

TEXAS 2020-2022 DISASTER NEEDS ASSESSMENT FOR CSBG DISASTER RELIEF SUPPLEMENTAL FUNDING

GUIDANCE AND INSTRUCTIONS

Background:

On June 6, 2019, the Additional Supplemental Appropriation for Disaster Relief Act, 2019 (Public Law 116-20) was signed into law. The law provides the Community Services Block Grant (CSBG) program with an additional \$25 million to address the consequences of presidentially declared disaster in 2018 and 2019. The U.S. Department of Health and Human Services (HHS), Office of Community Services (OCS), will allocate the funds to states, territories, and tribes based on an assessment of need. States in turn will issue CSBG Disaster Relief Supplemental Fund (DRSF) grants to CSBG eligible entities serving areas impacted by one of the eligible disasters.

Purpose of Needs Assessment:

HHS-OCS requires States to obtain from eligible entities who will receive CSBG DRSF a Disaster Needs Assessment (DNA). A DNA is needed in order for CSBG eligible entities 1) to determine the needs of persons impacted by the presidentially declared disaster, 2) to develop a plan of action to address the identified needs, and 3) to coordinate services with organizations working to serve the needs of these families.

Use of Funds:

Funds can be utilized to address the needs of income eligible persons impacted by DR-4454 (Incident Period June 24-25, 2019 in Cameron, Hidalgo, and Willacy counties) and DR-4466 (Incident Period September 17-23, 2019 in Chambers, Harris, Jefferson, Liberty, Montgomery, Orange, and San Jacinto counties). CSBG DRSF funds can be used for planning, administrative costs, outreach, services to address needs directly resulting from the presidentially declared disaster, community level activity costs, and may in some cases be used for minor home repairs to damage that is related to the presidentially declared disaster. In addressing needs of individuals and families, any necessary service or activity that could be provided under CSBG can be provided as long as it is directed at meeting needs related to the disaster and neither Federal Emergency Management Agency (FEMA) nor insurance funds have paid or will pay for the assistance they are seeking. If an eligible entity is seeking to utilize funds for minor home repairs, they will need to notify the Department and develop a sound plan for providing such type of assistance and ensure it is not an activity that will require a waiver from HHS-OCS. Stage 1 funds can be used to pay for costs related to planning, the needs assessment, outreach, coordination efforts, conducting intake and eligibility determination for households that are potentially eligible, and to provide services to eligible households. The State anticipates that Stage 2 and 3 funds can be utilized for the same activities.

Prohibitions: CSBG DRSF cannot be used to assist persons with expenses that have been or will be reimbursed by FEMA or insurance. Eligible entities will need to determine if the applicant has applied for FEMA assistance and what type of assistance has been approved and delivered, or is in process of being approved and delivered. Eligible entities must also determine if the disaster related damage to the household or the assistance requested is covered by insurance. Documents verifying such must be maintained in client records and will be reviewed when the Department monitors the eligible entity.

Applicants must attest by signing a statement that the request for CSBG DRSF assistance is not and will not be covered by FEMA or insurance.

Funding Allocations:

Texas has been awarded \$100,000 for Stage 1 and anticipates receiving \$1,091,791 for Stage 2 and \$810,059 for Stage 3 funding. Below is an estimated allocation of CSBG DRSF to the eligible entities eligible to receive the funds. *Below is the allocation proposed to distribute the funds. The Department will release the proposed allocation formula for public review and comment as required by USHHS-OCS.*

Agency	Stage 1 Allocation	Stage 2 Allocation	Stage 3 Allocation	Estimated TOTAL
BVCAP	\$24,863	\$271,457	\$201,409	\$497,730
CWCCP	\$16,310	\$178,068	\$132,118	\$326,496
Hidalgo	\$8,895	\$97,115	\$72,055	\$178,066
STRPC	\$49,932	\$545,150	\$404,477	\$999,559
TOTAL	\$100,000	\$1,091,791	\$810,059	\$2,001,850

Eligibility: Persons that live in one of the impacted zip codes related to *DR-4454 and DR-4466*. Refer to FEMA data provided by the Department for specific zip codes in the counties impacted. Eligible households must meet 125% FPIG just like regular CSBG funding.

Contract Periods (anticipated, yet will likely change as we receive more information from HHS):

Stage 1: February 1, 2020 – September 30, 2020

Stage 2: May 1, 2020 – July 31, 2021

Stage 3: August 1, 2021 thru July 31, 2022

INSTRUCTIONS:

DNAs are **due** to TDHCA by close of business on **Monday, March 16, 2020** and are to be submitted via Wufoo via the following web link: <https://tdhca.wufoo.com/forms/z17in84p15jiz28/>

Each agency interested in receiving CSBG DRSF and serves one of the impacted counties in DR-4454 or DR-4466 must conduct a DNA utilizing the forms provided by the Department. The DNA will be utilized by the eligible entity to develop a Disaster Community Action Plan (DCAP). Separate forms will be provided for the DCAP at a later date.

Please try to limit your response to each question in the space provided. If you need additional space, please reformat the document for that particular question and re-size the box accordingly.

At your next board meeting, please add the DNA to your board agenda and **present the DNA to your board for review and approval**. The DNA can be submitted to the Department prior to receiving board approval. If changes are made as a result of board review and approval, please submit the revised DNA to the Department.