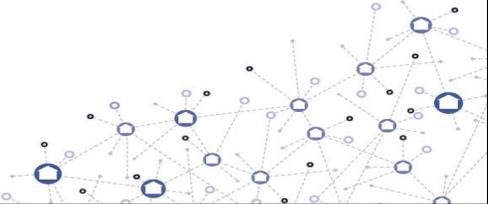




# CDBG-Mitigation Resilience Planning & Public Services Program – Notice of Funding Availability



Hello and welcome to the Department of Housing and Community Development's webinar on the Community Development Block Grant Mitigation Planning and Public Services program's Notice of Funding Availability.



## HCD MIT-PPS Team Presenters

- Gurdev Mann
  - Senior Specialist, HCD Disaster Recovery Section
- Nu Xiong
  - Program Representative, HCD Disaster Recovery Section

My name is Gurdev Mann, I'm a Senior Specialist with the Department of Housing and Community Development. I am joined by my colleagues Nu Xiong. Today we will provide an overview of the Planning and Public Services Program, a federally funded disaster recovery program.



## OBJECTIVES

- MIT-PPS Program Purpose and Goals
- Notice of Funding Availability
- Scoring Criteria
- How to Apply through Grants Network
- Timeline

Our objectives for this webinar are to review the purpose and goals of the MIT-PPS program before we go over questions for the Notice of Funding Availability so that you can prepare your submission for the NOFA. We will also review the program's Scoring Criteria and threshold requirements. Then we will go over the eCivis Grants Management Network system, or Grants Network for short, and how you can access and use the system for submitting your NOFA. Finally, we will go over the timeline for the NOFA and next steps.

# MIT-PPS Purpose and Goals



Before we begin reviewing the MIT PPS NOFA, we will begin with a brief review of the program.



## CDBG-MIT Funding

### **What is Community Development Block Grant Mitigation (CDBG-MIT)?**

**A new funding source through the Department of Housing and Urban Development (HUD)**

**HUD Definition:** Mitigation activities are those 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.

**CDBG-MIT is for preventative measures, instead of recovery.**

**Additional information can be found in the MIT-PPS 101 Webinar and MIT-PPS Policies and Procedures located on the [CDBG-MIT webpage](#).**

Community Development Block Grant Mitigation is a new source of funding from the Department of Housing and Urban Development.

HUD defines Mitigation as:

Activities 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.

CDBG Mitigation funding is different from previous disaster recovery funding from HUD because it focuses on funding preventative measures.

Additional information about the MIT-PPS program can be found in the MIT-PPS 101 webinar and MIT-PPS Policies and Procedures located on the CDBG-MIT webpage.



## HCD 2017 Disaster Recovery Funding

- **Unmet Recovery Needs (CDBG-DR) - \$162M**
- **Mitigation (CDBG-MIT) - \$88M**
  - Resilient Infrastructure Program (MIT-RIP) - \$61 million
  - Resilience Planning and Public Services (MIT-PPS) - \$22 million

HCD's Disaster Recovery Section manages Community Development Block Grant disaster recovery funding from both the 2017 and 2018 federally declared disasters. The funding is split between Unmet Recovery Needs funding (\$162 million) and Mitigation funding (\$88 million). Unmet Recovery Needs funding is the traditional method that HUD use to disburse recovery dollars, Mitigation funding is new and is forward looking.

The NOFA presented today is for the \$22 million for Resilience Planning and Public Services. The other CDBG Mitigation funded program is the Resilient Infrastructure Program. More information about that program can be found on the CDBG-MIT webpage.



## Mitigation Planning and Public Services Program - Goals

- Projects and activities that address risks to community lifelines that support health and safety and mitigate future disasters.
- Build capacity for eligible jurisdictions.
- Assist local entities for updating critical planning efforts to reduce future disaster risks.
- Support public services that inform communities about their disaster risks and how to reduce risk.

The Mitigation Planning and Public Services Program was developed to support projects and activities that reduce risk to communities impacted by the 2017 disasters.

The goal of the program is to have projects and activities that address risks to community lifelines that support health and safety and mitigate future disasters. Community lifelines, as defined by FEMA, are Services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security.

Program goals also include building capacity for eligible jurisdictions, assisting local entities with planning, and supporting public services. While the funding available will not address all hazards, the Planning and Public Services program is designed to support eligible applicants to reduce and mitigate future risks.



## Planning and Public Services - Award Caps

- Maximum awards per project under this program will be capped at \$500,000.
- No single entity can receive more than a total of \$2,500,000 in CDBG-MIT funding under this program.

The Resilience Planning and Public Services Program has award caps. Those Award Caps are:

- Maximum awards per project under this program will be capped at \$500,000
- No single entity can receive more than a total of \$2,500,000 in CDBG-MIT-PPS funding under this program.



## CDBG Activities - Planning

- \$13,200,000 is available for the following:
  - Planning activities could include data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans.
    - Plans include comprehensive plans, community development plans, functional plans, and capacity building activities.
  - Planning activities should be results focused with measurable outcomes

The CDBG Mitigation funding and Planning and Public Services Program is grounded in the federal Community Development Block Grant Program. Due to a statutory cap on planning costs for CDBG Mitigation, \$13.2 million is available for planning activities. To qualify as a Planning Activity, eligible applicants must produce a tangible plan that includes data gathering, studies, analysis, and preparation of plans. Planning examples include comprehensive plans, community development plans, and capacity building activities. Planning activities should be results focused with measurable outcomes.



## CDBG Activities – Public Services

- \$9,240,000 is available for the following:
  - CDBG regulations allow for the following public services: employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare or recreational needs.

There is a 15 percent cap on Public Services funding for CDBG funded activities, so HCD is offering \$9.2 million through the CDBG Mitigation Public Services Program. The Public Services Activity within the Community Development Block Grant Program covers a wide array of eligible activities. To qualify as a public service, applicants must demonstrate:

- A new service,
- A quantifiable increase in the level of an existing services,
- Public Services funds are not used to replace local or state funding typically offered by local government

CDBG regulations allow for the following public services: employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare or recreational needs.



## Eligible Applicants

- Local governments and local or regional non-profit organizations that are either:
  - Located directly within the MID areas, OR
  - Within a DR-4344 and DR-4353 impacted county.
- Encouraged to apply through a partnership with eligible jurisdictions or non-profit organizations within the MID.
- Project must directly benefit a Most Impacted and Distressed Area (MID).

Eligible applicants are those local governments and local or regional non-profit organizations that either:

- Have eligible projects and are located directly within the MID areas, OR
- Are within the larger DR-4344 and DR-4353 impacted areas that develop a mitigation planning and or public services project that directly benefits the MID.

These entities are encouraged to apply through a formal, codified partnership with eligible jurisdictions and non-profit organizations within the MID.

Project must directly benefit a Most Impacted and Distressed Area (MID).



## CDBG MIT National Objectives

- Public Services
  - Low-and Moderate-Income Persons (LMI)
  - **New** - Urgent Need Mitigation (UNM)
- Planning
  - N/A
  - Planning activities do not require a national objective.

Community Development Block Grant rules require Public Service projects to meet a National Objective, but Planning Activities are not required to meet a National Objective.

Public Services Activities must meet one National Objective, either Low and Moderate Income National Objective or the new Urgent Need Mitigation National Objective. The Low and Moderate Income National Objective means that the project must benefit persons earning under 80 percent Area Median Income.

As mentioned above, priority will be given to those proposals that primarily benefit low and moderate income persons.

The Urgent Need Mitigation National Objective states that a potential project must address current and future risks as identified in the CDBG Mitigation Action Plan's Mitigation Needs Assessment, and lead to a measurable reduction in community risk.

# Notice of Funding Availability (NOFA)



Now we will walk through the NOFA.



## Notice of Funding Availability

- Opened for submissions January 8, 2021
- Closed February 19, 2021
- NOFA Office Hours
  - January-February: Tuesdays and Thursdays

The MIT-PPS Notice of Funding Availability will be open for submissions until it closes on February 19, 2021. The MIT-PPS NOFA and policies and procedures are available on the CDBG-MIT website.

To support Potential Applicants, HCD is having Office Hours during this NOFA period to answer any questions that you may have. All Potential Applicants should have received the NOFA Office Hour email that includes a link to sign up for the Office Hours. They are first come, first served.



## NOFA Overview

- Program Purpose and Goals
- NOFA Application Components
  - Activity Selection
  - Applicant Eligibility
  - Project Eligibility
  - Project Scope and Budget
  - Cross Cutting Requirements

Before we go over specific information for the NOFA we will touch on the purpose of the MIT-PPS NOFA. Then we will walk through the questions for the NOFA which will include questions planning and public services project specific questions, general questions about eligibility of applicants and projects under both the planning and public services programs, then we will review cross-cutting requirements.



## MIT-PPS NOFA Purpose and Goals

- Fund actionable, measurable Planning and/or Public Services projects that reduce risk and increase resilience
  - Includes planning or capacity building for MIT-Resilient Infrastructure Program Round 2 projects
- Threshold Criteria
- Cross-Cutting Requirements

The Mitigation Resilience Planning and Public Services Program NOFA is designed with the intent to fund actionable, impactful Planning and Public Services projects that have measurable results in risk reduction from natural hazards. Planning projects funded under the program may be tied to implementation efforts either within the related MIT-Resilient Infrastructure Program (MIT-RIP) or other projects to reduce risk and increase resilience. If a project is not tied directly to implementation, the focus of the planning project should be actionable, measurable, and able to be utilized by jurisdictions immediately. The application process will enable HCD to identify projects based on sufficient information to meet the grant requirements such as projects that benefit the MID, directly serve the MID, and meet the HUD definition of mitigation. The application will allow HCD to consider projects under this program for local jurisdictions who may be eligible for the MIT-RIP but need planning or to build capacity prior to implementing projects.



## General NOFA Questions

- Profile
- What project type are you applying for?
  - Planning and/or Public Services?

Before we jump into the questions, I want to note some things about the format of the NOFA and how we have grouped the questions for the presentation. First with the format of the application in Grants Network, some of the questions will have help text. They are typically found below the question and provide similar information as what we are going over today. Second, we have split the questions for today's presentation into General questions that are for both programs and specific questions for Planning or Public Services projects, so the layout of the presentation does not follow the **application format exactly**.

The NOFA submission will start with the profile. We will go over the specifics of adding the profile information in the Grants Network walk through.

Second, you will select which Program Type for which you will be applying – Planning or Public Services. You can select both. There are slight differentiations for each program type.

As the forms follow path logic, depending on your answers to certain questions, you will see different questions in your submission. We have done this to streamline what you are required to do and to make sure you are not filling out unneeded information. The first question that will determine what you see is "What project type are you applying for?" You will be able to choose: Public Services, Planning, or Public Services & Planning.



## Public Services

- Are you applying for more than one Public Services Activity?
- Public Services Activity
- National Objective

If you select “Public Services” as the project type, these three questions will be included in the application. Please note that these questions will not be on the form in this exact order.

The first question, Are you applying for more than one Public Services Activity, is a yes or no question.

The next question identifies eligible public services activities. Select the activity or activities for which you are applying.

Public Services projects are required to select a National Objective. For CDBG-MIT, projects may qualify under the Urgent Need Mitigation (UNM) or the Low-Moderate-Income national objectives. The UNM national objective is for activities that aim to address risks that do not tie back to the disaster events of the 2017 CDBG-DR funding, or subsequent disasters. Projects using the UNM national objective must provide documentation that demonstrates a measurable and verifiable impact on reducing risks at the completion of the activity. Projects using the LMI national objective are those that have a benefit to Low to moderate income person, which is defined as persons having incomes not more than the “moderate-income” level (80% Area Median Family Income) set by the federal government for the HUD-assisted Housing

Programs.



## Planning

- Are you applying for more than one Planning Activity?
- Planning Activity
- Is this planning project to build capacity to implement projects under the Resilient Infrastructure Program?

If you select “Planning” as the project type, these three questions will be included in the application.

The first question, Are you apply for more than one Planning Activity, is a yes or no question.

The next question identifies eligible planning activities. Select the activity or activities for which you are applying.

The third question, Is this planning project to build capacity to implement projects under the Resilient Infrastructure Program, is a yes or no question.



## General NOFA Questions

- Do you commit to having capacity to carry out program activities?
  - If yes, please describe the capacity and staffing in detail.

The next question “Do you commit to having capacity to carry out program activities?” and the follow up of “If yes, please describe the capacity and staffing in detail” are general questions about your overall capacity for the projects that you are submitting. The questions are to help guide any Technical Assistance that may be needed and to identify for our Monitoring and Compliance team of those potential areas of support that are needed for further examination ahead of the Risk Assessments.



## General NOFA Questions

- Is the project regional in approach?
  - If yes, name the regions.
- Does the project include collaboration amongst jurisdictional and nonprofit partners?
  - If yes, name the jurisdictional and nonprofit partners.

If the answer to the next question “Is the project regional in approach?” is a yes, provide an explanation of how the project is regional and include the regions the project will serve.

If the answer to the next question “Does the project include collaboration amongst jurisdictional and nonprofit partners?” is a yes, provide an explanation of how there is jurisdictional and nonprofit collaboration on the project. Identify the jurisdictional and nonprofit partners.



## General NOFA Questions

- What disaster is this project related to?
  - DR-4344 or DR-4353
  
- Eligible applicant type
  - Local governments and local or regional non-profit organizations that are either:
    - Located directly within the MID areas, OR
    - Within a DR-4344 and DR-4353 impacted county.

The next question “What disaster is this project related to?” does not require the project to have a tie-back to the disaster. The disaster(s) related to the project can be determined by the MID area(s) the project serves or benefits.

Eligible applicants are local governments and local or regional non-profit organizations that are either: Located directly within the MID areas, OR Within a DR-4344 and DR-4353 impacted county. The eligible applicant answer options are city, county, or non-profit.



## General NOFA Questions

- Is this project on behalf of another government entity or special district other than the Eligible Applicant?
  - If yes, name of other government entity or special district
- Project Title

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

For “Project Title” provide the name or title of the project.



## General NOFA Questions

- Provide a snapshot summary of the project.
- Upload project description, if available.

For the snapshot summary of the project, we are looking for a high-level overview of the project.

The project description upload is available for a more detailed description of the project, as well as, the scope of work, if available. Please see the NOFA for details regarding application criteria and specifically the project objectives and priority considerations.



## Location Questions

- Project Location Description
  
- Does the project fall into one of these zip codes/counties?
  - Sonoma County
  - Ventura County
  - 95470 – Mendocino County
  - 95901 – Predominantly Yuba County
  - 94558 – Predominantly Napa County
  - 95422 – Predominantly the City of Clearlake in Lake County
  - 93108 – City of Montecito, located in Santa Barbara County

The next set of General NOFA questions deal with the location of the project. Some projects may not be located at one address, we ask that you provide a description of the project locations.

The question is asking if the project falls into and/or benefits one of these counties or zip codes. You may select more than one zip code/county, as it relates to your project.



## MID and Census Questions

- Does the project service area benefit the MID area?
  - If yes, Describe how the project benefits a MID area (additional material and information may be required)
  - Upload document(s) that support the MID area (optional)
- What Census Tracts/Block groups are served by this project? (e.g. Blocks 3001, 3002, 3003, etc.)

We are asking a yes or no question if the project service area benefits the MID. If the answer is yes, we ask that you describe how the project service area benefits an MID. You also have the option to upload any documents that support your response.

Provide the Census Tracts/Block groups that are served by this project. An example of a Block would be 3001, 3002, 3003, and so on.



## LMI Questions

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

We are asking a yes or no question about the project benefits and LMI population or area. If the answer is yes, we ask that you describe how the project service area benefits an LMI population or area. If you have documentation that supports the LMI service area benefit, like a service map, we ask that you upload that documentation, but this is optional and is not required at this point in time.



## Project Cost Questions

- What is the total dollar amount of the project?
- Anticipated CDBG-MIT funding need (\$ amount)
- Have you applied for other sources of funds for this project?
  - If yes, explain how much you have applied for, have you been awarded funds, and the amount(s) of awarded funds

The next set of questions to get ready for are the Project Cost Questions which we will cover over this slide and the next. We are asking the “Total dollar amount of the project”, which is the entire project’s cost not just what you are seeking funding for.

Next, we ask that you provide the “anticipated amount of CDBG funds” that you will need for the project. This will be the amount that the awards are based on, so make sure to include all project costs needs that you are seeking CDBG funding for.

The questions regarding if you “Have applied for other sources of funds for this project” and “If yes, please explain how much you have applied for, have you been awarded funds, and what is/are the amounts” are designed with an eye towards DOB compliance. We request that you provide as much information as possible if you have applied for other sources of funding. This can include not just the amount you have requested from other sources, but the status and timeline of those funds as well.



## Project Cost Estimates

- Project Budget broken down by eligible activity and activity costs
- Basis of Total Project Cost and Amount of CDBG-MIT requested

These next questions are seeking information regarding the project cost estimates.

For the Project Budget, upload a budget that provides a complete view of the project budget costs.

For the next item, explain how you determined the total project cost and CDBG-MIT request amounts.



## Prior Experience

- Describe prior experience and previous success in implementing planning and/or public services projects.
- Is the proposed project identified as a priority project in your hazard mitigation plan, if applicable?

These next questions seek more information regarding prior experience.

For the first question, provide a description of your organization's prior experience and success in implementing planning and/or public services projects.

If your proposed project is identified as a priority project in your hazard mitigation plan, please answer "yes" for that question.



## Community Lifelines

- Which community lifeline will this project protect? Health and Safety are prioritized in the Planning and Public Services program.
  - **Safety and Security**
  - **Communication**
  - **Food, Water, Sheltering**
  - **Transportation**
  - **Health and Medical**
  - **Hazardous Material (Management)**
  - **Energy (Power and Fuel)**
- How will this project reduce risk to community lifeline(s)?
- How will this project improve resilience for protected classes including age, race, color, religion, sex, familial status, national origin and disability, underserved communities, and vulnerable populations?

Another key requirement is if the proposed project protects a community lifeline. HUD is using FEMA's Seven Community Lifelines, which are:

- Safety and Security,
- Communication,
- Food, Water, Sheltering,
- Transportation,
- Health and Medical,
- Hazardous Material (Management), and
- Energy (Power and Fuel).

Select which community lifeline is applicable to your project, you can choose more than one.

You will also be asked to describe how the project reduces risk to the community lifeline you identified, and how this project will improve resilience for protected classes including age, race, color, religion, sex, familial status, national origin and disability, underserved communities and vulnerable populations.



## Replicability and Measurement

- Can this project be replicated in other communities?
- Will you be able to quantitatively measure the impact the proposed project will have on current and future risk?

You will be asked if the project can be replicated in other communities, and if so, a description of how. As the mitigation program is new, being able to replicate programs in other communities facing the same challenges is important.

The next question is if you are able quantitatively measure the impact the proposed project will have on current and future risk. If so, you will be asked to upload any quantitative data showing a project's anticipated impact on current and future risks.



## Estimated Timeline

- Given a 3-year Period of Performance and Assuming Spring 2021 start date, what is your expected period of performance? (anticipated start date and completion date)
- Proposed Project Timeline (Optional)

The next set of questions are about the estimated timeline. We recognize that timelines can shift, as such we are looking to see what the expected timeline for the projects completion is if the assumed start date is in Spring 2021. You also have the option of uploading a project timeline if you have one available.



## Cross-Cutting Requirements

- Procurement
- Uniform Relocation Act (URA)
- Environmental Review
- Anti-lobbying
- Conflict of Interest
- Non-Discrimination
- Timekeeping
- Financial Management
- Section 3
- Consistence with 2 CFR part 200

The next section of questions is regarding local policies and plans. Applicants will be asked if they have a policy or plan for each of these items. Applicants are not required to have these items at the time of application, though they are required to provide a status update if they do not have the policy or plan. If you have a policy or plan listed, please upload the document or provide the name of the document if it has already been uploaded as you do not need to upload it more than once.



## Alignment with Existing Risk Mitigation Plans

- Do you have a Hazard Mitigation Plan?

Answer yes if you have a Hazard Mitigation Plan and upload the document or indicate the document's name if it has already been uploaded to your application. If you do not have a Hazard Mitigation Plan, answer no and provide an explanation of the status of the document. As a reminder, this plan, like the ones we discussed on the prior slide, is not required at the time of application.



## Structure and Capacity

- What is your governing board meeting schedule?
- Staff Experience: How many staff do you have with experience in CDBG or federal grants management? How many staff do you have with experience related to content of the project being applied for?

The last section of the application covers organizational structure, capacity, and authority. The first two questions are seeking information on the meeting schedule of your organization's governing board as well as your organization's staff experience regarding CDBG specifically and federal grants management in general. Upload a description of your staff's experience in federal grants, including how many staff have experience for the project. The upload may include supporting documentation of your staff's experience, for example an organizational chart with a description of the experience of the staff depicted in the organizational chart.



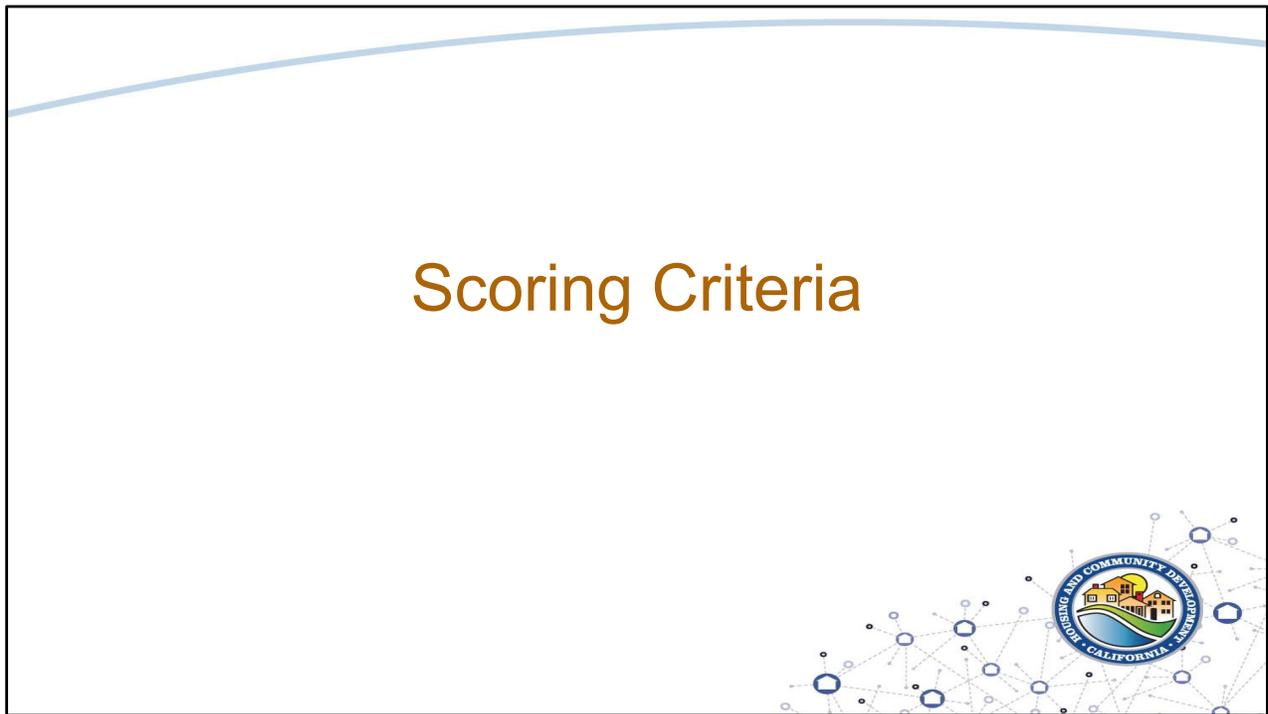
## Other Requirements

- Debarment Check
- Government Agency Taxpayer ID Form
- Payee Data Record STD 204 Form
- Have you reviewed the sample authorizing resolution?

The next three questions Debarment Check, Government Agency Taxpayer ID form, and Payee Data Record STD 204 Form are uploads. Samples of the two forms can be found under the Files tab of the system. The debarment check upload should be a screenshot of SAM.gov, including the date of the check to demonstrate that your organization has a registered and active DUNS number and is not disbarred nor prohibited from receiving federal funds.

The last question, “Have you reviewed the sample authorizing resolution?” is a yes or no question and requires you to review the sample authorizing resolution that is uploaded in the Files section of the system. The authorizing resolution will be required for awardees. The document in the Files section is just a sample, the authorizing resolution for awardees will be provided as projects move toward agreement execution.

My colleague Nu will now walk us through an overview of the scoring criteria.



Thank you, Gurdev.

Now that everyone has an idea of our purpose and questions of the NOFA, we will review the components of the scoring criteria.



## Application Review and Scoring

- Threshold Criteria
- Prioritization Criteria
- Program Objectives
- Financial and Operational Criteria

The MIT-PPS application review and scoring process is comprised of four areas.

1. Threshold Criteria.
2. Prioritization Criteria.
3. Program Objectives.
4. Financial and Operational Criteria.



## Threshold Criteria

- Meet a CDBG Eligible Activity (Planning or Public Services)
- Meet HUD's definition of Mitigation
- Be located in or have demonstrable impact(s) within the (MID)
- Reduce risk for low- to moderate-income individuals and households (80% AMI and below)

Application review of the threshold criteria is the first step and is not scored. Threshold criteria are the baseline criteria that all applicants must meet in order to be considered for scoring. They must meet all 4 of the threshold criteria to move to scoring.

Applications must:

1. Meet a CDBG Eligible Activity
2. Meet HUD's definition of Mitigation
3. Be located in or have demonstrable impact(s) within the (MID)
4. Reduce risk for low- to moderate-income individuals and households, which is considered as 80% Area Median Income and below.



## Prioritization Criteria (1 of 2)

- Build capacity for implementing projects under the MIT Resilient Infrastructure Program in Round Two
- Support or enhance, and reduce risk, along community lifelines.
- Reduce risk specifically for the Health and Medical lifeline and/or the Safety and Security lifeline?
- Demonstrate benefit to protected classes including age, race, color, religion, sex, familial status, national origin, and disability.

The first section of scoring is the Prioritization Criteria. Applications will be reviewed and scored based on the following how the project addresses the following.

- Does the project build capacity for implementing projects under the MIT Resilient Infrastructure Program in Round Two? Does the applicant illustrate how they will use the MIT-PPS program to develop a project plan and/or build organizational capacity to implement a resilient infrastructure project if awarded under Round 2 of MIT RIP?
- Does the project support or enhance, and reduce risk, along community lifelines?
- Does the project reduce risk specifically for the Health and Medical lifeline and/or the Safety and Security lifeline?
- Does the project demonstrate benefit to protected classes including age, race, color, religion, sex, familial status, national origin, and disability?



## Prioritization Criteria (2 of 2)

- Demonstrate collaboration amongst jurisdictional and nonprofit partners
- Leverage additional funding sources
- Wildfire, earthquake, or flood-affected community
- Alignment with specific agency/state priorities/objectives

Continuing with the Prioritization Criteria:

Does the project demonstrate collaboration amongst jurisdictional and nonprofit partners?

Does the project leverage additional funding sources?

Does the project take place in a wildfire, earthquake, or flood-affected community?

Does the project align with specific agency/state priorities/objectives?



## Program Objectives

- Projects that satisfy project objectives and priority considerations:
  - Recovery activities
  - Building resilience
  - Meaningful engagement
  - Intentional resilience design

The next part of the scoring review is to do determine if the project meets program objectives. We will review the applications to see if the project and proposed planning activities will advance communities' efforts to effectively recover from the effects of wildfire, earthquake, or flood and build resilience to anticipated impacts from future climate events through:

- Recovery activities, which are activities to rebuild from impacts of disaster events including rebuilding housing, infrastructure and economy.
- Building resilience, which is preventing and bouncing back from shocks and stressors.
- Meaningful engagement through active participation for community members including low- and moderate-income individuals.
- Intentional resilience design, which is design of buildings, landscapes, communities, and regions in order to respond to natural and manmade disasters and disturbances--as well as long-term changes resulting from climate change--including sea level rise, increased frequency of heat waves, and regional drought.

Applications meeting 2 or more of these objectives will receive a prioritization score.



## Financial and Operational Criteria

- All sources of funding required to complete the project must be identified and secured or readily accessible.
- Demonstrate sufficient capacity to manage and operate a planning or public services project using CDBG-MIT funding.
- Planning or Public Services needs not covered by other funding sources.

The final section of the scoring rubric covers financial and operational criteria.

We will review applications to determine the following:

- All sources of funding required to complete the project are identified and secured or readily accessible.
- The organization demonstrates sufficient capacity to manage and operate a planning or public services project using CDBG-MIT funding.
- Planning or Public Services needs are not covered by other funding sources.

When we review the organization's capacity for carrying out a planning or public services project, we are referring to the ability to manage federal funding and meet all the required cross-cutting requirements.



Next, we will review the eCivis Grant Management System, or Grants Network.

## What is an eCivis Portal account?

The screenshot shows the eCivis Portal login interface. On the left, a 'Welcome to the Portal' message includes a green circular logo and text explaining the service. On the right, a login form contains a 'Login' field, a 'Password' field with a note '(Minimum 8 chars, alphanumeric with symbol(s))', and two buttons: 'Portal Login' (marked with a red circle '1') and 'eCivis Login' (marked with a red circle '2'). Below these are links for 'Forgot Password?' (marked with a red circle '3') and 'Don't have an account?' leading to a 'Create an account' button (marked with a red circle '4'). At the bottom, it notes 'eCivis Grants Network user?' and 'Use your existing login above and the eCivis Login button.'

We will start with logging in to Grants Network. If you are applying to a program solicitation, in this case the MIT-PPS NOFA, you will first need to create a Portal account. The link is available in the NOFA and the webinar announcements, it will take you to the [eCivis Portal Login page](#). You will be able to make a free account where you will create a user profile, manage all of your application submissions and if awarded, manage all of your post-award reporting.

On the slide you can see four Numbers.

1. Is the Portal Login: for users who have a Portal account only
2. Is the eCivis Login: for users who have a Grants Network account. It will be the same username and password used to log into Grants Network.
3. Is if you Forgot your Password? Reset your password by entering your email on the following window.

And 4. is to Create an account: for new users without a Portal account.

## How do I create an account?

**New Account Signup**

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

First Name **1**

Last Name **2**

Email Address **3**

Password **4**

Weak

Sign Up **5**

[← Back to Login](#)

If you do not have an account you will want to click on *Create an Account* and enter the following information on the page that appears:

1. First Name
2. Last Name
3. Email Address: Your full email address where you will receive your confirmation email. Your full email address will also be your username
4. Password: Your password must consist of uppercase and lowercase letters, numbers, and a special character
- And 5. Sign up: Clicking here will send you a confirmation email. You will need to click on the Portal link in the email to activate your account:



## Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

### Your email is verified!

Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

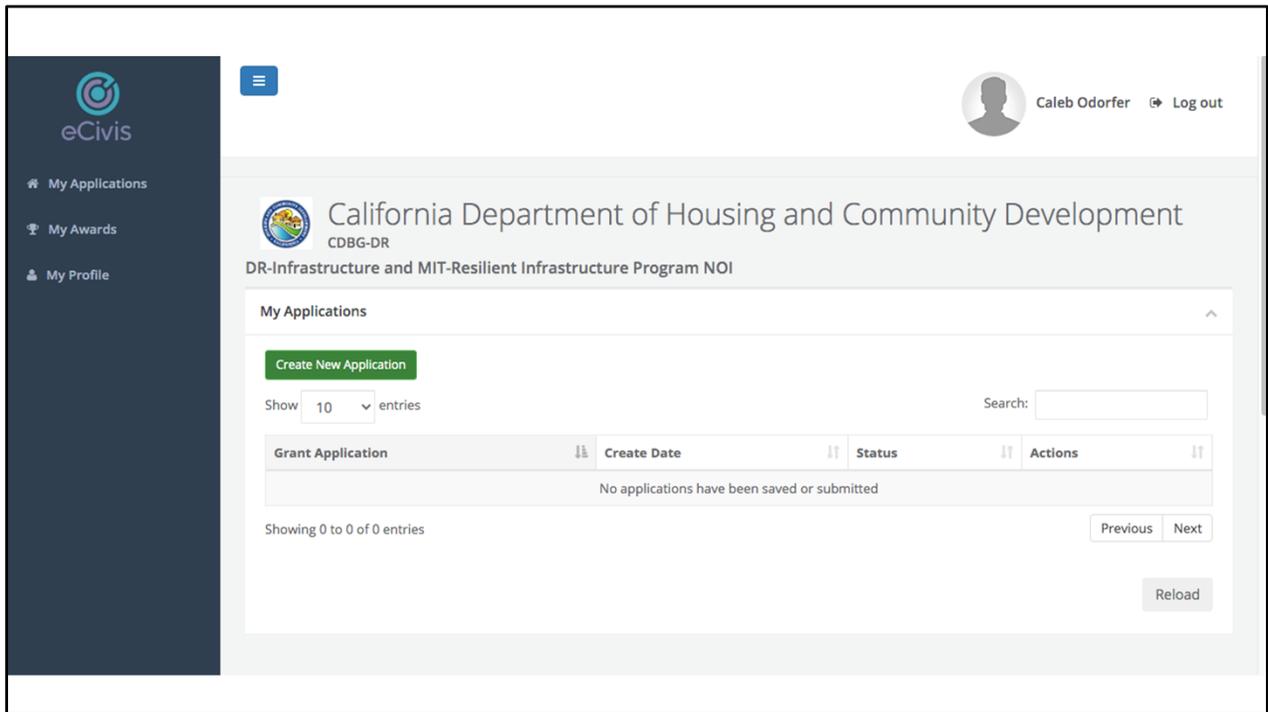
[Login to the Portal](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

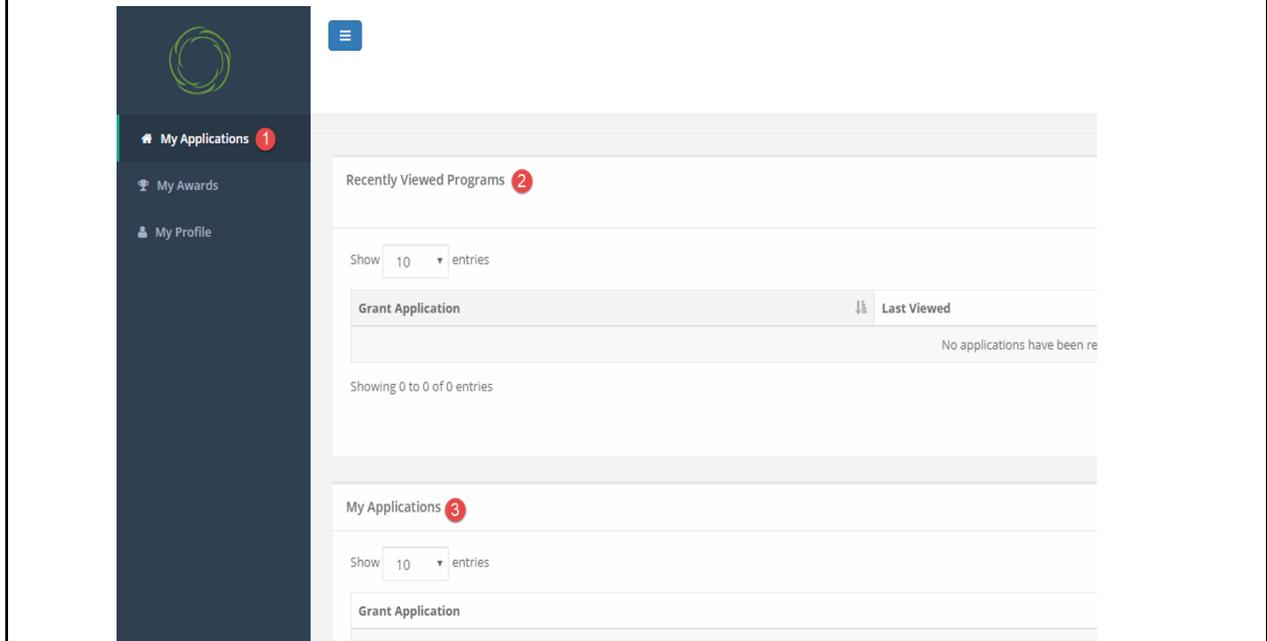
---

Once you fill out those fields and activate your account, you will receive this screen about email verification. Clicking “Login to the Portal” will activate your account.



You will be directed to your Portal Navigation Bar, the green page on the left is where you can select My Applications, My Awards or My Profile. NOTE: If this is your first time in Portal you will be asked to complete your Profile. On the main part of the screen you can see cell for My Applications above the green button that says Create New Application. Below it you can see your Grant Applications, Create Data, Status and Actions. To start on a new application for the NOFA, select the Green button that says Create New Application.

## Reviewing and submitting your application



As an applicant, you will need to review and submit an application.

### So, where do you find your applications?

The My Applications page is your homepage. If you are logging in after your first login, or select *My Applications* from the left navigation bar, this is what you will see:

1. My Applications on the left is to your homepage.
2. Recently Viewed Programs are the last few programs you worked on.
- And 3. My Applications are all the applications that you are working on or have submitted.

## How do I manage my applications?

The screenshot shows a web interface titled "My Applications". At the top left, there is a "Show 10 entries" dropdown menu. To the right is a search bar with the number "5" inside. Below these is a table with four columns: "Grant Application", "Due Date", "Status", and "Actions". Each column header has a red circle with a number (1, 2, 3, 4) next to it. The table contains five rows of application data. The first row is "Arizona Text-to-9-1-1 Services Fund" with status "Draft". The second row is "More lighting" with status "Application Denied". The third row is "Rural Building Reuse and Infrastructure" with due date "01/01/2020" and status "Draft". The fourth row is "IT Support Services" with due date "01/25/2019" and status "Under Review". The fifth row is "DEMO Wildlife Rehabilitation Grant" with due date "01/31/2020" and status "Awarded". Each row has a menu icon in the "Actions" column.

Grant Application 1	Due Date 2	Status 3	Actions 4
Arizona Text-to-9-1-1 Services Fund Arizona Sub Recipient Portal, ADA - Office of Grants and Federal Resources		Draft	⋮
More lighting Local Government Demo, Community Development		Application Denied	⋮
Rural Building Reuse and Infrastructure North Carolina Department of Commerce Rural Development Division (DEMO), Rural Grants Programs	01/01/2020	Draft	⋮
IT Support Services Hawaii Tourism Authority, 1. RFPs (Parent Projects)	01/25/2019	Under Review	⋮
DEMO Wildlife Rehabilitation Grant County of Jay, CEO - Budget & Finance Division/Grants Division	01/31/2020	Awarded	⋮

All of your applications will appear in My Applications and you can sort this information by clicking on the column headers:

1. Are the Grant Applications: the title of the program you are applying to. You can click on these to access the program's application
2. Is Due Date that let's you see when the application is due
3. Is the Status of your applications. The status of your applications can be:
  - Draft\*: when your application is in progress
  - Under Review: when your application has been submitted and will be reviewed by the committee
  - Awarded, and
  - Application Denied
4. Are the Actions. Action options will change depending on the status of your application Draft.
  - Draft: View/edit application or navigate to the solicitation
  - Under Review: View your submitted application or navigate to the solicitation
  - Awarded: View your award or navigate to the solicitation, and
  - Application Denied: Navigate to the solicitation

And 5. is the Search: If you are responsible for multiple applications, you can search for the program to narrow down the My Applications table.

## How do I access my application and begin working on it?

The screenshot shows a web interface titled "My Applications". At the top left, there is a "Show 10 entries" dropdown menu. To the right is a search bar containing the text "stat". Below these is a table with the following columns: "Grant Application", "Due Date", "Status", and "Actions". A single row is visible in the table, with the following data: "State Opioid Response Prevention Grant" (highlighted with a red box), "09/18/2019", "Draft", and a menu icon. Below the table, it says "Showing 1 to 1 of 1 entries (filtered from 56 total entries)". At the bottom right, there are "Previous", "1", and "Next" navigation buttons.

Grant Application	Due Date	Status	Actions
State Opioid Response Prevention Grant <small>Arizona, OHA - Office of Youth, Policy and Family</small>	09/18/2019	Draft	⋮

To edit or work on an application in a “Draft” status, you will need to open the application.  
Click on the title of the program, in this example, it is the State Opioid Response Program Grant.



## California Department of Housing and Community Development

2020 ESG-CV

✓ Apply

Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

**ID:** Federal Emergency Solutions Grants Program - Coronavirus Notice of Funding Availability

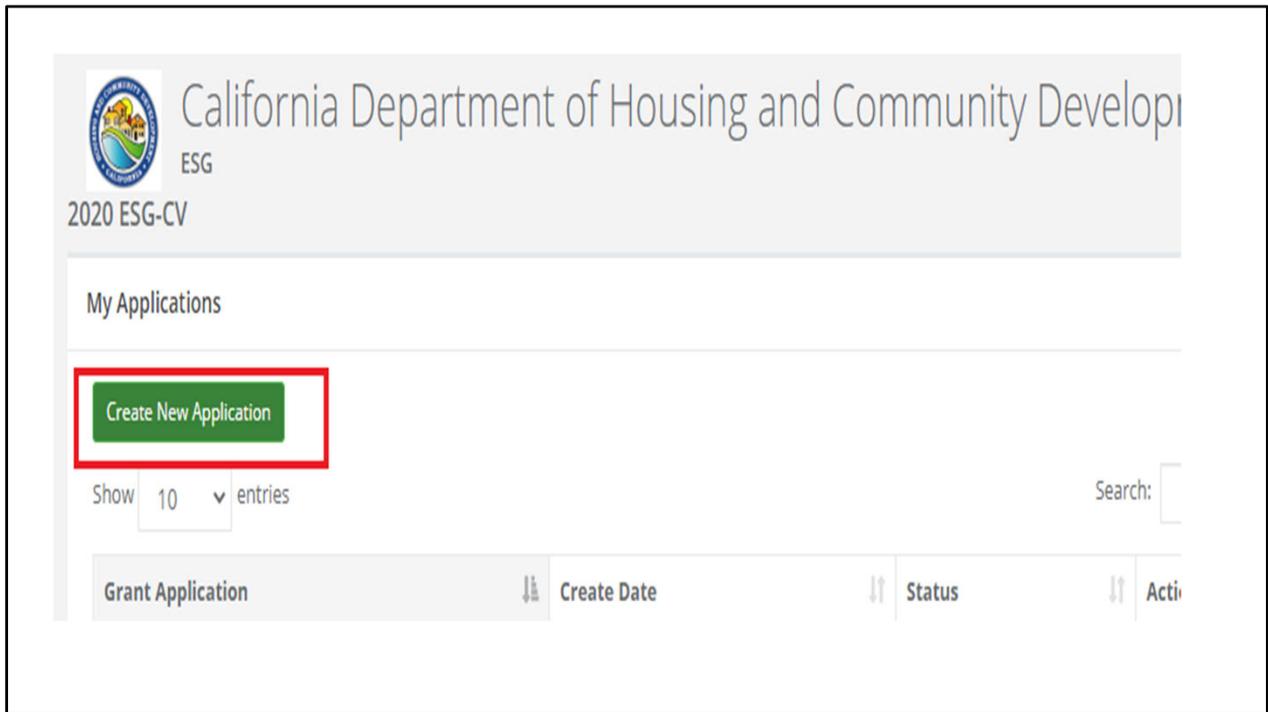
**Title:** 2020 ESG-CV

**Application Start Date:** 06/01/2020

### Summary:

Under the Coronavirus Aid, Relief, and Economic Stimulus (CARES) Act enacted March 27, 2020, the California Department of Housing and Community Development (Department) is pleased to announce the availability of approximately \$42 million in federal funds for the Emergency Solutions Grants Program (ESG). Specifically, funding for this Notice of Funding Availability (NOFA) is made available pursuant to CARES Act, Title XII, Homeless Assistance Grants Section and will be referred to as "ESG-CV"

Once you have clicked on the program you want to apply for, the system will take you to the submission page where you can click on the apply button in the top left hand corner.



Once logged into the Portal page on the My Application page, click on Create New Application

eCIVIS **California Department of Housing and Community Development**  
Community Development Block Grants-Disaster Recovery

IBG - Disaster Recovery

Application Submission Draft

Grant Application Budget Worksheet



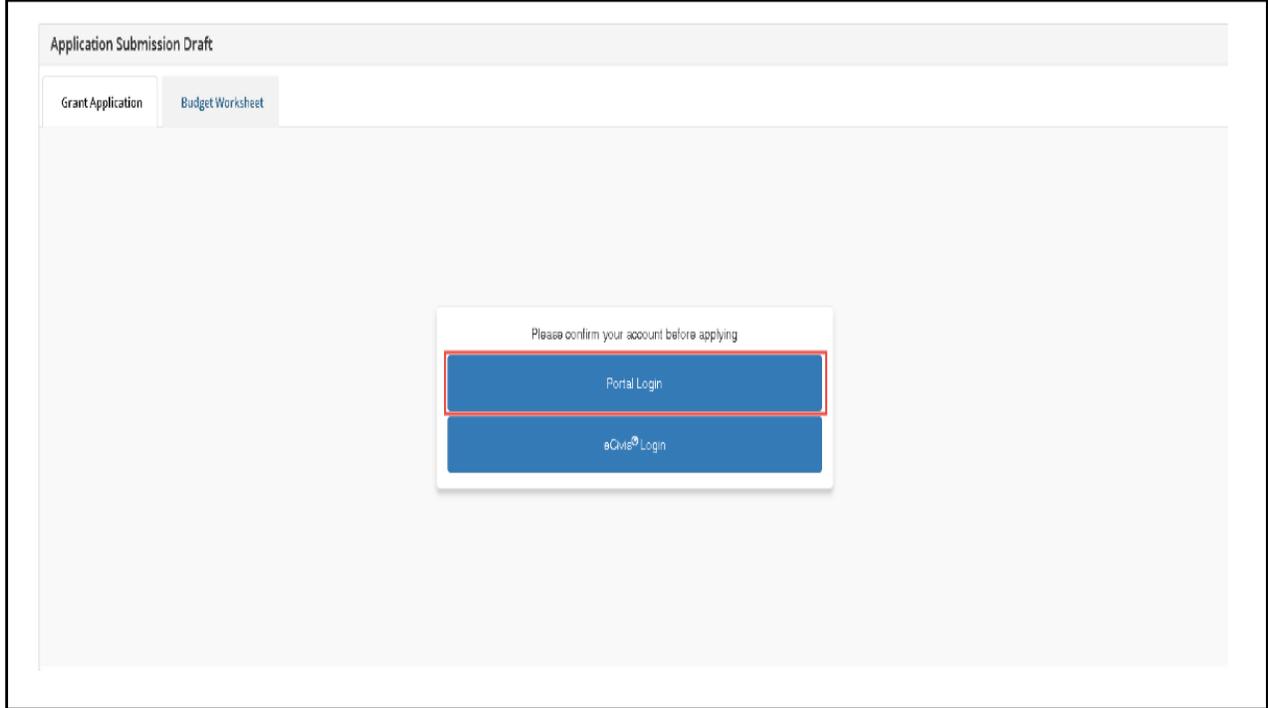
**Sign In/Sign Up Instructions**

**For New Users:**  
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

**Sign In**

Log in with your Grant Management System account

For each application, you will need to verify your account. Click on “Log in with your Grant Management System Account”.



Select eCivis Login, if you have a eCivis login. If not choose Portal Login. Then use the same log in information from the very first log in page:

Homepage

Profile

Profile

! Action Required



You will need to verify and complete your Application Profile before generating the application. Click on the Pencil Icon to edit the profile:



## Applicant Information

Tell us about you.

**First name \***

David

**Last name \***

Shea

**Email \***

dshea@ecivis.com

**Title**

City Manager

**Company**

Government Organization

## Organization Information

Tell us about your organization.

**Organization Name**

Government Organization

**Employer Identification Number (EIN)**

123456789

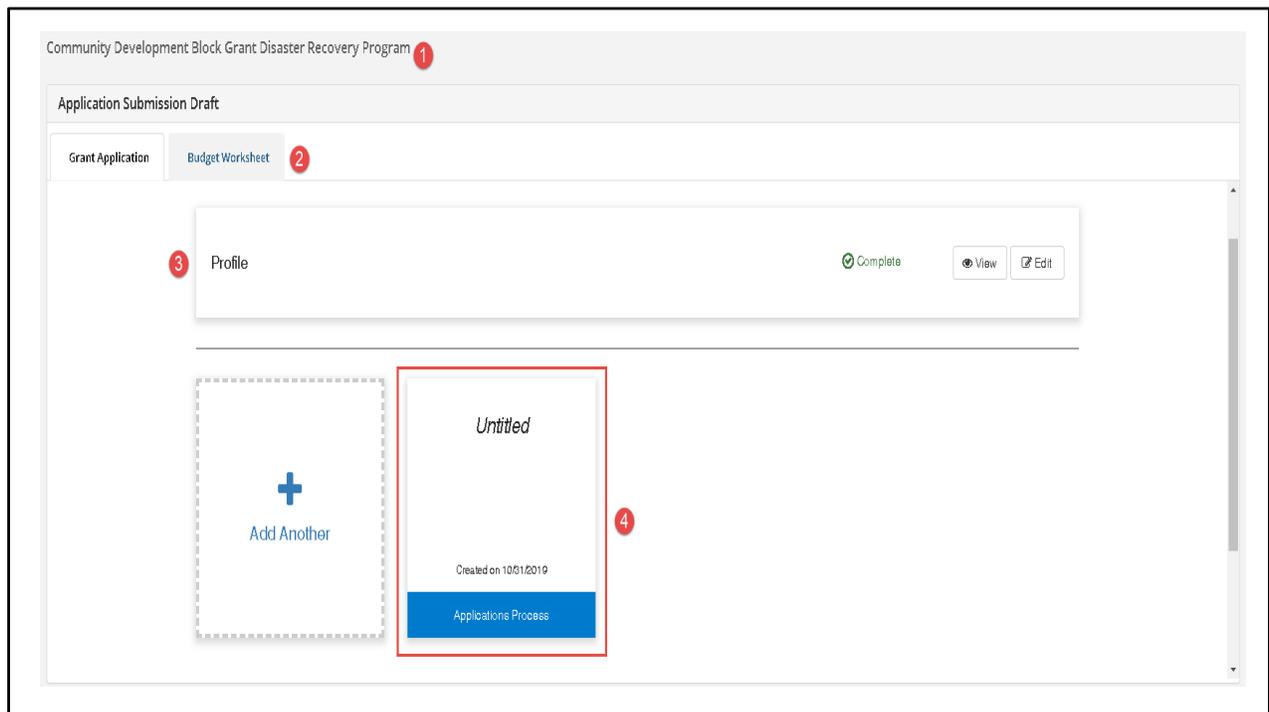
**DUNS**

123456789

Complete all Applicant and Organization field information. If you plan to complete your profile at a later time, select *Save Draft*.

Note: When entering your Employer Identification Number (EIN) and DUNS numbers, **enter as single string** of numbers with no spaces or characters in between the numbers (i.e. 123456789).

Click *Save*. If you completed your profile correctly, you will be taken back into the Application Homepage, where the application will now appear:



This is the page for choosing an application to work on.

1. Is the title of the Program
2. Is the Budget Worksheet: This piece is not required as an excel budget upload as it is requested in the application.
3. Is your Profile: "Action Required" will appear if a component is missing. It will say "Complete" if it is correctly done
4. Is the Application Process: this will change depending on the status of your application. Click here to view or edit your application.

## How can I submit my application?

Application Submission Draft

Grant Application

Budget Worksheet

Budget Settings

Budget Summary

Multi-Term Budget



No



Yes



\$0.00

Total Direct Costs

Indirect Costs

Not Applicable



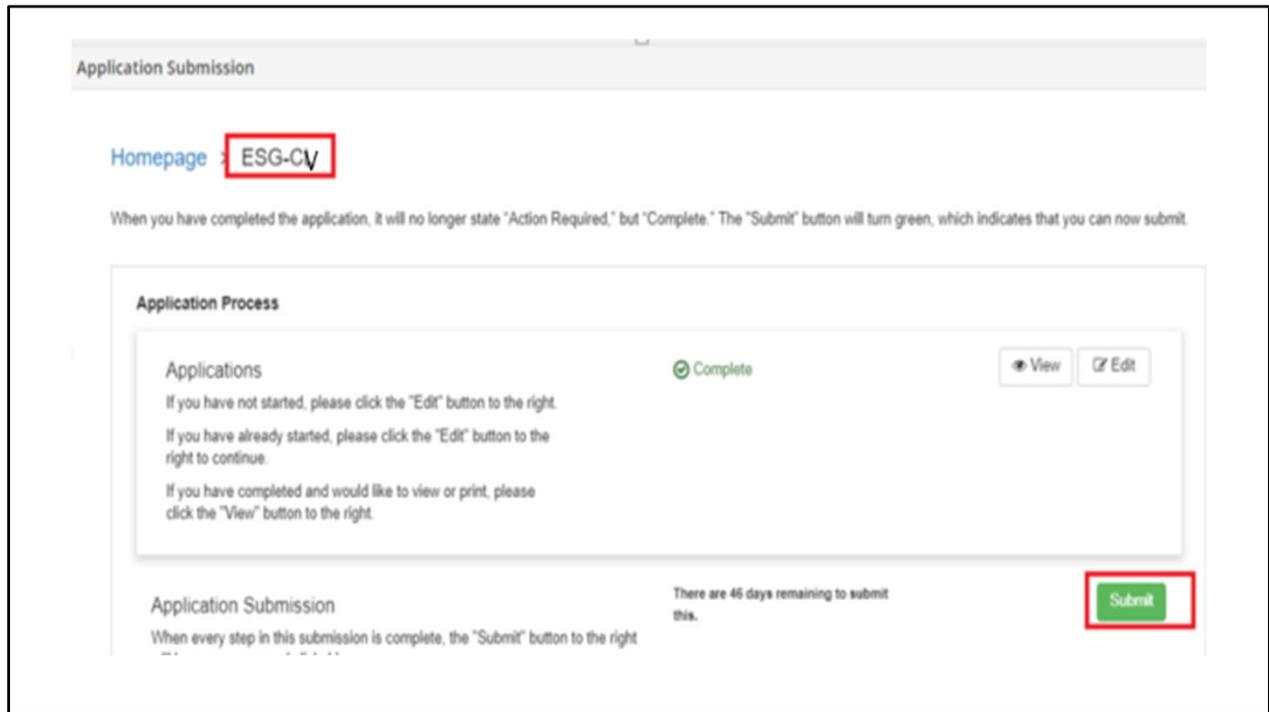
0.00

%

\$0.00

Total Indirect Costs

Once all sections of the Application are completed, you're ready to submit your application. The Budget Worksheet and Goals Worksheet are not required. Select the *Grant Application*, highlighted in red, section for the page and click on your application title.



Click on the green *Submit* button at the bottom right of the page to submit your application. You will receive a confirmation that your application was successfully submitted.

## How do I receive and accept my award notification?

### Award Notification Letter

Dear Ulysses Grant,

Congratulations! This is to inform you that your application is now awarded.

**Project:** HIV Testing Project

**Program:** HOPWA FY2019

**Approval Date:** 06/13/2019

**Approved Amount:** \$800,000.00

**Federal Awards:** • ORG0012 HOPWA FY19- \$782,000.00

Please find your award notification attached. To see full award details and accept your award, please click [here](#).

As the last part of the NOFA submission process we will go over how to accept your award. Further details about managing reporting requirements will be forthcoming closer to when you will need to do those actions.

As an applicant, if your application is awarded you will need to know how to accept your award and begin managing reporting requirements.

If you have been selected to receive an award, you will be notified by email. The email will also have a PDF version of the award notification for your records:

Click on the link to Portal at the bottom of the email notification:

My Awards ^

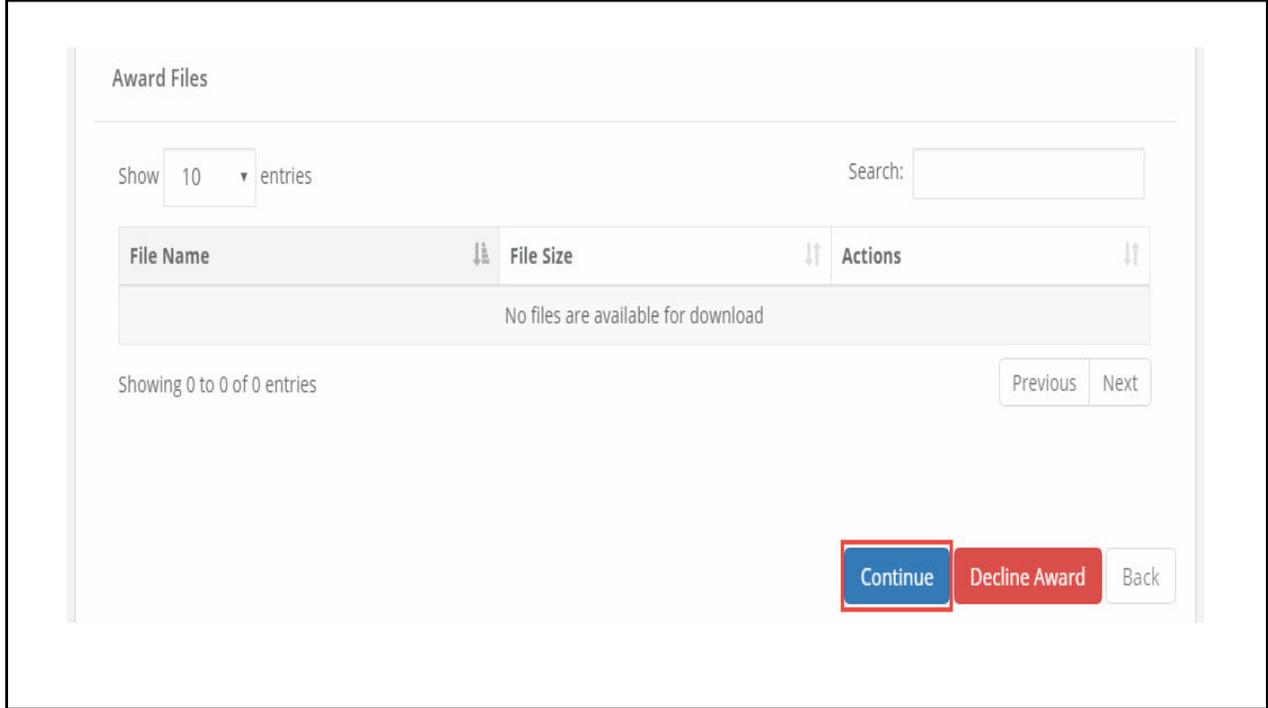
Show  entries Search:

Grant Title	Award Status	Notification Date	Performance Period	Open Tasks	Actions
<a href="#">Electric Bus Fleet Implementation</a>	Awarded	01/27/2019	1/1/19 - 1/1/20	0	
<a href="#">HOPWA FY2019</a>	Awarded	06/13/2019	6/30/19 - 6/30/20	0	
<a href="#">Workforce Development Program (WDP) Grant - FY 2019</a>	Pending Acceptance		7/3/19 - 7/3/21	0	

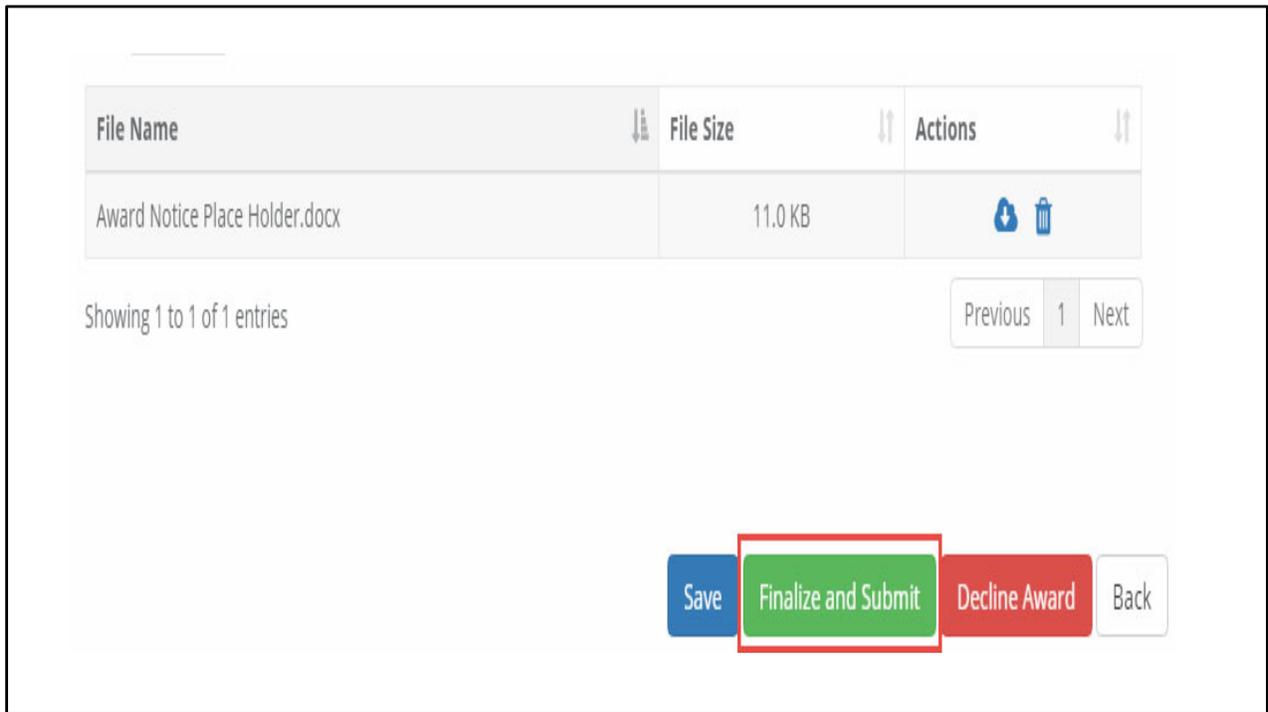
Showing 1 to 3 of 3 entries

Accept/Decline Award >

Log into Portal and click on the appropriate Award title, or from the Actions column, select *Accept/Decline Award*:

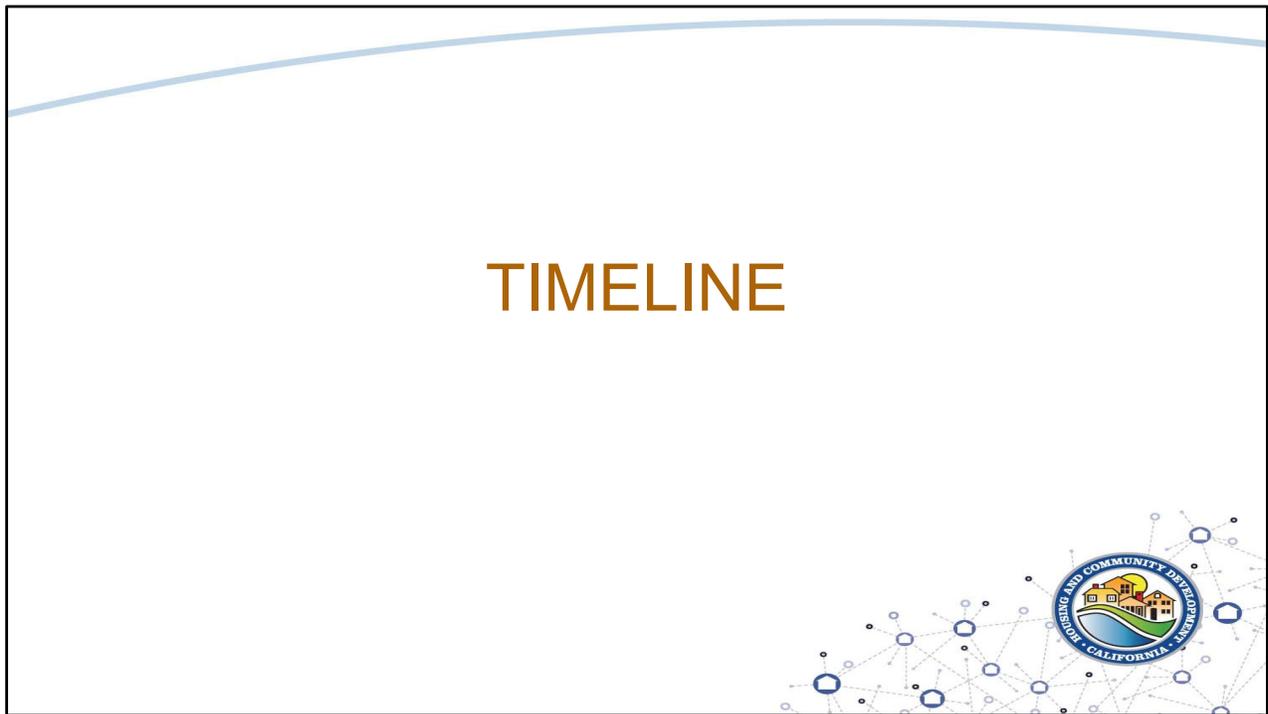


From the following page, download any files from the Actions column. Then, click *Continue*:



Then follow the prompts to review the award budget. When you are ready to accept the award, select *Finalize and Submit* to send the Program Administrator notification that you have accepted the award. You can also leave an optional note to the grantor and Program Administrator if necessary.

And that brings us to the end of the Grants Network process for the NOFA submission. If you have any difficulties with this as you go through, please contact us at [mitigation@hcd.ca.gov](mailto:mitigation@hcd.ca.gov).



For the last section for today, we will go over the estimated timeline for the program and the Office Hours availability.



## ESTIMATED TIMELINE

- NOFA
  - Open: January 8, 2021
  - Closed: February 19, 2021
- Office Hours – January 2021 & February 2021
- Awards Announced – Spring 2021
- Agreements – Late Spring/Early Summer 2021

This is the estimated timeline for the program.

The NOFA was released on January 8<sup>th</sup> and will close on Friday, February 19<sup>th</sup>, 2021 at 5:00 PM PST. To support potential applicants, we are hosting Office Hours in January and February. At the Office Hours we can discuss any questions or potential projects as needed. An email will be sent out to the potential applicants' point of contact regarding signing up for the Office Hours. They will be first come, first served. If more times are needed or the available times don't work for your team, let us know and we will find a time that does.

We estimate that the awards based on the review and evaluation of the submitted applications will be announced in Spring 2021.

Following the awards announcements, we will be entering into agreements in Late Spring/Early Summer 2021.



## Follow-up Questions

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

[Mitigation@hcd.ca.gov](mailto:Mitigation@hcd.ca.gov)

Please send any follow-up questions from today's webinar to [Mitigation@hcd.ca.gov](mailto:Mitigation@hcd.ca.gov). All follow-up questions will be answered and shared by email with the Eligible Applicants' Point of Contacts.



# Stay in the know: Sign up for HCD email at [www.hcd.ca.gov](http://www.hcd.ca.gov)

CA.GOV  California Department of Housing and Community Development

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  - Manufactured & Mobilehomes
  - Building Standards
  - Planning & Community Development
  - Policy & Research
- Select Language  
Powered by Google Translate



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- Email Sign up**
- Questions, Comments, Feedback



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

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

**To find jobs at HCD:**

Visit: [jobs.ca.gov](https://jobs.ca.gov) and click "Advanced Job Search."

- Search for California Department of Housing and Community Development

**New to state service? Don't worry.**

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

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



## Follow-up Question 1

- **Where can I find details on what is a moveable and non-moveable expense?**

1



## Follow-up Answer 1

- Movable expenses refer to tangible assets that are movable, such as production machines, cars, equipment or materials. Whereas a non-movable expense refers to assets that are usually attached and integral to the something else's function, such as a building.
- Any movable equipment purchases will be reviewed and approved by HCD on a project-by-project basis.

2



## Follow-up Answer 1 Continued

- Any movable equipment purchases, such as a vehicle, while allowable under CDBG regulations, will be reviewed by HCD to determine if the expense is allowable under the MIT-PPS program.
- Furthermore, any movable expenses will need to meet strict criteria that they are used for CDBG purposes, have a clear tie to mitigation and program requirements, as well as meet the NOFA requirements for a Public Services activity.

3



## Follow-up Question 2

- **I am an individual who lost my home during the 2017 fires. Are homeowners eligible for the MIT-PPS Program?**

4



## Follow-up Answer 2

- Eligible applicants for the MIT-PPS program are local jurisdictions or non-profits.
- You can contact the ReCoverCA Homeowner Assistance Program ([ReCoverCA@hcd.ca.gov](mailto:ReCoverCA@hcd.ca.gov)) as well as review the program website (<https://recover.hcd.ca.gov/>) for more information.
- You may register for that program here: [ReCover CA Survey Sign Up](#).

5



## Follow-up Question 3

- **What are some examples of what you're looking for in the requirement: "Upload quantitative data showing a project's anticipated impact on current and future risks"**

6



### Follow-up Answer 3

- The purpose of the MIT-PPS program is to fund actionable, impactful projects that have measurable results in risk reduction from natural hazards. The quantitative data associated with submitted applications will depend on each project. While a cost benefit analysis is not required, we need to consider projects in terms of how they quantify data and impact on mitigation and resilience. We recommend looking at community lifelines and using them to consider data quantification.

7



### Follow-up Question 4

- **What qualifies as capacity building under MIT-PPS for applicants interested in applying for Round Two of MIT-RIP?**

8



## Follow-up Answer 4

- Capacity building is designed to support local governments and improve the grantee's ability to build out plans and manage programs. Its primary focus is during the planning phase of project development but does not include hiring staff or costs related to a specific project. Under the MIT-PPS program the capacity building support is slated to provide access to expertise, support for establishing planning initiatives, or otherwise prime the jurisdiction to manage CDBG-MIT funding prior to submitting an application for MIT-RIP Round 2 funding.