

Community Development Block Grant — Disaster Recovery (CDBG-DR)

PROGRAM GUIDELINES
April 2024



Pennsylvania
Department of Community
& Economic Development



Commonwealth of Pennsylvania
Josh Shapiro, Governor

PA Department of Community & Economic Development
dced.pa.gov



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Section I – Statement of Purpose

The Department of Community and Economic Development's (DCED) mission is to encourage the shared prosperity of all Pennsylvanians by supporting good stewardship and sustainable development initiatives across our commonwealth. With a keen eye toward diversity and inclusiveness, we act as advisors and advocates, providing strategic technical assistance, training, and financial resources to help our communities and industries flourish.

In response to impacts from disasters, the President may issue a disaster declaration and a massive relief operation is launched. After the initial response, Congress may provide funding to the U.S. Department of Housing and Urban Development (HUD) to distribute to affected areas and states through the Community Development Block Grant-Disaster Recovery (CDBG-DR) Program. This is a flexible grant program which focuses on long-term recovery efforts, specifically addressing unmet needs that other federal programs have yet to address, especially in low-income areas. The funds may be used for the restoration of infrastructure, housing, economic revitalization, and long-term resiliency projects. CDBG-DR appropriations typically provide funds to grantees for necessary expenses related to disaster relief, long term recovery, restoration of infrastructure and housing, and economic revitalization, and more recently mitigation, in the most impacted and distressed areas resulting from a major disaster (disasters declared by the President pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.)).

CDBG-DR program funds available through DCED will primarily address unmet housing needs following disaster Hurricane Ida in the Targeted Counties of Bedford, Bucks, Chester, Delaware, Montgomery, and York. Market conditions for low-to moderate-income (LMI) households were challenging in these counties prior to Ida, and Ida-related damage to the housing stock exacerbated those challenges. In addressing these unmet needs, DCED will promote and ensure fair access to housing for all residents, expand sustainable homeownership opportunities for LMI persons, and strengthen neighborhoods impacted by the disaster by investing in infrastructure.

In addition, CDBG-DR funds will be targeted toward and meet the needs of vulnerable communities, including those with low- to moderate-income, limited English proficiency, racially and ethnically concentrated communities, individuals experiencing homelessness and those with disabilities. DCED will work closely with the six counties, particularly those that are CDBG urban counties, to leverage their local knowledge and experience to ensure that the unmet needs of these vulnerable populations are evaluated and addressed within the context of the CDBG-DR program.

All Applicants

The complete funding proposal must be submitted to the Department of Community and Economic Development, Center for Community and Housing Development using the [Electronic Single Application system](#).

Direct any questions in preparing the Application to the Disaster Recovery resource account:
RA-DCCDBG-DR@pa.gov or 717-787-5327.

Section II – Introduction

Qualifying Event

Hurricane Ida (4618-DR) was the most significant severe weather event to strike the continental United States in 2021, a year in which twenty different events created losses exceeding \$1 billion (CPI- Adjusted). The National Centers for Environmental Information (NCEI) tracks this information through its U.S. Weather and Climate Disasters project and for 2021, the nationwide loss associated with severe weather totaled more than \$152 billion.

The U.S. Department of Housing and Urban Development (HUD) announced an allocation to the Commonwealth of Pennsylvania in the amount of \$38,282,000 to support long-term recovery efforts following the remnants of Hurricane Ida through DCED. Funds were made available through the publication of the Federal Register, Vol. 88, No. 11, January 18, 2023. This allocation was made available through the Continuing Appropriations Act, 2023.

To meet disaster recovery needs, the statutes making CDBG-DR funds available have imposed additional requirements and authorized HUD to modify the rules that apply to the annual CDBG program to enhance flexibility and allow for a quicker recovery. To address needs that remain after all other assistance has been exhausted, CDBG-DR may be utilized. Funds will be allocated to address the remaining unmet need in Bedford, Bucks, Chester, Delaware, Montgomery, and York Counties.

Federal Resources Available

Initially, HUD allocated \$23,152,000 in CDBG-DR funding to Pennsylvania in response to Ida-related damage under the Disaster Relief Supplemental Appropriations Act, 2022 (Public Law 117-43), through publication of the Federal Register, Vol. 87, No. 100, May 24, 2022. A second allocation of \$15,130,000 (Public Law 117-180) which brought the total of funds available to \$38,282,000, was announced through Vol. 88, No. 11 on January 18, 2023.

The following documents should be carefully reviewed as part of the application process since they include changes and waivers from the usual rules and regulations of the CDBG Program:

- May 24, 2022, FRN-87-FR-3626-N-01, page 31636 (the May 24 Notice)
- January 18, 2023, FRN-88-FR-6368-N-01, page 28836 (the January 18 Notice)

The table below identifies funds available under each allocation.

Total Grant Allocation (As of August 2023)	Allocation
PL 117-43	\$23,152,000
PL 117-180	\$15,130,000
Total Allocation for Ida Recovery	\$38,282,000

The recovery process is a long-term process and must be coordinated with federal, state, local and private resources. This funding is for local governments and other eligible entities to use for disaster relief, long term recovery activities, and mitigation. It is not for those activities that are reimbursable by local or private resources and other federal programs such as, but not limited to, the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA) or the National Flood Insurance Program (NFIP).

Section III – Program Rules, Waivers and Alternative Requirements

The distribution of the CDBG-DR Funds is subject to the rules and regulations governing the CDBG program. A complete list of the applicable rules, statutes, waivers, and alternative requirements approved to date can be found in the Housing and Community Development (HCD) Act of 1984 as, amended.

- May 24, 2022, Federal Register Notice, FR-6326-N-01, page 31636 - Allocations for Community Development Block Grant Disaster Recovery and Implementation of the CDBG-DR Consolidated Waivers and Alternative Requirements Notice;
- January 18, 2023, Federal Register Notice FR-6368-N-01 page 3198 - Allocations for Community Development Block Grant Disaster Recovery and Implementation of the CDBG-DR Consolidated Waivers and Alternative Requirements Notice;
 - All activities must address a direct or indirect impact in the Most Impacted and Distressed areas, and
 - Be a CDBG eligible activity or be eligible under the waiver or alternative requirements, and
 - Meet a national objective

Many exceptions apply. Several key exceptions are listed below. Waivers include, but may not be limited to, the following:

1. Alignment with state and county/local hazard mitigation plans
2. Mitigation measures must be incorporated into activities
3. Establish resilience performance metrics for activities
4. New construction of housing is an eligible activity
5. Construction standards, green and resilient building standards, elevation standards
6. Broadband infrastructure in housing
7. Affordability periods for new construction of houses for low – moderate income households
8. Homeownership assistance – up to 100% down payment assistance for eligible homebuyers Assistance may be provided to households up to 120% area median income (AMI) – only those whose income is at or below 80% AMI qualify as meeting the LMI benefit national objective
9. Emergency – interim mortgage assistance extended from 3 months up to 20 months; must be used in conjunction with buyouts or rehabilitation/reconstruction when the home is not habitable.
10. One for One Replacement of Housing - One-for-one replacement requirements at section 104(d)(2)(A)(i) and (ii) and 104(d)(3) of the HCDA and 24 CFR 42.375 are waived for owner-occupied lower-income dwelling units that are damaged by the disaster and not suitable for rehabilitation. The section 104(d) one-for-one replacement housing requirements apply to occupied and vacant occupiable lower-income dwelling units demolished or converted in connection with a CDBG assisted activity. This waiver exempts all disaster-damaged owner occupied lower-income dwelling units that meet the grantee's definition of "not suitable for rehabilitation," from the one-for-one replacement housing requirements of 24 CFR 42.375.

A. Program Income

Program income is the gross income received by DCED or any of its subrecipients that is directly generated from the use of CDBG-DR funds. Any program income received by a local grantee because of disaster recovery grant activities can be retained by the grantee, with written DCED concurrence, only if it is being used for the same activity from which the program income was derived, and an unmet need exists. If the grantee cannot document an unmet need, program income will be returned to the commonwealth and used to pay the next CDBG-DR eligible expense. Please refer to DCED's Program Income policy for the Disaster Recovery Program

For any program income generated after grant closeout, sub-recipients in non-entitled areas will be required to report on program income to DCED. For any direct federal entitlement community that accumulates program income after grant closeout will report the receipt of program income directly to HUD.

B. Administrative Costs

Applicants may request up to .015% (one and a half percent) of the total request. DCED will not permit more than .015% percent for administrative costs based on the actual grant award.

C. Citizen Participation Requirements

To permit a more streamlined process, and ensure disaster recovery grants are awarded in a timely manner, provisions of 42 U.S.C. 5304(a)(2) and (3), 42 U.S.C. 12707, 24 CFR 570.486, 24 CFR 91.105(b) and (c), and 24 CFR 91.115(b) and (c), with respect to citizen participation requirements, are waived and replaced by the following:

To ensure that local governments comply with citizen participation requirements in 24 CFR 570.486, the State must describe those requirements in its own citizen participation plan. To further advance public participation in the CDBG-DR programs, the State is also setting out requirements for units of general local government funded directly by the State.

All units of local government that receive CDBG-DR funds must have a written and adopted citizen participation plan that includes the following. The plan must:

1. Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG-DR funds are proposed to be used.
2. Ensure that residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8, and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable, as well as information and records relating to the unit of local government's proposed and actual use of CDBG-DR funds.
3. Furnish citizens' information, including but not limited to:
 - a. The amount of CDBG-DR funds expected to be made available for the current fiscal year (including the grant and anticipated program income).
 - b. The range of activities that may be undertaken with CDBG-DR funds.
 - c. The estimated amount of CDBG-DR funds proposed to be used for activities that will meet the national objective of benefiting low- and moderate-income persons.
 - d. The proposed CDBG-DR activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under 24 CFR § 570.488.

4. Provide technical assistance to groups that are representative of low- and moderate-income persons that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing) in accordance with the procedures developed by the State. Such assistance need not include providing funds to said groups.
5. Provide a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining residents' views and responding to proposals and questions. Together, the hearings must cover community development and housing needs (including affirmatively furthering fair housing), development of proposed activities, and a review of program performance. The public hearings that cover community development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings, and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodation for persons with disabilities. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents when a significant number of non-English-speaking residents can reasonably be expected to participate.
6. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities that are proposed to be added, deleted or substantially changed from the unit of general local government's application to the State. Note that "substantially changed" means changes made relating to purpose, scope, location, or beneficiaries as defined by criteria established by the State.
7. Provide citizens with the address, phone number, and times for submitting complaints and grievances and provide timely written answers to written complaints and grievances within 15 working days, where practicable.

Documentation must be maintained at the local level to support compliance with these requirements.

D. Reporting

In allocating these funds, Congress requested quarterly reports using an online Disaster Recovery Grant Reporting (DRGR) system. The reporting schedule is located on the [Department's website](#).

E. CDBG-DR Program and Construction Requirements

DCED will impose planning and floodplain management requirements of all applicants assisted through CDBG-DR funds. Specifically, any local government applicant seeking funds must document the following:

- Project is consistent with county comprehensive plan and applicable local planning and zoning ordinances.
- Project is consistent with the adopted and approved local Hazard Mitigation Plan.
- Community must demonstrate that its floodplain management ordinance and mapping have been updated and are in accordance with the National Flood Insurance Program (NFIP) and Pennsylvania Act 166 of 1978 requirements.
- Applicant must comply with all Davis Bacon and Labor Laws on housing projects with more than eight units and on all non-housing projects with construction contracts that exceed \$2,000.
- Projects must adhere to the Pennsylvania Uniform Construction Code with local amendments as applicable. For Housing Rehabilitation, DCED's Housing Rehabilitation Guidebook for CDBG-DR funding is applicable.

- Housing must comply with HUD Lead Based Paint Requirements including all necessary supporting documentation.
- Build America Buy American (BABA) – not applicable to Disaster Recovery only funded projects.

F. Matching Funds Requirement

For the activities under this application, there is no match requirement. However, applicants are encouraged to leverage other funds or resources in the completion of the proposed activities.

G. Date for Submission

Funding proposals may be submitted at any time after the applicant has met its Citizen Participation requirements and the unit of local government has approved the submission of the application to DCED. **All applications, must be submitted no later than August 15, 2024.**

H. Contract Period

The contract period and time allowed to expend 100% of the funds will be four (4) years. All projects must be “shovel-ready” within 120 days of the proposal submission deadline.

I. Procedures for Accessing Funds

Applies to Housing Rehabilitation, Multi-Family, Infrastructure and Mitigation projects.

Following acceptance of the application, a grant agreement will be sent to the applicant for execution.

Grantees must at a minimum, invoice the DCED on a quarterly reimbursement basis, but may invoice on a monthly reimbursement basis if needed. Submission of invoices shall only be on the official CDBG-DR Invoice and emailed to the resource account at: ra-dcCDBG-DR@pa.gov

Supporting documentation must accompany all requests for funds. Support documentation includes but is not limited to purchase orders, invoices, cancelled checks supporting payment.

NOTE: For Buyout Projects – Invoicing will be done through PEMA and in accordance with the Administrative Manual for Units of General Local Governments.

J. Audit Requirements

Activities that are being applied for will be funded in whole or in part with federal funds. All successful applicants must comply with all federal and state audit requirements including: the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards 2 CFR 200 Subpart F §200.501; and any other applicable law or regulation and any amendment to such other applicable law or regulation which may be enacted or promulgated by the federal government.

K. Fair Housing and Equal Opportunity

Applicants are not required to address the Fair Housing requirements at the application stage. Applicants that are selected for funding will be instructed to fulfill these requirements subsequent to notification of grant award.

L. MBE/WBE Requirements

Applicants that are awarded CDBG-DR funds will be required to adopt and follow an MBE/WBE Outreach Plan subsequent to notification of grant award, including minimum participation levels.

M. Section 3 Requirements

Applicants that are awarded CDBG-DR funds must follow the Section 3 Economic Opportunities for Low and Very Low-Income persons. Section 3 helps foster local economic development, neighborhood improvement and individual self-sufficiency.

N. Limited English Proficiency

Section 601 of Title VI of the Civil Rights Act of 1964 (LEP Statutory Authority) "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance".

And

Executive Order 13166 (issued in the Federal Register 65 FR 50121 on August 16, 2000) mandates improved access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency.

O. Duplication of Benefits

Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, generally prohibits any person, business concern, or other entity from receiving financial assistance with respect to any part of a loss resulting from a major disaster for which such person, business concern, or other entity has received financial assistance under any other program or from insurance or any other source.

To comply with Section 312, subrecipients shall ensure that each program and activity provides assistance to a person or entity only to the extent that the person or entity has a disaster recovery need that has not been fully met. As per the Duplication of Benefits Policy, DCED and its subrecipients are subject to the requirements in Federal Register (FR) notices explaining the duplication of benefit requirement (84 FR 28836 and 84 FR 28848, published June 20, 2019, or other applicable notices).

P. Overall Housing Recovery

Projects that support the overall housing recovery are projects that enable the recovery of residential areas or the creation of new units to replace those lost as a result of the event. In addition, projects that enable the recovery of residential areas by meeting transportation needs, restoring essential utilities, and addressing other public infrastructure and facility needs are projects that support the overall housing recovery. Examples of infrastructure projects that support overall housing recovery include, but are not limited to public roads, school facilities, stormwater drainage improvements, potable water, sanitary sewer, electric and gas utilities, wastewater treatment facilities, stream bank stabilization and wetlands creation, parks, and other public facilities that are important publicly owned assets.

Q. Partial Funding

DCED reserves the right to provide partial funding to Eligible Applicants, increase select Eligible Applicant allocations to ensure project feasibility, open another application round, and/or reprogram Program funds. Allocations will not exceed the unmet need amount.

Section IV – Eligibility

A. Eligible Applicants

This disaster recovery funding is available in counties that were identified under the Presidential Declaration receiving both FEMA Individual Assistance (IA) and Public Assistance (PA). Those counties are Bedford, Bucks, Chester, Delaware, Montgomery, and York. Applications must be submitted and administered by units of local government that receive an annual allocation of CDBG funds either through the DCED or as a direct HUD entitlement community.

The Federal Register Notices require the Commonwealth to allocate 80% of the funds to Most Impacted and Distressed (MID) designated counties. The MID designated counties are **Delaware** and **Montgomery**.

B. Eligible Projects

Applicants are requested to assess any unmet needs that remain from the effects of Hurricane Ida in September of 2021. The following projects are eligible for funding.

Program Category	Program	Total Budget	HUD Identified MID Budget*	DCED Targeted Counties Budget**	Maximum Award***	National Objective
Housing	Rehab	\$9,086,561.67	\$7,269,249.33	\$1,817,312.34	\$300,000.00	LMI/LMC/UN
	Buyout	\$9,086,561.67	\$7,269,249.33	\$1,817,312.34	\$500,000.00	LMI/UN
	Construction	\$9,086,561.66	\$7,269,249.33	\$1,817,312.33	\$4,000,000.00	LMI/LMC/UN
Infrastructure	Other	\$4,115,315.00	\$3,292,252.00	823,063.00	\$2,000,000.00	LMI/UN
Mitigation	Mitigation	\$4,993,000.00	\$3,994,400.00	\$998,600.00	\$2,000,000.00	LMI/UN
Admin	Admin	\$1,914,000.00	\$0.00	\$0.00	\$0.00	0
Planning	Planning	\$0.00	\$0.00	\$0.00	\$0.00	0
Total		\$38,282,000.00	\$29,094,399.99	\$7,273,600.01		

NOTE:

*Identified MID counties are Delaware and Montgomery counties

**Targeted counties are Bedford, Bucks, Chester and York counties

***The identified maximums may be exceeded at DCED's discretion.

1. HOUSING – \$27,259,685 Allocated

a. Housing Rehabilitation – \$9,086,561

The primary focus of the Housing Rehabilitation allocation is to provide relief for owner-occupied households impacted by Hurricane Ida while addressing recognized impediments to affirmatively further fair housing as required under the Fair Housing Act. Assistance will be made available to support impacted homeowners to rehabilitate, elevate, flood-proof and provide mitigation activities such as structural and utility retrofits of units damaged by the event. Please refer to the Housing Rehabilitation Guidebook for Disaster Recovery for program requirements.

Maximum assistance per residence is \$300,000.

i. Threshold Criteria

Owner-Occupied homes that are not participating in the PEMA Buyout Program may receive assistance to make needed repairs of damages sustained by Hurricane Ida. Eligible units are single family homeowner units that are the primary residence of the eligible beneficiary. All housing rehabilitation projects shall include a description in the application indicating how the project ties to DR-4618. Support documentation for the tieback such as Project Worksheet, news articles, photos, insurance claims, etc. is required. Only those repairs / replacements that resulted from the event are eligible for assistance.

ii. Eligible Beneficiaries

Homeowners whose income does not exceed 80% of the Average Median Income (AMI) for the County in which they reside.

iii. National Objective

- LMI – Housing – Only households at or below 80% AMI can qualify under this National Objective
- UN – Urgent Need – National objective may be used but is not prioritized

iv. Funding Priority and Selection

The goal is to ensure that eligible persons from all racial, ethnic, national origin, religious, familial status, the disabled, “special needs,” gender groups, and/or other populations least likely to apply, are:

- Given the opportunity to rehabilitate their primary residence, which sustained damages due to the disaster and/or its after-effects.
- Priority will be given to owner occupied units in Delaware and Montgomery counties; and
- Households whose income is 80% AMI or below.

b. Buyout Program – \$9,086,561

The Buyout Program is being administered in partnership with the Pennsylvania Emergency Management Agency (PEMA). All applications for Buyout funding must be submitted to PEMA in accordance with their application procedures and the Administrative Manual for Units of Local Government. This information may be accessed through PEMA’s website:

c. Multi-Family Rental Assistance and Development – \$9,086,561

The Multi-Family Rental Assistance and Development Program will offer funding for applicants to rehabilitate existing housing units or construct new affordable housing units. The goal of the program is to improve the existing housing stock and support increasing the number of affordable units in the impacted areas.

Maximum assistance per project is \$4,000,000.

i. **Threshold Criteria**

Existing rental units that were impacted by the event. All multi-family projects shall include a description in the application indicating how the project ties to DR-4618. Support documentation for the tieback such as Project Worksheet, news articles, photos, insurance claims, etc. is required. County and local governments, in partnership with any private, for-profit or non-profit entity may apply for funding.

ii. **Eligible Beneficiaries**

Low- and moderate-income tenants whose annual household income is at or below 80% area median income.

iii. **National Objective**

Benefit to low- and moderate-income persons (LMI)

All Projects must meet the low to moderate income housing (LMH) national objective, which requires that 51% of units are designated as LMH. Proposed Projects that do not have more than 51% of units as LMI may only be funded for the proportional amount of assisted units. While proposed Projects may be mixed-income units, CDBG-DR funds are limited to the Affordable Units for occupation by Low- to Moderate-Income Households.

- UN – Urgent Need – National objective may be used but is not prioritized

iv. **Funding Priority and Selection**

- Projects located in the Most Impacted and Distressed (MID) Counties.
- Projects serving Extremely Low-Income individuals or families
- Projects serving one of the following vulnerable populations: Large Families, Supportive Housing, Seniors, Special Needs, At High Risk - (homeless, disabled, immigrant, and LEP populations).
- Projects with the highest number of LMI units proposed for rehabilitation.

All Multi Family projects that receive approval will be required to complete the Multi-family Pro Forma for project viability as well as cost reasonableness within 60 days of award. Projects will also be required to document rent reasonableness and long-term affordability.

2. **INFRASTRUCTURE – \$4,115,315**

CDBG-DR assistance is for eligible unmet needs of municipal owned public or private infrastructure projects that were impacted by Hurricane Ida. Examples of eligible projects include, water and sewer systems, storm drainage and associated road and bridge improvements as well as flood-control and protection devices.

For all projects, DCED will review how each project supports the overall housing recovery from Hurricane Ida.

Maximum assistance per project is \$2,000,000.

a. Threshold Criteria

All projects are reviewed to determine evidence of eligible disaster tie-back to DR-4618. All Infrastructure projects shall include a description in the application indicating how the project ties to DR-4618. Support documentation for the tieback such as Project Worksheet, news articles, photos, insurance claims, etc. is required. All Infrastructure projects must be an eligible CDBG activity and eligible use of the funds.

b. Eligible Applicants

The Applicant must be a jurisdiction receiving and administering Community Development Block Grant funds either directly from HUD or from DCED.

c. National Objective

This program addresses LMI Benefit and Urgent Need. DCED estimates 70 percent of the funds for this program will be dedicated to activities related to LMI benefit.

d. Funding Priority and Selection

- Projects located in the Most Impacted and Distressed (MID) Counties
- Projects meeting the low and moderate income (LMI) benefit

3. MITIGATION – \$4,993,000

The DR-Mitigation Program funds are used for projects that address identified hazard mitigation needs and increase the resilience of municipal jurisdictions. Mitigation measures must be incorporated into all recovery activities defined in the federal register notice as those actions “that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.”

Mitigation projects can include FEMA Public Assistance (PA) or FEMA Hazard Mitigation Grant Program (HMGP) projects, but all projects are subject to review to confirm that they support or expand community resilience and that they are consistent with CDBG-DR requirements and DCED’s and PEMA policies and procedures.

Maximum assistance per project is \$2,000,000.

a. Threshold Criteria

All mitigation projects must be an eligible CDBG activity and eligible use of the funds. All projects must be consistent with and identified in the local approved Hazard Mitigation plans.

b. Eligible Applicants

The Applicant must be a jurisdiction receiving and administering Community Development Block Grant funds either directly from HUD or from DCED.

c. National Objective

This program addresses LMI Benefit and Urgent Need. DCED estimates 70 percent of the funds for this program will be dedicated to activities related to LMI benefit.

d. Funding Priority and Selection

- Projects located in the Most Impacted and Distressed (MID) Counties
- Projects meeting the low and moderate income (LMI) benefit

Section V – Funding Priority and Review Process

Proposals for funding will be carefully evaluated using the scoring criteria shown below. Based on the unmet needs identified by grantees and those applications that meet the threshold criteria, DCED will give priority consideration for funding to proposals based on the following considerations:

1. **Project location** – 40 points for projects in Delaware and Montgomery counties as defined in the Federal Register Notice; and 10 points for project in Bedford, Bucks, Chester and York counties.
2. **Activity Addresses Full Recovery** – up to 20 points
3. **National Objective Criteria** – Project addresses low- moderate income benefit – up to 30 points
4. **Capacity** – Unit of local government has the staff capacity to undertake the proposed activities in accordance with the regulations - up to 15 points
5. **Timeliness** – Ability to carry out the activities in a timely manner – up to 15 points

Using the above criteria, DCED will award funding to those communities who have identified the greatest disaster recovery needs that remain from the 2021 Hurricane Ida event.

DCED reserves the right to adjust any proposal request based on the needs, the demand and supporting documentation.

NOTE: Applications for Buyouts will be submitted to PEMA. These applications will have their own scoring criteria in accordance with the Administrative Manual for Units of General Local Governments.

Section VI – Application Procedures

The following addenda make up the application package for the Disaster Recovery Grant:

- General Application: Electronic Single Application

A. Required Addenda

1. A resolution of the local governing body
2. Unmet Needs Assessment
3. Management Plan/Staff Capacity

4. Activity Description – one for each project submitted. This form includes project budget, project completion timetable, and readiness to proceed certification
5. Activity Description – Admin
6. Local User Effort Fee
7. LMI Principal Benefit Determination
8. Other Supporting Documents – Maps, Census Data or Survey Data are required for all activities benefiting low and moderate income; last financial audit; copy of procurement policy; copy of procedures to track and monitor expenditures that support timeliness of payment process.
9. Duplication of Benefits Form
10. Status of Site Control
11. Status of Required ER Process
12. Status of Permits
13. Displacement Assessment

B. Resources

1. Ida Action Plan
2. Housing Rehabilitation Guidebook
3. Multi-Family Policies and Procedures
4. Multi-Family Pro Forma Worksheet
5. Infrastructure Policies and Procedures
6. Mitigation Policies and Procedures
7. Duplication of Benefits Policy
8. Program Income Policy
9. Residential Anti-displacement Policies and Procedures
10. HUD Exchange for CDBG Disaster Recovery