

CDBG Program Application Process



Application Handbook

**LEXINGTON COUNTY
COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**



APPLICATION HANDBOOK

**PROGRAM YEAR 2013
JULY 1, 2013 – JUNE 30, 2014**

LEXINGTON COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
GRANT PROGRAMS DIVISION
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Application Handbook

- Goals, Objectives Performance
- CDBG Regulations
- Financial Management
- Environmental Requirements
- Procurement and Contracting
- Labor Standards Requirements
- Equal Opportunity Regulations
- Monitoring
- Property Management and Disposition
- Record Keeping Requirements
- Audits
- Specific Lexington County Requirements

Application Summary Proposal

Monday, October 1, 2012

**Lexington County Community Development Block Grant Program
2013 Project Application Summary Proposal
(Due October 1, 2012)**

1. **Locality/Organization Name** _____
Contact Name _____ **Email** _____
Address _____ **Telephone/Fax** _____

2. **CDBG Funds Requested:** \$ _____
Total Project Budget: \$ _____
List All Sources of Funding _____
Will all other sources of funds be available as of July 1, 2011? Yes No
3. **Briefly describe the proposed project (attach cost estimate):**

4. **Project location (precise street address and attach map of area):**

5. **When would the project begin and end?** _____
6. **Who will administer this project for your agency?** _____

Some Things to Consider

- Can the project be accomplished on time and within budget?
 - Are the funding sources available now?
 - Is the project ready to go?
 - How many people are benefiting?
 - Is the cost per person reasonable?
- 

Completing the Application



**Lexington County
Community Development Block Grant Program
Application for Assistance
Fiscal Year 2013 – 2014**

(Please refer to Application Instructions and Handbook for assistance in completing the application)

1. General Information

Locality/Organization Name	Authorized Official Name/Title	
Address	Telephone	Fax
City, State, Zip	DUNS Number	
Contact Person Name/Title	Contact Person Email	

- **Locality/Organization Name:** Name of agency applying for funding.
- **Contact Person Name:** Person that will manage the project.
- **DUNS Number:** Applicants must submit a DUNS number, you may visit <http://www.dnb.com/us/> to obtain one or to update.

Completing the Application

2. Project Information	
Project Title	
Location of the Project <i>(Attach maps showing the general and specific location of the project)</i>	
Total Estimated Project Cost	Total CDBG Funds Requested

- **Project Title:** Title should be directly related to the nature of the project. (ex. Smith Street Waterline)
- **Location of the Project:** Attach the required maps.
- **Total Estimated Project Cost and CDBG Funds Requested:** These funds need to match Section 14 Projected Budgets total of the application.

Completing the Application

2. Project Information

Project Description *(Briefly describe the use of CDBG for the project)*



(A complete description of the project will be given in response to the narrative questions)

Project Schedule/Time Line *(Note: Funds will not be available until after July 1st)*

Start Date:

End Date:

- **Project Description:** Briefly describe the use of CDBG funds for the project.

Example:

CDBG funds will be used for engineering and construction of 5,000 LF of 8" water line on Lexington Avenue.

- **Project Schedule /Time Line:** Provide us with your best estimates to date.

Completing the Application

3. Grant Administration

Who will administer the grant and be responsible for all compliance requirements?

What experience do they have in administering CDBG projects?

- Who will administer the grant and be responsible for all compliance requirements?
- What experience do they have in administering CDBG projects?
 - If your agency plans to use CDBG funds to contract with a grant administrator other than the Central Midlands Council of Governments, those professional services must be procured.

Completing the Application

4. Select the Eligible Activity (See Application Handbook Section 3)

<input type="checkbox"/> Acquisition	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Public Services
<input type="checkbox"/> Clearance/Demolition	<input type="checkbox"/> Housing	<input type="checkbox"/> Relocation
<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Public Facilities & Improvements	<input type="checkbox"/> Other: List <input type="text"/>

See Part 3, Eligible Activities beginning on page 11 in the Application Handbook.

5. Select the National Objective the Project Will Meet (See Application Handbook Section 3)

Benefit to low and moderate income persons (<i>Select <u>one</u> criteria below</i>) <input type="checkbox"/> Area Benefit <input type="checkbox"/> Limited Clientele <input type="checkbox"/> Jobs <input type="checkbox"/> Housing
Aid in the prevention or elimination of slum or blight (<i>Select <u>one</u> criteria below</i>) <input type="checkbox"/> Area Basis <input type="checkbox"/> Spot Basis

- * Notice that Urgent Need is NOT listed as a choice for National Objectives.

Completing the Application

6. Documentation of the National Objective

How will you document the benefit to low and moderate income persons? (*Select only one*)

1.	<input type="checkbox"/> Income verification documentation (tax returns, pay stubs, etc.)
2.	<input type="checkbox"/> Income survey verifying at least 51%, by using <input type="checkbox"/> Participant Survey <input type="checkbox"/> Survey method meeting HUD requirements
3.	<input type="checkbox"/> Serving 100% of clientele that meet one of the following presumed benefit categories <input type="checkbox"/> Abused Children <input type="checkbox"/> Illiterate Adults <input type="checkbox"/> Homeless Persons <input type="checkbox"/> Battered Spouses <input type="checkbox"/> Migrant Farm Workers <input type="checkbox"/> Severely Disabled <input type="checkbox"/> Elderly Persons (62+) <input type="checkbox"/> Persons with AIDS
4.	<input type="checkbox"/> Census Tract / Block Group Data (Contact Grant Programs staff for guidance) % of LMI Persons in Area: <input type="text"/> List <u>ALL</u> Census Tract(s) and Block Group(s) Numbers to Benefit: <input type="text"/>

How will you document slum and blight? (*Select only one*)

1.	<input type="checkbox"/> Area – substantial number of deteriorated 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.
2.	<input type="checkbox"/> Spot – 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).

Completing the Application

7. Beneficiary Data (See Application Handbook Section 2)



How many people will benefit from the project?

Of those, how many persons are low to moderate income?

Beneficiary Data

- Total number of persons that would benefit needs to come from a credible source such as, if Area Benefit, total population of CT/ BG.
- Or from a justifiable estimate such as the number of people your project realistically intends to benefit.
- Of those persons benefiting from the project how many are low- and moderate-income (LMI). CDBG projects must benefit at least 51% LMI.

Completing the Application

8. Performance Measurement (See Application Handbook Section 2)

The primary purpose of the project is to meet which of the following objective *(Select only one)*:

- Create a suitable living environment
- Provide decent housing
- Provide economic opportunity

The project is expected to the achieve the following outcome *(Select only one)*:

- Improved availability / accessibility (makes basics available to LMI persons)
- Improved affordability (makes an activity more affordable for LMI persons)
- Improved sustainability (using resources in a targeted area to help make that area more viable)

Select only one that is applicable to your project.

- Select ONE primary purpose and ONE primary outcome of this project.
- Refer to the Goals, Objectives and Performance Measurement section of the Application Handbook.

Completing the Application

9. Lexington County Priority Needs

Choose one of the following priority needs the project will promote:

- Ensure adequate and dependable public facilities are available to provide for basic and essential needs and services.
- Ensure adequate and safe infrastructure to meet basic needs of residents.
- Establish or support programs that provide needed public services and/or increase the level of service provided by existing programs.
- Support and provide assistance to nonprofit and for-profit entities that create, increase or retain employment opportunities for LMI persons.
- Provide and/or support adequate, safe and affordable housing.
- Provide mechanisms and forums for collaboration, coordination, and capacity building.

Lexington County has identified six priorities in its 2010-2014 Consolidated Plan that eligible applicants are to consider when applying for CDBG funds.

Completing the Application

10. Narrative Questions (Attach additional sheets if necessary)

1. Provide a detailed description of the proposed project.



EXAMPLE

Code enforcement officers enforce the county codes and ordinances. The enforcement of these codes and ordinances aids in maintaining the overall quality of life for the citizens of Lexington County. The reduction of litter, stockpiles of trash, abandoned vehicles, dilapidated buildings, etc. will enhance the beautification of Lexington County which will make the County attractive to prospective businesses, thus providing the potential for County growth. This project will provide funds for code enforcement specifically in 51% or greater LMI census tracts in the County as an effort to focus on the needs of low and moderate-income households and communities.

Completing the Application

10. Narrative Questions (Attach additional sheets if necessary)

2. What will you accomplish with CDBG funding?



EXAMPLE

We can promote community stability, improve the health, safety and quality of structures, provide safer parking and pedestrian facilities and promote economic opportunity for a declining commercial/retail LMI area. (See addendum for more details.)

Completing the Application

10. Narrative Questions (Attach additional sheets if necessary)

3. What will happen if CDBG funds are not provided for the project?

EXAMPLE

If CDBG funds are not provided for code enforcement, services will be severely diminished in many areas in the low- and moderate-income parts of the county. The codes and ordinance will not be enforced due to lack of personnel and equipment. Safety issues will become a definite concern as well as the unsightliness of the County.

Completing the Application

10. Narrative Questions (Attach additional sheets if necessary)

4. Explain the organization's administrative capacity to carry out the project successfully, e.g., prior CDBG experience with CDBG projects.

Explain the organizations capacity to successfully administer a CDBG project, e.g. previous experience with CDBG.

Completing the Application

Construction Projects Only

5. Will all construction take place on public property? If not, explain in detail.

- A myriad of regulations are involved in acquiring private property and could possibly add cost and lengthen the project timeline.
- This pertains especially to acquiring easements and right-of-ways.

Completing the Application

Public Services Projects Only

6. Describe any increase in services, new service to be provided, or expansion of services from previous CDBG grant award(s).



7. If the project is selected for funding, how will you continue to provide services in the future?



To utilize CDBG funds for a Public Service Project, the service must be either:

- A new service; or
- A quantifiable increase in the level of an existing service.

Completing the Application

11. Project Budget (Attach supporting documentation)



Construction Projects			
Budgeted Activities	CDBG Funds Requested	Other Funds	Total Project Cost
Administration of Grant:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Engineering, Architect, or other Professional Services:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Construction Costs:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Property Acquisition (Easements, Right of Way, etc.):	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Environmental Review:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other (Be Specific): <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Don't forget to check your math.

Completing the Application

Funding Source(s) (Attach documentation verifying funds)	Amount of Funds	Committed	Pending
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>

List All Funding Received from Lexington County (Not including CDBG)	Amount of Funds	Committed	Pending
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>

Cost Estimate Reasonableness and Accuracy

Who prepared the cost estimates?(attach supporting documentation)

- Applicant: Name of Staff Person(s): █
- Contracted Engineer: Name of Firm: █
- Other Contractor or Consultant: Name of Firm: █

When was the budget cost estimates prepared?

█

On what basis did you determine that the estimated costs were reasonable and accurate?

█

Completing the Application



Non-Construction Projects			
Budgeted Activities	CDBG Funds Requested	Other Funds	Total Project Cost
Salaries:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Fringe Benefits:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
FICA:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Health Insurance:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Worker's Compensation:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Unemployment:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Rent:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Equipment:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Insurance:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Phone/Fax:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Postage:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Printing:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Supplies/Materials:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Travel and Expenses:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other (Be Specific) <input type="text"/> :	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/> :	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

We will not fund indirect costs. For example, if your agency rents its office space, you cannot charge it to CDBG.



Completing the Application

Funding Source(s) (Attach documentation verifying funds)	Amount of Funds	Committed	Pending
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>

List All Funding Received from Lexington County (Not including CDBG)	Amount of Funds	Committed	Pending
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>
█	\$ █	<input type="checkbox"/>	<input type="checkbox"/>

Cost Estimate Reasonableness and Accuracy

Who prepared the cost estimates?(attach supporting documentation)

- Applicant: Name of Staff Person(s): █
- Contracted Engineer: Name of Firm: █
- Other Contractor or Consultant: Name of Firm: █

When was the budget cost estimates prepared?

█

On what basis did you determine that the estimated costs were reasonable and accurate?

█

Completing the Application

12. Letters of Support (Attach and identify at least <u>one</u> letter of support for your project)	
<input type="checkbox"/>	Letter of Support From <input type="text"/>
<input type="checkbox"/>	Letter of Support From <input type="text"/>
<input type="checkbox"/>	Letter of Support From <input type="text"/>

13. Other Documentation (Please describe any additional documents included in the application)	
<input type="checkbox"/>	Other <input type="text"/>
<input type="checkbox"/>	Other <input type="text"/>
<input type="checkbox"/>	Other <input type="text"/>

- At least one (1) letter of support is required to be included with the application. If you have more than three (3) letters of support, list your top three here and include all letters with the application.
- Describe the additional documents included in the application. If you have more than two (2), enter "see attached".

Completing the Application

14. Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed or construction begun on the proposed project, and that none will be prior to issuance of official authorization to proceed by the Lexington County Community Development Block Grant Program staff. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Signature of Authorized Official

Name of Authorized Official

Title

Date

- **Municipality:** Mayor or Council Chair (if authorized) must sign.
- **Non-Profit:** CEO or President must sign.

Completing the Application

Application Checklist

Please ensure the application includes the following documents:

- Complete and signed application with all required information
- Project budget cost estimate documentation
- At least one letter of support
- Map showing the general location of the project (City/County Level)
- Map showing the general location of the project (Street Level)

Required documents from non-profit organizations

- Non-profit status verification (Copy of 501(c)(3) Internal Revenue Service tax exemption)
- List of Board of Directors
- Articles of incorporation and by-laws
- Current financial statements and most recent audit
- Organizational chart listing all current employees and all job titles

- Use the Application Checklist to ensure all required documents are submitted with the application.

Submitting your Application

Applications are due by 5:00 p.m. November 12, 2012

- 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

Submit all information to:

County of Lexington
Community Development Department
Grant Programs Division
212 South Lake Drive, Suite 401
Lexington, South Carolina 29072

Post Award Requirements

- Environmental Review
 - Procurement Requirements
 - Labor Standards
 - Project Monitoring
- 

Environmental Review

- CDBG and non-CDBG funds cannot be expended for the project until the environmental review process is completed
 - Level of Review
 - Exempt
 - Categorically Excluded
 - Assessed
- 

Procurement Requirements

- Must follow the procurement policies determined by HUD and the County
 - Contracts for services such as architectural/engineering or construction must be awarded through an open and competitive process
- 

Labor Standards

- Projects with construction contracts \$2,000 are subject to Davis-Bacon Act requirements
- Davis-Bacon requires the payment of prevailing wage rates (determined by DOL) to all laborers which involves reviewing weekly payrolls, and conducting employee interviews

Project Monitoring

- Monthly project status reports must be submitted by the 5th of each month
 - Requests for payment are reviewed for completeness and accuracy
 - On-site monitoring will be conducted for compliance with federal regulations
- 

CDBG Application Process

- **October 1, 2012:**
Summary Deadline
- **November 12, 2012:**
Application Deadline
- **January 10, 2013:**
Presentation to Advisory Committee
- **February 2013 :**
County Council Approval of Projects

CDBG Application Process

➤ **April 2013 :**

Annual Action Plan Public Hearing and
County Council Approval

➤ **May 15, 2013 :**

Annual Action Plan Submitted to HUD for Approval

➤ **July 1, 2013**

Program Year Begins

Questions?



Contact Information



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Community Development Administrator

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Or visit our website at:

www.lex-co.sc.gov