



Eligible Applicants

Private or public non-profit organizations based or serving a minimum of 51% of Charleston residents, including institutions of higher education and city of Charleston departments. “Non-profit” means having a 501(c) tax exemption notice from the U.S. Internal Revenue Service (IRS), a copy of which must be included in this application.

City of Charleston Requirements

Each activity must meet one of the following U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program national objectives:

- Benefit low and moderate income persons;
- Assist in eliminating slum and blight;
- Assist in addressing an urgent community development need.

Eligible Activities

Eligible activities under the city of Charleston CDBG program include, but may not be limited to, the following:

- Buying, constructing, reconstructing, rehabilitating, or installing public improvements or facilities
- Rehabilitating residential and commercial property
- Clearing and demolishing property to eliminate slum and blight conditions
- Public service activities that may include, but are not limited to: child care, health care, recreation programs, education programs, public safety services, fair housing activities, services for senior citizens, job training, services for homeless persons, drug abuse counseling and treatment
- Housing services
- Code enforcement
- Historic preservation
- Special economic development activities

Eligible activities must meet the criteria identified in the HUD CDBG regulations and the policies of the program as administered by the city of Charleston. Regardless of the activity, **the applicant must be able to document compliance with regulations**. For additional information on the Community Development Block Grant program, please visit HUD’s website at:

www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement/index.cfm

Other Federal Requirements

Agencies receiving CDBG funds must comply with ALL regulations governing the use of federal funds. Significant federal regulations that must be followed are identified below: This list is NOT all-inclusive.

Federal expenditures: Successful applicants must spend CDBG funds in a timely manner in accordance with federal regulations. The federal government may reclaim funds if such requirements are not met.

Applicants must limit their requests to an amount that can be spent within the contract period, which will be 12 months for all 2016-17 project awards. .

Environmental reviews: A National Environmental Policy Act (NEPA) review is required for **all** activities funded with federal funds. This Act requires that federally funded activities be reviewed and determined to have no adverse impact on the environment. The city will work with the agency in the preparation of the environmental review. This includes a Section 106 review through the State Historic Preservation Office. **No funds may be committed or expended prior to receiving clearance from the city, SHPO and HUD.**

Procurement procedure: Agencies must comply with the more stringent of city and federal procurement codes for all expenditures of CDBG funds. Agencies receiving federal funds should adopt a formal policy



demonstrating compliance with this requirement. Information on the city and federal procurement codes may be obtained from the Mayor's Office of Economic and Community Development.

Davis-Bacon wage regulations: Activities involving construction/rehabilitation, alteration, or repair, including painting, flooring, and decoration, costs in excess of \$2,000 will be subject to the Davis-Bacon Act. This Act requires all construction workers to be paid prevailing wages as determined by the U.S. Department of Labor or the West Virginia Department of Labor, whichever is higher. This requirement will have an impact on activity cost, and contractors will be expected to demonstrate compliance with the Act. **Applicable prevailing federal wage rates and fringe benefits must be taken into consideration in the determination of the total project budget presented for this application process.** The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. Davis-Bacon wage rate schedule is available on the internet www.wdol.gov. Workers must be paid weekly and certified payrolls submitted in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls will be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately. Workers shall be interviewed on the job site regarding appropriate job classification and wage and benefits received. City staff will coordinate with subrecipients when scheduling worker interviews. Employee interviews will be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.

Section 3 compliance: Section 3 compliance applies to recipients of federal funding and to contractors and subcontractors on certain construction-related projects. Compliance requirements vary based on the dollar threshold of federal funds received. **Section 3 regulations are in place to ensure that employment and other economic opportunities generated from HUD-funded activities that directly and indirectly benefit low- to moderate-income individuals. Therefore, all subrecipients conducting physical improvement activities will be required to consult with the Mayor's Office of Economic and Community Development to ensure compliance with these requirements.**

Lead-based paint hazards: All federally-assisted residential structures and related property constructed prior to 1978, homebuyer programs, tenant-based rental assistance, and special needs housing projects are subject to existing and new lead-based hazard reduction requirements. These requirements may have an impact on project cost. Further, subrecipients will be required to consult with the Mayor's Office of Economic and Community Development to ensure compliance with these requirements.

Minority and Women-Owned Business Enterprises (MBE/WBE): Federal regulations require that an effort be made to promote the participation of minority and women-owned business enterprises in federal programs. Therefore, agencies receiving federal funds must affirmatively market to MBE/WBE when procuring goods and services. Agencies should adopt a formal policy to demonstrate compliance.

Reporting: Agencies must submit quarterly reports. CDBG regulations require the subrecipient to document the demographics and income levels of clientele. Agencies must have methods in place to track program participants.

Monitoring: HUD requires the city to regularly monitor subrecipients to ensure compliance with federal regulations and to provide ongoing technical assistance. All grant subrecipients are subject to on-site monitoring visits at the discretion of the city. Subrecipients will be notified in advance of monitoring visits.

Accessibility to programs and facilities: Agencies receiving federal funds must comply with the Americans with Disabilities Act. Facilities, information, and program services must be accessible to all persons with disabilities. Acquisition, construction, and rehabilitation activities must comply with federal regulations and the city's building code related to accessibility for the disabled.

CDBG Grant Application

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DUNS Number: Agencies applying for CDBG funds must have a DUNS number. If an organization does not have a DUNS number, it can obtain one for free by calling 866-705-5711 (Opt. 4) and providing the following information:

- Legal Company Name
- Headquarters Company name and Address
- Tradestyle or Doing business As (DBA) Company Name
- Physical Address, city, state and Zip Code
- Mailing Address
- Telephone Number
- Contact Name and Title
- Number of Employees at your physical location

Organizations can also apply using the webform process at <http://fedgov.dnb.com/webform>

Special Conditions

- The U. S. Department of Housing and Urban Development (HUD) limits total funding to public/social service programs to 15 percent of the city's total CDBG budget. As such, there is a great deal of competition for these funds.
- Your organization must be registered with the Secretary of State's Office.

Restrictions

CDBG funds may not be used to support the following:

- **Activities outside the city of Charleston;**
 - **General operating or administrative costs;**
 - **Administrative salaries; only half of the salaries of direct service providers will be considered ... an organization MUST show that the balance of the salary is covered by other funds;**
 - **Computers for administrative staff;**
 - **Telephone expenses;**
 - **Religious activities;**
 - **Political activities.**
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- Grant period is July 1, 2016 thru June 30, 2017.
 - Grant starts on July 1st, expenses incurred prior to that date will not be reimbursed.
 - For salary reimbursements, you must turn in timesheets that have been signed by the employee and supervisor with a copy of their check.
 - For utility reimbursements, you must send a copy of the entire utility bill and a check showing payment.
 - For equipment/supplies, you must submit an invoice and a copy of the check showing payment.
 - If your activity involves prevailing wage rates or quotes/bidding, this has to be approved by Mindy before payment is processed.