

Putnam County  
Department of Public Works  
P. O. Box No. 310  
223 Putnam County Boulevard  
East Palatka, FL 32131  
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## **CDBG – Rebuild Florida Critical Facility Hardening Program**

To Whom It May Concern,

During the Board of County Commissioners Workshop held June 8, 2020 Public Works presented a grant opportunity. The Department of Economic Opportunity has allocated \$75,000,000 in CDBG-MIT funding for the Rebuild Florida Critical Facility Hardening Program.

During recent storms, portions of potable water plants and wastewater plants ceased to function due to electrical shortages. The installation of a generator at the Currie Rd. Lift Station, the Hiawatha Lift Station, the Putnam County Blvd. Lift Station, and the Port Buena Vista Water Plant will provide mitigation for the potential damages to the facilities and equipment as well as prevent illicit discharge of sewage to the surrounding residential areas during storm events.

Any public comments in reference to this application submission must be made by June 29, 2020.

Any public comments or requests for a copy of the proposed application must be sent to Mike Rodriguez at [Mike.Rodriguez@putnam-fl.com](mailto:Mike.Rodriguez@putnam-fl.com) or mailed to the following address:

Michael Rodriguez  
Putnam County Public Works  
223 Putnam County Boulevard  
P.O. Box 310  
East Palatka, FL 32131

Thank You For Your Support,

*Michael Rodriguez*

Project Manager - Engineering  
Putnam County Public Works  
223 Putnam County Boulevard  
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East Palatka, FL 32131  
(386)329-0346 Office Ext. 4116  
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BOARD OF COUNTY COMMISSIONERS  
PUTNAM COUNTY, FLORIDA

AGENDA ITEM

ITEM: CDBG – Rebuild Florida Critical Facility Hardening Program – Public Notice before Application Submission	DEPARTMENT: Public Works		
AGENDA SECTION: BOCC Workshop	AMOUNT: NA		
ATTACHMENTS:  ( ) ORDINANCE ( ) RESOLUTION (X) OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	DATE: 6/9/2020		
<p><b>SUMMARY HIGHLIGHTS:</b> The Rebuild Florida Critical Facility Hardening Program administered by the Florida Department of Economic Opportunity is funded by the U.S Department of Housing and Urban Development Community Development Block Grant – Mitigation allocation as described in Public Law 115-123.</p> <p>DEO has allocated \$75,000,000 in CDBG-MIT funding for the Rebuild Florida CFHP.</p> <p>During recent storms, portions of potable water plants and wastewater plants ceased to function due to electrical shorts. The installation of a generator at the Currie Rd. Lift Station, the Hiawatha Lit Station, the Putnam County Blvd. Lift Station, and the Port Buena Vista Water Plant will provide mitigation for the potential damage to the facilities and equipment (by flooding) as well as illicit discharge of sewage to the surrounding residential areas.</p>			
<p><b>RECOMMENDED ACTION:</b> Public Works is requesting that the Putnam County BOCC review the site application recommendations and advise Public Works to move forward with the application process. Public Works is requesting that the information be posted on the County Website to allow for a 14-day public comment period as required before the application can be submitted.</p>			
DEPARTMENT HEAD:			
County Administrator	County Attorney	General Services Director	Budget Officer

# Exhibit A



## **REBUILD FLORIDA CRITICAL FACILITY HARDENING PROGRAM GUIDELINES**

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

**HMGP – Hazard Mitigation Grant Program.**

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

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

**LMI – Low to Moderate Income National Objective:** Activities that benefit households whose total annual gross income does not exceed 80% of AMI, adjusted for family size.

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

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

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

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

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

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

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

**UGLG:** Units of general local government

**Urgent Need:** A recent need that poses a serious and immediate threat to the health or welfare of the community.

## Part 2 – Program Overview

### 2.1 Program Purpose

In April 2018, the U.S. Department of Housing and Urban Development (HUD) announced that the state of Florida would receive \$633,485,000 in funding to support long-term mitigation efforts (following Hurricanes Hermine, Matthew and Irma) through HUD’s newly created Community Development Block Grant – Mitigation (CDBG-MIT) program. The Federal Register Vol. 84, No. 169, which delineates all program requirements, was released on August 30, 2019.

This funding is designed to address mitigation needs to ensure that the state of Florida is more resilient to future natural disasters. The Florida Department of Economic Opportunity (DEO) is the lead agency and responsible entity for administering the CDBG-MIT funds allocated to the state. The state of Florida’s Action Plan, which was submitted to HUD on February 3, 2020, details how this funding, along with subsequent allocations, will be apportioned to address unmet mitigation needs in Florida that represent targeted strategic investments for grantees based on current or foreseeable risks.

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

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

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

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

Figure 1: Community Lifelines



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

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

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

## 2.2 Program Process

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

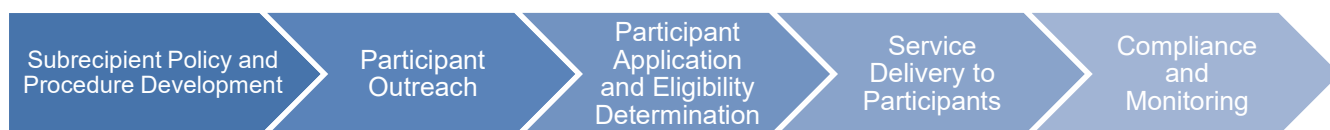
During the implementation process, program funding will be provided to subrecipient awardees. Subrecipients must develop and implement policies, procedures and processes to deliver and maintain projects/services. Projects/services may be provided by the subrecipient directly or in partnership with governmental,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

**Figure 2** illustrates the preliminary process;

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



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



### **2.3 Rebuild Florida Critical Facility Hardening Program (CFHP)**

For purposes of the CFHP, critical facilities are defined as the buildings/structures that serve a public safety purpose for local communities. Critical facilities are essential for the functioning of a community and typically house operations that, if interrupted, will cause a negative impact on at least one of the seven community lifelines. (See Part 2.1 and Figure 1 for lifeline descriptions.)

DEO has identified the following types of structures as critical facilities:

- Potable water facilities;
- Waste water facilities;
- Police departments;
- Fire departments;
- Hospitals;
- Emergency operation centers; and
- Emergency shelters.

The CFHP will allow Units of General Local Government (UGLG), state agencies, non-profits and non-governmental agencies that apply in partnership with their local UGLG or state agencies, to harden critical buildings that serve a public safety purpose for local communities. This program will enable critical facilities to better withstand the effects of previously-identified hazard risks.

Applicants for this program will need to identify critical facilities that need hardening and/or update or replace existing power sources (such as generators or resiliency systems) to mitigate emergency-related challenges.

DEO has allocated \$75,000,000 in CDBG-MIT funding for the Rebuild Florida CFHP. DEO will use a subrecipient model to deliver funding for approved projects. Funding will be awarded to selected subrecipients through a RFA process in accordance with established application guidelines and evaluation criteria. This is not a direct grant program.

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



Date:

Rebuild Florida CDBG - Mitigation
Critical Facilities Hardening Program Application
Official Project Title

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

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

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

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

<b>Implementation Plan</b>		
Prepare a chronological timeline for the entire life of the project that organizes work into logical, manageable tasks and deliverables. The Implementation Plan Template has been provided in Appendix D of the CFHP Guidelines.		
Insert Attachment:	<input type="text"/>	Please rename template: EntityNameIP_CFHP

<b>Budget</b>		
Include your project budget using the Budget Template found in Appendix E in the CFHP Guidelines. Ensure your budget is reasonable, appropriate and accurate. Are the budgeted items consistent with the project description and tasks? Does the amount requested fall within the CFHP applicant's allowable minimum (\$50,000) and maximum (\$15,000,000)? Ensure there is no duplication of benefits.		
Insert Attachment:	<input type="text"/>	Please rename template: EntityNameBudget_CFHP
Is there any duplication of benefits?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits.		
Do you anticipate receiving any funds for this project that will not be supplied by the CDBG-MIT program? If yes, detail the anticipated or committed funds in the Leveraged Dollars section.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

**Leveraged Dollars**

If your project involves the qualified use of matching or leveraged funds or services in any capacity, (see Part 4.6 in the CFHP Guidelines) then describe the specifics of leveraged fund/service usage. Answer: 1) Are there local or other funds available to address the proposed project in whole or in part? If yes, report all sources of funding and the amount available. 2) Disclose sources and uses of non CDBG-MIT funds. 3) What other federal, state and/ or local entities have you contacted concerning funding for the proposed project and what were the results? Put "N/A" if this section is not applicable to your project.

**County Selection**

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

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

<b>Overall LMI Benefit</b>
Identify and list the Census Tract number followed by all LMI Block Groups your project benefits. Example: Tract: 200, Block group: 2, 3; Tract: 2902, Block group: 1, 3, 4, 5, etc.

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

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

**Maintenance Agreement**

According to 84 FR 45838 August 30, 2019 Section V.A.2.a(10), "Each grantee must plan for the long-term operation and maintenance of infrastructure and public facility projects funded with CDBG-MIT funds. The grantee must describe in its action plan how it will fund long-term operation and maintenance for CDBG-MIT projects. Additionally, the grantee must describe any State or local resources that have been identified for the operation and maintenance costs of projects assisted with CDBG-MIT funds." As such, Federal Register expectations on maintenance for CDBG-MIT projects are expected to be maintained by each entity who proposes a CFHP project.

Can you certify that your entity will comply with state and subrecipient monitoring and maintenance requirements as outlined by 84 FR 45838?

Yes:

No:

**Sign and Date**

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

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

Signature:

Date:

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

## **COVID – 19 CDBG - Mitigation Public Notice Requirement**

Per notice from HUD, there has been an amendment to the Public Notice requirement as follows:

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

1. **Post information about the project online:** Post the information about your project to your public website and allow for a 14-day public comment period. State the type/s of project/s to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. Please submit a copy of the post and any public comments to DEO by following the instructions provided in this link:  
[https://fldeo.iad1.qualtrics.com/jfe/form/SV\\_bOSN5IKmIXPLeXb](https://fldeo.iad1.qualtrics.com/jfe/form/SV_bOSN5IKmIXPLeXb).
2. **Host a virtual public meeting:** Applicants should supply the same documentation that would normally be required to demonstrate that a meeting was held, including minutes and a public meeting notice. The notice should be posted in a newspaper of general circulation and to your UGLG website. State the type/s of project/s to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. Applicants must provide for a 10-day comment period, which must be published prior to the submission of the application.

Evidence of the public notice must meet the following requirements:

- Documentation of newspaper advertisement.
- Print-out of UGLG webpage showing public notice.
- Documentation that the needs of non-English speaking citizens have been met wherever a significant number of non-English speaking citizens might be reasonably expected to participate. In this case, documentation will need to be translated into Spanish and Creole.

Evidence of a public meeting with city, county and tribal governments must meet the following requirements:

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

Prior to submitting an application for CDBG-MIT funding, applicants are required to select their public notice format (choice #1 and/or #2 above), complete the survey provided at this link: [https://fldeo.iad1.qualtrics.com/jfe/form/SV\\_bOSN5IKmIXPLeXb](https://fldeo.iad1.qualtrics.com/jfe/form/SV_bOSN5IKmIXPLeXb) and upload the required documents.

DEO asks that in addition to following the link requirements please include relevant notice dates on your Implementation Plan template.