



# ORANGE COUNTY CDBG-DR PUBLIC SERVICES PROGRAM

Policies and Procedures Manual

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## VERSION HISTORY

Version Number	Date	Summary of Changes
1.0		Original Version. Policies and Procedures are subject to change at the sole discretion of Orange County Housing and Community Development Division

## PURPOSE

The U.S. Department of Housing and Urban Development (HUD) has awarded Orange County, FL \$219,712,000 in funding to support long-term recovery efforts following Hurricane Ian. The funding is administered by the Orange County Housing and Community Development Division (OCHCD). This allocation was made available through the Disaster Relief Supplemental Appropriations Act of 2023 (Public Law 117-328). Community Development Block Grant-Disaster Recovery (CDBG-DR) funding is designed to address unmet needs that remain after all other assistance has been exhausted.

OCHCD has developed this manual to outline the policies and procedures for utilizing CDBG-DR funds to address the public service needs identified in the County's approved Action Plan, stemming from Hurricane Ian's impact.

OCHCD reserves the right to update and amend this Manual as needed to comply with evolving federal and state regulations, or to incorporate changes resulting from any future amendments to the approved CDBG-DR Action Plan.

**Orange County Government**  
Housing and Community Development Division  
525 E. South Street  
Orlando, FL 32801  
Email: [housing@ocfl.net](mailto:housing@ocfl.net)  
Phone: (407) 836-5150

# CDBG-DR PROGRAM OVERVIEW

As a recipient of HUD’s CDBG-DR funds, OCHCD was required to develop an Action Plan that details the overall strategy for disaster relief, long-term recovery, infrastructure restoration, housing, and economic revitalization. To inform this plan, the County conducted a thorough analysis of housing, infrastructure, public services, and economic development needs that remain in the aftermath of Hurricane Ian. The Action Plan proposed a program budget, based on the needs assessment that took into consideration analysis of data and input received during the community engagement and outreach. The CDBG-DR program budget includes \$7,000,000 set-aside for a Public Services Program.

The Public Services Program is designed to assist income-eligible households and communities with essential services to secure economic recovery, housing stability, and resiliency to overcome future disasters. CDBG-DR Public Services Program funding is targeted to support the delivery of essential services to households in areas most impacted by Hurricane Ian. The allocation will be distributed, as needed, to qualified local non-profit service providers for the following:

- self-sufficiency services (such as financial literacy, housing search and counseling, and legal services);
- health and mental health services;
- job training and placement; and
- other economic recovery related services such as disaster planning tools for small businesses in disaster prone areas.

Public service activities are meant to complement other programs funded under CDBG-DR. Funding for public services projects/activity will be awarded on a competitive basis, through a Request for Applications (RFA) process. The maximum award will be \$500,000 per Agency.

Based on the identified unmet public service needs and the County’s allocation of CDBG-DR funds, the following budget for the Program is being proposed in the Action Plan.

**Table 1. Remaining Unmet Public Service Needs and Proposed Funding Allocation**

<u>Category</u>	<u>Remaining Unmet Needs</u>	<u>% of Unmet Needs</u>	<u>Program Allocation</u>	<u>% of Program Funds</u>
<b>Public Services</b>	-	N/A	\$7,000,000	3.2%

A copy of the Orange County CDBG-DR Action Plan and any future amendments to the plan can be accessed at: [www.ocfl.net/CDBG-DR](http://www.ocfl.net/CDBG-DR).

## Eligible Activities

All CDBG-DR funded activities must address the impact of the disaster for which funding was allocated. Accordingly, each activity must:

- Address a direct or indirect impact from the disaster in a most impacted and distressed area;
- Be a Community Development Block Grant (CDBG)-eligible activity (or be eligible under a waiver or alternative requirement); and
- Meet a national objective.

Additionally, public services activities funded under the CDBG-DR Program must address the unmet needs identified in the approved CDBG-DR Action Plan, which are listed below:

- Self-sufficiency Services (i.e. financial literacy, housing search and counseling, legal assistance);
- Health Services/Mental Health Services;
- Job Training/Job Placement Services; and
- Other economic recovery related services.

## Ineligible activities

Ineligible activities, as defined in 24 CFR 570.207, include but are not limited to the following:

- General government expenses (expenses required to carry out the regular responsibilities of the unit of local government).
- Political activities (CDBG funds shall not be used to finance the use of facilities or equipment for facilities that engage in political or partisan political activities such as candidate forums, voter transportation or voter registration).
- Purchase of equipment, furnishings, or personal property (except as allowed under 24 CFR 570.201(c)).
- Operating and maintenance expenses (for example, the operations or maintenance of public facilities, improvements and services are ineligible). Specific exceptions are operations related to carrying out a public service under CDBG public services.
- Income payments (payments made directly to a household or individual such as rent, mortgage, utilities, food, clothing, etc.), with an exception of emergency payments.

- Faith-based organizations may be involved in the delivery of public services and may still engage in religious activities during the provision of public services, provided the religious activities are voluntary for participants in HUD-funded activities, and these activities occur separately from the HUD-funded activity.

Additional CDBG-DR regulations and guidance on CDBG National Objectives can be found on the U.S. Department of Housing & Urban Development’s website at: <https://www.hudexchange.info/programs/cdbg/>.

## National Objectives

In accordance with 24 CFR 570.208, all CDBG-DR funded activities must meet one (1) of the National Objectives required under 24 CFR 570.200(a)(2). The program rules under section 101(c) of the authorizing statute (42 U.S.C. 5301) state that every CDBG funded activity must qualify under one of the national objectives. The three (3) qualifying national objectives for the CDBG-DR program are:

- Benefit persons of low- to moderate-income,
- Aid in the prevention or elimination of slum or blight, or
- Meet other urgent community development needs because existing conditions pose a serious and immediate threat to the health and welfare of the community where other financial resources are not available.

CDBG-DR public service projects and activities must demonstrate that the proposed activity meets one of the National Objectives. Most of the funded Public Services are likely to meet the CDBG national objective by benefitting low- to moderate-income households. The types of documentation and the records to be kept will be dependent on the National Objective category the project qualifies under (see **Table 2** below for required documentation). The required documentation must be submitted during the Request for Applications (RFA) process. Additional documentation may be requested by the County prior to the project award.

**Table 2. National Objective Categories**

<u>NATIONAL OBJECTIVES</u>	<u>Subcategory</u>	<u>Required Documentation</u>
Low/Mod Income Persons (LMI)	<b>LMI Area Benefit (51% of more LMI)</b>	1. Service area boundary map
		2. Census tract data to include the number of LMI persons and percentage

		3. Documentation area is primarily residential
	<b>LMI Limited Clientele</b>	1. Documentation beneficiaries are, or presumed to be, LMI limited clientele by HUD's categories
		2. HUD categories: abused children, elderly, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS, migrant farmworkers
	<b>LMI Housing</b>	If applicable, LMI income documentation for all household members 18 years of age and older
Slum and Blight	<b>Slum and Blight</b>	1. The area must be designated by the Applicant and must meet the definition of slum, blighted, deteriorated, or deteriorating under State or local law.
		2. Document boundaries of the activity area and the conditions that qualified the area for designation
		3. Include a map showing the boundaries and an explanation of how they were determined
Urgent Need	<b>Urgent Need</b>	Affidavit from a governing body attesting that no other funds are available for the proposed project  *Note: Project must qualify within 18-months of the disaster event.

**Determining Low to Moderate Income Benefit (LMI)**

Qualification under the LMI benefit requires each person benefiting from the proposed project to be in an income qualified LMI area or serve LMI Limited Clientele.

**Determining Area Benefit**

To qualify as addressing the national objective of benefit to LMI persons on an area basis, an activity must meet the identified needs of LMI persons residing in an area where at least 51% of the residents are LMI persons. The benefits of this type of activity are available to all residents in the area regardless of income. To determine the service area of such activities, consideration

must be given to the geographic location, nature of the activity, use and accessibility, beneficiaries and the project scope of work. Use of pre-defined service area maps and data published by governmental Agencies to document the project service area benefit are advised.

### Determining Urgent Need

Qualification under the Urgent Need category requires that the community need has a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, other financial resources are not available to meet such needs, and the qualifying condition developed or became critical within (18 months) of the disaster event.

### Tie-Back to the Disaster

All CDBG-DR funded public service projects/activities must address needs that directly resulted from the Hurricane Ian disaster and/or enhance the community's resilience in managing future disaster events. *Refer to the CDBG-DR action plan for detailed needs assessment.*  
<https://www.orangecountyfl.net/NeighborsHousing/OCDisasterRecovery/ActionPlan.aspx>

# ROLES AND RESPONSIBILITIES

## Lead Agency

The Housing and Community Development Division (OCHCD) is the lead Agency directing the CDBG-DR program in Orange County and jurisdictions located within the County boundary. OCHCD is responsible for all the major areas of the CDBG-DR program administration.

## Orange County CDBG-DR Team (County Departments/Divisions and Consultant)

The Orange County CDBG-DR team, in collaboration with and assistance from the general consultant, will provide program management, project implementation oversight, staff augmentation, grant compliance and monitoring as needed. All activities must be carried out in full compliance with HUD requirements and under the general direction of the County.

## Subrecipients

For the purposes of this Manual a subrecipient is a qualified entity that, through a competitive process, is awarded CDBG-DR funding to carry out a specified project/activity under the CDBG-DR Public Service Program.

## PUBLIC SERVICES PROGRAM OVERVIEW

The CDBG-DR Public Services Program is a vital element of the County's comprehensive disaster recovery strategy. The selected public service activities must not only provide direct benefits to those receiving assistance but also complement other CDBG-DR programs, such as infrastructure improvements, public facilities, mitigation efforts, and housing initiatives, to enhance the overall impact across the County.

This program will focus on assisting low- to moderate-income (LMI) households, with a priority given to projects/activities that support disaster-impacted and underserved vulnerable populations. CDBG-DR funds will be allocated to qualified service providers for self-sufficiency services, including housing counseling; job training and placement; mental and health services; economic recovery related services; and other support for special needs populations, such as seniors, individuals with disabilities, and homeless persons and families. Additionally, the program will address needs related to disaster preparation and post-disaster response. All activities funded, in whole or in part, with CDBG-DR resources must comply with Title I of the Housing and Community Development Act (CDBG Program). (See CDBG-DR Program Manual for additional information).

### Program Objective

The primary objective of the CDBG-DR Public Services Program is to enhance community resiliency and economic stability by providing new or expanded access to public services that ensure housing permanency, increase disaster preparedness and recovery, promote economic self-sufficiency, and improve access to health and mental health services for individuals and households impacted by Hurricane Ian.

### Eligible Entities/Applicants

Eligible Entities will include qualified nonprofit service providers, who must meet the following criteria:

1. be state-certified 501(c)(3) organizations;
2. have an established presence in Orange County and have been in operation for at least two (2) years; and
3. have the ability to deliver the specified services to LMI populations, to include persons and households located in the Hurricane Ian's impact areas.

The entities will be selected through a competitive process that includes a project risk assessment, evaluation of the organization's financial capacity and experience, and other standards outlined in 2 CFR Part 200 and HUD guidelines.

## Public Service Projects/Activities

The CDBG-DR Public Services Program prioritizes projects that benefit the most at-risk and vulnerable populations including low-income persons and households, abused children, victims of domestic violence, seniors aged 62 and over, severely disabled adults, homeless persons, illiterate adults, migrant workers, and persons living with AIDS, those living in areas of high concentrations of poverty and populations of various racial and ethnic minorities directly or indirectly impacted by Hurricane Ian.

Eligible Public Service activities will:

- Provide a new service; or
- demonstrate a quantifiable increase in the level of an existing eligible service above that which has been provided by or on behalf of previous CDBG and/or CDBG-DR funded public service activities; and
- demonstrate a project need based on the direct or indirect impact from the Hurricane Ian event.

Eligible projects will address one or more of the following areas of need identified in the Orange County CDBG-DR Action Plan including any future amendments:

- Health and mental health services;
- Job training and placement;
- Services/Education/training to assist impacted business prepare for disasters;
- Self-sufficiency services including housing counseling, financial stability, etc.; and
- Supportive services that increase resilience and self-sufficiency for vulnerable populations including seniors, unhoused persons, individuals with disabilities, victims of domestic violence etc.

**Table 3. Proposed Budget for the CDBG-DR Public Services Program**

Public Services Program and Activities	Budgeted Amount	% of Total Allocation
Self-sufficiency Services (i.e. financial literacy, housing search and counseling, legal assistance)	\$2,000,000	
Health Services/Mental Health Services	\$2,500,000	
Job Training/Job Placement Services	\$2,000,000	
Other economic recovery related services	\$ 500,000	

<b>Total Public Services Program and Activities</b>	<b>\$7,000,000</b>	<b>3.2%</b>
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Depending on the availability of funds, OCHCD will consider other unique and creative approaches or initiatives aimed at meeting the remaining unmet public service needs identified in the CDBG-DR Action Plan.

## CITIZEN PARTICIPATION

Orange County's Citizen Participation Plan establishes procedures and standards for citizen participation that Orange County must follow to be in compliance with the U.S. Department of Housing and Urban Development's rule 24 CFR 91.105. All Orange County residents, in particular low and moderate-income persons and those living in slum and blighted areas, are encouraged to participate in the planning, implementation and assessment of the federally funded programs, including the CDBG-DR Program.

To promote effective community engagement, OCHCD will engage in one or more of the following activities as it begins the implementation of the CDBG-DR Public Services Program:

- **Proactive Information Sharing**: OCHCD will actively disseminate information about the Program, including eligibility criteria, application deadlines, and program objectives. Information can be shared across various platforms such as the CDBG-DR website, social media channels, newsletters, and local community centers to reach as many potential Applicants and stakeholders as possible.
- **Targeted Outreach**: To ensure that underrepresented groups, or individuals who may not traditionally have access to such opportunities are included, OCHCD and subrecipients will undertake targeted outreach efforts. This might involve partnerships with other community organizations, use of multilingual materials, and specific strategies to reach marginalized populations.
- **Accessible and Transparent Program Application/Intake Process**: The application process for the CDBG-DR public service funds, as well as the access to funded with CDBG-DR funds, must be easy to understand and navigate, with clear instructions and assistance available for potential Applicants especially those with disabilities, seniors and those with limited English proficiency.

By implementing these and other engagement practices, OCHCD will enhance trust with the public, ensuring that proposed program(s) will succeed in addressing the remaining disaster recovery needs. Citizens and subrecipients are encouraged to review the Orange County Citizen Participation Plan at [www.ocfl.net/CDBG-DR](http://www.ocfl.net/CDBG-DR).

### Citizen Complaints and Inquiries

Orange County strives to help meet the needs of all grant beneficiaries and subrecipients while following the applicable federal, state, and/or local county regulations and guidelines governing each program. However, there may be instances in which a subrecipient or beneficiary wishes to file a complaint. A complaint is defined as a written or verbal statement or grievance that a situation or behavior is unsatisfactory or unacceptable, to include: (1) a Fair Housing or other

discriminatory allegation; (2) an allegation of fraud, waste, or abuse; and/or (3) communication of dissatisfaction with a program and/or personnel.

Inquiries and complaints regarding the CDBG-DR program should be submitted as follows.

**Orange County Housing and Community Development Division**

Attn: CDBG-DR Program

525 E. South Street

Orlando, FL 32801

Email: [Disaster.Recovery@ocfl.net](mailto:Disaster.Recovery@ocfl.net)

## Fair Housing/Complaints

Recipients of CDBG-DR grants are required to undertake fair housing activities to affirmatively further fair housing within the community.

Orange County's Analysis of Impediments to Fair Housing Choice can be found at

<https://orangecountyfl.net/NeighborsHousing/CommunityDevelopment.aspx>

Fair housing complaints can be submitted directly to the Office of Fair Housing and Equal Opportunity (FHEO), as follows:

**FHEO Region IV Office**

Phone: (800) 440-8091

Email: [complaintsoffice04@hud.gov](mailto:complaintsoffice04@hud.gov)

# ANNOUNCING FUNDING AVAILABILITY

## Request for Applications (RFA)

Funding for CDBG-DR Public Service projects will be awarded to eligible Applicants based on a competitive selection process. A public notice will be issued announcing the CDBG-DR Public Services Program, funding availability, and requests for applications through one or more of the following avenues:

- A public notice in a newspaper(s) of general circulation;
- Email distribution list;
- Orange County CDBG-DR Website;
- Press releases;
- Targeted outreach to non-profit and neighborhood organizations;
- Social media advertisements;
- Public service announcements through local news channels

The Public Notice will provide information on the total funding being made available, the types of projects that are eligible for funding through the CDBG-DR Public Services Program, the time and place of pre-award technical assistance workshop(s), the timeframes of the application and award cycle, and the contact information for any questions.

## Technical Assistance

Technical assistance will be provided to Applicants during the RFA process. Staff will be available to answer questions specific to the Applicant's project during the pre-award technical assistance workshop(s) provided virtually or in person. Additionally, questions will be accepted from prospective applications in writing until one week prior to the RFA closing date.

## Application Submission

Applications must be submitted by the RFA closing date through ZoomGrants, a web-based application platform. Training is provided during the technical assistance workshops on how to complete and submit applications in ZoomsGrants. If more than one project is being submitted by an organization, a separate application is required for each project.

# APPLICATION REVIEW PROCESS

## General Requirements

The following general requirements apply to all projects and activities submitted for consideration under the CDBG-DR Public Services Program.

1. An Agency applying for CDBG-DR Public Services Program funds must send a representative to the Pre-Award Technical Assistance Workshop, the location and time for which will be announced as part of the Notice of Funding Availability (NOFA).
2. Applicants seeking federal funding must be familiar with the documents posted in the Library Tab of ZoomsGrants™ and, in particular, with the requirements established in the Federal Register 2 Code of Federal Regulation (CFR) Part 200, the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
3. Applicants awarded federal funding will be required to have a Unique Entity Identifier (UEI) number, and they must be registered on [www.sam.gov](http://www.sam.gov).
4. After an organization receives funding notification, it will be required to meet with County staff prior to proceeding with the project/activity (attendance at a post-award technical assistance workshop).
5. Applicants will be required to utilize professional and qualified staff to implement the proposed project/activity.
6. All projects will require a project administration subrecipient agreement that states the specific project requirements, including, but not limited to, project scope, budget, timelines, payment procedures, project outcomes and records of beneficiaries served within the term of the project agreement.
7. Projects are subject to all federal requirements including but not limited to, CDBG and CDBG-DR regulations, Fair Housing laws, HUD issued certifications, and standards under 2 CFR Part 200.
8. All payments for projects are made on a reimbursement basis, subject to provision of documentation and adherence to project requirements.
9. Federally funded projects must be achievable and cost effective.
10. CDBG-DR Public Services must align with unmet needs and priorities identified in the CDBG-DR Action Plan, as amended.

## Project Selection and Funding Process

The RFA for the CDBG-DR Public Service Program is very competitive. To ensure that projects are selected fairly, an evaluation committee will conduct an extensive review of all application submissions following steps outlined below.

- Step #1: Determine if an activity is eligible in accordance with CDBG/CDBG-DR federal statutes and CDBG-DR Program requirements.
- Step #2: Determine if any of the proposed activities fall within a category explicitly ineligible (such as assistance for the general conduct of government, political or religious activities paid with HUD funds or others identified in the statutes).
- Step #3: Determine if beneficiaries of the project are eligible. Applications will be reviewed to determine if the proposed CDBG-DR project demonstrates a direct benefit for low- to moderate-income persons or those “presumed eligible” in accordance with CDBG requirements listed in 24 CFR Part 570.208.
- Step #4: Review the proposed costs of the activity to determine if they appear to be necessary and reasonable. Conduct a financial risk analysis in accordance with 2 CFR Part 200 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, and AUDIT REQUIREMENTS FOR FEDERAL AWARDS.
- Step #5: Determine if the project demonstrates a “tie-back” to the Hurricane Ian disaster event and is consistent with the County’s CDBG-DR Action Plan. Does the project have measurable goals, objectives, outputs and outcomes to quantify the impact?
- Step #6: Determine the organization’s experience and capacity to carry out the project. Does the organization have a policies and procedures manual that includes programmatic and personnel policies? Does the organization have the capacity to carry out the project and comply with all of the Federal requirements? Does the organization have the financial capacity to maintain program activities on a reimbursement basis? etc.
- Step #7: Determine funding availability for the proposed project.

All Applicants will have the opportunity to meet with OCHCD staff at a Pre-Award Technical Assistance Workshop in advance of the RFA submission deadline to ask questions or obtain additional information regarding the CDBG-DR Program requirements.

OCHCD staff will conduct an initial review of the applications to ensure their completeness. Incomplete applications, or failure to submit all information requested in the RFA, will result in the application being considered incomplete and the project becoming ineligible.

Once an application has been determined to be complete, it will be reviewed and scored by an evaluation committee and funding recommendations presented to the Community Development Advisory Board (CDAB), which is comprised of Orange County residents appointed by the BCC who serve on a voluntary basis. CDAB will review the evaluation committee's recommendations, and, once the consensus is reached, recommendations from the evaluation committee and CDAB will be submitted to the Board of County Commissioners (BCC) for final approval.

## Application Required Content and Attachments

Applications must include descriptions of the proposed project, including the objective of the proposed project/activity, the anticipated service area, populations benefiting from the proposed services, and an explanation of whether and how the project addresses disaster-related needs identified in the County's CDBG-DR Action Plan.

An effective application will summarize how the proposed project/activity responds to the CDBG-DR Public Services Program priorities, including one or more of the following:

- Identify the project's impact area.
- Demonstrate how the project will assist beneficiaries in responding to future disaster-related impacts (optional).
- Determine how the project supports and benefits the public, especially vulnerable populations and protected classes.
- Determine which of the four (4) public service preferences identified for the CDBG-DR funding the project/activity falls under.
- Identify how the project leverages federal, State, and local partnerships and funding sources.
- Ensure community engagement and fair and equitable access to the proposed service(s).
- Demonstrate the cost-reasonableness of the project.

## Organizational Capacity

Applicants for CDBG-DR Public Services Program must provide information that demonstrates the Agency's capacity to conduct the project and to manage/administer federal funding. This includes information about the Agency's experience with any prior awards, the management, staff experience, fiscal resources, and appropriate credentials. (Resumes of the staff anticipated to be involved in the project must be included under the Documents Tab of the application). Applications must also include the experience that the Agency has in carrying out activity(ies) proposed by the project or similar programs/activities.

## Citizen Engagement

Agencies applying for CDBG-DR Public Service funding are required to make a concerted effort to engage with the public. In the application for CDBG-DR Public Services Program funding, Agencies must explain if the projected beneficiaries of the proposed program/activity were made aware of the Applicant's proposal, to include the requested amount and details of the proposed project/activity. Applicants must also explain how, if awarded funds, they plan to utilize multiple communication channels, including digital platforms, print media, and community outreach, to effectively inform and engage a broad audience, ensuring that information on proposed service(s) is accessible, clear, and regularly updated to foster a more equitable and participatory process.

## Project Impact

Applicants must demonstrate how projects will address disaster-related needs identified in the CDBG-DR Action Plan and/or enhance community resilience. Applicants must outline measurable outcomes and performance metrics – to be included with the application for funding.

## Project Budget

Submissions must include a proposed project budget (based on the proposed budget timeline) with a detailed description of anticipated costs by category. In the project budget, Applicants must provide the basis for costs estimated for each line item that applies to the project in relation to expected performance accomplishments. Additional information, such as detailed description of the proposed budget lines and a rationale behind the proposed costs, among other items, must be provided in the budget narrative.

The budget must also show the anticipated sources of funding, to include any leverage being provided. Applicants must develop a feasible budget (based on professional estimates) that includes CDBG-DR funds, as well as any committed sources outside of the CDBG-DR funds requested. The commitment(s) of the funding sources must be documented and included with the application. The prospective Applicants must include any additional clarifying information as part of the budget narrative. This program will provide preference to applications that leverage outside sources beyond CDBG-DR funds.

Applicants should provide, in their budget narrative, their rationale behind the proposed costs, and this can be evaluated during the application review.

Finally, in addition to the Project Budget, Applicants must submit Agency budgets for the past two years as an attachment under the Documents Tab of the application. Combined, the proposed budget, budget narrative, and support documentation are used to determine if the proposed budget is reasonable and accurate.

## Audit

A copy of the most recent financial audit is required for all Applicants for CDBG-DR public service funding. Agencies awarded funds must comply with the U.S. Office of Management and Budget (OMB) regulations specified in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Additional information can be found in the CDBG-DR Program Manual.

## Implementation and Timeline

The CDBG-DR Public Services Program Applicants must provide evidence of management capacity and a plan to implement the proposed project/activity within budget and on time in their application for funding. Proper implementation requires that an Applicant understands what is expected of them, ensures that the human capital and financial resources needed to complete the project are in place, and develops a realistic timetable.

For existing programs, the Applicant must provide sufficient supporting details and descriptions needed to demonstrate how the program will be expanded or enhanced to meet the disaster recovery needs remaining after the Hurricane Ian disaster event.

Each application must include information demonstrating the Applicant has the financial capacity to carry out the project within the projected timeline for completion.

## Supporting Documents

The following are the sample documents needed to assess the feasibility of the project, and they must be included with the application. If a document is not applicable to the project or organization, it may be omitted with an explanation (please use the Document Exemption template from the Library Tab).

1. Applicant Certification and Authorization Form (template)
2. Current Federal Tax Form 990 including a copy of the IRS filing confirming transcript.
3. Articles of Incorporation and By-laws.
4. Federal Tax Exemption Letter (if applicable)
5. Organizational Chart
6. Most recent financial statements and audits (for two years)
7. Conflict of interest statement (template)
8. Blank client intake form (with a signature block)
9. Current resumes for all staff involved with the project, to include resumes of fiscal staff

10. Funding commitment letters (for the non-CDBG-DR portion of the project)
11. Project location map showing a service area of the project
12. Proof of insurance coverage or commitment to purchase insurance for commercial general liability and other insurances in accordance with Florida law (government entities must verify the type of insurance required for the project).
13. Outstanding litigation(s) (if applicable)
14. Financial audit findings explanation (if applicable)
15. Fiscal policies and procedures
16. Personnel policies and procedures
17. Policies and procedures for the proposed program/activity
18. Agency budgets (last two years)
19. Current Board of Director's roster, date of appointment, board position and occupation.
20. 501(c)(3) certificate or currently dated IRS determination confirming the Agency has been certified or approved for two years or more.

This list serves as a guide for completing the application; however, the Applicants must read each question carefully, follow the order of the questions, and document requirements of the Zoom Grants application.

# PROJECT SELECTION & APPEALS

## Scoring Criteria

The County will use a scoring rubric with multiple criteria for each application. Prior to being scored, applications must meet the eligibility requirements. A scoring criterion (by categories) is summarized below:

- Project description and need – max 15 points
- Organizational experience and capacity – max 20 points
- Fiscal management – max 20 points
- Program approach and outcomes – max 25 points
- Program budget and leverage of funds – max 20 points.

A maximum of 100 points can be awarded. The final evaluation rubric will be posted on the program website prior to the application opening date. The rubric will include detailed questions for each of the scoring categories.

**Table 4. Scoring Criteria – CDBG-DR Public Services Program**

<u>Criteria Category</u>	<u>Description</u>	<u>Points Available</u>
<b>Project Description and Need</b>	<ul style="list-style-type: none"> <li>• Project need is clearly defined, and it aligns with the County’s CDBG-DR Action Plan (5 points)</li> <li>• Applicant describes the correlation between the identified need and the proposed project/activity (5 points)</li> <li>• Applicant demonstrates extensive programmatic knowledge and understanding of the proposed project/activity (5 points)</li> </ul>	15
<b>Organizational Experience and Capacity</b>	<ul style="list-style-type: none"> <li>• Applicant is experienced in implementing an accountable and responsible project/activity that is similar to the proposal in scope and nature, and in administering grant funds (10 points)</li> <li>• Applicant has organizational (staff) and financial (resources) capacity to implement the project, and do so on a reimbursement basis (10 points)</li> </ul>	20

<b>Fiscal Management</b>	<ul style="list-style-type: none"> <li>• Applicant provides sufficient evidence of its financial capacity and a proven track record in managing and completing similar projects/activities (10 points)</li> <li>• Application demonstrates good internal controls and an adequate oversight in managing finances (10 points)</li> </ul>	20
<b>Program Approach and Outcomes</b>	<ul style="list-style-type: none"> <li>• Applicant describes a well-designed project/activity, which is clearly aligned with CDBG national objectives and funding priorities identified in the CDBG-DR Action Plan (15 points)</li> <li>• Applicant identifies clearly measured program outcomes and outputs that demonstrate positive impact on persons and households affected by the Hurricane Ian event (10 points)</li> </ul>	25
<b>Implementation Plan and Outcomes</b>	<ul style="list-style-type: none"> <li>• Applicant provides a complete, accurate, and reasonable budget for the proposed project/activity, to include line items and the budget narrative (10 points)</li> <li>• Applicant lists additional funding sources/leverage for the proposed project/activity (10 points)</li> </ul>	20
<b>Total Maximum Points Available</b>		<b>100</b>

### Pre-award Risk Assessment

Prior to issuing any federal award, Orange County is required to conduct a comprehensive review of relevant qualification and financial integrity information. This review must include checking information available through OMB-designated repositories, such as the Federal Awardee Performance and Integrity Information System (FAPIIS), DUN and Bradstreet, and the "Do Not Pay" system.

Additionally, all Agencies must comply with the suspension and debarment requirements outlined in 2 CFR Part 180, as well as any applicable suspension and debarment regulations specific to individual federal Agencies as provided in Title 2 of the Code of Federal Regulations. This process ensures that only qualified entities with a history of financial integrity and performance accountability receive federal funding.

Key considerations in this risk assessment may include:

- **Financial Stability of the Organization:** The financial health and stability of the Applicant are critical in ensuring they have the capacity to manage federal funds responsibly. Orange

County may review financial statements and other indicators of fiscal soundness to determine if the Applicant is a low-risk recipient.

- **Quality of Management Systems and Compliance with Federal Standards:** Applicants must demonstrate that they have robust management systems in place capable of complying with federal management standards. This includes having proper internal controls, financial management systems, and adequate staffing to manage the complexity of federal awards.
- **History of Prior Performance and Management of Federal Awards:** Orange County will review the Applicant's track record in managing previous federal awards, if applicable. This includes evaluating their timeliness in meeting reporting requirements, their adherence to the terms and conditions of past awards, and their ability to spend awarded funds efficiently. Additionally, when applicable, the extent to which any previously awarded funds have been expended prior to future awards will be considered.
- **Reports and Findings from Audits Conducted under 45 CFR Part 75 Subpart F – Audit Requirements:** Audit reports provide valuable insights into the financial practices and overall integrity of an organization. Orange County will consider any findings, recommendations, or issues raised in these audits to assess whether the Applicant poses a risk to the effective use of federal funds.
- **Applicant's Ability to Implement Statutory, Regulatory, or Other Requirements:** The Applicant must demonstrate the ability to comply with statutory, regulatory, or other requirements applicable to non-federal entities. This includes the ability to adhere to the legal and administrative conditions set by federal programs, ensuring that funds are used in compliance with established regulations.
- **Quality of the Project Application:** The overall quality of the project proposal submitted by the Applicant is another critical factor. This includes evaluating whether the project is well-designed, feasible, and aligned with the goals and objectives of the federal funding program. The clarity, detail, and justification of the proposed budget and project plan will also be considered as part of this evaluation.

By conducting these reviews, Orange County ensures that federal funds are awarded to responsible entities with the capability and integrity to fulfill the terms of the award. This process mitigates the risk of misuse of federal funds, enhances transparency, and ensures compliance with both federal and local regulations.

Applicants and subrecipients are expected to review the CDBG-DR Program Manual for more detailed information in this area.

## Minimum and Maximum Awards

Public service activities must be designed to complement other programs funded under CDBG-DR. During the first round of the Request for Applications (RFA) for CDBG-DR Public Services Program, all \$7,000,000 allocated for the program in the approved CDBG-DR Action Plan budget will be made available to qualified Applicants. If not all of the CDBG-DR Public Services Program funding is allocated during the 1<sup>st</sup> RFA, additional RFA(s) might be issued at a later date.

**Min Award:** \$100,000 per project/activity.

**Maximum Award:** \$500,000 per project/activity.

## Award Letters

A letter announcing the award recommendation will be sent to each Applicant, regardless of whether the funds are awarded or not. This letter will state the recommended award amount and outline next steps in the process. For those awarded funds, the letter will specify any additional requirements for the project/activity, when a subrecipient agreement is expected to be executed, and availability of technical assistance (to be offered by the CDBG-DR Program staff).

## Appeal Process

Limited resources are expected to limit the number of projects that can be selected for funding using CDBG-DR funds. An Applicant may submit a request to receive information addressing the reasons the project proposal was not funded, or to request technical assistance for future applications. Recommendations are not a guarantee of funding. Orange County does not assume responsibility for any costs or losses incurred in the preparation of the application.

Applicants may contact OCHCD regarding an appeal, except for the following reasons:

1. The proposed activity is ineligible under CDBG or CDBG-DR regulations.
2. The Applicant failed to meet federal and Orange County eligibility requirements for the grant.
3. The Application is incomplete (missing narratives, documentation, or an explanation of why the required documentation is not available).
4. The Applicant is dissatisfied with the amount of a grant award.

An Applicant must appeal the recommendations by providing a written notice to the Manager of the Housing and Community Development Division no later than 5:00 p.m. on the third business day after the Agencies have been notified of the funding recommendations. The written notice must be addressed to:

**Manager**  
**Housing and Community Development Division**  
525 East South Street  
Orlando, FL 32801

An appeals committee comprised of the following individuals will review appeals and render a decision:

- One individual serving on the Community Development Advisory Board;
- One individual serving on the Evaluation Committee;
- One independent person to be appointed by the Director of the Planning, Environmental, and Development Services Department, and
- The Manager of the Housing and Community Development Division or his designee.

## Environmental Review – Public Services

According to the applicable regulations, for any project receiving CDBG-DR assistance, no party involved in the project may commit funds or incur costs until the grantee (Orange County) has completed the necessary environmental review and public notification process, and HUD has approved a certification of compliance with environmental laws, along with a request for the release of funds from environmental conditions. Activities exempt from this restriction, as defined by the regulations, do not require an environmental review. However, even for these exempt activities, the grantee (Orange County) must make a formal determination confirming their exempt status before any party can incur costs. Consequently, Orange County mandates that an environmental review for each activity, as outlined in 24 CFR Part 58, is completed prior to executing a project administration subrecipient agreement for that activity. The list of activities exempt from environmental review can be found in 24 CFR Part 58.34 and 58.35(b).

## Subrecipient Agreements

Agencies awarded funds will be required to enter a project administration subrecipient agreement with Orange County for the project/activity being funded. A subrecipient agreement template will be made available on the County's CDBG-DR website ([www.ocfl.net/CDBG-DR](http://www.ocfl.net/CDBG-DR)).

The subrecipient agreement will outline conditions and requirements of the CDBG-DR grant funding for the approved project/activity. The agreement terms may include, but not limited to:

- Project name
- Award amount/Project budget
- Evidence of commitment of leverage funds

- Eligible activities and national objective
- Scope of services
- Tie-back to disaster
- Period of performance and term
- Performance monitoring & reporting requirements
- Program requirement & award conditions
- Invoicing requirements & process
- Termination provisions
- Fair Housing and Civil Rights Law
- Fraud, waste, & abuse policy
- Conflict of Interest
- Approved federal and local procurement policies
- Environmental review requirements (24 CFR, Part 58)
- Other requirements as applicable
- Project closeout

## Subrecipient Agreement Amendments

The County reserves the right to amend Subrecipient Agreements at any time. Subrecipients may request an amendment to extend the period of performance, amend budgets, adjust the scope of work, or update project milestones. The County will review each amendment request and determine if the amendment is warranted. Subrecipients are encouraged to submit the request for an amendment as soon as the need is identified. Requests to amend the Subrecipient Agreement must be submitted in writing within a reasonable timeframe.

# DISBURSEMENT OF FUNDS & SUPPORTING DOCUMENTATION

Funding will be provided to subrecipients on a cost-reimbursement based on actual expenditures incurred. The subrecipient must complete all conditions specified in the subrecipient agreement before requesting payment. The pre-requisites for submitting a reimbursement request to the County for the project/activity implemented under the CDBG-DR Public Services Program include the following:

- Requirements outlined in the subrecipient agreement;
- Submittal of Certificate of Insurance and most recent Audit documentation; and
- Current and up to date [www.sam.gov](http://www.sam.gov) registration and Unique Entity Identifier (UEI) number.

## Reimbursement Requests

The subrecipient is responsible for billing the County for invoiced costs, based on the budget included in a project administration subrecipient agreement. The County will review the invoices to ensure all required information is included. The agreement will also specify the frequency of invoicing. Unless specified otherwise, reimbursement requests are required to be submitted on a monthly basis, and they are generally due within 30 days after the month in which the services were provided. Before submitting a reimbursement request, the Subrecipient must verify the invoices are accurate and complete, the activities and costs were incurred during the period of performance, and all required supporting documentation is included in the payment request.

Subrecipients must verify all costs before submitting invoices to the County for reimbursement and provide all required reporting and supporting documentation (e.g., detailed invoices, purchase order, proof of services, and paid itemized receipts) requested by the County.

At a minimum, the invoice must include:

- Vendor name and contact information
- Invoice number
- Invoice date
- Date of service
- Amount due
- Programmatic report

Payment requests that do not include the required information or supporting documentation will be rejected and returned to the subrecipient to correct the error and to resubmit the reimbursement request packet.

## Supporting Documentation

Unless specified otherwise in a subrecipient agreement, Orange County requires subrecipients of CDBG-DR funds to submit requests for reimbursement with the required supporting documentation monthly, on or before the last business day of each month. Each invoice must be completed in its entirety and itemize all approved services and expenditures incurred by the Agency for the prior month.

In order for expenditures to be reimbursed, the following guidelines apply:

1. The services delivered, or labor provided must be within the contract period detailed in the subrecipient agreement. If the period of service being paid includes dates outside the agreement period, the payment must be prorated to include only the portion that is within the contract period.
2. The Agency must show proof of actual payment. This could be in the form of a check, receipt, or bank statement withdrawal.
3. Payments must be dated within the month for which reimbursement is being requested. When submitting the reimbursement request for a particular month, the Agency must include any payments dated in that month regardless of whether the invoice period is for a different month (as long as the period covered is within the agreement period as stated in item#1).
4. The Agency must submit all supporting documentation regarding payments. This is usually a copy of an itemized invoice, but can include other documentation regarding grant percentage allocations, or other information that supports the expenditure.

Request for reimbursement will also include:

1. A cover letter on the Agency's official letterhead, or Agency invoice (template to be provided) on letterhead bearing an official logo signed and dated with the request amount and month detailed in the letter. The cover letter must be addressed to: Manager, Housing and Community Development Division, 525 E. South Street, Orlando FL 32801.
2. A CDBG-DR Monthly Expenditure Report Form, to be provided by the County, detailing the budgeted amount (consistent with approved Budget in the subrecipient agreement), current month's claim, balance, % drawn year-to-date, etc. Each expenditure will be arranged by line items and program income, if any, with the date and signature of the designated staff.

3. A programmatic report for the month the request is submitted for. The programmatic report template will be provided as part of a subrecipient agreement, and it will include, at a minimum, the number of persons/households served, their demographic and income composition, and a narrative providing additional details.

The supporting documents provided by the Agencies as part of reimbursement requests are critical to demonstrating compliance with federal regulations and ensuring that all expenditures meet the requirements of the CDBG-DR program. Without adequate documentation, expenses may be deemed ineligible for reimbursement, potentially resulting in audit findings or repayment of funds.

By maintaining comprehensive, accurate, and approved documentation for all expenditures, subrecipients can safeguard against non-compliance and ensure the proper use of federal funds.

A subrecipient agreement will include additional information on the invoicing process, to include provisions related to program income. The reimbursement guidelines for the CDBG-DR Public Services Program will also be further discussed during technical assistance provided by the program staff to Agencies awarded funds (usually in a form of a post-award technical assistance workshop and additional one-on-one meetings offered as needed).

## Payment Monitoring and Reconciliation

The County will monitor payment requests and reconcile any issues that may arise as a result. The quality assurance/quality control process will involve, but is not limited to, the following:

- Documentation reviews and data collection during the payment review process.
- Program monitoring to ensure that activities are within program guidelines.
- Program expenditure and payment request review for eligibility based on applicable laws, CDBG- DR requirements, and CDBG regulations.
- Follow-ups regarding identified compliance issues, initiation of corrective actions, and implementation of program controls, as necessary.

## Duplication of Benefits (DOB)

A Duplication of Benefits (DOB) occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received exceeds the total need for that purpose. This situation creates a redundancy in funding, which federal regulations aim to prevent.

Section 312(a) of the Stafford Act mandates that the Federal Government ensures no individual or entity receiving federal financial assistance is compensated for any portion of a loss that has already been covered by insurance or other sources. This principle prevents the disbursement of federal funds for costs or damages that have already been addressed by other financial aid.

For more information on the rules governing DOB, refer to 84 FR 28836 and 88 FR 32049, as applicable. These resources are available on the HUD Exchange website ([www.hudexchange.info](http://www.hudexchange.info)).

Subrecipients are required to disclose all other sources of funding received, or which will be received for the proposed project. Subrecipient must also ensure they are not providing duplicative benefits to beneficiaries and have a Duplication of Benefits (DOB) policy on file.

More specifically, all subrecipients are required to report and certify whether additional funds were received for project related expenses, the amount, and when funds were received. If additional funds were received that are determined to be duplicative, repayment shall be required, as will be detailed in the subrecipient agreement. All duplicative assistance received by a subrecipient or the County must be accounted for and remitted to Orange County, regardless of when the subrecipient or the County receives it.

## Recapture

Under certain circumstances, including a duplication of benefits finding, an Applicant or subrecipient may be required to repay all, or a portion of the CDBG-DR funds received.

Below are some examples of reasons for which recapture requirements will apply:

- An Applicant or subrecipient provided false or misleading information in the application for funds.
- An Applicant or subrecipient did not disclose income sources or funding received that could have resulted in duplication of benefits, exceeding income limits, or other reasons for disqualification that could have altered the outcome of the application, or the information was disclosed after calculation of the award.
- Other reasons established in the terms of the agreement entered with the Applicant or the subrecipient

Subrecipients are required to review the general CDBG-DR Program Manual for detailed guidance on avoiding recapture.

## Fraud, Waste and Abuse

To maintain accountability for the use of public funds, the Orange County Comptroller has established the County Audit Division (County Audit) to review allegations of fraud, waste, and abuse of County property and resources. Orange County citizens or County employees may contact the County Audit Division's Fraud Hotline in instances where fraud, waste, or abuse of County assets or resources are suspected. Individuals are not required to provide their name.

**Orange County Fraud Hotline: (407) 836-5775**

Allegations of fraud, waste, abuse, mismanagement or whistleblower related matters within the U.S. Department of Housing and Urban Development (HUD) and HUD Funded programs to the Office of Inspector General (OIG) can be submitted as follows:

**HUD OIG Fraud Hotline: (800) 347-3735 or (800) 877-8339 TTY/ASCII**

The process for complaints regarding fraud, waste, or abuse of government funds will be published on the CDBG-DR Program website: [www.ocfl.net/CDBG-DR](http://www.ocfl.net/CDBG-DR).

# REPORTING OF ACCOMPLISHMENTS

## Reporting Requirements

Agencies awarded funds will be required to submit programmatic reports as part of their reimbursement requests (mostly required to be submitted on a monthly basis). Programmatic reports will provide data and information on a number of individuals served during a specific period of time, as well as additional details related to the funded project/activity. A sample programmatic report will be included as an exhibit in a project administration subrecipient agreement. Reports submitted by the Agencies will be used to compile data and information for the CDBG-DR Quarterly Performance Reports, which are submitted to HUD by the County staff in the Disaster Recovery Grant Reporting (DRGR) System and posted online on the CDBG-DR Program website.

## Performance Indicators

There are several common indicators that apply to most public services projects/activities funded under the CDBG-DR program, such as: funds leveraged, number of persons, households, units, income levels of persons or households by 30%, 50%, or 80% of an area median income and race, ethnicity, and disability categories. In addition to these common indicators, specific outcome indicators were identified for the type of activities to be funded with CDBG-DR funds are as follows:

- 1. Timely Performance and Expenditure of Funds** – CDBG-DR funds must be expended within the term of a subrecipient agreement, unless the term is extended through an amendment process. Additionally, Orange County has six (6) years from the HUD grant agreement execution date to expend the CDBG-DR Program funds (until April of 2030). The Public Service program will provide RFA opportunities on a regular basis, within years 2-5 of the CDBG Program. All program closeouts will need to be concluded by the end of 2028.
- 2. Public Service Activities** – of the number of persons assisted with CDBG-DR public service activities, how many will have: 1) access to a new service; 2) access to an improved or expanded service; and/or 3) increased disaster preparedness, self-sufficiency and resiliency.

## Consistency of Records

The County and its subrecipients will utilize the adopted system of records for record keeping. The County has all rights, title, or other ownership interest in all County documents and work products. All data and reporting provided by subrecipients of CDBG-DR must comply with

requirements outlined in subrecipient agreements, which reflect HUD's audit and compliance reporting requirements.

The County might specify formatting for programmatic data and reports in order to ensure an easier data transfer into a HUD-required reporting system for the CDBG-DR Program (Disaster Recovery Grant Reporting (DRGR) System). If this is the case, subrecipients will ensure that all requisite records and associated documentation related to the project are provided in a format that is compatible with the DRGR system without the need for conversion prior to input by OCHDC staff.

## Disaster Recovery Grant Reporting (DRGR) System

The Disaster Recovery Grant Reporting (DRGR) System was developed by HUD's Office of Community Planning and Development (CPD) for the CDBG Disaster Recovery (CDBG-DR) program. OCHCD is responsible for maintaining the DRGR system to ensure the accuracy of programmatic and compliance data entered and for the activity/project close out.

Subrecipients of CDBG-DR funds must take reasonable measures to safeguard protected personally identifiable information (PII) and other information that HUD or the County designates as sensitive or that the subrecipient considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

## Reporting

To help subrecipients implement their projects as quickly as possible, OCHCD has developed the following process:

- Subrecipients will be given technical assistance prior to project implementation. Additional technical assistance, while the project is in progress, is available upon request.
- Each month, subrecipients must submit programmatic reports (as part of reimbursement requests) specifically addressing the activities, outputs and outcomes that occurred in the prior month. These reports will include any areas of concern or needs identified as they become apparent. This information will be compiled into the Quarterly Performance Report that Orange County will submit in the DRGR reporting system. Additional reporting and invoicing requirements will be outlined in the project administration subrecipient agreements.
- The OCHCD and CDBG-DR Fiscal Section will monitor expenditures and reimbursement requests on a regular basis.

## MONITORING AND COMPLIANCE

The County is required to provide oversight and monitoring of all CDBG-DR funded projects and activities. The objective of oversight and monitoring activities is to facilitate the achievement of performance goals while ensuring that subaward funds are used for authorized purposes in compliance with Federal statutes, regulations, and the terms and conditions of the subaward.

The County will notify subrecipients of monitoring events in advance. At a minimum, subrecipients will be monitored at least once annually for the duration of the project/activity, as specified in a subrecipient agreement. The County will determine the frequency of monitoring with each subrecipient and reserves the right to change the frequency at any time. The County will use monitoring checklists to ensure consistency and to provide a detailed record. The subrecipient will ensure that all records and files pertaining to the project, as well as any additional information requested by the County, are made available during the monitoring visit or at the time specified by the County. The County may request a visit to the program delivery site as part of the monitoring visit.

In response to subrecipient monitoring, the County will provide technical assistance to mitigate identified risks and to address concerns and findings.

Each monitoring will address program-specific issues and may be carried out through a combination of monthly desk reviews, remote monitoring, and/or on-site monitoring. The primary goals of each monitoring are to:

- Confirm activity eligibility and achievement of CDBG national objectives;
- Evaluate conformance to the subrecipient agreement;
- Ensure compliance with CDBG-DR program and all other applicable federal, state, and County requirements, including but not limited to appropriate insurance coverage, required audit standards, assessment management processes, procurement procedures, conflicts of interest disclosures, fair housing, and civil rights compliance;
- Review and ensure accuracy and completeness of record-keeping and financial management systems;
- Evaluate program performance as well as ongoing project viability (financial health, management capacity, etc.);
- Design any corrective actions necessary to improve or reinforce performance; and
- Identify any technical assistance needs.

## Monitoring Letter

Upon completion of a monitoring review, the County will provide a monitoring letter to each subrecipient outlining the results of the monitoring. If corrective actions are needed as a result of findings or concerns, a corrective action plan will be included with the letter. The subrecipient will be provided the opportunity to respond to the monitoring results, and County staff will work collaboratively with the subrecipient to resolve any findings or concerns.

## RECORDKEEPING & FILE MANAGEMENT

Record retention is a requirement of the CDBG-DR Program. Records must be maintained to document compliance with Program, Federal, State, and local regulations and to facilitate a review and/or monitoring by the County and HUD. OCHCD adheres to State of Florida record retention requirements, which necessitates that all records be maintained for a period of five (5) years after the CDBG-DR grant closeout with HUD. This requirement is in line with 24 CFR part 570.490, or as required by applicable laws and regulations under 24 CFR parts 570.487, 570.488 and 570.502(a)(7).

Recordkeeping requirements will be outlined in a subrecipient agreement or each project/activity. At a minimum, subrecipients must retain all CDBG-DR records for a minimum of five (5) years after closeout of the subrecipient agreement. In addition, subrecipients must provide access to the County, HUD, the Comptroller General of the United States, or other authorized governmental Agencies to any pertinent records for purposes of monitoring and audits, examinations, excerpts, and transcripts (2 CFR 200.337).

All Subrecipients are required to keep comprehensive and accurate records related to the project participants (individuals and households served), including but not limited to:

- Properly labeled file names: Beneficiary Name with Funding Source and Fiscal Year (ex. John Doe, HMIS #22222, Orange County CDBG-DR FYXX-XX)
- Intake forms with client and intake staff signatures (must be signed by the beneficiary).
- Beneficiary identification (ID, Driver License, Birth Certificate, etc.)
- Orange County residency verification (ID, Driver's License, Property Appraiser Site, and/or Homeless Status Verification) or homelessness Eligibility Criteria (Client Consent Form and Attestation Form)
- Verification of income/employment (Paystubs, SSI/SSDI, [Zero Income Attestation Form](#) (attached) , etc.)
- Updated CDBG HUD Income Limit chart for the applicable year (when services are provides/client intake takes place)
- Documentation of a direct or indirect impact of Hurricane Ian
- Case notes/Documentation of services (dependent upon program policies and procedures)
- Program entry/exit documentation for each beneficiary.

## Cross-Cutting Requirements

Recipients of CDBG-DR funds must comply with federal and state labor, civil rights, fair housing, equal opportunity, and equal employment opportunity regulations and requirements. These laws are designed to ensure that members of protected groups are treated fairly by avoiding discrimination, providing equal opportunity, and acting to affirmatively address discrimination based on race, color, religion, national origin, age, sex, disability, and/or family status. *Subrecipients are required to review and comply with the applicable crosscutting regulations which are summarized in the CDBG-DR Action Plan and can also be found in the CDBG-DR Program Manual.*

### Record Keeping Related to Civil Rights

Subrecipients must maintain records documenting compliance with equal opportunity, and civil rights requirements. At minimum, documentation must be obtained concerning:

- Demographic data relating to persons who have directly benefited or participated in any CDBG-DR funded Public Service program including race, ethnicity, gender, disability etc.
- Demographic Information on the benefit area and the services provided including the race and ethnic character of the service area.
- Information of job created (job training/job placement services) for qualified individuals and/or in impacted areas (if applicable).

Generally speaking, this information is collected as part of programmatic reporting and submitted to the County along with a reimbursement request.

# ADDITIONAL REQUIREMENTS

## Timeliness and Tracking of Expenditures

The County expects to complete program activities as quickly as possible to address the unmet public service needs. The County is required by HUD to disburse CDBG-DR funding allocated through this program within 6 years. However, the awarded project must be completed within the period of performance specified in the subrecipient agreement, unless an executed amendment to the subrecipient agreement allows for additional time.

## Internal Controls

Internal controls consist of policies and procedures, job responsibilities, qualified personnel, and records management that are designed to safeguard cash, property, and other assets. For subrecipients of CDBG-DR funds, internal controls must meet the state and federal requirements as stated below:

- A single individual must not be allowed to exercise complete control over all phases of any significant transaction.
- Record keeping must be separate from operations and handling and custody of assets.
- Monthly reconciliation and verification of cash balances with bank statements must be made by employees who do not handle or record cash or sign checks.
- Actual lines of responsibility must be clearly established, and a single person must be identified to assume responsibility for management oversight of the entire financial management system.
- The person who prepares payrolls must not handle related paychecks. If signature stamps are used, they must not be under the control of the same individual who retains blank checks.

An adequate system of internal controls, with specific program and financial management responsibilities, will enable subrecipients to maintain the books and records necessary to comply with Florida law and federal requirements.

## Political Activity

As per 24 CFR Part 570.207(a)(3), all subrecipients of CDBG/CDBG-DR funds are prohibited from using these funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as sponsoring candidate forums, distributing brochures, voter transportation, or voter registration. Additional information on prohibited activities can be found in the CDBG-DR Program Manual.

## Conflict of Interest

Orange County requires that subrecipients maintain written standards of conduct governing the performance of its employees engaged in the award and administration of federal funds. The general standard is that no employee, agent, or officer of the subrecipient, who exercises decision-making responsibility with respect to CDBG-DR funds and activities, is allowed to obtain a financial interest in or benefit from CDBG-DR activities, or have a financial interest in any contract, subcontract, or agreement regarding those activities or in the proceeds of the activities. More specifically:

- This requirement applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, a designated public Agency, or a subrecipient, and to their immediate family members, and business partner(s).
- The requirement applies for such persons during their tenure and for a period of 1 year after leaving the grantee or subrecipient organization.

Additional information related to applicable cross-cutting requirements are referenced in the general CDBG-DR Program Manual.

## PROGRAM CLOSEOUT

Orange County must expend one hundred percent of its CDBG-DR allocation within six (6) years of the date HUD signs the grant agreement (April 2024 – April 2030). When the period of performance has ended, HUD will close out the grant, and any remaining funds not expended by Orange County for appropriate programmatic purposes will be recaptured by HUD.

When completing closeout procedures, the Subrecipient will be required to provide close out documents to the County. The Subrecipient can request final funds when the project meets the following conditions:

- All eligible activities are completed and meet a national objective.
- All funds are expended in full, or the remaining funds are intended to be returned OCHCD.
- All reporting requirements (monthly programmatic reports, year-end reports, and final programmatic reports – for subrecipient of funds; Quarterly Performance Reports, HUD Monthly Status Reports, other internal reporting – for Orange County) are met.
- Any special conditions of the program are met.
- All program income, if any, has been accounted for, expended, or returned to Orange County.
- All audit and monitoring issues are resolved.
- All terms of the subrecipient agreement have been met.

The County will work with Subrecipients to collect all closeout documentation for their files to support HUD requirements for close-out. A final closeout file review will be conducted to ensure that all documentation required in each step of the process is completed, and it is in compliance with applicable federal and state regulations.

## DEFINITIONS AND ACRONYMS

The following terms shall have the meanings indicated below, which will be applicable to both their singular and plural forms:

**ACTION PLAN:** Describes Orange County’s unmet long-term recovery needs, the programs that will address those unmet needs, and the method of distribution of funds across those programs.

**ADA (AMERICANS WITH DISABILITIES ACT):** The act that prohibits discrimination against individuals with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government' programs and services.

**ADDENDUM:** A written or graphic document issued by Orange County before the Application Due Date, which modifies or interprets the NOFA by means of additions, deletions, clarifications, or corrections.

**APPLICANT/APPLICANT or “ELIGIBLE APPLICANT”:** means an Orange County Division or Department, an incorporated municipality within the boundaries of Orange County, or a qualified non-profit organization.

**AMI (ANNUAL MEDIAN INCOME):** The median family income for the metropolitan statistical area (MSA).

**AREA BENEFIT:** An activity which is available to benefit all the residents in a particular area, where at least 51 percent of the residents are LMI persons.

**AUTHORIZATION TO USE GRANT FUNDS (AUGF):** Refers to the formal approval or permission given by an organization or relevant authority that allows a recipient to access and utilize the funds provided through a grant

**AUTHORIZED REPRESENTATIVE:** A person authorized to bind the Applicant and appear on its behalf in matters related to this NOFA.

**CDBG-DR (COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY):** Grant fund issued by HUD for the purpose of recovery, repair, and rebuilding in the area affected by a disaster (for Orange County, FL – Hurricane Ian, 2022).

**CDBG-DR Consolidated Notice:** Describes the processes, procedures, timelines, waivers, and alternative requirements that HUD has established for CDBG-DR grants and are published in the Federal Register at 87 FR 6364, 87 FR 31636, 88 FR 3198, 88 FR 32046, and 88 FR 82982.

**CDBG-DR WEBSITE:** Refers to the CDBG-DR Program website at [www.ocfl.net/CDBG-DR](http://www.ocfl.net/CDBG-DR).

**CFR:** Code of Federal Regulations

**CONTRACTOR:** The entity that enters into an agreement with the County to provide services as described in the Scope of Services.

**COUNTY:** Refers to Orange County and its governing body, Board of County Commissioners.

**DELIVERY ORDER:** Issued by the County to the Contractor to perform activities outlined in the Scope of Services.

**DIRECT COSTS:** Any project cost or project delivery cost that is identified specifically with completing an activity or product such as materials and labor. Costs identified specifically with a contract are direct costs of that contract. Administrative expenses are not generally considered direct costs.

**DRGR (DISASTER RECOVERY GRANT REPORTING SYSTEM):** HUD system used to access grant funds and report performance accomplishments for grant-funded activities.

**DUPLICATION OF BENEFITS (DOB):** When a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose within the same time period, and the total assistance received for that purpose is more than the total need for assistance.

**ELIGIBLE ENTITIES:** Qualified local nonprofit organizations with the ability to deliver the specified services to LMI populations and in Hurricane Ian's impacted areas. The entities will be selected through a competitive process that includes a project risk assessment, evaluation of the organization's financial capacity, and other standards outlined in this manual, 2 CFR Part 200 and HUD guidelines.

**EVALUATION COMMITTEE:** A committee designated by Orange County, which will evaluate all the Applications pursuant to the criteria listed in the NOFA for Public Services Program

**EXTREMELY LOW INCOME:** Very low-income families whose incomes do not exceed 30% of the median family income for the area, as determined by HUD, adjusted for family size.

**FEMA:** Federal Emergency Management Agency.

**HCDA:** The Housing and Community Development Act of 1974

**HIGH RISK AND VULNERABLE COMMUNITIES:** Groups of people that share a common vulnerability, whether physical, economic, social, cultural, or environmental. These vulnerable social units are often disproportionately affected by disruptions and disasters. A few examples include a) Communities with a low socioeconomic level; high concentrations of poverty, lack of basic infrastructure, unacceptable environmental conditions, poor housing status, and high social stressors; b) Communities that are situated in the floodway or floodplain, landslide areas, and other natural hazards; and c) Communities that share a special need or disability.

**HUD:** The United States Department of Housing and Urban Development

**LOW- AND- MODERATE INCOME (LMI):** Households whose total annual gross income does not exceed 80% of AMI, adjusted for family size.

**LOW INCOME:** Low-income families whose incomes do not exceed 80% of the median family income for the area, as determined by HUD, adjusted for family size.

**MANDATORY REQUIREMENTS:** Requirements that Applicant(s) must meet to pass to the next evaluation stage of the NOFA Application process. Non-compliance with mandatory evaluation requirements will result in the disqualification of the Applicant.

**MODERATE INCOME:** Moderate income families incomes range from 81% and do not exceed 120% of the median family income for the area, as determined by HUD, adjusted for family size.

**MIA:** Most Impacted Area

**ORANGE COUNTY HOUSING AND COMMUNITY DEVELOPMENT (OCHCD):** Orange County Housing and Community Development Department section which implements County's the CDBG-DR grant award, Action Plan (as may be amended), associated Action Plan Programs, and Program policies and procedures.

**PROGRAM:** The plan or schedule of activities which the Contractor is hired to perform as identified in the Action Plan, as may be amended.

**PROGRAM INCOME:** Program income is the gross income received by the grantee or subrecipient that is directly generated by grant-supported activities.

**PROJECT:** Specific activities to fulfill the goals of the programs identified in the Infrastructure and Public Facility Subrecipient Agreement and/or the County's Action Plan, as may be amended.

**QUALIFIED APPLICANT/APPLICANT:** A responsible and responsive Applicant whose application meets the mandatory requirements and, therefore, may continue on to the technical requirements evaluation process.

**RACIALLY OR ETHNICALLY CONCENTRATED AREAS OF POVERTY (R/ECAP):** An area with a non-white population of 50 percent or more and with 40 percent or more of individuals living at or below the poverty line.

**REASONABLE COSTS:** Costs that do not exceed what a prudent person would incur under similar circumstances as demonstrated by the market price for comparable goods and services. For contracted work, the RE should conduct an independent cost estimate to establish cost reasonableness as outlined in 2 CFR 200

**SCOPE OF WORK (SOW):** A document prepared by the subrecipient provided to the County/Applicant regarding program activities, participants, deliverables, milestones and outcomes.

**SELECTED APPLICANT/APPLICANT:** refers to a Qualified Applicant who has received a minimum score of 100 points and who was selected by the County as being advantageous to the furtherance of the goals of the Infrastructure and Public Facilities Program. Selected Applicants will be invited to enter into a Subrecipient Agreement with the County to administer their scope of work.

**SERVICE & ACTIVITIES:** The provision of a technical or intellectual service performed as part of the Scope of Services described in this RFA

**SUBRECIPIENT:** A Selected Applicant with whom the County has executed a Subrecipient Agreement, receiving CDBG-DR funds to undertake CDBG-DR eligible Infrastructure and Public Facility activities for the Program. See also, 24 C.F.R. § 570.500(c), 2 C.F.R. § 200.93 and 2 C.F.R. § 200.331.

**SBA:** Small Business Administration, a federal Agency.

**SERVICE AREA:** The total geographic area to be directly or indirectly served by a project that addresses the Low- and Moderate-Income National Objective, in which at least 51 percent of the residents are low- and moderate-income persons. A service area must include all, and only those, beneficiaries who are reasonably served or would be reasonably served by the activity.

**SUBRECIPIENT:** A competitively-selected recipient, usually a local nonprofit or participating municipality, that is provided CDBG- DR funds from Orange County to conduct agreed-upon eligible disaster recovery activities documented in a Subrecipient Agreement.

**SUBRECIPIENT AGREEMENT:** Refers to the agreement entered into between the County and a Program Subrecipient which governs the relationship between both parties as well as subrecipient funding and activities.

**TASK:** Specific activities within a project to fulfill the goals of the Programs identified in the Scope of Services and Action Plan, as may be amended.

**VERY LOW:** Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by HUD, adjusted for family size.