



**City of Charleston**  
**Mayor's Office of Economic and**  
**Community Development (MOECD)**  
**Community Development Block Grant (CDBG) Application**  
**FY July 1, 2023 - June 30, 2024**

**Due Date: Tuesday, January 31, 2023 no later than 4:00 PM**

APPLICANT INFORMATION			
Organization Name:			
Director/CEO:			
Title:			
Email:			
Chief Financial Officer:			
Email:			
Project Contact:			
Title:			
Email:			
Mailing Address:			
City, State, and Zip:			
Phone Number:		Alt Phone Number:	
Tax ID:		DUNS Number:	
SAM Registration Expires?			

PROJECT DESCRIPTION & BUDGET			
Project Name:			
Brief Project Summary: Max 1,000 characters			
Project Address:			
Project Start Date:		Project End Date:	
Total Cost of Proposed Activity:		Total CDBG Funding Request:	
This request as % of total activity cost (CDBG request/Total Activity):			

\_\_\_\_\_  
SIGNATURE OF DIRECTOR/CEO

\_\_\_\_\_  
DATE SUBMITTED

**PART 1 - APPLICATION CHECKLIST**

- Part 1- Completed application checklist
- Part 2 - National objectives
- Part 3 - Description of project & grant request
- Part 4 - Sustainability plan
- Part 5 - Project service area
- Part 6 - Describe the clientele you intend to serve
- Part 7 - Agency description & experience
- Part 8 - Client data
- Part 9 - Other funding sources
- Part 10 - Activity budget (non-construction)
- Part 11 - Renovation, construction, or acquisition questions only
- Part 12 - Project construction budget
- Part 13 - Budget narrative
- Part 14 - Signatures - chair/president & executive director
- Attachment 1 - Financials - 990 and most recent audit
- Attachment 2 - Current board of directors
- Attachment 3 - Affirmative action plan
- Attachment 4 - Code of standards of conduct
- Attachment 5 - W-9
- Attachment 6 - SAM registration (showing expiration date)
- Attachment 7 - 501(c)3 Letter
- Attachment 8 - Job description with salary (if applicable)

**ATTACHMENTS FOR RENOVATION, CONSTRUCTION, OR ACQUISITION PROJECTS ONLY**

- Attachment 9 - Map of proposed location (including streets and points of interest)
- Attachment 10 - Map showing lot boundaries, size in acres, location of building(s), and other site features
- Attachment 11 - Floor plan and sketch of finished building(s)
- Attachment 12 - Copy of deed or lease

**PART 2 - SELECT ONE NATIONAL OBJECTIVE BELOW THAT BEST MEETS THIS PROJECT**

- Benefits Low-and Moderate-Income Persons
- Aids in the Prevention or Elimination of Slums & Blight; or
- Meets another Community Development need of particular urgency

**PART 3 - DESCRIPTION OF PROJECT & GRANT REQUEST**

a. Describe the full details of the activity being undertaken with CDBG funds (who, what, when, where, and how): Max 4,000 Characters

b. What are your goals and objectives for this program? Please only include one to four objectives and ensure that you use SMART objectives (Specific, Measurable, Achievable, Realistic, and Timely). Max 2,000

c. How will your objectives be tracked and measured? Max 2,000 Characters

d. Why are CDBG funds needed to support the project? Max 1,500 Characters

**PART 4 - SUSTAINABILITY PLAN**

a. What are the organization's plans for sustaining the proposed activity? Max 1,500 Characters

b. If this grant is not approved, what alternative plan will the organization follow? Max 1,500 Characters

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**PART 5 - PROJECT SERVICE AREA**

a. Area served by this project:

<input type="checkbox"/>	Citywide	<input type="checkbox"/>	East End	<input type="checkbox"/>	North Charleston	<input type="checkbox"/>
<input type="checkbox"/>	West Side	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>

b. If the area served is anything other than citywide, describe the Project Service Area using street boundaries, census tracts or counties (please see attached map for reference). Max 500 Characters

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**PART 6 - DESCRIBE THE POPULATION YOU INTEND TO SERVE**

a. What is the target population? Explain how the population is selected and monitored: Max 1,500

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b. Describe the process of collecting data for individuals or households and explain what documentation your organization collects to determine income status (i.e., pay stubs, tax forms, bank statements, sworn statements, etc.): Max 1,500 Characters

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**PART 7 - AGENCY DESCRIPTION & EXPERIENCE**

a. What is the mission of the organization? How does this project fit into that mission? Max 2,000

b. How much experience does the organization have in carrying out the proposed activities/services, specifically including the length of time? Max 2,000 Characters

c. Does your organization market its services directly to clients/consumers? If so, how? How do clients access your services and programs? Max 1,500 Characters

**PART 8: CLIENT DATA**

Is the project serving clients or households?

Low/Moderate Income Persons or Households:	Total Number Proposed to Serve
30% of median income or below:	
30% - 50% of median income:	
50% - 80% of median income:	
Total Number Served	

**INCOME LIMITS AS OF JULY 1, 2022**

% Of Median Income	Persons per Household							
	1	2	3	4	5	6	7	8
30% Extremely Low	13,950	15,950	17,950	19,900	21,500	23,100	24,700	26,300
50% Low	23,250	26,600	29,900	33,200	35,900	38,550	41,200	43,850
80% Moderate	37,200	42,500	47,800	53,100	57,350	61,600	65,850	70,100

**PART 9 - LIST ALL OTHER FUNDING SOURCES FOR PROPOSED ACTIVITY**

Source	Proposed or Committed	Total Amount
<b>Total Other Funding</b>		

**Does this activity? (indicate yes or no)**

Help prevent homelessness?	<input type="text"/>	Help those with HIV/AIDS?	<input type="text"/>
Help the homeless?	<input type="text"/>	Help persons with disabilities?	<input type="text"/>

**PART 10 - ACTIVITY BUDGET FOR THE PERIOD JULY 1, 2022 TO JUNE 30, 2023**

Proposed **Non-Construction** Activity Annual Budget  
 Include all costs related to the project for which you are requesting funds ONLY.

Item	Amount of this request	Amount from other sources	Total line item amount
Personnel Expenses:			
Benefits/Payroll Taxes:			
Program Expenses:			
Supplies:			
Printing and Copying:			
Equipment:			
Rent:			
Utilities:			
Other (list below):			
<b>Total Activity Budget</b>			

**IF THIS CDBG FUNDING REQUEST IS NOT FOR RENOVATION, CONSTRUCTION, OR ACQUISITION PLEASE SKIP TO PART 13.**



**PART 11 - Renovation, Construction, or Acquisition Questions (ONLY)**

a. Describe, in detail, the work to be completed. For example, describe elements of the activity; type of materials/dimensions; linear feet of road surface; dimensions of building/expansion, etc. Max 2,000

b. Site control: If you already own the site or property, describe all existing liens or deeds of trust on the property. If you do not own the property, identify the owner, list their contact information (mailing address and phone number), and describe any steps taken thus far to acquire the property. Max 2,000

c. Describe any construction features that you consider to be high quality, attractive, or energy efficient.

d. Will the structure have full ADA accessibility including the following features: an at-grade or ramped entrance to the main floor or the capability to easily install a ramp later on; all doorways and passageways on the main floor at least 32" wide; and a bathroom or half-bath on the main floor that will accommodate a wheelchair? Are there any other features relating to ADA accessibility? Max 2,000 Characters

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e. Will the activity require the relocation of any individuals, families or businesses? If yes, please describe your procedures for relocation and the amount/source of funding to accomplish this portion of the activity.

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f. Has a Phase I Environmental Site Assessment or an environmental review been conducted?	
g. Has the State Historic Preservation Office been contacted about the proposed activity?	
h. If the proposed activity will cost over \$2,000, were Davis-Bacon wage rates used?	

PART 12 - PROJECT CONSTRUCTION BUDGET			
Item	Amount	Amount from	Total line item amount
Acquisition - Land and /or Building			
Land			
Building			
Site Work			
On-Site work			
Off Site Work			
Rehabilitation/Construction			
New construction cost			
Rehabilitation cost			
Construction contingency (			
Fees and permits			
Professional Fees			
Architect fees			
Engineering			
Accounting/real estate			
Appraisal, market study			
Consulting cost certification,			
Other Contingency ( )%			
Developer's Fees			
Developer fees			
General partner			
Interim Costs			
Construction interest			
Construction loan fee			
Insurance, title fee			
Tax performance premium,			
Total Activity Budget			

**Be advised that when City of Charleston funds are used in construction activities, subrecipients will be required to consult with MOECD prior to the start of any such activity, and those over \$2,000 must adhere to Davis-Bacon wage regulations.**

**Part 13 - BUDGET NARRATIVE**

Provide a written budget narrative for this project only that describes in detail, and in the same order presented in the budget, how each line item expense was derived. Max 5,000 Characters

**Note: Purchases in excess of \$2,500 will require 3 written quotes and approval by the City Manager before purchase. Purchases in excess of \$25,000 will require a sealed bidding process through the City, including advertising, which will be charged to the grant awarded to the organization.**

**PART 14 - SIGNATURES - CHAIR/PRESIDENT & EXECUTIVE DIRECTOR**

We have carefully read the information provided for the CDBG Grant Application form. We understand that the information provided in this application may be shared among other funding organizations. If we receive a grant, we agree to use the funds as specifically granted and spend the money within the time period allocated by the funder. We allow funders to use the information provided in this request for public relations and will mention the funders' support in any publicity our organization generates regarding the activity. (Sign and date below **IN BLUE INK** to verify that the board of directors has approved the submission of this proposal.)

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Chair/President of Board of Directors

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Date

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Executive Director of Organization

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Date

## 2022-2023 Community Development Block Grant (CDBG) Information

The CDBG program will be continuing its ongoing focus on addressing homelessness and helping low-to-moderate income individuals.

Completed grant applications can be submitted electronically or by hand. All applicable attachments are required. Failure to fill in all fields or tables may result in the application being rejected. MOECD staff members are available from 8 am - 4 pm to accept CDBG applications, answer questions, and provide assistance.

Completed applications can be submitted or mailed to the address below or emailed to: **Paige.Hill@cityofcharleston.org** and must be received no later than 4:00 pm on Tuesday, January 31, 2023. Applications received after the deadline will **NOT** be accepted.

After the application is received, the MOECD office may schedule an interview to learn more about the proposed project and organization. Interviews may require an in-person virtual presentation or a phone consultation.

For more information, please contact the Mayor's Office of Economic and Community Development staff at the contact information below:

Andrew Backus, MOECD Director	Andrew.Backus@cityofcharleston.org	(304)348-8000 Ext. 320
Paige Hill, CDBG Program Manager	Paige.Hill@cityofcharleston.org	(304)348-8000 Ext. 319
Summer Fleck, Grants Specialist	Summer.Fleck@cityofcharleston.org	(304)348-8000 Ext. 323