We also ask you to describe how the project will reduce risk to the community lifeline's chosen.



MIT-RIP Resilience

- How will you quantitatively measure the impact the proposed project will have on current and future risk?
- Upload quantitative data showing a project's anticipated impact on current and future risks

This set of MIT-RIP specific questions relates to impacts on current and future risks. To this end we ask how you will quantitatively measure the impact the proposed project will have on current and future risk? And if available to upload any quantitative data showing a project's anticipated impact on current and future risks.

As a reminder, any and all Mitigation projects are required as part of their reporting to quantify the impact of the proposed project on current and future risks.



MIT-RIP Operations and Maintenance Plan

- Upload Operations and Maintenance Plan

Another key eligibility requirement for MIT-RIP projects are that they have an operations and maintenance plan. As the project should be shovel ready, the Operation and maintenance plan should also be established. As such we ask that you please upload the plan. As a note, the O&M plan is allowed to evolve over time, but HCD wants to ensure the process has been thought through.

FEMA PA and FEMA HGMP



The last set of questions to go over for the Project Application are those for FEMA PA and FEMA HMGP match projects.



General FEMA Questions

- Has the Scope of Work for the FEMA PA/HMGP Project changed since the project was obligated by FEMA?
- If yes, please explain how the Scope of Work changed

The first FEMA related question is, if the Scope of Work for the FEMA PA/ HMGP Project changed since the project was obligated by FEMA?
If Yes, the Scope of Work is different than what was submitted to or obligated by FEMA we ask that you please explain how the Scope of Work has changed

If it is the same, you will choose No.

An important consideration is that the Scope of Work needs to remain the same in order to be considered for the FEMA PA or FEMA HMGP Match. If the scope of work has changed, you will need to submit the activities that are part of the expanded scope of work as a Stand-alone infrastructure project.



General FEMA Questions

- If FEMA PA or HMGP project is in-progress or complete, has the project been in compliance with the Davis-Bacon and Related Acts and Section 3 since the start of construction?
- Upload Davis-Bacon and Section 3 compliance documentation for the FEMA PA or HMGP project

Given the timing of the FEMA Match projects and when HCD signed the grant agreement, we need to know “if a project is in-progress or complete, has the project been in compliance with the Davis-Bacon Act and Section 3 since the start of construction?” Projects that are not in compliance with federal labor regulations but completed prior to August 20th, 2019 are still eligible for funding. All projects completed after August 21st, 2019 must be in compliance with federal labor regulations.

If the project was completed after August 21st 2019 or to be completed after August 21st 2019, you will need to upload Davis - Bacon and Section 3 Compliance documentation for the FEMA PA or HMGP project.



General FEMA Questions

- FEMA Project Worksheet Project Title
- Upload the FEMA Project Worksheet

Next, Please provide the FEMA Project Worksheet Project Title and upload the FEMA Project Worksheet.



FEMA Public Assistance Questions

- FEMA Public Assistance Project Number
- FEMA PW Number
- FEMA PA Category (Categories C-G)

For the FEMA PA projects we ask that you provide the FEMA Public Assistance project number, which is listed on the FEMA PA Project Worksheet. The PW number (PA Match only) is also on the Project Worksheet and starts with PW (e.g. PW-00014). and the listed PA categories (C-G). We also ask that you provide the FEMA Project Worksheet, Project Title, and upload the completed FEMA Project Worksheet document.



General FEMA HMGP Questions

- FEMA HMGP Status
 - Approved
 - Denied
 - In FEMA Review
 - In OES Review
 - Not submitted
 - On Waiting List
 - Phase 1 Approved
 - Withdrawn
- OES Number

For HMGP projects, we are also asking the status of the project. The choices are: Approved, Denied, In FEMA review, In OES review, Not Submitted, On Waiting List, Phase 1 approved, Withdrawn.

We also ask that you provide the OES Number

I will now turn it over to Angela.

Worksheets



Beyond the questions that we just went over, there are a few worksheets that will need to be in your project application submission.



Budget

Application Submissions

To begin, click the "Application Process" button below

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

Untitled

Created on 07/01/2021

Application Process

Applications Budget

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
N/A	07/01/2021	Draft	\$0.00	
N/A	07/01/2021	Draft	\$0.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

The Budget can be found in the Project Applications as shown above. Each submitted project will need to have a project budget. Make sure that the Project Title is the same for both the Application and the Budget.



Budget

- **Budget Summary**
 - Total Direct Costs
 - Total Indirect Costs
 - Total Amount (Direct + Indirect)
 - Match/Cost Share – This should be zero
 - Program Income

The first is your project budget. We will share an excel template that has explanations for each of the budget items. The budget worksheet that needs to be filled out, is in Grants Network, but the template will allow you to gather the information ahead of time.

For the Budget form the first section to fill out is the Budget Summary. This consist of the total costs that are directly attributed to the DR-Infrastructure or MIT-RIP project. The total direct cost will need to be shown via documentation. It also includes the total portion of shared costs that can be shown to directly benefit the DR-Infrastructure or MIT-RIP project. The total indirect cost will be demonstrated via an indirect cost allocation plan prepared by a professional that demonstrates the proportional amount of indirect costs that are spent for the DR-Infrastructure or MIT-RIP project. As well as the Total Amount of both the Direct and Indirect Costs.

The two other fields in the budget summary are the Match/Cost Share field and the Program Income field. The Match/Cost Share field is the amount the subrecipient is required to match for the project for the program. This is a fixed field and for DR/MIT projects this should be zero. This is not to be confused with the FEMA PA or FEMA HMGP Match. The last field in the budget summary of Program Income is the amount of income generated by the project for the subrecipient.



Budget Continued

- **Budget Items**

- Activity
- General Administration – This should be zero
- Activity Delivery Cost
- Other

The Second Section to fill out are the Budget Items fields.

The first field is the Activity field. These are the hard costs that can be attributed directly to the project implementation. These are costs incurred to implement the Activity/Project such as construction, acquisition, demolition, etc.. When filling out the budget form in Grants Network you will be able to add the specific budget line items for the hard costs and they will roll up into the activity budget item.

The second field in the Budget Items section of the Budget Form in Grants Network is the General Administration field. For the DR-Infrastructure and MIT-RIP programs this is not applicable for Subrecipients. The Subrecipients costs are part of the Activity Delivery Costs.

The third field is the Activity Delivery Costs or ADCs. Activity Delivery Costs are allowable costs incurred for implementing and carrying out eligible CDBG activities. ADCs cover the costs of staff directly carrying out the activity in addition to engineering, design, architecture, and environmental services that are necessary for successful completion of the activity. Activity delivery costs must be allocable to a CDBG-assisted activity or an activity that is CDBG-eligible, meet a National Objective,

and meet all other CDBG program requirements. There is no maximum cap on ADCs, but Subrecipients must show that ADCs are reasonable for the CDBG-eligible activity being carried out, as authorized under 24 CFR 570.201-570.204.

The final field is Other. This is for any other allowable project costs that don't fall within the other costs. We don't expect this field to be used as all costs should be in the Activity or Activity Delivery Cost fields, but it is available if necessary.

As a final note, you can add specific line items to all the Budget Item fields and it will roll-up into the main field.



Duplication of Benefits – Grants Network

Application Submissions

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

☒ Application Process

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Submit

Applications

The button will update to reflect how you can interact with this step.

Action Required

Open

Duplication of Benefits

Action Required

Open

- Description of Funding Sources
- Upload the other forms

The form to be filled out in Grants Networks for the Duplication of Benefits (DOB) is below the Application in the Application Process. You will need to complete a Duplication of Benefits for each project. The DOB will ask you to detail the other funding sources that you may have for a project. If it is a FEMA PA or FEMA HMGP Match project you will be required to add in the details of the FEMA PA or FEMA HMGP funding. If you have project funding sources from other state, federal, private, insurance, or other places you will need to detail the sources and the amounts that you are receiving for this project. The form will automatically calculate the amounts for you.



Duplication of Benefits

- Two (2) forms:
 1. Duplication of Benefits form in Grants Network
 2. Duplication of Benefits Affidavit

In grants network you will need to complete the Duplication of Benefits form as detailed previously. You will also be required to upload a Duplication of Benefits Affidavit that will be shared after this webinar.



Duplication of Benefits -- Affidavit

- Three (3) components
 1. Disaster recovery assistance, insurance, and/or other assistance received
 2. Attachments
 3. Signature(s)

This affidavit must be completed by all applicant(s) that have applied for and/or received any assistance from the CDBG-DR funded State of California 2017 Infrastructure Program being offered by the California Department of Housing and Community Development (HCD). The information within this affidavit will provide the California Department of Housing and Community Development (HCD) with vital information for processing the application required by the Stafford Act Section 312 on Duplication of Benefits. The affidavit must be uploaded in grants network.

The Affidavit has three components:

1. Disaster recovery assistance, insurance, and/or other assistance received
2. Attachments
3. Signature(s)

There are instructions in the document, please read each component in full and provide the accurate information.

Part one is the Disaster recovery assistance, insurance, and/or other assistance received component. It is a table where you will need to , indicate with an "X" the program(s) for which you are applying AND any program you have received funds from. Also state the purpose of the assistance and current status of the funds.

Part two is the attachments. You will be asked to attach copies of any and all acceptable document for each of the above referenced sources of funds identified as a result of the October 2017 and December 2017 fires, mudflows, and debris flows identified as presidentially declared disasters, DR-4344 and DR-4353.

Part three is your signature on the information certifying the information provided is true and accurate. If the information is not correct, it may affect the amount of any funds you may receive or may lead to the recapture of disbursed funds by HCD and/or HUD.

As, documents will need to be attached to the affidavit, we suggest collating the affidavit and all relevant documents into a single pdf that can be uploaded to Grants Network.



Activity Beneficiary – AKA LMI Benefit

- Three (3) Parts
 1. Beneficiary Income Information
 2. Area Information
 3. Direct Benefit Demographic Information

The Activity Beneficiary form is designed to help subrecipients quantify how projects are benefiting LMI and vulnerable populations. There are three parts to this form and we will walk through each part. The parts are:

1. Beneficiary Income Information
2. Area Information; and
3. Direct Benefit Demographic Information

If you have any questions about the specific information needed, we are happy to dive further into it at an Office Hour.



Activity Beneficiary – Part One

PART I – BENEFICIARY INCOME INFORMATION

A. Income Levels	Total	Percentage
1. Total Number Persons Less than or equal to 50% Area Median Income		
2. Total Number of Persons Over 50% not greater than 80% Area Median Income		
3. Total Number of Persons Over 80% Area Median Income		
Total Population		

Part One is for Beneficiary Income Information where you will need to enter the number and percentage of individuals benefiting by income level. As a note, this is more in-depth income data than just LMI. The data can be found using HUD Exchanges LMI data tools.

You will need to enter in the Total Number Persons Less than or equal to 50% Area Median Income, the Total Number of Persons Over 50% not greater than 80% Area Median Income, Total Number of Persons Over 80% Area Median Income, and the Total Population.

Beyond the numbers and percentages, you will also be required to enter the data source(s) (e.g. HUD American Community Survey, household survey) and any additional information describing how the beneficiaries were determined.



Activity Beneficiary – Part Two

PART II – AREA INFORMATION *(Skip Part II if this is a direct benefit project)*

A. Indicate whether the completed project was target area(s) specific or community-wide

☐ Target Area(s) ☐ Community-Wide

List Census Tract(s) and/or Block Group(s):

B. Provide Latitude/Longitude for the project location at or near geographical center:

Latitude: Longitude:

Part Two is the Area Information. You will need to identify whether the project is target area or communitywide and the census with block groups of the project area. Please list each census tract(s) and/or block group(s) that define the area. For many of the projects this information was requested for the NOI and should be available.

This information can also be determined using the American Community Survey (ACS) data located on the HUD Exchange website (<https://www.hudexchange.info/programs/acs-low-mod-summary-data/>). This data is updated annually by HUD and the most current data should be used at the time of application. The transition policy for use of the Low Moderate Income Summary Data (LMISD) is further explained in CPD Notice 15-05 which supplements CPD 14-10 and CPD 14-11 and can be found at: The HUD Exchange <https://www.hudexchange.info/resource/4480/notice-cpd-15-05-transition-policy-for-low-moderate-income-summary-data/>.

No beneficiary data may be determined using a percentage of a block group.

You will also need to enter the exact location of the geographical center of the project by identifying the latitude and longitude numbers. This information is also needed in the project application form.



Activity Beneficiary – Part Three

PART III – DIRECT BENEFIT DEMOGRAPHIC INFORMATION *(Skip Part III if this is an area wide benefit project.)*

A. Race and Ethnicity	Total		Hispanic/Latino	
	LMI	Non-LMI	LMI	Non-LMI
1. White				
2. Black/African American				
3. Asian				
4. American Indian/Alaskan Native				
5. Native Hawaiian/Other Pacific Islander				
6. American Indian/Alaskan Native and White				
7. Asian and White				
8. Black/African American and White				
9. American Indian/Alaskan Native and Black/African American				
10. Other multi-racial				
11. Unknown				
Total Persons				

B. Head of Household	LMI	Non-LMI
1. Female-Headed Households		

The third portion of the Activity Beneficiary form that needs to be uploaded is Direct Benefit Demographic Information.

For this, please fill out the total individuals benefiting by race and ethnicity and by income level. This total for LMI is any person that is 80% or below the area median income, and Non-LMI are 81% or higher of the area median income. The LMI and Non-LMI total should equal the population total in Part 1.A as shown in a previous slide.

One thing to keep in mind is that race and ethnicity are independent of each other and should be counted separately.

For the Head of Household section please enter female headed households for those LMI (80% or below area median income) and those non-LMI (above 80% area median income).

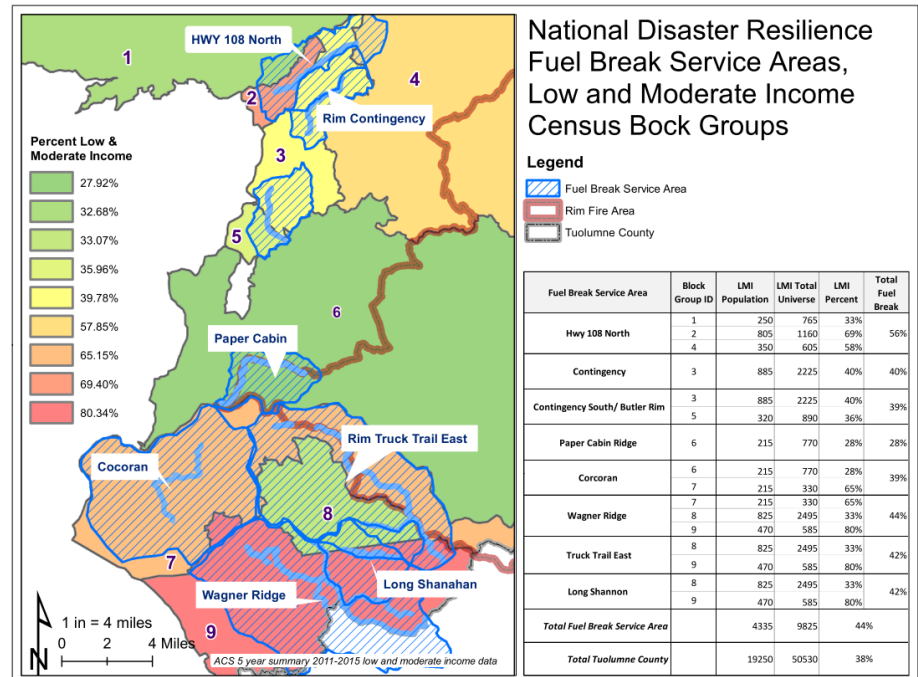
I will now turn back to Jeff for the rest of the webinar.

Service Area Examples



Thanks Angela. We will now go over service area examples.

Case Study: CDBG-NDR Fuel Breaks

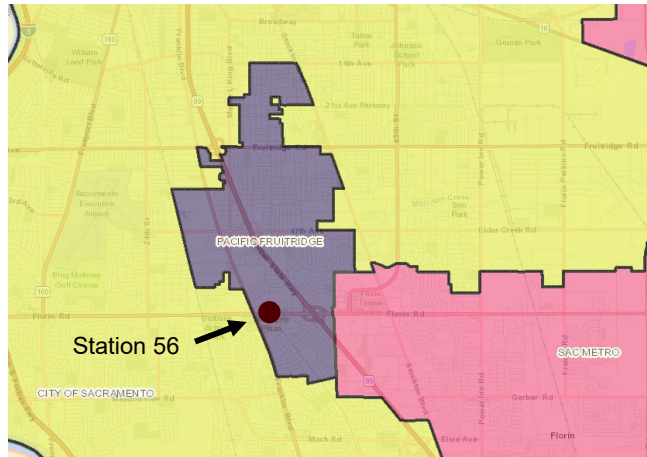


This is a case study from for CDBG-NDR on Fuel Breaks that has a service map putting it all together– LMI Blocks, MID, and service areas. HCD partnered with CAL FIRE and the USFS on this project to install fuel breaks in Tuolumne County, which for this examples is being used as a MID. CAL FIRE, as the experts, completed the analysis to define the service area for each fuel break. As a reminder it is important to consult experts for the role of defining the service area. Then the LMI population was calculated using the block groups that intersected with the service area. The orange and above on the map indicates the LMI blocks, and in the chart, there is more specific information regarding the LMI breakdown. The key takeaway is, if you're working with other agencies or departments on DR-Infrastructure projects, especially with PA Match and HMGP Match, it is important to work with those agencies and/or departments to determine the project's service area or areas. In this project's case, multiple service areas were combined to create a single LMI benefit percentage.



Service Area Example

- Replacement of Fire Station 56 within the Pacific Fruitridge Fire Protection District in Sacramento County.

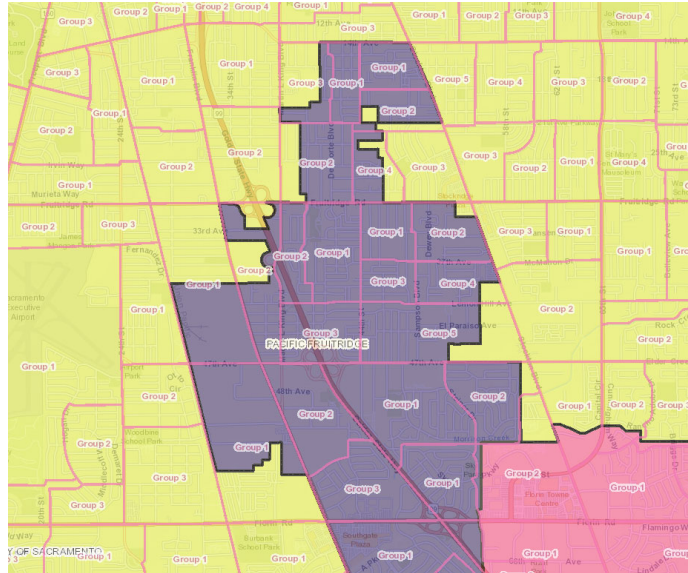


Another example is if Fire Station 56 within the Pacific Fruitridge Fire Protection District in Sacramento County needed to be replaced. First, let's assume that it was damaged by a disaster.



Service Area Example

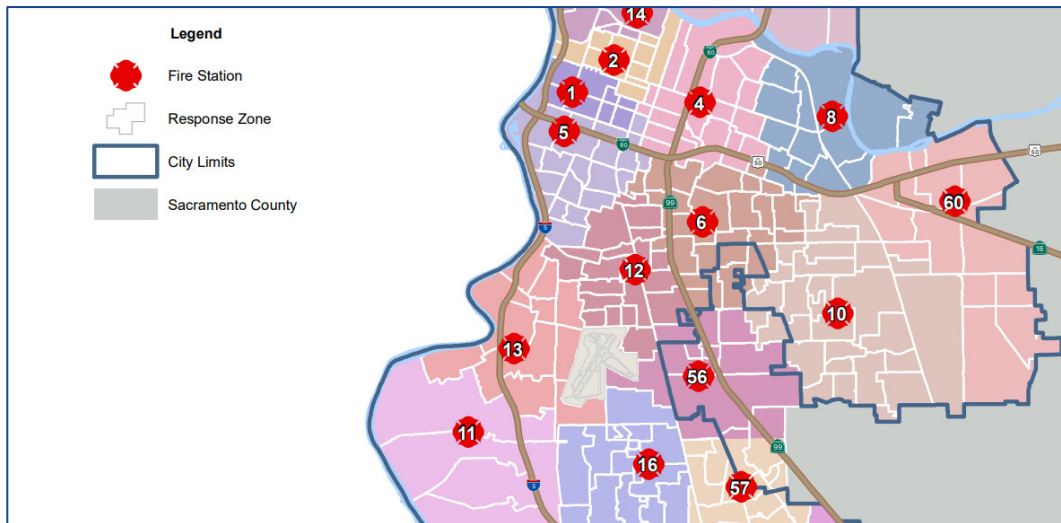
- Identify service area
- Tax district served on contract basis
 - Service area is exactly the tax district



The first step is to identify the service area. For this hypothetical example, what is being shown is the tax district. The City of Sacramento's fire department serves this area on a contract basis, so the service area doesn't match the tax district exactly.



Service Area Example

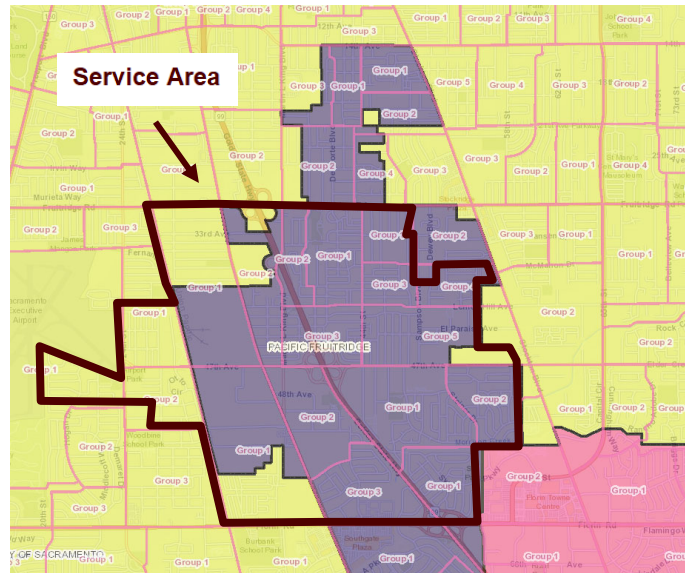


This response zone map confirms that Fire Station 56 does not match the tax district as shown in this map. While the tax districts are found using Sacramento County's GIS online map system, you may need to contact other departments or dig deeper to determine the service area.



Service Area Example

- Use all fully contained block groups, as well as partially contained block groups as part of the service area.
- HUD will not allow block groups to be prorated.



Because the service areas are not likely to line up perfectly with block groups, use all fully contained block groups, as well as partially contained block groups, even if the service area boundary only intersects with one percent of the block group. HUD will not allow block groups to be prorated. All of the block groups shown within the service area are over 51% LMI, so this project would meet the LMI national objective.



Service Area Example: Key Takeaways

- Provide detailed documentation on who the project serves. **Especially important for projects that don't have a clear service area (e.g. road/bridge projects).**
- In your LMI calculations, include all block groups that are within and partially overlap the service area. If those partial block groups change the benefit area to below 51% LMI, consider an income survey.

It is important to remember to document as much as possible. Provide detailed documentation on who the project serves. Especially important for projects that don't have a clear service area (e.g. road/bridge projects).

In your LMI calculations, include all block groups that are within and partially overlap the service area. If those partial block groups change the benefit area to below 51% LMI, consider an income survey.



Next Steps

- Master Standard Agreements (MSA)
- Project Application Release
- Project Application Deadline – December 31, 2021
- Notice to Proceed and Special Conditions
- Office Hours – As available

For next steps, most of the Master Standard Agreements (MSA) have been routed through HCD's approval process. The exception are for those jurisdictions that have not sent HCD their Authorizing Resolution. Once we receive the Authorizing Resolution, we will be able to route the MSAs.

After the MSA has been transmitted to the eligible applicant and entered into, we will be able to release the Project Applications for submission in Grants Network. This presentation along with the project application template we shared are designed to enable you to gather the required information while the MSA process is ongoing.

The project application deadline and when the project application must be submitted, is December 31, 2021.

After the project applications have been submitted, HCD will review the submission and if approved will issue a Notice to Proceed. If you as the subrecipient have any special conditions that are part of the MSA, you will be required to submit the policies and procedures that are in the special condition to HCD for review. If they meet standard, HCD will issue the NTP for approved projects.

We want to reiterate again, all special conditions must be met before HCD can issue a Notice to Proceed for any project.

Finally, we will be holding ongoing Office Hours to discuss any questions you have and to provide support as you build out your project submissions. Please be on the lookout for the Office Hour sign-ups.




Follow-up Questions



Please send any follow-up questions from today's webinar to:

Dr-infrastructure@hcd.ca.gov

Mitigation@hcd.ca.gov

Please send any follow-up questions from today's webinar to dr-infrastructure@hcd.ca.gov or Mitigation@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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That concludes our webinar on DR-Infrastructure and MIT-RIP Project Application Preparation. 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 or mitigation@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.