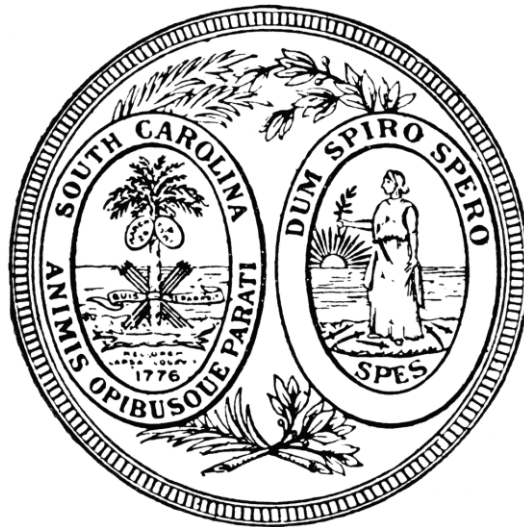


STATE OF SOUTH CAROLINA

Department of Commerce



COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS (CDBG-CV1) PUBLIC FACILITIES AND IMPROVEMENTS PROGRAM

INTENT TO APPLY INSTRUCTIONS

February 15, 2021



South Carolina
Department of Commerce

Just right for business.

CDBG-CV1 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.CV1@scommerce.com

PLEASE NOTE:

CDBG-CV1 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 made.

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Public Facilities and Improvements

Background on Public Facilities and Improvements Program

The South Carolina Department of Commerce, Grants Administration Division, administers the Community Development Block Grant Program – Coronavirus (CDBG-CV1) 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-CV1 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-CV1 Program Description for more details.

Funding

The CDBG-CV1 grant program includes three allocations of CDBG-CV1 funding for South Carolina. CDBG-CV1 includes \$12,456,807 to assist non-entitlement local governments with projects involving community services, or public services in HUD's list of eligible activities. The State has allocated \$3,000,000 for critically needed Public Facilities and Improvements that are needed to prevent, prepare for, or respond to coronavirus and that are targeted for the primary benefit of persons who are low- to moderate- income.

Application Process for Public Facilities and Improvements Projects

The application process is a two-part process consisting of submission of an Intent to Apply (ITA), followed by eligible applicants receiving an invitation to submit a final application. Intent to Apply submissions will be accepted on a rolling basis starting February 16th, 2021. Final application submissions will open on March 1st, 2021. Applications will be accepted from March 1st to May 31st, 2021. 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 **December 31st, 2021**.

Unlike the CDBG-CV1 Public Services Program, there are no regional COG-based allocations for Public Facilities and Improvements funds. 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-CV1 funds benefit LMI. This applies to the entire CDBG-CV1 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 CDBG-CV1 grant funding, a completed and signed Intent to Apply must be submitted via email at: SCCDBG.CV1@sccommerce.com

PLEASE NOTE:

- Intent to Apply (ITA) documentation must be submitted via email to SCCDBG.CV1@sccommerce.com

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- Label the subject line as follows: CV ITA PUBLIC FACILITIES - (ADD NAME OF APPLICANT/MUNICIPALITY)
- **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 authorized representative'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 authorized representative. If using an email approval in lieu of a signature, the email from the authorized representative must specify the exact items/documents and sections of the Intent to Apply that the authorized representative 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 separate ITAs: One for the Public Facilities and Improvements program and one for the Public Services program, if applicants are seeking funds from each program. Each emailed application should abide by the above guidelines.

Invitation to Submit Final CDBG CV Application

The State will evaluate funding requests, submitted via an Intent to Apply as described above, in the order received by applicants from each region. Please see the CDBG-CV1 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 starting March 1st, 2021. 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 posted on the cdbgSC.com website as available.

Final CDBG CV Applications

The deadline for submitting a final application will be May 31st, 2021. 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. Final decisions on project selection will occur on or around July 1st, 2021.

Applicants failing to submit final applications by the due date will be withdrawn from consideration. Note, that funding availability after July 1st, 2021 cannot be guaranteed.

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Applicants intending to apply for an Urgent Need project, for which funding is limited and for which funding is not available when the application is submitted, will not be eligible to re-apply unless the project can be redesigned as an LMI project. Projects meeting the LMI national objective will be given priority, as well as projects focused on **schools** in districts where at least 75% of students are receiving SNAP or TANF subsidies or families that meet the federal guidelines for poverty.

Application Review

The application review process is designed to ensure that CDBG funds are awarded to Non-entitlement Counties for projects that satisfy the funding priorities.

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

Evaluation Criteria	Priority Consideration
Priority for LMI benefit over other objectives	LMI Benefit met by project focusing on schools in districts where at least 75% of students are receiving SNAP or TANF subsidies or families that meet the federal guidelines for poverty
Other available resources to complete the project	N/A
Regional coordination and consistency with regional priorities for CARES Act funding	Projects that reflect regional coordination and priorities and can be completed within the program timelines or exceed program timelines
Project Feasibility	
Capacity to administer project and project timeframe	N/A

Applicants will be invited to submit a final application dependent on funding availability.

Additional Information

Check the cdbgsc.com website for additional information on the CDBG-CV1 requirements, grant timelines, training sessions, and other updates:

<https://www.cdbgsc.com/consolidated-plan/cares-act-CDBG-CV-program/>

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Guidance for Completing the CDBG-CV1 Intent to Apply:

Regional Coordination

Indicate whether the project was developed in coordination with the regional council of government (COG). Projects that are developed in coordination with the regional COG and provide regional or county-wide benefit will be given priority.

Applicant Information

Enter the unit of general local government (UGLG) full name (e.g., City of Camden), address, email address, UGLG contact person name and phone number and the CDBG Housing Region where the applicant is located. The contact person should be an UGLG representative who is very familiar with the proposed projects.

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

Proposed Project

Provide a concise description of the proposed project and describe the activities to be funded with CDBG-CV1. 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. This section must include:

- List all eligible activities to be funded including a description for each activity identifying how the CDBG money will be used.

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. CDBG can fund a wide range of public facilities and improvements. CDBG-CV1 funds are available for public health, emergency response, or temporary housing facilities that address COVID-19 impacts. The primary HUD codes for facilities most likely to be targeted in response to COVID-19 impacts are listed below.

HUD CODE	Type of Facilities and Definitions
03C	<p>Homeless Facilities (not operating costs)</p> <p>Acquisition, construction, conversion of buildings, or rehabilitation of temporary shelters and transitional housing for the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disaster victims, runaway children, drug offenders, and parolees.</p> <p><i>Note: For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code; for facilities for abused and neglected children, use 03Q.</i></p>
03E	<p>Neighborhood Facilities</p> <p>Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include schools, libraries, and community centers.</p>

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03P	<p>Health Facilities</p> <p>Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.</p> <p><i>Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.</i></p>
03Z	<p>Other Public Improvements Not Listed in 03A-03S</p> <p>This matrix code replaces matrix code 03. Only use this code when an activity does not fall under a more specific 03A – 03S matrix code. Check the following before using this matrix code:</p> <ul style="list-style-type: none"> · Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related facilities are funded by CDBG, the grantee needs to set up a separate activity for each facility or improvement. · 03Z can be used for seawalls, bus shelters, retaining walls, and wind turbines. · 03Z can be used for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).

Project Eligibility

Project Need and How the Project will Prevent, prepare for or Respond to COVID-19:

Describe the need for the project and how the activities will prevent, prepare for, or respond to the coronavirus.

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 UGLG being the primary beneficiaries of the project. For proposals benefiting businesses describe the number of businesses that will benefit from the activity.

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.

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National Objective

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. The HUD CDBG-CV1 national objectives are:

1. Benefit to Low- and Moderate-Income (LMI) Persons
 - i. LMI Area Benefit
 - ii. LMI Limited Clientele
2. Urgent Local Need

1. 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 Local Governments:

Using HUD LMISD for local governments for demonstrating LMI Area Benefit is only allowed for projects having community-wide benefit (i.e., the entire population of the UGLG are primary beneficiaries of the project) or projects having primary benefit to multiple entire municipalities.

LMI data for South Carolina local governments are available at:

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>

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 nature of the work described in the Intent to Apply must reflect that the project has primary

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benefit to only and all residents in the entire community; or to only and all residents in all of the municipalities involved, if combining LMISD of multiple municipalities to calculate the total population and LMI percentage of the service area.

If the project will have community-wide benefit to two or more entire communities, or will have primary benefit to a combination of entire communities and census tracts, and the HUD LMISD are used to demonstrate LMI Area Benefit, the applicant must show the calculations used to determine the LMI percentage for the total service area and must also be submitted in the CDBG application attachments.

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 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/>.

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, the applicants must show the calculations used to determine the LMI percentage for the total service area and must also be provided in the CDBG-CV1 application attachments.

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;

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- persons living with AIDS; and/or
- migrant farm workers.

Activities that principally benefit LMI persons may also qualify as serving Limited Clientele.

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

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. 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.
5. 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.

2. ***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 South Carolina'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.

Project Timeframe

Enter details regarding the project schedule and timeframe to complete key project activities. To be considered feasible, proposed projects must be completed by November 2023. **Projects that can be completed by December 31, 2021 will be given priority.** Please be as specific as possible on the project timeframe.

Project Administration and Personnel

Identify who will administer the project to ensure compliance with federal CDBG regulations and

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who will carry out the delivery of the project. If applicable, identify any anticipated subrecipients that will be used and/or any professional services contracts for which procurement will be needed. In some cases, the administrator may be the UGLG taking the lead while the delivery might be accomplished through the regional council of government. Some projects may further involve subrecipients to assist in delivery and contactors that will need procured to provide goods or services. Please provide as much detail as is known about how the proposed project will be accomplished.

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.

Project Budget

List the CDBG-CV1 funds being requested for each activity. You may apply for one or more program activities. Add more lines if necessary.

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all other sources of funds. Clearly state the source of the cost estimates used for the project budget. Contact SCCDBG.CV1@scommerce.com with any questions related to completing the project budget.

Example:

Project Component	CDBG-CV1 Amount	Other Funds	Total
1. School District HVAC Improvements (Ionization and UV Light Treatment)	\$800,000		\$800,000
2. Classroom Expansion	\$500,000		\$500,000
3.			
Administration	\$78,000		\$78,000
Total Project Cost	\$137,800		\$137,800

Authorized Grantee Representative

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