# HRPP Application Information

**Part 1: Project Description Summary**

Applicants apply for the program via the AmpliFund portal during the submission window. The minimum required information which Applicants will be expected to include is described in this appendix.

| Application Information | |
| --- | --- |
| Category of Information | Type of Information Requested |
| Contact Information | Primary Contact and Title |
| Email |
| Phone Number |
| Organization/Agency Name |
| Mailing Address |
| Applicant Information | Project Location (City/County/Neighborhood) |
| Award Amount Requested |
| Total Project Cost ($) |
| Brief Description of Project |
| Project Type |
| Name of Applicant |
| Funding Sources | Amount |
| Status of Commitment |
| Expected Date of Funds |
| Total Estimated Cost |
| % Funded by CDBG-DR (Calculate from Funding Sources) |
| Certification | *Applicants will be asked to complete a certification, including a signature and date field. For example, for an application prepared on behalf a local unit of government, the certification may read as follows: I hereby certify that, to the best of my knowledge and belief, the information in this application is true and correct, and that this application has been duly authorized by the governing body of the applicant through a resolution.* |

**Part 2: Program Eligibility, National Objective**

All eligibility and verification methods are subject to DED in tandem with HUD’s regulations. The program requirements and eligibility elements pertain to

Applicants;

Activity; and

Geographic area.

Applicant must identify and select each area of focus their proposed Plan will include.

**Housing Recovery**: Addresses issues related to housing recovery post disaster, including but not limited to capacity building (e.g., training), assessments, temporary and permanent solutions, as well as construction (e.g., reconstructions, demolitions, remodels);

**Housing Resiliency**: Addresses issues related to housing resilience, including but not limited to standards, codes, and land use reviews, construction assessments (e.g., performance, all-hazards, material, and structural), and green building solutions; and

**Affordable Housing**: Addresses issues related to affordable housing, including but not limited to unmet needs assessments, standards, codes, land use reviews, and targeted outreach solutions.

**Other, please explain**. Where “Other” is selected, Applicant must provide explanation that addresses how the proposed project deviates from the options listed and how the proposed project aligns with the program purpose and goals and objectives.

**Number of beneficiaries and data sources:**

Applicant must identify:

Total number of individuals/households.

Total number of LMI individuals/households.

Percentage of LMI beneficiaries (divide line 2 by 1)%.

**The beneficiary figures were calculated or obtained:**

Applicant must identify project area:

Census Tract(s)

Block Group(s)

Source of beneficiary LMI data:

HUD LMISD

Income Survey

* 1. Must attach methodology.
  2. Methodology must be consistent with project location and scope.

Applicant must explain how the plan will benefit LMI persons. Specifically address how the project’s services will be provided to the LMI neighborhood.

Applicant must explain how they propose to collect and document beneficiary data.

**Part 3: Project Scope**

**Project Description**

Applicant must provide a clear, concise description of the proposed project identifying how the project will contribute to **community resilience** and benefit **LMI persons in the service area** in long-term disaster recovery, including any milestones, reports, and deliverables (task and outcomes) expected to be completed. For example, the Project Description narrative should include answers to the following questions: What are the project outcomes? How will outcomes be measured, collected, and documented?

**Part 4: Project Capacity Implementation Schedule**

Applicant must provide the timeline that indicates activities and estimated dates to complete the project.

**Part 5: Proposed Project Budget**

Applicant must be able to complete the following fields summarizing budget categories and funding sources for the proposed project:

* Type of funding;
* Cost category;
* Amount;
* Sources of funding;
* Secure (i.e., yes or no);
* If not secure, when it will be provided.

When entering Cost Category, the Applicant must be sure to only use CDBG-DR eligible expenses. Where non-CDBG-DR resources are identified, Applicants shall attach letters of commitment or letters of intent.

**Part 6: Budget Narrative**

Applicant must provide a narrative explaining the budget and each line item/expense for the program. Describe exactly what and who the CDBG-DR and other funding will pay for in this proposed project. Budget amounts listed in the narrative must match the summary and budget worksheet. For example, Applicants shall identify: How costs were determined. The source of the cost estimate.

**Part 7: Project Readiness**

**Applicant must provide details regarding readiness to implement the proposed project, which includes:**

Status of prior work/preliminary planning.

Capacity within the jurisdiction or responsible implementing agency to implement the project.

Identify if the proposed project is part of a larger project.

**Part 8: Duplication of Benefits**

Federal disaster law prohibits the provision of Federal assistance in excess of need. Before paying a cost with Federal disaster assistance, Applicants must check to see that the assistance will not cause a Duplication of Benefits (DOB), meaning that the cost has not been obligated or will not be paid by another source. As a HUD Grantee, DED is required to prevent the duplication of benefits when carrying out HUD-funded programs to provide disaster assistance. Applicants to this program are also subject to verifying there is no DOB. Applicants must provide the following information:

What is the cost of the project?

Have you received **any** commitment or payment of **any** funds to date for your project? If yes, please list.

Analysis of potential DOB will be conducted in compliance with and via the processed defined in the CDBG-DR Manual ***Chapter 18:*** ***Duplication of Benefits***.