

## Applicant Questions and DCA Responses 2017 CDBG-Mitigation Infrastructure Application

**Date: September 16, 2020**

**Question:** Is a Memorandum of Understanding (MOU) required for joint applicants?

**Answer:** DCA does not require a MOU for a joint application. However, DCA provides a sample Cooperating Agreement (Form DCA-11). This agreement should designate the unit of government that will serve as lead applicant. Additionally, we will need the Certified Assurances (Form DCA-10) for each jurisdiction.

**Date: September 15, 2020**

**Question:** Since each jurisdiction can submit one application, would a joint application count against our one eligible submission? In other words, can the County and City submit a joint application and a separate application for another project under the Mitigation Grant?

**Answer:** For MID areas, DCA will allow a joint application to be submitted and the city and/or the county will still be eligible to put in an individual application. However, it must be a single-activity application if they are also pursuing a joint application. For example, if Blue County and Red City enter into a joint application, the city and the county can each submit an individual single-activity application, as well.

**Question:** Would having the City be the lead applicant, in the joint application, give our submission additional points being that the City is in its entirety 31520 and the Most Impacted Area?

**Answer:** It is up to the local governments to determine who the lead-applicant will be. No jurisdiction will get additional points for activities benefitting MID Zip Codes, they will however potentially be granted funds from a different pot of money. If the activity serves residents within the MID Zip code it would be eligible for funding out of the \$10,791,150 that is allocated for the MID areas. The following chart details the allocations for CDBG-MIT funds:

\$10,791,150 – to be spend within MID Zip Codes

\$10,791,150 – to be spent within the 15-county Area

**Date: September 14, 2020**

**Question:** What is the procedure is to submit a CDBG-MIT Pre-Agreement Cost Approval (PACA)?

**Answer:** DCA will need a letter executed by the Chief Elected Official formally requesting Pre-Agreement Cost Approval (PACA). This letter should contain, at a minimum, the following:

- Explanation of need for the PACA; and
- Project specifics including costs for this activity; and
- Explanation of how the immediate roadway repairs relate to the overall CDBG-MIT activity for which jurisdiction is seeking assistance.

**Date: September 11, 2020**

**Question:** If a county uses county-owned land for an eligible mitigation project, could that land be considered leverage in the application? If, however, the county needs to acquire or lease real property for the project, can the cost of the land purchase or lease be included in the total project cost in the application?

**Answer:** It really depends on when the county acquired the land and if they did so with the intention of the activity, they are seeking CDBG-MIT assistance with. Additionally, CDBG-MIT funds can be used for the purpose of acquiring real property. However, leasing of real property would not be an eligible cost.

**Date: September 9, 2020**

**Question:** How do you provide descriptions for uploaded photos? Do you reference an attachment number in the application?

**Answer:** Each container in the application is labeled (Figure 1 – Figure 10). Applicants can provide a description by noting in the narrative, “Figure 1 illustrates the need for...”

**Question:** Should you create the Word narrative after you upload the photos, then paste the Word narrative into the DCA Form?

**Answer:** Yes. You will create the application in Word first labeling the images with figure numbers. Then copy and paste all of the text in the text boxes provided and upload all pictures in the containers provided in PDF format.

**Question:** Is there a recording of the call available?

**Answer:** Yes. There is a recording of Webinar I and Webinar II available at the following link: <https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grant-disaster-3>

**Date: July 29, 2020**

**Question:** Are the pre-award expenses such as the procurement of a consultant and the consultant fees to write the grant be reimbursed after the grant is awarded?

**Answer:** CDBG-Mitigation Infrastructure funds may not be used to procure grant writer, architects/engineer consultation costs. The funds must be strictly used for grant administration.