



Community Development Block Grant (CDBG)



2021 & 2022 CDBG APPLICATION INSTRUCTIONS

**Henry County
Community Development Department
140 Henry Parkway
McDonough, GA 30253**

*These instructions are not intended for CARES funding. See CDBG-CV application to apply for funding specifically to assist in efforts to prepare for, respond to and prevent COVID-19.

General Application Information and Deadlines

The Henry County Community Development Department will be accepting applications for Community Development Block Grant (CDBG) Program funding for the next two (2) program years being 2021 and 2022.

Henry County's multi-year funding cycle allows organizations and municipalities to request funding for one (1) or two (2) years. However, funding allocations and commitments will be done on an annual basis. Henry County is not able to guarantee that CDBG subrecipients will receive the same level of funding for both years.

Additionally, annual funding levels cannot be combined. Historically, the County has received its CDBG grant agreement from the U.S. Department of Housing and Urban Development in late summer to early fall of each year. Awarded funds will not be available for reimbursement until after all agreements are executed, this could potentially be a couple of months into the actual program year. Agencies will need to consider this in the planning of their programs and projects expenditures.

Mandatory Workshops

All parties interested in applying for funding for 2021 and/or 2022 must attend an Application Workshop to be considered. Participation in the Application Workshops will assist applicants with the preparation of their application and understanding of the CDBG Program requirements. Application Workshops will be held virtually at the following dates and times:

- Thursday, January 28th, 2021 at 10:00 AM
- Wednesday, February 10th, 2021 at 2:00 PM
- Tuesday, February 16th, 2021 at 10:00 AM

Attendance at one (1) of the three (3) workshops is mandatory. Current FY2020 CDBG subrecipients in good standing with the program are exempt from participation in an application workshop. These subrecipients will receive notification from the Department regarding their status.

To register for an Application Workshop please complete the CDBG Application Workshop Registration Form at:

https://forms.office.com/Pages/ResponsePage.aspx?id=ghdgUkv2KkCamPJOICr6x3vgfWui8LtAjRor_k9QXb9UMjdXR0w3MVdJTEFHQkJHTFZNUVVNVERYMy4u

Submittal Instructions & Due Date

All applicants must meet the requirements set forth in the appropriate application depending on the planned activities. Application Submittal packages must include one (1) original and two (2) copies of the application.

Completed applications must be submitted by Monday, March 1, 2021 at 4:30 pm. Late applications will not be accepted. Applications will be date and time stamped upon receipt. Any applications, which are not received at the Henry County Community Development Department by the submission deadline will be considered ineligible for funding. Applications should be delivered

or mailed to the Community Development office. E-mailed or faxed applications will not be accepted. Mailed applications must be post marked by the due date at 5:00 pm to be accepted.

Office/Mailing Address

Henry County Board of Commissioners
Community Development Department
Attn: CDBG Program Application
140 Henry Parkway
McDonough, GA 30253

Contact Information:

Contact the Community Development Block Grant Program office via email at CDBGProgram@co.henry.ga.us with questions regarding the application.

Applicant/Organization Information

Enter the contact information of the municipality, county department, or agency/organization. Provide the name of the contact person, who will be responsible for the grant activity. If location information is confidential, be sure to check the confidential box.

All non-profit organizations must submit one (1) copy of their 501 (c) (3) tax exempt certification and current by-laws of the organization. These documents may be included in the original application.

All non-governmental agencies must submit one (1) copy of their audit or audited financial statement for the most recent fiscal year.

All applicants are required to have a registered Data Universal Number System (DUNS) number. If your organization does not have a DUNS number, please visit the website at <http://www.dnb.com/get-a-duns-number.html> to register.

All applicants are required to have a registered Federal Tax ID number (EIN).

Prior to award, all subrecipients are required to be registered for E-Verification and be able to provide their E-Verify number and authorization date on CDBG Subrecipient Agreements. Failure to comply can result in the applicant's inability to receive reimbursements from Henry County and the deletion of the prescribed activity from Henry County's Annual Action Plan.

Project Information

Enter the project information for the proposed project to include the project title and project location.

Enter a brief description of the project. A detailed project narrative must be attached to the application before submission to the CDBG Program Office.

A project map(s) may be attached to show the geographic area of the proposed service area.

If submitting multiple applications, indicate the project priority where one (1) is highest priority and three (3) is lowest priority.

Project Funding

Applicants may apply for FY 2021 funds only, FY 2022 funds only, or funds from both years. If only applying for one (1) year of funding, leave blank areas requesting data for the year which funds are not being requested. Applicants must complete the budget summaries for each year funds are being requested.

Indicate the total CDBG funds being requested for consideration and the total cost of the project. Indicate other funding sources that have already been secured and funding sources that have yet to be secured.

CDBG is not sole source funding. Non-governmental applicants must match 50% of the total project costs.

Submission Requirements

Attach labeled copies of all of the required materials, in the order they are listed. Only check the box when the attachments have been added. Any applications missing required materials will not be considered. Application Submittal packages must include three (3) copies of the application, one (1) original and two (2) copies.

Submission Suggestions

These items are strongly suggested. The application will not be considered incomplete, but it may lose points for details if some of the materials are relevant and not included. Points will be added for each additional type of document. The more documentation that is included in the application, the better the application will be received. Err on the side of adding too much information rather than too little.

Project Narrative

Attach a detailed description of the project to include the following information:

- **Applicant Profile** - a description about the applicant applying for the CDBG grant, as well as the impact CDBG funding will have on the municipality/agency.
- **Budget to include the following:**
 - ❖ **Cost Estimates** - Provide a detailed budget break down, including all additional funds that will be used for the project. A cost estimate from an architect or engineer is required.
 - ❖ **Leverage of Funds** - Indicate funding sources other than potential CDBG grant funds. It is important that all columns are filled out.
 - ❖ **Match – A minimum of 50% match is required for non-governmental applicants.** Indicate how the organization will match grant funds if awarded.
- **Specific Application Information**

- ❖ **CDBG – Public Facilities Renovation and Construction** - Describe, in narrative format, the type of facility to be constructed or to be renovated, the estimated cost; site address, and the CDBG-eligible usage for this facility.
- ❖ **CDBG – Public Facilities Acquisition** - Describe your proposed project and provide justification for its funding with Henry County CDBG funds:
- ❖ **CDBG – Public Services** - Is this a new service or an expansion of an existing one? Describe how your agency will achieve its goals with Henry County CDBG Program.
- ❖ **Questions included:** Your narrative must include, but should not be limited to, the questions listed in the application under this section. The purpose of this narrative is to tell your story. Tell us why you need these funds, what you will do with them, and how it will help.

Organization History and Capacity

Answer every question as outlined.

National Objective and Project Eligibility

All CDBG projects MUST qualify under a HUD national objective and be a CDBG eligible activity. The National Objectives can be found at 24 CFR 570.208. A list of eligible activities can be found in 24 CFR 570.202-206. Select the objective and eligibility that are most applicable to the end goal of the project. For example, if a project is to acquire and tear down a vacant, blighted building, and rebuild low income housing, the national objective would be Housing Activities benefitting low/mod income persons and the eligible activities would be acquisition, clearance, and other: housing construction.

Project Outcomes

Select the most applicable goal and outcome. This should also be based on the ultimate goal of the project and who you are planning to serve. These are predetermined Goals and Outcomes by HUD, not by Henry County CDBG. Select the one that best fits even if it is not exact. Describe the type of output the project will be quantifiably measured in.

Project Beneficiaries

Please include all beneficiaries to include race/ethnicity, indicate if the clients are low and moderate income, and if they belong to any presumed benefit groups. These statistics should be based on estimates of who will be served.

Presumed Beneficiaries include elderly persons, severely disabled adults, battered spouses, abused children, homeless person, migrant farm workers, persons living with HIV/AIDS, and illiterate adults.

Project Environmental Review

Environmental reviews must be completed before any federal dollars can be spent. These questions represent some parts of the full review which may be performed by CDBG staff.

For review of prior land use and age of the structure, use the Henry County Tax Assessor's website at <http://www.qpublic.net/ga/henry/search1.html>.

For wetlands and floodplains use the following maps respectively, <http://www.fws.gov/wetlands/index.html> and <http://map.georgiadfirm.com/>.

If an Environmental Review or Environmental Impact Statement has already been prepared for the proposed project, attach a copy to your application.

Project Budget

Include a detailed budget. Use additional space as necessary and attach surplus pages. If only requesting CDBG funds for a specific phase or program, include a summary of the entire project or organization budget. There should at least be some understanding of how the specific phase or project fits in with the rest of the budget. Again, err on the side of too much information rather than too little and always provide additional documentation. Non-governmental projects require a 50% organization match, and cannot be funded solely to supplement salaries. Be sure to demonstrate those requirements in the budget.

FY 2020 INCOME LIMITS SUMMARY

The following table shows the Final FY 2020 Income Limits for **Henry County, Georgia**.
Effective: July 1, 2020

Persons	30% of Median Extremely Low Income	50% of Median Low Income	80% of Median Moderate Income
1	\$17,400	\$28,950	\$46,350
2	\$19,850	\$33,100	\$52,950
3	\$22,350	\$37,250	\$59,550
4	\$24,800	\$41,350	\$66,150
5	\$26,800	\$44,700	\$71,450
6	\$28,800	\$48,000	\$76,750
7	\$30,800	\$51,300	\$82,050
8 or more	\$32,750	\$54,600	\$87,350

Median Family Income: **\$82,700**

NOTE: Henry County is part of the Atlanta-Sandy Springs-Roswell, GA HUD Metro FMR Area, all information presented here applies to all of the Atlanta-Sandy Springs-Roswell, GA HUD Metro FMR Area.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low-income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2020 Fair Market Rent (FMR) areas. For information on FMRs, please see HUD's associated FY 2020 Fair Market Rent documentation system.

Source: HUD Exchange

<https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

Comprehensive Plan Compliance

The proposed project must comply with the jurisdiction's current Comprehensive Plan or the organization's Mission Statement.

Citizen Participation

Citizen participation is a required element in the CDBG program. Include the elements requested as an attachment to the application.

See the CDBG Program Manual for further information regarding the program and administrative procedures. It is strongly recommended that you read this manual before submitting an application. Contact the Henry County Community Development Department for further assistance.