



CITY OF MARIETTA COMMUNITY DEVELOPMENT DIVISION

COMMUNITY DEVELOPMENT BLOCK GRANT

(CDBG)

APPLICATION INSTRUCTIONS

PROGRAM YEAR 2021 (JULY 1, 2021- JUNE 30, 2022)



COMMUNITY DEVELOPMENT DIVISION
268 LAWRENCE ST. SUITE 200
MARIETTA, GA 30060
770-794-5437

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GUIDELINES FOR INFORMATION TO BE SUBMITTED

INSTRUCTIONS

Answer all questions as succinctly as possible, check all appropriate boxes, and complete all relevant tables.

1a. ELIGIBLE APPLICANTS

- Must serve City of Marietta residents
- Public or private non-profit 501(c)(3) agencies
- For-profit agencies assisting with microenterprises
- Institutions of higher learning
- City of Marietta departments or other public or quasi-governmental agencies
- Faith based organizations (non-religious purposes)
- Community Based Development Organizations (CBDO)

1b. INELIGIBLE APPLICANTS

- Private individuals
- Individual homeowners or landlords
- Individual businesses
- Religious institutions/churches for religious purposes

2. CDBG APPLICATION TIMELINE

APPLICATION TIMELINE	
November 20, 2020	Publication of Public Notice announcing the CDBG Application meeting
December 1, 2020	Application Workshop/Release meeting held at Community Development Office
January 29, 2021	Deadline for submission of CDBG Application (4:00pm drop off at the Community Development Office located at 268 Lawrence St)
February 1-28, 2021	Review submitted applications and assess funding recommendations. Prepare grant review documentation for City Council
March 1-March 30, 2021	Public review period for PY21 Action Plan (which includes public services grant recommendations)
March 25, 2021	Public Review Meeting at 11:00 AM at Community Development Office
March 30, 2021	City Council Committee Meeting to present Action Plan and Public Services grant recommendations
April 14, 2021	City Council Meeting for Action Plan and Public Services grant approvals

3. SUBMISSION REQUIREMENTS

1. Eligible applicants may request applications by contacting the City of Marietta Community Development Division.
2. A separate proposal must be submitted for each project or activity for which CDBG funding is requested
 - **TWO ORIGINAL, ONE SIDED HARD COPIES OF EACH PROPOSAL AND ONE DIGITAL COPY (IN MICROSOFT WORD FORMAT) MUST BE SUBMITTED TO THE COMMUNITY DEVELOPMENT OFFICE.**
3. Incomplete applications will not be considered for funding.
4. Applications for CDBG funding should be mailed or hand-delivered to:

City of Marietta Community Development Division
268 Lawrence St. Suite 200
Marietta, GA 30060

5. **The deadline for submission of proposals is 4:00p.m. January 29, 2021.**
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

4. APPLICATION COMPONENTS

Requests for funding must include the following documents:

1. Applicant Checklist
2. Cover Sheet
3. Organizational Information
4. Project Information
5. Budget Information/ Forms
6. Performance Measures/Outcomes Form
7. Conflict of Interest Questionnaire
8. Applicant Certifications (Good standing, drug-free workplace, anti-lobbying)
9. Federal Tax Exemption Determination Letter
10. List of Current Board of Directors
11. Quarterly Tax Form or IRS Form 990
12. Articles of Incorporation and Bylaws
13. Resumes of Key Staff for Project
14. Most Recent Audit
15. Financial Management Policies and Procedures
16. Current Organizational Chart

5. CDBG APPLICATION RELEASE MEETING

All organizations interested in applying for CDBG funds are required to attend Community Development Division mandatory application release meeting. Organizations that do not attend the meeting will not be permitted to apply for PY21 funding.

6. APPLICATION PROCESS

Applications for Community Development Block Grants are accepted annually and are awarded on a competitive basis. Applicants are required to attend an Application Workshop meeting, in order to apply. Applicants have approximately 60 days from the date the application is available to the deadline for submission. All applicants may receive technical assistance from Community Development staff as needed.

7. EVALUATION AND RATING PROCESS

Applications are evaluated in a three- step process: threshold review, project evaluation, and funding recommendations. A threshold review will be done only for completed applications that are received by the deadline. The threshold requirements are: the project must meet a national objective as required by HUD and include proposed eligible activities as defined by HUD. Projects that meet the threshold requirements will go forward for project evaluation.

All projects that meet the threshold requirements will be evaluated by Community Development staff and the Review Committee. After evaluating and rating all applications and receiving recommendations from the Review Committee, the Community Development Division presents its recommendations to the City of Marietta City Council for final approval.

8. SELECTION CRITERIA

The Community Development Division will consider the following factors when evaluating a CDBG project for funding:

- Does the project/activity meet a National Objective?
- Is the activity eligible per CDBG guidelines?
- What is the extent of public benefit achievement relative to the project cost?
- Past performance for organizations requesting continued funding
- Does the organization define the anticipated performance outcomes and measurement of those outcomes, (e.g. for an employment training activity, the number of persons actually securing a job as a result of the training should be emphasized rather than just the number of persons that will be provided employment training)
- Does the agency have evidence of matching funds for the project and leverage other funding sources to the greatest extent possible?
- Does the organization have the administrative capacity to successfully carry out the project, (e.g. has previous experience with similar projects)?
- Does the agency collaborate with other service providers and/or agencies?

MEETING A NATIONAL OBJECTIVE

The Community Development Block Grant (CDBG) program provides assistance for housing and community development activities. In order for a project or activity to qualify for CDBG funding, it must meet at least one of the three statutory national objectives established under Title I of the Housing and Community Development Act of 1974, as amended. An activity that fails to meet a national objective does not qualify for CDBG funding. The national objectives are:

1. Activities benefiting Low- and Moderate-Income (LMI) Persons

a. Area benefit activities

Staff must be consulted prior to application submission regarding this National Objective. An activity, the benefits of which are available to all the residents in a particular area, where at least 51% of the residents are LMI persons. The service area must be primarily residential, and the activity must meet the identified needs of LMI persons. Examples include: street improvements, water and sewer lines, neighborhood facilities, and façade improvements in neighborhood commercial districts. This activity must meet one of the following qualifying criteria:

- (1) A determination that there is a sufficiently large percentage of LMI persons residing in the service area by using the most recently available decennial Census information, together with the Section 8 income limits that would have applied at the time the income information was collected by the Census Bureau; or
- (2) A determination is made of the percent of LMI residents by means of a current survey of the area, if it is believed that the census data does not reflect current income levels, or where the census boundaries do not coincide sufficiently with the service area. The survey results must meet statistical reliability standards and be approved by HUD.

b. Limited clientele activities

An activity which benefits a limited clientele where, at least 51% of those persons served are LMI persons. Examples include: services for the homeless; meals on wheels for the elderly, and construction of job training facilities for the handicapped. The activity must meet one of the following qualifying criteria:

- a) The activity benefits a clientele that is generally presumed to be principally LMI persons such as abused children, battered spouses, elderly persons, severely disabled adults, and migrant farm workers; or
- b) Information is required on family size and income in order to show that at least 51% of the clientele is LMI; or
- c) The activity has income eligibility requirements which limit the activity exclusively to LMI persons; or
- d) The activity is of such nature and in such location that it may be concluded that the clients are primarily LMI.

c. Housing activities

An activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. Examples include: property acquisition or rehabilitation of property for permanent housing; conversion of non-residential structures into permanent housing; emergency home repair; and new housing

construction by a Community-Based Development Organization (CBDO). The activity must meet one of the following qualifying criteria:

- (1) One unit structures must be occupied by LMI households.
- (2) Two unit structures must have at least one unit occupied by LMI households.
- (3) Structures containing more than two units must have at least 51% of the units occupied by LMI households.
- (4) Rental buildings under common ownership and management which are located on the same or contiguous properties may be considered as single structures.
- (5) For rental housing, occupancy by LMI households must be at affordable rents, consistent with the standards adopted and publicized by the Department of Housing and Community Development for determining "affordable rent" levels.

d. Job creation or retention activities

Please consult with Community Development staff regarding your program eligibility under this category.

An activity designed to create or retain permanent jobs where at least 51% of which, (computed on a full time equivalent basis), will be made available to or held by LMI persons. Potentially eligible activities include: construction by the grantee of a business incubator designed to offer office space and support services to new firms to help them become viable small businesses; loans to pay for the expansion of a plant or factory; and assistance to a business to prevent closure and a resultant loss of jobs for LMI persons.

2. Activities which aid in the prevention or elimination of slums or blight

Staff must be consulted prior to application submission regarding this National Objective.

Activities to address slums or blight on an area basis

An activity which helps to prevent or eliminate slums or blighting conditions within a designated area. Examples include: assistance to commercial or industrial businesses; public facilities or improvements; code enforcement.

3. Activities designed to meet community development needs having a particular urgency

Use of this category is extremely rare. It is designed only for activities that alleviate emergency conditions resulting from natural disasters or similar emergencies.

ELIGIBLE ACTIVITIES

PUBLIC SERVICES

CDBG regulations are very broad and allow the use of grant funds for a wide range of public service activities

Eligible Activities:

- CDBG funds may be used to pay for staffing for carrying out the activity, supplies, and materials to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public service.
- To utilize CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of an existing service which has been provided by the grantee or another entity.
- The service must not discriminate against any person on the basis of religion and will not limit such services or give preference to persons on the basis of religion.
- The service must not provide religious instruction or counseling, conduct religious worship or services, engage in religious proselytizing, or exert religious influence in the provision of services.
- HUD strictly prohibits the use of CDBG funds to replace (supplant) an agency's existing costs. In other words, you cannot meet a budget shortfall in your current services with new grant funds. Grant funds must relate directly to NEW budget items.

National Objectives:

- Limited Clientele: An activity which benefits a limited clientele where at least 51% of those persons served are low-to moderate-income people or serves clients who are presumed to be low income. Examples of presumed benefit population are homeless, senior citizens, or victims of domestic violence. Contact staff for guidance on this national objective.
- Area Benefit: The activity must benefit a specific group of people in a defined geographic block group area where at least 51% of the residents are low income. Contact staff regarding this national objective.

Renewal Funding will be Contingent Upon:

- a. Exhibiting professional management of CDBG funds and compliance with administrative requirements
- b. Meeting performance benchmarks identified in the contract scope of work
- c. Reporting accomplishments accurately and in a timely manner
- d. Demonstrating the capacity to sustain the program beyond the grant term
- e. Increased level of service each year
- f. Annual assessment of performance and expenditures

Income Limits - <https://www.huduser.gov/portal/datasets/il.html>

The median family income is calculated for each metropolitan and non-metropolitan area using the Fair Market Rent area definitions applied in the Section 8 Housing Choice Voucher Program. These income limits are for use in determining if your proposed clientele are eligible for CDBG assistance.

CDBG MAXIMUM HOUSEHOLD INCOME LIMITS [COBB COUNTY, GEORGIA]

FY2020 Income Limits

Effective: July 1, 2020

Family/Household Size	Extremely Low 30%	Very Low Income 50%	Low Income 80%
1	\$17,400	\$28,950	\$46,350
2	\$19,850	\$33,100	\$52,950
3	\$22,350	\$37,250	\$59,550
4	\$24,800	\$41,350	\$66,150
5	\$26,800	\$44,700	\$71,450
6	\$28,800	\$48,000	\$76,750
7	\$30,800	\$51,300	\$82,050
8	\$32,750	\$54,600	\$87,350

*Source: U.S. Department of Housing & Urban Development [HUD]

Extremely Low Income = <30% of Median Household Income

Very Low Income = 30%-50% of Median Household Income

Low Income = 50% - 80% of Median Household Income

Income Limits are recalculated annually.

ORGANIZATIONAL INFORMATION

Organizational and financial capacity is very important when evaluating CDBG applications. Applicants must show that they can handle the administrative requirements associated with the CDBG program, and can financially support the program on a reimbursable basis. Community Development staff will review the provided responses, as well as all required financial documents to determine capacity.

Organization/Staff Capacity:

1. Provide a brief description of the organization, its prior years of experience in carrying out federally funded activities or projects, its experience in fiscal management of federal, state, or local grant funds, and its capacity to administer the proposed program, including compliance with federal and other grant funds.
2. If applicable, provide a brief narrative of prior year accomplishments for activities for which renewed funding is requested and proposed accomplishments for new activities not previously funded.
3. Does your organization have a written personnel policy, affirmative action plan, and grievance procedure?

Financial Capacity:

1. Indicate whether the organization has ever been cited for misuse of Federal, State or Local funds.
2. Indicate whether the agency's fiscal management, disbursement methods, financial reporting, recordkeeping and accounting procedures are acceptable.
3. Indicate whether the organization is current on all payroll taxes and worker's compensation as required by federal and state law. Provide evidence (copies of most recent IRS Form 990 and quarterly tax forms) that the organization is current on federal and state taxes, or the organization has an agreement in place to address any tax liability.
4. Indicate whether the organization has adequate insurance. The required coverage for general and automobile liability insurance, fidelity bonds, worker's compensation, and fire insurance.
5. What percentage of the TOTAL organization budget is grant funded?

PROJECT INFORMATION

1. What Type of Services Will You Provide?

Please indicate the MAIN service you will be providing with CDBG funds. These are HUD defined categories. If you do not see your service represented, please reach out to Community Development staff **before** the application deadline.

Who Will You Serve?

Please choose the primary population you will serve through the CDBG program. If you are serving more than one population, please provide an explanation.

2. Services Provided

CDBG funds must be used to provide a new service or increase the level of current services (increase the number of clients served).

3. National Objective

CDBG projects are only eligible if they meet a national objective. Projects that cannot show that they meet a national objective will not be considered. Please only choose **one**.

4. Project Narrative

- a. Provide sufficient detail that would allow a fair assessment of the program/project. Be realistic as to what can reasonably be achieved within one year. All CDBG programs/projects must comply with federal requirements and meet at least one of the three statutory objectives established under Title I of the Housing and Community Development Act of 1974, as amended. **An activity that fails to meet a national objective does not qualify for CDBG funding. Limit this narrative to two pages only.**
- b. Please describe the activities to be provided with CDBG funding. Estimate the total number of clients served. To the greatest extent possible, please estimate the race, ethnicity, and income level of clients.

Example: 100 total clients served. 20% White, 80% African American. 50% Hispanic, 50% Non-Hispanic. 15% extremely low income, 40% very low income, 30% low income, 15% above income.

* Please note that at least 70% of clients served/reported with CDBG funds must be low/moderate income based on current year HUD income limits.

- c. Describe your organizations method for determining income eligibility. This should include the documents that are collected
- d. Complete the provided chart with key staff that will be working on the program. Please estimate the amount of their time that will be allocated (**billed**) to CDBG. Also attach the resumes of these key staff. If there is a staff person that will be working on the CDBG program, but you are not billing their time to the grant, please still include their information
- e. How will this project meet neighborhood/City of Marietta needs? These can be specific to the communities you serve or apply to the City as a whole.

- f. To the greatest extent possible, please list identify a schedule for your project, and the major accomplishments for this schedule. Also list the anticipated expenditures for each quarter, based on the amount of funding requested.

5. Community Involvement and Collaboration

- a. Describe how your agency partners with other organizations on this CDBG funded project.
- b. How does your agency partner with other organizations in general, for non-CDBG funded projects?

BUDGET INFORMATION

Funds for CDBG Public Services projects are extremely limited. There is a 15% cap on the amount of funds that can be awarded to public services. In PY20, this amount was \$80,941. Please keep this in mind when preparing your budget and total grant request amount. The Community Development Division tries to fund a variety of different services through this funding, to meet the greatest amount of needs possible. This is why we encourage collaboration with other agencies. In addition, all CDBG funds are **reimbursable**, meaning the organization must expend the funds first, and then request reimbursement from the Community Development Division on a monthly basis.

Ineligible Costs:

- Bad debts
- Contingencies
- Contributions and donations
- Food
- Entertainment costs (including meals, awards, banquets, etc.)
- Gifts or incentive awards to individuals
- Fines and penalties resulting from violations of or noncompliance with Federal, state and local laws
- Interest on borrowed capital
- Fundraising
- Investment management
- Losses on other awards
- Litigation expenses

Any request for an increase in CDBG funding over the prior year's award must be justified. If no justification and rationale for increase is provided, the request will not be considered.

The application includes a one-page budget form, as well as 5 questions related to general budget information. Please complete both. **Please delete the examples provided in the budget sheet!** Please make sure the amount requested on the cover sheet matches the amount requested in the budget. The City of Marietta does not allow for indirect costs- all expenses must be documented and tied back to the CDBG project.

PERFORMANCE MEASURES/OUTCOMES

Please complete the provided table to describe your performance measures and outcomes for the proposed project. An example is provided below to assist you in the completion. Please note that the outputs provided should match your estimate of clients served provided previously in the application.

<p style="text-align: center;"><u>ACTIVITIES</u></p> <p>Briefly describe the actual work or services to be provided to clients.</p>	<p style="text-align: center;"><u>OUTPUTS</u></p> <p>List the quantifiable products of an agency's activities. These are measurements of the amount of work accomplished. Examples would include the number of low- and moderate-income persons served. (TIP: Outputs should match projected number served in 4 (b)).</p>	<p style="text-align: center;"><u>OUTCOMES</u></p> <p>The benefits to individuals, families, organizations and the community resulting from a program or activity. Outcomes are produced during or after their involvement in an activity.</p>	<p style="text-align: center;"><u>MEASUREMENT</u></p> <p>Describe evaluations tools and methods of measurement for previously listed outcomes.</p>
<p><u>EXAMPLE:</u> Tutoring- Children meet with volunteer tutors 4 days a week for 2 hours.</p>	<p>30 children received tutoring 240 hours of tutoring provided/week</p>	<p>75% of children served have improved test scores in subjects tutored.</p>	<p>Review of test scores and report cards.</p>

CONFLICT OF INTEREST

- (1) Generally, no persons, as defined below, who exercise or have exercised any functions or responsibilities with respect to CDBG activities, or who are in decision-making positions or can access 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 to CDBG assisted activity, or with respect to proceeds of the CDBG activity, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. (Section 24 CFR 570.611(b) – “Conflicts prohibited” of the CDBG regulations).
Persons covered: The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or sub-recipients who are receiving funds under this part.
- (2) No employee, officer, or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a real or apparent conflict of interest exists. Such a conflict would arise when any of the parties noted below have a financial or other interest in the firm selected for award.
 - a. The employee, officer or agent;
 - b. Any member of his/her immediate family;
 - c. His or her partner; or
 - d. An organization, which employs, or is about to employ, any of the above,

The officers, employees or agents shall neither solicit nor accept gratuities, favors of anything of monetary value from contractors or parties to sub-agreements (24 CFR Part 84.42 – “Codes of Conduct”).

Conflicts of interest that are not properly addressed can result in a loss of CDBG funding to the program and/or to the County, and in some cases can result in civil or criminal liability. Staff should be contacted immediately if you suspect that there may be a conflict of interest.

To ensure compliance, please review the regulations above to determine whether an actual or perceived conflict of interest exists, and if so, what action should be taken to avoid a violation of the law. All applicants must complete the “*Conflict of Interest Questionnaire*” and submit with the proposal.

CONTRACTING REQUIREMENTS

Organizations awarded CDBG funds are required to contract with the City of Marietta. Organizations are required to submit a scope of services, program performance measures, a program and grant budget, and proof of insurance: fidelity bond, workers’ compensation, and commercial crime coverage.