



**MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION**

**MICHIGAN
COMMUNITY DEVELOPMENT
BLOCK GRANT
DISASTER RECOVERY**
2020 & 2021 DISASTERS

**HAZARD MITIGATION &
RESILIENCE PLANNING
PROGRAM**

JULY 2023

Agenda

- Program Overview
- Eligible Applicants
- Eligible Activities
- Application Process and Requirements
- Selection and Award
- Subrecipient Responsibilities





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Program Overview



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Program Objective and Priorities

The MEDC Planning Program will promote resilience throughout the State of Michigan by allocating funds to community planning efforts that aim to minimize future disaster risks through intentional comprehensive and land use planning, building requirements, and zoning ordinances.

Mitigation and Resilience planning efforts are vital to guiding communities through the process of disaster recovery. Strategic planning efforts will further strengthen operational, organizational, and policy needs that may arise in a post-disaster environment and set the stage for efficient and effective recovery efforts and long-term resilience.

Planning Categories

The MEDC Planning Program will allocate funds for mitigation and resilience planning at the state and local level for two general types of planning categories:

- **Hazard Mitigation Plans** – Funding to support updating the State of Michigan Hazard Mitigation Plan and related education and outreach activities. Funding to support local government development, update, or amendment and cost-share for local Hazard Mitigation Plans.
- **Resilience Planning** – Funding to promote resilience through comprehensive plans, land use plans, site plans, zoning ordinances, building and energy codes, evacuation planning, or studies.

Program Overview

DISASTER	2020	2021
PROGRAM CATEGORY	Planning Activities: 1. Hazard Mitigation Plan Creation, Update, or Amendment 2. Resilience Plans, Zoning, Codes, Ordinances, Studies	
HUD and State MIDS (ELIGIBLE AREAS)	Midland Saginaw Gladwin Arenac Iosco	Wayne
BUDGET	\$8,984,700 15% of Total DR Allocation	\$2,984,550 24% of Total DR Allocation
MAX AWARD	State HMP: \$500,000 maximum Local HMP: \$150,000 maximum Local Resilience: \$300,000 maximum	
ELIGIBLE APPLICANTS	State Police/Homeland Security and Emergency Preparedness Local Governments	

MEDC will award funds on a first-come first-served basis. Eligible applications will be funded contingent on available funding.

Funding rounds and awards will be published on the MEDC's CBDG-DR website.



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Eligible Applicants



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Eligible applicants to this program include the State and local government entities located within the Most Impacted and Distressed (MID) Areas.

Hazard Mitigation Planning - Local government entities permitted by FEMA to complete Hazard Mitigation Plans under 44 CFR 201.2 are eligible for Hazard Mitigation Plan funding, and include local county and municipal governments as well as multi-jurisdictional governing bodies, special districts, and sub-government agencies and departments.

Resilience Planning - For Resilience Planning funding, applicants must be local governments (municipal or county) with the authority to implement the plan or carry out the activity for which the funding is being requested.

Eligible Applicants Entities may include the following types, subject to eligibility criteria and MEDC approval.

- Michigan State Police/Office of Homeland Security Emergency Preparedness and (State HMP and related activities only)
- County
- Municipality
- City
- Town
- Township
- Public authority
- School district
- Special district
- Intrastate district
- Council of governments (incorporated un state law or otherwise)
- Regional or interstate government entity
- Agency or Department of local government
- Authorized Tribal organization
- Any rural community, unincorporated town or village or other public entity





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Eligible Activities



Eligible Activities

Hazard Mitigation Plans- to support State efforts to update its Hazard Mitigation Plan (HMP) and related education and outreach activities as well as provide funds for local governments in eligible areas to develop, update, or amend their HMPs in order to better understand hazard risks and support strategies to reduce risk and future losses.

Land-Use Plans, Comprehensive Plans and Zoning Ordinances- Land use and comprehensive plans, along with the zoning codes that often accompany them, formalize community goals into actionable policies that determine what can be built within a certain jurisdiction and where it can be built.

Building Codes- the primary mechanism for communities to regulate the design and construction of new buildings and the renovation of existing buildings. Communities must work to establish codes that meet or exceed the standards set forth by the State of Michigan International Building Codes of 2015

Energy Codes- enable local government to ensure new and rehabilitated construction meets minimum energy efficiency standards. Communities must work to establish codes that meet or exceed the standards established in the 2015 Michigan Energy Codes.

Evacuation Plans- provide an opportunity for communities to develop or restructure their current plans in order to increase the capacity and capability to effectively protect their communities.

Site Development Plans- Integrate hazard mitigation concepts into site development.

Mitigation Studies, Plans, or Strategies- support hazard risk reduction within sectors, such as economic development, housing development, or environmental development.



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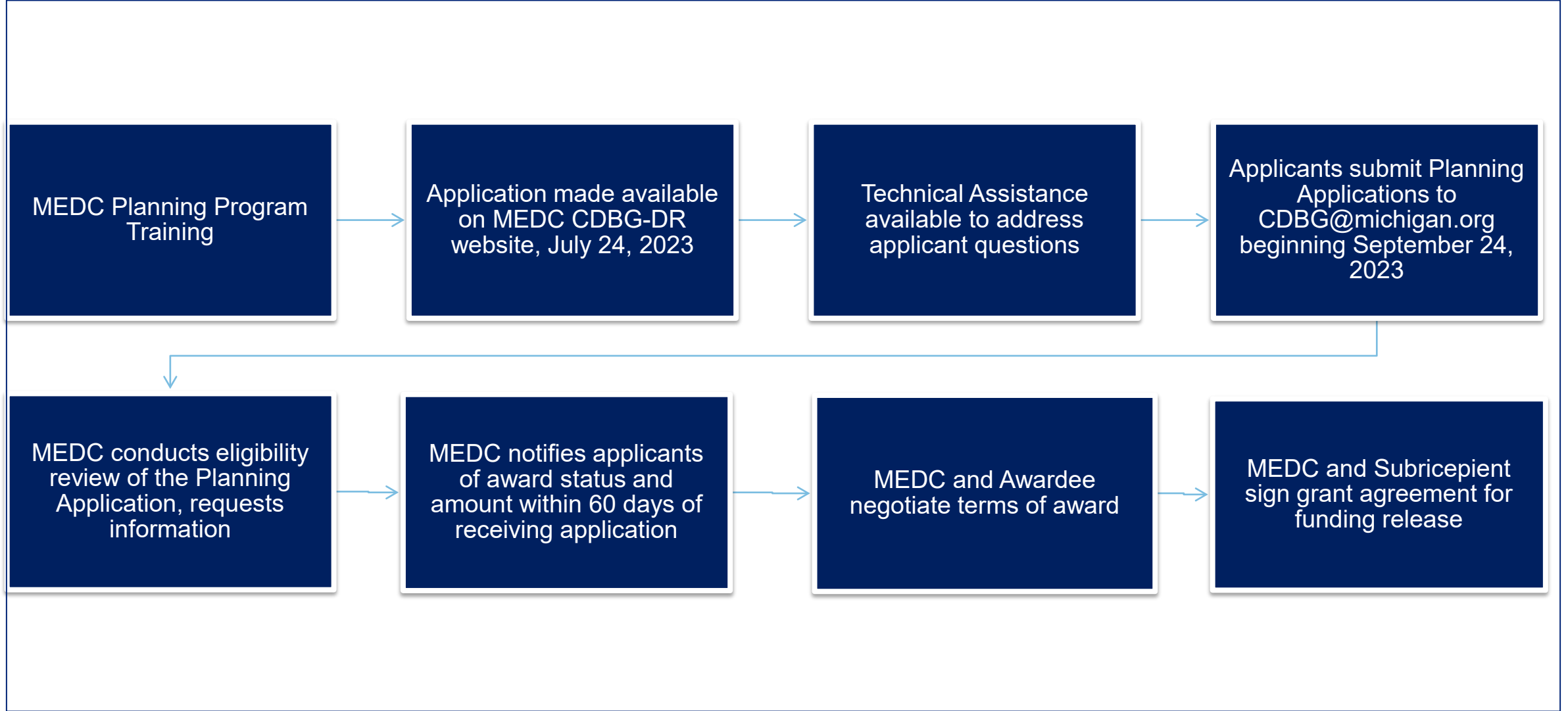
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Application Process and Requirements



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Application Process



Program Requirements



- Applicants can only apply for one HMP but can apply for multiple Resilience Activities
- Applicant cannot request more than the total threshold amount for each activity and jurisdiction
- Applicant's project must benefit designated MID areas
- Applicants must list and describe existing building codes, ordinances, and local and/or regional plans (if applicable)—including county or regional level hazard mitigation plans—and how those existing regulations and planning efforts will inform the project for which funding was requested.
- Applicants will be required to provide a detailed narrative of what they intend to accomplish with the grant including a scope of work, proposed budget for projects, a project timeline, and anticipated benefits to the community, including detailed description of risk reduction the deliverable will promote within the community.
- Applicant must complete application in its entirety with all required supporting documents, as described within the Application Instructions.

Application Requirements

- Project Description
- Project Timeline
- Project Area or Site
- Responds to Projected Flood Hazard Risk
- Description of link between existing HMPs, Codes, Ordinances, and Standards with Proposed Planning Project
- Risk Reduction Benefit
- Detailed Budget
- Description of capacity to administer grant funds and complete the proposed work on time
- Documentation to support the applicant's ability to manage funds (Single audit and financial statements, etc.)

Planning Application Walkthrough- Section 1

SECTION 1

APPLICANT IDENTIFICATION

Official Applicant: Jurisdiction or Not-for-profit entity	
Mailing Address: Street/PO Box, City/County, State & Zip Code	
Applicant Project Contact (PC) Name	
Applicant PC Title	
Applicant PC Address	
Applicant PC Telephone Number	
Applicant PC Fax Number	
Applicant PC E-Mail Address	
Applicant's Unique Entity Identifier (UEI) #	
Applicant's Federal Tax ID (FEIN) #	

SECOND POINT OF CONTACT

Applicant Second Contact Name	
Applicant Second Contact Title	
Applicant Second Contact Telephone Number	
Applicant Second Contact E-Mail Address	

CHIEF ELECTED OFFICIAL

Chief Elected Official Name	
Chief Elected Official Title	
Chief Elected Official Email	

COORDINATION AND PARTNERSHIPS (list all co-applicants/partners involved in this project):

Co-applicant/Partner Name	Support being provided from co-applicant/partner	501(c)(3) non-profit status

APPLICATION FUNDING DETAILS

Total CDBG-DR Award Requested:	
List of the names of jurisdictions included and benefiting from this application.	

CAPACITY PLAN

Does the Jurisdiction have open CDBG grants, including CDBG housing grants, or executed Letters of Intent (LOI) related to a CDBG project?		Yes No
If yes, please provide the grant number(s) and project name in the case of a LOI:		
Does the Jurisdiction have any unresolved CDBG grant issues and/or findings?		___ Yes ___ No
If yes, please provide the grant number and explain the issues and/or findings:		
Conflict of Interest, check all that apply:	___ Employees, agents, consultants, officers, elected board members or appointed officials of the Jurisdiction will obtain a financial interest or benefit from a CDBG assisted activity or will have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter. ___ Officials and staff of the Jurisdiction will be a party to contracts involving the procurement of goods and services assisted with CDBG funds. ___ No conflicts.	

LEGAL AUTHORITY

ATTACHED?	ATTACHMENT	DOCUMENT NAME
	Legal Authority to adopt plans, codes and/or ordinances	
Additional Comments:		

ATTACHED DOCUMENTS

ATTACHED?	ATTACHMENT	DOCUMENT NAME
	Organizational Chart (Identify Key Staff)	
	UEI Registration (Sam.gov screenshot or documentation)	
	Experience Documentation (Similar projects of size, scale, and type)	
	Financial Statements (Single Audit or CAFR)	
Additional Comments:		

AUTHORIZED OFFICIAL APPLICANT

SIGNATURE:			
Name and Title		Date:	
E-Mail Address			

Planning Application Walkthrough- Section 2

SECTION 2

Activity (Planning/Resilience types)

- Hazard Mitigation Plan
- Comprehensive Plan
- Land-Use Plan
- Site-Development Plan
- Building Codes
- Energy Codes
- Zoning Ordinance
- Flood Damage Prevention Ordinance
- Other Site Plans or Studies: _____

PROJECT SCOPE AND SUMMARY

Official Project Title:	
Project Description/Scope of Work:	
Description of Site or Area Covered:	
Identify Qualifying Disaster:	<input type="checkbox"/> 2020 Severe Storms <input type="checkbox"/> 2021 Severe Storms
Describe Projected Hazard Risk that this planning project is responding to.	
Provide source of information that describes this risk, such as the state's CDBG-DR Action Plan or an existing Hazard Mitigation Plan.	
Most Impacted and Distressed (MID) Area:	<input type="checkbox"/> Midland County <input type="checkbox"/> Saginaw County <input type="checkbox"/> Gladwin County <input type="checkbox"/> Wayne County <input type="checkbox"/> Iosco <input type="checkbox"/> Arenac
Benefit to MID Area:	
Existing HMP, Plans, Codes, Standards, and/or Ordinances and the link with proposed planning activity.	
Risk Reduction Benefits of Activities selected:	

PROJECT BUDGET DETAILS

Total Project Budget:			
CDBG-DR Assistance Requested for HMP/Resilience Planning:			
LEVERAGED FUNDING SOURCE	AMOUNT	PURPOSE OF FUNDING (A&E, Administration, Acquisition, Environmental, Construction, etc.)	
CDBG (from other sources)			
Local Funding			
FEMA (PA, HMGP, 428 PAAP, BRIC)			
US Army Corp (USACE)			
Insurance			
Federal Highway Administration (FHA)			
DDA or other like district Funds			
Approved Local Bonding			
American Rescue Plan Act (ARPA)			
EPA Clean Water State Revolving Fund (CWSRF)			
Other Assistance (not specified above)			

Planning Application Walkthrough- Section 2

Project Schedule					
Start Date (MM/DD/YYYY)		End Date (MM/DD/YYYY)			
Milestones and Tasks (List in Chronological Order)					
Please provide details about each of the project's individual activities (or subtasks). Subtasks of Milestones are suggested examples and may be revised by Applicant to reflect actual project schedule. Timeline includes timing of procurement and start-up.					
Activity Number	Activity Title	Start	End	Duration (Days)	Staff Responsible
Milestone 1: Procurement of subcontractor and/or Final detailed scope of work					
Task 1.1	Draft RFP				
Task 1.2	Final RFP Publication				
Task 1.3	Contract Execution				
Milestone 2: Draft product submitted to the appropriate legislative body					
Task 2.1	Internal Outline				
Task 2.2	Internal Draft for Review				
Task 2.3	Final Draft for Authority Review				
Milestone 3: Approval, Adoption, or Presentation of Final Product					
Task 3.1	Internal Final Draft for Review				
Task 3.2	Final Version of Product Submitted				
Task 3.3	Final Approval, Adoption, Presentation to Authority				
Milestone 4: Closeout					
Task 4.1	Final Funding Request Submitted				
Task 4.2	Final Progress Report Submitted				
Task 4.3	Closeout Documentation Submitted				

ATTACHED DOCUMENTS			
ATTACHED?	ATTACHMENT	DESCRIPTION	DOCUMENT NAME
	Expanded Project Description/Scope	Attach additional details about the project as needed.	
	Associated Local Plans (If Applicable)	E.g., Capital Improvement Plan, Hazard Mitigation Plan, Master Plan, etc. Include page callout where project is referenced.	
	Project Budget	Including Cost Reasonableness and Leveraged Funds	
	Single Audit		
	Fiscal End of Year Statement		
	Schedule of Federal Expenditures		
	Activity Timeline	Account for procurement periods.	
	Legal Authority		
	Statement of Assurances		
	Subrecipient Conflict of Interest		
	Procurement Policy		
	Financial Policies and Procedures		
	Local Citizen Participation		
Additional Comments:			

Application Attachments

- Completed CDBG-DR Planning Program Application
- Expanded Project Description
- SAM.gov Verification
- Detailed Project Budget
- Single Audit Form
- Fiscal End of Year Statement
- Schedule of Federal Expenditure
- Activities Timeline
- Subrecipient Capacity and Conflict of Interest
- Statement of Assurances Form
- Legal Authority
- Organizational Chart
- Identified Compliance Policies/Plans
- Local Citizen Participation Plan
- Procurement Policy
- Financial Policies and Procedures
- Associated Local Plans, Codes or Ordinances



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Selection and Award



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Selection and Award Process

- The MEDC Planning Program is a non-competitive first-come first-serve program
- Receipt of application will be followed by an evaluation of application criteria, to determine if the application is complete and the applicant and project are eligible for funding.
- Application reviews will be based on application responses, supporting documentation submitted, and third-party verifications.
- Projects selected for funding by MEDC may be offered all or a portion of the total requested funding.
- MEDC reserves the right to fund individual components of a proposed project depending on available funding and program priorities.
- MEDC reserves the right to prioritize planning grants and funding amounts in order to ensure the program meets the State's objectives and CDBG-DR budget requirements.
- Once award amounts are determined, MEDC will send a Notification of Award to successful applicants which is a preliminary offer to enter into a grant agreement. Execution of a grant is contingent on both parties' agreement of the terms and conditions.
- Awards will be considered final upon receipt of a signed grant agreement between MEDC and the applicant.
- MEDC will post the application and publish the awards on the main recovery website, miplace.
- MEDC will award funds to eligible activities/plans for eligible applicants if funding remains or until the program ends, whichever comes first.
- Should funds remain available after the initial round of awards, MEDC may announce subsequent opportunities for eligible applicants to apply for additional funds.



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Subrecipient Responsibilities



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Responsibilities

Managing the completion of the project as described within the scope of work included within the grant terms and conditions.

Timely reporting on financial and project progress

Submitting requests for reimbursement

Responding to audit and monitoring from MEDC, Internal audits, monitoring contractors

Procurement and contractor management

Compliance with all applicable rules and regulations

Closeout procedures

Maintaining records for the required minimum retainment period

Timely Expenditures & Project Completion

The period of performance will commence upon execution of a grant agreement between MEDC and the Subrecipient.

To ensure projects are completed within the required timeline, MEDC will impose a period of performance of up to 3 years for all projects in the Planning Program.

- The period of performance does not include MEDC's closeout period.
- MEDC may approve extensions to the period of performance, contingent on overall grant timeline and HUD approval, provided the subrecipient demonstrates that good cause exists.

Subrecipients may request a grant amendment to extend period of performance, amend budgets, change the scope of work, or update project milestones.

- MEDC will review submissions from applicants and determine if a grant amendment is warranted.
- Subrecipients must submit the request for a grant amendment as soon as the need is identified.
- Requests can be submitted at any time until at least ninety (90) days prior to the termination date of the grant agreement.





Funding Disbursement Schedule

Subrecipients will be disbursed grant funds only after achieving pre-established milestone deliverables that are described within the terms of the grant agreement.

Generally, subrecipients will be reimbursed as follows:

- 25% of the grant following procurement of a subcontractor and/or establishing a detailed scope of work and schedule for completing the activity.
- 50% of the grant following completion of a draft product submitted to the appropriate legislative body.
- 25% of the grant following completion (i.e. **approval, adoption, or presentation**) of the product, depending on product type. Each type of project under this program is required to meet one of the specified criteria to be considered complete.

Specific description of each milestone will be discussed and included within the Grant Terms and Conditions.

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RESOURCES

CDBG-DR Website:

<https://www.mplace.org/cdbg-dr/>

- > Grant Administration Manual
- > CDBG-DR Program Guidelines
- > Planning Application
- > Funding Rounds & Award Announcements

Questions and Application Submission:

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THANK YOU
