



Athens-Clarke County Housing & Community Development Department

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

APPLICATION INSTRUCTIONS

FISCAL YEAR 2024



Athens-Clarke County Housing and Community Development Department

375 Satula Avenue Athens, GA 30601

Table of Contents

Section 1: General Instructions	1
1. Eligible and Ineligible Applicants	2
2. CDBG Application Timeline	2
3. Submission Requirements	3
4. Application Components	3
5. CDBG Application Release Meeting	3
6. Application Process	4
7. Evaluation & Rating	4
8. Selection Criteria	4
9. Organizational Information	4-5
10. Contracting Requirements	6
Section 2: CDBG Program History, Federal Objectives, HCD's 5-Year Consolidated Plan, CDBG National Objectives, and Federal Income Limits	7
CDBG Goals and Objectives Outlined in HCD's 5-Year Consolidated Plan	8
ACC's 5-Year Consolidated Goals & Objectives	9
National Objectives	10-12
HUD Income Limits	12
Section 3: Instructions for the Project Narrative, Proposed Budget, and Outcome-Based Performance Measurements	13
1. Project Narrative	14
2. Organizational Information	14
3. Proposed Budget	14-15
4. CDBG Public Services Challenge Grant	15
5. Federal Outcome-Based Performance Measurements	15-21

Section 4: Eligible Activities for Affordable Housing, Economic Development, Public Services, and Public Facilities	22
Affordable Housing	23
Economic Development	23-24
Public Services	24-25
Public Facilities & Improvements	25-26
Program Administrative Costs (24 CFR Part 570.206)	26
CDBG Rating Tool	27-30
Staff Directory	31

SECTION I
General
Instructions

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 Athens-Clarke County residents
- Public or private non-profit 501(c)(3) agencies
- For-profit agencies assisting with microenterprises
- Institutions of higher learning
- Athens-Clarke County Government 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	
October 3, 2022	Publication of Public Notice announcing the CDBG Request for Application meeting
October 20, 2022	CDBG Request for Application meeting held online via WebEx. A recording of the meeting will be linked to the HCD website at www.accgov.com/hcd
October 27, 2022	Mandatory CDBG Notice of Intent to Apply for Funding due to HCD Department (4:30 pm)
November 10, 2022	End date for application technical assistance
November 18, 2022	Deadline for submission of CDBG Application (4:30pm electronic submission). Applications submitted after 4:30pm on this date will not be eligible.
November 21-December 8, 2022	<ul style="list-style-type: none"> ✓ Review of submitted applications and assess funding recommendations. ✓ Prepare grant review documentation for Vision Committee review
December 14, 2022- January 9, 2023	✓ HCD Citizen Advisory Vision Committee Review of grant documentation
January 23, 2023	HCD Citizen Advisory Vision Committee Meeting
Week of January 30- February 3, 2023	Submit CDBG Application summary documents and funding recommendations to ACC Mayor and Commissioners.
February 14, 2023	Mayor and Commission Work Session for HCD presentation of CDBG funding recommendations
March 21, 2023	Mayor and Commissioners Agenda Setting Session for CDBG Application funding recommendations approval
April 4, 2023	Mayor and Commissioners Voting Session for CDBG Application funding approval
April 5-6, 2023	HCD notification to agencies of funding approval or non-award status

SUBMISSION REQUIREMENTS

- Eligible applicants may find the CDBG applications on the HCD website at accgov.com/hcd
- A separate proposal must be submitted for each project or activity for which CDBG funding is requested (e.g., Affordable Housing project, Economic Development project for microenterprise, and Economic Development project for job training).
 - **ONE electronic submission (application and attachments) through the following dropbox link: <https://accftp.accgov.com:444/messageportal#/dropoff> (select HCD as the recipient)**
 - **DO NOT convert the document to another format**
- Incomplete applications will not be considered for funding.
- Applications for CDBG funding **should not** be mailed or hand-delivered.
- The deadline for submission for proposals is 4:30 p.m. November 18, 2022.**
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

APPLICATION COMPONENTS

Requests for funding must include the following documents:

- CDBG Checklist
- Proposal Cover Sheet
- Timeliness Form
- Consolidated Plan Goals and Objectives
- Project Narrative
- Outcomes and Performance Measures Form
- Community Involvement and Collaboration
- MOUs/MOAs and/or Letters of Support
- Organizational and Staff Ability
- Federal Tax Exemption Determination Letter
- Financial Ability
- Budget Form
- Supplemental Budget Form
- Cash Match Documentation
- Conflict of Interest Questionnaire
- Applicant Certifications
- Board of Directors List
- IRS Form 990
- ~~GLWH~~ Financial Statement of Most Recent Year ~~LODQF~~ ~~AD~~
- Agency Diversity and Inclusion Policy
- If applicable, Housing Counseling Supplemental Application
- If applicable, Public Facilities & Improvements attachments

CDBG APPLICATION RELEASE MEETING

All organizations interested in applying for CDBG funds are encouraged to attend the online Housing and Community Development Department application release meeting. Organizations that do not attend the live meeting will be able to review the recording on HCD's website at www.accgov.com/hcd.

6. APPLICATION PROCESS

Applications for Community Development Block Grants are accepted annually and are awarded on a competitive basis. Applicants are required to submit the **Notice of Intent (NOI)** to apply form by October 27, 2022 no later than 4:30pm. Applicants have approximately 30 days from the date the application is available to the deadline for submission. HCD staff will contact you to set up an online meeting or call to discuss your application.

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: 1. the project must meet a national objective as required by HUD and include proposed eligible activities as defined by HUD. 2. all required attachment documentation is provided with the application. Projects that meet the threshold requirements will go forward for project evaluation.

All projects that meet the threshold requirements will be evaluated by HCD staff and the appointed Vision Committee. More information on the Vision Committee can be found here: [Vision Committee | Athens-Clarke County, GA - Official Website \(accgov.com\)](https://www.accgov.com). After evaluating and rating all applications and receiving recommendations from the Vision Committee, the HCD Department presents its recommendations to the ACCGov Mayor and Commissioners for final approval.

8. SELECTION CRITERIA

The HCD Department will consider the following factors when evaluating a CDBG project for funding:

- Does the project/activity meet a National Objective? (See Section II)
- Is the activity eligible per CDBG guidelines and meet a Consolidated Plan goal? (See Section II)
- Which of the Consolidated Plan goals does the activity address?
- 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 (if required) for the project and/or does it leverage other funding sources, especially when match is not required, to the greatest extent possible? Can the project operate on a reimbursement basis, as required by HUD?
- Does the organization have the administrative ability 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?
- Can the applicant provide evidence of community support for the project?
- Does the applicant provide a best practices Diversity, Equity and Inclusion (DEI) policy that has been implemented and is actively practiced?

9. ORGANIZATIONAL INFORMATION

A. Experience/Organizational Ability

Provide narratives on the types of activities undertaken by the organization and, if appropriate, the success in carrying out the activity for which funding is requested. List the staff, consultants, tutors,

and volunteers, as applicable, who will be involved in carrying out the proposed activity. Describe the experience and expertise of the individuals who will be responsible for program implementation.

B. Financial Ability supplement

- Indicate whether the organization has ever been cited for misuse of Federal, State or Local funds.
- Indicate whether the agency’s fiscal management, disbursement methods, financial reporting, recordkeeping and accounting procedures are acceptable.
- 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.
- Indicate whether the organization has adequate insurance (**See Section I, Subsection 10 for list**).
- Completion of the Programmatic Risk Assessment document, including required attachments, to determine the applicant’s ability to carry out CDBG funded activities in compliance with 2 CFR Part 200.332 federal requirements.

C. 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. HCD 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.

10. CONTRACTING REQUIREMENTS

Organizations awarded CDBG funds are required to contract with the Unified Government of Athens-Clarke County. Organizations are required to submit a scope of services, program performance measures, a program grant budget, an authorized signatory page, a board of directors list, GSIC E-Verify Affidavit, SAVE Affidavit, and proof of the following insurance:

Insurance Certificate(s);

Additional insured endorsement for all coverages as allowed by statute naming the Unified Government of Athens-Clarke County;

Primary and non-contributory endorsement in favor of the Unified Government of Athens Clarke County;

Notice of cancellation endorsement

Coverages and Limits

Workers' Compensation/ Employers Liability Coverage – Statutory/ \$1,000,000.00 bodily
Injury by accident/disease each accident and each employee

General Liability Aggregate: \$2,000,000.00/ Occurrence: \$1,000,000.00

Auto Coverage (CSL) Aggregate: \$1,000,000.00/ Occurrence: \$1,000,000.00

Excess/Umbrella Coverage Aggregate: \$2,000,000.00/ Occurrence \$1,000,000.00

Fidelity Insurance AMOUNT EQUAL TO OR GREATER THAN THE CONTRACT

AMOUNT. The Grantee shall receive a statement from the Sub-recipient and Sub-recipient insurer confirming that all persons handling funds received or disbursed under this Agreement are covered by Fidelity Insurance in an amount equal to or greater than this contract award.

These requirements conform to the rating published by A.M. Best & Co. ("Best") for all contracts, regardless of size, companies providing insurance under this contract must have a current:

- A. Best's Rating not less than A- and current; and
- B. Bests' Financial Size Category not less than Class VIII.

Section II
CDBG Program History,
CDBG Goals and Objectives Outlined in
HCD's Approved 5-Year Consolidated Plan,
ACC Consolidated Plan Goals and
Objectives,
And
HUD Income Limits

CDBG Program regulations are found at 24 CFR Part 570.

**CDBG GOALS AND OBJECTIVES OUTLINED IN
ATHENS-CLARKE COUNTY'S APPROVED 5-YEAR CONSOLIDATED PLAN**

Each proposed program or project must address one or more of the federally-mandated outcome-Based Performance Measurements implemented by the Department of Housing and Urban Development (HUD) [refer to Section entitled "*Outcome-Based Performance Measurements*" for additional guidance regarding HUD's Outcome-Based Performance system]. Applicants are required to state how proposed programs or projects will meet the objectives outlined in the Housing and Community Development Department's approved HUD 5-year Consolidated Plan.

FEDERAL PERFORMANCE MEASUREMENT OBJECTIVES:

- **Creating Suitable Living Environment** - relates to activities that provide benefit to communities, families or individuals by addressing issues in their living environment such as poor infrastructure, crime, literacy, etc.
- **Providing Decent Housing** - relates to any housing activity designed to meet the housing needs of individuals and families
- **Creating Economic Opportunities** - applies to activities related to economic development, commercial revitalization, or job creation

Athens-Clarke County
Housing and Community Development Department
Consolidated Plan Goals
FY21-25

1. Affordable Housing Development and Redevelopment: To increase the amount of affordable housing for low and moderate income Athens-Clarke County residents and to provide access to services that help households access and maintain affordable housing.

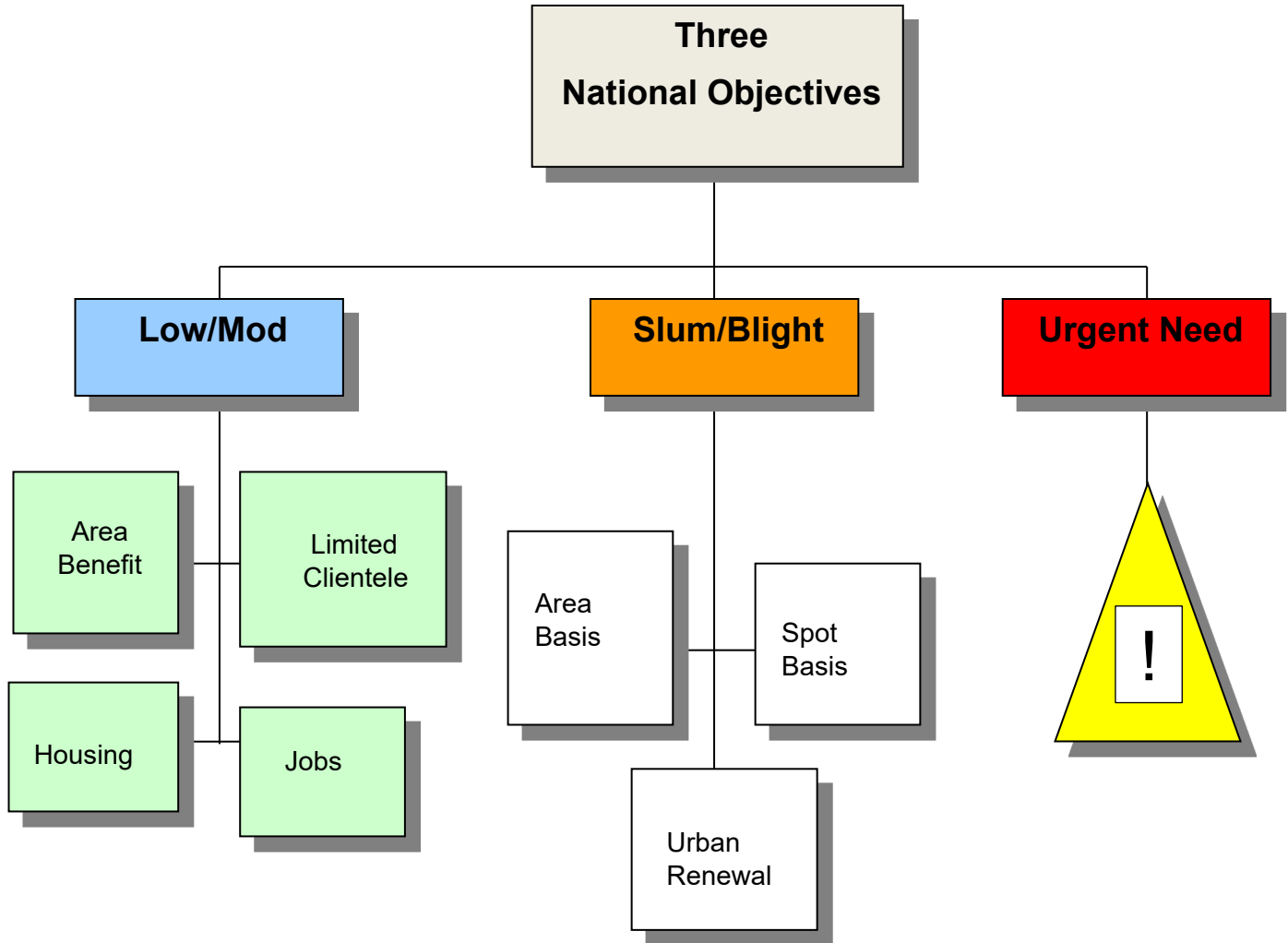
2. Economic Development and Workforce Development: To promote the upward economic mobility of low and moderate income Athens- Clarke County residents through, small business, worker-owned cooperative, entrepreneurship, and workforce development support.

3. Education and Enrichment: To support the educational development and growth of children in Athens- Clarke County through educational, enrichment, and supportive services.

4. Homeless Services: To prevent and end homelessness through emergency shelter, permanent housing, prevention, street outreach, and other homeless services.

5. Special Populations: To enhance quality of life for: individuals with mental illness, individuals with a substance use disorder, individuals with disabilities, individuals who are formerly incarcerated, and seniors.

6. Public Infrastructure: To foster public infrastructure improvements that improve the lives of low and moderate income residents in Athens-Clarke County.



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

HCD 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 HCD 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

HCD 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.

Income Limits - <https://www.huduser.gov/portal/datasets/il/il16/index.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.

Fiscal Year 2022 HUD Median Income for Athens-Clarke County

FY 2022 Income Limit Area	Median Income	Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Clarke County	\$82,300	30%	\$16,150	\$18,450	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
		50%	\$26,950	\$30,800	\$34,650	\$38,450	\$41,550	\$44,650	\$47,700	\$50,800
		80%	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200

SECTION III

Instructions for the Project Narrative, Proposed Budget & Outcome-Based Performance Measurements

Instructions for Completing the Project Narrative, Organizational Information, Proposed Budget, and Outcome-Based Performance Measurement Sections

1. PROJECT NARRATIVE

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, and do not assume the reviewer is familiar with your agency or program. 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.** See attachment for CDBG listings of eligible and ineligible uses. Applicants should review this information and review the HCD Consolidated Plan to ensure that the program/project will satisfy HUD and HCD requirements.

2. ORGANIZATIONAL INFORMATION

a. Experience/Organizational Ability

Provide a brief narrative on the types of activities undertaken by the organization and the success in carrying out the activity for which funding is requested. Also provide a brief narrative of staff's grant administration and program management experience as it applies to the proposed program.

b. Financial Ability supplement

Confirm yes or no to questions regarding the organization's financial ability.

c. Staff Ability

List staff, consultants, tutors and volunteers, as applicable, who will be involved in carrying out the proposed activity. Describe the experience and expertise of the individuals who will be responsible for program implementation.

3. PROPOSED BUDGET

a. The CDBG application includes a two-page budget form for all program staff and operating costs.

b. Note that there are limitations on the use of CDBG funds: Before completing the budget form, pay careful attention to the following:

- Administrative activities are limited to 20% of your CDBG award (24 CFR Part 570.206)
- CDBG funds may not be used for acquisition of property used primarily for religious purposes or to promote religious interest, regardless of the use of the property.
- Religious organizations or organizations that have religious affiliations may use CDBG funds only for minor repairs of a facility that is used exclusively for non-religious purposes and houses eligible public services.
- HUD awarded an average of \$1.3 million in CDBG Entitlement funds to Athens-Clarke County between the FY18-FY21 program years. Subrecipient awards per category averaged the following:
 1. Public Services: approximately \$194,793 annually (15% cap requirement).
 2. Affordable Housing: approximately \$624,105 annually. Grant awards usually do not exceed \$230,000 per program.
 3. Economic Development: approximately \$247,000 annually. Grant awards usually do not exceed \$90,000 per program.
- **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.

4. CDBG PUBLIC SERVICES CHALLENGE GRANT

- Minimum grant award of \$30,000
- 25% cash match required
- Agencies applying for homeless services funding must participate in the Athens Homeless Coordinated Entry System, a HUD requirement
- Agencies applying for homeless services must participate in the local Homeless Management Information System (HMIS), a federally mandated homelessness reporting system
- Renewal funding will be contingent upon annual assessment of performance and expenditures

5. FEDERAL OUTCOME-BASED PERFORMANCE MEASUREMENTS

The Department of Housing and Urban Development (HUD) has implemented an Outcomes Based Performance Measurement system to provide a standardized methodology to demonstrate the outcomes of the CDBG Program. This system has three specific **OBJECTIVES** and three specific **OUTCOMES**.

For each activity, applicants are required to select an objective and an outcome on the "Outcome and Performance Measurement form". Please note that certain types of CDBG activities are not subject to a specific OBJECTIVE or OUTCOME. These activities include Non-profit Organization Capacity Building, Planned Repayment of Section 108 Loan Principal, Planning, General Program Administration, Public Information, Indirect Costs, and Fair Housing Activities.

IMPORTANT!!

The CDBG application process is competitive! Performance Measurement will have a direct impact on an application.

Definition of terms used in the Outcome & Performance Measurement form.

GOALS describe future expected outcomes. They are not measurable and focus on ends, not means to an end.

OBJECTIVES are based on the broad statutory purpose of the CDBG, HOME, ESG and HOPWA Programs and include –

- **Creating 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 HOME, CDBG or HOPWA funds. This objective focuses on housing activities and the purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under SuitableLiving Environments.
- **Creating Economic Opportunities** applies to activities related to economic development, commercial revitalization, or job creation.

INPUTS are resources an agency uses to achieve objectives, e.g., staff, staff time, facilities, equipment, supplies, dollars. Inputs also include constraints on the program, such as laws, regulations, and requirements for receiving funds.

A program uses **INPUTS** to support **ACTIVITIES**

ACTIVITIES are the actual work or services provided to clients, residents, homeowners, or renters. They may include construction or rehabilitation work, direct client services, or administrative functions carried out by an agency.

ACTIVITIES are not **OUTCOMES**

OUTPUTS are the direct products of an agency's activities. They are measurements of the amount of work accomplished. Examples would include the number of households served, number of units constructed or rehabilitated, or linear feet of sidewalk.

All **OUTPUTS** must have identified **OUTCOMES**

OUTCOMES are closely related to the **OBJECTIVES**. The program outcome helps further refine the objective and is designed to capture the nature of the change or the expected result of the objective that an organization seeks to achieve. Outcomes correspond to the question "What is the type of change the project, program, or activity is seeking?" Or, "What is the expected result of the activity?" HUD's specific outcomes are:

- **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: Promoting Livable or Viable Communities** 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.

OUTCOME MEASUREMENT – THE FINAL STEP

What indicators, verifiable information or data will be used to measure an outcome to determine if it was actually attained?

These outcome measurements vary from project to project. In addition to traditional measures of OUTPUTS, i.e., number of persons served, services provided, etc., OUTCOME language describes the impact of the activity on the client.

Outcomes are:

- (S) Simple
- (M) Measurable
- (A) Attainable
- (R) Realistic
- (T) Time Based

EXAMPLES

AN AFFORDABLE HOUSING PROJECT

OBJECTIVE

Decent Housing

GOALS

Rehabilitation of existing housing occupied by low- and moderate-income persons

ACTIVITIES

Identify eligible Rehab and repair services, cost estimates, and job specifications. Special purpose programs, include energy efficiency and handicapped accessibility programs

INPUTS

\$85,000 budget

Two Rehab Specialist

OUTPUTS

25 homes rehabilitated

OUTCOMES

HUD Outcome: Sustainability

Agency Outcome: 25 homes previously considered substandard will be brought to local city code and pass city housing code inspections

AN ECONOMIC DEVELOPMENT PROJECT

OBJECTIVE

Expanded Economic opportunities

GOALS

Provide Microenterprise assistance activities to owners or persons who work toward developing, expanding, or stabilizing a business. (< or = 5 employees including owner)

ACTIVITIES

General support to owner and persons developing microenterprises.
Technical assistance and business services to owners and persons developing microenterprises. May provide assistance as loans, grants and other forms of financial support.

INPUTS

\$60,000 budget

Two Business Coaches

OUTPUTS

20 persons assisted with Business start-ups

OUTCOMES

HUD Outcome: Sustainability

Agency Outcome: 20 persons (business start-ups) developed a business plan, marketed a new business product/service to grow the business and increase revenue.

A PUBLIC FACILITIES/IMPROVEMENT PROJECT

OBJECTIVE

Suitable Living Environment

GOALS

Creation of a park for public use

INPUTS

\$350,000 budget City Project manager City Park staff

ACTIVITIES

Engineering bid; Construction bid Davis-Bacon oversight

OUTPUTS

9 cubic yards of cement removed, 1 acre covered with top soil, grass planted and 20 trees planted for beautification.

OUTCOMES

HUD Outcome: Availability/Accessibility

Agency Outcome: At completion of project, 11,400 persons will have access to a park with a small tot lot and benches

A PUBLIC SERVICES PROJECT

OBJECTIVE

Suitable Living Environment

GOALS

Youth will have a safe place for constructive after-school activities

ACTIVITIES

Tutoring – children meet with volunteer tutors 4 afternoons per week for 2 hours

INPUTS

Agency provides budget of \$125,000 Program Manager

Part-time volunteer recruiter

OUTPUTS

25 children receive individual tutoring in after-school program

OUTCOMES

HUD Outcome: Availability/Accessibility

Agency Outcome: 25 youth will have improved math and reading scores on standardized test 50% of the children will make honor roll after 6 months of individual tutoring

SECTION IV
ELIGIBLE ACTIVITIES FOR AFFORDABLE
HOUSING,
ECONOMIC DEVELOPMENT,
PUBLIC SERVICES
AND
PUBLIC FACILITIES & IMPROVEMENTS

Eligible Activities and National Objectives per Program

AFFORDABLE HOUSING

CDBG funds may be used to assist existing homeowners with the repair, rehabilitation, or reconstruction of owner-occupied units. Grantees have the flexibility under the CDBG Program to design repair and rehabilitation programs that meet the needs of their residents.

Eligible Activities:

- Substantial rehabilitation which brings the property up to local codes and standards
- Energy efficiency programs, including insulation, new windows, and doors
- Handicapped accessibility through the installation of ramps and grab bars
- Emergency repair for certain elements of a house such as a leaking roof
- Weatherization programs designed to improve a house's ability to withstand the elements such as insulation and weather stripping
- Other eligible housing activities include: property acquisition or rehabilitation of property for permanent housing, conversion of non-residential structures into permanent housing, and new housing construction by a Community Based Development Organization (CBDO)

National Objectives:

- Housing: LMI persons must occupy structures with one unit. If the structure contains more than one unit, at least 51% must be LMI occupied. (Documented per household)
- Limited Clientele: Removal of architectural barriers to improve mobility for elderly or the severely disabled. (Documented per individual)
- Slum and Blight: Area Basis *(Must receive prior approval from HCD to qualify for this category)*
- Slum and Blight: Spot Basis *(If multiple affordable housing activities are included in your application that use different National Objectives, HCD will determine the final National Objective to be used)*

ECONOMIC DEVELOPMENT

CDBG funds may be used to undertake certain economic development activities as established in HCDs Consolidated Plan. Applicants must meet with Housing and Community Development Department staff prior to submitting an application for economic development activities to ensure your idea is an eligible economic development project. Please note, job training/soft skills training and employment search assistance are defined as a public service and are not eligible under CDBG Economic Development Regulations.

Eligible Activities:

Special Economic Development Projects

- Assisting a private, for-profit business (e.g., loans, grants, interest subsidies) for the specific purpose of creating jobs
- Job training, placement, and other types of services are eligible as for-profit business assistance or building acquisition/rehab/construction

Microenterprise Development

- Loans and technical assistance/training to persons owning or developing a microenterprise (defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise)
- Programs to assist persons who want to own or develop a microenterprise

Community Based Development Organizations (CBDO)

- CBDOs may use Economic Development funds to carry out certain activities in connection with neighborhood revitalization, community economic development, or energy conservation projects.
- There are currently two HUD designated CBDOs in Athens-Clarke County: the East Athens Development Corporation (EADC) and Hancock Community Development Corporation. However, under the CDBG program, an organization must be certified as a CBDO and must meet the requirement defined by HUD. 24 CFR 570.204

National Objectives:

- Area Benefit: In order to qualify under the area benefit criteria, the economic development activity must benefit all residents in a particular block group area. In addition, at least 51% of the residents in the identified block group service area must be LMI, the service area must be primarily residential, and the activity must meet the identified needs of LMI persons.
- Job Creation/Retention: Designed to create or retain permanent jobs, at least 51% of which will be made available to or held by LMI persons.
 - If activities create jobs, there must be documentation indicating that at least 51% of the jobs will be held by or made available to LMI persons.
 - If activities retain jobs, there must be sufficient information documenting that the jobs would have been lost without the CDBG assistance and that one or both of the following applies to at least 51% of the jobs: a) the job is held by an LMI person b) the job can reasonably be expected to turn over within the following two years and steps will be taken to ensure that the job will be filled by or made available to an LMI income person.
 - For jobs to be considered available to LMI persons, created or retained jobs require that special skills that can only be acquired with substantial training, work experience, or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; and the recipient and the assisted business take actions to ensure that LMI persons receive first consideration for filling such jobs.
 - Created or retained jobs are only considered to be held by LMI persons when the job is actually held by LMI persons.
- Limited Clientele: Individuals carrying out microenterprise assistance activities must be LMI.

PUBLIC SERVICES

CDBG regulations are very broad and allow the use of grant funds for a wide range of public service activities. For the current grant term, CDBG public service funds will be granted to programs that meet Goal 2: Economic Development and Workforce Development, Goal 3: Education and Enrichment, Goal 4: Homeless Services, or Goal 5: Special Populations.

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. ACC 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 HCD 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 HCD 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 three-year grant term
- e. Increased level of service each year
- f. Annual assessment of performance and expenditures

Note for Homeless Services Applicants:

Agencies applying for homeless services funding must submit certification of participation in Athens Homeless Coordinated Entry System and the local Homeless Management Information System (HMIS) per HUD requirements.

Minimum Grant Award:

ACC has established a minimum grant award amount of \$30,000.

Match Requirements:

Matching funds are required in the amount of 25% of the total CDBG budget request.

Example: If the total CDBG funding request is \$50,000, the applicant is required to provide a \$12,500 match. The combined CDBG request and match requirement creates a total project budget of \$62,500.

All programs are required to provide matching funds and documentation of cash match must be submitted as part of the CDBG application submission.

Sources of matching funds may be federal funds other than CDBG and any other private grants or donations. *Examples of match documentation include bank statements and grant award letters. Firm funding commitments are required; guarantees dependent on fundraising will not be accepted. Contact HCD for guidance.*

PUBLIC FACILITIES & IMPROVEMENTS

The acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements is an eligible activity under CDBG and can be performed by Athens-Clarke County or a sub-recipient nonprofit organization. *Applicants are required to consult with HCD staff prior to submission of a CDBG public facilities application for funds.*

Eligible Activities:

- Infrastructure improvements (generally construction or installation)
- Neighborhood facilities (e.g., recreational facilities, parks, playgrounds);
- Facilities for persons with special needs (e.g., facilities for the homeless or nursing homes or group homes for the disabled)
- Energy efficiency improvements;
- Handicapped accessibility improvements;
- Architectural design features and other treatments aimed at improving safety, function, and aesthetic quality

National Objectives:

- Area Benefit: CDBG funded public improvements are typically categorized as an area benefit activity. Under the area benefit criteria, the public facility must benefit all residents of an area where at least 51% have low or moderate incomes. Eligibility is determined by identification of the block group area to be served by the proposed project and calculation of the percentage of LMI residents. The area is required to be primarily residential.
- Limited Clientele: Public facilities funded by CDBG may sometimes qualify under the limited clientele criteria because the facility will benefit a specific targeted group of people, of which at least 51% must have low or moderate incomes. Public facilities such as homeless shelters or group homes for persons with special needs are two examples that qualify under the limited clientele criteria. The populations served by these facilities are populations that are presumed to be low- and moderate income.

Match Requirements:

Matching funds are required for all Public Facilities Applications. Applicants must provide 50% cash match for Public Facilities and Improvement projects. For example, if the total CDBG funding request is \$100,000, the

applicant match requirement is \$50,000, with a \$150,000 total project budget. The match requirement is waived for ACC Department project applications. Other requirements for the applicant are as follows:

- Must own the facility
- Submit a cost estimate from a qualified contractor that will not be bidding on the project
- Submit plans and specifications for project
- Have the required zoning in place for the project

Required Meeting: All Public Facilities & Improvement applicants are required to meet with HCD staff by November 10, 2022.

24 CFR §570.206 Program Administrative Costs

Payment of reasonable administrative costs and carrying charges related to the planning and execution of community development activities assisted in whole or in part with funds provided under this part are eligible for CDBG funding. This does not include staff and overhead costs **directly related to** carrying out activities eligible under §570.201 through §570.204, since those costs are eligible as part of such activities. Administrative cost are limited to 20% of your CDBG funding award. ***(Note: Staff not providing direct service related project activities only qualify under Program Administrative costs for salary reimbursements. Please seek staff assistance for clarification).***

CDBG Application Project Rating Tool

Reviewer Name:			
Review Date:			
Agency Name:			
Project Name:			
Requested Funding Amount:			

Threshold Criteria		Yes	No
Check Yes or No:	1.) Proposed project meets one of HUD's National Objective.		
	2.) Proposed program meets at least one of the Consolidated Plan Goals.		

If either criteria is marked "no", stop and do not score this application. The project is ineligible for CDBG Funds.

I. Project Narrative (25 Points)

Category	Scale	Points	Criteria	Score
Community Need (8 Points)	High	8	Program responds to a specific community need; applicant cites data to support this community need; program clearly responds to ConPlan Goal.	
	Medium	5	Program responds to a specific community need and ConPlan goal, but does not cite data to support community need.	
	Low	1	Program does not respond to a specific community need, but does respond to a ConPlan goal; program does cite data to support the need.	
	No Points	0	Program does not respond to a specific community need, does not respond to a ConPlan goal, and does not cite data to support the need.	
Program Outreach (8 Points)	High	8	Applicant clearly describes how program participants will be identified; application clearly defines plans for outreach.	
	Medium	5	Response describes how program participants will be identified; outreach plan is provided; some information is unclear.	
	Low	1	Response does not adequately address how program participants will be identified; outreach plan is unclear; some information is missing.	
	No Points	0	Applicant does not describe how program participants will be identified; no plan for outreach is provided.	
Target Population (8 Points)	High	8	Applicant clearly describes target population of program; applicant cites data to support target population.	
	Medium	5	Applicant adequately describes target population; limited data is cited to support target population.	
	Low	1	Applicant description of target population is unclear; data is not provided to support target population.	
	No Points	0	Applicant does not provide target population of program; data is not provided to support target population.	
Diversity, Equity and Inclusion Policy (1 point)	High	1	Applicant has a DEI policy that meets best practice standards, and has fully implemented the policy into program operations.	
	No Points	0	Applicant does not have a DEI policy, or currently does not have one that's been implemented into program operations.	

Comments:	
------------------	--

II. Outcomes and Performance (20 Points)					
Category	Scale	Points	Criteria	Score	
Outcomes & Performance Measures (10 Points)	High	10	Performance measures clearly relate to the designated ConPlan Goal(s). All goals are measurable and specific. All goals are rigorous and realistically trackable within the program year. Proposed outputs are likely to lead to proposed outcomes.		
	Medium	5	Performance measures relate to ConPlan Goal. Most goals are measurable and specific. Goals are rigorous and realistically trackable within the program year.		
	Low	1	Unclear relationship between performance measures and ConPlan Goal(s). Only some goals are not measurable or specific.		
	No Points	0	Performance measures are not provided or do not relate to designated ConPlan Goal(s). Proposed outputs are unlikely to lead to proposed outcomes.		
Cost Effectiveness (10 Points)	High	10	Cost per beneficiary is reasonable and proposed program appears cost-effective.		
	Medium	5	Cost per beneficiary is reasonable, but cost per outcome does not seem cost-effective.		
	Low	1	Cost per beneficiary is unclear or not reasonable; program does not appear cost-effective.		
	No Points	0	Information on cost-effectiveness of program is not provided; proposed program is not cost-effective; price per beneficiaries is not provided.		
Comments:					
III. Community Involvement and Collaboration (10 Points)					
Category	Scale	Points	Criteria	Score	
Community Involvement & Collaboration (10 Points)	High	10	Agency details how they collaborate with other agencies for non-CDBG funded programs and details how they plan to collaborate with other agencies for their proposed CDBG funded program. MOU's and letters of support documentation are provided.		
	Medium	5	Agency describes how they collaborate with other agencies for non-CDBG funded programs and provide plan to collaborate with other agencies. Some MOU's and letters of support documentation are provided for their proposed CDG funded activities, but not for all sources listed.		
	Low	1	Agency suggest collaborations with other agencies for non-CDBG funded programs; unclear plan for collaborating with other agencies for their proposed CDBG funded program. Documentation is not provided.		
	No Points	0	Agency does not provide information on current or planned collaborations; MOU's and letters of support documentation are not provided.		
Comments:					

IV. Organization and Staff Ability (20 Points)					
Category	Scale	Points	Criteria		Score
Grant Management & Experience with Federal Funding (10 points)	High	10	Agency demonstrates significant staff experience with CDBG or other federal funds. Agency demonstrates previous compliance with CDBG or other federal funds. Agency has multiple staff members with federal grant administration experience.		
	Medium	5	Agency demonstrates significant staff experience with federal funding, but not CDBG funding.		
	Low	1	Agency has limited or no federal grant management experience, but has experience with private funding or fundraising.		
	No Points	0	Agency has no grant management experience with federal or private funds. No staff members have grant management experience.		
Staff Experience (10 Points) If no paid staff or limited paid staff, are consultants, tutors, and volunteers filling grant management or programmatic role?	High	10	Staff has significant program management experience and has successfully operated similar programs. Multiple paid staff members are identified to support this proposed program.		
	Medium	5	Staff has some program management experience, but may not have operated similar programs before. Only one paid staff person is identified as supporting this proposed program.		
	Low	1	Staff has limited program management experience and/or there are no paid staff members operating this program. Consultants and volunteers will be responsible for the majority of program activities.		
	No Points	0	Response does not demonstrate experience or ability to carry out proposed activity.		
Comments:					
V. Financial Ability (25 Points)					
Category	Scale	Points	Criteria		Score
Budget (8 Points)	High	8	Budget is comprised of eligible expenses and all expenses are reasonable. For PS applications, agency has provided documentation of a cash match totaling 25% of the total request. For AH or ED applications, agency documentation of 20% leverage is provided. For PF applications, agency has provided documentation of a cash match totaling 50% (waived for ACCGov applicants). Administrative costs do not exceed 20% of the total proposed budget.		
	Medium	5	Budget is comprised of eligible expenses and most expenses are reasonable. For AH and ED applications, leveraging is less than 20% of the total proposed budget. For PS and PF applications, some cash match is provided.		
	Low	1	Budget is comprised of mostly eligible expenses; some expenses are not reasonable.		
	No Points	0	The budget includes ineligible and/or unrealistic costs. No documentation provided of other financial resources to support the proposed program. No match is provided.		

Supporting Funding Sources (7 Points)	High	7	Agency demonstrates diverse and secure funding sources; agency has plans to secure future funding to support this program through fundraising and specific grant opportunities; agency describes in-kind resources to support this program.	
	Medium	5	Agency demonstrates limited secured funding sources for this program; agency has plans to secure future funding, but plans are not specific; agency demonstrates in-kind resources to support this program.	
	Low	1	Agency demonstrates no secured funding sources or specific plans to secure additional funding for this program; Agency has some in-kind resources to support this program.	
	No Points	0	Agency does not demonstrate secure funding sources; agency does not provide plan to secure funding to support this program; agency does not describe resources to support this program.	
Risk Assessment (10 points)	High	10	Agency demonstrates compliance in all four review categories according to federal risk assessment requirements of 24 CFR Part 200.332.	
	Medium	5	Agency demonstrates compliance in three of the four review categories according to federal risk assessment requirements of 24 CFR Part 200.332.	
	Low	1	Agency demonstrates compliance in only one or two review categories according to federal risk assessment requirements of 24 CFR Part 200.332.	
	No Points	0	Agency demonstrates no compliance in the four review categories according to federal risk assessment requirements of 24 CFR Prt 200.332.	
Comments:				
			TOTAL SCORE:	0

STAFF DIRECTORY

To contact HCD staff, please call (706) 613-3155, or refer to the directory below:

Management

Andrew Saunders	Interim Director	andrew.saunders@accgov.com
Melinda Lord	Assistant Director	melinda.lord@accgov.com

Compliance Division

Santerica Davis	Program Support Analyst	santerica.davis@accgov.com
Coral Rogers	Compliance Analyst - ARPA	coral.rogers@accgov.com

Community Development Division

Paisley Stewart	Community Development Coordinator	paisley.stewart@accgov.com
Damario Squire	Community Development Specialist	damario.squire@accgov.com

Affordable Housing and Economic Development Division

Marqueta Swain	Affordable Housing Administrator	marqueta.swain@accgov.com
Solomon Smothers	Affordable Housing Coordinator	solomon.smothers@accgov.com
Marci Irwin	Housing and Community Development Specialist	marci.irwin@accgov.com

Community Impact Division

Alejandra Calva	Community Impact Administrator	alejandra.calva@accgov.com
-----------------	--------------------------------	----------------------------

- ❖ For **Public Services Applications**, please contact Paisley Stewart and Damario Squire.
- ❖ For **Public Facilities and Improvements Applications**, please contact Melinda Lord.
- ❖ For **Affordable Housing and Economic Development Applications**, please contact Marqueta Swain, Solomon Smothers, and Marci Irwin.