



**CDBG Application ONLY**

**Spartanburg County, South Carolina  
Fiscal Year July 1, 2022-June 30, 2023**

**GENERAL INFORMATION, INSTRUCTIONS, AND  
CHECKLIST**

**APPLICATIONS ARE ONLY BEING TAKEN FOR CDBG.  
THERE HAVE BEEN SEVERAL UPDATES TO THIS DOCUMENT.  
AND THE APPLICATION. PLEASE REVIEW CAREFULLY.**

**APPLICATIONS ARE DUE BY:  
5:00 PM FRIDAY, OCTOBER 15, 2021**

## GENERAL INFORMATION

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

- Affordable Housing
- Non-Housing Community Development (Public Service Activities)
- Community Revitalization (Facilities and Infrastructure)
- Economic Development

Applicants providing services to the citizens of the unincorporated areas of Spartanburg County may be eligible for funding.

- **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>
- **ADDITIONAL INFORMATION**
  - 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.
- 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.
- The Conflict of Interest form **MUST** be completed by all board members or officers, all senior staff and all staff directly involved in the proposed CDBG activity/program and included with the application.
- Applicants 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- AND MODERATE-INCOME REQUIREMENTS**

- Please refer to the eligibility information documents for CDBG 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.
- Submit the organization's most recent audit. If you do not have an audit, submit Federal Form 990.

### **APPLICATION PACKAGE SUBMISSION**

- DUE DATE: **Friday October 15, 2021 - MUST BE RECEIVED BY 5:00 p.m.**
- SUBMIT TO: Ann Brunson, Community Services Specialist  
Spartanburg County Community Development Department

Delivery: 9039 Fairforest Road, Spartanburg, SC 29301

Mail: PO Box 5666, Spartanburg, SC 29304

For questions please contact Ann Brunson at (864) 595-5317, or email [abrunson@spartanburgcounty.org](mailto:abrunson@spartanburgcounty.org).

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### **TIMELINE**

- See Timeline on the website for information on funding process, including when recommendations are made for funding. Note some dates subject to change.
- If you are approved for funding, a Notice of Award letter is expected to be sent by August 31, 2022. 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.**

### **TECHNICAL ASSISTANCE**

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

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## Spartanburg County CDBG Application Checklist

- Review General Information Sheet and Eligibility Information to determine if your 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>
- Applications must be completed, submitted, and **received by 5:00 PM Friday October 15, 2021.**
  - Late Applications **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 sheets of paper
- Submitting a **TYPED** application is strongly encouraged to avoid the misreading of handwriting.

### APPLICATION PACKAGE:

- Submit the following:**
  - 1 ORIGINAL** with original signatures including Statement of Assurances signed by authorized official (last page of Application) and all attachments.
  - 1 COMPLETE COPY**, including all attachments.
  - 3 Copies** with Organization's Total Annual Budget attached

Please clearly mark which is the original and place first in the package.

### Attachments to be placed at end of application:

**5 Copies: (1 per original and each copy):**

Organization's Total Annual Budget

**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

Conflict of Interest Forms (see instructions)

List of Board Members

Organizational Chart

Name & Resumes for the following:

- Organization CEO
- Fiscal officers
- Any personnel who will be carrying out the proposed project

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. DO NOT include 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

**Failure to comply with any of the instructions  
WILL NEGATIVELY AFFECT  
the rating and ranking of the application.**