

APPLICATION GUIDELINES

for

2018 Community Development Block Grant (CDBG)

**This program is funded by the
United States Department of Housing and Urban Development (HUD)**

Application Due Date

April 16, 2018

1:00 P.M.

Applications will not be accepted after the deadline



**Michael Thurmond
Chief Executive Officer**

BOARD OF COMMISSIONERS

Nancy Jester, District 1; Jeff Rader, District 2;

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Section I

Guidelines - General Information

The United States Department of Housing and Urban Development (HUD) administers the Community Development Block Grant (CDBG) Program. The primary purpose of the CDBG Program is to develop viable urban communities, principally benefiting low- to moderate-income persons.

The DeKalb County Community Development Department anticipates receiving CDBG funding from HUD for Fiscal Year 2018. All applicants and proposed activities must meet HUD CDBG eligibility guidelines to be considered for funding. Not more than 15% of these funds can be used for public service projects.

Final allocation of CDBG funds is contingent upon approval of the DeKalb County Board of Commissioners, HUD award of funds, submittal of all required documentation, and full execution of grantee contract agreement. Completion and submission of this application does not obligate the County to allocate CDBG funds to your agency.

CDBG funded projects must comply with strict eligibility criteria. Prior to submission, please carefully review this information package to determine if your request for funds will qualify under the Federal CDBG regulations and County requirements. While the DeKalb County Community Development Department is available to provide technical assistance, it is the responsibility of the applicant to become educated on the Federal Regulations that govern the CDBG Program. For more detailed information on HUD guidelines, go to www.hud.gov.

The method of distribution for the CDBG application, Guidelines, and Finances Form will be via online electronic fill-able PDF and Excel format available on the DeKalb County web-site on March 15, 2018 at <https://www.dekalbcountyga.gov/community-development/grant-application>, which is also the same day as the Technical Assistance Workshop.

The application for CDBG funding must be completed in full and submitted to the DeKalb County Community Development office **no later than 1:00 PM on April 16, 2018.** Applications sent by FAX or email will not be accepted. **Late or incomplete applications will not be considered.**

Please complete the application in its entirety (by completing financial forms, meeting minimum threshold requirements and submitting all required exhibits).

One (1) original application submitted on 8 ½ x 11 paper, with required exhibits as outlined within the application, and two (2) copies of application must be returned (without the attachments) in a sealed container marked on the outside with the Agency name. To facilitate photocopying, please do not have the application bound in any way. All questions regarding application should be directed to Byron Campbell, Grants & Administrative Manager at 404-371-2467, e-mail bkcampbell@dekalbcountyga.gov . Fax number is 404-371-2742.

The Federal Government requires agencies to provide a **DUNS number** as part of their grant applications and proposals. You may call 1-800-234-3867 or register for a DUNS number via Dun and Bradstreet's Web-site at <http://www.dnb.com/us/>.

Key Dates

Application Review Schedule and Process

Date	Time	Activity	Location
March 15, 2018	11:00 AM	Technical Assistance Workshop and review of CDBG Grant Application & Guidelines	Wesley Chapel Library 2861 Wesley Chapel Road Decatur, Georgia, 30034
March 15, 2018	1:00 PM	CDBG Grant Application & Guidelines available on the County's website and a paper copy will be available at the TA Workshop for review	Online at https://www.dekalbcountyga.gov/community-development/community-development , select Grant Application . (see CDBG Guidelines, CDBG Application, and CDBG/ESG Application Finances)
March 22, 2018	6:30 PM	Public Hearing - Purpose is to solicit input from public regarding community needs and priorities	Maloof Auditorium 1300 Commerce Drive Decatur, Georgia, 30030
April 16, 2018	1:00 PM	Deadline to submit application for CDBG funding must be completed in full and submitted to the DeKalb County Community Development Office	DeKalb County Community Development Department 750 Commerce Drive – Suite 401 Decatur, Georgia 30030
May 31, 2018	6:30 PM	Public Hearing – The purpose of this hearing is to present the draft 2014-2018 Consolidated Plan including the 2018 Annual Action Plan and proposed budget, and solicit public comments and/or questions	Maloof Auditorium 1300 Commerce Drive Decatur, Georgia 30030
TBD		The contract preparation process begins for 2018 grant awardees	
TBD		Grantees 2018 funding notification from HUD	
June 1, 2018		2014-2018 Consolidated Plan, including the 2018 Annual Action Plan and budget is submitted to the DeKalb County Board of Commissioners for consideration and placement on the June 26, 2018 Regular BOC Meeting Agenda.	
August 16, 2018		Deadline to submit the 2014-2018 Consolidated Plan including the 2018 Annual Action Plan and budget to HUD.	
TBD		Contracts will be funded	

Minimum Threshold Requirements

Your agency must meet the minimum threshold criteria below. If your agency cannot provide documentation to demonstrate that it meets all of the criteria below, your application will not be considered for funding.

THRESHOLD REQUIREMENTS	DOCUMENTATION TO BE PROVIDED WITH APPLICATION
1. Agency must have non-profit status for at least two full years or be a governmental entity serving DeKalb County residents. (excluding the City of Atlanta)	Copy of Non-profit designation from the IRS. Not Applicable for Government Agencies.
2. Agency must be registered and licensed to do business in the State of Georgia at the time of application.	Certificate of Incorporation from the Secretary of State.
3. Agency must have an annual independent audit. This audit must be no older than 12 months from the end of your last fiscal year.	One copy of your most recent annual independent audit, including management letter. (Not older than twelve months from the end of your last fiscal year) Not Applicable for Government Agencies.
4. Agency must provide two (2) most recently completed years of financial statements (income & expense statement, balance sheet and/or profit and loss statement).	Two (2) most recently completed years of financial statements (income & expense statement, balance sheet and /or profit and loss statement).
5. Agency must submit a copy of its most recent IRS Form 990.	One copy of your most recent IRS Form 990.
6. Agency must demonstrate that it has an active, independent Board of Directors that meets at least 4 times per year.	Provide dated copies of the 4 most recent Board of Directors' meeting minutes.

Note: Any exceptions to Minimum Threshold Requirements must be approved by the Community Development Director.

Anticipated Funding Available for 2018

DeKalb County receives annual grant funds from HUD under its Consolidated Plan programs. *The availability of HUD funds is contingent upon final federal action on the FY 2018 budget. Final Congressional action will determine the level of funding available in 2018 for the Consolidated Plan programs. FUNDING MAY BE REDUCED.*

Project or activity must meet CDBG eligibility requirements. See Regulations (570.200-570.209, Subpart C-Eligible Activities) at <https://www.gpo.gov/fdsys/granule/CFR-2012-title24-vol3/CFR-2012-title24-vol3-sec570-209>

Summary of Required Exhibits

Exhibit A	<input type="checkbox"/> Overview of your organization, including a brief history and include recent accomplishments and achievements based on your objectives
Exhibit B	<input type="checkbox"/> An organizational chart showing how the proposed program and staff fit into the organization. Also provide job descriptions and resumes for staff positions involved with the proposed activity.
Exhibit C	<input type="checkbox"/> A complete listing of CURRENT membership of the Board of Directors. Listing must include name, address, phone number, office held, and term of office and business/community affiliation.
Exhibit D	<input type="checkbox"/> As part of your fundraising strategy describe how the Board of Directors participates in fundraising activities and the percentage of the Board that gives financially to the Agency. <input type="checkbox"/> Describe any training on roles and responsibilities attended by the Agency Board or Directors within the last 12 months <input type="checkbox"/> Provide minutes of the last four (4) Board meetings
Exhibit E	<input type="checkbox"/> Copy of Federal, State, or Local Government licensing and By-Laws
Exhibit F	<input type="checkbox"/> Project/Activity description in detail
Exhibit G	<input type="checkbox"/> Provide lease agreement/documentation of facility ownership
Exhibit H	<input type="checkbox"/> Audit with Management Letter (Not older than 12 months)
Exhibit I	<input type="checkbox"/> 2 Years of the most recent financial statements
Exhibit J	<input type="checkbox"/> IRS Form 990 (No older than 12 months)
Exhibit K	<input type="checkbox"/> Copy of written financial procedures and responsibilities
Exhibit L	<input type="checkbox"/> Copy of approved Agency budget for current fiscal year
Exhibit M	<input type="checkbox"/> 501(c) 3 Certification from IRS

Please make sure that all of the Exhibits are attached to your application.

Application Review Criteria for Agencies Not Currently Funded

Applications will be evaluated by the Community Development Department staff on the following six (6) categories:

A. **Project Description**

- Design of program plan model and framework
- Uniqueness
- Track record for achieving goals and objectives of existing programs

B. **Consistency with the 2014–2018 Consolidated Plan**

Which HUD **Goal** best describes the program/activity?

- Decent Housing
- Suitable Living Environment
- Creating Economic Opportunities

Which HUD **Outcome** does the program/activity achieve and how is it achieved?

- Availability/Accessibility
- Affordability
- Sustainability

C. **Performance Measurements (Output Indicators)**

- Standardized data that measures results

D. **Project Sustainability & Collaboration**

- Collaboration efforts with other stakeholders
- Strategic partners
- Must demonstrate agency's financial sustainability efforts

E. **Organizational Management/Administrative Capacity**

- Demonstrate how successful you are at obtaining other funds for the proposed program/activity
- Experienced staff with other grant funds
- Personnel policy, job descriptions

Which Community Development **Major Objective** does the program/activity achieve and how it is achieved?

F. **Fiscal Management**

- Financial Statements (income & expense statement, balance sheet and cash flow statement) and Fund Development Strategy
- Audits and management letter
- Procurement Policy

Application Review Criteria for Currently Funded Agencies

Applications will be evaluated by the Community Development Department staff on the following seven (7) categories:

A. Project Description

- Design of program plan model and framework
- Uniqueness
- Track record for achieving goals and objectives of existing programs

B. Consistency with the 2014-2018 Consolidated Plan

Which HUD **Goal** best describes the program/activity:

- Decent Housing
- Suitable Living Environment
- Creating Economic Opportunities

Which HUD **Outcome** does the activity achieve and how is it achieved?

- Availability/Accessibility
- Affordability
- Sustainability

C. Performance Measurements (Output Indicators)

- Standardized data that measures results

D. Project Sustainability & Collaboration

- Collaboration efforts with other stakeholders
- Strategic partners
- Must demonstrate agency's financial sustainability efforts

E. Organizational Management/Administrative Capacity

- Demonstrate how successful you are at obtaining other funds for the proposed program/activity
- Experienced staff with other grant funds
- Personnel Policy, job descriptions

F. Fiscal Management

- Financial statements (income & expense statement, balance sheet and cash flow statement) and funding development strategy
- Audits and management letter
- Procurement policy

G. Prior Agency Performance

- Service delivery
- Agency capacity
 - Financial
 - Board of Directors involvement
- Contract Compliance (monitoring, audits etc.)
- HUD Regulation Compliance and Standards

Section II

DeKalb County's Long Term Goals and Objectives 2014 – 2018 Consolidation Plan

GOAL I: To provide decent affordable housing for low- to moderate-income persons residing in DeKalb County.

DECENT HOUSING

1. Assist in the development of 150 additional rental housing units that are affordable to low-to-moderate income, elderly, and/or special needs households. Use County support and allocated funds to leverage other public and/or private funds to rehabilitate existing substandard units or construct new units that conform to the County's Criteria for Affordable Housing Initiatives.
2. Develop and support affordable housing stock preservation and accessibility by completing 90 units in the Housing Rehabilitation Program or Emergency Repair Program.
3. Support the development and/or service efforts of at least 5 nonprofit organizations that have a mission of providing sustainable, affordable housing for households residing in DeKalb County.
4. Support efforts to create additional quality affordable homeownership units in the County and increase the number of first-time homebuyers by 200 through the provision of down payment assistance, closing cost assistance and housing counseling services.
5. In collaboration with DeKalb County agencies and organizations, Continuums of Care, the Regional Commission on Homelessness and other appropriate organizations, identify and implement housing and supportive services required to house a minimum of 500 homeless or at-risk households over 5 years.
6. Develop and Implement affordable units and programs that focus on senior citizens, veterans, cost burden households, youth and other special populations.

GOAL II: To provide a suitable living environment, public facilities, infrastructure, and expanded community services, principally benefiting low persons.

SUITABLE LIVING ENVIRONMENT

1. Collaborate with other County departments, Cities within DeKalb County and non-profit agencies to assist with the construction, and/or development/redevelopment of facilities, recreation centers or parks that primarily serve low- to- moderate income areas, persons, families, and senior citizens.
2. Collaborate with the Public Works Department to facilitate infrastructure improvements in low- to moderate-income neighborhoods.
3. Collaborate with the Public Works Department to encourage the development of sidewalks or Greenway under the Active Living Plans/Initiatives that are user friendly for the elderly and physically challenged. Additionally, in areas with a high concentration of low- to moderate-income citizens, provide safety improvements to reduce health disparities.
4. Support efforts to stabilize neighborhoods, prevent foreclosures, and address existing foreclosed and abandoned housing units by purchasing and rehabilitating foreclosed properties. Annual goals will be set based on availability of funds.
5. Collaborate with non-profit agencies to help provide services to approximately 1,050 income eligible senior citizens, refugees and other special populations in the areas of housing, transportation and literacy. Collaborate

with the “PHLOTEs (students whose Primary Home Language is Other Than English) Initiative stakeholders and the Human Services Division to help implement this goal.

6. Assist in the efforts to provide training for foreclosure prevention, consumer education and awareness, pre and post purchase homeowner counseling for approximately 1,500 low-to-moderate income persons/families annually.
7. Primarily through summer programs, provide opportunities for approximately 300 youth annually to participate in healthy educational activities that are recreationally-based, build self esteem, teach personal financial literacy, enable academic success, and enhance decision making skills.
8. Collaborate with non-profit agencies to provide quality affordable childcare programs throughout DeKalb County.
9. Work with the neighborhoods that completed DeKalb Sustainable Neighborhood Quality Of Life Plans. Assist in the implementation of the plans and provide resources for increasing capacity building of residents.
10. Assist in the demolition of dilapidated structures to arrest the spread of blighted conditions in low-to-moderate income areas as needed.

GOAL III: To expand economic opportunities, increase and retain new and existing jobs, and revitalize economically depressed areas that principally serve low- to moderate-income areas.

EXPANDED ECONOMIC OPPORTUNITIES

1. Collaborate with the Economic Development Department and other stakeholders to assist small businesses with job creation and retention. Tools for assistance may include Revolving Loan Fund Programs, Micro-Enterprise Assistance Programs, Business Incubators and other initiatives.
2. Encourage low-to-moderate income individuals to access job training and skills development from DeKalb County Workforce Development, Goodwill Industries, and the Georgia Labor Department.
3. Collaborate with the Development Group and other stakeholders to develop innovative incentives for small businesses, implementing LCI's, reversing deteriorating economic trends in identified neighborhoods, and creating innovative economic redevelopment plans for major corridors in low-to-moderate income neighborhoods. Priorities will include corridors with existing LCI's and other improvement plans.

Summary

CDBG funds have been provided to DeKalb County, an Entitlement Community, for the purpose of revitalizing neighborhoods, expanding affordable housing & economic development opportunities, and improving community facilities and services that principally benefit low- and moderate-income persons. The CDBG programs are designed to support the following:

- Activities Related to Housing
- Other Real Property Activities
- Public Facilities Improvements
- Activities Related to Public Services
- Activities Related to Economic Development
- Assistance to Community Based Development Organizations
- Planning and Administration
- Eligible Activities and National Objectives

2017 HUD INCOME LIMITS

Atlanta Area Median Family Income (MFI) is \$69,700

Family Size	Extremely Low Income (30% of Median)	Very Low Income (50% of Median)	Low – to Moderate Income (80% of Median)
1 Person	\$14,650	\$24,400	\$39,050
2 Persons	\$16,750	\$27,900	\$44,600
3 Persons	\$20,400	\$31,400	\$50,200
4 Persons	\$24,600	\$34,800	\$55,200
5 Persons	\$28,780	\$37,650	\$60,250
6 Persons	\$32,960	\$40,450	\$64,700
7 Persons	\$37,140	\$43,250	\$69,150
8 Persons	\$41,320	\$46,050	\$73,600

Note: Income Limits change on an annual basis.