Community Development Block Grant

FY2024 APPLICATION CYCLE

Public Facilities & Improvements / Economic Development / Housing Activities

APPLICATION



City of Dalton

CDBG Program Office

300 West Waugh Street

Dalton, GA 30720

**Application Cycle commences Monday, January 22, 2024 and concludes Friday, February 23, 2024 at 5:00 P.M.**

**SUBMITTAL INSTRUCTIONS**

Please provide **one (1) original application with attachments & one (1) application copy with attachments** to the **City of Dalton CDBG Program Office** no later than **5:00 p.m. on Friday, February 23, 2024.** Please label all attachments.

**CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **Submission Requirements** | **Documentation** | **Check if Enclosed** |
| **1.** The applicant must   1. have nonprofit status for at least one (1) full year, **or** 2. have two (2) full years of operating experience under another nonprofit entity, **or** 3. be a local governmental entity or agency **(governmental agencies can skip to line 5)** | **ATTACHMENT 1:**  Provide a copy of a 501(c) (3) designation letter from the Internal Revenue Service if a non-profit applicant |  |
| **2.** The applicant must be registered to conduct business in the State of Georgia at the time of application.  **(Not applicable to governmental agencies)** | **ATTACHMENT 2:**  Provide a copy of current certification from the GA Secretary of State. For assistance, please visit: http://sos.ga.gov/ |  |
| **3.** The applicant must have an audit prepared by a qualified accountant or accounting service, covering the last two most recent reporting periods of operation. Copies of each **audited** financial statement must be submitted with the application. **Reviews and Compilations will not be accepted.** Open Audit findings will make the applicant ineligible to receive assistance. **(Not applicable to governmental agencies)** | **ATTACHMENT 3:**  Provide one copy each of the last two most recent audited financial statements that meet the criteria described. Include management letters if applicable. |  |
| 4. Non-profit organizations must have an active Board of Directors within the last 12 months. **(Not applicable to governmental agencies)** | **ATTACHMENT 4:**  Provide list of board members and a copy of board meeting minutes authorizing the submittal of this application. Please also include a copy of Conflict of Interest Statement from the Board of Directors. |  |
| 5. The applicant must have at least twelve (12) months experience directly related to the proposed project or program. | **ATTACHMENT 5:**  Provide funding commitments displayed on letterhead, resumes of principal staff and personnel directly working on the project, and include descriptions of the applicant’s previous related program activities. |  |
| **6.** The applicant must submit a written copy of its financial management procedures, including staff responsibilities and required procedures. | **ATTACHMENT 6:**  Provide a copy of the agency’s written financial management procedures, and a current organization chart. |  |
| **7.** Each applicant must submit proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker’s Compensation | **ATTACHMENT 7:**  Provide a copy of Certificate of Insurance. |  |
| **8.** Each applicant must submit proof that the organization has registered with the U.S. System for Award Management. Visit [www.sam.gov](http://www.sam.gov). | **ATTACHMENT 8:**  Provide proof of registration with the U.S. System for Award Management. |  |
| **9.** The contract period for the project, if approved, will begin July 1, 2024 and end no later than June 30, 2025. | **ATTACHMENT 9:**  Provide a projected timeline of proposed activities. |  |

***All submitted materials will be used in determining the organization’s eligibility for funding.***

**Public Facilities & Improvements / Economic Development / Housing Activities**

**Overview**

The United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) program provides communities with resources to address a wide range of unique community development needs. The CDBG Program provides annual grants on a formula basis to Entitlement Communities as a means to support viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low-and moderate-income persons.

The CDBG Program has three national objectives:

* Provide a direct benefit(s) to low to moderate income households
* Prevent or eliminate slum or blight
* Address an urgent need or problem within the community

Annually, the **City of Dalton CDBG Program Office** requests proposals from local non-profit organizations and government entities to carry out eligible activities in the City. This funding application is for the period beginning July 1, 2024 and end no later than June 30, 2025.

A Selection Committee will review all applications for compliance with requirements and make funding recommendations to the City Council. Recommendations for grant awards will be provided to the City Council during the month of May 2024.

CDBG are eligible for the following activities:

**Economic Development Activities**

* Construction of a Business Incubator
* Technical assistance to a business facing bankruptcy
* Providing training for low income persons to enable them to qualify for jobs created by CDBG-assisted special economic development activities

**Housing Activities**

* Rehabilitation of Single Family Housing
* Historic preservation
* Lead-based paint hazard evaluation and reduction

**Public Facilities & Improvements**

* Acquisition
* Commercial/ Residential Rehabilitation
* Removal of Architectural Barriers for Accessibility
* Construction/ Reconstruction Equipment Installation
* Water
* Sewer

In order for a project or program to qualify for CDBG funds, 51% of the program beneficiaries must be low-to moderate-income as defined by HUD. The following table reflects the current HUD income limits for one-to-eight person households who earn at or below 80% of the Area Median Income (AMI) for Dalton, GA.

**CDBG MAXIMUM HOUSEHOLD INCOME LIMITS**

**FY2023 Income Limits**

**Effective: June 15, 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family/Household Size** | **Extremely Low** | **Very Low Income 50%** | **Low Income 80%** |
| 1 | $ 14,300.00 | $ 23,800.00 | $ 38,050.00 |
| 2 | $ 16,350.00 | $ 27,200.00 | $ 43,500.00 |
| 3 | $ 18,400.00 | $ 30,600.00 | $ 48,950.00 |
| 4 | $ 20,400.00 | $ 34,000.00 | $ 54,350.00 |
| 5 | $ 22,050.00 | $ 36,750.00 | $ 58,700.00 |
| 6 | $ 23,700.00 | $ 39,450.00 | $ 63,050.00 |
| 7 | $ 25,300.00 | $ 42,200.00 | $ 67,400.00 |
| 8 | $ 26,950.00 | $ 44,900.00 | $ 71,750.00 |

Source: U.S. Department of Housing and Urban Development (HUD)

[https://www.huduser.gov/portal/datasets/CDBG/CDBG\_IncomeLmts\_Natl\_2023.xlsx](%20https://www.huduser.gov/portal/datasets/CDBG/CDBG_IncomeLmts_Natl_2023.xlsx)

**CDBG QUALIFING CRITERIA**

The criteria for how a CDBG activities benefit low and moderate income (L/M) persons are categorized as follows:

1. **Area Benefit Activities** – these activities must benefit all residents in a particular service area, where at least 51% (for water, sewer, and flood control projects) or 51% (for capital improvement projects) of persons in the service area are low- and moderate-income, per most recent U.S. Census Data.

• The service area is determined based upon the nature of the activity, location of the activity, accessibility issues, availability of comparable activities, and boundaries for public facilities and public services. Service area must be determined prior to provision of CDBG assistance.

• Examples of eligible activities include infrastructure, public facilities, and economic development.

1. **Limited Clientele Activities** – At least 51% of the beneficiaries of the proposed project activity must be low- and moderate-income. In contrast to the low-mod area benefit activity category listed above, it is not the low- and moderate-income concentration of the service activity that determines eligibility, but rather the actual number of low-and moderate-income persons that will benefit from the activity. In order to qualify under this category, an activity must satisfy one of the following criteria:

• Benefit a clientele that is generally presumed to be principally low- and moderate-income including abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers or

• Document household size and income which demonstrates that at least 51% of the clientele are low- and moderate-income or

• Restrict income eligibility for the activity to low- and moderate-income persons or

• Be of such a nature and in such a location that it can be concluded that clients are primarily low- and moderate-income.

3.) **Economic Development Activities:** Low-mod job creation or retention activities – include activities that must be undertaken with the purpose of creating or retaining permanent jobs, at least 51% of which (computed on a fulltime equivalent basis) will be made available to or held by low-and moderate-income persons.

1. **Housing Activities** – include that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by at least 51% low and moderate-income households.

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| 1. **AGENCY INFORMATION** | | | | |
| Agency Name: |  | | | |
| Mailing Address: |  | | | |
| Telephone Number: |  | Email: | |  |
| Contact Person: |  | Title: | |  |
| SAM.GOV UEI #: |  | Tax ID #: | |  |
| 1. **PROGRAM INFORMATION** | | | | |
| Program Title: |  | | | |
| Program Location: |  | | | |
| Project Priority: | If your agency submits more than one CDBG application, please rank the priority. This project is ranked \_\_\_\_ of \_\_\_\_ CDBG project applications. | | | |
| Project Type: | **Activities** | |  | |
| ☐Facility Acquisition | | ☐ Water | |
| ☐Commercial Rehabilitation | | ☐ Sewer | |
| ☐ Removal of Architectural Barriers for Accessibility | | ☐ Other | |
| ☐New Construction/ Reconstruction | | ☐Housing Activities | |
| ☐Park Improvements | | ☐Economic Development Activities | |
| Funding Request Type: | ☐ New Project | | ☐ Existing Project | |
| 1. **REQUESTED FUNDING** | | | | |
| Total Program Cost | | **$** | | |
| Total CDBG Amount Requested | | **$** | | |
| Percentage of CDBG Investment **(*CDBG Amount Requested/ Total Program Cost*)** | | **%** | | |

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| 1. **ORGANIZATION INFORMATION** | | |
| 1. What is your organization’s mission statement? | |  |
| 1. How long has the Organization existed in its current form? | |  |
| 1. How long has the Organization had its 501 (c) (3) status? If your organization is a government entity, enter N/A. | |  |
| 1. How many years has the Organization conducted the project/program for which it is requesting funding? | |  |
| 1. **ORGANIZATION CAPACITY** | | |
| 1. What percentage of the Organization’s budget is grant funded? | |  |
| 1. How many program staff persons are dedicated to this project ***(i.e. Case Managers, Intake Coordinators)***? | |  |
| 1. Does the organization have administrative staff ***(i.e. Accountants, Executive Director)*** dedicated to this grant? | | Yes**☐** No **☐** |
| 1. Has the organization secured funding for the administrative staff for this project? | | Yes**☐** No **☐** |
| 1. Has your agency participated in this type of activity in the past? | | Yes**☐** No **☐** |
| **TARGET POPULATION** | | |
| Briefly describe the target population/category of persons to be served in Dalton (i.e. seniors, homeless, abused children, or persons with disabilities). All services must benefit low/mod clientele. For more information select the link provided. For more information select the link provided. [24 CFR 570.208](https://www.law.cornell.edu/cfr/text/24/570.208) | | |
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| **PERFORMANCE OBJECTIVES & OUTCOMES** | | |
| Select only **one** of the following objectives that best describes your project. | Select only **one** of the following outcomes that best describes your project. | |
| ☐ Suitable Living Environment | ☐ Improving Availability / Accessibility | |
| ☐ Decent Housing | ☐ Improving Affordability | |
| ☐ Creating Economic Opportunity | ☐ Improving Sustainability | |

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| **PUBLIC FACILITY ACTIVITIES (only)** |
| **PROJECT DESCRIPTION** |
| ***Low and Moderate Area Benefit:*** *If proposing a public facility activity under the Area Benefit criteria in which the facility benefits* ***all*** *residents of an area where at least 51 percent of the residents are low and moderate income, answer the following question.* |
| 1. ***Project Description (Narrative) Briefly describe the proposed project. Describe the need for the project, the scope of the project, the type of population to be served, the number of low-income persons to be assisted, and the type of housing to be provided. The project summary should provide a general overview of the project, responsibilities of participants, phases of project, and financing. Describe in quantifiable terms how the success/objectives of the project will be measured during the project and at project completion, the related services or activities to be provided, the methods or approaches used and the costs.*** |
| 1. ***The City will require organizations to submit monthly reports pertaining to expenditure of CDBG-funded activities. Describe and discuss any experiences you have in reporting, monitoring, and/or record-keeping compliance requirements with CDBG and other funding agencies.*** |
| 1. ***Describe the need for the proposed program/project within the community and provide data that supports this need. Where will the program/activity be completed or carried out?*** |
| 1. ***Describe the services/activities to be provided or completed and estimate the number of persons to be assisted with CDBG funding. Persons to be assisted should be described in terms of race, ethnicity, and income level. Include any necessary data to support the clientele who will benefit from the program/project. At least 51% of clients served with CDBG funding must be LMI (low and moderate income).*** |
| ***Limited Clientele Criteria:*** *If proposing a public facility activity under the Limited Clientele criteria in which the facility will benefit a specific group primarily presumed to be low and moderate income, such as abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers of persons or serve at least 51 percent low and moderate income persons, answer the following question.* |
| ***Please provide a description of the proposed project for funding. If this is an existing service, please also include detailed information on how existing service will be expanded if CDBG funds are awarded; the estimated increase of persons receiving the service and/or discussion of additional service to be provided through project/program.*** |
| ***The City of Dalton will require organizations to submit monthly reports pertaining to expenditure of CDBG-funded activities. Describe and discuss any experiences you have in reporting, monitoring, and/or record-keeping compliance requirements with CDBG and other funding agencies.*** |
| 1. ***Describe the need for the proposed program/project within the community and provide data that supports this need. Where will the program/activity be completed or carried out?*** |
| 1. ***Describe the services/activities to be provided or completed and estimate the number of persons to be assisted with CDBG funding. Persons to be assisted should be described in terms of race, ethnicity, and income level. Include any necessary data to support the clientele who will benefit from the program/project. At least 51% of clients served with CDBG funding must be LMI (low and moderate income).*** |
| 1. ***Please describe your organization’s method for determining income eligibility.*** |

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| **ECONOMIC DEVELOPMENT ACTIVITIES (only)** |
| **NARRATIVE** |
| **1.Type of Funding Requested**:  Provide proposed project schedule and terms of completion. |
| **2. Eligible Economic Development Activities:** Please check below the eligible economic development activities that will be undertaken: (Check all that apply)  ☐Commercial/Industrial land acquisition/disposition  ☐Commercial/industrial infrastructure development  ☐Commercial/industrial building acquisition, construction, rehabilitation  ☐Other commercial/industrial improvements  ☐Direct financial assistance to for-profits  ☐Economic development technical assistance  ☐Micro-enterprise assistance  ☐Other; specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.Estimated Full-time Private Sector Jobs Created/Retained** (if applicable)  # of new jobs to be created: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  # existing jobs to be retained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  # of jobs to be available to low/mod persons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **4.Types of Private Sector Jobs Created/Retained** (If applicable)  Indicate the specific types of jobs to be created/retained, including the # of each type of job and the pay or professional level. |
| 1. **Estimated number of businesses Assisted** (if applicable)   # of new businesses to be assisted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  # of business expansions to be assisted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  # of business relocations to be assisted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For business relocations: Specify area/location from which business will move, and explain why relocation is needed. |
| 1. **Summary of Project Need and Justification:** Provide a concise summary of the need for the project and why this project is a priority. Please indicate who is served or will be served by the facility, and include information about the location of similar facilities; the demand for services in the surrounding area; pedestrian, bicycle and public transit accessibility; and the applicant’s financial ability to operate and maintain the facility. |
| **Please provide a description of the proposed project for funding.** |

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| **HOUSING RELATED ACTIVITIES (only)** |
| **NARRATIVE** |
| 1. **Please provide the exact address(s) where the housing activity will take place. If address(s) have not been identified, please describe the criteria that will be used to select structure(s).**  **not been identified, please describe the criteria that will be used to select structure(s).** |
| 1. **Please provide the number of units to be assisted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Please describe the current condition of the structure(s):** |
| 1. **Please describe in detail the type of activity(s) to be completed.** |

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| 1. **If applicable, please describe if counseling services will be offered to homeowners.** |
| 1. **Please describe how your organization proposes to monitor the project after completion.** |

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| **PLEASE COMPLETE FOR ALL CDBG ACTIVITIES** |
| **IX. LEVERAGING** |
| **Leveraging other funding**: If applicable, please describe how your municipality or agency will leverage other funds, public or private, over the long-term to support similar projects and reduce reliance upon the City’s CDBG funding. |
| **X. TIMETABLE** |
| **Timetable**: Provide your timetable for execution of project activities, explaining any phasing or staging of activities that will be required. Assume that the City’s funding will be available after July of the program year from which funding is being requested. Timetable should include any needed design or bid preparation activities, procurement actions, and all major components up to occupancy of the facility. |

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| **BUDGET INFORMATION**  **(For Construction/Development Projects)** | | | |
| 1. **BUDGET PROPOSAL** | | | |
| **Complete the following budget template:** | | | |
| **Line Items** | **CDBG Funds** | **Other Funds** | **Total Funds** |
|  | | | |
| Appraisals | $ | $ | $ |
| Acquisition | $ | $ | $ |
| Legal Services | $ | $ | $ |
| Demolition | $ | $ | $ |
| Architects | $ | $ | $ |
| Surveys | $ | $ | $ |
| Other | $ | $ | $ |
| Site Preparation | $ | $ | $ |
| Labor | $ | $ | $ |
| Materials | $ | $ | $ |
| Equipment | $ | $ | $ |
| Fees and Permits | $ | $ | $ |
| Construction Management Fees  Builder/Developer Fees | $ | $ | $ |
| Builder/Developer Fees | $ | $ | $ |
| Lead-Based Paint Assessment/Abatement  Assessment/Abatement | $ | $ | $ |
| Insurance/Bonding[[1]](#footnote-1) | $ | $ | $ |
| Audit [[2]](#footnote-2) | $ | $ | $ |
| Other (Specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ | $ |
| Other (Specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ | $ |
| Other (Specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ | $ |
| **Total Construction Costs** | **$** | **$** | **$** |
| Relocation Assistance | $ | $ | $ |
| **GRAND TOTAL** | **$** | **$** | **$** |

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| **BUDGET INFORMATION**  **(For Construction/Economic Development Projects)** | | | |
| **BUDGET INFORMATION**  **(For Housing Activities)** | | | |
| 1. **BUDGET PROPOSAL** | | | |
| **Complete the following budget template:** | | | |
| **Line Items** | **CDBG Funds** | **Other Funds** | **Total Funds** |
|  | | | |
| Project Management Fees | $ | $ | $ |
| Title Search Fees | $ | $ | $ |
| Staff Travel | $ | $ | $ |
| Construction Materials/Supplies | $ | $ | $ |
| Insurance/Bonding | $ | $ | $ |
| Contractual Services (Inspector Fees) | $ | $ | $ |
| **GRAND TOTAL** | **$** | **$** | **$** |

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| **BUDGET PROPOSAL NARRATIVE** |
| 1. For each line item listed in your budget, provide a detailed description of how CDBG funds will be used to support your program. |
|  |
| 2. Please provide the source and amount of funding commitments, as well as, additional funding awarded in the past three years for this project. |
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| **CONFLICT OF INTEREST ACKNOWLEDGEMENT** |
| Do any family relationships (by blood or marriage) exist between staff in your organization and/or Agency Board members?  **Yes ☐ No ☐**  If yes, please explain in detail and document the staff person’s involvement with these grant funds in the section below. |
|  |
| Do any family relationships (by blood or marriage) exist between staff in your organization and/or Dalton City Council?  **Yes ☐ No ☐**  If yes, please explain in detail and document the staff person’s involvement with these grant funds in the section below. |
|  |
| **ACKNOWLEDGED RESPONSIBILITY TO ABIDE BY ALL HUD AND CITY OF DALTON REQUIREMENTS** |
| The applicant agrees to abide by all policies, regulations, ordinances, or statutes as required by HUD and the City of Dalton. Please select the following link to comprehensively review the CDBG regulations, [24 CFR 570](https://www.law.cornell.edu/cfr/text/24/part-570).  **Yes ☐ No ☐** |
| **CERTIFICATION** |
| I certify that the applicant agency meets the conditions specified in the application instructions and will be able to carry out the proposed services in concert with all federal requirements. I also certify that the organization is a certified IRS 501(c) (3) non-profit or governmental agency. I agree to adhere to the above provisions for all programs receiving assistance from the US Department of Housing & Urban Development. All board and staff members have disclosed any potential conflicts of interests that could violate CDBG Program regulations at this time or at a later date. I further certify that I have reviewed the contents of this application and the rating form and deem them to be accurate and true.  **Federal Suspension and Debarment Certification:**  Federal Executive Order 12549 prohibits federal, state, and local public agencies receiving grant funding from contracting with individuals, organizations, or companies who have been excluded from participating in federal contracts or grants. The purpose of this certification is for the contractor/vendor to advise the City of Dalton, in writing, of any current Federal Suspension and Debarment.  **Debarment Certification.** By signing and submitting a response to this competitive solicitation, I certify that this firm and its principals are not currently suspended or debarred by any Federal Department or Agency from participating in Federal Funded Contracts. |
| ***Authorized Representative*** |
| **Signature: Printed Name:** |
| **Date: Title:** |

1. *Note that General Liability Insurance or General Commercial Liability (1 million); Automobile Liability Insurance, Worker’s Compensation, Fidelity Bond (100% of contract amount), and Payment and Performance Bonding are usually required for all contractors. Builders’ Risk Insurance is required for all new construction. Costs for coverage should be included in this Budget Summary. If you do not already have this coverage, it is an eligible CDBG expense. All policies must have endorsement specifically naming the City of Dalton as additional insured.* [↑](#footnote-ref-1)
2. *All projects must have annual independent audit. Agencies with federal or federally-derived funded expenditures of $750,000 or more must have an annual A-133 audit. Cost of conducting this audit is an eligible CDBG expense.* [↑](#footnote-ref-2)