GOVERNOR'S HURRICANE CONFERENCE®

Session WS155

THE ART OF FINDING HARMONY!

A Discussion of the Journey of

1st Time CDBG-DR Grantees

Introductions

Moderator:

- Jo Carroll | **GrantWorks**®

Panelists:

- Steve Hyatt | Sarasota County

- Chris Williams | Volusia County FLORIDA

- Kay LeSage | **GrantWorks**®

Agenda

- **Introductions**
- **Getting Started**
- **Action Plan/Program Development**
- **Program Compliance and Implementation**
- **Closing Remarks**
- **Questions and Answers**

Getting Started

- **Grant/Program Management Options:**
  - **Self-Performance**
  - **Staff Augmentation**
  - **Turnkey Consultants (All or Partial)**
- **Educating Elected Officials**
- **Community Engagement**
- **Local/Municipal Department Impacts**
- **Self-Manage or Use Subrecipients**

Management Options
Self-Perform, Staff Augmentation or Turnkey Consultants

- Key Critical Decision
- Evaluate Internal Capacity
  - Available/Capable Program Manager for Multi-Million $ Projects
  - Willingness to Hire Short-Term Employees
  - Ability to Quickly Learn CDBG-DR Tasks/Compliance
  - Impact on Local Depts – Finance, Procurement, Clerk, Building
- Cost vs. Speed of Delivery and Compliance
- Shared Performance Risks

Educating Elected Officials

- **Initial Briefings – Definition and Eligible Uses of CDBG-DR Funding**

- **Outreach Sessions Within Targeted Areas of Impact – i.e., Municipal Building Depts**

- **Continue to Update/Explain Program Requirements**

- **Identify and Brief on Key Decision Points Early**

Community Engagement

- **Communications and Outreach Plan**
- **Relationship Building**
- **Identify and Coordinate with Key Stakeholders**

Local/Municipal Departments Impact

- City/County Management and Elected Officials
- Community Development
- Emergency Management/Disaster Recovery
- Legal
- Finance/Accounting
- Procurement
- Building Department/Permitting (Substantial Improvements)
- Code Enforcement/Inspections
- Engineering/Public Works

Self-Manage Projects or Award Subrecipients

- **Definition of "Subrecipient" and Other Types of Entities Funded Through CDBG-DR Programs**

- **Process for Selection**

- **Assessing the Capacity and Experience of Subrecipients**

- **Oversight and Monitoring Responsibilities**

- **Monitoring Preparation and Execution**

- **Typical Issues and Challenges with Subrecipients**

- **Available Resources and Tools**

Action Plan/Program Development

- **Identifying Unmet Needs**

- **Establishing Program Parameters**

- **Local/HUD Approval Process**

- **Disaster Recovery Grants Reporting (DRGR)**
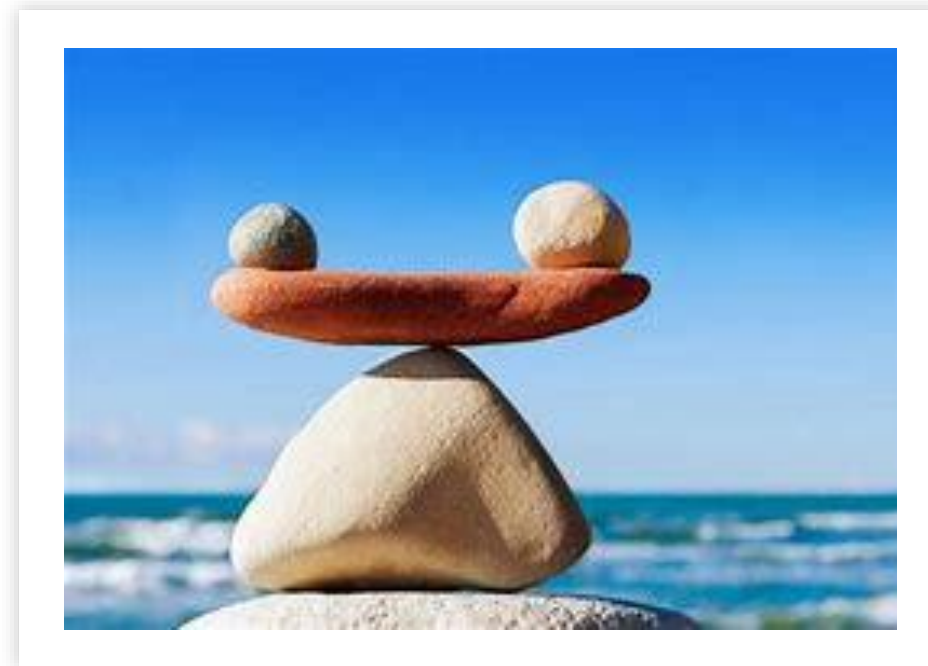
Identifying Priority Needs

- **Unmet Needs Data: FEMA IA - FEMA PA - SBA**

- **Local Planning District? Data/Impact Research**

- **Local Municipal Data/Information**

- **Conduct Surveys**

- **Focus Groups/Public Hearings**

  - **Community Meetings**

  - **County Meeting (Official Hearings)**

- **Use of Mitigation Funds (15% Set-aside)**

Establishing Program Parameters

- **Experienced Grant Management Consultants**

- **Utilize Tools Available from HUD Website for Guidance**

- **Seek Out Other Entities that Have Experience with Specific Programs**

- **Find Example Program Policy Documents**

- **Research Average Local Costs for Housing Rehab or Replacement**

- **Identify Match Requirements for FEMA programs**

- **What are the Potential Need and Associated Costs?**
  - **Cost Benefit Analysis**

Local/HUD Approval Process

- **Seek HUD Guidance or HUD-Provided Technical Assistance Providers**

- **Ensure Clear Understanding of Requirements for Submission Deadlines and Establish a Clear Timeline, Including Local Approvals**

- **Determine if Beneficial to Submit Administrative Action Plan**

- **Make the Descriptions for Use of Funds as Flexible as Possible**

- **Environmental and Release of Funds – Exempt Activities**

Disaster Recovery Grant Reporting System (DRGR)

- **HUD Web-Based System to Access Funds & Report Performance**
- **Key Functions:**
    - **Managing Action Plans**
    - **Activity Budgets**
    - **Quarterly Performance Reports**
- **HUD Exchange for Webinar and Training Materials**

Program Compliance & Implementation

- **Developing Local Program Policies**

- **System of Record (SOR)**

- **Housing – Single and Multi-family**

- **Infrastructure**

- **Other Programs**
  - **Buyouts**
  - **Public Services**
  - **Economic Development**

Developing Local Program Policies

- **Best Practices – Adjust for Local Priorities/Housing Market**
- **Keep Them Simple – Your Beneficiaries Need to Understand Them**
- **You Never Have to Start From Scratch - Many Sources are Available for Review and Development**
- **What, Why and How – Can You Clearly Define the Program and Its Processes**
- **Managing Activity Delivery Costs and Cost Controls**

System of Record (SOR)

- **Single Most-Critical Decision to Effective Program Delivery**
  - **Budget to Allow for Technical Assistance**
  - **Any Additional Coding/Organizational Changes**
- **Workflow Management, Reporting, Monitoring**
- **Application Portals (Housing and Subrecipients)**
- **Document Upload and Storage**
  - **Organize for Auditing and Easily Locate Support Documents**

Housing Programs

- **Single and Multi-Family**
- **Program Design is Important – Feasibility, Construction Caps**
- **Pre-Application Homeowner Survey**
- **Procurement and Contracting with Builders/Developers**
- **Duplication of Benefits (DOB) - Multiple Disaster Events, Homeowner Insurance, FEMA/SBA**
- **Construction Specifications – What You're Building**
- **Importance of Case Management**
- **Best Practices**

Infrastructure

- **Mitigation/Non-Mitigation Projects**
- **Internal or Subrecipient Projects (Application Process)**
- **Leveraging Funding**
  - **Non-Federal Match Program – Cross-Cutting Requirements with FEMA**
  - **Other Local funding**
- **Meeting National Objectives**
- **Best Practices**

Other Programs

- **Buyouts**
  - Homeowner Applicant (Floodplain, Financing/Mortgage)
  - Neighborhood Buyout
  - Long-Term Flood Mitigation Strategy
- **Public Services**
- **Economic Development**
- **Best Practices**

CDBG-DR Resources

HUD CDBG Disaster Recovery Funds:
(https://www.hudexchange.info/programs/cdbg-dr/)

Volusia County:
(Volusia County CDBG-DR | Transform386)

Sarasota County:
(Resilient SRQ - Sarasota County Government)

State of Florida – Office of Long-Term Resiliency
(Office of Long-Term Resiliency - FloridaJobs.org)

Questions