



**Spartanburg County, South Carolina
CDBG and HOME Application
Fiscal Year July 1, 2020-June 30, 2021**

**GENERAL INFORMATION, INSTRUCTIONS, AND
CHECKLIST**

**THERE HAVE BEEN SEVERAL UPDATES TO
THIS DOCUMENT AND THE APPLICATION.
PLEASE REVIEW CAREFULLY.**

**CDBG AND HOME APPLICATIONS ARE DUE BY:
5:00 PM MONDAY, SEPTEMBER 30, 2019**

GENERAL INFORMATION

Spartanburg County, South Carolina is now accepting applications from non-profit agencies for CDBG and HOME funding in the following program and project areas:

**Housing
Economic Development**

**Health and Human Services
Community Infrastructure**

Applicants providing services to the citizens of the unincorporated areas of Spartanburg County may be eligible for funding from the following sources:

- **CDBG FUNDING** – Activities eligible for CDBG funding include, but are not limited to:
 - Public Services, job training, and placement activities;
 - Acquisition, construction, or renovation of public and private facilities and infrastructure (i.e. parks, sewers, neighborhood centers, street improvements, utility lines);
 - Improvements needed to remove physical barriers for persons with disabilities;
 - Fair Housing programs;
 - Economic development projects serving low and middle income populations; and
 - Preservation or restoration of historic structures.
 - For a detailed list of activities eligible for CDBG funding, please visit:
<http://www.spartanburgcounty.org/236/CDBG-and-HOME-Applications>

- **HOME FUNDING** – Activities eligible for HOME funding include, but are not limited to:
 - Assistance to existing home owners in repair or rehabilitation of their home;
 - Acquisition or rehabilitation of homes for low-to moderate-income home buyers; and
 - Affordable rental housing assistance.
 - For a detailed list of activities eligible for HOME funding, please visit:
<http://www.spartanburgcounty.org/236/CDBG-and-HOME-Applications>
 - Home applicants may be asked for additional information for underwriting, marketing analysis, and subsidy layering.
 - If you are applying for HOME funding as a CHDO, you must complete the CHDO certification package and submit it with your application.

- **ADDITIONAL INFORMATION: CDBG and HOME**
 - Performance Measurement System:
<http://www.spartanburgcounty.org/236/CDBG-and-HOME-Applications>

APPLICATION INSTRUCTIONS

- **Grantees must submit a complete application, turned in no later than the posted deadline. No exceptions.**
- **Incomplete applications may not be considered.**
- A separate application must be submitted for each project from an organization.
- If funding is being requested from more than one source (CDBG and HOME), the amount from each source and proposed use of funds must be clearly stated. Please see Budget Example on how to document a complete budget for project being requested and how requested funding will be used.
- Spartanburg County cannot provide a personal or for-profit grant.
- The **legal name** as registered with SC Secretary of State must be used in Section 1 Applicant Information and Section 8 Statement of Assurances.
- **All applicants must be registered at <http://sam.gov> when the application is submitted so that a search can be conducted regarding debarment from receiving federal funds. There is no cost for this registration. The legal name and address of the entity applying and the DUNS number must be the same as the application for funding. When registering or updating the sam.gov registration, the applicant must opt-in for public view.**
- Grantees should demonstrate a clear understanding of all aspects of proposed project and provide detailed documentation of such. (Secured leveraged funding, cost estimates and design drawings from engineering firms, long term maintenance plans, etc).
- Regardless of the objective being achieved, Spartanburg County might not fund an applicant's project if it too closely duplicates the activities already undertaken by the Community Development Department.

LOW-MODERATE-INCOME REQUIREMENTS

- Please refer to the eligibility information documents for CDBG and HOME and 24 CFR 570.200 of the Code of Federal Regulations Document for additional information. The Beneficiary Survey forms may be used to determine income eligibility for projects. Refer to these forms if you are unsure if your targeted beneficiary population is eligible. You do not have to include them in your application.
- If the project is not county-wide, include the census tract where the activities will take place in project description.

- Call for information regarding other ways that the project would meet this requirement.

ORGANIZATIONAL AND FINANCIAL INFORMATION

- Please see Checklist for requirements.
- Most recent audit of organization is required. If you do not have an audit, submit Federal Form 990.

APPLICATION SUBMISSION

- **Applications are due Monday, September 30, 2019 and must be received by 5:00 p.m.**

Please submit five (5) copies of the application: 1 with original signatures and 4 copies and attachments per the checklist.

ALL APPLICATIONS and ATTACHMENTS MUST BE SUBMITTED TO:

Ann Brunson, Senior Administrative Assistant
Spartanburg County Community Development Department
P.O. Box 5666
Spartanburg, South Carolina 29304
Or delivered to:
9039 Fairforest Road
Spartanburg, South Carolina 29301

For questions regarding CDBG or HOME funding, please contact Ann Brunson at (864) 595-5317, or email abrunson@spartanburgcounty.org.

TIMELINE

- See Timeline for information on Funding Process, including when recommendations are made for funding. Note some dates subject to change.
- Please call for Technical Assistance, if needed.
- If you are approved for funding for CDBG or HOME funding, a Notice of Award letter is expected to be sent by August 31, 2020. The award will be contingent upon Spartanburg County's receipt of a U. S. Housing and Urban Development grant award and execution of a funding agreement with your Organization, and issuance of a Notice to Proceed letter. **You cannot seek reimbursement for any activities or items that occur prior to execution of the agreement and receipt of a Notice to Proceed letter.**

Spartanburg County CDBG and HOME Application Checklist

- Review General Information Sheet and Eligibility Information to determine if program or project is eligible for funding
- Download all necessary application materials from County's website <http://www.spartanburgcounty.org/236/CDBG-and-HOME-Applications>
- Be sure to select and mark on the application the Funding Source you wish your application to be considered for after you have reviewed the General Information
- All information must be completed, submitted, and received by 5:00 PM Monday, September 30, 2019.**

LATE APPLICATION PACKAGES WILL NOT BE CONSIDERED.

Incomplete Application packages may not be considered.

- Items must be provided, in the order listed, as an Application package, as described herein or Application may be disqualified. This includes, but is not limited to, incomplete copies, out of order pages and missing pages in the original and copies.**
- All Submitted documents (application & attachments) must be:**
 - unbound
 - no tabs
 - no staples
 - single sided
 - all pages must be 8.5 x 11

Failure to comply when the application is originally submitted will affect the rating and ranking of the application.

To avoid misreading a handwritten application, we strongly encourage you to type it.

Application:

- 5 Copies of completed Application (1 with original signature, 4 copies) including Statement of Assurances signed by authorized official (last page of Application)
Please clearly mark which is the original and place in in front of the copies.

Attachments to be placed at end of application:

- 5 Copies: (1 per original and each copy):**
 - Organization's Total Annual Budget
 - Name and brief resume of Personnel that will be carrying out the project

- 2 Copies: (1 attached to the original, 1 attached to one of the copies)**
 - IRS letter
 - Articles of Incorporation
 - SC Secretary of State Business/Incorporation information with up-to-date information as found at the following website including registered agent and address.
<https://businessfilings.sc.gov/businessfiling>
(Use Search Existing Entities)
 - Bylaws
 - List of Board Members
 - Organizational Chart
 - Name & Resumes of Organization
CEO & Fiscal officers for the organization
 - Affirmative Action Plan
 - Policies and Procedures relating to Personnel Management including Table of Contents, if available, and pages covering hiring, termination, discrimination, harassment, and grievance procedures for the organization, not the entire Employee Handbook
 - Policies and Procedures relating to Financial Management for the organization
 - Organization's most current audit
 - Form 990, only if applicable, see instructions

FOR HOME APPLICANTS, IF APPLYING AS A CHDO

- 1 Copy of CHDO certification package**
This is to be submitted as a separate package at the same time as the funding application