



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

State of Georgia CDBG Applicants' Manual

FY2020



Equal Housing Opportunity



December 9, 2019

Welcome to the State of Georgia's Community Development Block Grant (CDBG) Applicants' Workshop. As the state's lead agency for community development, the Georgia Department of Community Affairs offers a variety of financial resources and technical assistance to help communities realize their vision of success and improve the lives of their citizens.

The Community Development Block Grant Program is the cornerstone of the states' efforts to address the economic and community development needs of small cities and counties; especially our rural areas, with an emphasis on improving living conditions primarily for low- and moderate-income persons. It is also the most flexible source of federal assistance to address a wide range of community development needs that stabilize and grow communities.

As your community considers applying for CDBG funding, this workshop is designed to guide you through the application process. Your workshop material contains a newly revised CDBG manual as well as useful appendices designed to assist you in preparing your application. All material from the conference will be published on DCA's website as soon after the conference as possible. Please be sure and check our website on a regular basis at <https://www.dca.ga.gov/community-economic-development> for announcements and new publications.

We look forward to assisting your community with its CDBG program or any of our other financial programs. As you develop your application, please remember DCA is available to provide technical assistance to your community as it prepares for economic and community development opportunities. Enjoy the workshop!

Sincerely,

A handwritten signature in black ink that reads "G. Christopher Nunn". The signature is written in a cursive style.

G. Christopher Nunn
Commissioner



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INTRODUCTION

This Applicants' Manual represents one of the key elements by which the Department addresses its administrative responsibilities for the Community Development Block Grant (CDBG) Program. Every effort has been made to balance the need for sufficient information upon which to make rational decisions between competing proposals and to ensure compliance with Federal law with the desire to eliminate all unnecessary paperwork and reduce the administrative burden on local governments.

It is essential that applicants prepare application documents in accordance with the instructions contained herein and as outlined at the Applicants' Workshop sessions. Applications should be clear, thorough and sufficiently detailed to provide all information required. **This is the responsibility of the applicant whether the applicant prepares the application or whether the application is prepared by a representative, agent or designee.**

During the FFY 2020 program year, the Georgia CDBG program is divided into five separate components: (1) The Annual Competition, (2) The Immediate Threat and Danger Grant Program (IT&D), (3) The Employment Incentive Program (EIP), (4) The Redevelopment Fund, and (5) the Innovative Grant Program.

This Applicants' Manual addresses only the CDBG Annual Competition. Applicants' Manuals for the IT&D, EIP, Redevelopment Fund, and Innovative Grant Program can be downloaded from the Department of Community Affairs' (DCA's) web site at <https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg> .

Overview and History of Community Development Block Grant Program (CDBG)

The origins of the CDBG Program can be traced to our nation's recognition of widespread poverty in inner city areas, the urban disorders of the 1960s, and the deterioration of the urban infrastructure. During the 1960s, many programs were enacted by the federal government to address these problems through the creation of what are now called "categorical programs," each addressing a specific problem recognized by Congress. Programs such as the Urban Recreation and Parks Program, "slum and blight clearance" programs, and other categorical programs were enacted and funded. Each required a separate application by interested city or county governments.

During the first half of the 1970s, the federal government recognized that it would be more effective to enact broad "block grant" programs to replace many of the separate categorical programs. These new block grants allowed local governments wider latitude to design programs more in tune with their locally identified needs and priorities. During this period, Congress expanded appropriations for block grant programs and determined which communities would be entitled to receive these funds (as opposed to requiring separate applications from interested local governments).

The Community Development Block Grant (CDBG) was first enacted by Congress as Title I of the Housing and Community Development Act of 1974. The CDBG program replaced a number of federal categorical programs.

The primary objective of CDBG as stated in the Act, is "the development of viable communities through improvement of living conditions, housing and the expansion of economic opportunities in cities and counties, principally for persons of low- and moderate-income."

Initially only larger urban governments were entitled to receive CDBG funds. At the federal level, the U.S.

Department of Housing and Urban Development (HUD) administered the program and enacted regulations to allow local governments to implement a broad range of eligible activities if they furthered the National Objectives of the Act.

During the 1970s, Congress expanded the range of local governments receiving CDBG funds to address problems faced by smaller cities and rural communities by providing funding to HUD to create a new competitive "Small Cities" Program. This program became known as the HUD administered "Small Cities CDBG Program for Non-Entitlement Cities." Eligible governments were those under 50,000 in population. It was called a "non-entitlement program" because communities interested in receiving funds made a competitive application to HUD rather than being entitled to receive direct funding as were the larger urban governments. Otherwise, HUD operated the Small Cities Program in a manner very similar to the larger Entitlement CDBG Program.

During the early 1980s, the federal government passed sweeping changes to "devolve" many federal programs by limiting federal agencies to oversight and rulemaking roles and allowing state governments a role in administering many formally exclusively federal programs. For example, state agencies responsible for environmental protection (such as the Georgia Department of Natural Resources, Environmental Protection Division) assumed many of the responsibilities of the U.S. Environmental Protection Agency (EPA).

In 1981, acting at the request of President Reagan, Congress amended the Housing and Community Development Act of 1974 and directed HUD to establish a new CDBG Program for Non-Entitlement local governments to be administered by state governments, replacing the HUD Small Cities Program. Under the changes implemented in 1981, while states were allowed to administer the non-entitlement program, HUD was given continued responsibility to directly administer the urban-entitlement program and regulate state administration of the non-entitlement CDBG program.

In enacting this new program, Congress clearly desired that state governments have the major responsibility for the design and management of the new CDBG Program for Non-Entitlement Communities. In this regard, the first federal regulation issued by HUD in 1982 for the new program was developed only after extensive consultation with state governments and it allowed states great flexibility in program design and management. To quote the regulation [24 CFR Part 570.480(c)], "the Secretary (of HUD) will give maximum feasible deference to the state's interpretation of the statutory requirements and the requirements of this regulation."

At the time of the new regulation, DCA was given the responsibility of design and management of the new CDBG Non-Entitlement Program. Utilizing an extensive consultation and advisory process with Georgia's non-entitlement local governments, DCA designed a competitive CDBG Program responsive to local needs and priorities. The consultation and advisory process continues through annual public input hearings and DCA "listening sessions" with affected local governments, their staff, Regional Commissions (RCs), and consultants.

Each year, the State of Georgia receives CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for a variety of housing, public facility, and economic development programs which are included in the State's Annual Consolidated Plan. The CDBG Annual Competition described by this Applicants' Manual describes the competitive rating and review process that will be used to distribute FFY 2020 Annual Competition CDBG funds.

Definitions

CDBG has a language all its own at times. This list of definitions is intended to assist applicants in understanding and using the terminology.

Affirmatively Furthering Fair Housing: The Housing and Community Development Act of 1974, as amended, is the dominant statute for the Community Development Block Grant (CDBG) program. It requires that each federal grantee certify to HUD's satisfaction that (1) the awarded grant will be carried out and administered according to the Fair Housing Act, and (2) the grantee will work diligently to affirmatively further fair housing, and (3) the grantee will maintain records to support the affirmatively furthering fair housing certification.

Area Benefit Projects: An activity, the benefits of which are available to all the residents in a particular area, where at least 70 percent of the residents are low- and moderate-income persons. Such an area need not have the same boundaries as census tracts or other officially recognized boundaries, but must be the entire area served by the activity. Units of general local government may, at the discretion of the state, use either HUD-provided data comparing census data with appropriate low- and moderate-income levels or survey data that is methodologically sound. An activity that serves an area that is not primarily residential in character shall not qualify under this criterion. The website for the HUD-provided data is <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>

Certified Assurance: The document that all CDBG local government applicants must sign (See DCA Form 10). It contains many "certifications" required by federal law and should be read and must be signed by the Chief Elected Official of the applicant. ***In addition, the signature must be authorized by a resolution of the governing body (i.e., city council, etc.) and submitted with the application.***

CDBG: The Community Development Block Grant Program as authorized by the Housing and Community Development Act of 1974. CDBG is divided into two general programs: 1) the "entitlement program" administered by HUD provides funding to metropolitan cities and urban counties; and 2) the State "non-entitlement" program for smaller local governments.

CFD: Community Finance Division of the Georgia Department of Community Affairs. The division of DCA where the CDBG program is housed.

Child Occupied Facility: A building, or portion of a building, constructed prior to 1978, visited regularly by the same child, under 6 years of age, on at least two different days within any week (Sunday through Saturday period), provided that each day's visit lasts at least 3 hours and the combined weekly visits last at least 6 hours, and the combined annual visits last at least 60 hours.

CHIP: Community HOME Investment Program. Created by the National Affordable Housing Act of 1990, the Home Investment Partnerships (HOME) Program is the first federally funded block grant designed to address state and local affordable housing concerns. The CHIP program is administered by DCA's Housing Finance Division.

Conflict of Interest: Elected officials, government employees, and their families are generally prohibited from benefiting either financially or personally from CDBG funded activities. An example would be if a councilmember lived in the neighborhood receiving CDBG funded waterlines. See the Conflict of Interest and Certification sections of this manual for more information.

Consolidated Plan: Developed by local and state governments with input from citizens and community groups, the Consolidated Plan serves four functions: 1) it is a planning document for each state and community, built upon public participation and input; 2) it is the application for funds under HUD's formula

grant programs (CDBG, HOME, ESG, and HOPWA); 3) it lays out local priorities; and 4) it lays out a 5-year strategy the jurisdiction will follow in implementing HUD programs. The FFY 2018-2022 Plan is available on the DCA web site at: <https://www.dca.ga.gov/node/4567>.

Cooperating Agreement: This is the agreement needed for joint or regional CDBG applications (see DCA Form 11). It sets forth which applicant is considered the “lead applicant” responsible for all compliance considerations.

The Davis-Bacon Act of 1931: Statutory requirement that persons working on Federally-supported projects be paid minimum prevailing wage rates for particular crafts or labor classifications as prescribed by the Secretary of Labor. For purposes of the State Administered CDBG Program, all contracts are subject to the Act and must be monitored by DCA for compliance.

Environmental Impact Assessment: As required by the National Environmental Policy Act of 1969, and for purposes of the State CDBG Program, a document prepared by a recipient government which identifies and analyzes environmental impacts of a proposed project. CDBG projects started before completion of the assessment and requisite findings and public notices are NOT eligible for CDBG funding. The federal government requires DCA to monitor each individual project for compliance. (See National Environmental Policy Act.)

Equal Employment Opportunity (EEO): Term which refers to a variety of federally required activities to ensure non-discrimination in hiring, promoting, and managing employees. DCA is required to monitor each CDBG recipient’s compliance with EEO requirements.

Faith-Based Initiatives: A federal initiative to level the playing field for faith-based organizations when attempting to access federal grant funds. Faith-based organizations, although ineligible for direct CDBG assistance, may partner with local governments to assist low- and moderate-income persons using eligible CDBG activities. Please see further information at: <http://www.hud.gov/offices/fbci/>.

Fair Housing Act: Legislation first enacted in 1968 and expanded by amendments in 1974 and 1988, which provides the Secretary of HUD with investigation and enforcement responsibilities for fair housing practices. It prohibits discrimination in housing and lending based on race, color, religion, sex, national origin, handicap, and familial status. DCA is required to monitor each CDBG recipient’s compliance with applicable requirements.

Finding of No Significant Impact (FONSI): Pursuant to NEPA, a document presenting the findings of an Environmental Assessment stating that a proposed project will not result in an action which will significantly affect the quality of human life. See 24 CFR Part 58, Directive Number: 97-8.

HOME: Federal funds authorized pursuant to the Housing and Community Development Act that provides funds to local governments and states for new construction, rehabilitation, acquisition of standard housing, assistance to homebuyers, and tenant-based rental assistance.

Household: All the people who occupy a housing unit. A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household.

HUD: United States Department of Housing and Urban Development - the Federal agency responsible for oversight and regulation of CDBG funding to states.

Joint application: A joint application includes more than one local government as applicant. Joint

applications are generally required when less than 51% of the beneficiaries are located within the jurisdiction of the applicant unit of local government. Exceptions may be considered on a case-by-case basis with DCA approval.

Last Resort Housing: One of the few ways that CDBG can be used for new housing construction. Used in CDBG when no existing relocation housing resources are available for displaced persons. See 49 CFR Part 24.404.

Limited English Proficiency (LEP): Limited English Proficiency means persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English, and may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. Note that for the purposes of gathering data for those with LEP, DCA used the U.S. Census definition as any individual who speaks a language at home other than English as their primary language, and who speaks or understands English “not well” or “not at all”.

Limited clientele: As the name implies, limited clientele are those people that benefit from specific services usually delivered at a particular location. For example, people that receive health services at a county health department are the “limited clientele” of that health department. HUD has determined that for purposes of meeting the CDBG national objective of benefiting low- and moderate-income persons, certain limited clientele can be assumed to be low- and moderate-income without detailed income records. This designation is limited to people qualified to attend facilities constructed with CDBG funds that serve abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of “severely disabled,” homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers. Income records must be available for all other limited clientele beneficiaries, such as clients of Public Health facilities, Boys and Girls Clubs, etc., and those income records must demonstrate that at least 70 percent of the limited clientele are low-to moderate-income people.

Liquidated Damages: Liquidated damages refer to contract provisions requiring payment of a fixed sum, usually accruing on a daily basis, when certain contract time-related provisions are not met. In CDBG contracts, liquidated damages are assessed due to non-completion of a construction project in the time period specified in the contract in the absence of excusable delays. ***DCA encourages the use of liquidated damages in CDBG-funded construction contracts to encourage timely performance. Proceeds from liquidated damages are considered program income.***

Low- and Moderate-Income (also L/M income or LMI): At least 70 percent of the persons benefiting from CDBG projects, (with some exceptions) must be members of a family or household whose total gross family income is less than 80 percent of an area's median family income adjusted for family size. HUD publishes these limits on an annual basis and the most recent limits are available on the HUD web site at: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>. See also Appendix B. **Note that housing activities must benefit 100 percent low- and moderate-income persons.**

Manufactured “Mobile” Home (MHU): A manufactured home (formerly known as a mobile home) is built to the Manufactured Home Construction and Safety Standards (HUD Code) and displays a red certification label on the exterior of each transportable section. Manufactured homes are built in the controlled environment of a manufacturing plant and are transported in one or more sections on a permanent chassis.

Method of Distribution (MOD): MOD is a description of the rating and ranking criteria for all CDBG Programs. Please refer to the section of this manual entitled Application Review Process. Section 104 of the Housing and Community Development Act of 1974, as amended, requires States to have a method of distribution for allocation of funds to units of general local government.

Modular Home: A housing unit constructed off-site in pieces (modules) using traditional building materials that meets or exceeds all applicable State and local building codes, then transported to the building site where the modules are joined to form a complete housing unit on a slab or foundation. A modular home is generally considered “real property”.

National Objective: The Housing and Community Development Act of 1974, as amended, sets forth three general National Objectives. Every CDBG award must address at least one of the following objectives through the activities undertaken by the project: 1) benefiting low- and moderate-income persons; 2) preventing or eliminating slums or blight; and 3) meeting urgent needs

National Environmental Policy Act (NEPA): NEPA mandates a framework and procedures that Federal agencies (including States and local governments that receive CDBG) must implement to consider all reasonably foreseeable environmental effects of their proposed actions and to involve the public in and inform the public about these environmental effects. Under the State CDBG Program, for ANY project where a local government fails to properly implement the NEPA procedures prior to undertaking a CDBG project, DCA is generally mandated to find that project “ineligible” for reimbursement with CDBG funds.

Office of Fair Housing and Equal Opportunity: The Office of Fair Housing and Equal Opportunity administers federal laws and establishes national policies that make sure all Americans have equal access to the housing of their choice. Particular activities carried out by the Office of Fair Housing and Equal Opportunity include implementing and enforcing the Fair Housing Act and other civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments Act of 1972, and the Architectural Barriers Act of 1968.

Pre-Agreement Cost Approval (PACA): CDBG regulations and DCA policy allow potential applicants to request “pre-agreement cost approval” (PACA) from DCA that authorizes the potential applicant to commence project activities and maintain project timetables while applying for CDBG assistance. Upon DCA’s issuance of pre-agreement cost approval, a project may move forward prior to submission of an application or award of funds while maintaining eligibility. See the section of this manual entitled Pre-Agreement Cost Approval (PACA) for further details.

Qualified Local Government (QLG): QLG means a county or municipality which: 1) has a comprehensive plan in conformity with required minimum standards and procedures (and Capital Improvement Element Updates consistent with the Development Impact Fee Compliance Requirements, where appropriate); 2) has established regulations consistent with its comprehensive plan and with the required minimum standards and procedures; and 3) has not failed to participate in DCA’s mediation or other means of resolving conflicts in a manner which, in the judgment of DCA, reflects a good faith effort to resolve any conflict. Further, pursuant to O.C.G.A. §13-10-91(b)(7), governments that fail to provide the Georgia Department of Audits and Accounts (DOAA) with sufficient documentation of their participation in the federal government’s “federal work authorization program” (“E-Verify) 13-10-91(b)(7) forfeit their “Qualified Local Government” (QLG) status. For further information and for the Qualified Local Government status of Georgia’s cities and counties, see DCA’s web site at: <https://www.dca.ga.gov/local-government-assistance/planning/local-planning>.

Regional Commission (RC): Located in each of the 12 service regions across Georgia, these centers provide planning, grant writing and economic development assistance to local governments, usually under contract.

Regional Application: An application that includes applicants in *more than one county*, including city and

county applicants. Regional applications apply to projects benefiting a multi-county region.

Section 104(d): Refers to Section 104(d) of the Housing and Community Development Act of 1974. See 24 CFR Part 42. Requires the replacement of demolished, vacant-occupiable, and occupied low- and moderate-income housing (one-for-one replacement) as well as a higher level of relocation assistance payments for displaced low- and moderate-income tenants.

Section 3: This provision of the 1976 HUD law that requires CDBG recipients to make a “good faith effort” to employ lower income residents of “project areas” and to direct business opportunities to such owners of businesses.

Section 8: Housing Assistance Payments Program, authorized by the Housing and Community Development Act of 1974.

Section 106: Section 106 of the National Historic Preservation Act that requires CDBG recipients and other federal programs to consider the possible effects of ‘federal programs’ on historic buildings and neighborhoods, including archeological resources. Regulations implementing Section 106 are issued by the Advisory Council on Historic Preservation, and, in Georgia, the Department of Natural Resources, Historic Preservation Division (DNR/HPD) is the designated State Historic Preservation Office (SHPO).

Section 504: A provision of the 1976 HUD law that requires facilities and programs receiving HUD assistance to be accessible to persons with a disability.

State Statutory/Regulatory Requirements: Also, generally, those local governments that have complied with all necessary requirements to maintain eligibility for state funding, including the Service Delivery Act (HB 489), the Local Government Audit Act, the DCA Local Government Finance Report requirements, the DCA Government Management Indicators Survey (GOMI) as required by O.C.G.A, 36-81-8, and the requirements of O.C.G.A 13-10 and O.C.G.A 50-36 (Georgia’s Immigration Registration and Reporting Requirements). For further information regarding the status of Georgia’s cities and counties regarding the Service Delivery Act, the Government Management Indicators Survey, and the Report of Local Government Finance, see DCA’s web site at:
<https://www.dca.ga.gov/local-government-assistance/planning/local-planning>.

Stick/Site Built Home: A housing unit built on-site using traditional building materials and methods that meet or exceed all applicable State and local building codes.

Target Housing: Any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless any child who is less than 6 years of age resides or is expected to reside in such housing) or any zero-bedroom dwelling.

Tiered Environmental Review: CDBG environmental review procedure when specific sites (such as housing units) are not designated at the application stage.

Threshold: Basic requirements for participation in the Annual Competition. Failure to meet threshold will result in the application not being scored.

Uniform Relocation Act (URA): Also known as the Uniform Act, this is the short title of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. This law and its regulations issued by U.S. DOT (49 CFR Part 24) set requirements for how property, including easements, is acquired for federally assisted projects and sets forth minimum standards for assistance for persons and businesses displaced by federally assisted projects. See also “Barney Frank” amendments. DCA is required to monitor each CDBG recipient’s compliance with applicable requirements.

Voluntary Compliance Agreement (VCA): An agreement between HUD and a HUD grantee in order to address issues identified by HUD as part of its monitoring responsibilities and in order to resolve findings without the necessity of a formal evidentiary hearing or other judicial process.

Deadlines

Annual Competition Application	Postmarked or Received No Later than	April 1, 2020
Completion of Professional Procurement		April 1, 2020
Completion of Tribal Consultation		April 1, 2020
Revitalization Area Strategy Application	Postmarked or Received No Later than	April 1, 2020
Exceptions to the "Every Other Year" Rule		April 1, 2020
Applicants must have a current WaterFirst, PlanFirst, RAS, or GICH designation (active in the three-year program OR Certified Alumni) as of April 1, 2020.		
Proposed CDBG Project must be included in Service Delivery Strategy		April 1, 2020
The Service Delivery Act (HB 489)		April 1, 2020
QLG/Comprehensive Planning		April 1, 2020
DCA Local Government Finance Report requirements		April 1, 2020
Government Management Indicators Survey		April 1, 2020
Local Government Audit Act		April 1, 2020
Deadline for CDBG Revolving Loan Fund (RLF) Compliance		April 1, 2020
Timeliness Deadline		July 1, 2020
Deadline for Submission of Bonus Point Documentation		July 1, 2020
Deadline for Submission of Leverage Documentation		July 1, 2020
Submission of RLF Closeout for Bonus Points		July 1, 2020

Updates and Important Reminders

Applicants are responsible for understanding the contents of the entire manual. In this section, DCA has summarized important changes for FY 2020. Other more minor changes for FY 2020 may not be highlighted here. Also, read the forms and the instructions for the forms in their entirety. Additional important information may be included in these as well.

Deadlines: Please note that many of the deadlines for the Annual Competition have been revised. See the sections in this manual regarding deadlines at page 13. Submission of all documentation referenced in the Deadline Section must be postmarked by the U.S. Postal Service or received by DCA on the date specified.

Annual Competition applications are required to be complete at the time of submission on April 1, 2020 except that additional documentation may be submitted for bonus points or leverage until July 1, 2020. Those local government applicants that are not in compliance with deadline requirements will not be reviewed and will not be eligible to receive funding. DCA will perform a completeness check of all applications submitted and require the applicant to submit any missing or incomplete forms or certifications within five business days of notification by DCA. No additional documentation may be submitted that could potentially alter scores including, but not limited to, photographs, maps, narrative, letters, tests, etc. Applicants must be in compliance with QLG/Comprehensive Planning requirements, the Local Government Finance Report requirements, the Government Management Indicators Survey requirements, and the Local Government Audit Act as of April 1, 2020 and will be reconfirmed on July 1, 2020. Any applicants not in compliance with the Service Delivery Act by April 1, 2020, will have up to 60 calendar days after notification by DCA to cure any deficiencies.

Threshold Requirements: For the 2020 Annual Competition, threshold requirements include the following standards: 1) submission of a complete application; 2) compliance with all deadline requirements as noted in this manual; 3) meeting all requirements as specified by DCA for curing any application deficiencies; 4) completion of all professional procurement requirements; and 5) completion of the Tribal Consultation portion of the Environmental Review not later than April 1, 2020.

Matching Requirement for Single Activity Housing Applications: Even though cash match is not required for single-activity housing grants, single-activity housing applicants (as well as Multi-Activity applicants) are required to document and submit evidence of commitment of financial participation from the homeowner as a threshold requirement. Amounts over and above homeowner participation amounts will be counted as leverage provided all requirements for leverage as outlined in the CDBG Applicants' Manual are met. Homeowner participation will not be counted as leverage for single-activity housing applicants. For Multi-Activity housing applicants, the CDBG match requirements are applicable and homeowner participation may count toward cash match.

Housing Applications and Service Delivery Strategy: Projects included in all housing and Multi-Activity applications must be included in the applicants' Service Delivery Strategy by the applicable deadline, April 1, 2020. Please see the information on Service Delivery Strategy below in this section on Updates and Important Reminders and in the Section on Eligibility Requirements and the Instructions for the DCA Forms.

Rating and Selection: The Rating and Selection System has undergone substantial changes. Please review the changes located in this manual and request technical assistance from DCA when there are questions.

Required Application Format: All applications should be in the format prescribed in Part II, Application Review Process, Required Application Format.

DCA-3: DCA-3 must be prepared and submitted with a 2020 CDBG Annual Competition application. The form is used to summarize the applicant's community development needs at the level of the jurisdiction (i.e., the needs described will encompass needs within the incorporated boundaries of the city or county applicant). DCA-3 is also for evaluating alternative target areas, discussing DCA's concentration maps, providing the justification for the target area chosen, and describing the community development needs of the target area chosen and the plans/strategies for addressing those needs. ***Target areas outside of an area of concentration should be justified by discussing on DCA-3 why a target area inside of an area of concentration was not chosen.*** The DCA-3 should include, but is not limited to, the following categories: Demographics, Buildings/Housing/Infrastructure Analysis, Areas of Concentration, Target Area Selection, and Consistency with Community Development Efforts. See also the Strategy Criterion under Rating Factors for further details.

Applications with Multi-County Impacts: Applications with multi-county impacts may be submitted by one jurisdiction provided the proposed project is located within the applicant jurisdiction's boundaries and does not require cooperation between two or more jurisdictions for project implementation, except when cooperation is limited to funding or other similar commitments that are under the direct control of each benefiting jurisdiction. For purposes of eligibility, applications that meet the requirements of this paragraph will be treated as single applications rather than joint or regional applications. See also further information regarding Regional Applications in this manual under Special Requirements.

Procurement: All professional procurements must be completed prior to CDBG application preparation and submission. For example, prior to CDBG application submission, both grant application services and grant administration services should be solicited using the same Request for Proposal (RFP). This avoids

the appearance of a conflict of interest that can be created when a grant writer in a later procurement process submits and receives an award for grant administration services. This approach is also applicable for engineering/architectural services. In other words, preliminary reports and design and construction services should all be procured upfront using the appropriate RFP or Request for Qualification (RFQ) process. **Note:** Pre-Funding procurement requires Section 3 compliance.

Local governments often rely on grant writers and engineers/architects to assist them in navigating complex federal and state requirements; however, having a grant writer or engineer/architect assist in the procurement process (e.g., developing an RFP or RFQ) can also create the appearance of a conflict of interest. DCA's procurement guidance regarding grant writing/grant administration published at <https://www.dca.ga.gov/node/5474> can assist by making the process easier for local governments by providing step-by-step instructions. DCA will also assist local governments with the procurement process by providing technical assistance as needed. Please contact Kathleen Vaughn at kathleen.vaughn@dca.ga.gov or (404) 679-0594 with your procurement questions. Always consult the latest CDBG Recipients' Manual for DCA's procurement policies and procedures. These are contained in Chapter 3, Section 4 and at: <https://www.dca.ga.gov/node/3582>.

DCA is also reminding local governments that DCA's procurement policies for professional services should be followed regardless of the source of payment for those services. In other words, even if local funds pay all or part of the cost of professional services related to a CDBG project, DCA's CDBG procurement policies should be followed.

Newly enacted requirements (effective April 28, 2019) based on the passage of House Bill 322, which amends, Code Section 36-80-27 and reads as follows: If a bid or proposal opportunity is extended by a county, municipal corporation, or local board of education for goods, and services, or both, valued at \$100,000.00 or more, such bid or proposal opportunity shall be advertised by such respective local governmental entity in the Georgia Procurement Registry, as established in subsection (b) of Code Section 50-5-69, at no cost to the local governmental entity. Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid opportunity. The Georgia Procurement Registry can be found at the following web site: <http://doas.ga.gov/state-purchasing/georgia-procurement-registry-for-local-governments>

See page 44 for additional information of professional procurement.

Forms: The following forms are part of a complete CDBG application and must be prepared and submitted with the CDBG application. These are: 1) Civil Rights Compliance Certification—Prepare and submit; 2) Evidence of Compliance with System for Award Management (SAM)—See sample provided and submit; 3) Acknowledgement of Subrecipient Language Access Plan Requirement—Prepare and submit; and 4) Language Access Plan Threshold Certification—Prepare and submit. The Language Access Plan Threshold Certification form is designed to determine whether an applicant's pre-award public hearing must be advertised in English and another language (most often Spanish). Please review and prepare the form and submit with the application. If in completing the form, the applicant's jurisdiction includes a population of more than 5% LEP persons in a single language or 1,000 or more LEP persons in a single language, the pre-award public hearing must be published in the applicable language. **See Appendix T for a copy of the pre-award public hearing notice in Spanish.**

Documentation of all pre-award public hearings (including in Spanish, if required) must be submitted with the application. This will include the public hearing tear sheets in the original application (photo copies acceptable in other 3 copies) as evidence that the public hearings have been held. An affidavit from the newspaper with a copy of the ad attached that includes the date(s) of publication will also be accepted.

Service Delivery Strategy (O.C.G.A. §36-70-20): State law requires that all projects funded be consistent with the community's adopted Service Delivery Strategy (O.C.G.A. §36-70-20). The appropriate citation of the Strategy along with attachments and service area maps should be included in the application, along with a signed certification that the project is consistent with the Strategy. Maps should include the project area, or facility, in relation to the approved service area for that activity. ***If the project is not covered by the adopted Strategy by April 1, 2020, it will not be eligible for funding unless any deficiencies are cured within 60 days after notification by DCA. Note that certain types of applications are not routinely included in Service Delivery Strategies. These may include housing activities (such as would be typically offered through a CDBG housing or multi-activity application), Senior Centers, Boys and Girls Clubs and other types of services to limited clientele. In these cases, an update of the Service Delivery Strategy to include these services will be necessary. A sample update can be found in this manual in Appendix E.***

Guide to Acceptable Survey Methodology: The *Guide to Acceptable Survey Methodology* has been updated to prohibit the use of a "random" start for the initiation of a survey. A random number generator must be used when selecting the households to be surveyed. See Appendix C for further details.

Concentration Map Requirement: DCA has long required concentration maps from the applicant jurisdiction that show concentrations of minorities, low- and moderate-income, and housing deficiencies. ***All applicants must create these maps using DCA's online tool or an approved equivalent, and keeping their concentrations in mind, should include on DCA-3 a narrative that indicates how and why the applicants' target areas were chosen. Target areas outside of an area of concentration must be justified by discussing on DCA-3 why a target area inside of an area of concentration was not chosen. The project target area must be included on the concentration maps.*** Please see this tool at: <http://georgia-dca.maps.arcgis.com/home/>. This will generate consistent maps from applicants that will allow each applicant to respond to its jurisdiction's concentrations.

Updated Section on Basic Compliance Rules for CDBG: The section on Basic Compliance Rules for CDBG has been updated to include further details on Civil Rights/Fair Housing Equal Opportunity (FHEO). The section includes a listing of the Civil Rights Laws and Executive Orders that apply to the CDBG program as well as further details on the following topics: 1) Section 3; 2) Affirmatively Furthering Fair Housing; 3) Section 504; and 4) Limited English Proficiency (LEP). ***At the end of the section on Basic Compliance Rules will be information about how to address the Basic Compliance Rules in your CDBG application. Also note the updated Sample Public Hearing Notice.***

Appendix W: Appendix W entitled "Language Access Plan Template & Guidance" includes DCA's Local Subrecipient Language Access Plan Template, and Local Subrecipient Language Access Plan Guidance. The Template and Guidance include important information for jurisdictions where LEP populations exceed the threshold for additional language translation services for certain public notices. In order to view DCA's Language Access Plan, please go to the following link: <https://www.dca.ga.gov/node/3285>. DCA's Language Access Plan (LAP) may be used as a reference, but the Template and Guidance in Appendix W will be the primary documents needed in order for recipients of CDBG funds to meet their LAP obligations.

Revitalization Area Strategies (RAS): For the 2020 CDBG Annual Competition, RAS applications, annual updates, and renewals will be **due no later than April 1, 2020**, in order for RAS benefits to be applicable to the 2020 Annual Competition, including but not limited to the ability to apply for CDBG funds in RAS areas every year and bonus points. The RAS manual has been updated to provide for clarifications for needed documentation and a change in scoring points awarded under the "Local Redevelopment Tools" category. In addition, RAS will continue to allow surveys to be used to document the 20 percent poverty requirement for census block groups. See the RAS manual and Appendix C for further details.

Change in Eligibility for GICH Communities: For the 2020 CDBG Annual Competition, DCA will allow an exception to the “every other year” rule for communities that are “Certified Alumni” of the GICH program, as well as communities active in the three-year program. See Part I, Restrictions on Eligibility Part C.

Demographic Scoring: All applicants will be compared to each other to establish demographic scores using median household income as one of the three demographic factors. This method was established in FY2019 for establishing demographic scores.

Requirement to Consult with Native Americans: Note that the Tribal Consultation must be completed by April 1, 2020 and is a threshold requirement for the 2020 Annual Competition.

Timeliness Criteria for the 2020 Annual Competition Cycle: These criteria replace the 80/20 rule that has been used during previous competitions to evaluate progress on previously funded CDBG grants. DCA will review these criteria during the later stages of application review (**July 1st for the 2020 Annual Competition cycle**) to determine the eligibility of communities that have submitted a 2020 Annual Competition application and also have open CDBG grants.

- ◆ For Annual Competition applications funded in 2019, the following criteria should be met:
 - ◆ Must meet one of the exceptions to the “every other year” rule as outlined under *Restrictions on Eligibility for Competition* below.
 - ◆ All Special Conditions must be cleared.
 - ◆ DCA must have released funds.
 - ◆ For public facility, multi-activity, or economic development projects, all engineering design work must be finalized, complete and submitted to the cognizant agency for review.
 - ◆ For housing or multi-activity projects, the local policies and procedures must have been submitted to DCA for review.

- ◆ For Annual Competition applications funded in 2018, the following criteria must be met:
 - ◆ Seventy-five percent of budgeted funds must be drawn down and spent.
- ◆ For Annual Competition applications funded in 2017 or earlier, the following criteria must be met:
 - ◆ One hundred percent of budgeted funds must be drawn down and spent.

Appendix O – DCA Notice to the Field: Clarifications for the Annual Competition and Ineligible Procurement Practices. Although not new for FY 2020 funds, applicants need to peruse the appendix, especially if preparing water or sewer applications. This appendix makes clear that applicants, especially water and sewer applicants or other applicants that are proposing activities that will generate operating revenue, must thoroughly discuss **financial alternatives** to CDBG funding. For example, applicants should discuss their ability/lack of ability to borrow funds for the project from other sources, the impact of borrowing funds on local government finances and *especially* on low- and moderate-income households. DCA currently uses the standard that water charges of **.8% or greater** of median household income and sewer charges of **.8% or greater** of median household income begin to demonstrate a significant local effort in meeting water/sewer infrastructure needs. **Note the increase from .7% which was the standard in previous years.** Applicants should also bear in mind that local government participation in the Georgia Environmental Facilities Authority (GEFA) water and sewer rate survey is critical in allowing DCA to evaluate proposed financial alternatives. The results of recent GEFA surveys may be viewed at the following link: <http://www.efc.sog.unc.edu/reslib/item/georgia-water-and-wastewater-rates-dashboard#>. Applicants should include a copy of the dashboards for their local government, based on 5,000 gallons average monthly use. DCA review panels have access to this survey information.

Water and Sewer Hookups. HUD has made clear that water and sewer hookups on private property cannot be paid for with CDBG funds unless the household served is low- to moderate-income. Therefore, DCA requires adherence to the following policies regarding water and sewer hookups:

- In accordance with HUD requirements, DCA will not allow CDBG funds to be used on private property unless the household served is low- to moderate-income.
- For FY 2020 applications, applicants should discuss how water and sewer hookups, water and sewer service line replacements, and septic tank closures on non-low- to moderate-income private property will be paid for in order to increase the likelihood of a maximum score. **Note** that water and sewer laterals from the street to the private property line are eligible CDBG expenses regardless of income.
- For FY 2020 applications, applicants should indicate that all target area occupied households will be connected to the CDBG-proposed improvements (and all septic tanks properly closed, if applicable) in order to increase the likelihood of a maximum score.
- DCA will accept as documentation of low- and moderate-income status area surveys that are three years old or less. Specifically, surveys that are older than January 1, 2017 will not be accepted for the 2020 Annual Competition.
- Applicants may decide whether to use their own funds to pay for non-low- and moderate-income hookups or to require property owners to pay for their non-low- and moderate-income hookups.
- **Note that if local funds are used to pay for non-low- and moderate-income hookups, these funds, if properly documented and committed, will be counted as match or leverage.** Local governments opting to pay for non-low- and moderate-income hookups may wish to check with their local attorney prior to proceeding.

A Note on CDBG Flexibility. CDBG has always been a flexible program allowing local governments to choose among a variety of activities in order to address local priorities and needs. DCA encourages the full use of this flexibility by allowing applicants to apply for the full range of eligible CDBG activities under the Annual Competition. This includes economic development projects. Although meeting the low- and moderate-income national objective has been the primary focus of most communities under the Annual Competition, applicants may also pursue the removal of slum and blight objective as well. The removal of slum and blight objective is best pursued through projects that deliver significant low- and moderate-income benefit. Note that regardless of the national objective or activities chosen by the applicant, the application must compete against other applications with similar activities and objectives.

Block Group ID. Applicants must provide the following geographic identifiers for the Target Area on DCA 1: Block Group ID (12-digit code including State Code, County Code, Census Tract and Block Group), Target Area Address (with city, and zip), and the Target Area Longitude and Latitude. Both the Block Group ID and Longitude and Latitude are available on the DCA Concentration Maps. This requirement has been added because HUD is now requiring this information in order to be able to show graphically where CDBG activities are taking place around the country. DCA requires Block Group ID information for all geographic areas included within the target area. See the directions for DCA-1 for further information. Applicants may look up addresses' census tract, block group, and block numbers at <http://georgia-dca.maps.arcgis.com/home/index.html> (then click to the right until you see the CDBG applicant Concentration map) or for additional information also please see the following census web site: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

Engineering and Architectural Reports. Preliminary Engineering Reports (PERs) and Preliminary Architectural Reports (PARs) are often the heart of many CDBG applications. Please remember to review carefully the section of the manual entitled *Making Your Application More Competitive*. Note that many street and drainage PERs are not including preliminary hydrologic and hydraulic *calculations*. These calculations are critical for DCA's review of these projects. The calculations assist in determining the need for improvements and the appropriateness of the proposed solutions to those needs. **Scores will**

be reduced if preliminary calculations are not provided. Also, some PERs are not including maps that show existing and proposed infrastructure along with existing and proposed pipe sizes. These maps are critical to DCA's review of project proposals. Some Preliminary Architectural Reports (PARs) are not including existing floor plans with overall and room-by-room dimensions along with current use by room. Scores will be reduced if the information in this paragraph is not provided. **Because the quality of Preliminary Engineering Reports and Preliminary Architectural Reports vary by applicant, DCA has provided detailed guidance concerning what should be included in these reports. See pages 61-62.**

Maps. All applicants, regardless of the type of application submitted, must submit a map (or maps) where the target area, or facility, is in relation to the jurisdiction's Service Delivery Strategy for that activity.

Procurement by RCs. RCs that wish to subcontract directly with private consultants must use the appropriate procurement procedures outlined in this manual and follow the requirements of the *2018 CDBG Recipients' Manual* before entering subcontracts with private consultants. Alternately, the local government may contract separately with both an RC and a private consultant provided the procurement procedures in this manual and the *2019 CDBG Recipients' Manual* are followed for the procurement of the private consultant.

Submission. DCA encourages applicants to contact staff for technical assistance in the preparation of their applications. DCA staff will do its best to respond in a timely manner to these requests. We encourage applicants to seek advice from various DCA staff resources as well as RCs, private grant consultants, and architectural and engineering firms.

Technical Assistance and Other DCA Rulings Regarding Application Preparation and consultants and engineers and architects when preparing applications. If a question is critical to the eligibility or competitiveness of an application and this manual does not clearly provide an answer to the question, please contact DCA in writing *before* the application deadline for a response.

For Questions About:	Contact:	Phone:
Departmental Policy	Rusty Haygood, Deputy Commissioner for Community Development and Finance	404-679-3152
Division Policy	Joanie Perry, Division Director for Community Finance	404-679-3173
CDBG Annual Competition Applications	Kimberly Carter, Director of Community Development	404-679-0604
	Brent Allen, Manager of Field Services	404-217-0733
Neighborhood Revitalization and Multi-Activity Applications	Glenn Misner, Director of NSP	404-679-3138
Revitalization Area Strategy (RAS) Applications	Glenn Misner, Director of NSP	404-679-3138
Economic Development Applications	Brent Allen, Manager of Field Services	404-217-0733

PART I: GENERAL INFORMATION

Eligible Program Applicants

- ◆ Units of general-purpose local government (cities or counties) that do not participate in HUD's CDBG Entitlement or Urban County program.

Ineligible Program Applicants

Note that the entities below receive their CDBG funding directly from HUD. Also note that the list below is based on the federal fiscal year 2018 funding for HUD. Because the federal fiscal year 2020 funding for HUD has not been established, this list is subject to revision.

- ◆ The cities of Albany, Atlanta, Brunswick, Dalton, Gainesville, Hinesville, Marietta, Rome, Roswell, Sandy Springs City, Savannah, Smyrna City, Valdosta, and Warner Robbins.
- ◆ Cherokee County, Clayton County, Cobb County, DeKalb County, Fulton County, Gwinnett County, and Henry County,
- ◆ The consolidated governments of Athens/Clarke County, Augusta/Richmond County, Columbus Consolidated Government, and Macon/Bibb County.
- ◆ Any incorporated city within a HUD Entitlement Urban County that has chosen to participate with the Urban County through a Cooperating Agreement.

Eligibility Requirements

- ◆ Applications may be submitted individually by one unit of general-purpose local government, or jointly or regionally, by two (2) or more units of general-purpose local government.
- ◆ Only one single or multi-activity application per general-purpose local government, whether individually, jointly, or regionally submitted, shall be eligible for the Annual Competition per CDBG federal funding allocation.
- ◆ Only one single or multi-activity award under the Annual Competition per CDBG federal funding allocation may be received by any general-purpose local government, whether individually, jointly, or regionally submitted.

Under State statutes, applicants must comply with State planning and financial reporting laws. These laws include:

- ◆ The Georgia Planning Act (O.C.G.A. 45-12-200 et seq. and 50-8-1 et seq.),
- ◆ The Service Delivery Act (O.C.G.A. 36-70-20 et seq.),
- ◆ Government Management Indicators Survey (O.C.G.A. 36-81-8)
- ◆ DCA Local Government Finance Report requirements (O.C.G.A. 36-81-8), and
- ◆ Local Government Audit Act (36-81-1 et seq.).

In certain instances of non-compliance, these laws prohibit the Department of Community Affairs from providing grant assistance. For information on a community's Qualified Local Government Status (QLG), i.e., the status of a community's compliance with the first four requirements listed above, please go to the following web site: <http://www.georgiaplanning.com/planners/planreview/default.asp>. For information on a community's compliance with the Local Government Audit Act, please contact Jacqueline E. Neubert at the Georgia Department of Audits at (404) 651-8938 or neubertj@audits.ga.gov or see the following link: http://www.audits.ga.gov/NALGAD/Local_Government_Audits.html.

Restrictions on Eligibility for Competition

The following restrictions may affect 2020 CDBG Annual Competition applications:

- a) **Threshold Requirements:** For the 2020 Annual Competition, threshold requirements include the following standards: 1) submission of a complete application; 2) compliance with all deadline requirements as noted in this manual; 3) meeting all requirements as specified by DCA for curing any application deficiencies; 4) completion of all professional procurement requirements; and 5) completion of the Tribal Consultation portion of the Environmental Review, not later than April 1, 2020.

- b) All CDBG recipients are required to expend one hundred percent (100%) of all funds within **twenty-four- (24) months from the date of the grant award** unless the project is extended by DCA. The Department of Community Affairs reserves the right to recapture all unobligated funds after the twenty-four- month period *and to restrict an applicant from submitting a CDBG application (or if submitted, DCA may not make an award) whenever an unacceptable level of funding under a current grant remains unspent or unobligated.* DCA will review previous grantee progress during the rating and ranking period. Please see DCA's timeliness criteria below. Consult with DCA prior to application submission if the applicant anticipates that DCA's timeliness criteria will not be met during the rating and ranking period.

Timeliness criteria for the 2020 Annual Competition cycle: DCA will review these criteria during the later stages of application review (***July 1st for the 2020 Annual Competition cycle***) to determine the eligibility of communities that have submitted a 2020 Annual Competition application and also have open CDBG grants.

- ◆ For Annual Competition applications funded in 2019 the following criteria must be met:
 - ◆ Must meet one of the exceptions to the "every other year" rule as outlined under c) below.
 - ◆ All Special Conditions must be cleared.
 - ◆ DCA has released funds.
 - ◆ For public facility, multi-activity, or economic development projects, all engineering design work must be finalized, complete and submitted to the cognizant agency for review.
 - ◆ For housing or multi-activity projects, the local policies and procedures must have been submitted to DCA for review.

- ◆ For Annual Competition applications funded in 2018, the following criteria must be met:
 - ◆ Seventy-five percent of budgeted funds must be drawn down and spent.

- ◆ For Annual Competition applications funded in 2017 or earlier, the following criteria must be met:
 - ◆ One hundred percent of budgeted funds must be drawn down and spent.

RLF Compliance: If the local government submitting an Annual Competition CDBG application also has an open EIP/RDF Local Revolving Loan Fund, the RLF must be in compliance by April 1, 2020 for the application to be eligible for award. RLFs can be out of compliance in three different ways: 1) Their Semi-Annual report is not up to date, i.e. submitted within 30 days of the end of the reporting period; 2) The Fund has more cash on hand than the greater of a) \$125,000 or b) 30% of total assets; 3) The Fund has not made a loan or grant within the past five years. The out of compliance RLFs must either

be brought into compliance or closed by April 1, 2020 for the CDBG Annual Competition application to be eligible for funding.

- c) Generally, units of government funded in the FFY 2019 Annual Competition (whether individually or jointly submitted, and including projects funded with funds other than FFY 2019 program year funds) may not apply for FFY 2020 CDBG funding. (See also the deadline, timeliness and threshold criteria above and in other sections of this manual.)

Exceptions: *This restriction does not apply to* local governments that propose CDBG projects **within** a current, approved Revitalization Area Strategy area (Application dated no later than April 1, 2020.) See the *Revitalization Area Strategy Manual, 2020 edition*, for further information.

This restriction does not apply to the Immediate Threat and Danger Program, the Employment Incentive Program, the CDBG Loan Guarantee Program, the Redevelopment Fund or the Innovative Grant Program.

This restriction does not apply to communities currently designated by the Georgia Environmental Finance Authority (GEFA) as a “Water First Community” as of April 1, 2020. Water First communities must propose water improvements as the primary purpose of the grant in order to apply annually. The current listing of designated Water First Communities may be found at GEFA’s web site at <https://gefa.georgia.gov/water-resources/waterfirst>. Please also review this website for additional program information.

This restriction does not apply to any local government officially designated by DCA as a PlanFirst community. A PlanFirst community is defined as a county or city government that has a current “PlanFirst” designation with DCA as of April 1, 2020.

This restriction does not apply to any local government officially designated by DCA as a Georgia Initiative for Community Housing (“GICH”) community, OR a GICH Community that is a GICH Certified Alumni. A GICH community is defined as any county or city government that is part DCA’s three-year program of collaboration and technical assistance related to housing and community development OR a GICH Certified Alumni community as of April 1, 2020. The GICH exception applies only **if** the 2020 CDBG application involves a housing component.

- d) Regional applicants meeting the requirements of this manual (see the Special Requirements section below) may apply annually.
- e) Currently, there are no designated enterprise communities in the State of Georgia that are eligible to apply for CDBG funding on an annual basis.
- f) Recipients of prior CDBG funding must resolve all outstanding CDBG-related audit and/or monitoring findings before submission of an application to DCA.

Threshold Requirements

<p>For the 2020 Annual Competition, threshold requirements include the following standards: 1) submission of a complete application; 2) compliance with all deadline requirements as noted in this manual; 3) meeting all requirements as specified by DCA for curing any application deficiencies; 4) completion all professional procurement requirements (any sole source requests must be submitted to DCA prior to April 1, 2020); and 5) completion of the Tribal Consultation portion of the Environmental Review not later than April 1, 2020.</p>
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Special Requirements

Joint Applications

Joint applications are generally required when less than 51 percent of the beneficiaries are located within the jurisdiction of the applicant unit of general-purpose local government. Activities may serve beneficiaries outside the jurisdiction of the applicant, provided the unit of general-purpose local government has identified such a need as an overall community-wide housing and community development need and 51 percent or more of the beneficiaries are located within the applicant's jurisdiction. Exceptions may be made in writing by DCA on a case-by-case basis using guidance provided by law and regulation, the applicable local service delivery strategy, and written support for the exception from the county government. **Please consult with DCA for guidance concerning the need for joint applications. Requests for exceptions should be made to DCA as early as possible, but no later than March 1, 2020.**

Joint Applications must include:

- ◆ A copy of the Cooperating Agreement entered into by the cooperating units of government. This agreement should designate the unit of government that will serve as lead applicant. A sample cooperating agreement is included as Form DCA-11 of this manual.
- ◆ Separate "Certified Assurances" (Form DCA-10) for each jurisdiction.
- ◆ Evidence of separate public hearings for each jurisdiction. A single public hearing, however, may serve the needs of each jurisdiction, provided that (a) each jurisdiction shares a central location and (b) the hearing is clearly publicized by both (or jointly publicized by each) jurisdictions. If a single hearing is proposed, please contact DCA for guidance. For further information, please refer to *Citizens Participation Requirements* further outlined in this manual.

Regional Applications

- ◆ Regional applications are intended to allow an applicant to address problems and apply for a project benefiting a multi-county region where multi-county cooperation and agreements are required (e.g., purchase and sale agreements, management agreements, memorandums of understand, etc.). In order to encourage regional solutions, successful local applicants for regional projects (including all local applicants that are part of a regional application) will not be required to "sit out the next competition" and may apply the following year for a different or new project provided DCA timeliness criteria are met.
- ◆ Regional applications must meet the *Special Requirements for Joint Applications* outlined above. In addition, Regional applications should include a letter(s) from the appropriate Regional Commission (RC) certifying that the project is consistent with any local and regional plans that exist and has multi-county benefits. Please contact DCA prior to submission for guidance.

"What is the difference between Joint and Regional applications?"

Joint applications are usually required when less than 51% of the beneficiaries reside in the primary applicant's jurisdiction. Regional applications apply to projects benefiting a multi-county region.

Eligible CDBG Activities

National Objective—Low-and Moderate-Income Benefit

All CDBG funded activities must be eligible under the Housing and Community Development Act of 1974 and must meet a National Objective. See Appendix A for a copy of Section 105 of the Act which enumerates eligible activities and Appendix D for a copy of 24 CFR Part 570.483 which provides the criteria for meeting the HUD National Objectives.

Definition of Low- and Moderate- Income

CDBG regulations specify the maximum income of program beneficiaries as summarized below:

- ◆ A low- and moderate-income (LMI income) person is defined as a member of a household having an income equal to or less than the Section 8 Housing Assistance Program low income limit established by the U.S. Department of Housing and Urban Development (HUD).
- ◆ A household includes, but is not limited to: a person who lives alone or intends to live alone, or two or more persons sharing residency whose income and resources are available to meet the household's needs and who are either related by blood, marriage, or operation of law, or who have a stable family relationship.
- ◆ The CDBG Income Limits (same as Adjusted HOME Income Limits, but not the same as Section 8 Income Limits) are available for each county and are based on 80 percent of the county's median income or 80 percent of the statewide non-metropolitan median income, whichever is greater, with adjustments for family size. They are published each spring and are distributed by HUD and DCA. Refer to Appendix B for the most recently calculated income limits. Also see HUD Exchange at <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>.
- ◆ Family income is defined as follows: "the anticipated gross income from all sources (except those specifically excluded by HUD) received by all family members 18 years of age and older, including those who are temporarily absent from the unit.

Each CDBG activity must meet the following minimum threshold requirements for low- and moderate-income benefit:

- | | | |
|---|-----------------------|--|
| ✓ | Housing Activities: | 100% benefit to Low- and Moderate-Income Persons |
| ✓ | Public Facilities: | 70% Benefit to Low- and Moderate- Income Persons |
| ✓ | Economic Development: | 51% Benefit to Low- and Moderate- Income Persons |

Instructions for determining low- and moderate-income benefit are located in Part IV of this manual (Instructions for Form DCA-6). A sample low- and moderate-income survey is included in Appendix C. Applicants are reminded to include a complete description of the method used to determine benefit with Form DCA-6. Neighborhood surveys are the most reliable method for area benefit projects. Please refer

to DCA's *Acceptable Survey Methodology* (Appendix C) publication for assistance in designing and implementing a sample survey.

In the case of buildings serving LMI persons, do not "double count" clients. DCA is interested in the total number of people using the facility -- not the number of visits to the facility. DCA counts the unduplicated number of beneficiaries over a year's time.

- Each activity listed in this section is eligible only to the extent to which it addresses the needs described on Form DCA-4 and benefits at least 70% (at least 51% for economic development and 100% for direct housing) low- and moderate-income persons. This determination must be satisfactorily demonstrated on Form DCA-6. Failure to adequately demonstrate low- and moderate-income benefit may lead to application denial.

Examples of eligible activities

Examples of eligible activities include:

- ◆ **Supporting Fair Housing Activities** (See HUD Memorandums in Appendices M and N.)
- ◆ **Using CDBG Funds to Address the Challenge of Homelessness** (See HUD Memorandum in Appendix L.)
- ◆ **Acquisition of Real Property** in whole or in part by purchase, long term- lease, donation or otherwise by the applicant, another public agency, a nonprofit, and/or private individuals and for- profits- for the purpose of carrying out housing rehabilitation, economic development activities, public facilities, or other eligible activities.
- ◆ **Disposition** or costs incidental to disposing of property acquired with CDBG funds. Examples of eligible costs include appraisal, survey, marketing, legal, financial, transfer taxes, etc.
- ◆ **Public Facilities and Improvements**, including the acquisition, construction, reconstruction, rehabilitation and/or installation of the same. This activity includes, but is not limited to, water and sewer facilities, flood and drainage improvements, parking, streets, curbs, gutters, sidewalks, parks and playgrounds. Other activities may include the development of shelters for homeless, elderly, mentally ill, abused and impaired persons. Public facility activities may also include the development of medical, community, senior and handicapped centers, or centers for literacy training.
- ◆ **Clearance** costs within a "targeted area" generally include the demolition and removal of structures and other items (mobile homes, dilapidated houses, junk cars, etc.) to appropriate sites.
- ◆ **Interim assistance** to a deteriorating "target area" may include activities which are low budget- and otherwise ineligible such as pothole, lighting, fencing, sidewalk, street repair, etc. Interim assistance may also include special refuse collection, trimming and removal of trees and overgrowth, etc. Assistance under this activity is generally associated with a redevelopment or revitalization project.
- ◆ **Relocation** or temporary relocation of families and individuals, businesses or other organizations. Relocation of persons or businesses that are displaced due to a federally funded project is required by Federal law and regulation (the Uniform Relocation and Real

Properties Acquisition Act of 1970 (URA), and pursuant regulations). Temporary relocation for owner occupants who may be temporarily displaced by a rehabilitation or reconstruction project may be "optional" and subject to local policy approved by DCA based upon need. Temporary relocation of tenants is required under URA. *Temporary relocation activities associated with housing rehabilitation (including lead-based paint hazard control) or reconstruction should be budgeted within the appropriate activity line item (rehabilitation or reconstruction) on Forms DCA-7 and 8, not on the relocation activity/budget line. Only permanent relocation activities should be included in the relocation line items on Forms DCA-7 and 8.*

- ◆ **Removal of Architectural Barrier** activity includes modifications to existing structures that are necessary to remove material and architectural barriers that restrict the mobility and accessibility of the elderly or handicapped to publicly or privately owned buildings, facilities or improvements.
- ◆ **Housing Rehabilitation** will utilize CDBG funds to finance the rehabilitation of public or private residential property, including the conversion of non-residential properties (in downtown commercial districts, etc.) for housing. **Rehabilitation of housing units built prior to 1978 must provide for compliance with lead based paint hazard control regulations (24 CFR Part 35).** **NOTE FOR MHU's:** DCA limits the amount allowable for the rehabilitation of MHU's and proposed costs should not exceed a total of \$10,000 (including CDBG funds AND owner/other contributions) for MHU units. Note: This is an increase from the previous \$7,000 limit.
- ◆ **Reconstruction** of housing provided that it is (a) owner-occupied-, and (b) the house proposed for reconstruction is "not feasible" for rehabilitation. The reconstructed unit must be built on the same parcel of land as the unit it replaces. Please consult DCA for detailed guidance if reconstruction is planned.
- ◆ **Homebuyer Assistance/Second Mortgage Assistance** can be used as a strategy to encourage homeownership. This tool can be used for assistance in providing help with principle reduction payment, down payment, second mortgage, loan closing and other related costs. In keeping with HUD policy "to improve the likelihood of continued affordability," homebuyer assistance requirements have been revised to support fixed rate loans. DCA requires (usually first mortgage) loans at a fixed rate of interest for a term that benefits the recipient of assistance—most often 30 years. Community Finance Division policy requires DCA review of adjustable and/or variable rate mortgages and other flexible mortgage financing plans, should a non-traditional loan be proposed. Please see the guidance memorandum entitled *Determining Affordability of First Mortgages on Loans with CHIP or CDBG Assistance* published April 12, 2004 and the guidance memorandum entitled *Use of Adjustable Rate Mortgages, Variable Rate Mortgages or Other Flexible Mortgage Plans with CHIP or CDBG* published September 21, 2005. (See Appendix J.)
- ◆ **Code enforcement** related to the payment of salaries and overhead costs directly related to activities within a declining "target area."
- ◆ **Economic development** activities or assistance to "for profit entities," whether during the Annual Competition or through the Economic Development set-aside programs, generally take one of two forms:
 - ✓ direct loans to businesses/industry

- ✓ public infrastructure in support of business/industry
- ◆ **Project related soft costs** including appraisal costs and cost related to reviews under the Programmatic Agreement or costs required for extraordinary environmental compliance.
- ◆ **Administrative costs** necessary to carry out a CDBG project. These costs include expenses for:
 - ✓ *General management, oversight and coordination.* This category refers to the direct costs of overall program management, coordination, monitoring and evaluation. It also includes similar costs associated with carrying out projects with multiple activities. (For example, salaries, related expenses and all other costs directly related to the overall management, oversight and coordination of a project with several activities, such as within a defined concentrated project area should be charged to this category).
 - ✓ *Citizen participation.* Costs related to citizen participation in the planning, implementation and assessment of the program, including, but not limited to, the costs of providing program information to the public, providing technical assistance to citizens and citizen organizations, publishing notices, and holding hearings.
 - ✓ *Reasonable costs of environmental studies* (including historic preservation clearances, project specific environmental assessments, and clearances for eligible activities) necessary to comply with Federal, State and local law, and other eligible administrative costs.
 - ✓ *Translation services.* Please see DCA's Citizen's Participation and Language Access Plan requirements.

Administrative costs (generally not related to the design and construction services contract) may include archaeological studies, in-depth historic assessments, archival photographs, legal fees, title work, housing inspections, etc. **However, administrative costs generally do not include** direct costs and other professional services directly related to design and implementation of an engineering or architectural project. These costs should be budgeted as part of each appropriate engineering or architectural line item. Such costs may include the preparation of cost estimates, land surveys, easement plats, predesign meetings, preliminary construction drawings, permits and interagency approvals, construction drawings, pre-construction conferences, meetings with contractors/recipient staff, bid openings, contractor investigations, contract administration, inspections, training, & as-built drawings, etc. Please consult DCA staff for budgetary guidance.

Ineligible Activities

Generally speaking, activities are ineligible if they do not meet HUD's National Objectives.

Examples of ineligible activities:

- ✓ Acquisition of furnishings, movable equipment, machinery, and land write-downs.
- ✓ Operating and maintenance expenses.
- ✓ Construction or rehabilitation of buildings for the general conduct of government.

- ✓ Purchase of construction equipment.
- ✓ Cost of furnishings and personal property associated with new construction.
- ✓ Constructing new housing, creating a "secondary housing unit" (an in-law- suite, etc.) attached to a primary unit; installing luxury items such as upgraded appliances, spas, pools, etc.; the cost of non-built-in equipment and furnishings (stoves and refrigerators are exceptions); and labor costs for homeowners themselves to rehabilitate their own property.
- ✓ An exception to the new construction prohibition may be granted whenever: 1) No comparable local resources exist and the community can demonstrate eligibility under *Last Resort* as defined under 49 CFR Part 24.404; or (2) a local government provides funding to a community-based housing development organization meeting the criteria outlined in HUD 24 CFR 570.204. DCA reserves the right to require additional market data and other development information prior to funding any new housing construction activities.
- ✓ Any form of direct grant assistance to a business or industry (for-profit entity) is ineligible.

Basic Compliance Rules for CDBG

This section of the CDBG Applicants' Manual describes some of the critical laws and regulations CDBG applicants must consider when planning a CDBG Project. Note that a complete list of applicable laws and regulations can be found in Appendix G.

It is the responsibility of the applicant's certifying official to ensure that the proposed program, activities, goals and timetables are in compliance with all applicable Federal and State laws, regulations and executive orders.

An important part of the application feasibility score is how well the proposal addresses compliance with applicable laws and regulations. Applicants should use the Description of Activity Form (DCA-5) to describe compliance actions to be undertaken by local government applicants and, if funded, grant recipients. ***Applications that fail to demonstrate compliance with applicable laws and regulation will lose points in the rating and selection process.*** If a CDBG grant is awarded, the Department of Community Affairs will provide local government representatives additional compliance training at the 2020 DCA Fall Conference.

Citizen Participation Requirements

The Housing and Community Development Act emphasizes efforts to involve citizens, especially low- and moderate-income citizens, in all aspects of the CDBG Program. Also, see DCA's Language Access Plan in Appendix W and the Manual's section on Basic Compliance Rules for CDBG for details regarding outreach to those with Limited English Proficiency. Also note the revised Sample Public Hearing Notice below.

As required by the Housing and Community Development Act, the Georgia Department of Community Affairs has adopted a written Citizen Participation Plan, available on the DCA website at <https://www.dca.ga.gov/node/4567>.

Applicants for and recipients of CDBG funds certify that they will follow this plan that requires that local units of government will provide for and encourage participation in the planning, implementation and

assessment of their CDBG program.

In order to meet these goals, applicants must, at a minimum, meet the following requirements:

- ◆ Hold at least one (1) public hearing in the locality prior to submission of an application to DCA. The purpose of the hearing will be to obtain citizens' views and to respond to proposals and questions concerning previous CDBG funded projects (if any) and to obtain citizen participation in the development of new proposals including identification of community needs and proposed activities. The applicant must furnish information including the estimated amount of funds proposed to be used for activities benefiting low- and moderate-income persons and its plan to minimize displacement and assist displaced persons.
- ◆ A notice advertising the public hearing must be published not less than five (5) calendar days prior to the date of the hearing in the non-legal section of a local newspaper of general circulation. (A sample public hearing notice is included on the next page and use of this formatting is strongly encouraged.) Local governments are encouraged to take other actions to provide adequate notice to potentially interested persons.

A full five days must pass from the Public Notice publication date to the public hearing date. The first full day is the day after the Notice is published. For example: If the Notice is published on a Thursday the earliest the Hearing can be held is the following Wednesday. Another example: The hearing is scheduled for a Friday afternoon. Counting backward, day one (1) is Thursday and day five (5) is Sunday. The notice must be in a paper earlier than Sunday, i.e.: Saturday's paper or earlier.

- ◆ Please note that those applicants from jurisdictions where 1,000 or more residents of a language group with limited English proficiency reside or where more than 5% of residents are from a language group with limited English proficiency must advertise the pre-award public hearing in the applicable language, usually Spanish. To determine whether either of these thresholds are met, please refer to the most recent data release of American Community Survey Table S1601 (Language Spoken at Home) published in December of each year. ***Please source all data provided to DCA. Please also use these tables to fill out the Language Access Plan Threshold Certification. See Appendix T for a copy of the pre-award public hearing notice in Spanish.***
- ◆ A copy of the application as submitted to DCA must be available for public review and the public must be notified of its availability for review.
- ◆ Hearings must be held at times and locations convenient to potential or actual beneficiaries and with accommodations for the disabled. The needs of non-English speaking residents must be met for public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. Contact DCA for any required assistance.
- ◆ Applicant files must contain documentary evidence that the actions listed in this section have been taken, including copies of actual notices, agendas, and minutes of hearings.
- ◆ Applicants and recipients must provide technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals, *with the level and type of assistance to be determined by the local unit of government.*

- ◆ Citizens must be provided with reasonable and timely access to local meetings, information and records relating to the local government's proposed and actual use of CDBG funds as required by HUD regulations, state law, or DCA policy.
- ◆ **This section should not be construed to restrict the responsibility or authority of the local government for the development and execution of its community development program.**
- ◆ The applicant must certify in the Certified Assurances component of the application (Form DCA-10) that the requirements above have been met.

Note: Georgia Law requires that "all state, county and municipal records, except those which by order of a court of this state or by law are prohibited from being open to inspection by the general public, shall be open for a personal inspection of any citizen of this state at a reasonable time and place, and those in charge of such records shall not refuse this privilege to any citizen" (50-18-70, O.C.G.A.). This means that past and current records on the use of CDBG funds are required to be open for public inspection.

Sample Public Hearing Notice

The (city or county) of (name of city or county) is considering applying to the Georgia Department of Community Affairs for a Community Development Block Grant of up to \$(amount of funds). These funds must be used to primarily benefit low- and moderate-income persons.

The activities for which these funds may be used are in the areas of housing, public facilities, and economic development. More specific details regarding eligible activities, plans to assist displaced persons (if any), the estimated amount of funds proposed to be used for activities to benefit low- and moderate-income persons, and the rating system will be provided at a public hearing which will be held at (place/address) on (date), at (time).

The purpose of this hearing will be to obtain citizen input into the development of the application and to review progress on the previous CDBG grant (if applicable). The (City or County) of (name of City or County) is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Persons with special needs relating to handicapped accessibility or foreign language shall contact (name/phone) prior to (date). This person can be located at (complete address) between the hours of (hours am - pm), Monday through Friday, except holidays. Persons with hearing disabilities can contact us at our TDD number (AC + number). [Applicants who do not have a TDD phone may consider using the Georgia Relay Service, at (TDD) 1-800-255-0056 or (Voice) 1-800-255-0135.]



The applicant must maintain detailed minutes of this hearing, a "tear sheet" or affidavit pertaining to the public notice and documentation as to whether meeting "special needs" was required and, if applicable, addressed. Tear sheets or affidavits with publication dates with a copy of the advertisement must be submitted with the original application (*photo copies acceptable in other 3 copies*) and are due April 1, 2020.

Residential Anti-displacement and Relocation Assistance Plan

A unit of general local government receiving funds from the State must certify to the State that it has in effect and is following a residential anti-displacement and relocation assistance plan, and that it will minimize displacement of persons as a result of assisted activities. Relocation activities are subject to The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (46 U.S.C. 4601) and regulations at 49 CFR, Part 24. Additionally, Section 104(D) of the Housing and Community Development Act, as amended has two major requirements (see 24 CFR Part 42): (1) the one-for-one replacement of certain housing units demolished or converted to non-low-/moderate income status as a direct result of a CDBG project, and (2) the expanded relocation assistance benefit payment for certain displaced occupants. This requirement will affect certain program design strategies of any applicant proposing housing demolition and/or relocation activities.

Programmatic Agreement on Historic Preservation

In 1997, the State Historic Preservation Office (SHPO), DCA, and the Advisory Council on Historic Preservation signed a Programmatic Agreement (PA) affecting all housing programs funded by DCA under CDBG. Whenever recipients are planning to rehabilitate potentially historic housing (any housing over 50 years old), the terms of the Programmatic Agreement will permit, within certain limits, local decision making about the manner in which such housing will be treated. All recipients are required to follow the terms of the Programmatic Agreement and to consult with local preservation professionals whenever planned rehabilitation activities exceed a set of Exempt Activities stipulated in the Programmatic Agreement. **Note:** A copy of the Programmatic Agreement is included at Appendix I.

Acquisition of Property for Public Facility Projects

The Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA), as amended, and as implemented by DOT regulations 49 CFR Part 24, applies whenever a local government recipient of CDBG needs to acquire property, such as land for a building, easements, Right-of-Way (ROW) for public infrastructure such as water or sewer lines, street paving, or drainage improvements.

The basic requirements are:

- The property owner must be offered the Fair Market Value (FMV) of the property based on an appraisal;
- Prior to the purchase offer, owners must be provided with information concerning their rights under the law; and
- Donations are possible but only after the owner has been informed of the government's obligation to pay FMV and executes a waiver.

URA procedures must be followed for CDBG projects even if the local government recipient is using other federal funds, its own non-federal funds, or other non-federal funds to pay for the property.

Applicants should address the status of any property needed for the project using Form DCA-5.

Note on Eminent Domain

The State of Georgia in 2006 passed legislation (HB 1313) restricting the use of eminent domain by the political subdivisions of the state. Please note these restrictions when planning your CDBG project. For further information, please review HB 1313. This legislation amended portions of Titles 8, 22, 23, and 36.

Environmental Compliance

There are many federal and state environmental protection laws and regulations to consider when planning and implementing CDBG funded projects. It is important to note that compliance is often required for all funding sources, public and private, and for all components of the entire project. By planning at the application and predevelopment stages, CDBG recipients can avoid future compliance complications and time delays.

Form DCA-9 captures some of the important environmental compliance information needed to complete the environmental review required by NEPA.

National Environmental Policies Act of 1969 (NEPA) and HUD regulations implementing NEPA titled "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities" (24 CFR Part 58).

All CDBG projects must take certain actions to comply with this regulation before committing funds for acquisition or construction. This generally includes the completion of an environmental impact assessment, documenting actions taken to comply with other environmental laws (such as those listed in the Appendix G and described below), and public notices.

The assessment is a written document which evaluates both the negative and positive environmental effects of a project. It looks at the human, social and natural environment. At the planning stage, CDBG applicants should consider potentially negative environmental effects and propose solutions which minimize or mitigate these effects.

Endangered Species Act (ESA): As a reminder, the U.S. Fish and Wildlife Service published a final 4(d) rule on January 14, 2016 that established prohibitions against the purposeful and incidental take of the Northern Long-Eared Bat (NLEB) as part of the Endangered Species Act. See Appendix V for more information.

Environmental Review Requirement: The environmental review of multi-family housing with five or more dwelling units (including leasing) or the development of non-residential property (buildings such as Head Start Centers, Senior Centers, etc.) must include, as part of the environmental assessment, an evaluation of previous uses of the site or other evidence of contamination on or near the site to ensure that the occupants of proposed sites are not adversely affected by hazardous materials, contamination, toxic chemicals and gases, and radioactive substances. Typically, this would be a "Phase One Environmental Assessment" conducted in accordance with American Society for Testing and Materials (ASTM) E1527-05 Standard.

Grantees shall use current techniques by qualified professionals to undertake any investigations determined necessary [24CFR Part 58.5 (i)(2)(ii)]. The Environmental Professional must be a:

- ◆ Professional Engineer or Geologist with 3 years of relevant fulltime experience; or
- ◆ Licensed or certified to perform All Appropriate Inquiries (AAI) and three years of relevant fulltime experience; or
- ◆ Engineering of Science Baccalaureate degree or higher and three years of fulltime relevant experience; or
- ◆ The equivalent of 10 years relevant experience.

Requirement to Consult with Native Americans: This is a threshold requirement for 2020. On June 15, 2012, HUD published a Notice the states that CDBG Recipients "must consult with tribes to determine whether a project may adversely affect historic properties of religious and cultural significance, and if so,

how the adverse effect could be avoided, minimized or mitigated.” This is applicable to projects on and off tribal lands and to many of Georgia’s CDBG Recipients. The HUD Notice (CPD-12-006) and the HUD Assessment Tool describe in detail the required protocol. Note that the revised Request for Release of Funds and Certification (form HUD 7015.15) includes a certification that this protocol was followed. Please use the Tribal Directory Assessment Tool (TDAT) for current information on tribal contacts. The tool is available at <https://egis.hud.gov/tdat/>. Print the results of the search for your local Environmental Review Record (ERR) to document the search and the tribes listed at the time the search was conducted. In contacting tribes, please keep in mind that the initiative must come from the Grantee and can be made by mail or e-mail. See Appendix Q for a copy of CPD Notice 12-006.

A copy of the Notice and revised RROF/Certification can be found via the following web links:

The HUD Notice (CPD-12-006) may be acquired through the following [web-link](#):

http://portal.hud.gov/hudportal/documents/huddoc?id=env_notice_tribe_con.pdf

The revised Request for Release of Funds and Certification (form HUD 7015.15) may be acquired through the following [web-link](#):

<https://www.hud.gov/sites/documents/7015.15.PDF>

Additional tools for compliance can be found at the HUD Environmental Assessment Tool at the following web site:

<https://www.hudexchange.info/programs/environmental-review/>

Floodplain Protection

HUD has issued regulations (24 CFR Part 55) intended to minimize floodplain development. As part of the overall environmental review process, CDBG recipients will have to document compliance with this regulation. At the application stage, refer to FEMA floodplain maps to determine if any component of your planned project takes place in the floodplain. For further information on FEMA floodplain maps, please see FEMA’s web site at www.fema.gov.

Also, a series of Public Notices is required prior to any floodplain disturbing actions. Please see Appendix K for samples of the required notices. These notices are not required prior to submission of an application unless the applicant is undertaking the environmental review early in order to earn bonus points or has requested a PACA that requires completion of an environmental review.

In addition, HUD requires any community using CDBG funds for any activity affecting a FEMA mapped floodplain to be a participating jurisdiction with the federal flood insurance program and to have FEMA approved local floodplain development restrictions. Any CDBG funded activity affecting the floodplain must also be in compliance with these local ordinances.

Wetland Protection

Similar to floodplain development restrictions, the Army Corp of Engineers (ACE) under the authority of Section 404 of the Clean Water Act has authority over “jurisdictional wetlands” and restricts their development. In addition, a Section 404 ACE permit may be required for projects disturbing a wetland. Also, a series of Public Notices is required prior to any wetland disturbing actions. Please see Appendix K for samples of the required notices. These notices are not required prior to submission of an application unless the applicant is undertaking the environmental review early in order to earn bonus points or has requested a PACA that requires completion of an environmental review. For further information on Section 404 permitting requirements, please see Appendix K. This appendix also contains information concerning the recognition of wetlands and an ACE form to request a determination of ACE jurisdiction

over properties applicable to the proposed project. More information can be obtained at Georgia's ACE district office web site at www.sas.usace.army.mil/.

Historic Preservation Compliance Requirements

Section 106 of the National Historic Preservation Act and the implementing regulations of the Advisory Council on Historic Preservation (36 CFR Part 800) require all CDBG applicants and recipients, in consultation with the State Historic Preservation Office (SHPO), to determine if any buildings, neighborhoods or archeological sites and resources listed or eligible for listing on the National Register of Historic Places are in the "Area of Potential Effect" (APE), and to determine the effect of the project on the APE. If the effect is adverse, the regulation requires the negotiation of ways to minimize or mitigate the effect.

Use Form DCA-9 and its attachment from DNR/HPD to identify eligible and potentially eligible areas and buildings. Photographs keyed to a map (not the same photographs used to document the "severity of need" for the project) should be included with this form. The instructions for this form have more information on the photographic and data needs. Note that there is an attachment to the form with additional information that DNR/HPD needs to review your project in a timely manner.

DCA will send projects under consideration for funding awards to the State Historic Preservation Office at the Department of Natural Resources for review and comments. The results of this review will be included in funding awards as Special Conditions which must be complied with as part of the required Environmental Review. To hasten the process, consider seeking comments from SHPO prior to submitting an application to DCA as part of your own planning and project development.

The additional cost of negotiated mitigation measures is an eligible CDBG cost.

Note that further details regarding Environmental Review requirements can be found in the most recent *CDBG Recipients' Manual*. Please see the following website for additional information: <https://www.dca.ga.gov/node/3582>.

Lead-based Based Paint Poisoning Prevention in Certain Residential Structures

HUD regulation 24 CFR Part 35 provides for the evaluation and control of lead-based paint hazards in Target Housing units and Child Occupied Facilities built prior to January 1, 1978. Requirements for compliance with this regulation vary, depending on the activity undertaken using federal funds. Every program utilizing federal funds (including CDBG) is required to comply with this regulation for activities including, but not limited to, rehabilitation, and homebuyer assistance. Further guidance is available in the *Guidelines for CDBG Residential Rehabilitation Program Manual*, or DCA staff is available on request to provide technical assistance.

Relocation Assistance

The Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA), as amended, and as implemented by DOT regulations 49 CFR Part 24 applies if tenants or homeowners (regardless of income) are displaced in conjunction with a CDBG activity. See also the applicability of the URA to property acquisition above.

The purpose of this part is: (a) to ensure that owners of real property to be acquired for Federal and federally-assisted projects are treated fairly and consistently, to encourage and expedite acquisition by agreements with such owners, to minimize litigation and relieve congestion in the courts, and to promote public confidence in Federal and federally-assisted land acquisition programs; (b) to ensure that persons displaced as a direct result of Federal or federally-assisted projects are treated fairly, consistently, and

equitably so that such persons will not suffer disproportionate injuries as a result of projects designed for the benefit of the public as a whole; and (c) to ensure that agencies implement these regulations in a manner that is efficient and cost effective. Further guidance is available in HUD Handbook 1378 or DCA staff is available on request to provide technical assistance.

One-for-One Replacement of Demolished Housing Units

Section 104(d) of the Housing and Community Development Act is applicable if housing units are converted to non- "low- and moderate-income dwelling units" or if occupied or occupiable housing units are demolished. This section requires the one-for-one replacement of affected units within a specific timeframe. This section also makes provision for an alternative relocation payment formula for displaced persons who will be provided "tenant-to-tenant" relocation assistance. (See HUD regulations at 24 CFR Part 570.606 and 24 CFR Part 42). Further guidance is available in HUD Handbook 1378 or DCA staff is available on request to provide technical assistance.

Federal Labor Standards (Davis-Bacon, etc.)

These federal labor standards require the payment of US Department of Labor "prevailing wages" (at a minimum) for most construction projects. There are also extensive reporting and project monitoring requirements.

Civil Rights/Fair Housing and Equal Opportunity (FHEO)

A. General - Fair Housing Laws and Presidential Executive Orders

Fair Housing Act

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

Title VI of the Civil Rights Act of 1964

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance.

Section 109 of Title I of the Housing and Community Development Act of 1974

Section 109 prohibits discrimination on the basis of race, color, national origin, sex or religion in programs and activities receiving financial assistance from HUD's Community Development and Block Grant Program.

Title II of the Americans with Disabilities Act of 1990

Title II prohibits discrimination based on disability in programs, services, and activities provided or made available by public entities. HUD enforces Title II when it relates to state and local public housing, housing assistance and housing referrals.

Architectural Barriers Act of 1968

The Architectural Barriers Act requires that buildings and facilities designed, constructed, altered, or leased with certain federal funds after September 1969 must be accessible to and useable by handicapped persons.

Age Discrimination Act of 1975

The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

Title IX of the Education Amendments Act of 1972

Title IX prohibits discrimination on the basis of sex in education programs or activities that receive federal financial assistance.

Executive Order 11063

Executive Order 11063 prohibits discrimination in the sale, leasing, rental, or other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

Executive Order 11246

Executive Order 11246, as amended, bars discrimination in federal employment because of race, color, religion, sex, or national origin.

Executive Order 12892

Executive Order 12892, as amended, requires federal agencies to affirmatively further fair housing in their programs and activities, and provides that the Secretary of HUD will be responsible for coordinating the effort. The Order also establishes the President's Fair Housing Council, which will be chaired by the Secretary of HUD.

Executive Order 12898

Executive Order 12898 requires that each federal agency conduct its program, policies, and activities that substantially affect human health or the environment in a manner that does not exclude persons based on race, color, or national origin.

Executive Order 13166

Executive Order 13166 eliminates, to the extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally-assisted and federally conducted programs and activities.

Executive Order 13217

Executive Order 13217 requires federal agencies to evaluate their policies and programs to determine if any can be revised or modified to improve the availability of community-based living arrangements for persons with disabilities.

B. Section 3

Section 3 of the Housing and Development Act of 1968, as amended and as implemented by HUD regulations at 24 CFR Part 135. Section 3 provides that, to the greatest extent feasible, training and employment opportunities shall be made available to lower income residents of the project areas where applicable programs are being carried out and that contracts be awarded to businesses owned in substantial part by lower income residents. The "project area" is the county in which the grant is made. See more details in the Appendices and also see DCA's adopted Section 3 Policy in Appendix R.

C. Affirmatively Furthering Fair Housing

Local government officials, in agreeing to accept CDBG funds, certify that they will "affirmatively further fair housing". This section outlines various options available to local government in meeting this grant obligation.

While the law does not specify what type of action recipients must take, it is clear that by virtue of receipt of CDBG funds, local government recipients are obligated to take some sort of action to affirmatively further the national goal of fair housing.

DCA does not dictate what sort of action recipients must take. DCA must, however, monitor local government recipients to determine what sorts of actions are taken. To accomplish this monitoring DCA has developed a **Fair Housing Checklist** which will be completed by the CDBG Program Representative as part of the normal project review process. A copy of this checklist is in the *Recipients' Manual*.

In order to document what you have done to affirmatively further Fair Housing, it is important to keep records of actions taken. Copies of brochures provided to those relocated, minutes of meetings where fair housing is discussed, and any other records, must be available for review by your CDBG Program Representative.

The following checklist of possible fair housing activities is not meant to be all inclusive. It is meant to suggest the range of activities which would satisfy your obligation. Technical assistance is available from DCA if you wish to implement any of these suggestions.

Possible Actions to Affirmatively Further Fair Housing

- Analyze issues affecting fair housing choice which may exist in your community. Contact HUD or DCA for an analysis of any fair housing complaints from your area.
- Review local zoning laws and procedures to determine whether they contribute to, or detract from, progress in fair housing. Establish a collection of zoning and land use planning material to have available for the use of local fair housing groups as well as recipient staff.
- Provide funding for local fair housing groups (eligible under the CDBG Program) or provide financial or technical assistance to citizens wishing to organize such a group.
- Adopt a local Fair Housing Ordinance or a resolution supporting the state and/or federal law.
- Distribute brochures outlining fair housing law to persons attending community meetings or CDBG Public Hearings.
- Post a fair housing poster at City Hall or Courthouse.
- Require owners of rental property receiving CDBG-assisted rehabilitation loans to sign fair housing agreements as a condition of receiving assistance.
- Develop an active public information and educational campaign to promote fair housing awareness in the community.
- Include a discussion of fair housing in public meeting agendas.
- Provide persons relocated to new housing with fair housing information and referrals.

Remember to document and keep records of everything you do in the area of fair housing.

Fair Housing Resources

- HUD, "Your Housing Rights: Live Where you Want to Live" (Fact Sheet). Copies are available from HUD.
- Fair Housing Poster, available from DCA.

- Sample "Certification of Property Owners Participating in CDBG Rental Rehabilitation Loan Program to Affirmatively Market Vacant Units", available from DCA/CDBG Section.

D. Section 504 Requirements

Local government recipients and sub-recipients must comply with Section 504 of the Rehabilitation Act of 1973, as amended. This requirement is similar to the "Americans with Disability Act" (ADA) which is also applicable. HUD has published implementation regulations at 24 CFR Part 8.

The general requirement is that no otherwise qualified individual with a disability (physical or mental) shall, because a recipient's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, denied benefits, or otherwise be subjected to discrimination under any program or activity that receives CDBG assistance. The definition of disability includes physical and mental factors and also includes those who may be regarded as handicapped (such as the spouse or children of a person with AIDS). Both building accessibility and employment practices are covered by Section 504.

There are seven (7) specific requirements which have an immediate effect on CDBG Recipients:

1. CDBG recipients must file an assurance of compliance. The Certified Assurances in the CDBG Application include this assurance.
2. CDBG recipients must issue periodic public notices of non-discrimination. This can be accomplished by including appropriate language in public hearing notices. The sample hearing notices included in this Manual reflects this requirement.
3. Employment practices are also covered by Section 504. Any CDBG recipient employing 15 or more persons must:
 - a. Designate at least one person to coordinate efforts to comply with the regulation (Section 504 Coordinator); and
 - b. Adopt formal grievance procedures that incorporate due process standards and that provide for the prompt and equitable resolution of discrimination complaints.
4. Communications: When a recipient communicates with applicants and beneficiaries by telephone, a telecommunication device for deaf persons (TDD's) or an equally effective system is required. The Georgia Relay Service (voice at 1-800-255-0135 or TDD at 1-800-255-0056 or at 711) is also available to provide this service. Georgia Relay makes it easy for Spanish-speaking TTY users and hearing callers to communicate by phone with Spanish Relay, which includes both Spanish-to-Spanish and Spanish-to-English service. To initiate a Spanish Relay call, dial 1-888-202-3972.
5. All meeting and public hearing spaces must be accessible and procedures should be in place to ensure that persons with impaired vision or hearing can notify the local government that assistance is required.
6. The regulations require each recipient to conduct a self-evaluation. The evaluation must be done in consultation with interested persons, including individuals with handicaps or organizations representing such people.
7. When the self-evaluation identifies structural changes as being required, a written transition plan must also be prepared. The transition plan sets forth the steps necessary to complete the changes, including a time schedule. The plan should identify the agency official responsible for implementation of the plan.

E. Limited English Proficiency

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP persons).

LEP persons means those who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English, and may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. Note that for the purposes of gathering data for those with LEP, DCA used the U.S. Census definition as any individual who speaks a language at home other than English as their primary language, and who speaks or understands English “not well” or “not at all”.

DCA has taken a number of steps to address the needs of its LEP population, including requiring all recipients of CDBG funds to prepare a Language Access Plan within 60 days of award and requiring all applicants to acknowledge this requirement by preparing and submitting with the CDBG application the Acknowledgement of Subrecipient Language Access Plan Requirement and by preparing and submitting with the application the Language Access Plan Threshold Certification. The Language Access Plan Threshold Certification form is designed to determine whether an applicant’s pre-award public hearing must be advertised in English and another language (most often Spanish). If in completing the form, the applicant’s jurisdiction includes a population of more than 5% LEP persons in a single language or 1,000 or more LEP persons in a single language, the pre-award public hearing must be published in the applicable language. **See Appendix T for a copy of the pre-award public hearing notice in Spanish.**

F. For Further Information

Review these HUD websites for more information or for a listing of applicable Fair Housing Laws and Presidential Executive Orders:

HUD FHEO Library

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/library#Guidance

AFFH Resources and Training Material

<https://www.hudexchange.info/programs/affh/resources/>

Addressing Basic Compliance Rules in Your CDBG Application

In order to maximize an applicant’s competitiveness on the Feasibility criterion, applicants should briefly address the major compliance laws, regulations, requirements, or policies that will be important factors in the proper implementation of their proposals. A brief statement (approximately one paragraph) on each of the major compliance areas on DCA 5 (Description of Activities) should convey to reviewers the applicant’s intent to comply with the applicable laws and regulations and should also convey a basic understanding of the requirements.

All applicants should address the following, where applicable:

- Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA)
 - Property Acquisition
 - Relocation Assistance
- Section 104(d) of the Housing and Community Development Act
- National Environmental Policies Act (NEPA) and Floodplain and Wetland Protection
- Historic Preservation Compliance

- Compliance with Lead-Based Paint regulations (for housing activities or Child Occupied Facilities).
- Labor Standards
- Civil Rights/Fair Housing and Equal Opportunity (FHEO)
 - Section 3
 - Affirmatively Furthering Fair Housing
 - Limited English Proficiency (when applicable)

In addressing these major compliance areas, applicants need to become familiar with recent updates to DCA policies regarding Civil Rights/Fair Housing and Equal Opportunity (FHEO). These updates can be found in Appendix R of this Manual. These updates include a Section 3 Policy, updated on October 1, 2017, a Language Access Plan, and a Solicitation Package. This Appendix also includes a listing of applicable civil rights laws, their applicable regulations and coverage. Applicants should also be familiar with the Civil Rights/FHEO information provided in this Manual and in HUD's CPD Grantee Monitoring Handbook that can be found at: <https://www.hudexchange.info/resource/290/hud-community-planning-and-development-monitoring-handbook-65092-rev6/>

Note: Pre-Funding procurement requires Section 3 compliance.

PART II: GENERAL AWARD INFORMATION AND REQUIREMENTS

Pre-Agreement Cost Approval (PACA)

Because projects often run on schedules that are time-sensitive, CDBG regulations and DCA policy allow potential applicants to request pre-agreement cost approval (PACA) from DCA that authorizes the potential applicant to commence project activities and maintain project timetables while applying for CDBG assistance. Upon DCA's issuance of pre-agreement cost approval, a project may move forward prior to submission of an application or award of funds while maintaining the eligibility of the activities that take place prior to submission of an application and receipt of a grant award.

DCA strongly recommends that potential applicants contact DCA (through its Community Finance Division, Office of Community Development in Atlanta) to discuss pre-agreement cost approval prior to submission of a written request for pre-agreement cost approval.

DCA will only grant pre-agreement cost approvals that are in compliance with 24 CFR §570.489(b) and 24 CFR Part 58. Upon approval of pre-agreement costs, the applicant is eligible for reimbursement of eligible expenses *if* a CDBG award is made. Eligible expenses in compliance with DCA's written pre-agreement cost approval may also be counted as leverage.

IN NO EVENT WILL PRE-AGREEMENT COST APPROVALS ISSUED BY DCA ENSURE DCA FUNDING FOR THE REQUESTED PROJECTS. THE DCA ANNUAL COMPETITION IS VERY COMPETITIVE AND PRE-AGREEMENT COST APPROVAL DOES NOT IN ANY WAY INCREASE AN APPLICANT'S COMPETITIVENESS. ALL COSTS INCURRED BY APPLICANTS PRIOR TO THE CDBG AWARD DATE ARE AT THE APPLICANTS' OWN RISK. HISTORICALLY, ONE-HALF TO TWO-THIRDS OF CDBG APPLICANTS ARE NOT AWARDED FUNDS.

FFY 2020 CDBG Available Funds

Approximately \$25,000,000 in FFY 2020 CDBG funds is estimated to be available for distribution under the Annual Competition. The exact amount will be determined after Congress appropriates HUD's FFY 2020 budget and HUD applies its distribution formula to the appropriated funds.

Types of Grants

Applications under the Annual Competition must be for either a single-activity or multi-activity grant:

- 1) **Single-activity** grant applications must be structured to address problems within one of the following three areas: (a) neighborhood revitalization, (b) public facilities, or (c) economic development. Single-activity grant applications may qualify for Revitalization Area Strategy bonus points.
- 2) **Multi-activity** grant applications must involve two or more activities that address community development needs in a comprehensive manner. This funding component requires an applicant to address problems within more than one of the areas listed above (neighborhood revitalization, public facilities or economic development). The combination of various neighborhood revitalization, economic development and public facilities activities is encouraged. Multi-activity grant applications may qualify for Revitalization Area Strategy bonus points.

Maximum CDBG Grant Amounts

Single-Activity	Multi-Activity
\$750,000	\$1,000,000

The dollar amounts established are maximums. Application proposals should be developed that are consistent with the community's needs and ability to complete the program in a timely fashion. The DCA review process emphasizes the establishment of realistic goals and the development of resources needed to address the goals. Applicants are also encouraged to apply for other federal, state, or private funds in order to increase the resources at their disposal to address their community development needs.

Matching Requirements

All awards under the Annual Competition (except for CDBG single-activity neighborhood revitalization grants) must be matched by the recipient.

Even though cash match is not required for single-activity housing grants, single-activity housing applicants (as well as Multi-Activity applicants) are required to document and submit evidence of homeowner participation as a threshold requirement. Amounts over and above homeowner participation amounts will be counted as leverage provided all requirements for leverage as outlined in the CDBG Applicants' Manual are met. Homeowner participation will not be counted as leverage for single-activity housing applicants. For Multi-Activity housing applicants, the match requirements outlined below are applicable and homeowner participation may count toward cash match.

Required cash match:

- 0% for amounts up to \$300,000 in CDBG funds
- 5% of amounts from \$300,001 to \$750,000 in CDBG funds
- 10% of amounts from \$750,001 to \$1,000,000 in CDBG funds

The match must be **cash**, whether loans, bond proceeds, grants, or appropriated funds. The source can be either private or other non-CDBG (CHIP funds are not eligible for match) public funds. "In Kind" Services are not considered cash. Match cannot be designated for excessive grant administration nor may match be designated for contingencies.

DCA also considers "leveraging" of other funds and resources in the rating and review process. Any match contributed over and above the required minimum cash match will be counted as leverage when reviewing each application.

In accordance with applicable regulations, preliminary costs such as engineering estimates or fees for preparation of applications spent prior to a formal award are ineligible costs and may not be reimbursed or recovered if a grant award is made. However, the portion of these costs directly attributable to the submitted project may be counted as match or leverage. DCA will count up to \$5,000 each toward the cost of grant writing services or the cost of preliminary engineering/architectural reports provided that adequate documentation is included in the application.

A separate letter(s) must be included documenting any funds/services to be included as match or leverage. Although the match must be a **cash** match and cannot consist of in-kind services, its source can be local public funds, other state or federal funds, or private investments or contributions. Whatever the source, to be counted as match or leverage, it **must** be evidenced by a firm written commitment, either a resolution or letter. Costs incurred prior to the submission of the application (and award) must be documented by invoices, cancelled checks or other acceptable documentation and meet all applicable requirements. Please refer to the instructions for Form DCA -8.

Limitation on Administration and Professional Fees

Note: DCA reserves the right to reduce the overall level of administrative or professional fees depending on the scope of the proposed project.

Use the following limits for administrative, engineering and/or architectural costs paid for with CDBG funds.

<u>Type of Project</u>	<u>Administrative Cost Limit</u>	<u>Engineering/Architectural Cost Limit</u>
Single Activity (Public Facility or Econ. Dev.)	6% of grant + \$200* per unit to which plumbing improvements are made	-Engineering @ 12% of CDBG construction amount** -Architectural @ 10% of CDBG construction amount
Multi-Activity	7% of grant + up to \$2,500* per unit rehabilitated. (Additional PDC's up to \$500 may be considered for housing units undergoing Lead-Based Paint Hazard evaluation. See note in PDC Table below)	-Engineering @ 12% of CDBG construction amount** -Architectural @ 10% of CDBG construction amount
Single Activity Neighborhood Revitalization	7% of grant + up to \$2,500* per unit rehabilitated (additional PDC's up to \$500 may be considered for housing units undergoing Lead-Based Paint Hazard evaluation. See note in PDC Table below)	N/A
Special Note: Regardless of grant amount, a minimum of \$25,000 for administrative fees is allowed.		

*Per unit charges (Project Delivery Costs) should be budgeted in the activity line item, not in administration.

**Under limited circumstances, CDBG may pay for more than 12% of the CDBG construction amount when DOT funds are used as match or leverage because DOT will not pay the cost of engineering for its projects. In these instances, the applicant should explain on DCA-8 the justification for additional engineering funds. In no case will CDBG pay more than 12% for engineering of the combined CDBG and DOT construction costs. DOT projects that require little if any engineering (e.g., street resurfacing) will not receive any special consideration.

The limit for CDBG engineering and/or architectural services cost is based on construction cost paid for with CDBG funds. Contingency line items included in Preliminary Engineering and Architectural Reports are not considered construction costs and may not be included in the calculation of maximum engineering and architectural fees.

Note: Up to \$1,000 for financial audit costs are also an allowable CDBG administrative expense, in addition to the percentages specified above.

Project Delivery Costs (PDC)

In order to provide an incentive for jurisdictions to complete at least the number of housing units that is equal to the number indicated in their project application, DCA will provide a maximum of 7% of the CDBG housing or multi-activity grant award amount for General Administration combined with up to \$2,500* Project Delivery Cost payment per completed unit of housing, subject to the following schedule:

Unit Type	Activity	Maximum PDC
Stick Built (including Modular)	Rehabilitation/Reconstruction	Up to \$2,500
Stick Built (including Modular)	Down Payment or Second Mortgage Assistance	Up to \$1,500
Manufactured (“mobile home”) Owner owns unit AND land	Down Payment or Second Mortgage Assistance	Up to \$1,000
Manufactured (“mobile home”) Owner owns unit AND land	Reconstruction	Up to \$1,000
Manufactured (“mobile home”)	Rehabilitation	Up to \$750
Manufactured (“mobile home”) Owner owns unit only (long term lease on land)	Down Payment or Second Mortgage Assistance	Up to \$750

*Additional Project Delivery Costs for Lead Hazard Control for rehabilitation of housing built prior to 1978 allowed by CDBG are as follows:

1. Inspection/Risk Assessment procurement and oversight, a maximum of up to \$100 per unit.
2. Lead hazard control construction and clearance procurement and oversight, a maximum of up to \$400 per unit.

Note: If the project administrator performs lead hazard evaluation (inspection/risk assessment) or clearance “in-house” (no procurement or oversight), the maximum PDC for this activity is \$300 for procurement and oversight of the actual lead hazard control work by a qualified firm.

Project Delivery Costs must be reasonable and necessary and supported by documentation. PDC’s should be budgeted on the appropriate activity line item, NOT in the General Administration line on DCA-7 and 8.

DCA reserves the right to reduce the overall level of administrative funds depending on the scope of the project. Jurisdictions can expect to receive approximately half of the regular Project Delivery Cost payment for certain activities that are less expensive administratively on a per unit basis, such as permanent relocation and multiple units of rental housing under one roof.

Procurement for Application Development and other Professional Services

REMINDER FOR 2020 CDBG APPLICATION CYCLE

Note the following updates for procurement of Application Development and other Professional Services below:

All professional procurements should be done prior to CDBG application preparation and submission. For example, prior to CDBG application submission, both grant application services and grant administration services should be solicited using the same Request for Proposal (RFP). This avoids the appearance of a conflict of interest that can be created when a grant writer in a later procurement process submits and receives an award for grant administration services. This approach is also applicable for engineering/architectural services. In other words, preliminary reports and design and construction services should all be procured using the appropriate RFP or Request for Qualification (RFQ) process.

Local governments often rely on grant writers and engineers/architects to assist them in navigating complex federal and state requirements; however, having a grant writer or engineer/architect assist in

the procurement process (e.g., developing an RFP or RFQ) can also create the appearance of a conflict of interest. DCA's procurement guidance regarding grant writing/grant administration published at <https://www.dca.ga.gov/node/5474> can assist by making the process easier for local governments by providing step-by-step instructions. DCA will also assist local governments with the procurement process by providing technical assistance as needed. Please contact Kathleen Vaughn at kathleen.vaughn@dca.ga.gov or (404) 679-0594 with your procurement questions. Always consult the latest CDBG Recipients' Manual for DCA's procurement policies and procedures. These are contained in Chapter 3, Section 4 and at: <https://www.dca.ga.gov/node/3582>.

DCA is also reminding local governments that DCA's procurement policies for professional services should be followed regardless of the source of payment for those services. In the words, even if local funds pay all or part of the cost of professional services related to a CDBG project, DCA's CDBG procurement policies should be followed.

Newly enacted requirements (effective April 28, 2019) based on the passage of House Bill 322, which amends, Code Section 36-80-27 and reads as follows: If a bid or proposal opportunity is extended by a county, municipal corporation, or local board of education for goods, and services, or both, valued at \$100,000.00 or more, such bid or proposal opportunity shall be advertised by such respective local governmental entity in the Georgia Procurement Registry, as established in subsection (b) of Code Section 50-5-69, at no cost to the local governmental entity. Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid opportunity. The Georgia Procurement Registry can be found at the following web site: <http://doas.ga.gov/state-purchasing/georgia-procurement-registry-for-local-governments>.

CDBG payments for professional services are subject to the "competitive negotiation" requirements of the most recent version of the *CDBG Recipients' Manual*. These provisions apply, typically, to contracts with private consultants, engineers and architects, and are not necessary when contracting with Regional Commissions. Note, however, that RCs that wish to subcontract directly with private consultants must use the procedures in this section and follow the requirements of the *CDBG Recipients' Manual* before entering into subcontracts with private consultants. Alternately, the local government may contract with both an RC and private consultant provided the requirements herein are followed for the procurement of the private consultant.

To comply, the applicant government (not the individual or firm proposing to provide services) must:

◆ **Step 1. Establish or appoint a local Selection Review Committee**

The city or county must establish a Selection Review Committee to determine the evaluation criteria and to rate proposals for services. This committee may consist of the entire local governing body (council/board of commissioners), a subset of this council/ board, as appointed by the Mayor/Chairman, or a combination of elected officials and city/county staff. Cities/counties should have a minimum of three members on the committee.

Committee members may not have any potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings) and no person who might potentially receive benefits from CDBG-assisted activities may participate in the selection, award, or administration of a contract supported by CDBG funding if he or she has a real or apparent conflict of interest. For further guidance regarding potential conflicts of interest, please see the most recent version of the CDBG Recipients' Manual at the following web page: <https://www.dca.ga.gov/node/3582>.

◆ **Step 2. Determine the Selection Criteria to Evaluate Respondents**

Determine what evaluation criteria will be used to rate the proposals submitted to the city/county. Prepare a Ratings Criterion Score sheet to evaluate and score each proposal received.

◆ **Step 3. Develop the Request for Proposals (RFP) Package**

Develop a Request for Proposal (RFP) package that includes "evaluation factors" selected by the Review Committee and their level of importance. The RFP package should include the submission deadline and instructions for submission, a local point of contact for any questions regarding the RFP, and a format for a Statement of Qualifications.

◆ **Step 4. Advertise the RFP**

Federal Section 3 requires communities to advertise the RFP in three locations. The three locations include the local government web site and/or by publishing it in the applicant's "legal organ," along with posting the opportunity at any of the following, for a total of 3 locations: A) city hall/county courthouse; B) most widely distributed newspaper; C) Local GA Department of Labor office and/or Local Workforce Board office; D) local DFCS office; E) local Public Health department; F) local Housing Authority management office. If the contract will be for more than \$100,000 it must be advertised on the Georgia Procurement Registry (https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp). Allow 30 days for responses. The publication must state this is a Section 3 contract opportunity.

Send an email or letter with a copy of the RFP to a minimum of 7 "known providers" when soliciting firms to develop applications/administer projects. When soliciting engineering/architectural services, the RFP or RFQ should be sent to at least 10 known providers. If sending letters by mail, DCA requires that letters be sent certified return receipt to provide the required documentation. Sole source approval is required from DCA when only one response is received. Emails must be sent with a Request Delivery Receipt and Request Read Receipt to provide equivalent documentation when using this method.

As a service to applicants, recipients and others, DCA maintains a list of consultants who have expressed an interest in making proposals on CDBG projects. This is not an "approved" list. DCA does not approve or disapprove consultants. This is the applicant's or recipient's responsibility. The list can be found on the DCA web site.

◆ **Step 5. Review and rate proposals**

After the submittal deadline, the committee should review and rate each of the proposals received. Committee members should use the evaluation criteria established in step 2 above. Each committee member should score the proposals; all scores can then be averaged to determine the highest scoring proposal. The firm with the highest average points should be selected.

If a Section 3 business submits a bid and requests a preference, the city/county must give priority to the greatest extent possible to the business. In this instance, the city/county should contact Kathleen Vaughn at (404) 679-0594 or kathleen.vaughn@dca.ga.gov for further guidance to ensure compliance with the federal Section 3 requirements.

◆ **Step 6. Approve the selected contractor and award contract**

The City Council/Board of Commissioners has final authority to award the contract to the selected contractor. The review committee should present a recommendation to the

city/county attorney and to the governing board for final approval. A contract for services should be prepared between the city/county and the selected consultant.

Letter(s) or emails thanking unsuccessful respondents for making a proposal should then be sent. Based on evaluation criteria contained in the RFP, this letter should briefly state the reasons why the respondent was not hired.

◆ **Step 7: Record keeping**

The city/county must maintain and make available all documentation utilized during the RFP process, including but not limited to:

- Copy of the full RFP
- Proof of publication of the RFP (by full tear sheet from newspaper or screen shot of web site; photo of posting on bulletin board)
- List of firms/individuals that were sent RFPs
- Copies of proposals received
- Scoring sheet that shows the rankings for each of the submitted proposals
- Meeting minutes indicating the council/board approved the selection of the selected firm for service
- Executed contract for services with applicable federal language
- Documentation of any correspondence with a Section 3 business

Also, consult with the Procurement Instructions for Grant Writing/Administration at the following link in order to ensure that required steps in the procurement process are followed: <https://www.dca.ga.gov/node/5474>.

Because CDBG funds cannot be used to pay for any application development costs, applicants are cautioned only to obligate CDBG funds for grant administration services and not for grant writing services. Contracts should initially only obligate the applicant to pay for costs of application development using local or other non-CDBG sources. Communities are encouraged to include a contingent contract for administrative services that will become effective if the CDBG application is funded. ***Note: Even if local sources of funds are planned for grant administration services and no CDBG funds are budgeted for this activity, this procurement process described herein and in the most recent version of the CDBG Recipients' Manual must be followed for both grant writing and grant administration services based on the requirements of federal regulations.***

All professional procurement requires Section 3 compliance.

If an acceptable procurement process was followed for an application that is being resubmitted because it was denied in the previous program year, it is not necessary for the local government to re-advertise for professional services if they choose to retain the same firm for the same application for the same project. (Please note, however, if the procurement process did not include the applicable Section 3 compliance requirements, then a new advertisement and RFP solicitation is required). Any older procurements will not be valid, and a new advertisement and solicitation of RFP's is required. **Complete documentation including a copy of the advertisement, Georgia Procurement Registry evidence (if applicable), award and contract documents, including the local government's meeting minutes approving the selection committee's recommendation, and a summary of all Request for Qualification/Proposal responses will be required to be submitted in Appendix A of the application.**

Sole Source Requests: For procurement processes that result in requests for sole source approval from DCA, the procurement process must be fully documented to DCA's satisfaction before DCA will grant approval, including but not limited to the following: 1) a description of the procurement process; 2) documentation of advertisement of the Request for Proposals; 3) a list of the active, qualified consultants or engineers/architects that were emailed/mailed the Request for Proposals; 4) certified return receipt documentation that the Request for Proposals were mailed to the required number of active, qualified consultants or engineers/architects, or adequate email documentation that the Request for Proposals were delivered as required; and 5) an opinion from the local government's attorney stating the project was advertised in compliance with all applicable laws, rules, and regulations. All sole source requests must be submitted prior to the April 1, 2020 deadline. For further guidance regarding procurement for professional services, please see the most recent version of the CDBG Recipients' Manual at the following web page: <https://www.dca.ga.gov/node/3582>.

For further guidance on the steps required for professional procurement, please see the following DCA web link: <https://www.dca.ga.gov/node/3741/documents/10>.

Application Submission Deadlines

To participate in the FFY 2020 CDBG Annual Competition, **all applications must be submitted to DCA by April 1, 2020**. Applications must be postmarked by the U.S. Postal Service no later than April 1, 2020 or hand delivered no later than the close of business on April 1, 2020.

We suggest applications mailing applications using certified or registered mail.

Applicants must submit an original application and three (3) copies (set of 4). DCA requires that all sets of photographs be in color. The mailing address is as follows:

Georgia Department of Community Affairs
ATTN: Office of Community Development
60 Executive Park South, NE
Atlanta, Georgia 30329-2231

Note 1: For Revitalization Area Strategy (RAS) designation and bonus points for the FFY 2020 Annual Competition, the deadline for application submission is also April 1, 2020. Revitalization Area Strategy Applications (and application updates) must be submitted under separate cover. Please see the *CDBG Revitalization Area Strategy Applicants' Manual* for further details.

Application Review Process

Required Application Format

- DCA-1: Application Summary
 - 1.A Resolution to Submit
- DCA-2: Proposed Accomplishments
- DCA-3: Description of Jurisdiction and Target Area Needs and Rationale for the Chosen Project
- DCA-4: Description of Needs to be Addressed
 - 4.A Photo Documentation of Need
 - 4.B DCA-4 Photo Key Map
- DCA-5: Description of Activities
 - 5.A Financial Plan Form (Housing & Multi-Activity applications only)
- DCA-6: Low and Moderate Income Benefit Calculation
 - 6.A LMI and Minority Calculation Worksheets
 - 6.B Summary Table of Survey
 - 6.C Sample Survey Forms
 - 6.D Supplemental Beneficiary Documentation
- DCA-7: Budget Summary
- DCA-8: Budget Analysis
 - 8.A Documentation of Match and Leverage
 - 8.B Supplemental Budget Documentation
- DCA-9: Environmental Review Information
 - 9.A Section 106 Review Form
 - 9.B Photos of Project Area of Potential Effect
 - 9.C DCA-9 Photo Key Map
 - 9.D State Historic Preservation Office Findings
 - 9.E Concurrent Notice and Request for Release of Funds
- DCA-10: Certified Assurances
- DCA-12: Maps
 - 12.A Target Area Map
 - 12.B Concentration Maps (Low-Mod, Minority, and Housing Deficiency)
 - 12.C Topographic Map
 - 12.D Floodplain Map
 - 12.E Wetlands Map
 - 12.F Housing Unit by Unit Map (for housing and multi-activity projects only) showing the following attributes:
 - 1. Condition (Standard, Substandard, Dilapidated)
 - 2. Occupancy (owner, renter, vacant)
 - 3. Type of structure (Stick/site built or MHU)
 - 4. Proposed activity
- DCA-13: CDBG Disclosure Report

Appendices

- Appendix A Threshold & Compliance Documentation
 - Civil Rights Compliance
 - SAM Certification
 - Language Access Plan Acknowledgement and Certification
 - Public Hearing Documentation
 - (include tear sheets as evidence that the pre-award public hearing has been held, whether in English or Spanish or both)***

- Tribal Consultation Report
- Service Delivery Strategy Forms and Map
- Local Government Compliance Status
- Conflict of Interest Documentation
- Procurement Documentation
 - Copy of the advertisement
 - Georgia Procurement Registry evidence, if applicable
 - Summary of all Request for Qualification/Proposal responses
 - Award & Contract Documents
 - Include local government meeting minutes approving committee recommendation

- Appendix B Resident Letters Documenting Need
- Appendix C Supplemental Documentation of Need (3rd party letters, etc.)
- Appendix D Additional Letters of Support
- Appendix E Ongoing Operation and Maintenance Plan
- Appendix F Community Planning Documentation
- Appendix G Section 504 Accessibility Checklist
- Appendix H Verification of Bonus Points
- Appendix I Preliminary Engineering/Architectural Report

Overview of Rating and Selection System

Single and Multi-Activity CDBG applications are rated to address points for strategy, feasibility, and impact. Demographic scores will be calculated together for cities and counties.

Applications will be rated and scored against each other using the following factors. (The maximum score possible is 525 points for CDBG, and up to 545 for Revitalization Area Strategy applications.)

Maximum Points

Demographic Need - absolute number in poverty	30
Demographic Need - percent of poverty person	30
Demographic Need - median household income	30
Program Strategy	100
Program Feasibility	100
Program Need	100
Project Impact	100
Leverage of Additional Resources	25
Bonus points for Readiness to Proceed	5
Bonus points for Return of RLF Funds	5
Bonus points for Revitalization Area Activities	20
Total Points	545

Rating Factors

Demographics

Rating factors will be assigned in the following manner:

- ◆ **Demographic Need - absolute number of people in poverty:** Applicants will be compared in terms of the number of persons in the entire jurisdiction whose incomes are below the poverty level. Scores will be obtained by dividing each applicant's number of persons in poverty by the greatest number of persons in poverty of any applicant in the group and

multiplying by 30.

- ◆ **Demographic Need - *percent of people in poverty*:** Applications will be compared in terms of the percentage of population below the poverty level in the entire jurisdiction. Scores will be obtained by dividing each applicant's percentage of persons in poverty by the highest percentage of persons in poverty of any applicant in the group and multiplying by 30.
- ◆ **Demographic Need - *median household income*:** Applicants will be compared in terms of their median household income for the entire jurisdiction. Scores will be obtained by dividing each applicant's median household income into the lowest median household income of any applicant in the group and multiplying by 30.

Note: *Demographic Scores are calculated by DCA.*

Strategy

Applicants will be compared in terms of the following factors: 1) an analysis of the community development needs of the jurisdiction (e.g., public facility, housing, and other community development needs); 2) the discussion of the alternative target areas considered within the jurisdiction, including the rationale for the target area selected in relation to the jurisdiction's community development needs, the alternative target areas considered, and the DCA Concentration Maps for housing deficiencies, minority, and low- and moderate-income areas; 3) an analysis of the community development needs of the target area chosen, the strategic alternatives considered in addressing those needs, and the efforts that the applicant has made or will make to address the identified problems; 4) an analysis of the alternatives considered to address the project needs identified in the application; 5) the proposed solution to the project needs and the degree to which the proposed solution matches the identified project needs, and its consistency with a locally adopted plan; and 6) the commitment by the applicant to maintain and operate the proposed project, facility or system, including an analysis of the steps taken by the applicant to adopt practices, programs, policies or ordinances to prevent the reoccurrence of the identified problem (copies of these local practices, programs, policies or ordinances should be included in the application when applicable to document local action on identified problems or for further explanation of the local strategies planned or underway to address the identified problems).

All applications must include a detailed approach to addressing the target area's community development needs using the proposed CDBG funding along with other near-term sources of funding and other resources. Resources could include, for example, local code enforcement efforts as well as the implementation of other local ordinances. The application should demonstrate how CDBG funding, along with other efforts, will lead to transformative results within a reasonable timeframe. (See Criterion 3 above.)

Points will be awarded, in accordance with the levels below, by a review panel based on how well the applicant, compared to others, addresses the strategy factors.

- Up to 10 points in increments of five points assigned by the panel for an analysis of the community development needs of the jurisdiction
- Up to 15 points in increments of five points assigned by the panel for alternative target areas considered within the jurisdiction, including the rationale for the target area selected in relation to the jurisdiction's community development needs, the alternative target areas considered, and the DCA Concentration Maps for housing deficiencies, minority, and low- and moderate-income areas
- Up to 15 points in increments of five points assigned by the panel for an analysis of the target area's community development needs, the plans/strategies to address those needs, and the efforts that the applicant has made or will make to address the identified problems

- Up to 15 points in increments of five points assigned by the panel for an analysis of the alternatives considered to address the project needs identified in the application
- Up to 15 points in increments of five points assigned by the panel for the proposed solution to the project needs and the degree to which the proposed project needs solution matches the identified project needs, and its consistency with a locally adopted plan
- Up to 15 points in increments of five points assigned by the panel for the commitment by the applicant to maintain and operate the proposed project, facility or system, including an analysis of the steps taken by the applicant to adopt practices, programs, policies or ordinances to prevent the reoccurrence of the identified problem (copies of these local practices, programs, policies or ordinances should be included in the application when applicable to document local action on identified problems or for further explanation of local strategies planned or underway to address the identified problems).
- Up to 15 points in increments of five points assigned by the panel for the adequacy of the maps provided, including identification of structures in the target area, housing attributes (applicable to housing projects only), topographic map, and Concentration Maps. **See instructions for DCA-12 above.**

Note that the review panel has the discretion to assign 0 points to the Strategy category when a National Objective is not met, the project is otherwise ineligible, or the lack of equivalence between the target area boundaries and the area of benefit results in an ineligible project, when, for example, an area of benefit boundary that is larger or smaller than the target area boundary reduces the low- to moderate-income benefit below 70 percent.

NOTES: Maps and Related Topics

Wetland and Floodplain Maps: Wetland and floodplain maps should be included with the application to assist DCA in determining project feasibility in addition to USGS topographic maps from the 7.5 minute, 1: 24,000-scale quadrangle series. All Preliminary Engineering Reports and Preliminary Architectural Reports should include an original signature and the appropriate professional stamp. Points may be not be awarded for feasibility without these features.

Service Delivery Strategy (O.C.G.A. §36-70-20): In addition, state law requires that all projects funded be consistent with the community's adopted Service Delivery Strategy (O.C.G.A. §36-70-20). The appropriate citation of the Strategy along with attachments and service area maps should be included in the application, along with a signed certification that the project is consistent with the Strategy. Maps should include the project area, or facility, in relation to the approved service area for that activity. If the project is not covered by the adopted Strategy by April 1, 2020, it will not be eligible for funding.

Concentration Map Requirement: DCA has long required concentration maps from the applicant jurisdiction that show concentrations of minorities, low- and moderate-income, and housing deficiencies. DCA requires that concentration maps be prepared using DCA's online mapping tool or an approved equivalent. Please see this tool at: <http://georgia-dca.maps.arcgis.com/home/>. This will generate consistent maps from applicants that will allow each applicant to respond to its jurisdiction's concentrations. All applicants must create these maps using DCA's online tool, **and keeping their concentrations in mind, should include on DCA-3 a narrative that indicates how and why the applicants' target areas were chosen.** The target area must be identified on each map.

Feasibility

The Feasibility criterion is designed to test for items beyond the Threshold requirements that are critical in carrying out the project in a timely manner, within budget, in compliance with HUD's requirements, and that establish clear standards for project implementation, such as complete engineering and architectural

reports and consistency across narratives, budgets, and cost estimates. This scoring criteria also includes how well the application addresses the major compliance laws, regulations, requirements, or policies relevant to CDBG (see “Addressing Basic Compliance Rules in Your CDBG Application” section beginning on page 39). Applicants will be compared in terms of project feasibility. The following factors are considered: an analysis of such items as 1) verification and reasonableness of cost; 2) documentation that all project financing sources needed for the project will be available; 3) documentation that preliminary engineering, architectural, site plans and preliminary work-write ups have been prepared and support the proposed project; 4) adequacy of planning for any required property that must be acquired for the project; 5) adequacy of planning for compliance with applicable state and federal laws, and 6) adequacy of methodology to establish target area demographics.

Points for feasibility will be awarded by a review panel, in accordance with the levels below, based on how well each applicant, compared to others, addresses the feasibility factors.

- Up to 20 points in increments of five points assigned by the panel for reasonable and verified project costs, commitment of all project financing sources needed for the project, and reasonableness of professional related expenses and adherence to the current *Applicants' Manual* budget standards.
- Up to 15 points in increments of one point assigned by the panel for adequacy of planning for acquisition and operational needs of the proposed project. Review criteria will vary depending on the project type (e.g., building projects will be reviewed based on sustainability of operations; water and sewer projects will be reviewed based on proven demand for services to be provided; housing applications will be reviewed based on practices and policies that enhance homeownership skills).
- Up to 5 points in increments of one point assigned by the panel for description/discussion of the federal requirements (e.g., Uniform Act, NEPA/Historic Preservation, AFFH, Section 3, Labor Standards,
- Up to 20 points in increments of five points assigned by the panel for an adequate survey methodology that includes: 1) Correctly completed DCA-6; 2) Detailed survey method; 3) Survey form using the most recent income standards; 4) Use of a random number generator or 100 percent survey method; 5) Table of survey results. Note that the review panel may award 0 points if the required benefit to low- to moderate income people is not demonstrated.
- **For Single Activity public infrastructure applications**, up to 40 points in increments of five points assigned by the panel for a complete Preliminary Engineering/Architectural Report (PER/PAR) in accordance with the current requirements on pages 61-62.

- Up to 5 points assigned by the panel in increments of five points for complete Executive Summary, Introduction and Background
- Up to 10 points assigned by the panel in increments of five points for Evaluation of Construction Alternatives (must include costs to receive all points available)
- Up to 10 points assigned by the panel in increments of five points for Description of Proposed Project and Detailed Project Budget
- Up to 15 points assigned by the panel in increments of five points for detailed maps of existing and proposed conditions

- **For Housing and Multi-Activity applications**, up to 40 points assigned by the panel in increments of five points will be assigned for submission of housing unit information (e.g., verification of ownership, preliminary work write-ups, photographs, etc.) and, if applicable, PER/PAR reports in accordance with the current *Applicants' Manual* and *Rehab Manual*.

- For Housing and Multi-Activity applications, up to 40 points assigned by the panel for submission of housing unit information (e.g., preliminary work write-ups, photographs, etc.) and, if applicable, PER/PAR reports. See the points described below:
- Up to 20 points in increments of 5 points assigned by the panel (up to 40 points in the case of housing only applications) for submission of preliminary work write-ups, etc. broken down as follows:
 - Up to 5 points in increments of 5 points assigned by the panel (up to 10 points in the case of housing only applications) for verification of owner occupancy
 - Up to 5 points in increments of 5 points assigned by the panel (up to 10 points in the case of housing only applications) for preliminary verification of homeownership
 - Up to 10 points in increments of 5 points assigned by the panel (up to 20 points in the case of housing only applications) for submission of photographs and preliminary work write-ups
- Where applicable, up to 3 points assigned by the panel in increments of one point for complete Executive Summary, Introduction and Background
- Where applicable, up to 5 points assigned by the panel in increments of five points for Evaluation of Construction Alternatives (must include costs to receive all points available)
- Where applicable, up to 5 points assigned by the panel in increments of five points for Description of Proposed Project and Detailed Project Budget
- Where applicable, up to 7 points assigned by the panel in increments of one point for detailed maps of existing and proposed conditions

Note that the review panel has the discretion to assign 0 points to the Feasibility category when a National Objective is not met, or the project is otherwise ineligible.

Buildings/Limited Clientele Applications

All funded CDBG projects that propose and implement the construction or renovation of buildings for the purpose of serving a limited clientele population must also adhere to DCA's Continued Use Policy for a period of 10 years. This policy is made part of the grant conditions upon award. The purpose of the Continued Use Policy is to ensure that buildings funded by CDBG funds are used for their intended purpose for a minimum of 10 years. The primary means for enforcing the Policy is through the grant conditions, DCA monitoring, and local oversight. Due to the length of time involved, 10 years, and the possibility for divergence from the original grant purpose over time, DCA is asking that all applicants for building projects provide basic information regarding building ownership, lease terms (where applicable), and other means of building control (where applicable). The information provided should include the following:

1. The legal name of the entity that will own the building.
2. The proposed lease terms: number of years, lease amount, other lease arrangements such as which entity will pay for utilities and insurance, and terms or renewal.
3. Anticipated program income, if any.
4. Other arrangements such as property reversion clauses or liens.

Because the only eligible applicants for CDBG funds are local governments and because local government ownership of CDBG-funded buildings helps ensure local oversight of continued use requirements, this approach has historically been the most common ownership structure; however, other approaches that involve strong public-private partnerships are also possible. These approaches require additional explanation to assist DCA in understanding how the Continued Use Policy will be enforced, especially in the event of dissolution of the private entity when the private entity owns the building. The narrative on DCA 5 (Description of Activities) should include, in addition to items 1-4 above, information regarding the applicant's plans for oversight of the Continued Use Policy should unexpected events occur. In addition, any existing agreements, leases, or reversion clauses should be included in the application's appendix. In the event of funding, DCA may also Special Condition the grant award to require any agreements needed to ensure positive outcomes for the dollars provided. For workforce development center projects, please contact the appropriate Community Finance Division staff for further assistance.

Water/Sewer Applications

Water / Sewer Applications should address the following:

- EPD requirements.
- The need for household plumbing improvements.
- The feasibility of plumbing improvements.
- Proper abandonment of wells/septic tanks.
- House connections/reconnections.
- How house connections/reconnections will be paid for.
- System Capacity. If additional water or sewer customers will be added, please address the current system's capability to add customers.

Program Need

The purpose of the Need score is to assess the living conditions of target area residents. Critical to this assessment is the level of need that is documented in the application. Without documentation, the described need, regardless of how dire, will not receive points. In addition, any applicant that scores 0 points on this criterion will be ineligible for funding. A high need is defined as significant health and safety issues and a low need is defined as minimal health and safety issues or amenity issues only. The quality of the need documentation is critical in establishing the level of need. See the following examples of need

documentation generally arranged from strongest level of documentation to a basic level of documentation:

Strongest need documentation	Relevant Consent Orders
	Lab results and other tests
	Lease cancellations (for Building projects)
	Inspections reports (for Building projects)
	Photographs (keyed and dated)
	Work write-ups
	Line Inspection Reports (video/smoke)
Moderate need documentation	Water pressure tests
	News articles
	Work orders/invoices
	Third party letters
	Fire reports
Basic need documentation	Public hearing comments
	Prior citizen complaints
	Resident letters
	Survey comments
	Homeowner letters (for Housing projects)

After assessing the quality of documentation, the review panels must assess the level of need that is described and documented. Generally, the following levels of need are described from highest to lowest along with corresponding points:

1. Extremely high level of need described and documented—100 points assigned by the panel. These projects will provide evidence of the highest level of need in their peer group, i.e., water applications compared to water applications, etc. For infrastructure projects, applications will demonstrate significant health and safety issues for residents in the target area. For housing, applicants will demonstrate significant health and safety issues for housing residents and lack of decent, safe and sanitary accommodations. For building projects, applicants will document significant health and safety issues in existing facilities, the potential loss of existing facilities, or very high demand for the service to be provided.
2. High level of need described and documented—75 points assigned by the panel. Important health and safety issues described and documented.
3. Moderate level of need described and documented—50 points assigned by the panel. Moderate health and safety issues described and documented.
4. Low level of need described and documented—25 points assigned by the panel. Low health and safety issues described and documented.
5. Lowest level of need described and documented—0 points assigned by the panel. Lowest health and safety issues described and documented.

Program Impact

The purpose of the Impact score is to gauge the positive result that is expected once the project is completed. This criterion is a combination of objective factors and qualitative factors in order to be able to compare similar projects against each other. The following factors will be considered: 1) the number of persons benefiting; 2) the cost per person benefiting (the cost per person is calculated by dividing the total CDBG grant by the total number of people benefiting, i.e., the total population of the target area or the total number of projected clientele to be served); 3) the project's impact on the benefiting population's quality of life, living environment or opportunities for economic advancement; and 4) the impact of the project on the identified need or problem.

Points for Impact will be awarded by a review panel, in accordance with the levels below, based on how well each applicant, compared to others, addresses the impact factors.

- ◆ Cost per person benefitting compared to other similar applications. Based on percentile rank x 30.
- ◆ The extent to which the described project needs are resolved. If the project is phased, the extent of need resolved refers to the current phase. (Applicants should explain and justify all phasing, especially when 100% of the identified need is not met.) For housing projects, because target area housing units are almost never 100 percent addressed with CDBG funds alone, documentation must be provided that gives details regarding how other units will be addressed. Up to a total of 70 points as follows: 1) all needs resolved or otherwise addressed via phasing or other concrete and specific near-term efforts (e.g., funding applications submitted, programs initiated, etc.) —70 points assigned by the panel; 2) needs partially resolved or otherwise addressed—35 points assigned by the panel; 3) needs minimally addressed or proposed solution is unrelated to the need described—0 points assigned by the panel.

Leverage

CDBG Leverage of Additional Financial Resources: Leverage includes additional resources committed to and directly related to the project, including cash above the required minimum cash match amount, the purchase with non-CDBG funds of new equipment and furnishings for buildings proposed to be constructed with CDBG funds (used equipment is not counted toward leverage), the cost of conducting housing surveys in conjunction with the Programmatic Agreement on Historic Preservation, the costs of preliminary engineering and architectural reports, the costs of CDBG application preparation, and additional grants and loans from other sources that address the applicants identified community development needs. Up to \$1,000 may be counted toward leverage if the applicant commits to paying for required audits without using CDBG resources for this effort. This commitment must be in writing and the amount committed must be specified. **Only items that would not otherwise have been provided and that are directly related to the proposed CDBG project will be counted.**

A "reasonable" value must be assigned to donated and "in-kind" items and the basis for the value assigned or claimed must be fully described and documented. Land currently owned by an applicant may be donated to the project and be counted as leverage provided the value of the land is well documented (appraisal, tax value, etc.) and the documentation is included in the application. Land donated to the project that exceeds project needs will not be counted in full. The labor of volunteers may be counted toward leverage provided the applicant provides reasonable documentation for labor hours and the value of labor per hour. Grant administration and architectural/engineering services may be also be donated as "in-kind" resources, and the basis for the value assigned or claimed must be fully described and documented.

Leverage amounts will only be assigned when firm commitments from all claimed funding sources are included in the application.

Non-CDBG costs related to the proposed construction of new items which serve CDBG target area needs as well serving a larger service area (such as a new water storage facility) will be counted proportionally with the CDBG target area population serving as the numerator and the population of the service area serving as the denominator. DCA reserves the right to use a different method in calculating proportionality if required by the circumstances of an applicant's proposal.

Leverage must be for a CDBG eligible activity and the beneficiaries must be within the CDBG target area(s) unless otherwise provided in this manual (e.g., furnishings and equipment may be counted as leverage). In addition, leverage must be related to the CDBG project proposed in DCA-5 and the needs described in DCA-4.

All leveraged funds must be related and timely.

All leveraged funds must be shown on DCA-8 in items 5a, 5b, and 6 in order to be considered by DCA for leverage points. Applicants should use item 8 to explain and support the values identified in items 5a, 5b, and 6.

What is not leverage?

- ◆ On-going operation and maintenance costs are not counted as leveraged resources.
- ◆ Costs not clearly related in terms of location or benefit to the proposed project beneficiaries are not counted as leverage.
- ◆ Costs of CDBG audits above \$1,000 will not be counted as leverage.
- ◆ Contingencies will not be counted as leverage.
- ◆ Applicants are advised to justify all leverage claims.

The leverage score will be calculated as follows:

- 1) Total dollar value of leverage for each applicant will be calculated and then divided by the total population of the applicant in order to obtain a per capita leverage figure reflective of each applicant's relative effort.
- 2) Applications will be assigned to one of five groups:
 - ❖ Multi-activity
 - ❖ Housing
 - ❖ Economic Development
 - ❖ Water and/or Sewer
 - ❖ Other Public Facilities
- 3) The applications will then be ranked within these groups, based on per capita leverage amounts, from no leverage (no points) to highest per capita leverage and points assigned based on the percentile ranking. If no applicant within any of the groups listed above has \$0 leverage, a proxy score of \$0 will be inserted to insure that if leverage is provided by the applicant a score greater than 0 will result.
- 4) Up to 25 points can be assigned for leverage of additional resources. The ranking will be established using the range of applicants' per capita leverage amounts (from 0 to the highest per capita leverage) and calculating a percentile score for each applicant's per capita leverage amount within the range. This percentile score will be multiplied times 25 to establish the points for per capita leverage. For example, if an applicant's per capita leverage amount is \$300 and if \$300 represents a percentile score of 50 percent, the leverage points will be 12.5 (.50 x 25= 12.5).

Revitalization Area Strategy Bonus Points

The Revitalization Area Strategy (RAS) bonus points, procedures, and application process is fully described in the *CDBG Revitalization Area Strategy Applicants' Manual*. Please review this manual in detail regarding bonus points under the CDBG Annual Competition. A synopsis of the Revitalization Area Strategy points and requirements are provided below. For FY2020 funds, all RAS applications, annual updates, or renewals must be submitted in full no later than April 1, 2020 in order for RAS benefits to be applicable to the 2020 Annual Competition, including but not limited to the ability to apply for CDBG funds in RAS areas every year and bonus points.

Bonus points for Revitalization Area Activities: Points will be awarded for utilizing existing state redevelopment programs, initiatives and incentives in eligible areas. Following receipt of a designation, a CDBG applicant may be awarded up to 20 points for CDBG project activities occurring within a DCA-approved Revitalization Area as follows:

Revitalization Area Threshold Requirement (5 Bonus Points): In order to be eligible for Revitalization Area designation and bonus points, a local government must establish a local redevelopment area and plan pursuant to O.C.G.A. 36-61-1 et seq. **Note that the RAS boundaries must be within both the local urban redevelopment area established pursuant to O.C.G.A. 36-61-1 et seq. and one or more Census Block Groups with a poverty rate of 20% or greater.** Additionally, the local government must describe the activities it will undertake to promote economic empowerment through meaningful job creation for the unemployed and low- and moderate-income residents as well as activities to promote the substantial revitalization of the area.

Local Redevelopment Tools (maximum of 5 Bonus Points): Points may be earned through the use of such tools as State Enterprise Zones, Opportunity Zones, Tax Allocation Districts, Community or Business Improvement Districts, Land Bank Authority or other targeted investment and/or redevelopment programs targeted for the area. Applicants must indicate and document (where applicable) how the tools are being used to benefit the RAS area.

Investment Partnerships (maximum of 5 Bonus Points): Up to 5 points may be earned through providing documentation of investments into the area by certain revitalization, residential improvement, social service funding programs or job creation / retention programs applicable to the RAS area. The programs may be chartered by the state, federal government or private philanthropic, non-profit and/or faith based organizations.

Collaboration (maximum of 5 Bonus Points): Points may be earned through the demonstration that initiatives will be created and/or undertaken within the eligible area by private for-profit and not-for-profit community stakeholders. These stakeholders may include local lending institutions, community or neighborhood housing organizations, community development organizations or other community groups who have taken responsibility to carry out some aspect of the Revitalization Area Strategy. Examples may include GICH program activities, housing or other task forces, city code enforcement efforts, credit counseling, home ownership classes, etc. Documentation from the stakeholders must be submitted and may include letters of commitment, agreements, and other evidence of capacity and commitment.

Revitalization Area Designation

Revitalization Areas will be reviewed and scored as part of the Annual Competition process through a separate review and designation process. **The deadline for submission of applications for RAS designation (initial applications, annual updates or renewals) for consideration under the 2020 competition is April 1, 2020. Communities seeking designation, annual updates, or renewals are strongly encouraged to meet with DCA as soon as possible to discuss their request for designation.**

Area Strategy Plan and Map – See the *CDBG Revitalization Area Strategy Applicants' Manual* for map requirements and other essential information regarding a Revitalization Area Strategy designation.

Bonus Points for Readiness to Proceed

Five bonus points may be earned through the demonstration of a project's readiness to proceed. Points may be earned through **documentation** in the application that the NEPA review is complete and funds have been released by DCA.

Bonus Points for closing EIP/RDF Local Revolving Loan Fund & Returning Funds

Five bonus points may be earned through the closing and returning of all funds in the community's EIP/RDF Local Revolving Loan Fund. These points may only be applied to the community's next Annual Competition CDBG application, which must be submitted within two program years from the date of the closing of the RLF. If an Annual Competition CDBG application is not submitted within this time frame, these bonus points will expire.

In order to receive the points, a locality must return all RLF assets to the state to remove itself from the administrative requirements of the RLF program by July 1, 2020. This will generally require that a locality return all of its cash on hand and set up a plan with DCA to return any payments from its loan receivables on a periodic basis. Any assets returned to the state will be added to the state's existing CDBG allocation or used to capitalize a statewide revolving loan fund and used to fund additional economic development projects.

Final Ranking

The points received by each applicant on the rating factors will be totaled and the total scores ranked accordingly. Grant awards will be based on this final ranking to the extent funds are available. In case of ties, the applicant with the highest percentage of low- and moderate-income persons benefiting will be given priority.

Disposition of Applications

Grant commitments will be forwarded to local units of government whose applications are approved for funding. For the FFY 2020 Annual Competition, commitments should be announced by approximately September 1, 2020.

Applicants whose programs are denied will be notified of the denial. DCA's decisions regarding awards and denials will be based on the Method of Distribution as approved by HUD, this Applicants' Manual, the rating and selection criteria outlined herein, and the final ranking of all applications based on the points awarded to each applicant. DCA will fund the applications in order of rank beginning with the top-ranked application until funds are depleted. DCA's funding decisions are final and DCA may waive any irregularities consistent with the Method of Distribution and this Manual. After the awards, the CDBG staff will review applications with local official's staff or their designees at the request of the certifying representative of the local government.

Pre-Funding Site Visits

The Department of Community Affairs may make at least one unannounced site visit to the applicants projects area(s) during the application review process. The purpose of the visits will be to verify information contained in the application and to compare similarly proposed projects.

Technical Assistance Policy

The Department of Community Affairs will provide technical assistance on request from the unit of local government. In addition to the Applicants' Workshop, a Recipients' Workshop will take place after grant commitments have been made that will explain the fundamentals of program implementation.

Other workshops, more narrowly focused on specific topics such as contracts, financial management, acquisition, relocation, environmental review and housing may be sponsored by the Department from time to time.

Please note that although DCA staff can provide technical assistance in the form of guidance and information at the application stage, staff cannot write application proposals for local governments. The annual CDBG process is competitive. Each application is ranked relative to the entire pool of applications. Any technical assistance provided by DCA staff does not guarantee project funding.

Contents of Preliminary Engineering Reports

Preliminary planning and engineering reports generally include, but are not limited to, the following:

Executive Summary

- Brief description of Project Area needs, Conclusions and Recommendations

Introduction

- Purpose and Scope (project objectives and methodology of evaluation)
- Authorization
- Previous Studies

Background

- Target Area description
- Plans and photos of Target Area
- Population density
- Population projections (if available)
- Narrative describing existing conditions including description of needs to be addressed
- Map of existing conditions, particularly of existing conditions to be addressed with CDBG funds, including pipe sizes and other relevant measures of existing infrastructure

Evaluation of Alternatives

- Descriptions of alternatives considered, including cost estimates of each alternative (capital, operation and maintenance & user fees)
- Street and road projects should include the advantages and disadvantages of alternative typical sections (curb and gutter versus shoulder and ditch section)
- Assessment of impacts on Target Area residents & property owners (land, right-of-way and easement acquisition requirements)

Description of Proposed Project

- Identification of applicable federal, state and local design standards
- DOT standards identify a 25-year flood design standard for local road drainage improvements. Standards greater or less than 25 years must be explained and justified in the CDBG application.
- Drainage projects should include site specific preliminary hydrologic and hydraulic calculations for each drainage shed
- Drainage projects should include a description of project outfall(s) and consideration of downstream impacts
- Required Permits
- Operation and maintenance requirements, responsible party (Grantee, GaDOT, other) and operation and maintenance capability (available staff, equipment and expertise)

- Narrative describing the proposed improvements including a description of the impact of the proposed improvements on the quality of life of target area residents
- Map of proposed improvements, including pipe sizes and other relevant measures of proposed infrastructure

Detailed Project Budget

- Construction and material costs
- Design and oversight fees
- Grant Administration
- Funding sources
- Projected Operating Revenues and Expenses (if applicable)
- Projected User Fees (if applicable)

Project Schedule

All Preliminary Engineering Reports should include an original signature and an engineering stamp. Points may be deducted for feasibility without these required features.

Contents of Preliminary Architectural Reports

Preliminary Architectural Reports generally take the following format.

Executive Summary

- Brief description of Project Area needs, Conclusions and Recommendations

Introduction

- Purpose and Scope
- Authorization
- Previous Studies

Background

- Project Area conditions including description of needs to be addressed
- Description of existing facilities, if any, including existing floor plan with all dimensions and descriptive labels for all rooms.
- Projections of future needs

Evaluation of Alternatives

- Descriptions of alternative solutions considered (new construction, renovation, additions to existing structures), including cost estimates for each alternative
- Site selection criteria
- Location relative to population served
- Adequacy of infrastructure (access, water, fire protection, sanitary sewer, storm drainage)
- Soil conditions, and topographic constraints
- Assessment of impacts on existing residents & property owners, if any

Description of Proposed Project

- Identification of applicable federal, state and local design standards
- Preliminary Site Plan showing proposed ingress – egress, vehicle circulation on-site, drop-off area, regular parking and accessible parking, service access (dumpster location with truck access, mechanical room access), extensions of utilities (water, sanitary, electric, telephone), access road improvements, emergency vehicle access
- Description of storm drainage outfall(s) and consideration of downstream impacts
- Description of proposed/improved facilities, including preliminary floor plan with all dimensions and descriptive labels for all rooms
- Required permits

Detailed Project Budget

- Construction and material costs

- Design and oversight fees
- Grant Administration
- Funding sources
- Projected Operating Revenues and Expenses (if applicable)

Project Schedule

All Preliminary Architectural Reports should include an original signature and an architectural stamp. Points may be deducted for feasibility without these required features.

Part III: Making Your Application More Competitive

This Chapter provides guidance on how to address the application rating factors of feasibility, strategy and impact. These factors represent a total maximum score of 400 points or a majority of the points available to an applicant. For an overview of the rating and selection system, see Part II, Application Review Process.

The score of an application based on strategy, feasibility, impact and need are determined by a DCA staff review of similar applications. Utilizing this information should make your application more competitive.

For All Applications:

- Have all forms been prepared properly and properly executed?
- Are 51% or more of the beneficiaries inside the boundaries of the applicant? If not, has a joint application been proposed? If not, has DCA provided an exception in writing to this requirement?
- Make sure all activities are eligible.
- Has a CDBG National Objective been met? (Area Benefit or Limited Clientele) (70% or > L/M Income benefit; 100% for housing L/M benefit)
- Address utility relocation needs and costs.
- Make sure the project schedule is reasonable.
- Clearly address and disclose any conflict of interest issue.
- Have all administrative, engineering and architectural, and PDC limitations been adhered to on DCA forms 7 & 8?

Strategy (100 points maximum):

The following factors are considered:

- 1) an analysis of the community development needs of the jurisdiction (e.g., public facility, housing, and other community development needs);
- 2) the discussion of the alternative target areas considered within the jurisdiction, including the rationale for the target area selected in relation to the jurisdiction's community development needs, the alternative target areas considered, and the DCA Concentration Maps for housing deficiencies, minority, and low- and moderate-income areas;
- 3) an analysis of the community development needs of the target area chosen, the strategic alternatives considered in addressing those needs, and the efforts that the applicant has made or will make to address the identified problems;
- 4) an analysis of the alternatives considered to address the project needs identified in the application;
- 5) the proposed solution to the project needs and the degree to which the proposed solution matches the identified project needs, and its consistency with a locally adopted plan; and
- 6) the commitment by the applicant to maintain and operate the proposed project, facility or system, including an analysis of the steps taken by the applicant to adopt practices, programs, policies or ordinances to prevent the reoccurrence of the identified problem (copies of these local practices, programs, policies or ordinances should be included in the application when applicable to document local action on identified problems or for further explanation of the local strategies planned or underway to address the identified problems).

All applications will include a detailed approach to addressing the target area's community development needs using the proposed CDBG funding along with other near-term sources of funding and other resources. Resources could include, for example, local code enforcement efforts as well as the implementation of other local ordinances. The application should demonstrate how CDBG funding, along with other efforts, will lead to transformative results within a reasonable timeframe. (See Criterion 3 above.)

Note that the review panel has the discretion to assign 0 points to the Strategy category when a National Objective is not met, the project is otherwise ineligible, or the lack of equivalence between the target area boundaries and the area of benefit results in an ineligible project, when, for example, an area of benefit boundary that is larger or smaller than the target area boundary reduces the low- to moderate-income benefit below 70 percent.

Some of the basic components essential in addressing project strategy are as follows:

- The analysis of community development needs should include demographic information for population and population trends as well as the current unemployment rate of the applicant jurisdiction.
- The analysis of community development needs should include at a minimum an assessment of housing conditions, infrastructure (water and sewer, roads and drainage), and public buildings.
- A description of the process used to choose the project target area(s), the alternative target areas considered, and the rationale for the target area(s) chosen in relation to the community development needs of the jurisdiction.
 - Although an extensive description of alternative target areas considered is not required, briefly describing the areas, neighborhoods, or other districts within the jurisdiction and their needs will assist DCA in determining whether the applicant is making a comprehensive examination of its community development needs before deciding which target area(s) to address. While information regarding subareas of a jurisdiction can be

- difficult to obtain, good data sources include the most recent American Community Survey (ACS), the jurisdiction's comprehensive plan, and local surveys and knowledge.
- If the chosen target area(s) is not within one or more of the DCA Concentration areas for housing deficiencies, minority, or low-to moderate-income people, explain why a target area(s) within a DCA Concentration was not selected. Keep in mind that there may be many valid reasons for choosing a target area(s) outside of an area of concentration. It is important, however, to explain to DCA the reasons that the chosen target area(s) is outside an area of concentration.
 - When a target area(s) is chosen, please provide a detailed review of its community development needs. These needs will at a minimum encompass housing conditions, infrastructure and public buildings.
 - Community development needs of the target area should include these data elements: 1) number of residential units, vacant and occupied; 2) whether residential units are renter or owner occupied; 3) the condition of residential units based on a windshield survey (standard, substandard, or dilapidated); 4) the public services available in the target area and their condition (e.g., availability and quality of water, sewer, garbage pickup, street and drainage, and recreation services); and 5) the condition and availability of public buildings, especially to serve low- to moderate-income people.
 - The plans/strategies to address the needs of the target area(s) chosen, and the efforts that the applicant has made or will make to address the identified problems.
 - These plans/strategies should address all the needs of the target area and may refer to existing plans/strategies that will have a positive impact on target area(s) needs. These plan/strategies may include jurisdiction-wide efforts that will positively impact target area(s) residents. New plans/strategies may also be needed to begin to address the problems described. Plans/strategies should be documented in the application with the applicable excerpt.
 - Efforts to address existing problems should be described and documented, whether ongoing or planned. Descriptions should be complete, but do not have to be extensive. Often, a paragraph to describe an existing effort along with relevant documentation will be sufficient to address the effort that is cited in the application. As an example, a paragraph description of the jurisdiction's efforts to maintain its public facilities in the target area with such initiatives as rate structure changes, other projects or funding applications for projects that address target area needs, ongoing maintenance efforts that are documented with staffing level descriptions, budgets and work orders, capital budgets/improvement plans, etc. Each effort cited will need the brief, paragraph description described here along with relevant documentation.
 - An analysis of the alternatives considered to address the project needs identified in the application
 - The alternatives considered under this criterion should include an evaluation of the various strategic approaches that could be used in addressing the project needs that will be addressed by the CDBG application. These alternatives generally **do not include** construction methods (e.g., curb and gutter vs. ditching, cured in place pipe vs. dig and replace). Instead, strategic alternatives include approaches that address the most efficient and effective means of addressing the project needs through consideration of innovative institutional arrangements, new technologies, or policies or practices that significantly addresses the needs described, lowers cost, or increases the sustainability of the service.
 - The proposed solution to the project needs and the degree to which the proposed solution matches the identified project needs, and its consistency with a locally adopted plan. (Criterion 5)
 - This criterion addresses whether project needs (i.e., the subset of the target area's needs that will be addressed by the application) are well described and that the proposed activities address these needs. Here, a thorough description of the project needs should be provided as well as the proposed solutions. **DCA will review whether the project needs are well described and documented, whether the proposed solution**

addresses the needs described, and whether the needs described and documented by citizens or other sources are consistent and aligned with the proposed solution.

For example, citizens comments, work orders, and other documentation should be consistent with the project needs described and the proposed activities. Describing or documenting project needs that are not consistent with the proposed solution may lead to an unclear application and points could be reduced.

- The proposed solution to the project needs should also be listed and described in a local plan. The plan should be specific enough so that the proposed project can be readily identified as an integral component of a well thought out plan. Vague plans (e.g., water and sewer improvements in the county) indicate that the local planning process has been limited in scope and may need to be revisited. An example of a better plan statement would be: "increase water pressure in the northwestern quadrant of the city in order to provide fire protection to all residential and commercial structures in the area."
- The commitment by the applicant to maintain and operate the proposed project, facility or system, including a description of the steps taken by the applicant to adopt practices, programs, policies or ordinances to prevent the reoccurrence of the identified problem (copies of these local practices, programs, policies or ordinances should be included in the application when applicable to document local action on identified problems or for further explanation of local strategies planned or underway to address the identified problems).
 - This criterion requires that applicants provide DCA strong assurances that the proposed project will be maintained over time. DCA considers all grant awards to be long-term investments, and local government participation in project maintenance is critical. Please be as specific as possible and provide applicable documentation. A letter from the Chief Elected Official committing to long-term maintenance is a first step toward this documentation, but is insufficient to receive full points under this criterion. Documentation of other efforts to prevent the reoccurrence of the identified problem is highly suggested.
- With Buildings:
 - Is the proposed site accessible?
 - Is a new level of service being provided?
 - Is the proposed benefit number reasonable? (Project only unduplicated beneficiaries over the period of one year. For example, if a senior center has a meal program that is attended by 50 people a day Monday through Friday, the beneficiary count will be 50.)
 - Is there a similar building in the city/county?
 - Have potential environmental impacts including historic structures on site or in the vicinity, archeological sites, etc., been considered?
 - Has the applicant taken into consideration that a Phase One environmental review must be performed as part of the Environmental Review Record?
 - Provide a clear before and after picture of the existing and proposed facility and program, including floor plans, customers served, and programs offered. Consider using a chart to show use and times of use for activities in the proposed facility. If a new or relatively new organization will provide services in a DCA-funded facility, consider preparing a brief business plan to assist in demonstrating the organization's capacity to provide the proposed services.
 - Focus on the needs of clients. The needs of staff are secondary unless they affect clients directly.
 - Discuss why other buildings in the community are not available.
- **STATE LAW REQUIRES THAT ALL PROJECTS FUNDED BE CONSISTENT WITH THE COMMUNITY'S ADOPTED SERVICE DELIVERY STRATEGY (O.C.G.A. §36-70-20). HAS A MAP OF THE PROJECT AREA, OR FACILITY, IN RELATION TO THE APPROVED SERVICE AREA FOR THAT ACTIVITY BEEN INCLUDED? KEEP IN MIND THAT IF THE PROJECT IS NOT**

COVERED BY THE ADOPTED STRATEGY BY APRIL 1, 2020 IT WILL NOT BE ELIGIBLE FOR FUNDING. CERTAIN TYPES OF APPLICATIONS ARE NOT ROUTINELY INCLUDED IN SERVICE DELIVERY STRATEGIES, INCLUDING BUT NOT LIMITED TO SENIOR CENTERS, BOYS AND GIRLS CLUBS, HOUSING ACTIVITIES AND OTHER TYPES OF SERVICES TO LIMITED CLIENTELE. ALL ACTIVITIES MUST NOW BE INCLUDED IN THE SERVICE DELIVERY STRATEGY.

Feasibility (100 points maximum):

The Feasibility criterion is designed to test for items beyond the Threshold requirements that are critical in carrying out the project in a timely manner, within budget, in compliance with HUD's requirements, and that establish clear standards for project implementation, such as complete engineering and architectural reports and consistency across narratives, budgets and cost estimates.

The following factors are considered:

- 1) verification and reasonableness of cost;
- 2) documentation that all project financing sources needed for the project will be available;
- 3) documentation that preliminary engineering, architectural, site plans and preliminary work-write ups have been prepared and support the proposed project;
- 4) adequacy of planning for any required property that must be available for the project;
- 5) adequacy of planning for compliance with applicable state and federal laws, and
- 6) adequacy of methodology to establish target area demographics

Some of the basic components essential in addressing project feasibility are as follows:

- verification and reasonableness of cost
 - Insure that cost estimates are professionally prepared.
 - Are unit costs reasonable?
 - Are units costs consistently applied to alternative construction methods?
 - Are budgets prepared consistent with the professionally prepared cost estimates?
 -
- documentation that all project financing sources needed for the project will be available
 - Have all additional sources of funding been confirmed? (Match, Leverage, etc.)
 - Are all project and programs confirmed and committed?
 - Who will operate and staff programs, are they committed?
 - Will permits be required? Address all types of permits needed and indicate the time required to secure permits. (Railroad, DOT, etc.)
 - Have all financing and program resources been committed in writing by the appropriate official? For example, are the appropriate resolutions, letters, loan approval included in the application?
- documentation that preliminary engineering, architectural, site plans and preliminary work-write ups have been prepared and support the proposed project
 - With Streets and Drainage projects:
 - Are design standards identified?
 - What is the standard? (Drainage standards greater or less than a 25-year flood should be explained and justified.)
 - Was a drainage study completed that includes downstream impact?
 - Be sure that architectural and engineering reports are signed and stamped by a certified professional.

- Also see the section of this manual entitled Contents of Preliminary Engineering Reports and Contents of Preliminary Architectural Reports for details regarding what should be included in these reports.
- adequacy of planning for any required property that must be available for the project;
 - Will property acquisition be needed? If so, provide reasonable estimates of the number of parcels needed, their costs and the proposed procedures for compliance with the URA.
 - If a site is required, documentation such as a purchase agreement or an equivalent document or letter showing the owner's willingness to sell or donate should be included.
- adequacy of planning for compliance with applicable state and federal laws
 - Are all environmental, tribal, and historic preservation issues or concerns addressed?
 - Have all applicable federal laws and regulations that may be triggered by the proposed project been addressed in the application? For example, have the URA, Section 104(d), NEPA, floodplain and wetland notice, historic preservation, relocation, and Section 3 requirements been addressed as applicable? See especially the narrative in the Basic Compliance Rules for CDBG regarding Civil Rights/FHEO requirements.
- adequacy of methodology to establish target area demographics
 - Have the benefit number and L/M Income percentage been accurately counted or reasonably estimated based on an acceptable survey methodology? (See Appendix C of this Manual for further details on acceptable survey methodologies.)
 - Has the survey methodology been described thoroughly on Form DCA-6 or in an attachment?
 - Include a copy of the survey form used to determine the number of beneficiaries and the L/M percentage.
 - Include a copy of the table of results from the survey. The table should include the summary of the survey by street (see sample), whether vacant or occupied, if occupied, the number of people in the household, the low- to moderate-income status of the household, and the racial and ethnic status of the household. The table should summarize each category so that totals are easily reviewed by DCA.
 - DCA will accept as documentation of low- and moderate-income status area surveys that are three years old or less. Specifically, surveys that are older than January 1, 2016 will not be accepted for the 2020 Annual Competition.
 - Note that a vacant units are not considered households and cannot be surveyed.
- With Building projects, has the following information been provided?
 - The legal name of the entity that will own the building.
 - The proposed lease terms: number of years, lease amount, other lease arrangements such as which entity will pay for utilities and insurance, and terms or renewal.
 - Anticipated program income, if any.
 - Other arrangements such as property reversion clauses or liens.

Need (100 points)

The purpose of the Need score is to assess the living conditions of target area residents. Critical to this assessment is the level of need that is documented in the application. Without documentation, the described need, regardless of how dire, will not receive points. In addition, any applicant that scores 0 points on this criterion will be ineligible for funding. A high need is defined as significant health and safety issues and a low need is defined as minimal health and safety issues or amenity issues only. The quality of the need documentation is critical in establishing the level of need.

- ***To a great extent, an applicant's need score is determined by the documented severity of need compared to other similar applications.*** The severity of need is often determined by the extent to which the need described affects the health and safety of LMI residents.

- Include letters from third parties that provide evidence and validation of need, such as letters from environmental health specialists, EPD consent orders/letters.
- Include letters from residents describing problems shown in the application.
- Provide accurate and detailed photographs, preferably dated, numbered and keyed to a map. High scores are generally possible only when good photographs (dated and keyed to a map) are provided that depict health and safety needs. Photographs for housing projects should show both interior and exterior conditions.
- Include reports from building inspectors and/or rehab advisors on housing applications.
- Include news reports discussing problems shown in the application, if available.
- With Buildings document overcrowding and other existing building inadequacies with photographs.

Also, see the table on page [56](#) to review examples of need documentation from basic documentation to strongest documentation. The strongest documentation is least open to dispute. Resident letters and comments, although subject to dispute, are stronger when they are specific, dated, and are corroborated by other documentation such as work orders, pictures, or invoices. Resident letters and comments that describe needs that are not addressed in the application weaken the application by casting doubt on whether the needs of LMI persons are being addressed.

Impact (100 points maximum):

The purpose of the Impact score is to gauge the positive result that is expected once the project is completed. This criterion is a combination of objective factors and qualitative factors in order to be able to compare similar projects against each other.

The following factors are considered:

- 1) Cost per person benefitting compared to other similar applications. Based on percentile rank x 30.
- 2) The extent to which the described project needs are resolved. If the project is phased, the extent of need resolved refers to the current phase. (Applicants should explain and justify all phasing, especially when 100% of the identical need is not met.) For housing projects, because target area housing units are almost never 100 percent addressed with CDBG funds alone, documentation must be provided that gives details regarding how other units will be addressed. Up to a total of 70 points as follows: 1) all needs resolved or otherwise addressed via phasing or other concrete and specific near-term efforts (e.g., funding applications submitted, programs initiated, etc.) —70 points; 2) needs partially resolved or otherwise addressed—35 points; 3) needs minimally addressed or proposed solution is unrelated to the need described—0 points.

Some of the basic components essential in addressing project impact are as follows:

- How many people will benefit?
- What is the cost per person benefitting?
- How does the project impact on the benefiting population’s quality of life, living environment or opportunities for economic advancement? Can you substantiate this in any way other than through a good narrative?
- Fully describe your application’s impact on the need. What percentage of the need will be met?
- Avoid low-density population target areas, unless an extremely high need exists.

Additional Competitiveness Guidance

Applicants are further reminded that proposed projects compete heavily (400 out of 545 total points) on program strategy, feasibility, need and impact. **For this reason, applicants should supplement**

funding requests with engineering reports, historic assessments, market studies, etc., in order to adequately and thoroughly address strategy, feasibility, need and impact questions.

See Part II, Contents of Preliminary Engineering and Architectural Reports, for information on items that should be included in preliminary engineering and architectural reports.

- ◆ Applicants proposing housing or reconstruction must complete a Financial Plan (see Appendix H), that summarizes proposed activities. The Plan must be attached to DCA-5.
- ◆ Remember that similar projects will be compared against each other and rated on strategy, feasibility, need, and impact. Applicants are encouraged to invest adequate time and resources to increase the chances that their community's application will compare favorably.

Part IV: INSTRUCTIONS FOR COMPLETING APPLICATION FORMS

Note that all required forms are available at the DCA web site and should be accessed from that site: <https://www.dca.ga.gov/node/2341/documents/10>

Form DCA-1: Application Summary

Please complete DCA 1 in the following manner:

- ◆ **Items 1 - 6:** Enter name of applicant, official mailing address, DUNS number, Block Group ID, project Longitude, Project Latitude, project address, e-mail, and telephone number and area code of the city or county who is making the application. Applicants must provide the following geographic identifiers for the Target Area on DCA 1: Block Group ID (12-digit code including State Code, County Code, Census Tract and Block Group), Target Area Address (with city, and zip), and the Target Area Longitude and Latitude. (Note: List all Block Group IDs in the project target area. Do not specify block groups when the entire census tract is covered. If specifying block groups for a project covering more than one census tract, please indicate which tract includes the given block groups.)
- ◆ **Item 7 - 12:** Enter name, job title, agency, mailing address, e-mail, and telephone number and area code of the grant writer/contact person regarding the application. This person may be contacted during the review process to answer direct questions or to provide additional information regarding the application.
- ◆ **Items 13 - 18:** Enter name, job title, agency, mailing address, e-mail, and telephone number and area code of the grant administrator (if known).
- ◆ **Item 19:** Briefly title the program (e.g., "Target Area Water Improvements") and provide a brief description of project activities. Please include all activities and briefly quantify the described activities. A needs description is not necessary for this item. An example of a brief title and description might be:

"Provide new water lines and service connections for the Eastside Neighborhood to benefit 53 persons, all of whom are members of low-income households."

- ◆ **Items 20 - 23:** Please check the appropriate box.
- ◆ **Item 24:** An unscheduled visit to the project site will be conducted by DCA staff on all top-ranked applications that identify specific site(s) or targeted neighborhoods. Maps should be designed clearly and accurately so that the site visit team can locate the proposed target area, the existing conditions and all activities.
- ◆ **Items 25 & 26:** Enter the number of months that you anticipate implementation will require, together with beginning and ending dates for the program. A start date of October 15, 2020 should be anticipated. **Note that CDBG program requirements expect completion of all projects within 24 months.**
- ◆ **Item 27:** Enter amount of CDBG funds requested. **This amount must match the amounts on forms DCA-7 and DCA-8.**
- ◆ **Item 28:** Check box to indicate application type.
- ◆ **Items 29:** If the Applicant requests an exception to the every other year rule, check the appropriate exception type.
- ◆ **Item 30:** Application must be executed by chief elected official or other person authorized by resolution to submit the application. **Attach resolution.**
- ◆ **Item 31:** Type the Name of the Certifying Representative, Title and Date of Signature.

Form DCA-2: Proposed Accomplishments

The purpose of this form is to provide a quantified summary of the accomplishments proposed by the applicant to be undertaken with CDBG funds. Note that a similar form will be used at project completion to collect data on actual accomplishments. Be sure to make an entry for all proposed CDBG funded activities.

- ◆ **Header:** Indicate the name of the jurisdiction for which the application has been prepared. Check whether this is an Original Application form or an Amended form. Include date of amendment if applicable. DCA will write in the project number if funded. This number should be included on any amended forms. **Include the proposed accomplishments for the total grant here as well. This will usually be the total population of the target area(s).**

- ◆ **Activity and Measure Columns:** The column labeled "Activity" is a list of various possible CDBG funded activities. The column labeled "Measure" is the corresponding units of measurement used to quantify proposed accomplishments.

The only entry to these two columns by an Applicant or Recipient would be to enter the type of building (example: Senior Center, Head Start Center, etc.) or the type of "Other Public Facility" (example: Sidewalks, Gas Lines, etc.) if these types of activities are proposed.

- ◆ **Proposed Accomplishments Column:** Here the applicant must enter the actual data corresponding to each CDBG funded activity and the corresponding measure. For example, if an applicant proposes to acquire 4 structures, 5 easement parcels, and dispose of 1 parcel, *the following entry would be made:*

<u>Activity</u>	<u>Measure</u>	<u>Accomplishments</u>
Acquisition, Disposition	# structures	4
	# parcels	5/1

- ◆ **Note:** See instructions for DCA-6 for detailed information on counting persons to benefit.

Form DCA-3: Description of Jurisdiction and Target Area Needs and Project Selection Justification

This form asks you to describe the jurisdiction's overall community development needs, the alternative target areas considered within the jurisdiction, and the rationale for the target area selected. Finally, the form should address the overall community development needs of the chosen target area. The next form, DCA-4, is where you describe the project needs that will be addressed through the activities funded by the grant and through other local efforts. Please keep this distinction in mind when filling out these two forms.

- ◆ For all applicants, describe the community development needs including, but not limited to, the following categories: Demographics, Buildings/Housing/Infrastructure Analysis, Areas of Concentration, Target Area Selection, and Consistency with Community Development Efforts.
- ◆ For all applicants, describe the alternative target areas considered and the rationale for the CDBG target area(s) selected.
- ◆ For all applicants, describe the community development needs (i.e., housing, infrastructure, public buildings, economic development) of the CDBG target area selected. In order to be competitive, all existing conditions of the proposed target area should be described including, but not limited to: housing conditions, street, drainage, water system, sewer system, etc. Identified needs not met under the program (if any) should be explained.
- ◆ In preparing DCA-3 as well as DCA-4 and DCA-5, it is important to keep in mind the following terms:
 - ◆ Jurisdiction—means the incorporated boundaries of the applicant, i.e., city or county boundaries.
 - ◆ Areas of Need—means a subarea of the jurisdiction. When providing a rationale for the applicant's choice of target area(s) as the focus of the CDBG application, it is important to review multiple potential target areas within the jurisdiction to demonstrate to DCA that a thorough review has been conducted at the local level that assesses areas of greatest need throughout the jurisdiction. At this stage of assessment, target areas can be relatively large and regional in nature but should be consistent with logical planning districts within the jurisdiction. For example, target areas could be at the neighborhood level, or even at a larger level of analysis such as districts that have common needs and opportunities. An example of this would be a section of a county that has a similar residential character with a common commercial center. After the local assessment is complete and a target area(s) is chosen, it must meet the characteristics required by the CDBG program, i.e., be at least 70 percent low- to moderate-income (100% for housing activities) and have boundaries that are consistent with the area of benefit of the CDBG activities that are proposed (including those activities funded by match and leverage dollars).
 - ◆ CDBG Target area—This will be the target area or target areas that will be the focus of the CDBG application. As noted above, the CDBG target area must be at least 70 percent low- to moderate-income (100% for housing activities) and have boundaries that are consistent with the area of benefit of the CDBG activities that are proposed (including those activities funded by match and leverage dollars). Multiple CDBG Target Areas may be chosen as the focus of a CDBG application. The applicant is cautioned, however, to avoid diluting the impact of a project over multiple target areas. Similarly, large CDBG Target Areas may also dilute the impact of the proposed project and reduce the applicant's score under the Impact criterion.
 - ◆ Project needs—means the activities within the chosen CDBG Target Area that will be addressed by the CDBG application. Project needs will not necessarily include all CDBG Target Area needs. Often other local efforts will be ongoing or planned that will impact all the needs described for the Target Area, leading to a potentially higher scoring application. For example, an applicant may be addressing the Target Area's sewer needs via a capital

improvements plan for wastewater treatment improvements downstream, and limit the project needs to be addressed by the CDBG application to the Target Area's water needs. Project needs should be described in detail on DCA-4.

- ◆ City-wide or County-wide applications are also eligible. These will primarily be building projects that impact low – to moderate-income people across a jurisdiction. In planning for this kind of CDBG application, it is still important to review all community development needs within a jurisdiction and to review potential target areas as a way of assuring a thorough review of the existing community development needs of low- to moderate-income people before selecting a jurisdiction-wide CDBG proposal.

Form DCA-4: Description of Needs to be Addressed

This form asks you to describe the community development needs to be addressed by your grant request, i.e., the project need(s). The next form, DCA-5, is where you describe how those needs will be addressed through the activities funded by the grant and through other local efforts. Please keep this distinction in mind when filling out these two forms.

- ◆ For all applicants, describe the project needs (e.g., housing, public facilities, economic development) which have been identified. In order to be competitive, all existing conditions related to the proposed needs should be described including but not limited to: housing conditions, street, drainage, water system, sewer system, etc. Identified project needs not met under the program (if any) should be explained.
- Description of citizen participation efforts should addressed.

Form DCA-5: Description of Activities

- ◆ **Header:** Indicate the name of the jurisdiction for which the application has been prepared. Check whether this is an Original Application form or an Amended form. Include date of amendment if applicable. DCA will write in the project number if funded. This number should be included on any amended forms.
- ◆ Do not repeat information included on form DCA-4. Describe in detail each activity, identifying each activity by name and activity number, to be undertaken with CDBG funds. This description should be specific and provide sufficient detail concerning the nature, scope, location and purpose of activities and how they are designed in accordance with applicable law, regulation and how they relate to each other.
- ◆ Housing activities should include descriptions (narrative and photographic) for each unit proposed, including estimates of activity cost (by housing unit) as well as the basis for determining cost. Descriptions of units should illustrate problems in each unit in sufficient detail to justify projected costs.

Note: When preparing cost estimates keep in mind that the work under the program, if it is funded, may occur as far as 30 months after submission of the grant application. All housing activities are subject to the “20% Rule” that requires PRIOR DCA approval to exceed the application cost estimate by more than 20% (including change orders).

- ◆ Applicants proposing housing rehabilitation or reconstruction must complete a Financial Plan (See Appendix H) that summarizes proposed activities. The Plan must be attached to DCA-5

Note: Rehabilitation of units built prior to 1978 is required to conform to HUD Regulations 24 CFR Part 35 (Lead Based Paint Poisoning Prevention). The application should demonstrate an understanding of the requirements of this rule (and budget for required activities accordingly).

- ◆ Applicants are instructed to list administration as the last activity. Architectural design or

engineering, and related activities should be considered as a component of each activity and not as a part of the program's administrative costs. Please refer to the description of eligible activities in Part I of this Manual and/or contact DCA staff for further guidance.

- ◆ DCA will consider activity line item (not administrative) budget requests for “extraordinary compliance or administrative measures” when the applicant can demonstrate that administrative allowances are insufficient to adequately compensate for costs such as archeological surveys, archival photographs or other unforeseen costs of complying with the Programmatic Agreement on Historic Preservation, environmental impact statements, etc., or other compliance or administrative measures necessary due to a high number of complex and complicated cases relative to property that must be acquired in order for the project to proceed. DCA will consider such requests as outlined above on a case-by-case basis and may deny or amend the request. DCA recommends that such requests be discussed with DCA prior to application submission.
- ◆ Applicants should be aware that DCA may request reviewing comments from State, Federal and other agencies involved financially or with any other interest in the proposed project. Any comment with significant adverse impact upon project feasibility or strategy may reduce the score. Applicants may choose, therefore, to solicit reviewing agency comments at the outset, and, as necessary, incorporate reviewing comments into application narratives, engineering reports, etc., prior to application submission.
- ◆ Applicants are further advised to discuss the impact proposed activities will have upon the needs identified in DCA-4. Applicants are encouraged to address most, or all of the project needs identified in Form DCA-4, whether through proposed CDBG activities or other local efforts. All applicants should also describe how activities will interrelate with each other to address the identified project community development needs.

Applicants should also include a project implementation schedule with Form DCA-5.

The following example is included for guidance.

<u>Activity</u>	<u>Initiate</u>	<u>Completion date</u>
Award	N/A	October 2020
Clearance of all Grant Award conditions	November 2020	April 2021
Complete environmental, floodplain & historic assessment etc. and receive release of funds	November 2020	April 2021
Design water system	November 2020	July 2021
Acquisition titles & plats for easements	January 2021	October 2021
Design approvals	July 2021	September 2021
Bidding	November 2021	December 2021
Award and Construction	January 2022	June 2022
Housing rehabilitation policy	November 2020	January 2021

Applications and rehabilitation	February 2021	June 2022
Initiate & complete close-out	July 2022	October 2022

Conformance with the **Georgia Planning Act**: One of the review factors considered as a project strategy question is the conformance of the proposal with the locally adopted Comprehensive Plan, as approved by DCA. In order to demonstrate conformance, applicants should discuss on Form DCA-5 how the proposal conforms to the Plan, including citations or quotes from pertinent pages of the Plan.

In addition, state law requires that all projects funded demonstrate that the project is not inconsistent with the community's adopted **Service Delivery Strategy (O.C.G.A. §36-70-20)**. The appropriate citation of the Strategy along with any attachments and service area maps should be included in the application, along with a signed Certification that the project is not inconsistent with the Strategy.

Form DCA-6: Low/Moderate Income Benefit and Civil Rights Data Calculation

Under the CDBG program, applications are required to have at least a 70% benefit to low- and moderate-income persons (51% for economic development and 100% for direct housing activities) for each activity (administrative budgets are excluded). Income limits are included in this manual as Appendix B. The applicant is also advised to refer to Part I of this Manual for the definition of "low- and moderate-income". In addition, data must be provided to demonstrate compliance with applicable civil rights statutes. Appendix C, *Guide to Acceptable Survey Methodology*, includes a sample of an income survey form applicants may consider using.

Each step of the calculation is described below. Applicants must use Form DCA-6 for display of the information.

- ◆ In column 1 list each CDBG funded activity number. Do not include administration. If the same activity will be implemented in different areas of the community, provide a separate line for each component (i.e., Area 1 and Area 2). See Note on Activity Numbering System preceding the forms, and the numbering scheme on DCA-7.
- ◆ In column 2 show the total number of persons that the activity will serve.
- ◆ In column 3 provide the total number of minorities who will be served by the activity. "Minority" is defined as any non-white (including Hispanic) person.
- ◆ In column 4 provide the total number of non-minority persons who will be served by the activity. A "non-minority" is defined as a white person. The sum of columns 3 and 4 should equal column 2.
- ◆ In column 5 show the number of low- and moderate-income persons that the activity will serve.
- ◆ In column 6, divide column 5 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
- ◆ In column 7 show the amount of CDBG funds requested for the activity.
- ◆ In column 8 multiply column 7 by column 6 to show the amount of the funds for the activity that will be used to benefit low- and moderate-income persons.
- ◆ At the bottom of column 7 show the total amount of funds requested by adding up the amounts for each activity.
- ◆ At the bottom of column 8 show the total amount of funds that will benefit low- and moderate-income persons by adding up the amount of funds to benefit low- and moderate-income persons

for each activity.

- ◆ In box 9 determine the overall benefit to low- and moderate-income persons by dividing the total of column 8 by the total of column 7 and enter the percent in the "Total Benefit".
- ◆ Describe the methodology used to determine the number of minorities/ non-minorities and the number of low and moderate-income persons to be served by each activity. Attach additional sheets if needed and include a copy of any survey form used to determine benefit.

Applications may be considered ineligible for competition without a complete, appropriate and acceptable description of the method used.

In the case of public buildings in which a service is provided, list the current total number of persons using the facility and the number who are low- and moderate-income. **Do not provide the number of visits to the facility.** If applicable, also list the projected number of persons to be served and the number of these who are low- and moderate-income.

Also for public buildings, provide the source of the information and indicate how low- and moderate-income status is documented. Note that for certain "limited clientele" buildings, L/M income status is generally presumed to be 100%. This includes elderly persons, handicapped persons, abused children and certain other groups. Contact DCA for guidance if needed.

For certain other public buildings, including health centers, information on family size and income of center users **must** be available to document low- and moderate-income benefit.

When a survey is used to determine the number of persons benefiting and their income status, the following information at a minimum must also be provided in the methodology section of DCA-6:

- ✓ # of households in the target area (geographic area of benefit)
- ✓ # of households interviewed (vacant housing is not counted as households)
- ✓ # of persons living in the households interviewed (minority vs. non-minority)
- ✓ # of low and moderate income households interviewed
- ✓ # of persons living in the low and moderate income households interviewed
- ✓ # of households interviewed in which the income was above the low- and moderate-income levels
- ✓ # of persons living in the households in which the income was above the low- and moderate-income levels
- ✓ Description of how the sample (if any) was selected and how the total number of households in the target area was determined. To be a valid sample survey the sample must be a "random sample" chosen using an acceptable methodology. Please use DCA's *Acceptable Survey Methodology* publication (see Appendix C) for guidance in this area.
- ✓ Description of how the survey was completed, including who did the interviews, when they were completed (time and day) and other details.
- ✓ **A copy of the actual survey form used must be provided.**

Include a copy of the table of results from the survey. The table should include the summary of the survey by street (see sample in Appendix E), whether vacant or occupied, if occupied, the number of people in the household, the low- to moderate-

income status of the household, and the racial and ethnic status of the household. The table should summarize each category so that totals are easily reviewed by DCA.

Note that the total number of people benefiting on DCA-6 (total of column 2) may not reconcile to the total number of people benefiting on DCA-2. Some activities are combined on DCA-2 to form larger HUD-recognized categories that DCA must use in reporting beneficiaries to HUD.

Form DCA-7: Budget Summary

- ◆ **Part A** of this form should include an assessment of CDBG funds budgeted for the project. Please review the Eligible Activities section in Part I of this manual for guidance on budgeting within appropriate line items. It is also important that each activity budget on Form DCA-7 be consistent with activity and cost summaries outlined on forms DCA-5 (activities summary) and DCA-8 (budget analysis).
 - ✓ In column (a), enter the amount allocated for each type of activity being undertaken to deal with housing need(s) funded by [Reserved], if any;
 - ✓ In column (b), enter the amount allocated for each type of activity being undertaken to deal with housing need(s) funded by CDBG, if any.
 - ✓ In column (c), enter the amount allocated for each type of activity being undertaken to deal with public facility need(s), if any.
 - ✓ In column (d), enter the amount allocated for each type of activity being undertaken to deal with economic development need(s), if any.
 - ✓ In column (e), enter the sum of amounts shown in columns (a), (b), (c), and (d) for each type of activity listed.
 - ✓ Please refer to the Eligible Activities section in Part I, Appendix A, and Appendix G, for assistance in determining the eligibility of specific activities.
 - ✓ General Administration (line 50) - Enter the eligible CDBG costs of general administration on line 50. **Do not include** Project Delivery Costs with administrative costs on line 50. These costs are to be included with line item costs for activities that are eligible for PDC's.

Note that contingencies may no longer be listed as a separate line item on DCA-7 or DCA-8. Contingencies may be included as part of other construction line item budgets and should be described and listed on preliminary cost estimates such as PERs and housing cost estimates.

- ◆ **Part B** of this form is used to identify the total funds available (including in-kind contributions) to complete the program.
 - ✓ Line 1: Enter the CDBG grant requested from DCA.
 - ✓ Line 2: Refers to [Reserved] grants.
 - ✓ Line 3: Enter the amount of program income expected to be received (if any) and applied to program activity costs. This would include any income received from previous CDBG projects that is not reserved, by DCA approved local policy, for economic development activities.
 - ✓ Line 4: Enter the amount of other Federal grants or loans, such as Rural Development or ARC funds which will be provided in support of the program. Provide documentation of commitment from the Federal agency whenever possible to enhance competitiveness and for calculation of the leverage score.

- ✓ Line 5: Enter the amount of local funds to be provided by the applicant (including required match amount) in support of the program. Provide documentation of commitment.
- ✓ Line 6: Enter the amount of other State funds to be provided in support of the program. Provide documentation of commitment from the State agency whenever possible to enhance competitiveness and for calculation of the leverage score.
- ✓ Line 7: Enter and identify private lender contributions or commitments
- ✓ Line 8: Enter and identify other funds, such as private commitments in support of the program. Provide documentation of private commitment to enhance competitiveness and for calculation of the leverage score.

Form DCA-8: Budget Analysis

◆ **General Information**

The purpose of this form is to allow applicants to describe, in detail, the resources available, or to be made available, for each activity. Applicants are encouraged to provide sufficient quantifiable data and to describe supporting efforts for the proposed program. Form DCA-8 should be backed-up by credible estimates of program cost prepared by individuals and agencies qualified to provide them.

Note that a **cash match** contribution is required of all projects except for CDBG single-activity housing applications as follows: a) 0% for amounts up to \$300,000 in CDBG funds; b) 5% for amounts from \$300,001 to \$750,000 in CDBG funds; c) 10% of amounts from \$750,001 to \$1,000,000 in CDBG funds.

The minimum required cash match to receive a \$750,000 grant would therefore be \$22,500, and to receive a \$1,000,000 grant would be \$47,500. The first \$300,000 is always match free. Although the match must be a cash match and cannot consist of in-kind services, its source can be local public funds, other state or federal funds, or private investments or contributions. Whatever the source, it must be evidenced by a firm written commitment to be counted as match (either a resolution or letter).

Finally, please note that DCA will assign "leveraging" points for other funds and resources, over and above the required minimum cash match. All leverage claims must be listed on this form. Leverage will also include documented fees/in-kind donations for planning and preliminary engineering services specific to the CDBG project paid, invoiced, or otherwise documented prior to application submission. A separate letter must be included documenting any funds/services to be included as leverage. Please see the section on *Leverage of Additional Resources* in this manual for more complete instructions on what may be counted as leverage.

In accordance with applicable regulations, preliminary costs such as engineering estimates or fees for preparation of applications spent prior to a formal award are ineligible costs and may not be reimbursed or recovered if a grant award is made. However, the portion of these costs directly attributable to the submitted project may be counted as match or leverage. DCA will count up to \$5,000 each toward the cost of grant writing services or the cost of preliminary engineering/architectural reports provided that adequate documentation is included in the application.

◆ **Line item instructions**

- ✓ In **column 1**, list the activity name and number. See note on numbering system on page

85.

- ✓ In **column 2**, briefly itemize CDBG funds allocated for each activity, consistent with Section A of the Budget Summary (Form DCA-7). These brief summaries can reference additional detail that may be included in architectural or engineering reports and attached to the application. The purpose of this form is to allow a review panel to compare unit costs. Be sure to provide units and costs (i.e., "construct 5,000 SF health center @ \$75 SF -- total cost: \$375,000).

Total engineering and architectural costs must be itemized here and shown in columns 3 through 6.

Housing applications including rehabilitation activities for units constructed prior to 1978 should budget an additional 25% of the total estimated rehabilitation cost to fund compliance with lead-based paint regulations.

Sufficient detail should be provided in this column to support proposed engineering and inspection fees. Such data should include detail on proposed services, as well as estimated fees for design services, conferences, travel, resident and periodic inspections, tests, surveys, printing and reproduction, additional services, etc. Please refer to Part II of this manual that addresses *Limitations on Administrative and Professional Fees*.

Preliminary (pre-award) fees are not reimbursable. CDBG funds may not be allowed for total proposed engineering fees if sufficient justification is not provided. Documented pre-award fees paid for planning and legitimate preliminary engineering services (in-depth and well-documented studies, etc.) specific to the CDBG project may be shown as leverage in **column 5**. Fees paid and donated services for the preparation of an application may also be eligible as leverage.

- ✓ In **column 3** reference the CDBG cost, if any, for each item shown in column 2. If the item in column 2 will not be paid for with CDBG funds, indicate by placing a -0- in column 3.
- ✓ In **column 4** reference the [Reserved] cost, if any, for each item shown in column 2. If the item in column 2 will not be paid for with [Reserved] funds, indicate by placing a -0- in column 4.
- ✓ In **column 5a** show the amount of "other funds", match and leverage (not CDBG) that will be used to pay for itemized costs. The source of these funds should be identified on column 5b
- ✓ For competitive reasons, applicants are encouraged to obtain credible estimates for all costs. Examples of "other funds" could be: a) local government, b) federal agency, c) private sector, d) program income or e) state agency.
- ✓ In **column 6**, enter the total amount of funds available to carry out the proposed activity. On each page of DCA-8 use **block 7a** to subtotal columns 4, 5 and 6. On the final page, use block 7b to total all pages.
- ✓ For an explanation of leverage contributions or other actions in support of the project, please use block 8 (the space at the bottom of Form DCA-8). Be specific. Attach clear commitments from the appropriate agencies. IN ORDER TO BE CONSIDERED FOR CREDIT FOR LEVERAGE CONTRIBUTIONS, A VALUE MUST BE PLACED ON

THESE CONTRIBUTIONS IN COLUMN 5. The following is an example of how Form DCA-8 may be completed

The following is an example of how Form DCA-8 may be completed:

1 <u>Name/Number</u>	2 <u>Itemized Unit Cost</u>	3 <u>CDBG Funds</u>	4 <u>[Reserved] Funds</u>	5 <u>Other Funds</u>	6 <u>Total</u>
A-03j-01 Waterlines	Construction	\$300,000 (see Eng. Report)		\$10,000 (Local Cash)	\$310,000
	Engineering and inspection, etc. (See Eng. Report)	\$30,000		-0-	\$30,000
	Administration & Audit	\$13,000		-0-	\$13,000
	Resurfacing at culvert locations by DOT (see DOT letter)	-0-		\$10,000 GA DOT	\$10,000
	ROW Restoration, etc.			\$10,000 Any Town	\$10,000
7.	Totals	\$343,000	-0-	\$30,000	\$373,000
8.	Narrative for Match and Leverage Funds: The City of Any Town will use its crews to perform fine grading and grassing, right of way restoration, clean-up, etc. This cost is estimated at \$10,000. Please see attached letter. Also see attached letter committing local cash and the 8.attached letter from GA DOT.				

Form DCA-9: Environmental Review Checklist

Note: This form is self-explanatory.

Form DCA-10: Certified Assurances

Note: This form is self-explanatory. Be sure to attach a description of any possible conflict of interest situation and a copy of the resolution authorizing submittal of the application.

**BE ENSURE CHIEF ELECTED OFFICIALS THOROUGHLY
REVIEW THIS DOCUMENT PRIOR TO SIGNING.**

Form DCA-11: Cooperating Agreement

Note: *This form is self-explanatory.*

Form DCA-12: Maps

Applicants must submit map(s) that are clearly legible and will enable DCA staff to find the proposed activity site(s) without local assistance during a site visit.

All map(s) must include a scale, north arrow and legend. More than one scale of map may be used to show detail, but all scale(s) must be indicated on the respective maps. A larger community-wide map should indicate the boundary of the area represented by more detailed maps. More than one type of requested information can be included on a map if it is clearly legible. A legend must be included to indicate what different colors or patterns represent. **In addition, applicants should provide complete source information for all data provided on their submitted maps.**

Maps must, at a minimum, include the following information:

- ◆ Project activity location(s). For **housing and multi-activity** projects this includes all existing conditions described on Form DCA-4 and the proposed improvements identified on Form DCA-5 (i.e., house-by-house analysis of renter / owner, occupied / vacant, standard / substandard / dilapidated, acquisition / relocation / demolition, stick-built or modular / manufactured homes, lot lines, etc.). **All project activity maps should include existing land use information, i.e., lot lines, housing, commercial, and industrial units, and if possible, whether units are owner or renter occupied. Maps must include identifiers for ALL major structures (sheds, or similar appurtenances may be excluded) in the Target Area(s) with a map key identifying occupancy, condition, type of construction, and activity proposed for the unit (where applicable).**
- ◆ **All project activity maps should include existing land use information, i.e., lot lines, housing, commercial, and industrial units. Maps must include identifiers for ALL major structures (sheds, or similar appurtenances may be excluded) in the Target Area(s) with a map key identifying occupancy and low-mod income status.**
- ◆ For public facility activities show the locations of facilities proposed, together with the location(s) of facilities to be replaced. For centers, show existing and proposed locations;
- ◆ Project activity service area(s);
- ◆ For the applicant's jurisdiction, the location of areas of concentration of low- and moderate-income persons, using DCA's online mapping tool at <http://georgia-dca.maps.arcgis.com/home/>.
- ◆ For the applicant's jurisdiction, the location of areas of concentrations of minorities, using DCA's online mapping tool at <http://georgia-dca.maps.arcgis.com/home/>; and
- ◆ For the applicant's jurisdiction, the location of areas of concentration of housing deficiencies, using DCA's online mapping tool at <http://georgia-dca.maps.arcgis.com/home/>.
- ◆ **A MAP OF THE PROJECT AREA, OR FACILITY, IN RELATION TO THE APPROVED SERVICE AREA FOR THAT ACTIVITY MUST BE INCLUDED WITH THE APPLICATION.**

Note: In cases when low- and moderate-income persons, substandard housing units and/or minority people are dispersed throughout the community, indicate this on the map's legend; and 1) display the location of the proposed activity(s) and its service area; 2) indicate the numbers and percent of L/M income families, minorities and substandard housing located within the jurisdiction making application; and 3) provide the same data for the CDBG service area(s).

Any required information excluded from required maps may lead to a reduction in the strategy score.

In order for review panels to assess feasibility, strategy and compliance with floodplain and wetland requirements, applicants are encouraged to submit with their applications USGS topographic maps from the 7.5 minute, 1:24,000-scale quadrangle series.

Form DCA-13: CDBG Disclosure Report

All applicants must complete and submit Parts I and II of the Disclosure Report. At the completion of Part II of the report, some applicants will find that they must complete Parts III, IV, V and VI of the Report.

Part I requires the applicant's name, address, phone number; indication as to whether this is an initial report or an update; the amount of CDBG funds being requested; the amount of any CDBG program income that will be used with the CDBG grant; and the total amount of CDBG assistance.

Part II asks two questions. If the answer to both questions is "no," the applicant must provide the certification at the end of Part II but is not required to complete the remainder of the report. If the answer to either question is "yes" then the applicant must complete the remainder of the Report.

Part III requires information on any other Federal, State and/or local assistance that is to be used in conjunction with the CDBG project.

Part IV requires the identification of interested parties. Interested parties are persons and entities with a reportable financial interest in the project. If an entity (such as a corporation, partnership, etc.) is being disclosed, the disclosure in Part IV must include an identification of each officer, director, principal stockholder or other official of the entity. Please indicate if the person or entity is a "sole proprietorship." All consultants, developers or contractors involved in the application for CDBG assistance, or in the planning, development or implementation of the project, must be identified as an interested party. Also, any other person or entity that has a pecuniary interest in the project that exceeds \$50,000 or 10 percent of the CDBG assistance, whichever is lower, must be listed as an interested party. Pecuniary interest means any financial involvement in the project, including (but not limited to) situations in which a person or entity has an equity interest in the project, shares in any profit on resale or any distribution of surplus cash or other assets of the project or receives compensation for any goods or services provided in connection with the project. (The following are not considered interested parties: local CDBG administrative staff, recipients of housing assistance, and rehabilitation contractors as long as the rehabilitation agreement is between the property owner and the contractor.)

Part V requires applicants to identify the sources and uses of all funds to be used in conjunction with the CDBG funded project. The sources and uses must include all the other assistance identified in Part III as well as the CDBG funds identified in Part I, items 3a, and 3b).

Part VI requires the certification of the Chief Elected Official.

Form: Civil Rights Compliance Certification

All applicants must complete the form and submit a signed certification with the application.

Form: Evidence of Compliance with System for Award Management

All applicants must ensure they have a current SAM account and must submit documentation of the account with the application. See sample provided.

Form: Acknowledgement of Subrecipient Language Access Plan Requirement

All applications must submit the required Acknowledgement with the application.

Form: Language Access Plan Threshold Certification

All applicants must complete the form and submit a signed certification with the application.

PART V: APPLICATION FORMS
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Form	Title	Page
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DCA-2	Summary of Proposed Accomplishments	DCA-2
DCA-3	Description of Jurisdiction and Target Area Needs	DCA-3
DCA-4	Description of Needs to be Addressed	DCA-4
DCA-5	Description of Activities	DCA-5
DCA-6	Low- and Moderate-Income Benefit and Civil Rights Data Calculation	DCA-6
DCA-7	Budget Summary	DCA-7
DCA-8	Budget Analysis	DCA-8
DCA-9	Environmental Review Information	DCA-9
DCA-9A	DNR/HPD Environmental Review Form	DCA-9A
DCA-10	Certified Assurances	DCA-10
DCA-11	Cooperating Agreement	DCA-11
DCA-12	Map(s)	DCA-12
DCA-13	CDBG Disclosure Report	DCA-13
N/A	Civil Rights Compliance Certification	
N/A	Evidence of Compliance with System for Award Management (SAM)	
N/A	Acknowledgement of Subrecipient Language Access Plan Requirement	
N/A	Language Access Plan Threshold Certification	

Note on Activity Numbering System

The activity number is used in this application on the Description of Activities (DCA-5), Low- and Moderate-Income Benefit and Civil Rights Data Calculation (DCA-6), the Budget Summary (DCA-7), and the Budget Analysis (DCA-8). In all instances, the activity should be referred to both by the activity number and activity name, as it appears on the Budget Summary (DCA-7).

The activity number system has two components:

- The prefixes indicate the purpose of the activity as follows:
 - A = Administration
 - E = Economic Development
 - H = Housing
 - P = Public Facility
 - T = Engineering
 - S = Architecture
- The second component is the budget code. The codes can be found on the Budget Summary Form (DCA-7). Every code is comprised of three (3) alpha or numeric characters followed by a hyphen and then two (2) additional numeric characters. This code indicates the type of activity.

For example:

- P-001-00 = Acquisition of Property for a Public Facility
- H-001-00 = Acquisition of Property for Housing
- A-21A-00 = Grant Administration