



**City of Spartanburg
Department of Neighborhood Services**

**Community Development Block Grant
2019 -2020 Program Year**

Project Application

Applicant Agency

Applicant's Name and Title
(Chief Executive Officer, Executive Director)

**2019 - 2020 Community Development Block Grant
Program Application**

APPLICATION CHECKLIST

The following attachments are required and **must** be submitted as part of this application, including this checklist. Please place a check mark next to each item.

- All required sections of the application are complete
- List of Board of Directors and Organizational Chart – Attachment A
- Copy of 501 (c) 3 and IRS Form 990 for last fiscal year – Attachment B
- Current certificate of Good Standing (dated within the last 45 days) – Attachment C
- Certified copy of Articles of Incorporation and Certified Copy of Amended Articles of Incorporation, if amended, from the South Carolina Secretary of State – Attachment D
- Most current audited financial statement. If you do not have audited financials, explain why; You must then submit the last two years of your yearend financial statements – Attachment E
- Job descriptions and resumes of all staff that will be funded (in whole or in part) from this award, including the executive director – Attachment F
- Detailed Timeline for project implementation – Attachment G
- Budget forms – Attached
- List of matching funds, if applicable – Attachment H
- List of funding from other sources – Attachment I

I have completed the application in its entirety. I understand that if there is any missing information or if the application is received past the deadline, my application will not be considered.

Signature

Date

Title and Agency

INTRODUCTION

The Community Development Block Grant Program is authorized under Title 1 of the Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG program is the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanded economic opportunity to benefit very low, low and moderate income persons and neighborhoods.

The City of Spartanburg receives annual entitlement funding from the U.S. Department of Housing and Urban Development (HUD) based on annual federal budget appropriations. Each year the City seeks to maximize the benefits of these funds by partnering with local organizations to conduct eligible activities. This announcement sets forth the types of projects that are eligible for this funding.

CDBG National Objectives

The primary objective of the CDBG program is to benefit low and moderate income persons who earn at or below 80% of the median income and/or reside in census tracts with at least 51% of the population at low and moderate income levels. CDBG activities must qualify under a HUD national objective in order to be eligible to receive funding and must meet one of the following national objectives:

- Benefit low- and moderate-income persons who earn at or below 80% of the median income,
- Aid in the prevention or elimination of slum or blight, or
- Meet community development needs having an urgent need

The City of Spartanburg is seeking proposals that further the goals and objectives of the Consolidated Plan, which defines a specific course of action for the revitalization and continued growth of our communities. In addition to meeting National Objectives, these grants are intended to meet the following objectives:

- To enhance quality housing opportunities by increasing the availability of permanent affordable housing for low- and moderate-income residents, retaining the affordable housing stock and increasing supportive housing to enable persons with special needs to live with dignity.
- To create quality of life enhancements that increase access to quality facilities and services, improve the safety and livability of neighborhoods, restore and preserve natural and physical features of special value and to conserve energy sources.
- To stimulate economic revitalization that will create jobs for low-income persons; and empower economically disadvantaged persons to achieve self-sufficiency.

Eligible Applicants

All eligible applicants must be non-profit organizations with current, IRS-recognized non-profit status including public agencies and must provide current documentation of such status in applications. Under HUD regulations, funds for Public Services may not exceed 15% of the annual CDBG entitlement for the City of Spartanburg.

Eligible Activities

Eligible public service activities include, but are not limited to, programs providing elderly services, services for the disabled, legal services, youth and child care programs, education programs, transportation services, substance abuse services, services to battered/abused spouses, employment training, crime awareness/prevention programs, child care services, health services, services to abused/neglected children, mental health services and homeless services.

Targeted Clientele

Public service project/activity provides services to low – and moderate income persons who must reside in the City of Spartanburg. Clients served will be required to be certified by the agency with the City of Spartanburg as meeting all requirements.

Compensation Requirements

All funding for public service activities will be paid solely on a reimbursement basis for reasonable, allowable and necessary expenditures related to the program. If the project is funded, required supporting documentation, including performance, must be reviewed and accepted by the City prior to approval of payment to the applicant.

Previously Funded Applicants:

Does your agency have any CDBG project balances, with the exception of a current Program Year 2018 grant?

Yes _____ No _____

If yes, please explain why the project currently has a balance and the planned steps to expend the remaining funds; include expected deadlines.

Under your most recent CDBG project, did you meet your state projections for the anticipated number of persons to be served? If not, please explain any variance between your projection and actual performance.

APPLICATION PROCESS

RFP Issuance to the public December 17, 2018

Deadline to submit applications January 28, 2019

Agency must submit one (1) original document and 2 copies of the application. The original must be signed in **blue ink** by the person authorized to sign.

NOTE: In addition to the hard copies, please submit an electronic copy of the application PDF and all attachments to:
lgosnell@cityofspartanburg.org

Formatting

- The completed and signed checklist must be the first page of each application (even before your organizations cover letter, if applicable).
- Be on 8½ x 11” paper;
- Be neatly typed on one side only with standard one inch margins;
- Be at least an 11 –point font (no larger than 12)
- Have pages sequentially numbered
- Copies can be printed double sided
- DO NOT staple or bind the original or copies; just clip in the upper left hand corner

NOTE: The City of Spartanburg may require additional information for the determination of the applicant’s qualifications.

The proposal must be submitted in the legal name of the corporation or agency and an authorized representative of the applicant’s organization or agency who has the legal authority to bind the organization in contract with the City of Spartanburg must sign the application (must sign in BLUE INK).

Proposals that are incomplete, out of order, lack the required attachments or have other deficiencies may be rejected; proposals that are submitted after the deadline will not be accepted. In addition, contextual changes and/or additions to the application after submission will not be accepted.

All applications and copies must be received by 4:00 pm on January 28, 2019; those received after the deadline will not be reviewed nor considered for funding.

Please submit to:

City of Spartanburg
Neighborhood Services
440 S. Church Street - Suite B
Spartanburg, SC 29306-1234

Attention: Lisa Gosnell (CDBG Application FY 2019 – 2020)

APPLICANT INFORMATION

Name of Organization: _____

Business Address: _____

Authorized Representative – NAME and TITLE: _____

Contact Person – NAME and TITLE: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Type of organization: Not for Profit/501(c) 3 For Profit Government/Public Agency

Federal Tax ID number: _____

DUNS Number: _____

(The Federal Government requires all applicants for federal funds to have a DUNS number)

Funds requested for FY 2019 – 2020: \$ _____

Does the requested CDBG funding replace other funding for the same service(s)? _____

Have you received funding from the City of Spartanburg for this same activity in 2018 – 2019?

Yes _____ No _____

Total matching funds (if applicable): \$ _____

Project Title: _____

PROJECT NEED AND JUSTIFICATION:

(Please attach additional pages if needed when providing your answers)

1 – Describe the designated service area and beneficiaries *(must serve City of Spartanburg residents only with this funding)*:

2 – How will income be verified for beneficiaries? (this is required for HUD – CDBG Funds)

3 – Provide a summary of your project *(Describe WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will deliver services and WHAT specifically you will fund with CDBG.*

4 – State what your program outcomes will be; this must be in **quantitative terms and must be measurable.**
Provide the number to be served, and the percent of the total population served who are low to moderate income.

5 – What unmet community need(s) will your project address; how did you determine that this need exists, and how specifically will your project address it?

Performance Outcome Measures

The U.S. Department of Housing and Urban Development (HUD) is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG. Information on the local level will be reported to HUD which will enable HUD to describe performance results on the National level. HUD’s outcome performance measurement system has three objectives and three outcomes which are listed below. **Select one objective that best fits your project objective and one outcome that describes the outcome your project will achieve:**

Objective (check one)		Outcome (check one)	
1. Create Suitable Living Environment		1. Availability/Accessibility	
2. Provide Decent Affordable Housing		2. Affordability	
3. Provide Economic Opportunity		3. Sustainability	

NOTE: Availability/Accessibility – applies to activities that make services, infrastructure, housing, shelter or employment opportunities available or accessible to low income persons by improving or providing new services;

Affordability - Applies to making an activity more for affordable for low income persons;

Sustainability – Using resources in a targeted area to make the area more viable or livable

CAPACITY (use additional pages if necessary to give a complete answer)

1 - Briefly describe your previous CDBG funded projects and the impact it has made on your designated population.

2 – What other funding sources are proposed or confirmed for this project? **Commitment letters must be attached.**

3 – How will the project be affected if the CDBG funds awarded are less than the amount requested? What is the least amount your organization would accept to successfully implement this project?

Public Service Project Budget

In column A, list the items for which you anticipate the need for CDBG funds. In column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In column C, provide the projected request for CDBG funding. In column D, provide a description of other state, local or grant funds in addition to volunteer and donated services/resources for this project.

A – BUDGET ITEM	B – CALCULATION	C – CDBG REQUEST	D – ALL OTHER PROJECT FUNDS (INCLUDES VOLUNTEERS)
PERSONNEL			
Salaried Positions – Job Titles			
Salaries Total			
Fringe Benefits			
Personnel Totals			
OPERATING COSTS			
Supplies			
Equipment			
Printing			
Telephone			
Travel			
Other: (Be Specific)			
TOTAL OPERATING			
BUDGET TOTAL			

NOTE: ALL SALARIED AND/OR HOURLY POSITIONS WILL REQUIRE TIME SHEETS AND PAYROLL DOCUMENTATION FOR PAYMENT REIMBURSEMENT

PROJECT COMPLETION SCHEDULE

Please provide a detailed timeline outlining specific plans for completing this project within the 12 month program year, to include, activity, time frame (start and end dates), who will be responsible, etc.