

Application Guidelines

2010 Community Development Block Grant (CDBG)

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

**Application Due Date
May 15, 2009
5:00 P.M.**



Burrell Ellis, CEO

**BOARD OF COMMISSIONERS: Elaine Boyer, District 1; Jeff Rader, District 2;
Larry Johnson, District 3; Sharon Barnes Sutton, District 4; Lee May, District 5;
Kathie Gannon, District 6; Connie Stokes, District 7**

www.co.dekalb.ga.us

**Administered By: DeKalb County Community Development Department
Chris H. Morris, Director
1807 Candler Road, Decatur, Georgia 30032
Telephone: (404) 286-3308 / Facsimile: (404) 286-3337**

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I. Guidelines - General Information

The application is available and may be picked up at the DeKalb County Community Development Department, 1807 Candler Road, Decatur, Georgia 30032, Monday – Friday, between 8:30 a.m. – 5:00 p.m., beginning April 16, 2009. The application is also available online in electronic format on the County website, www.co.dekalb.ga.us.

The deadline for submission of the Application is May 15, 2009.

Application Submission Requirements

	Requirements		
Applicant	Application	Attachments	Supplement
CDBG	CDBG Application	See page 6	None
CIP	CDBG Application	See page 6	CIP Supplement

- Quantities Required: **one (1)** original Basic Application with attachments, (include CIP supplement for CIP projects), and **four (4)** copies of the Basic Application without attachments (include CIP supplement for CIP projects).

PLEASE DO NOT STAPLE, BIND OR INSERT DIVIDER PAGES IN THE APPLICATION.

- If you are a Municipality located inside of DeKalb County, please submit a cover letter and complete the CIP Supplement. Please submit all required documents to Chris Morris, Community Development Director, no later than May 15, 2009. In your letter, please summarize the project, including the cost and the area to be served.
- For CDBG technical assistance, please send your questions via e-mail to bkcampbell@co.dekalb.ga.us; or call Byron Campbell at (404) 286-3367.
- All application documents must be typed. Incomplete applications will not be considered for funding.**

II.

Key Dates

Application Review Schedule and Process

April 16 – May 15, 2009: Application packages are available April 16, 2009 in the DeKalb County Community Development Department, 1807 Candler Road, Decatur, Georgia 30032 and online at www.co.dekalb.ga.us. Completed applications requesting FY 2010 funds must be received by the DeKalb County Community Development Department by **May 15 2009, 5:00 P.M.**

April 16, 2009: Technical Assistance Workshop, 10:30 a.m. – 12 noon at the Wesley Chapel Library, 2861 Wesley Chapel Road, Decatur, Georgia, 30034. Applications will be available.

April 23, 2009: Public Hearing, Maloof Auditorium, 1300 Commerce Drive, Decatur, Georgia, 6:30 p.m. The purpose of this hearing is to solicit input from the public regarding community needs and priorities. We will discuss general information concerning the 2010 Annual Action Plan submission process as well as HUD updates and changes.

August 13, 2009: Public Hearing, Maloof Auditorium, 1300 Commerce Drive, Decatur, Georgia, 6:30 p.m. The purpose of this hearing is to present the 2010 draft of the Annual Action Plan, the proposed budget, and solicit public comments and/or questions.

November 13, 2009: Deadline to submit the Annual Action Plan to HUD.

December 2009: Grantees receive tentative notification of their award.

February 2010: The contract preparation process begins for 2010 grant awardees.

July 1, 2010: Most Contracts will be funded effective on this date.

III. Minimum Threshold Requirements*

Your agency must meet the minimum threshold criteria below. If your agency cannot provide documentation to demonstrate that it meets all of the criteria below, your application will not be considered for funding. Please note the following minimum submission requirements:

THRESHOLD REQUIREMENTS	DOCUMENTATION TO BE PROVIDED WITH APPLICATION
1. Agency must have had non-profit status for at least two full years or be a governmental entity proposing to serve DeKalb County residents outside of the City of Atlanta.	Copy of Non-profit designation from the IRS. Not Applicable for Government Agencies.
2. Agency must be registered and licensed to do business in the State of Georgia at the time of application.	Certificate of Incorporation from the Secretary of State.
3. The Agency must have an annual independent audit. This audit must be no older than twelve months from the end of your last fiscal year.	One Copy of your most recent annual independent audit, including management letter. (No older than twelve months from the end of your last fiscal year) Not Applicable for Government Agencies.
4. Agency must provide Two (2) most recently completed years of financial statements (income & expense statement, balance sheet and fiscal statement).	Two (2) most recently completed years of financial statements (income & expense statement, balance sheet and fiscal statement).
5. Agency must submit a copy of your most recent IRS Form 990.	One copy of your most recent IRS Form 990.
6. Agency must demonstrate that the Agency has an active, Independent Board of Directors that meets at least 4 times per year.	Provide dated copies of the 4 most recent Board of Director's Meeting Minutes.

Note: *Any exceptions to Minimum Threshold Requirements must be approved by the Community Development Director.

Anticipated Funding Available for 2010

DeKalb County receives annual grant funds from HUD under its Consolidated Plan programs. Applicants must submit a complete application for funding to apply for grant funds under CDBG.

FUNDING MAY BE REDUCED. The availability of HUD funds is contingent upon final federal action on the FY 2010 budget. Final Congressional action will determine the level of funding available in 2010 for the Consolidated Plan programs.

Project or activity must meet CDBG eligibility requirements. See Regulations (570.200-570.209, Subpart C-Eligible Activities)

<http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/>

IV.

Summary of Required Attachments

- Copy of Non-profit designation from the IRS
- Certificate of Incorporation from the Secretary of State
- Independent Audit with Management Letter (No older than twelve months from the end of the most recently completed fiscal year)
- Two (2) most recent years of Financial Statements
- Most recent IRS Form 990
- Listing of Board of Directors (names, addresses, telephone, terms, officers)
- Bylaws
- Dated Copies of the 4 most recent Board of Director's Meeting Minutes
- Conflict of Interest Statement
- Copy of approved Agency budget for current fiscal year
- Current Agency Organizational Chart with names and titles reflecting the Board and the Operating entity
- Job Descriptions and Resumes for Staff Positions Involved in the Proposed Activity (if applicable)
- Operational Procedures
- Copy of Written Financial Procedures and Responsibilities

V. Application Review Criteria for New Agencies

Applications will be evaluated by the Community Development Department staff on the following six (6) categories:

A. **Project Description**

- Design of Program
- Uniqueness
- Track Record for achieving goals and objectives of existing programs

B. **Performance Measurements**

- Create suitable living environments
- Provide decent affordable housing
- Create economic opportunities

C. **Collaboration**

- Collaboration efforts with other stakeholders
- Strategic partners

D. **Organizational Management/Administrative Capacity**

- Demonstrate how successful you are at obtaining other funds for the proposed project/activity
- Must demonstrate agency's sustainability efforts
- Experienced staff with other grant funds
- Personnel Policy, job descriptions

E. **Consistency with the Consolidated Plan and/or Continuum of Care**

Which HUD **Objective** best describes the activity:

- Suitable Living Environment
- Decent Housing
- Creating Economic Opportunities

Which HUD **Outcome** does the activity achieve and how is it achieved?

- Availability/Accessibility
- Affordability
- Sustainability

F. **Fiscal Management / Feasibility**

- Financial Statements (income & expense statement, balance sheet and cash flow statement)
- Audits and Management Letter
- Procurement Policy

VI. Application Review Criteria for Currently Funded Agencies

Applications will be evaluated by the Community Development Department staff on the following seven (7) categories:

A. Project Description

- Design of Program
- Uniqueness
- Track Record for achieving goals and objectives of existing programs

B. Performance Measurements

- Create suitable living environments
- Provide decent affordable housing
- Create economic opportunities

C. Collaboration

- Collaboration efforts with other stakeholders
- Strategic partners

D. Organizational Management/Administrative Capacity

- Demonstrate how successful you are at obtaining other funds for the proposed project/activity
- Must demonstrate agency's sustainability efforts
- Experienced staff with other grant funds
- Personnel Policy, job descriptions

E. Consistency with the Consolidated Plan and/or Continuum of Care

Which HUD **Objective** best describes the activity:

- Suitable Living Environment
- Decent Housing
- Creating Economic Opportunities

Which HUD **Outcome** does the activity achieve and how is it achieved?

- Availability/Accessibility
- Affordability
- Sustainability

F. Fiscal Management / Feasibility

- Financial Statements (income & expense statement, balance sheet and cash flow statement)
- Audits and Management Letter
- Procurement Policy

G. Prior Agency Performance

- Service Delivery
- Agency Capacity
 - i. Financial
 - ii. Board of Directors Involvement
- Contract Compliance(monitoring, audits etc)
- HUD Regulation Compliance

VII. Community Development Block Grant Program

A. What are the National Objectives of the CDBG Program?

CDBG funding is restricted to activities that meet one of three primary national objectives:

1. To benefit low- and moderate-income persons. Projects under this objective must either directly or primarily benefit low- and moderate-income DeKalb County residents as defined by Section 8 Income Guidelines; or serve low- and moderate-income areas of the County.
2. To eliminate slum and blight by directly addressing slum and blight in individual facilities or to directly address blighted conditions.
3. To meet urgent needs (serious and immediate threat to the health and welfare of the community). This category is rarely used because CDBG funding cannot be made available quickly and serious health and safety concerns must be addressed promptly. **Therefore, the County is not soliciting applications for this category.**

B. What Activities Are Eligible for CDBG Funding?

- Acquisition of real property
- Disposition of real property acquired with CDBG funds
- Acquisition, construction, or renovation of public or private facilities, e.g. parks, sewers, neighborhood centers, and street improvements
- Demolition and clearance
- Public services, job training and placement activities
- Interim assistance (snow removal, special clean-up, etc.) in emergency conditions
- Completion of urban renewal activities (included in approved Urban Renewal plans)
- Relocation payments and assistance
- Improvements needed to remove architectural barriers for persons with disabilities
- Acquisition, construction, installation of utility lines and facilities
- Assistance with housing constructed or rehabilitated under the Housing Development Grant or Rental Rehabilitation programs:
 - Rehabilitation of private or public residential units
 - Funding labor and/or materials
 - Refinancing existing debt in conjunction with rehabilitation
 - Improving energy and water conservation
 - Connecting housing units to water or sewer lines
 - Providing support services such as counseling, work write-up, loan processing, and inspections

- New construction of residential rental property for low-income households
- Assistance to micro-enterprises
- Code enforcement
- Preservation or restoration of historic properties
- Renovation of closed school buildings for eligible reuse
- Special Economic Development activities which provide:
 - Commercial or industrial improvements carried out by grantee or non-profit group. Assistance to private for-profit entities for any activity determined to be “appropriate” to carry out an economic development project that:
 - creates or retains jobs for low- and moderate-income persons;
 - creates or retains businesses owned by community residents;
 - assists businesses that provide goods or services needed by and affordable to low- and moderate-income residents;
 - provides technical assistance to promote such activities.
- Planning, management, and program administration activities, including fair housing.
- Direct ownership assistance for low- and moderate-income home buyers in the form of interest rate subsidies; financing acquisition of owner occupied housing; purchase guarantees for mortgage financing obtained by low- and moderate-income home buyers; payment of 50% of any required down payments; and reasonable closing costs.

VIII. LONG TERM GOALS AND OBJECTIVES 2008 – 2012 CONSOLIDATED PLAN

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

DECENT HOUSING OBJECTIVES:

1. Increase the availability of affordable permanent rental housing units for low- to moderate-income families, elderly households, and special needs populations through the rehab of a minimum of 500 units using a mix of public and private financial assistance.
2. Increase the availability of affordable permanent rental housing units for elderly households and special needs populations through the new construction of a minimum of 200 units using a mix of public and private financial assistance in projects that conform to the County’s Criteria for Affordable Multi-family Housing Initiatives.

3. Develop and support affordable housing stock preservation and accessibility programs to enable homeowners to remain in their homes.
4. Support the efforts of nonprofit organizations seeking to undertake housing-related projects in DeKalb County.
5. Develop and support activities and initiatives designed to keep homeowners from losing their homes and work to revitalize deteriorating neighborhoods affected by high foreclosure and vacancy rates.
6. Increase the number of first-time homebuyers by 200 over 5 years with the provision of down payment and closing cost assistance and support efforts to create additional quality affordable homeownership units in the County.
7. Continuously assess the status of affordable housing issues and related services for low- to moderate-income senior citizens to identify gaps and unmet needs and seek to develop initiatives to address those needs.
8. Serve the at-risk and homeless populations by collaborating with the Regional Commission on Homelessness, Tri-J, and other appropriate entities to identify and implement the housing and supportive services required to mitigate homelessness.
9. Expand the supply of transitional housing and supportive services available to homeless individuals and families.
10. Expand the supply of permanent supportive housing that is family oriented.

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

SUITABLE LIVING ENVIRONMENT OBJECTIVES:

1. Collaborate with other County departments and non-profit agencies to renovate, or build facilities for children and families that use an intergenerational service delivery model for expanded services that principally benefit low- to moderate-income persons.
2. Collaborate with other County departments and non-profit agencies to assist with the development and/or redevelopment of facilities for seniors. These facilities may include senior centers, adult day care facilities and other facilities that primarily serve low to moderate income senior citizens.
3. Collaborate with the Public Works Department to facilitate infrastructure improvements in low- to moderate-income neighborhoods on a case by case basis.
4. Collaborate with the Parks and Recreation Department to facilitate the renovation or development of recreation centers and parks that primarily serve low- to moderate-

income areas; including the Tobie Grant Community Center, N.H. Scott Recreation Center, Lucious Sanders Recreation Center, and Shoal Creek Park.

5. Collaborate with the Public Works Department to encourage the development of sidewalks that are user friendly for the elderly and physically challenged, and to provide safety improvement efforts in areas with a high concentration of low- to moderate-income citizens. The areas with a high concentration of low- to moderate- income citizens are: Buford Highway in Chamblee /Doraville; Clarkston; Stone Mountain; Lithonia; Candler Road from Memorial Drive to I-285; Columbia Drive between Memorial Drive and I-20; Covington Highway between Wesley Chapel and Panola Road and the Bouldercrest Road area.
6. Continue to work with Cities within DeKalb County to provide assistance in the implementation of community development initiatives that benefit low- to moderate-income neighborhoods.
7. Provide supportive services to income eligible senior citizens and immigrant populations in the areas of housing, transportation and literacy by participation with non-profit agencies and by collaborating with the Human Development Department as requested.
8. Assist in the efforts to provide training, consumer education and awareness, pre and post purchase homeowner counseling.
9. Primarily through summer programs, provide opportunities for approximately 500 youth annually to participate in healthy educational activities that are recreationally-based, build self esteem, teach personal financial literacy, enable academic success, and enhance decision making skills.
10. Encourage and assist in the development of quality affordable childcare facilities and/or programs throughout DeKalb County.
11. Continue to provide opportunities for capacity training for non-profit and faith-based organizations in DeKalb County, with the goal of exposing them to other funding resources in order to diversify their revenue stream and to ultimately obtain self-sufficiency and to increase their capacity.
12. Assist in the demolition of dilapidated structures beyond rehabilitation to arrest the spread of blighting conditions in low- to moderate-income areas as needed.

GOAL III: To expand economic opportunities, increase and retain new and existing jobs, and revitalize economically depressed area that principally serve low- to moderate-income areas.

EXPANDED ECONOMIC OPPORTUNITIES OBJECTIVES:

1. Collaborate with the Economic Development Department, on an as needed basis, to improve economic opportunities, through targeted activities, participation in international import/export markets, economic development growth, cultivating a viable employment market, and increasing consumer demand.
2. Coordinate/work with the Economic Development Department to develop new and innovative business incentives to recruit and or maintain diverse small to medium size businesses in DeKalb County.
3. Coordinate/work with the Economic Development and Planning and Development Departments, as needed, to focus on implementing LCI's, reversing deteriorating economic trends in identified neighborhoods, and creating innovative economic redevelopment plans for major corridors in low- to moderate-income neighborhoods (Candler/Glenwood Roads, and Memorial Drive).
4. Collaborate with stakeholders, cities, and County departments to assist in implementing community focused economic opportunities as requested.
5. Encourage low- to moderate-income individuals to access job training and skills development from DeKalb County Workforce Development, Goodwill Industries, and the Georgia Labor Department.
6. Semi-annually, conduct a collaborative meeting between Economic Development, Work Force Development, and the Community Development Departments to ensure that we are planning and collaborating seamlessly to optimize services for low- to moderate-income persons in the areas of employment, job training, and assistance to small businesses.
7. Collaborate with the DeKalb Enterprise Business Corporation (DEBCO) to maintain the Revolving Loan Funds to assist small businesses with adequate capital, technical assistance, and job creations for low- to moderate-income individuals.
8. Collaborate with DeKalb Business Incubators to continue nurturing and technically assisting small and or start-up businesses. Continue the focus on job creation, retention, and the development of entrepreneurial skills.
9. Collaborate with local businesses and non-profits to develop effective and focused Micro-Enterprise Training programs to assist potential and existing small business owners with entrepreneurial and basic business skills.

10. Collaborate with the Economic Development to assist the Scottsdale Community in creating an Opportunity Zone for Scottsdale to allow businesses to utilize Job Tax Credits, New Market Credits, Community Development Block Grant Funds, local redevelopment powers, and other program incentives if a business relocates to this designated area.
11. Consistent with the Scottsdale Revitalization Plan, work with Economic Development, if needed, to assist in implementing a Scottsdale economic strategy that will focus on retail development opportunities.

Summary:

CDBG funds have been provided to DeKalb County, an entitlement community, to be used for the purpose of revitalizing neighborhoods, expand affordable housing and economic opportunities and/or improve community facilities and services, to benefit low- and moderate-income persons. The CDBG programs are designed to support projects that:

- Principally benefit low- and moderate-income persons
- Link with other stakeholders to reduce poverty and homelessness
- Create and retain jobs/expand economic development opportunities
- Are integrated in a long range community strategy
- Provide for further public and private investment
- Enhance deteriorated residential and business districts, and
- Promote partnerships and leveraging of funds with local, state federal and private sources

IX. 2009 HUD INCOME LIMITS (effective 3/10/2009)

Atlanta Area Median Family Income (MFI) is \$71,700

Family Size	Extremely Low-Income (30% of Median)	Very Low-Income (50% of Median)	Bonds/Tax Credit Apt. Occupancy (60% of Median)	Low- to Moderate- Income (80% of Median)
1 Person	\$15,050	\$25,100	\$30,120	\$40,150
2 Persons	\$17,200	\$28,700	\$34,440	\$45,900
3 Persons	\$19,350	\$32,250	\$38,700	\$51,600
4 Persons	\$21,500	\$35,850	\$43,020	\$57,350
5 Persons	\$23,200	\$38,700	\$46,440	\$61,950
6 Persons	\$24,950	\$41,600	\$49,920	\$66,550
7 Persons	\$26,650	\$44,450	\$53,340	\$71,100
8 Persons	\$28,400	\$47,300	\$56,760	\$75,700

Note: Income Limits change on an annual basis.