

October 7, 2017

**CDBG PROGRAM
APPLICATION FOR FUNDING
FY 2018-2019**

Each year, the City of Goldsboro sets aside a portion of its annual Community Development Block Grant (CDBG) allocation from the U.S. Department of Housing and Urban Development (HUD) to fund projects or programs by non-profit organizations or for-profit corporations that meet CDBG program national objectives as identified by HUD and benefit low and moderate-income (LMI) residents of the City. The CDBG program provides the City of Goldsboro with the opportunity to develop strong communities by funding projects and programs that provide suitable living environments, creates economic opportunities, and decent housing for low and moderate-income residents.

All applicants must meet the following minimum criteria to be considered for funding:

- 1) Must be an IRS Certified 501(c)(3) organization in good standing.
- 2) Article of Incorporation (Must be certified by the State of North Carolina).
- 3) The organization's services must be performed within city limits of Goldsboro.
- 4) Must be ready to use and fully expend the funds within 12 months of the agreement.
- 5) The organization's services must meet CDBG national objectives as identified by HUD.
- 6) Must have been actively engaged in providing service to the targeted community in the past 24 months in the capacity for which the organization is seeking funding.

The City of Goldsboro Community Relations Department is currently accepting applications for the 2018-2019 grant cycle. Applicants interested in applying for funding can access the CDBG Application for Funding (FY18-19) from the Community Relations Department's webpage <http://www.goldsboronc.gov/community-development/> located on the City of Goldsboro's website. Applications, including copies, must be received no later than **December 15, 2017 by 5:00 pm**. Applicants are encouraged to contact the Community Relations Department to discuss the eligibility of their project or program at (919) 580-4318 or via email ssimpson@goldsboronc.gov.

Sincerely,

Shycole Simpson-Carter

Shycole Simpson-Carter
Community Relations Director



Community Development Block Grant (CDBG)
Application for Funding
Fiscal Year 2018-2019

Application for Funding Guidelines

Overview:

Each year, the City of Goldsboro sets aside a portion of its annual Community Development Block Grant (CDBG) allocation from the U.S. Department of Housing and Urban Development (HUD) to fund projects or programs by non-profit organizations or for-profit corporations that meet CDBG program national objectives as identified by HUD and benefit low and moderate-income (LMI) residents of the City. The CDBG program provides the City of Goldsboro with the opportunity to develop strong communities by funding projects and programs that provide suitable living environments, creates economic opportunities, and decent housing for low and moderate-income residents.

Key Information:

The City uses a competitive application process to make a portion of its CDBG funds available to applicants in the form of CDBG performance agreements. To help potential applicants determine whether their project might be eligible for funding, it is important to be familiar with the basic requirements of the CDBG Federal program that provides the funding for the CDBG performance agreements.

CDBG National Objectives

Federal legislation and regulations have established national objectives that all CDBG funded activities must meet. The City of Goldsboro must assure that all activities meet one of these three national objectives of the CDBG program:

- 1) benefit to low and moderate-incomes (LMI) persons;
- 2) aid in the prevention or elimination of slums and blight; or
- 3) meet a need having a particular urgency (referred to as urgent need).

(See pages 2-3 for more details on each national objective)

Activities that do not meet one of these three broad national objectives cannot be undertaken with CDBG funds.

Benefit to Low and Moderate-Income Persons: Generally, public service activities meet the first requirement – benefit to LMI persons, or those whose family income is up to 80% of the area median income (AMI). For an activity to meet this objective, either it must have income eligibility requirements that limit the activity’s benefits to LMI persons, or the activity must be located in and serve an area that is predominantly inhabited by LMI residents. Under the CDBG regulations, programs that serve the elderly or adult persons with disabilities are usually considered to benefit low and moderate-income persons. The income limits that determine who is considered to be low and moderate-income persons are shown below and are based on AMI:

Table 1: Area Median Family Income (AMI) by Family Size – Goldsboro MSA
2017 AMI: \$53,200

Family Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low- Income (<30% of AMI)	\$11,200	\$12,800	\$14,400	\$15,950	\$17,250	\$18,550	\$19,800	\$21,100
Very Low Income (31% -50 % of AMI)	\$18,650	\$21,300	\$23,950	\$26,600	\$28,750	\$30,900	\$33,000	\$35,150
Low - Income (51% - 60% of AMI)	\$22,380	\$25,560	\$28,740	\$31,920	\$34,500	\$37,080	\$39,600	\$42,180
Moderate Income (61% - 80% of AMI)	\$29,800	\$34,050	\$38,300	\$42,550	\$46,000	\$49,400	\$52,800	\$56,200

Source: U.S. Department of HUD

*For families over 8, multiply the relevant four-person limit by 132% plus 8% for each additional child. For example, family of 9 at 80% median income: \$40,800 X 140% (1.40%) = \$57,120.

National Objective #1: Activities that are a benefit to low and moderate-incomes persons

- This national objective is met if the activity meets the criteria of one of the four subcategories:

Subcategory 1 – Area Benefit Activities:

The criterion for this subcategory is met if an activity is provided to all residents in a particular area, where at least 51 percent of the residents are low-and moderate-income persons. The service area must be primarily residential and the activity must meet the identified needs of low-and moderate-income (LMI) persons. **Suggestion:** Referring to the Census data would be helpful.

Subcategory 2 – Limited Clientele Activities:

The criteria for this subcategory is met if an activity is designed to benefit a specific group of people, where at least 51 percent of those served are LMI persons or presumed to be LMI persons by HUD. Clientele that is

generally presumed to be principally low-and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

Subcategory 3 – Housing Activities:

The criterion for this subcategory is met if an activity purpose is to provide or improve permanent residential structures that, upon completion, will be occupied by low-and moderate-income persons. It covers both rental and owner-occupied units.

Subcategory 4 – Job Creation or Retention:

The criterion for this subcategory is met if an activity is designed to create or retain permanent jobs, where at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by low-and moderate-income persons.

National Objective #2: Activities to Prevent or Eliminate Slum and Blight Conditions

- This national objective is met if the activity meets the criteria of one of the three subcategories:

Subcategory 1 – Addressing Slum/Blight on an Area Basis:

The criterion for this subcategory is met if an activity prevents or eliminates slums or blight in a designated area determined by the City of Goldsboro. In addition, there must be a substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions, which contributed to the deterioration of the area.

Subcategory 2 – Addressing Slum/Blight on Spot Basis:

The criterion for this subcategory is met if an activity is designed to prevent the spread of blight to adjacent properties or areas and there are limited eligible activities within this subcategory.

Subcategory 3 – Addressing Slum/Blight in an Urban Renewal Area:

The criterion for this subcategory is met if an activity is located within an Urban Renewal project area or Neighborhood Development Program action area that is necessary to complete an Urban Renewal Plan.

National Objective #3: Activities to Meet Urgent Community Development Needs

- This national objective is met if the activity meets all of the following criteria:

The criteria for this national objective is met if a situation poses a serious and immediate threat to the health or welfare of the community, it is recent origin or recently became urgent, and it is unable to be corrected with other source of funds.

Types of CDBG Public Services Activities, But Not Limited To....

(It should be noted that the Public Services Codes are used to indicate, but not to establish activity eligibility. An activity must be eligible in accordance with the regulations at 570.201 - 570.207.)

Public Service Code	Description	Public Service Code	Description
05A	Senior Services	05L	Child Care Services
05B	Handicapped Services	05M	Health Services
05C	Legal Services	05N	Services for Abused and Neglect Children
05D	Youth Services	05O	Mental Health Services
05E	Transportation Services	05P	Screening for Lead Poisoning
05F	Substance Abuse Services	05Q	Subsistence Payments
05G	Services for Battered and Abused Spouses	05R	Homeownership Assistance (not direct)
05H	Employment Training	05S	Rental Housing Subsidies
05I	Crime Awareness/Prevention	05T	Security Deposits
05J	Fair Housing Activities	05U	Housing Counseling
05K	Tenant/Landlord Counseling	05	Other Public Services

CDBG funds may be used to pay for labor, supplies, and material as well as 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.

Ineligible Activities

The provision of “income payments” is an ineligible CDBG activity if these payments are provided as a grant. Income payments are payments to an individual or family, which are used to provide basic services such as food, shelter (including payment for rent, mortgage, and/or utilities) or clothing. However, such expenditures **are eligible if** the income payments do not exceed three consecutive months per client family and the payments are made directly to the provider of such services on behalf of an individual or family. Income payments that are provided as a loan are permissible within the public services cap.

Political activities are ineligible.

While faith-based organizations may use CDBG funds to sponsor eligible community activities, the activities may not be religious in nature, directly or indirectly, or be limited to or predominantly for members of specific churches or religions.

CDBG funding recipients may not discriminate based on race, gender, nationality, ethnicity, religion, creed, or disability.

Evaluation Criteria

Applications will be reviewed and evaluated by Community Relations staff and the Community Development Loan Review Committee. The applications will be evaluated on the criteria listed below. Recommendations will be made to City Council for final decision. The City Council's funding decision is then sent to HUD as part of the City of Goldsboro's Annual Action Plan for their approval or denial.

- Completeness of application
- Eligibility of proposed service per HUD guidelines
- Meeting CDBG national objectives
- Community need for proposed service/program
- Experience and track record of nonprofit agency
- Minimum criteria listed in application for funding notice

Contractual Requirements

Each agency selected to receive funds is required to sign a contract (subrecipient agreement) with the City. The contract will specify the amount of the award, the period for which the project is approved, the contract term and administrative provisions. Special conditions attached to the award will also be specified in the agreement. **Timeframe of project implementation:** July 1, 2018 through June 30, 2019. No project expenses incurred prior to or after the time frame are eligible for reimbursement, unless the City of Goldsboro grants the agency an extension past the June 30th deadline. The subrecipient may not change the terms or provisions in the contract or substitute approved budget line item expenditures without prior written approval by the City.

Grantees will be required to submit and file quarterly reports on expenditures and services. Staff will provide forms for these reports.

Projects under contract with the City must comply with all applicable federal, state, and local laws, including nondiscrimination laws. All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at [24 CFR Part 84](#).) All recipients must provide the most recent audited report or financial statement.

Disbursement of Funds

Funds are available once the City of Goldsboro receives approval to draw the funds from HUD. Subrecipients will be reimbursed for expenses incurred in accordance with the contract's scope of services and budget by **reimbursement basis only**. Presentation of paid receipts and paid invoices for eligible expenses and a detailed description of expenditures will be required. The City makes the final decision whether a tendered receipt is eligible and valid. City staff will make every attempt to reimburse subrecipients in a timely manner.

Records and Reports

The subrecipient is required to maintain and report demographics and statistics of its project beneficiaries, regardless of the amount of the grant, and to make quarterly reports to the City describing its expenditures and services. The subrecipient must agree to maintain its project records and copies of reports for a minimum of three years. Subrecipients who are late with reports may be suspended from applying for future CDBG funds during the next funding round.

Audits, Inspections, and Monitoring

The City will audit and/or monitor the progress of the subrecipient via quarterly reports, telephone calls, and on-site monitoring visits. The subrecipient must facilitate monitoring visits and have appropriate records and copies of reports available for inspection upon request by the City and/or HUD.



Application Deadline:

Applications, including copies, must be received no later than **December 15, 2017 by 5:00 pm.** Incomplete applications will receive reductions in overall scoring or may not be considered at all. Applications are considered incomplete if any item, in the application is left blank without a response. Note: Write N/A if a section is not applicable. Furthermore, organizations or corporations must use the application provided by the Community Relations Department. **Do not** develop or create your own application. Finally, the City of Goldsboro reserves the right to reject applications that do not meet the eligibility requirements.



Submission Instruction:

Typed applications are **strongly** preferred. If necessary, provide additional information on attachment sheets. Please be certain to label the attachment being provided according to the number being addressed on the application.

Please provide (1) original application and (4) copies for total of (5) applications for submission to:

Attn: Shycole Simpson-Carter
City of Goldsboro
Community Relations Department
PO Drawer A
Goldsboro, NC 27533-9701

Applications can be personal deliver to the Community Relations Department at the Old Historic City Hall, 214 N. Center Street, 1st Floor.

For further information, please contact Shycole Simpson-Carter, Community Relations Director by calling (919) 580-4318 or by email at ssimpson@goldsborongov



Community Development Block Grant (CDBG)
Application for Funding
Fiscal Year 2018-2019

Agency Information

Name of Applicant:		Fed. Tax ID #:
Applicant Address:		
Contact Person & Title:		
Phone:	Fax:	Email:

1. Provide a brief overview of your agency and its mission within the City of Goldsboro. If available, please include any letters of references, news articles, etc.

Project or Program Information

2. (a) List the amount of funds your agency is requesting from the City of Goldsboro:

\$

- (b) Briefly summarize the project or program you are requesting funding for under the City of Goldsboro's CDBG program. Describe the population of clients who will be served with the proposed project or program. (Discuss age, gender, race, & disability, along with unique characteristics such as special needs & risk factors/barriers, to name a few.)

- (c) If this is an existing project or program, has your agency received CDBG funds from the City of Goldsboro within the last two years? Yes No Fiscal Year(s) _____
- (e) Briefly summarize your agency’s experience and track record in carrying out the proposed project or program; please include how long your agency has been **actively engaged** in providing this project or program.

3. Describe the short and long-term outcome your agency hopes to achieve with this project or program.

- (a) Please provide the total number of unduplicated households or persons expected to be served with this project or program. See HUD Income Limits within Application Guidelines (page 2) to determine income categories for your clients.

Income Level of Clients (Households or Persons)	City of Goldsboro Residents or Households
Total number of clients to be served	
Extremely Low- Income (<30% of AMI)	
Very Low Income (31% -50 % of AMI)	
Low – Income (51% - 60% of AMI)	
Moderate Income (61% - 80% of AMI)	
Non Low-Moderate Income	

- (b) National Objective Qualifiers: In order to be considered as benefiting low and moderate-income (LMI) persons (up to 80% of area median income), the proposed activity must fall into one of the categories below. Please check the applicable box.

1: Area Benefit – At least 51% of the residents within the targeted geographic area are LMI income persons (up to 80% of area median income). The activity may be available to all persons in the area regardless of income. Be sure to describe the specific geographic area as requested below. **Suggestion:** Referring to the Census data would be helpful.

i. What is the target geographic area of this project or program?

Street Address within Target Geographic Area	Census Tract (If Known)	Census Block (If Known)

2: Limited Clientele – To qualify under this subcategory, a limited clientele activity must meet one of the following tests. Please check the appropriate box.

i: Clientele must be one of the following groups presumed to be LMI: abused children; elderly persons; battered spouses; homeless persons; adults meeting Bureau of Census’ definition of severely disabled persons; illiterate adults; persons living with AIDS; or migrant farm workers.

ii: The activity must require documentation of family size and income in order to show that at least 51 percent of the clientele are LMI, as evidenced by the administering agency’s procedures, intake/application forms, income limits, and other sources of documentation.

iii: The activity requires an income eligibility requirement, which limits the activity to **only** low to moderated income person.

iv: The activity must be of such a nature that it may be reasonable to conclude that the clientele will be LMI persons. An example is a day care center that is designed to serve residents of a public housing complex.

3: Housing Activities – Activity purpose is to provide or improve permanent residential structures that, upon completion, will be occupied by low-and moderate-income persons. It covers both rental and owner-occupied units.

4: Job Creation or Retention – Activity is designed to create or retain permanent jobs, where at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by low-and moderate-income persons.

(c) If you did not check (B: i. groups presumed to be LMI), please indicate how you will verify that your program is serving LMI persons. (i.e. pay stubs/wage statements, W-2s, income tax returns, social security documents, bank statements, support check documents, or other)

4. Identify other sources of funding to be used to implement your project or program. Please provide commitment letters substantiating the availability of other funding sources.

Source of Funding for this Particular Project or Program	Amount

5. Please provide your agency's three major sources of funding during the past three (3) years.

	20__	20__	20__
Source of Funding	Amount	Amount	Amount

6. Please provide information about the anticipated expenses for the proposed project or program for, which CDBG funds will be utilized.

Description of Expense	Amount
Total Expenses	

7. List your agency's previous income and expenses for the past three fiscal years.

	20__	20__	20__
Total Income:			
Total Expenses:			

8. Please submit the following with your agency's application:

1. Copy of your 501(c)(3) non-profit status certification letter
2. List of Board of Directors with addresses
3. Current copy of the agency's by-laws and article of incorporation
4. Most recent copy of the agency's independently audit report or financial statement
5. Procurement Policy

Certification of Application

I certify that to the best of my knowledge the information provided in this application is true. I understand all CDBG funded activities will directly benefit the City of Goldsboro residents. I understand project funding is contingent of receiving funds from HUD through the CDBG Program. Furthermore, as the duly authorized representative of the agency, I certify that the agency is fully capable of fulfilling its obligation under this application as stated herein.

Authorized Official (Printed Name)

Title

Authorized Official (Signature)

Date

For informational purpose only, please do not complete this section.

**City of Goldsboro
2018-2019 CDBG Evaluation Criteria and Scoring Sheet**

Applicant:		Requested Amount:	
Project/Program Name:		Funded Amount:	

Minimum Eligibility Criteria

- a. Nonprofit 501(c)(3) status for at least one (1) full year, **or**
- b. Two (2) full years of operating experience under another non-profit entity, **or**
- c. For-profit entity proposing to use funds for an eligible activity.
- d. Demonstration of successful experience in undertaking comparable programs or projects.

All applications shall be scored based on the following four factors: 1) applicant capacity, 2) quality of proposed project/program, 3) cost effectiveness.

1.	CAPACITY - applicant demonstrated capacity for carrying out the proposed program or for completing the project	30 Points Maximum	
	<i>Scoring Criteria</i>	Points Available	Points Awarded
a.	Staff qualifications and experience in implementing and managing comparable programs/projects for which assistance is being sought	0 to 15 points	
b.	Overall financial capacity and stability in successfully caring out these projects	0 to 15 points	
	TOTAL CAPACITY POINTS		
2.	QUALITY - and effectiveness of the proposed program/project in addressing the needs of low-mod income persons	35 Points Maximum	
	<i>Scoring Criteria</i>	Points Available	Points Awarded
a.	Does the program/project address a need stated in the City of Goldsboro 5 Year Consolidated Plan?	0 to 10 points	
b.	Is the program/project well defined and includes measurable outcomes that will have a positive impact on the community?	0 to 10 points	
c.	Has the target population been identified and does the program/project propose to serve a significant number of participants?	0 to 15 points	
	TOTAL QUALITY POINTS		
3.	COST EFFECTIVENESS - of the proposed project or program	35 Points Maximum	
	<i>Scoring Criteria</i>	Points Available	Points Awarded
a.	Is the cost per person to the City to carry out the project reasonable and appropriate?	0 to 10 points	
b.	Are expenses charged to CDBG adequately documented and clearly delineated?	0 to 10 points	
c.	Does the proposal include a realistic plan for sustainability after receiving the City's assistance?	0 to 10 points	
d.	Does the project have firm financial commitments (on letterhead)?	0 to 5 points	
	TOTAL COST EFFECTIVENESS POINTS		
	TOTAL POINTS AWARDED		

Comments: _____

Reviewer: _____

Date: _____