



County of Lexington

Community Development Department
Community Development Block Grant Program
212 South Lake Drive, Suite 401
Lexington, SC 29072
Telephone (803) 785-8121 - Fax (803) 785-8188

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2013 APPLICATION INSTRUCTIONS

APPLICATION SUBMISSIONS

- Submit one (1) original paper copy with original signatures and four (4) copies
- One (1) CD-ROM containing all documents and photographs in the application
- CD-ROM must have application document in Microsoft Word 2007, 2003 or earlier versions and any photographs in JPEG or GIF format.
- Submit all information to:
County of Lexington
Community Development Department
Community Development Block Grant Program
212 South Lake Drive, Suite 401
Lexington, South Carolina 29072

COMPLETING THE APPLICATION

1. General Information:

- Locality/Organization Name: List the name of the agency applying for funding.
- Authorized Official Name/Title: List the name and title of the agency's authorized official.
- Contact Person: List the name, e-mail, title, address, telephone and fax numbers of the person to be contacted regarding the application.
- DUNS Number: The federal government's Office of Management & Budget has adopted the use of DUNS Numbers as a way to keep track of how federal grant money is awarded and disbursed. The DUNS Number assignment is FREE for all organizations required to register with the US Federal government for contracts or grants. To find out if your organization has a DUNS number or to register for one, it can be done via the website <http://fedgov.dnb.com/webform> or contact 1-866-705-5711.

2. Project Information:

- Project Title – Provide a name for the project. The name should be directly related to the nature of the project (ex. Smith Street Waterline).

- Location of the Project – Provide the general location of the project (ex. classes to be provided at XY Building at 123 Blank Street.), Water line to be constructed on YZ Lane from Down Avenue to Up Court).
 - Maps – Provide maps that can be printed on 8 ½ X 11 sheets of paper. The general location map should show the project in relation to the City/County boundaries while the specific location map should show the project up close with street(s) identified.
 - Total Project Cost: Total cost of the project including all phases and all funding sources.
 - Project Description: Briefly describe the use of CDBG funds for this project. (ex. 5,000 LF of 8” PVC water line, 1,800 SQ FT building, etc.).
 - Project Schedule / Timeline: Identify the expected start and end dates of this project. ***Construction projects should not exceed two (2) years. Public Service and Planning projects should not exceed one (1) year.***
3. **Grant Administration:** Identify the person(s) that will administer the project AND their experience and background with CDBG project administration.
 4. **Select the Eligible Activity Your Project Will Meet:** Check the correct eligible activity. Refer to the Eligibility Requirements section of the Application Handbook for the types of activities that are eligible for CDBG funding.
 5. **Select the National Objective Your Project Will Meet:** Check the correct national objective. Refer to the Eligibility Requirements section of the Application Handbook.
 - **Benefit to Low and Moderate Income Persons**
 - **Low/Moderate-Income Area Benefit** – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.
 - **Low/Moderate-Income Limited Clientele** – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers
 - **Low/Moderate-Income Housing** – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.
 - **Low/Moderate-Income Jobs** – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

- **Prevention or Elimination of Slum or Blight**
 - **Area Basis** – The project will be considered to address prevention or elimination of slums or blight in an area.
 - **Spot Basis** – **The project will be considered to address prevention or elimination of slums or blight on a spot basis.**
6. **Documentation of the National Objective:** Check the method that you will use to document how your project meets the National Objective selected. Refer to the Eligibility Requirements section of the Application Handbook.
- **Benefit to Low and Moderate Income Persons**
 - Income Verification Documentation (tax returns, pay stubs, etc.)
 - Income Survey verifying at least 51%, by using a participant survey or survey method meeting HUD requirements
 - Serving 100% of clientele that meet one of the following presumed benefit categories: abused children, illiterate adults, homeless persons, battered spouses, migrant farm workers, severely disabled, elderly persons (62+) and persons with AIDS
 - Census Tract / Block Group Data
 - **Prevention or Elimination of Slum or Blight**
 - Area Basis – substantial number of deteriorated/ing buildings or public improvements in an area. Documentation is attached on the boundaries of the area and the conditions that qualified the area at the time of designation.
 - Spot Basis – spot designation and project qualifies for acquisition, clearance, relocation, historic preservation or building rehabilitation (limited to the extent necessary to eliminate a specific condition detrimental to public health and safety).
7. **Beneficiary Data:** Based on the activity to be undertaken, determine and indicate the total number of people who will benefit from the project. Of those persons benefit you must also determine the number of persons that are low and moderate income. If the project will benefit an entire area, the number must be based on census or survey data. If the project will benefit a group of persons, provide the best estimate you can based on your documentation.
8. **Performance Measurement:** Check ONE primary purpose and ONE primary outcome of this project. Refer to the Goals, Objectives and Performance Measurement section of the Application Handbook.
9. **Lexington County Priorities:** Choose ONE priority most applicable to your project.
10. **Narrative Questions:** Provide responses that will clearly allow a reviewer to understand your project and any obvious details. Attach additional pages if necessary.
- **Construction Projects:** Activities not on public property may require significant time for compliance with all federal regulations. Review all details of the planned

construction and identify any activities that may not take place on public property (ex. easements, right-of-way, purchase of property)

11. Project Budget:

- **Budgeted Activities:** Provide the total cost and the CDBG requested portion of the cost for each component of the project. If a major cost component is not shown, list it in the blank spaces.
- **Match Requirement:** There is a 10% required match of the total request for activity cost directly related to the project. The match can come from a variety of committed sources including other grants, loans, and public or private investment.
- **Funding Source(s):** Provide the names of all funding sources for the project. The total amount of committed and pending funds should equal the total you show under Total Project Cost and attach documentation verifying the funds are committed to the project.
- **Other Lexington County Funding:** Provide a list of any other (non-CDBG) funding from Lexington County for this project.
- **Cost Estimate Reasonableness:** If it does not appear that the cost estimate was derived from a qualified source, you will be required to substantiate the estimate.

12. Letters of Support: Attach and identify any letters of support for you project.

13. Other Documentation: Describe any additional documents included in the application.

14. Certification: The signature of the Chief Administrative or Elected Official of your agency is required.

TECHNICAL ASSISTANCE

Grant Programs Division staff is available to meet with you to answer questions regarding CDBG regulations, applicant and project eligibility and the County’s application process. Please contact Grant Programs Division at (803) 785-8121 for additional information.

HELPFUL WEBSITES

www.hud.gov/offices/cpd/communitydevelopment/programs

www.gpo.gov/fdsys/pkg/CFR-2004-title24-vol1/content-detail.html

www.lex-co.sc.gov/departments/DeptAH/communitydevelopment/Pages/default.aspx

www.hud.gov/offices/cpd/communitydevelopment/library/subrecipient/

(Find “Playing By The Rules”)