



**CITY OF MARIETTA COMMUNITY DEVELOPMENT DIVISION**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**COVID-19 FUNDING (CDBG-CV)**  
**PUBLIC SERVICES APPLICATION INSTRUCTIONS**



COMMUNITY DEVELOPMENT DIVISION  
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## GUIDELINES FOR INFORMATION TO BE SUBMITTED

### INSTRUCTIONS

Answer all questions as succinctly as possible, check all appropriate boxes, and complete all relevant tables.

#### 1a. ELIGIBLE APPLICANTS

- Must serve City of Marietta residents
- Public or private non-profit 501(c)(3) agencies
- For-profit agencies assisting with microenterprises
- Institutions of higher learning
- City of Marietta departments or other public or quasi-governmental agencies
- Faith based organizations (non-religious purposes)
- Community Based Development Organizations (CBDO)

#### 1b. INELIGIBLE APPLICANTS

- Private individuals
- Individual homeowners or landlords
- Individual businesses
- Religious institutions/churches for religious purposes

### 2. SUBMISSION REQUIREMENTS

- A separate proposal must be submitted for each project or activity for which CDBG funding is requested
  - **AN ELECTRONIC COPY MUST BE SUBMITTED TO THE COMMUNITY DEVELOPMENT OFFICE.**  
Please print, sign and scan in the application- this must have signatures from an authorized official of the organization (Executive Director, Board President, Etc.)
  - Please scan all attachments in. You can scan as one document or send them as separate files.
- Incomplete applications will not be considered for funding.
- Applications for CDBG funding should be emailed to [kthompson@mariettaga.gov](mailto:kthompson@mariettaga.gov)
- **The deadline for submission of proposals is 4:00p.m. May 15th, 2020. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

### **3. APPLICATION COMPONENTS**

Requests for funding must include the following documents:

1. Applicant Checklist
2. Cover Sheet
3. Organizational Information
4. Project Information
5. Budget Form
6. Conflict of Interest Questionnaire
7. Applicant Certifications (Good standing, drug-free workplace, anti-lobbying)
8. Federal Tax Exemption Determination Letter
9. List of Current Board of Directors
10. Most Recent Audit or Audited Financial Statements
11. Financial Management Policies and Procedures
12. Current Organizational Chart

### **4. EVALUATION AND RATING PROCESS**

Applications are evaluated in a three- step process: threshold review, project evaluation, and funding recommendations. A threshold review will be done only for completed applications that are received by the deadline. The threshold requirements are: the project must meet a national objective as required by HUD and include proposed eligible activities as defined by HUD. Projects that meet the threshold requirements will go forward for project evaluation.

All projects that meet the threshold requirements will be evaluated by Community Development staff and the Review Committee. After evaluating and rating all applications and receiving recommendations from the Review Committee, the Community Development Division presents its recommendations to the City of Marietta City Council for final approval.

### **5. SELECTION CRITERIA**

The Community Development Division will consider the following factors when evaluating a CDBG project for funding:

- Does the project/activity meet a National Objective?
- Is the activity eligible per CDBG guidelines?
- What is the extent of public benefit achievement relative to the project cost?
- How closely does the project relate to the preparation for, prevention or response to COVID-19?
- Does the organization have the administrative capacity to successfully carry out the project, (e.g. has previous experience with similar projects)?

### MEETING A NATIONAL OBJECTIVE

The Community Development Block Grant (CDBG) program provides assistance for housing and community development activities. In order for a project or activity to qualify for CDBG funding, it must meet at least one of the three statutory national objectives established under Title I of the Housing and Community Development Act of 1974, as amended. An activity that fails to meet a national objective does not qualify for CDBG funding. The national objectives are:

#### 1. Activities benefiting Low- and Moderate-Income (LMI) Persons

##### a. Area benefit activities

**Staff must be consulted prior to application submission regarding this National Objective.** An activity, the benefits of which are available to all the residents in a particular area, where at least 51% of the residents are LMI persons. The service area must be primarily residential, and the activity must meet the identified needs of LMI persons. Examples include: street improvements, water and sewer lines, neighborhood facilities, and façade improvements in neighborhood commercial districts. This activity must meet one of the following qualifying criteria:

- (1) A determination that there is a sufficiently large percentage of LMI persons residing in the service area by using the most recently available decennial Census information, together with the Section 8 income limits that would have applied at the time the income information was collected by the Census Bureau; or
- (2) A determination is made of the percent of LMI residents by means of a current survey of the area, if it is believed that the census data does not reflect current income levels, or where the census boundaries do not coincide sufficiently with the service area. The survey results must meet statistical reliability standards and be approved by HUD.

##### b. Limited clientele activities

An activity which benefits a limited clientele where, at least 51% of those persons served are LMI persons. Examples include: services for the homeless; meals on wheels for the elderly, and construction of job training facilities for the handicapped. The activity must meet one of the following qualifying criteria:

- a) The activity benefits a clientele that is generally presumed to be principally LMI persons such as abused children, battered spouses, elderly persons, severely disabled adults, and migrant farm workers; or
- b) Information is required on family size and income in order to show that at least 51% of the clientele is LMI; or
- c) The activity has income eligibility requirements which limit the activity exclusively to LMI persons; or
- d) The activity is of such nature and in such location that it may be concluded that the clients are primarily LMI.

##### c. Housing activities

An activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. Examples include: property acquisition or rehabilitation of property for

permanent housing; conversion of non-residential structures into permanent housing; emergency home repair; and new housing construction by a Community-Based Development Organization (CBDO). The activity must meet one of the following qualifying criteria:

- (1) One unit structures must be occupied by LMI households.
- (2) Two unit structures must have at least one unit occupied by LMI households.
- (3) Structures containing more than two units must have at least 51% of the units occupied by LMI households.
- (4) Rental buildings under common ownership and management which are located on the same or contiguous properties may be considered as single structures.
- (5) For rental housing, occupancy by LMI households must be at affordable rents, consistent with the standards adopted and publicized by the Department of Housing and Community Development for determining "affordable rent" levels.

**d. Job creation or retention activities**

***Please consult with Community Development staff regarding your program eligibility under this category.***

An activity designed to create or retain permanent jobs where at least 51% of which, (computed on a full time equivalent basis), will be made available to or held by LMI persons. Potentially eligible activities include: construction by the grantee of a business incubator designed to offer office space and support services to new firms to help them become viable small businesses; loans to pay for the expansion of a plant or factory; and assistance to a business to prevent closure and a resultant loss of jobs for LMI persons.

**2. Activities which aid in the prevention or elimination of slums or blight**

***Staff must be consulted prior to application submission regarding this National Objective.***

**Activities to address slums or blight on an area basis**

An activity which helps to prevent or eliminate slums or blighting conditions within a designated area. Examples include: assistance to commercial or industrial businesses; public facilities or improvements; code enforcement.

**3. Activities designed to meet community development needs having a particular urgency**

Use of this category is extremely rare. It is designed only for activities that alleviate emergency conditions resulting from natural disasters or similar emergencies.

**PUBLIC SERVICES**

CDBG regulations are very broad and allow the use of grant funds for a wide range of public service activities

**Eligible Activities:**

- CDBG funds may be used to pay for staffing for carrying out the activity, supplies, and materials to operate and/or

maintain the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public service.

- To utilize CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of an existing service which has been provided by the grantee or another entity.
- The service must not discriminate against any person on the basis of religion and will not limit such services or give preference to persons on the basis of religion.
- The service must not provide religious instruction or counseling, conduct religious worship or services, engage in religious proselytizing, or exert religious influence in the provision of services.
- HUD strictly prohibits the use of CDBG funds to replace (supplant) an agency's existing costs. In other words, you cannot meet a budget shortfall in your current services with new grant funds. Grant funds must relate directly to NEW budget items.

#### **National Objectives:**

- Limited Clientele: An activity which benefits a limited clientele where at least 51% of those persons served are low-to moderate-income people or serves clients who are presumed to be low income. Examples of presumed benefit population are homeless, senior citizens, or victims of domestic violence. Contact staff for guidance on this national objective.
- Area Benefit: The activity must benefit a specific group of people in a defined geographic block group area where at least 51% of the residents are low income. Contact staff regarding this national objective.

**Income Limits** - <https://www.huduser.gov/portal/datasets/il.html>

The median family income is calculated for each metropolitan and non-metropolitan area. These income limits are for use in determining if your proposed clientele are eligible for CDBG assistance.

**CDBG MAXIMUM HOUSEHOLD INCOME LIMITS [COBB COUNTY, GEORGIA]**

**FY2019 Income Limits**

<b>Family/Household Size</b>	<b>Extremely Low 30%</b>	<b>Very Low Income 50%</b>	<b>Low Income 80%</b>
1	\$16,750	\$27,900	\$44,650
2	\$19,150	\$31,900	\$51,000
3	\$21,550	\$35,900	\$57,400
<b>4</b>	<b>\$23,900</b>	<b>\$39,850</b>	<b>\$63,750</b>
5	\$25,850	\$43,050	\$68,850
6	\$27,750	\$46,250	\$73,950
7	\$29,650	\$49,450	\$79,050
8	\$31,550	\$52,650	\$84,150

\*Source: U.S. Department of Housing & Urban Development [HUD]

Extremely Low Income = <30% of Median Household Income

Very Low Income = 30%-50% of Median Household Income

Low Income = 50% - 80% of Median Household Income

Income Limits are recalculated annually.

## ORGANIZATIONAL INFORMATION

Organizational and financial capacity is very important when evaluating CDBG applications. Applicants must show that they can handle the administrative requirements associated with the CDBG program, and can financially support the program on a reimbursable basis. Community Development staff will review the provided responses, as well as all required financial documents to determine capacity.

### **Organization/Staff Capacity:**

1. Provide a brief description of the organization, its prior years of experience in carrying out federally funded activities or projects, its experience in fiscal management of federal, state, or local grant funds, and its capacity to administer the proposed program, including compliance with federal and other grant funds.
2. If applicable, provide a brief narrative of prior year accomplishments for activities for which renewed funding is requested and proposed accomplishments for new activities not previously funded.
3. Does your organization have a written personnel policy, affirmative action plan, and grievance procedure?

### **Financial Capacity:**

1. Indicate whether the organization has ever been cited for misuse of Federal, State or Local funds.
2. Indicate whether the agency's fiscal management, disbursement methods, financial reporting, recordkeeping and accounting procedures are acceptable.
3. Indicate whether the organization is current on all payroll taxes and worker's compensation as required by federal and state law. Provide evidence (copies of most recent IRS Form 990 and quarterly tax forms) that the organization is current on federal and state taxes, or the organization has an agreement in place to address any tax liability.
4. Indicate whether the organization has adequate insurance. The required coverage for general and automobile liability insurance, fidelity bonds, worker's compensation, and fire insurance.
5. What percentage of the TOTAL organization budget is grant funded?
6. Are you receiving any other funds for this project? If so, please list.- Because there are many sources of federal funds available for COVID-19 related activities, it is important that there is no duplication of benefits. If you are receiving another source of federal funds in particular for the same project, we will need to make sure there is no duplication.

## PROJECT INFORMATION

- **What Type of Services Will You Provide?**

Please indicate the MAIN service you will be providing with CDBG funds. These are HUD defined categories. If you do not see your service represented, please reach out to Community Development staff **before** the application deadline.

**Who Will You Serve?**

Please choose the primary population you will serve through the CDBG program. If you are serving more than one population, please provide an explanation.

- **Services Provided**

CDBG funds must be used to provide a new service or increase the level of current services (increase the number of clients served).

- **National Objective**

CDBG projects are only eligible if they meet a national objective. Projects that cannot show that they meet a national objective will not be considered. Please only choose **one**.

- **Project Narrative**

- a. Provide sufficient detail that would allow a fair assessment of the program/project. Be realistic as to what can reasonably be achieved within one year. All CDBG programs/projects must comply with federal requirements and meet at least one of the three statutory objectives established under Title I of the Housing and Community Development Act of 1974, as amended. **An activity that fails to meet a national objective does not qualify for CDBG funding. Limit this narrative to two pages only.**
- b. **It is very important to describe how your project prevents, prepares for or responds to the COVID-19 pandemic. The City of Marietta wants to ensure that all CDBG-CV funds are addressing this adequately, and are not funding projects without a COVID-19 focus or response.**
- c. Please describe the activities to be provided with CDBG funding. Estimate the total number of clients served. To the greatest extent possible, please estimate the race, ethnicity, and income level of clients.  
Example: 100 total clients served. 20% White, 80% African American. 50% Hispanic, 50% Non-Hispanic. 15% extremely low income, 40% very low income, 30% low income, 15% above income.

\* Please note that at least 70% of clients served/reported with CDBG funds must be low/moderate income based on current year HUD income limits.

- d. Describe your organizations method for determining income eligibility. This should include the documents that are collected

## BUDGET INFORMATION

The Community Development Division tries to fund a variety of different services through this funding, to meet the greatest amount of needs possible. This is why we encourage collaboration with other agencies. In addition, all CDBG funds are **reimbursable**, meaning the organization must expend the funds first, and then request reimbursement from the Community Development Division on a monthly basis.

### Ineligible Costs:

- Bad debts
- Contingencies
- Contributions and donations
- Food (food for food pantries and emergency food assistance is eligible)
- Entertainment costs (including meals, awards, banquets, etc.)
- Gifts or incentive awards to individuals
- Fines and penalties resulting from violations of or noncompliance with Federal, state and local laws
- Interest on borrowed capital
- Fundraising
- Investment management
- Losses on other awards
- Litigation expenses

## CONFLICT OF INTEREST

- (1) Generally, no persons, as defined below, who exercise or have exercised any functions or responsibilities with respect to CDBG activities, or who are in decision-making positions or can access inside information with regard to such activities may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to CDBG assisted activity, or with respect to proceeds of the CDBG activity, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. (Section 24 CFR 570.611(b) – “Conflicts prohibited” of the CDBG regulations).  
Persons covered: The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or sub-recipients who are receiving funds under this part.
- (2) No employee, officer, or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a real or apparent conflict of interest exists. Such a conflict would arise when any of the parties noted below have a financial or other interest in the firm selected for award.
  - a. The employee, officer or agent;
  - b. Any member of his/her immediate family;
  - c. His or her partner; or
  - d. An organization, which employs, or is about to employ, any of the above,

The officers, employees or agents shall neither solicit nor accept gratuities, favors of anything of monetary value from contractors or parties to sub-agreements (24 CFR Part 84.42 – “Codes of Conduct”).

Conflicts of interest that are not properly addressed can result in a loss of CDBG funding to the program and/or to the County, and in some cases can result in civil or criminal liability. Staff should be contacted immediately if you suspect that there may be a conflict of interest.

To ensure compliance, please review the regulations above to determine whether an actual or perceived conflict of interest exists, and if so, what action should be taken to avoid a violation of the law. All applicants must complete the "*Conflict of Interest Questionnaire*" and submit with the proposal.

## CONTRACTING REQUIREMENTS

Organizations awarded CDBG funds are required to contract with the City of Marietta. Organizations are required to submit a scope of services, program performance measures, a program and grant budget, and proof of insurance: fidelity bond, workers' compensation, and commercial crime coverage.