

# CDBG DISASTER RECOVERY PROJECT PROPOSAL FORM

---

Applicants seeking CDBG funding for potential disaster recovery projects must first submit the Disaster Recovery Project Proposal Form, plus all required attachments.

As a result of the recent flooding and the Presidential declaration of over 50 counties in the State, the Community Development Block Grant (CDBG) program is opening a round of funding to address specific disaster recovery activities. The CDBG Program has established a two-step process for the distribution of these funds. The first step requires the applicant to submit a written proposal containing the information requested in the attached Disaster Recovery Proposal Form. The proposals will be reviewed for Need, Impact, Cost Efficiency and Local Effort. Projects selected from the proposals will receive an invitation to apply to the CDBG program and may proceed with a full application.

The source of funds for this Request for Proposals are “regular” CDBG annual, formula based funds from previous allocations made to the State. They are *not* disaster supplemental funds. They carry the full rules and regulations of the CDBG program. **All projects must meet a national objective and funds may only be used for CDBG eligible activities. Please refer to the Notice of Funding Availability and Request for Proposals document for more specific guidelines and requirements.**

Priority applications will be those that focus on specific recovery from recent flooding events and proposed projects with activities under one of the following categories:

1. Business Assistance
  - a. Revolving Loan Funds
  - b. Commercial Acquisition/renovation for Shared Space
  - c. Commercial Demolition and Debris Removal not Eligible for FEMA
  - d. Commercial Buyout
  
2. Infrastructure Assistance
  - a. FEMA Public Assistance Match
  - b. SEMA Hazard Mitigation Grant Program Match
  - c. Mitigation
  - d. Improvements
  - e. Mitigation and Improvements not Related to FEMA Funding
  
3. Housing Assistance
  - a. Housing Rehabilitation
  - b. Housing Finance
  - c. Residential Buyouts

## **Limitations:**

There is no limit to the number of proposals submitted per community. However, communities *may* be asked to prioritize separate submissions. A proposal may include one specific activity or two directly related activities (e.g. buyout/demolition). A proposal may not include multiple activities not directly related to one another (e.g. bridge improvements/buyout). A request for local matching funds for FEMA Public Assistance projects may be considered under one proposal.

**Proposals must be postmarked no later than December 1, 2017 for the first round and February 2, 2018 for the second round.** Proposals should be addressed to the Missouri CDBG, c/o Marcy Oerly, 301 West High Street, Harry S Truman Office Building, Suite 770, P.O. Box 118, Jefferson City, Missouri 65102. **Please provide an original, plus 3 copies for a total of 4.**

# CDBG DISASTER RECOVERY PROJECT PROPOSAL FORM

**Please note: The Proposal Form must be completed in full to be evaluated.**

**1. Applicant Information (City or County):** (List others, if multi-jurisdictional application.)

- a) City/County Name: \_\_\_\_\_
- b) Mailing Address: \_\_\_\_\_
- c) City, State, & Zip: \_\_\_\_\_ County: \_\_\_\_\_
- d) Chief Official: \_\_\_\_\_ Title: \_\_\_\_\_
- e) Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
- f) Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. Proposal Preparer (if different than contact person stated above):**

- a) Name: \_\_\_\_\_ Title: \_\_\_\_\_
- b) Name of Agency: \_\_\_\_\_
- c) Mailing Address: \_\_\_\_\_
- d) City, State, & Zip: \_\_\_\_\_
- e) Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**3. Other Information (for reporting purposes):**

- a) Population of project service area or jurisdiction (2010 census): \_\_\_\_\_
- b) National Objective (LMI, Slum or Blight, Urgent Threat): \_\_\_\_\_
- c) LMI% of jurisdiction or target area (if applicable) if so, include method of determining LMI (census or survey). If survey, has the survey been completed? \_\_\_\_\_
- d) State Representative and District: \_\_\_\_\_
- e) State Senator and District: \_\_\_\_\_

**4. Name of Specific Project/Activity Proposed:**

**5. Provide a cost estimate and budget that includes the following information at a minimum:**

Activity	CDBG Request	Local Cash	Local In-kind	Private funds	Other Federal or State Funds	Funds Committed? (Y/N)	Total
<i>Ex.</i> Construction							
<i>Ex.</i> Engineering							
<i>Ex.</i> Construction Inspection							
<i>Ex.</i> Property Acquisition							
<i>Ex.</i> Administration							
<i>Ex.</i> Other (specify)							

Include a statement about the method used to estimate the cost of the project and the amount of CDBG funds requested. FEMA's Public Assistance worksheet cost estimates should be included with any proposal requesting a local match.

# CDBG DISASTER RECOVERY PROJECT PROPOSAL FORM

## 6. Narrative Questions (use additional sheets):

- a) Describe the specific need that has arisen as a result of the recent flooding events. *(Be sure to include who is impacted, how many are impacted directly and indirectly, and any short and long-term effects. Also include an explanation of any repetitive damage, including numbers and years, and associated costs, as applicable. Include a statement of the cause, such as: Flash flooding caused by rainfall over xx inches in xx amount of time, or backwater flooding caused by...)*
- b) Describe the specific activity proposed to address the need. *(Be sure to include a statement describing the elimination of alternatives to make this the best solution and any previous attempts at addressing the needs.)*
- c) Describe the flood insurance status related to the project.
- d) Describe the project's intended beneficiaries.
- e) Does the project qualify for any other state or federal assistance programs?
- f) Provide any additional information you may feel is relevant to the proposal.

## 7. Required Attachments:

- a) Provide a timeline or milestone schedule for implementation and completion of the proposed project.
- b) Map(s) with the 100 year flood plain and flood way lines drawn in relationship to the proposed project activity
- c) FEMA's Public Assistance Worksheet Cost Estimates (if applicable)
- d) Preliminary Engineering Report (if completed or if applicable to the project)
- e) Copies of commitment/contingency letters from all other funding sources (if applicable)

## 8. Certification:

The undersigned official of the applicant certifies that the information contained herein and the attached documents are true, correct, and complete to the best of my knowledge and belief. The applicant further understands that this project proposal is a preliminary request and is not a substitute for a full CDBG application, nor does it assure funding from CDBG.

Name and title of Chief Elected Official: \_\_\_\_\_

Signature of Chief Elected Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Proposals must be postmarked no later than December 1, 2017 for the first round and February 2, 2018 for the second round.** Proposals should be addressed to the Missouri CDBG, c/o Marcy Oerly, 301 West High Street, Harry S Truman Office Building, Suite 770, P.O. Box 118, Jefferson City, Missouri 65102. **Please provide an original, plus 3 copies for a total of 4.**

Missouri CDBG  
c/o Marcy Oerly  
301 West High Street  
Harry S Truman Office Building, Suite 770  
P.O. Box 118  
Jefferson City, Missouri 65102