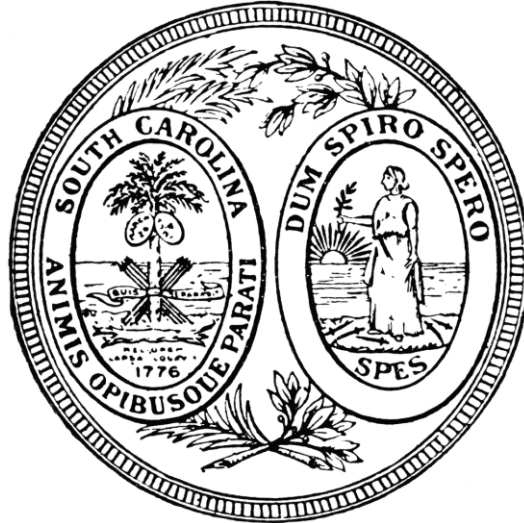


STATE OF SOUTH CAROLINA

Department of Commerce



COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS (CDBG-CV) DIRECT PUBLIC SERVICES PROGRAM

**INTENT TO APPLY
INSTRUCTIONS
January 27, 2023**

CDBG-CV PROGRAM CONTACT INFORMATION

Address: South Carolina Department of Commerce
Division of Grants and Incentives
1201 Main Street, Suite 1600
Columbia, SC 29201-3200

Telephone: Daniel Young, Executive Director
SC Coordinating Council for
Economic Development
803-413-6776

Email (Preferred Method): SCCDBG.CV2@sccommerce.com

PLEASE NOTE:

CDBG-CV Grant Application materials, as they become available, can be downloaded from the South Carolina Community Development Block Grant website at cdbgSC.com.

Please **download any available electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the document(s). Periodic revisions may have been mad

CDBG – Coronavirus (CV) Public Facilities Grant Program Overview

Background

The South Carolina Department of Commerce, Grants Administration Division, administers the State Community Development Block Grant Program that provides funding to non-Entitlement units of local government (towns, cities and counties) that do not receive an annual allocation directly from HUD.

The purpose of the CDBG CV program is to undertake CDBG eligible activities to ***prevent, prepare for, and respond to coronavirus***, principally for the benefit of persons of low and moderate income. Please see the South Carolina CDBG-CV Program Description for more details.

Funding

The CDBG-CV grant program includes three allocations of CDBG-CV funding for South Carolina. The Direct Public Services program includes \$11,929,756 to directly assist non-profit with projects involving food insecurity and the increased need for food that has resulted from the pandemic. The regular CDBG Program cap on public services was suspended for the CARES Act and CDBG-CV funding, which allows the CDBG-CV program to fund public services without being limited to only a percentage of the CDBG-CV funds available.

However, the CARES Act specifically requires that projects funded must involve activities that ***prevent, prepare for, and respond to coronavirus***. These projects will involve a quantifiable increase in the level of existing service or the addition of other related services, or the establishment of new public services. Examples of activities that can be directly connected to coronavirus include food banks or food delivery, as well as the purchase of equipment or transportation costs associated with these activities. There must be a clear connection between the project and COVID-19 and the local governments efforts to prevent, prepare for and respond to coronavirus.

There is no limit to the size of a grant request, but the request cannot exceed the amount allocated to the region. There is no match required.

Applicants can request up to 10% for grant administration. If a grantee utilizes CDBG funds to hire a 3rd party for grant administration or implementation, federal procurement requirements apply.

Application Process for Public Facilities Projects

Applications will be accepted from January 17th to February 10th 2023. After that date, projects will be evaluated and selected by the State. Projects will be scored based on area of impact, eligibility of activities, and additional consideration will be provided for project with a completion date before **November 23rd, 2023**.

Projects will be evaluated based on their scores and compliance with National Objectives, including:

- Projects meeting the LMI national objective will be given priority consideration.
- Projects indicating the Urgent Need eligibility will be subject to the HUD limitation on the percentage of overall funding that can be used for non-Low to Moderate Income national objectives. HUD requires that 70% of CARES Act CDBG-CV funds benefit

LMI. This applies to the entire CDBG-CV allocation to the State. For this reason, Urgent Need projects will be carefully screened and funding availability cannot be guaranteed for projects meeting this national objective.

To be considered for Direct Public Services grant funding, a completed and signed Intent to Apply must be submitted via email at: SCCDBG.CV2@sccommerce.com

PLEASE NOTE:

- Intent to Apply documentation (ITA) must be submitted via email to SCCDBG.CV2@sccommerce.com
- Label the subject line as follows: CV ITA DIRECT PUBLIC SERVICES - (ADD NAME OF APPLICANT)
- **Electronic** signature will be accepted *in lieu of* an **original** signature. An acceptable form of electronic signature includes:
 - 1) a scanned copy of the specific document being approved/certified that has the CEO's original signature;
 - 2) a signature through DocuSign or other electronic signature certification software on the specific document being approved/certified; and/or
 - 3) a copy of an email approval/certification from the CEO. If using an email approval in lieu of a signature, the email from the CEO must specify the exact items/documents and sections of the Intent to Apply that the CEO is certifying/approving through the email correspondence.
- ITA's must be submitted with one email as one PDF document *when possible*. If the file size exceeds the Applicant's email system file size limitations, either submit the complete ITA as one document in a zip file folder attached to the email, or split the ITA file into multiple PDFs and submit them through multiple emails, *only if necessary* to meet the Applicant's email size requirements.

Note: In total, applicants will submit two separate ITAs: One for the Public Facilities program and one for the Public Services program. Each emailed application should abide by the above guidelines.

Invitation to Submit Final CDBG CV Application

The Direct Public Services application and grant implementation process will be administered by a contractor on behalf of the SC Department of Commerce, Division of Grants Administration. The contractor will evaluate funding requests, submitted via an Intent to Apply as described above, in the order received. Please see the CDBG-CV Program Description for information on how projects will be evaluated and program requirements.

Applicants with eligible, fundable projects, for which adequate funding remains as of the date the Intent to Apply was submitted, will be invited to submit a final application. Invitation to submit final application letters will be sent to the local government indicated on the Intent to Apply submission. Unsuccessful local governments will be contacted and notified with a written decision.

The full application and all other program materials will be provided by the contractor and posted on the cdbgSC.com website as available.

Final CDBG CV Applications

Applications will be reviewed for completeness and changes and/or additional information may be requested. To minimize delay in application review, it is important that **all required documentation is attached when submitting the final application**. Award letters will be issued to successful applicants, depending on funding availability as of the date of receipt of a complete application, including any requested changes or additional information.

Applicants failing to submit final applications by the due date will be withdrawn from consideration.

Application Review

The application review process is designed to ensure that CDBG funds are awarded to subrecipients for projects that:

1. Meet all program eligibility requirements.
2. Have a substantial impact on the community or region; and
3. Demonstrate significant community or regional need.

PLEASE NOTE: Projects that meet the National Objective of Benefiting Low- and Moderate-Income (LMI) Persons will be given priority in the scoring process.

Applications will be scored and ranked by a panel of reviewers based on the scoring criteria. If additional funding becomes available due to a community declining an award or other factors, additional funds may be awarded based on application rankings.

Guidance for Completing the CDBG-CV Intent to Apply: Applicant Information

Enter the organization's, address, email address, contact person name and phone number and the CDBG Housing Region where the applicant is located. The contact person should be someone very familiar with the proposal.

For the Chief Elected Official Signature, the CEO must sign (through **original or electronic** signature) and date the Intent to Apply.

PROJECT AREA/CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

Project Area

Describe the area of primary benefit of the proposed project. The service area should be the geographic area which the proposed project or program will serve. A regional program such as business assistance or rental assistance can be described as covering specific counties. A community-based program should list the specific units of local government served. If the project serves a specific neighborhood or census tract, please include a map of that area.

Beneficiaries

Indicate whether the project will have community-wide benefit, with the entire population of the service area being the primary beneficiaries of the project.

When entering the number of individuals who will benefit from the project and the number who meet the qualification of LMI, enter the numbers from the source used to determine the population and number of LMI persons in the service area (i.e., primary beneficiary area) for the proposed project.

To ensure compliance with federal regulations requiring that CDBG-funded activities meet a national objective, the Intent to Apply must clearly demonstrate how the objective is met.

Benefit to Low- and Moderate-Income (LMI) Persons

Under the CDBG CV program, a project can meet the Low- and Moderate-Income (LMI) National Objective by serving an area in which at least 51.0% of the residents are LMI persons (area basis) or by providing services to a group of persons principally made up of LMI individuals (i.e. low- and moderate-income clientele classified as limited clientele (LMC)).

- **Area Benefit**

Indicate if HUD LMISD and/or income survey data for the service area were used to demonstrate the proposed CDBG project will meet the LMI National Objective through LMI Area Benefit.

An activity may qualify as benefitting LMI persons on an “area basis” (i.e., LMI Area Benefit) if at least 51.0% of the persons residing in the area served by the activity (i.e., the service area/beneficiary area) have low- to moderate-income. Determining whether an activity qualifies as benefitting LMI persons on an area basis requires the UGLG to determine both the area served by the activity and the percentage of LMI persons residing in the service area. Service areas may or may not be coterminous with municipal boundaries, census tracts or other officially designated boundaries.

When a service area is coterminous with municipal boundaries (i.e., the project will have community-wide benefit), census tract(s) or other officially designated boundaries, HUD LMI Summary Data (LMISD) should be used to the greatest extent feasible to determine the percentage of LMI residents within the area.

HUD LMISD for Census Block Groups/Tracts:

Using HUD census block group/tract LMISD for determining Area Benefit is only allowed when the service area is coterminous with or covers only and a majority of one or more census tracts (i.e., a majority of the residents in the census tract(s) are primary beneficiaries of the project and only the residents living within the selected census tract(s) are the beneficiaries).

- Data on LMI residents in South Carolina census block groups and tracts are available at:
<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>.

Select the “ACS 2011-2015 All Block Groups” link.

[Tip: This is a Microsoft Excel document that includes data for all states and census block groups/tracts. Use the filter tool in Excel to view only South Carolina data.]

These data are also viewable by geographic area on the HUD LMISD map application at:

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

Instructions for using the HUD LMISD map application are available at:

<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>

- The work described in the Intent to Apply must reflect that the project has primary benefit to *only* and all or a majority of residents in the selected census tract(s).
- If the project will have primary benefit to two or more census tracts or will have primary benefit to a combination of entire communities and census tracts, and the HUD LMISD are used to determine Area Benefit, an LMI calculation worksheet showing the calculations used to determine the LMI percentage for the total service area must also be provided in the CDBG application attachments.

The *Income Survey Data Forms* document is linked on the CDBGSC website under the “Forms” section at:

<https://www.cdbgsc.com/forms/national-objectives/>

- Limited Clientele

A project/activity that provides **exclusive** benefit to one or more specific groups classified as “Limited Clientele,” rather than residents within a specific service area, may be presumed to meet the LMI National Objective. HUD guidance specifies that the groups listed below are presumed to be primarily low- and moderate-income clientele (LMC):

- abused children;
- elderly persons;
- battered spouses;
- homeless persons;
- severely disabled adults;
- illiterate adults;
- persons living with AIDS; and/or
- migrant farm workers.

Activities that principally benefit LMI persons may also qualify as serving Limited Clientele. Contact DEHCR and/or refer to 24 CFR 570.208(a)(2) for additional guidance regarding Limited Clientele projects.

To demonstrate the proposed CDBG project will meet the LMI National Objective through serving Limited Clientele, the non-entitlement County must provide a narrative in the CDBG application that describes how the project:

(see criteria on next page)

1. *Exclusively* benefits persons in one or more of the Limited Clientele groups (listed above) that are generally presumed by HUD to be principally LMI persons; or
2. Supports an activity that requires information on family size and income so that it is evident that at least 51.0% of the clientele are persons whose family income does not exceed the LMI limit; or
3. Supports an activity of such a nature and in such a location that it may be reasonably concluded that the activity’s clientele will primarily be LMI persons; or
4. Will remove material or architectural barriers to mobility or accessibility of elderly persons or of adults meeting the Bureau of Census’ Current Population Reports definition of “severely disabled” for an existing public facility.

Urgent Local Need

Activities may qualify under the National Objective of an Urgent Local Need if conditions threaten the safety or welfare of the community and must be linked to coronavirus. To document the existence of an urgent local need, an UGLG must provide written certification that the funded activities are designed to alleviate conditions that:

- Pose a serious and immediate threat to the health or welfare of the community; and
- Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
- The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

Note that DOC’s ability to fund projects declaring Urgent Local Need is very limited. Applications meeting Low to Moderate Income Benefit national objective will be given preference.

PROPOSED ACTIVITY

CDBG funds must be used for one or more “eligible activities” enumerated in section 105(a) of Title 1 of the Housing and Community Development Act of 1974 and are directly linked to preventing, preparing for, and responding to coronavirus.

Describe the activities to be funded and how the activities prevent, prepare for or respond to coronavirus. Please describe who and how the project or program will be operate and the roles of partners in delivering outcomes. Examples of eligible activities are listed below.

Examples of CDBG CV Eligible Activities That May Be Funded:
Food or Meal Distribution
Transportation Costs associated with food delivery
Purchase of equipment related to food distribution
Food Bank/Pantry
Retroactive payments to food banks

Budget Narrative

Describe the funding that is requested and identify any additional funding and sources that may be needed to implement this project/program. Describe if any additional funds have been secured, applied for, or not applied for at this time. Complete the budget table identifying each activity. No matching funds are required.

Timetable

To be considered feasible, proposed projects' should be completed within eight (8) months of the award date; and the project completion report and final CDBG request for payment submitted by December 31, 2023. Contact DOC for consideration of any exception due to a specific special nature of the project. Any exception must be pre-approved by DOC prior to submitting the CDBG-CV application.

Grantee Representative

The Chief Elected Official of the organization that will submit a final application must sign the Intent to Apply.