



# 2023-2024 CDBG Application



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## GENERAL INFORMATION AND APPLICATION INSTRUCTIONS

### OVERVIEW

#### Community Development Block Grant (CDBG):

The U.S. Department of Housing and Urban Development (HUD) annually awards Community Development Block Grant (CDBG) funding to state and local governments, to support community planning and development activities and promote integrated approaches to provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; [42 U.S.C.-530.1](#) et seq. [View CDBG Laws and Regulations](#)

Union County is an entitlement community. Funds received from HUD are administered by the Centralina Regional Council. The CDBG fiscal year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. HUD requires that no more than 15% entitlement funds to be allocated towards public service activities. Union County's CDBG applications are accepted once a year and reviewed by a committee comprised of County staff. The committee's recommendation is used to develop a funding plan, which the County receives public comment on at a scheduled public hearing, and then reviews for final approval in the spring of every year.

### NATIONAL OBJECTIVES, INCOME ELIGIBILITY AND PRIORITIES

All programs applying for funding must meet at least one of the three National Objectives to be eligible to receive funding:

1. Benefit to low/moderate income persons:

Generally, all CDBG activities must benefit persons with a household income below 80% of the Area Median Income (AMI) adjusted for family size. The U.S. Department of Housing & Urban Development's 2022 Area Median Family Income Limits can be found here:

<https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

You can document benefit through an **Area Benefit**. An area benefit would be satisfied if there was a way to document that the proposed program primarily served persons residing in an area of the County, in which more than 51% of the residents are either low-or moderate-income.

You can also document benefit through a **Direct Benefit Activity**. A direct benefit activity documents that a proposed program primarily benefits low-and moderate-income persons by requesting income verification from program participants, verifying that more than 51% of those served are low or moderate income, and keeping the income documentation on file.

Lastly, you can document benefit by providing a **Limited Clientele Activity** that serves a group of participants which HUD presumes to be low or moderate income. Presumed Benefit populations include the following:

1. Abused Children
2. Battered Spouses
3. Severely Disabled Adults

4. Homeless Persons
5. Illiterate Adults
6. Persons with AIDS
7. Migrant Farm Workers
8. Elderly Persons

2. Elimination of slums and blight:

This National Objective is usually associated with the rehabilitation of properties, the demolition of structures and, in some cases, site reclamation and improvement. It is unlikely that any public services programs will satisfy the requirements of this National Objective

3. Urgent need:

It relates to the use of CDBG funding to address emergency situations brought about by natural and other disasters such as flooding, hurricanes etc.

CDBG eligible activities include but are not limited to: Acquisition of Real Property, Relocation and Demolition, Rehabilitation, Public Facilities and Improvements, and Public Services. Ineligible activities include Political Activities, Certain Income Payments, Construction of New Housing, or buildings for the General Conduct of Government.

## **2021-2025 Union County Consolidated Plan**

CDBG applications will be prioritized by the Union County CDBG Consolidated Plan priority needs:

1. Improve Public Facilities and Infrastructure
2. Support Delivery of Public Services
3. Promote Affordable Housing
4. Support Growth and Economic Development

## **HUD PERFORMANCE MEASUREMENT SYSTEM**

### **Performance Objective:**

HUD requires that Union County determine, when setting up an activity, which of three objectives—Suitable Living Environment, Decent Housing, or Creating Economic Opportunities—best describes the purpose of the activity.

Creating a Suitable Living Environment relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor-quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.

Providing Decent Housing covers the wide range of housing activities that are generally undertaken with CDBG funds. This objective focuses on housing activities and the purpose is to meet individual family or community housing needs.

Creating Economic Opportunities applies to activities related to economic development, commercial revitalization, or job creation.

### **Performance Outcome**

Once the objective is selected, the County will choose one of the three outcome categories that best describe what the City seeks to achieve by funding the public service activity—Availability/Accessibility, Affordability and Sustainability.

Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low-and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers but also to the basic necessities of daily living being available and accessible to low-and moderate-income people where they live.

Affordability applies to activities that provide affordability in a variety of ways to low-and moderate-income persons. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low-and moderate-income, or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods

The County will base its selection of the appropriate objective and outcome on the purpose of the activity when it is funded. Please note that you are asked to describe the outcome and objective that best matches your project in the 2023-2024 CDBG Funding Application under the Program Information section.

## PROJECT REPORTING AND MONITORING

Organizations awarded federal CDBG funds are subject to monitoring and reporting requirements, as specified in subrecipient agreements and in federal regulations. [View CDBG Laws and Regulations](#)

## TIMELINE

<b>January 2, 2023</b>	<b>Funding Application Available for download (web)</b>
<b>January 2 – February 28, 2023</b>	<b>Agencies Prepare and Submit Applications</b>
<b>Pre-Application Meetings:</b> Applicants are invited to participate in a pre-application meeting, which is a 1-hour one-on-one session, during which applicants can discuss their funding proposal with the CDBG program grant administrator. To schedule a pre-application meeting, applicants should contact Zsuzsi Kadar at 704-688-7033 or email <a href="mailto:zkadar@centralina.org">zkadar@centralina.org</a> .	
<b>January 18, 2023</b>	<b>Virtual Application Workshop at 11:00 am</b>
<b>February 28, 2023</b>	<b>Application Submissions are Due by 5:00pm</b>
<b>March 2023</b>	County staff will review applications.
<b>April 2023</b>	Public Forum will be offered for review and feedback on the Preliminary Annual Action Plan
<b>May 2023</b>	Union County Board of County Commissioners Adoption of the CDBG Annual Action Plan
<b>May 15, 2023</b>	CDBG Annual Action Plan is due to HUD
<b>July 1, 2023</b>	2023-2024 CDBG Program Year begins

## SUBMISSION INSTRUCTIONS

### **CDBG Application Instructions**

- Submit all completed and signed applications, plus required attachments as one (1) electronic file to [zkadar@centralina.org](mailto:zkadar@centralina.org), before **5:00 PM on February 28, 2023**.
- Double check the list of required attachments below
- Executive Director **OR** Board Chairperson signature required on the application. Please ensure that the signatory has authority to sign for the organization under the organization's bylaws.

Questions? Email: [zkadar@centralina.org](mailto:zkadar@centralina.org)

Applications may not be considered for the following reasons:

1. Projects that do not align with the eligibility criteria for CDBG
2. Applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines and/or federal regulations
3. Applicant fails to provide required information
4. Incomplete or late applications

## CHECKLIST OF REQUIRED DOCUMENTATION

### **Application Sections:**

- ☐ CDBG Certifications & CDBG Funds Conflict of Interest and Nondiscrimination Provisions
- ☐ Cover Page Section
- ☐ Program Information
- ☐ Agency Information

### **Required Attachments:**

- ☐ Total Project/Program Budget including details of all received and expected funding sources
- ☐ Total Agency Budget
- ☐ Estimated Project Timeline, including expected funding draws
- ☐ Current list of Board of Directors
- ☐ Current Bylaws and Articles of Incorporation
- ☐ IRS Tax Determination Letter [501(c)(3)] (if applicable)
- ☐ Designation Form [501(c)(3)] (if applicable)
- ☐ 3-Month Cash Rule Test [501(c)(3)] (if applicable)
- ☐ Most Recent Independent Audit
- ☐ State and/or Necessary Licenses (if applicable)
- ☐ Certificate of Insurance: General Liability, automobile and Workers Compensation
- ☐ Brochure or Flyer of Services Provided, Conceptual Plans/Drawings (only if available and applicable)

## CDBG CERTIFICATIONS

The undersigned applicant hereby agrees to the following certifications.

1. The undersigned applicant certifies that housing or service produced with the proceeds of the financial assistance will be made available to eligible households within the income and occupancy limits set by the Department for the specific program for a specified period.
2. The undersigned applicant agrees he/she will not discriminate against any person on the basis of race, color, national origin, sex, marital status, sexual orientation, physical or mental handicap or age in any aspect of the project and will comply with all federal, State and local laws regarding discrimination and equal opportunity in employment, housing and credit practices, including Titles VI and VII of the Civil Rights Act of 1964 and regulations pursuant thereto, Title VIII of the Civil Rights Act of 1968, as amended, and the Governor's Code of Fair Practices, as amended, and will comply with the City's Equal Business Opportunity Program, as applicable. Copies of these laws and guidelines are available upon request.
3. The undersigned applicant certifies that no tenant living in any residential unit in the property to be rehabilitated has been forced to move by the applicant without cause in the twelve-month period preceding the submission of this application and that no tenants will be forced to move without cause prior to award of the financial assistance except to rehabilitate the project in compliance with an approved relocation plan. Applicant further agrees to comply with the relocation requirements of the Department if any residential occupant is required to be temporarily or permanently displaced as a result of the rehabilitation undertaken pursuant to this financial assistance application. All relocations must be in conformance with the Uniform Relocation Act.
4. The undersigned applicant represents and certifies that the project/program can be completed within the time schedule stated herein. The undersigned further certifies that the information contained in this application and in any attachments in support hereof is true, correct and complete to the best of the applicant's knowledge and belief and agrees to notify the Department promptly in writing of any changes in this information, including any changes in the sources and uses of funding for the project. The undersigned agrees to immediately notify the Department of a cancellation of the project, or if the project/program will not be completed within the proposed time schedule.
5. Access to Public Records Act Notice and Waiver. Applicants should give specific attention to the identification of information furnished to the Department under this application which they deem confidential, commercial or financial information, proprietary information, or trade secrets and provide any justification of why this information should not be disclosed. Applicants are advised that, upon request from a third party, the Department is required to make an independent determination as to whether the information may or must be divulged to that party.  
  
This information will be disclosed to appropriate staff of the Department or to public officials for purposes directly connected with the administration of the programs for which its use is intended. Such information may be shared with State, federal or local government agencies which have a financial role in the project.
6. The undersigned applicant authorizes the Department to disclose any information known, related to the agency's prior performance, including reporting and history of related project/program completion in accordance with Performance/Development agreements, to any application review group, for the purpose of evaluating this application.
7. The undersigned applicant agrees to at all times indemnify and hold harmless the County against all losses, costs, damages, expenses and liabilities of any nature or kind (including, but not limited to attorney's fees,

litigation and court costs, amounts paid in settlement, amounts paid to discharge judgment, and any loss from judgment) arising out of, or related to acceptance, consideration, approval or disapproval of this application.

8. The undersigned applicant hereby certifies that the project/program proposed in this application can be developed in accordance with the development budget set forth herein and operated in accordance with the operating budget set forth herein.

**Legal Name of Applying Entity:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
Executive Director/Board Chairperson                      Date

\_\_\_\_\_  
(Print Name)



**1. Applicability**

- a. In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict-of-interest provisions in 24 CFR 85.36 and 24 CFR 84.42 respectively, shall apply.
- b. In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g. rehabilitation, preservation, and other improvements of private properties pursuant to 570.203, 570.204, 570.455, or 570.703(i).

**2. Conflicts Prohibited**

The general rule is that no persons described in paragraph (3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect for themselves or those with whom they have business (partner, shareholder, or vested percentage) or immediate family ties, during their tenure or for one year thereafter.

**3. Persons Covered**

The conflict-of-interest provisions of paragraph (2) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or any designated public agencies, or of subrecipients that are receiving funds under this part.

Federal law (2 CFR 200.318) prohibits person(s) who exercise or who have exercised any functions or responsibilities with respect to the above grants or who are in a position to participate in a decision-making process or to gain inside information regarding such activities, or from obtaining a financial interest or benefit from an assisted activity either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Are any of the Board Members or employees of the agency which will be carrying out this project, or members of their immediate families, or their business associates:

- a) Employees of or closely related to employees of your agency or the member government through which this application is made?

☐ Yes ☐ No

b) Members of or closely related to Members of City/County/Town Council or Commission of the member government through which this application is made:

☐ Yes ☐ No

c) Current beneficiaries of the program for which funds are requested?

☐ Yes ☐ No

d) Paid providers of goods or services to the program or having other financial interest in the program?

☐ Yes ☐ No

If you have answered YES to any question above, please attach a full explanation. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded.

#### 4. Exceptions

Upon the written request of the recipient, HUD may grant an exception to the aforementioned provisions on a case-by-case basis when it has satisfactorily met the threshold requirements, taking into account all cumulative effects.

I certify that I am complying with the conflict-of-interest provision of 24 CFR Part 570.611.

I further understand and agree that in the event that such conflict of interest is determined to exist, my application may be rejected. I also understand that I may be required to return any CDBG funds previously awarded by Union County.

**Legal Name of Applying Entity:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
Executive Director / Board Chairperson Date

\_\_\_\_\_  
(Print Name)

# UNION COUNTY

## 2023-2024 CDBG FUNDING APPLICATION

### COVER PAGE

#### Applicant Information

Applicant Organization's **Full Legal** Name: \_\_\_\_\_

UEI Number (Required for Federal Funding): \_\_\_\_\_

Federal EIN Number: \_\_\_\_\_

Applicant Organization's Physical Address: \_\_\_\_\_

Applicant Organization's Mailing Address: \_\_\_\_\_

Executive Director's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Legal Status:

- ☐ Municipality
- ☐ Non-Profit
- ☐ Community-Based Development Organization

#### **Funding Request**

Total Project Cost\* (for the portion of the program to benefit Union County residents): \_\_\_\_\_

\*A detailed project budget is required on a separate sheet, including all funding sources expected or received

Total Amount of Federal CDBG Funds Requested: \_\_\_\_\_

Specific Detail for Proposed Use of CDBG Funds Requested: \_\_\_\_\_

**Please list the itemized expenses for which you are requesting funding, in the chart below.**

CDBG Itemized Expenses	Cost (\$)	Quantity/Unit of measure	Subtotal (\$)
<i>Ex: A&amp;E Services</i>	<i>\$36,000</i>	<i>1 engineering and design firm hired through RFQ process</i>	<i>\$36,000</i>
<b>Total</b>			

To the best of my knowledge and belief, all information and data in this application are true and current. The document has been duly authorized by the governing board of the applicant.

Signature: \_\_\_\_\_  
Executive Director/Board Chairperson Date

### PROJECT INFORMATION

1. **Project Name:** \_\_\_\_\_  
Project Primary Contact's Name and Title:  
  
Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_
2. **Project Location:** \_\_\_\_\_
3. **Project Start Date:** \_\_\_\_\_ **Project Completion Date:** \_\_\_\_\_
4. **Brief Summary/Project Description:**  
(This description will be reported to HUD. There is a 3,000-character limit)
5. **Project Category (For other, please contact staff to confirm eligible category.)**

- ☐ Acquisition of Real Property
- ☐ Relocation
- ☐ Clearance and Remediation Activities
- ☐ Rehabilitation of Residential and Non-Residential Structures
- ☐ Public Facilities and Improvements
- ☐ Infrastructure Improvement
- ☐ Other \_\_\_\_\_

6. **Project Service Area:**  
*Describe the Project Service Area using street boundaries, census tracts, or other recognizable boundaries—if a proposed project/service is available to all County residents, state the service area as county-wide. (Keep in mind the project must serve majority Union County residents, regardless of the organization's physical location). The Project Service Area refers to the location where project beneficiaries reside or where clients accessing services reside. A Project Service Area may be a broader area that is beyond the actual location of a physical site.*

7. **Project Time Schedule (Program Year 2023: July 1, 2023- June 30, 2024):**

	Task	Date
1		
2		
3		

4		
5		
6		
7		
8		

**8. Accomplishment Type (Choose the appropriate accomplishment for this project)**

- ☐ \*People (Public Services) Proposed Count: \_\_\_\_\_
- ☐ \*\*Housing Units Proposed Count: \_\_\_\_\_

**9. Benefit Type (Choose the appropriate accomplishment for this project)**

- ☐ Area Benefit: The project or facility is available to all persons located within an area where at least 51% of the residents are low/moderate income. Please provide a map of the project area and documentation showing the census tract number and universal LMI percentage for the defined project area.
- ☐ Limited Clientele: The project serves a specific population (e.g., services for seniors, homeless, severely disabled adults, homeless persons, illiterate adults, migrant farm workers, abused children, persons with AIDS or battered spouses); where at least 51% of clients served are LMI.
- ☐ Housing Benefit: Housing structures must be occupied by LMI households.
- ☐ Jobs Benefit: Activities must create or retain permanent jobs and 51% of the jobs created/retained must be available to or held by LMI persons.

**10. HUD Objective and Outcome**

**Performance Objective (Choose One):**

- ☐ Creating a Suitable Living Environment relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low-and moderate-income persons, from physical problems with their environment, such as poor-quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.
- ☐ Providing Decent Housing covers the wide range of housing activities that are generally undertaken with CDBG funds. This objective focuses on housing activities and the purpose is to meet individual family or community housing needs.
- ☐ Creating Economic Opportunities applies to activities related to economic development, commercial revitalization, or job creation.

**Performance Outcome (Choose One):**

☐ Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low-and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers but also to the basic necessities of daily living being available and accessible to low-and moderate-income people where they live.

☐ Affordability applies to activities that provide affordability in a variety of ways to low-and moderate-income persons. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☐ Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low-and moderate-income, or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods

**11. Special Program Purpose (Check any/all that apply)**

- ☐ Help Prevent Homelessness
- ☐ Help the Homeless
- ☐ Help Those with HIV/AIDS
- ☐ Help Persons with Disabilities
- ☐ None of the Above

**12. Complete the following chart with information about the project's goals and performance measures.**

Goal	Performance Measurement
<i>Ex: Rehabilitate housing for low- to moderate-income households.</i>	<i>Ex: By 2024, rehab ten units that are affordable to low- to moderate-income households.</i>

**13. Describe the quantifiable impact on project outcomes if this funding request is not awarded.**

**14. Leveraging**

Complete the chart below for Leveraging Ratio of HUD Funds, for the portion of the project to benefit Union County residents.

Leveraging Ratio of HUD Funds	
HUD Funds	Amount
CDBG	_____
Other Sources of Funds	Amount
Other Federal funds	_____
State/Local Funds	_____
Private Funds	_____
Other: _____	_____
<b>Program Total</b>	_____

<div>Leveraging Ratio</div> <div>CDBG : All Other Funds</div> <div>_____</div>
--

## AGENCY INFORMATION

### Organization

Please provide the following information about your agency:

1. Date of Incorporation (Month/Year): \_\_\_\_\_
2. **Agency's Purpose/Mission statement** (no more than a few sentences): \_\_\_\_\_
3. Does the total Agency Budget for this fiscal year show a surplus or deficit? Please provide an explanation. \_\_\_\_\_

### Agency Track Record and Community Support

Please describe your agency's:

4. Collaboration and coordination of this application with other organizations to complement and/or support the proposed program and plans to develop linkages with other programs to coordinate activities so solutions are holistic and comprehensive. \_\_\_\_\_
5. Past achievements in carrying out the same or similar programs and evidence of successful record of meeting proposed budgets and timetables. \_\_\_\_\_
6. Explain your agency's process for marketing to ensure an adequate pool of Union County income-eligible beneficiaries: \_\_\_\_\_
7. List all agency outstanding/unexpended funding awards and provide a brief explanation.

Program/Project	Year (s)	Funding Sources	Total Awarded Amount	Total Unexpended Amount	Explanation



### THREE-MONTH CASH RULE TEST

(Non-profit Agencies Only)

The three (3)- month rule is used by the CDBG Program Office as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month period allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

**Balance Sheet- Audited Financial Statements** FY: \_\_\_\_\_ Page #: \_\_\_\_\_  
(Documents must be attached to the Application)

**Enter Agency Cash Balance** \_\_\_\_\_  
(Cash cannot include investments of receivables)

**A. Multiply Agency Balance by 4 and enter in adjacent box.**

Cash available for project(s) \_\_\_\_\_

List the amount of FY 23 CDBG funding applied for in this application. \_\_\_\_\_

List the amount of FY 23 CDBG funding applied for on any other application. \_\_\_\_\_

**B. Sum all the amount for FY 2023 CDBG funding request(s).** \_\_\_\_\_

**Compare Agency Cash Balance Available (Item A) with the Total FY 2023 CDBG Funding Request (Item B):**

**Item A:** \_\_\_\_\_ **Item B:** \_\_\_\_\_ **Difference:** \_\_\_\_\_

**Analyze the Results**

- 1- If the difference is a positive amount or equals \$0, the Agency is eligible to apply.
- 2- If the difference is a negative amount, the Agency has the options below:

The Agency can adjust any of the FY 23-24 CDBG requested amount(s) to result in a positive or \$0 balance, as long as: A) Each project meets the minimum required amount for each of the applications, and B) cash available for projects is now greater than or equal to the total FY 2023 CDBG funding request.