

# **APPLICATION GUIDELINES**

for  
**2019 Community Development Block Grant (CDBG)**

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

**Application Due Date  
April 30, 2019  
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;

Larry Johnson, District 3; Steve Bradshaw, District 4; Mereda Davis Johnson, District 5;

Kathie Gannon, District 6; Lorraine Cochran-Johnson 7

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## Section I

### Guidelines - General Information

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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 2019. 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](http://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 April 1, 2019 at <https://www.dekalbcountyga.gov/community-development/sub-recipient-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 30, 2019.** 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](mailto: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
April 1, 2019	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 <a href="https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application">https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application</a> , (see CDBG Guidelines, CDBG Application, and CDBG/ESG Application Finances)
April 3, 2019	1:00 PM	Technical Assistance Workshop and review of CDBG Grant Application & Guidelines	Wesley Chapel Library 2861 Wesley Chapel Road Decatur, Georgia, 30034
April 11, 2019	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 30, 2019	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 30, 2019	6:30 PM	Public Hearing – The purpose of this hearing is to present the draft 2019-2023 Consolidated Plan including the 2019 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 2019 grant awardees	
TBD		Grantees 2019 funding notification from HUD	
May 30, 2019		2019-2023 Consolidated Plan, including the 2019 Annual Action Plan and budget is submitted to the DeKalb County Board of Commissioners for consideration and placement on the June 25, 2019 Regular BOC Meeting Agenda.	
August 9, 2019		Deadline to submit the 2019-2023 Consolidated Plan including the 2019 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 <b>two full</b> 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 <b>4</b> times per year.	Provide dated copies of the <b>4</b> 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 2019**

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 2019 budget. Final Congressional action will determine the level of funding available in 2019 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 Consolidated Plan Goals**

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 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

### Consolidation Plan Goals

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

#### **DECENT HOUSING**

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

#### **SUITABLE LIVING ENVIRONMENT**

**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**

### Summary

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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

## 2018 HUD INCOME LIMITS

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Atlanta Area Median Family Income (MFI) is \$74,800

Family Size	Extremely Low Income (30% of Median)	Very Low Income (50% of Median)	Low – to Moderate Income (80% of Median)
1 Person	\$15,750	\$26,200	\$41,900
2 Persons	\$18,000	\$29,950	\$47,900
3 Persons	\$20,780	\$33,700	\$53,900
4 Persons	<b>\$25,100</b>	<b>\$37,400</b>	<b>\$59,850</b>
5 Persons	\$29,420	\$40,400	\$64,650
6 Persons	\$33,740	\$43,400	\$69,450
7 Persons	\$38,060	\$46,400	\$74,250
8 Persons	\$42,380	\$49,400	\$79,050

**Note:** Income Limits change on an annual basis.