

**HARRIS COUNTY COMMUNITY
SERVICES DEPARTMENT**

**REQUEST FOR PROPOSALS
APPLICATION GUIDEBOOK**

FOR:

**Texas Hurricane Harvey (DR-4332) CDBG-DR Round One
Non-Housing/Infrastructure Application**

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APPLICATION AND SUBMITTAL REQUIREMENTS

This application guide specifies funding procedures for construction, design, and other infrastructure-related activities. These guidelines apply to eligible applicants in the Harris County Disaster Recovery Service Area. The application for the Harris County Hurricane Harvey CDBG-DR Round 1 Funding is available on the Harris County Community Services Department's (HCCSD) website, Funding Opportunities page under the Non-Housing/Infrastructure header, at <https://csd.harriscountytexas.gov/Pages/FundingOpportunities.aspx>.

Applicants needing additional assistance are encouraged to contact Harris County at rfp@csd.hctx.net.

The Non-Housing/Infrastructure Project Application has been formatted to accommodate entities submitting an application that encompasses one project. A *project* is defined as a discrete combination of: entity (i.e., city or county), activity (i.e., water, sewer, etc.), beneficiary population, and national objective. A *site* is defined as a discrete location for activities within a project. A project can have one or more sites. For example, **one water project that consists of three generators throughout a city consists of three sites, one for each generator.**

All applicants are required to follow federal procurement guidelines set forth by HUD and the Texas General Land Office for engineering or environmental services if using CDBG-DR funds to pay third-party vendors for those services.

Delivery of the applications must be in accordance with the following guidelines:

Competitive Application Submission (Due 11/6/2018):

All applications and attachments must be submitted ***no later than 2:00 p.m. on the application deadline of Tuesday, November 6, 2018.*** Applicants must fill out and return to the Harris County Community Services Department FIVE (5) complete proposal forms (two original and three copies) and a digital copy of the complete proposal and all attachments, forms and certifications on one (1) USB drive placed in an appropriately sized envelope or box. PACKAGE MUST SHOW THE RFP NAME, PROJECT DESCRIPTION AND BE MARKED "SEALED PROPOSAL." An authorized representative of the applicant should sign the Proposal Cover Sheet. Any contract developed from this RFP will be binding only when signed by Harris County.

Upon completion, the applicant should ensure that all required attachments, including signed forms/documents, are attached to the application and **delivered by 2:00 p.m. local time on the specified due date** to the:

**Harris County Community Services Department
8410 Lantern Point Drive, Houston, Texas 77054
Office Hours 8:00 am to 5:00 pm.**

Late proposals will not be accepted for any reason.

Questions regarding the application, application guidebook or requests for more information should be directed to rfp@csd.hctx.net.

Applicants with multiple deficiencies upon submittal may be placed at the end of the queue for review. This may result in delays and, in some circumstances, may lead to failure to secure funding. Applications will be disqualified if the applicant (1) is not an eligible applicant, activity or location, (2) does not respond, (3) refuses to respond, (4) does not provide an adequate response to requests for revisions or additional information within the prescribed timelines, or (5) fails to comply with the CDBG-DR Census and/or survey requirements.

Method of Distribution (MOD) Allocation (Non-Competitive) Submission (Due 11/1/2018):

Harris County precincts and local governments allocated funding in the 2017 Method of Distribution for Hurricane Harvey CDBG-DR Round One have already received their application information and submission instructions from HCCSD. MOD funding recipients are not eligible to apply in the Competitive Non-Housing/Infrastructure RFP.

ELIGIBLE APPLICANTS AND LOCATIONS

Eligible applicants will consist of entities located within, or performing activities within Harris County. Eligible entities include city governments within Harris County that were not allocated funding through the Round 1 Method of Distribution (excluding the City of Houston), Harris County departments, Harris County Flood Control District, school districts, public utility districts and non-profits in Harris County.

Eligible locations will consist of any area in Harris County that is outside the City of Houston. Exceptions are for projects located inside the City of Houston that serve Harris County residents (ex. homeless shelter, county facilities, etc.)

AWARD PROCEDURES

All applications will be reviewed by Harris County staff or its assigned representatives to determine if each application (1) is complete, (2) proposes activities that are eligible, (3) meets a national program objective, and (4) meets program requirements as stated below. Each applicant will then be notified of the final funding recommendations.

The application review and award procedures consist of the following steps:

1) Submission of Applications by Eligible Applicants.

Each eligible entity must submit an application for non-housing/infrastructure activities to rfp@csd.hctx.net prior to the application due date.

- MOD Allocation Recipients (Non-Competitive) Submission – November 1, 2018
- Competitive Application Submission – November 6, 2018

2) Review of Applications for Completeness and Eligibility of Proposed Activities.

Upon receipt of an application, Harris County staff or its assigned representatives will perform a completeness and eligibility review to determine whether the application is complete and whether all proposed activities are program eligible.

If the application does not include all required information, staff will contact the entity or locality and explain the deficiencies that have been discovered and how they must be addressed. A response correcting the deficiencies must be submitted to Harris County within the prescribed timelines.

This review will be conducted by Harris County staff and may require the applicant to correct,

clarify, and resubmit deficient documents electronically.

3) For the Competitive Application process, applications are scored by Harris County staff.

4) Harris County Notifies Applicants of Award Recommendations or Failure to Fund.

For Competitive Applications, once the application has been reviewed and all activities are determined eligible and in compliance with program requirements, Harris County will make award recommendations and then notify all applicants of either an award or failure to fund.

5) Harris County Staff Works With Recipients To Execute Contract Agreements.

Upon the announcement of awards, Harris County staff will begin working with the recipients to execute contract agreements. While the award must be based on the information included in the entity's application, Harris County may negotiate any technical elements with the recipient so long as the award amount is not increased and the level of benefits described in the application is not decreased, and/or there are no changes that would impact the score.

LOCAL CERTIFICATIONS

Each applicant for CDBG Disaster Recovery funding must certify by signing Form SF424-D Construction Assurances that local certifications included in this application guide have been followed in the preparation of any CDBG Disaster Recovery program application, and that they will continue to be followed in the event of funding. (*Note: False certification can result in legal action against the jurisdiction*).

Sections 91.225 and 91.325 of Title 24 of the Code of Federal Regulations are waived.

Each applicant must comply with the provisions of the National Environmental Policy Act, the Council on Environmental Quality regulations, the requirements set forth in title 24 of the Code of Federal Regulations (CFR) part 58, and applicable GLO policy directives. All applicable federal and state laws, including environmental, labor (Davis-Bacon), Section 3/MWBE, procurement procedures and contract requirements of 2 CFR 200.318–200.326, and civil rights requirements apply to the use of these funds. Each applicant certifies that:

- a. It has in effect and is following a residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the CDBG-DR program.
- b. It is in compliance with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by part 87.
- c. It will comply with the acquisition and relocation requirements of the Uniform Act (URA), as amended, and implementing regulations at 49 CFR part 24, except where waivers or alternative requirements are provided for in the Federal Register notice.

- d. It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.
- e. It is following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105 or 91.115, as applicable (except as provided for in notices providing waivers and alternative requirements for this grant). Also, each Unit of General Local Government (UGLG) receiving assistance from a state grantee must follow a detailed citizen participation plan that satisfies the requirements of 24 CFR 570.486 (except as provided for in notices providing waivers and alternative requirements for this grant). Harris County requires citizen engagement activities to be performed regarding the project being proposed.

Funds will be used solely for necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas for which the President declared a major disaster in 2017 pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974 (42 U.S.C. 5121 *et seq.*) related to the consequences of Hurricane Harvey.

- f. The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601–3619) and implementing regulations, and that it will affirmatively further fair housing.
- g. It has adopted the following policies:
 - 1) A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - 2) A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
- h. It will not use CDBG-DR funds for any activity in an area identified as flood prone for land use or hazard mitigation planning purposes by the state, local, or tribal government, or delineated as a Special Flood Hazard Area in FEMA’s most current flood advisory maps, unless it also ensures that the action is designed or modified to minimize harm to or within the floodplain, in accordance with Executive Order 11988 and 24 CFR part 55. The relevant data source for this provision is the state, local, and tribal government land use regulations and hazard mitigation plans and the latest issued FEMA data or guidance, which includes advisory data (such as Advisory Base Flood Elevations) or preliminary and final Flood Insurance Rate Maps.
- i. Its activities concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K, and R.
- j. It will comply with applicable laws.

PROCUREMENT

The applicant must procure goods and services using the federal procurement and contract requirements outlined in 2 CFR 200.318–200.326 for the 2017 CDBG-DR Round 1 allocations. These procurement requirements must be followed for reimbursement from the Continuing Appropriations Act, 2018 and Supplemental Appropriations for Disaster Relief Act, 2017 allocations of Community Development Block Grant Disaster Recovery funds provided by the U.S. Department of Housing and Urban Development (HUD).

RECORD RETENTION

The applicant will be required to ensure that all records related to this application, and any subsequent grant awarded, will be maintained according to a current Record Retention Policy. The entity's Record Retention Policy (regarding federal grants) must include language that complies with this statement: “HUD regulations generally require your community to retain all its grant-related documentation for 3 years from the date HUD closes its related disaster grant to the State of Texas. As the state grant remains open, the GLO will notify your office once it has closed.”

CONFLICT OF INTEREST PROCEDURE

The applicant will be required to designate an individual to serve as an overseer of all grant activities, so as to ensure that there are no “Conflicts of Interests” in any, and all, activities related to the administration of a GLO-CDR grant. It is recommended that the individual designated to serve in this role be employed in a position outside the chain of command of the staff administering this grant, and have the ability to bring any concerns directly to the elected official, city council, or county commissioners court.

PROJECT LENGTH

Projects must follow the Overall Program Performance and Expenditure Schedule found in Harris County’s Supplemental Action Plan for Hurricane Harvey Community Development Block Grant Disaster Recovery Funding Round One.

TYPES OF APPLICATIONS

Single Project Applications

Applicants must submit applications that include a single project such as sewer improvements, water improvements, drainage, roads, community centers, etc. A single project (e.g., drainage activities and related road repair) may include some ancillary activities, such as repair of streets under which drainage lines were placed, and still be considered a single activity project (*in this example, the entire project would be drainage*). **Competitive RFP applicants may only submit a Priority 1 and Priority 2 application.**

FALSE INFORMATION ON APPLICATIONS

The following actions may be taken, as appropriate, where Harris County finds that an applicant provided false information in their application for CDBG Disaster Recovery funding.

If the applicant provides false information in an application that would affect program eligibility, impact the applicant's score, or false beneficiary information that increases the number or percentage of potential beneficiaries, Harris County may terminate the application for further consideration or pursue the following actions:

Actions that Harris County may take include, but are not limited to:

- 1) Even if an award has been made, the sub-recipient may be liable for funds expended if adjustment to the information would have resulted in program ineligibility for the purpose of funding
- 2) Referral to the Harris County Attorney's Office for further resolution.

**HARRIS COUNTY CDBG-DR NON-HOUSING/INFRASTRUCTURE
APPLICATION INSTRUCTIONS**

INTRODUCTION

The purpose of this section is to assist the preparer in completing the application. The preparer must enter the applicant name and other requested information, including contact information and provide the signature, in blue ink, of an authorized person.

OVERVIEW

The Overview provides the applicant with several broad points:

- 1) This application is for non-housing/infrastructure activities.

All activities must have documented proof of an impact by disaster declaration Texas Hurricane Harvey (DR-4332). Community Development Block Grant Disaster Recovery (CDBG-DR) funds must be used for disaster-related expenses. An activity underway prior to a Presidential disaster declaration will not qualify unless the disaster impacted the project. All eligible activities must be directly related to DR-4332 in 2017 through actual direct damage or failure to function and allowed under the Harris County Supplemental Action Plan for Hurricane Harvey CDBG-DR Round One.

- 2) Applicants must identify how the infrastructure activities will contribute to the long-term recovery and restoration of housing.
- 3) Applicants are encouraged to develop their community recovery projects in a manner that considers an integrated approach to housing, fair housing obligations, economic revitalization, and overall community recovery. Applicants must also demonstrate how the use of these funds will address long-term recovery.

PROJECT APPROVAL INFORMATION

Provide a response for each question. If a question does not apply, be sure to select “N/A.” Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant.

IN-HOUSE ENGINEERING—The applicant must clarify whether in-house city or county engineering crews will be utilized to complete the engineering services for the proposed project.

THIRD-PARTY ENGINEERING—The applicant must clarify whether a third-party engineer will be utilized to perform engineering services for the proposed project.

UNIFORM RELOCATION ACT—The applicant must answer “Yes” if any projects in the application will involve the acquisition of property, purchase of easements, relocation, or any other activity requiring compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The applicant must indicate if the assistance requested would cause the displacement of families, individuals, farms, or businesses. See the relocation requirements paragraph of the Compliance section for more information on relocation requirements.

The applicant must disclose whether project activities will be located on a federal installation and, if so, provide the name of the installation and the percent of the project located on the installation.

For the last question in this section, if the project does not include a generator, select “No.” If the project does include a generator, select “Yes.” If “Yes” there are questions that must be answered for each generator. These include entering a generator size (kW), which should be entered as a range of sizes (example: 75 to 100kW) and indicating the fuel type and transfer switch type in the spaces provided.

DISASTER RECOVERY PROJECT INFORMATION

Non-Duplication of Benefits Question

The non-duplication of benefits restriction that prohibits the use of funds for activities reimbursable by FEMA, insurance, or other federal agencies remains in effect. The applicant must answer the following questions:

FEMA Coverage

Provide a response for each question in this section. Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant.

Question (2) If FEMA was contacted, the applicant must describe the FEMA response (remembering to attach all relevant documentation with the application). If not, the applicant must explain why FEMA was not contacted.

Question (4) If FEMA funds were received, the applicant must provide the amount received, explain why funds are needed above and beyond the FEMA funds, and include a copy of the project worksheet.

Insurance Coverage

Provide a response for each question in this section. Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant.

HUD and GLO regulations prohibit the use of funds for activities reimbursable by, or for which funds are made available by, FEMA, the Army Corps of Engineers or any other Federal program. This non-duplication of benefits restriction that prohibits the use of funds for activities reimbursable by FEMA and other federal agencies remains in effect and cannot be waived.

Therefore, Harris County must ensure that disaster recovery projects comply with this restriction. To clarify, if a proposed project(s) falls in one of the FEMA eligible categories of Public Assistance (categories B-6) and the applicant indicates that direct damage has occurred, then the applicant must provide an explanation of why FEMA assistance was not obtained, or clarify that it was obtained for a distinct project component. The Public Assistance categories B-6 are as follows:

Category B – Emergency Protective Measures

Category C – Roads and Bridges

Category D – Water Control Facilities

Category E – Buildings and Equipment

Category F – Utilities

Category G – Parks, Recreational, and Other

LONG-TERM RECOVERY AND RESTORATION OF HOUSING

The applicant must identify how its non-housing/infrastructure activities, the proposed project, will contribute to the long-term recovery and restoration of housing in the most impacted and distressed areas. For infrastructure projects, the applicant may discuss how the project will affect surrounding neighborhoods/housing, especially in the context of future disaster events or correcting damage, which impedes use by area residents.

ENVIRONMENTAL SPECIFIC INFORMATION

Provide a response for each question in this section of the application. Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant. A Phase I Environmental Site Assessment (ESA) will be required for all projects awarded funding and due before a contract with Harris County can be executed. If the cost of the Phase I ESA will be a CDBG-DR funded cost and not provided as leverage or other funds, ensure that the cost is included in the project budget under CDBG-DR Engineering costs. Also provide as an attachment a letter informing Harris County when the Phase I ESA will be completed.

COMMUNITY NEEDS ASSESSMENT

Community and Housing Needs

Provide a response for each question in this section. Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant.

AFFIRMATIVELY FURTHERING FAIR HOUSING ACTIVITIES

Any applicant receiving CDBG-DR funds must certify that it will affirmatively further fair housing and provide information on what actions it has taken to affirmatively further fair housing.

Indicate at least two actions completed by the applicant. Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant.

CITIZEN PARTICIPATION TO DETERMINE NEEDS

An award of funding under the CDBG-DR program may be awarded only if the applicant has performed the required citizen participation actions and encourages citizen participation at all stages of the disaster recovery program.

CDBG-DR applicants and funded entities are required to carry out citizen participation procedures. Each applicant must to conduct at least one (1) public meeting within the project's service boundary **or** conduct a community survey prior to submitting an application.

Option 1: Community/public meetings require at least five (5) days of notice to the public prior to the meeting and publication in a local newspaper that serves the area where CDBG-DR funds are proposed to be used. Applicants are required to provide a copy of the public notice, copy of sign in sheets for those that attend and a summary of the community meeting to Harris County as part of Appendix A. Additionally, notices may also be posted in the applicant's offices, on social media, distributed to via email or direct mailers, or on their website.

The community/public meeting should discuss:

- the amount of CDBG-DR funds the applicant is applying for;
- the range of activities that may be undertaken with the CDBG-DR funds;
- the estimated amount of the CDBG-DR funds proposed to be used for activities that will meet the national objective
- if applicable, the proposed CDBG-DR activities likely to result in displacement and the entity's anti- displacement and relocation plan

Option 2: Applicants may choose to conduct a community survey of residents within the boundaries of the proposed project(s) or the entire service area to solicit feedback on community recovery needs. All surveys must be pre-approved by Harris County staff before use. Applicants should maintain a record of all completed survey efforts and provide a summary of the survey results a part of Appendix A.

HUD SECTION 3/MWBE COMPLIANCE

Applicants are required to state their experience complying with HUD Section 3 guidelines and Minority and Women Business Enterprise requirements. All applicants should complete the Harris County Section 3/MWBE Plan and submit with the completed application as an attachment. Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant. Failure to complete the required Section 3/MWBE Plan will result in an application deficiency notice.

DESCRIPTION OF NEED BY PROJECT

Provide a response for each question in this section. Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant.

All activities must have documented proof of an impact from Hurricane Harvey during the Presidentially declared disaster dates from August 23rd to September 15th (DR-4332) in 2017. Applicants must provide photos of damage, flooding or failure to function with captions and location of the photo. Other forms of damage documentation to provide in addition to photos include engineering reports or studies, maps of damage, or damage assessments/surveys.

An activity underway prior to a Presidential disaster declaration will not qualify unless the disaster impacted the project. Applicants must also complete a the Table 1 for all projects and sites (if more than one) and a Table 2 for each project site (if more than one). The Table 2 should detail only project construction and acquisition costs. No engineering or other non-construction fees are allowed on the Table 2 and should be documented in the Table 1.

LONG-TERM PLANNING

Applicants must develop their community recovery projects in a manner that considers an integrated approach to housing, fair housing obligations, infrastructure, economic revitalization, and overall community recovery. Consideration of long-term planning processes is also highly encouraged. Disaster recovery presents communities with unique opportunities to examine a wide range of issues including (1) housing quality and availability, (2) road and rail networks,

(3) environmental issues, (4) the adequacy of existing infrastructure, (5) opportunities for the modernization of public facilities and the built environment, (6) the development of regional and integrated systems, and (7) the stimulation of the local economy impacted by the disaster.

Applicants must provide a brief description of how the project(s) addressed in this application form part of an integrated approach to recovery.

A sample response follows:

“The Deep Creek Drainage project has been selected in consideration of infrastructure, housing, and overall community recovery. The levees along the creek were heavily damaged during Hurricane Harvey in 2017, resulting in massive devastation in a nearby low- to moderate-income housing neighborhood in Big Bend Village in Deep Creek County. The Regional Hazard Mitigation Plan lists a priority goal to identify and implement drainage projects that reduce the impact of hazard events and reduce base flood elevations. The Big Bend 2025 Comprehensive Plan recommends improvements to the levee system along Deep Creek beyond repair to pre- existing conditions. Construction of this project will (1) repair the damage sustained during the 2016 floods and storms, (2) reduce base flood elevations for the neighborhood that will, in turn, reduce flood insurance costs to homeowners, and (3) protect the investment of additional disaster recovery funds in the rehabilitation and reconstruction of homes in the neighborhood needed to support the workforce necessary to reopen businesses and attract new ones. Finally, the new levees will better protect the Wastewater Treatment Plant, thereby reducing contamination risks that a flooded facility presents.”

NATIONAL OBJECTIVES

The application preparer will choose the appropriate national objective category from the check boxes. The two national objectives available are Benefit to low-income persons or Urgent Need.

If the applicant selects the national objective of benefitting low-to-moderate income persons, the next step is to indicate if beneficiaries are determined by the project service area (Area Benefit) or by the clientele (Limited Clientele) the project will serve.

Area Benefit projects must have a defined service area where at least 51% of the residents included are low-to-moderate income. Project maps should clearly define the project service area. Harris County will verify the services area of all projects to ensure they meet CDBG-DR low-to-moderate income requirements.

Limited Clientele is generally limited to public facilities or other structures where those accessing it are identified and data collected regarding their income or other presumed benefit status. Applicants should state the population types to be served. Limited Clientele projects also require completion of parts B and C to determine how many low-to-moderate income clients served are from Harris County’s service area. These projects must also have a defined service area, documentation to support the number of persons served and their location stated in the application.

PROJECT SUMMARY

The Project Summary consists of four parts **for each target area/site and/or activity**:

- 1) Summarize Problem(s),
- 2) Location and Acquisition,
- 3) Detailed Actions to Address Problems, and
- 4) Disclosure on Non-CDBG-DR funds.

Provide a response for each question. Any questions not answered will be considered incomplete and may result in a deficiency notice to the applicant.

A “site” is defined as a discrete location for activities within a project. A project can have one or more sites. For example, one water project that consists of three generators throughout a city consists of three sites, one for each generator. The applicant must list the number of sites for each project recorded in Table 1.

If a project includes streets, drainage ditches, water/sewer lines, or other activities that may be described using the “On-To-From” format (e.g., on 1st Street from Main Street to Elm Street), please use the table provided to describe the location of the site. For other activities, the applicant may provide a descriptive narrative (e.g., at the intersection of Hwy 6 and Main Street) in the corresponding field. A map must be provided for each project, and the locations on this form must be shown on the project map(s). Maps should be titled or numbered with the corresponding project title.

GPS coordinates are required for each site

Latitude and longitude must be entered in Decimal Degrees (DD) to five decimal places (e.g., 0.00001).

Latitude

Guidance: Enter the latitude point of the project. If the project is a linear feet project, enter the latitude point for the center of the project. To find the latitude point of a project, go to Google Maps (<https://www.google.com/maps>), find the location of the project based on address or other geographic information and right-click on the point. When the menu appears over the cursor, click on “What’s here?” A box will appear at the bottom of the screen with latitude and longitude points below the address. Enter the first sequence of numbers into this field of the application. You may click on the latitude and longitude numbers below the address that will then open up the point in the top left search field. You can copy and past the latitude numbers from this view.

Note: Be sure to enter the latitude point in decimal degrees.

Example: 30.358606

Longitude

Guidance: Enter the longitude point of the project. If the project is a linear feet project, enter the longitude point for the center of the project. To find the longitude point of a project, go to Google Maps (<https://www.google.com/maps>), find the location of the project based on address or other geographic information and right click on the point. When the menu appears over the cursor, click on “What’s here?” A box will appear at the bottom of the screen with latitude and longitude points below the address. Enter the second sequence of numbers into this field of the application. You may click on the latitude and longitude numbers below the address that will then open up the point in the top left search field. You can copy and past the longitude numbers from this view.

Note: Be sure to enter the longitude point in decimal degrees.

Example: -97.747471

PROJECT SCHEDULE

Projects must follow the milestone phases cited in the Project Schedule section of the application. Most projects should be completed in 24 months, once the project contract between the applicant and Harris County is executed. If the proposed project requires a schedule longer than 24 months, justification must be provided.

The project schedule will not add up to 24 months. There are activities that overlap each other such as engineering design and the environmental review. The “Extended Activity” in the project schedule is any activity that would extend the project past 24 months.

TABLE 1-BUDGET SUMMARY

Complete the Table 1 Budget Excel spreadsheet based on your project(s) request documenting the cost for CDBG-DR Construction, CDBG-DR Engineering/Phase I ESA, CDBG-DR Acquisition, and Other non-CDBG-DR funding for Construction, Engineering and Acquisition. Please complete one Table 1 Budget for each project, separating the costs by each site.

PROJECT TITLE/TARGET AREA

The title of the project must use the name of the location or name of the facility and be consistent with the Project Summary section title and should match the number of locations/sites.

TOTAL OF ALL PROJECT FUNDS COLUMN

The application document completes this calculation automatically, providing the sum of the CDBG Disaster Recovery Funds and the Other Funds for each project

CDBG-DR CONSTRUCTION FUNDS COLUMN

Show the amount of CDBG-DR construction funds requested for each project in this column. For construction items, this figure must be substantiated on the Table 2—Budget Justification. Dollar amounts must be entered in whole dollars, with no cents.

CDBG-DR ENGINEERING FUNDS COLUMN AND % ENGINEERING FOR PROJECTS

The cap for engineering costs has been established at twelve percent (12%) of the total estimated construction costs. Engineering costs include the cost of all engineering (design, bidding, and construction phase services) and associated work and special services (surveying, materials testing, onsite inspections, environmental support, Phase I ESA, etc.) required to deliver the grantee project showcased in the application. The applicant must attach to the application justification by the engineer for engineering fees that exceed 12 percent of the total construction cost. Harris County will review the justification for reasonability. It should be noted that for projects under \$100,000 in construction costs, a higher percentage may be justified based on the details contained in the scope of work.

CDBG-DR ACQUISITION FUNDS COLUMN

Acquisition related to a water, sewer, or drainage project, etc., must be included under the project, and must correspond with the amounts identified on Table 2(s).

OTHER APPLICANT FUNDS COLUMNS

Show the amount of local or other matching funds for each project in this column. No match is required on the part of the applicant.

TOTAL BENEFICIARIES

Beneficiaries may be determined through the use of 2016 LMISD file information, through the use of information obtained from the CDBG-approved survey, or based on CDBG-accepted limited clientele information. Regardless of the method chosen, this column should reflect all persons to benefit from the project, irrespective of income status.

TOTAL LOW-TO-MODERATE INCOME (LMI) BENEFICIARIES

This column should reflect only those persons identified in the Total Beneficiaries Column whose income falls below 80 percent of the county or metropolitan statistical area (MSA) median family income (Low/Mod Persons).

% LMI (PERCENTAGE OF LOW-TO-MODERATE INCOME BENEFICIARIES)

This field auto-calculates the low/moderate income percentage by dividing the LMI Benes by the Total Benes for each project. This number must exceed 51 percent to be considered eligible under the LMI national objective.

PROJECT BENEFICIARY INFORMATION

The basis for determining which residents are to be considered as beneficiaries of a proposed activity can be achieved through the most recent 2016 LMISD information, or by conducting a survey of the area with approved CDBG-DR forms. The method used in determining the low/moderate income beneficiary race/ ethnicity information is as follows:

Census Data:

Based on the survey or 2016 LMISD data, provide the information concerning the gender, race, and ethnicity of the population.

Survey Data:

Applicants using CDBG-DR surveys to identify beneficiaries should tabulate race, gender, and ethnicity data. Applicants must also identify the survey dates and number of households benefitting.

See the infrastructure beneficiary documentation on the application page on www.TexasRebuilds.org for detailed information on census and survey methods.

TABLE 2—BUDGET JUSTIFICATION

The completion of the Table 2 is required for all construction/public works activities. Costs related to non-construction activities, such as public services/engineering, do not have to be reflected on this form. The applicants with multiple projects should use additional Table 2 forms. A Table 2 for each site is required.

MATERIALS/FACILITIES\$/UNIT/UNIT/QTY COLUMNS

In determining actual construction costs, the engineer must provide the following:

1. The material or facility component (**Materials/Facilities**) for each line item. For example, “36 PVC pipe” or “25-50 kW generator.” Applicants must provide a reasonable level of detail regarding project materials or components. A material line item of “Shelter Building” would be too broad to determine size, unit, or composition, and greater detail would be required.
2. The unit price (**\$/Unit**), type of unit (**Unit**), and the number of units (**Qty**) for each activity. The units used (e.g., linear feet (lf), cubic yards (cy), etc.) must be priced to include all proposed improvements related to and necessary for the major construction activity.

Project costs should be developed using the parametric cost estimating method (or equal) to develop a high confidence estimate. Please keep in mind that localities are prohibited from levying special assessments, fees, and service connection/tap-on costs on low/moderate income persons to recover the CDBG-DR financed portion of a public improvement when CDBG-DR funds are used to pay all or part of the cost of the public improvement. Localities can, however, levy special assessments, fees, and service connection/tap-on costs on low/moderate income persons to recover the portion of a public improvement financed from other funding sources, provided that CDBG Disaster Recovery funds are used to pay these costs for the low/moderate income beneficiaries.

For public improvements that were not initially assisted with CDBG-DR funds, such funds may be used to pay special assessments and fees for low- and moderate-income persons when certain conditions exist. The payment of special assessments/fees constitutes CDBG-DR assistance to the public improvement; therefore, CDBG-DR funds may be used to pay the assessments/fees on behalf of low- and moderate-income persons provided that: 1) the installation of the public improvements was carried out in compliance with requirements applicable to activities assisted under the CDBG-DR program, including labor, environmental, and citizen participation, 2) the installation of the public improvement meets a CDBG national program objective, and 3) CDBG-DR funds are used to pay the assessment/fees on behalf of low-and moderate-income persons.

Force account labor costs must be based on the estimated CDBG-DR contract-related construction hours to be worked by force account workers and the hourly wages to be paid, and cannot be based on labor costs estimated through the bid/contract method.

The value of materials/supplies to be provided by the applicant, and already owned by the applicant, must be based on the purchase price of the materials and supplies at the time of purchase, and cannot be based on the current purchase price of such materials/supplies.

Equipment costs for equipment owned by the locality must be based on a use allowance or depreciation (only if the equipment is not already fully depreciated and based on acquisition cost).

CONSTRUCTION \$ COLUMN

Construction cost will be computed automatically by multiplying the \$/Unit column by the Qty column.

ACQUISITION \$ COLUMN

Any proposed activity involving the acquisition of real property, easements, right-of-ways, etc., must have the projected costs of this acquisition broken out by the activity for which the acquisition is needed. In developing these costs, compliance with the requirements of the Uniform Real Property Acquisition and Relocation Policies Act of 1970, and exemptions as allowed under this appropriation, must be taken into consideration. These costs should match the acquisition costs identified in Table 1.

TTL. ACT \$ (TOTAL ACTIVITY COST) COLUMN

Total cost will be computed automatically by adding the construction and acquisition costs.

PREPARATION BY REGISTERED ENGINEER/ ARCHITECT

For construction or public facilities projects, this form must be completed by a professional engineer or architect licensed to practice in the state of Texas.

ATTACHMENTS/SUPPORTING DOCUMENTS/APPLICATION CHECKLIST

When applicable, applicants must include all appendices, attachments, certifications and supporting documentation with the completed application form and submit the complete application package per the deadline and submittal requirements as detailed in this guidebook. Attachment documents must be legible and reproducible.

PROJECT MAP

All applications must include a project map(s). The service area of the project should be clearly shown on the project map. Area Benefit projects that use 2016 LMISD data to document beneficiaries must provide 2016 LMISD maps which clearly show all of the census geographic areas (census tracts, block numbering areas, or block groups) within the applicant's jurisdiction. Limited Clientele projects must clearly display the project service area that is based on existing and documented client data. Locations and boundaries of all project target areas must be clearly delineated by identifiable features, such as named streets, railroads, streams, etc.

Maps must clearly show the following information:

- the boundaries of the city, county, and/or service area
- the locations of the target area community or communities within the city, county, and/or service area
- the locations of all proposed project activities within the service area (e.g., sewer/water lines, lift stations, street pavement, water storage tanks, wastewater treatment plants etc.)

Applicants using 2016 LMISD to document project beneficiaries must provide maps which clearly show:

- all of the census geographic areas (e.g., census tracts, block numbering areas, block groups) within the applicant's jurisdiction where census data is used to document project beneficiaries and locations of the project activities on the same census maps
- the census tract numbers, block numbering area numbers, and block group numbers, which must be legible on these census maps

Applicants using CDBG-DR surveys to document project beneficiaries must provide maps which clearly show:

- all of the street names where surveys were used to document project beneficiaries locations of the project activities on the same map
- the proposed project service area and survey area clearly identified

The map locations of all proposed project activities should match the description of these locations provided in the “Description of Need by Project” form. Maps may be printed on either 8.5 x 11 inch or 11 x 17 inch paper.

If project beneficiaries are determined on the basis of area benefit, the project area or service area boundaries must also be clearly delineated on the map. The applicant is required to use maps based on one of the three following options:

1. GIS and/or AutoCAD maps produced by the grantee or its designee (i.e., grant administrator or engineer). Electronic files of maps produced through GIS or AutoCAD should also be submitted with the application;
2. The U.S. Census Bureau for maps based on entire cities or census designated places (CDPs); or
3. Another map format as approved by Harris County.

Maps must be legible and reproducible. Care should be taken in copying maps so that project activities which may have been designated by a colored mark are still identifiable.

ADDITIONAL ATTACHMENTS

Each applicant using the 2016 LMISD data to identify low- and moderate-income beneficiaries must submit information which documents the target area's low- and moderate-income benefit percentage. Applicants must submit the Excel spreadsheet with 2016 LMISD data showing the low- and moderate-income beneficiaries and corresponding census geographic areas.

For applicants using CDBG-DR surveys to establish benefit, all forms (survey questionnaires, survey tabulation form(s), and the survey locations form(s)) must be submitted to Harris County for verification. Harris County must be consulted before using the Survey Method.

ADDITIONAL INFORMATION

INELIGIBLE ACTIVITIES

In general, any type of activity not described or referred to in Section 105(a) of the Housing and Community Development Act of 1974, as amended, is ineligible for consideration for CDBG Disaster Recovery funding. Specific activities which are ineligible under the Community Development Block Grant Disaster Recovery program include:

- A. HUD has particularly identified fueling stations, points of distribution (PODs), precinct barns, and emergency operation centers (EOC) as general conduct of government activities that will remain ineligible for supplemental CDBG funding. Additional examples of common ineligible activities include:
- B. Duplicate projects.
- C. Projects that do not comply with local, district, state and/or federal regulations.
- D. The financing of political activities.
- E. Purchase of construction equipment.
- F. Income payments.
- G. Federal regulation states that the operation and general maintenance of public works or facilities is an ineligible activity.
- H. Duplication of benefits.

ELIGIBLE ACTIVITIES

All eligible activities will be allowed so long as the activity is directly related to the major natural disaster declaration in 2017 associated with the Hurricane Harvey (FEMA DR-4332), through actual damage or subsequent indirect damage, and is allowed under the Harris County Supplemental Action Plan.

All activities must have documented proof of an impact by the declared disaster. An activity underway prior to a Presidential disaster declaration will not qualify unless the disaster impacted the project. All projects involving acquisition of property must comply with HUD's Uniform Relocation Act (URA) requirements if applicable.

The following categories are not all-inclusive, and are meant to provide additional guidance and further definition concerning eligible and ineligible activities for some of the CDBG eligible activities included in Section 105(a). In the event that a proposed activity does not fall into one of the following categories and the applicant is uncertain of eligibility, please contact Harris County staff for a determination.

Parks, playgrounds, and other recreational facilities are eligible activity types.

WATER SYSTEM IMPROVEMENTS: ELIGIBLE ACTIVITIES

- Replacement of existing lines (only if damaged or resulted in failure to function as designed).
- Installation of fire hydrants.
- Reconstruction of intake stations.
- Replacement of major equipment (e.g., clarifiers).
- Reconstruction of elevated or ground storage tanks.
- Emergency power generators.
- Acquisition of real property (including ROWs/easements).

WATER SYSTEM IMPROVEMENTS: INELIGIBLE ACTIVITIES

- Cleaning of lines.
- Maintenance/repair of existing ground and elevated storage tanks (including interior and exterior painting unless the repair extends the useful life of the tank by at least 10 years).
- Improvements made necessary because of poor maintenance or operational practices.
- Replacement of minor equipment.
- Minor facility repairs.
- Any improvements which will result in operations that are not in compliance with applicable state, federal, and local laws and regulations.

FLOOD AND DRAINAGE IMPROVEMENTS: ELIGIBLE ACTIVITIES

- Common drainage projects include reshaping and protecting eroded banks, correcting damaged drainage facilities, construction of water detention ponds, and repairing levees dams and structures. However, the purchasing of floodplain easements will be categorized under the Property Buyout Projects category for this application.
- If CDBG-DR funds are used for levees and dams, the applicant must: (1) register and maintain entries regarding such structures with the U.S. Army Corps of Engineers National Levee Database or National Inventory of Dams, (2) ensure that the structure is admitted in the U.S. Army Corps of Engineers PL 84–99 Program (Levee Rehabilitation and Improvement Program), and (3) ensure that the structure is accredited under the FEMA National Flood Insurance Program.
- Permanent drainage facilities (storm sewer lines, concrete structures, culverts, related ditch grading). Note: The CDBG Disaster Recovery program considers curb and gutter, when eligible, to be a street improvements activity and not a drainage improvements activity.
- Acquisition of real property (including Right of Ways/ easements).

FLOOD AND DRAINAGE IMPROVEMENTS: INELIGIBLE ACTIVITIES

- Ditch cleaning and other operation/maintenance activities.
- Dam and Levees are prohibited from being used to enlarge a dam or levee beyond the original footprint of the structure that existed prior to the disaster event.

WASTEWATER IMPROVEMENTS: ELIGIBLE ACTIVITIES

- Replacement of existing lines (only if damaged or resulted in failure to function as designed).
- Installation of service connections and service reconnections on public property.
- Reconstruction of lift stations.
- Reconstruction of a sewage treatment plant.
- Emergency power generators.
- Acquisition of real property (including ROWs/easements).

WASTEWATER IMPROVEMENTS: INELIGIBLE ACTIVITIES

- Cleaning of lines.
- Rehabilitation of lift stations if no damage or failure to function took place.
- Replacement of minor equipment.
- Minor facility repairs.

- Improvements made necessary because of poor maintenance or operational practices.
- Any improvements which will result in operations that are not in compliance with applicable state, federal, or local laws and regulations.

CLEARANCE AND DEMOLITION

All demolition activities must be explained within the Project Summary section of the application in terms of how the proposed activity does not overlap those activities requested within the non-infrastructure portion of these funds through Harris County; for example, clearance and demolition of a damaged housing structure would be a Housing activity, and not a Clearance and Demolition project under Harris County infrastructure activities.

GAS SYSTEM IMPROVEMENTS: ELIGIBLE ACTIVITIES

- Replacement of existing lines (only if damaged or resulted in failure to function).
- Replacement of major equipment.
- Acquisition of real property (including ROWs/easements).

GAS SYSTEM IMPROVEMENTS: INELIGIBLE ACTIVITIES

- Cleaning of lines.
- Improvements made necessary because of poor maintenance or operational practices.
- Replacement of minor equipment.
- Any improvements which will result in operations that are not in compliance with applicable state, federal, and local laws and regulations.

ROAD/STREET IMPROVEMENTS

The repair of roads under this project type must be directly related to damages sustained as a result of the event and not a lack of maintenance.

ROAD/STREET IMPROVEMENTS: ELIGIBLE ACTIVITIES

- Construction of roadways at new locations, regardless of surface materials to be used.
- Construction of added width capacity in the form of additional lanes.
- Acquisition of additional right-of-ways for construction at new locations, or for added width capacity.
- Projects that increase the structural strength of the roadway or improve service of the roadway; generally, this refers to improvements in the surface material quality (e.g., caliche to crushed rock, crushed rock to asphalt, etc.).
- Bridge/culvert replacement (where deteriorated or damaged). Bridges within the Texas Department of Transportation Bridge Program may not be eligible. These structures will be reviewed by Harris County on a case-by-case basis.

- Curb and gutter, when done in conjunction with other eligible street activities. (Note: The CDBG-DR program considers curb and gutter, when eligible, to be a street improvements activity and not a drainage improvements activity.)

ROAD/STREET IMPROVEMENTS: INELIGIBLE ACTIVITIES

- Seal-coating.
- Overlays.
- Level-ups.

FIRE PROTECTION FACILITIES: ELIGIBLE ACTIVITIES

- Fire stations; fire trucks; fire equipment.
- Emergency power generators.

FIRE PROTECTION FACILITIES: INELIGIBLE ACTIVITIES

- Equipment and furnishings not necessary for fire protection.

NEIGHBORHOOD FACILITY/COMMUNITY/SENIOR CENTERS/SHELTERS: ELIGIBLE ACTIVITIES

- Rehabilitation or replacement of existing buildings.
- Acquisition of real property (for the relocation of an existing, damaged or destroyed facility).
- Emergency power generators.
- Fixed equipment.

NEIGHBORHOOD FACILITY/COMMUNITY/SENIOR CENTERS/SHELTERS: INELIGIBLE ACTIVITIES

- Construction of new shelters (except when for the relocation of a damaged or destroyed facility that existed prior to this event).
- Improvements not directly related to wildfires, direct or indirect damage.
- Facilities that have a primary and/or sole purpose as a Point of Distribution (POD).
- Emergency Operations Centers (EOCs).
- Fueling stations.

SURVEY, CENSUS, AND BENEFICIARY DATA RESOURCES

USE OF CENSUS DATA TO DETERMINE LOW/MODERATE INCOME BENEFIT

When CDBG-DR requirements are met, the applicant may use 2016 LMISD data to identify the number of beneficiaries and the extent of benefit to low- to moderate-income persons for an applicant's proposed activities.

To qualify an application activity under the national program objective of principally benefitting low-and moderate-income persons, at least fifty-one percent (51%) of the beneficiaries of the activity must be low-and moderate-income persons.

When an applicant activity will only benefit a portion of a Census Geographic Area (CGA), the applicant must demonstrate that a significant number of the persons in the CGA (at least 60 percent of the persons) will benefit from the activity. The CDBG-DR program will not allow an applicant to use the HUD-calculated low-to moderate-income percentage for a block group unless at least 60 percent of the persons located in that block group will benefit from the activity.

The CDBG-DR program will only allow the use of the Census-based information to qualify an activity and to document the activity beneficiaries under the following conditions:

1. The project activity will benefit all of the persons within a CGA or a significant number of the persons (at least 60 percent of the persons) within a CGA. The CGA could be a county, place, census tract, block group, or logical record number.
2. If only Census-based information is used to document the LMI beneficiaries of an application activity, the low/moderate income benefit percentage must be at least 51 percent (not 50.99 percent) for a single CGA, or for combinations of two or more CGAs.
3. The Census-based information may be used in combination with CDBG-DR survey beneficiaries, income eligible beneficiaries, and condition-eligible beneficiaries to document the LMI beneficiaries of an application activity. Again, the activity must benefit at least 51 percent low-to moderate-income persons.

In the event that an application activity does not benefit an entire CGA, or a significant number of the persons within a CGA, then the applicant must use another method to document the beneficiaries. The applicant should then consider conducting a local CDBG-DR survey to document the beneficiaries and the low/moderate benefit percentage for the activity. A local survey is usually the best way to document the beneficiaries of direct benefit activities.

CDBG PROGRAM SURVEY QUESTIONNAIRE

The Survey Questionnaires were completed no more than five (5) years prior to the application deadline or the actual date of submittal of an application; however, survey tabulation must be done

in a manner compliant with the requirements set forth by the most current Survey Methodology and Low-to-Moderate Income Summary Data (LMISD) Manual. Refer to GLO- CDR for details regarding the required Survey Methodology and all associated forms.

IDENTIFYING PROJECT ACTIVITY BENEFICIARIES AND CRITERIA FOR NATIONAL PROGRAM OBJECTIVES

Harris County staff reviews the beneficiaries reported on Table 1 of the application for (1) accuracy, (2) the acceptability of the method, or methods, used by an applicant to identify the beneficiaries for each proposed activity, and (3) compliance with the criteria for national program objectives.

Each proposed activity included in an application for CDBG-DR funds must meet one of the two available national program objectives. Depending upon the activity and the national program objective addressed by the activity, following is the outline of the criteria for meeting a national program objective, and ways to identify the beneficiaries of CDBG-DR eligible activities:

1. Principally benefit low- and moderate-income persons.
 - a) Area Benefit Activities.
 - b) Limited Clientele Activities.
2. Meet other community development needs of particular urgency which represent an immediate threat to the health and safety of residents of the community.

The method or methods used by an applicant to identify the beneficiaries of an activity are based on the type of activity proposed, and the persons that could or will actually benefit from the proposed activity.

ACTIVITIES PRINCIPALLY BENEFITTING LOW AND MODERATE INCOME PERSONS

An activity will be regarded as addressing the national program objective of principally benefitting low-and moderate-income persons if it meets the area benefit activity or limited clientele activity criteria described here, unless there is substantial evidence that the activity does not principally benefit low- and moderate-income persons.

1. AREA BENEFIT ACTIVITIES

Activities, of which the benefits are available to all the residents in a particular area, where at least 51 percent of the residents are low-and-moderate income persons. The residents claimed as beneficiaries in the target area must be based on the entire area served by the activity. An activity that serves an area that is not primarily residential in character shall not qualify under the area benefit criterion.

2. LIMITED CLIENTELE ACTIVITIES

An activity which benefits at least 51 percent low- and-moderate income persons. To qualify as a limited clientele activity, the activity must meet one of the following tests:

a) The activity must benefit a clientele who are generally presumed to be principally low-and moderate- income persons. Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are low- and moderate- income:

- * elderly persons (age 62 and over)
- * abused children
- * battered spouses
- * homeless persons
- * illiterate adults
- * migrant farm workers
- * persons living with AIDS
- * adults meeting the definition of “severely disabled” in the Census Bureau’s Current Population Reports

b) The activity must require information on family size and income so that it is evident that at least 51 percent of the clientele are persons whose family income does not exceed the low- and moderate-income limit.

c) The activity must have income eligibility requirements that limit the activity exclusively to low- and moderate-income persons.

d) The activity must be of a nature and a location such that it may be concluded that the activity’s clientele will primarily be low- and moderate-income persons.