



## **GENERAL INFORMATION, INSTRUCTIONS, AND CHECKLIST**

**CDBG-CV3 Application  
Spartanburg County, South Carolina  
Fiscal Year July 1, 2020-June 30, 2021**

**CDBG-CV3 APPLICATIONS ARE DUE:  
MONDAY, NOVEMBER 16, 2020 by 5:00 PM**

**THESE INSTRUCTIONS ARE FOR CDBG-CV3 APPLICATIONS ONLY.  
PLEASE REVIEW CAREFULLY.**

## GENERAL INFORMATION

The U.S. Department of Housing and Urban Development notified Spartanburg County, South Carolina of a special allocation of CDBG funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) which was signed by President Donald Trump on March 27, 2020 to respond to the growing effects of this historic public health crisis. Spartanburg County is now accepting applications for the next round of funding from non-profit agencies to receive CDBG-CV funding to be used to undertake projects in the following program and project areas:

- Affordable Housing
- Non-Housing Community Development (Public Service Activities)
- Community Revitalization (Facilities and Infrastructures)
- Economic Development

Applicants must provide services that address COVID-19 as intended in the CARES Act to the citizens of the unincorporated areas of Spartanburg County.

### ELIGIBLE ACTIVITIES

Most CDBG eligible activities remain eligible under CDBG-CV3 provided they address prevention, preparation, and response to COVID-19. For examples please reference the Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response:

<https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>

## APPLICATION INSTRUCTIONS

- **NO EXCEPTIONS:** Grantees must submit a complete application turned in no later than the posted deadline.
- Incomplete applications may not be considered.
- A separate application must be submitted for each project from an organization.
- Spartanburg County cannot provide a personal or for-profit grant.
- The LEGAL NAME as registered with SC Secretary of State must be used in Section 1 (Applicant Information) and Section 8 (Statement of Assurances).
- All applicants must be registered at <https://www.sam.gov/SAM/> at the time of APPLICATION SUBMISSION so a search can be conducted regarding debarment from receiving federal funds.

There is no cost for registration. The entity's legal name, address, and DUNS number must match the information provided on the application for funding. If registering or updating on <https://www.sam.gov/SAM/> the applicant must OPT-IN for public view.

- Applicants should demonstrate a clear understanding of all aspects of their proposed project and provide detailed documentation of such - secured leveraged funding, cost estimates and design drawings from engineering firms, long term maintenance plans, etc.
- Regardless of the objective being achieved, Spartanburg County may not fund an applicant's project if it too closely duplicates any activities already undertaken by the Community Development Department.
- Grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost.

#### **LOW- AND MODERATE-INCOME REQUIREMENTS**

- Please refer to the eligibility information documents for CDBG and 24 CFR 570.200 of the Code of Federal Regulations Document for additional information.
- The Beneficiary Survey forms may be used to determine income eligibility for projects. Refer to these forms if you are unsure if your targeted beneficiary population is eligible. You do not have to include them in your application.
- If the project is not county-wide, include the census tract and block group where the activities will take place in the project description.
- Call for information regarding other ways that the project would meet this requirement.

#### **ORGANIZATIONAL AND FINANCIAL INFORMATION**

- Submit the organization's most recent audit. If you do not have an audit, please submit Federal form 990.
- Please see the CHECKLIST for additional requirements.

#### **APPLICATION SUBMISSION**

- DUE DATE: Monday, November 16, 2020 by 5:00 PM
- SUBMIT TO: Ann Brunson  
Spartanburg County Community Development
  - Delivery: 9039 Fairforest Road, Spartanburg, SC 29301
  - Mail: P.O. Box 5666, Spartanburg, SC 29304

- Submit the following: An Application Package consisting of (5) copies of the application per the checklist.

## **TIMELINE**

- Please see timeline on website for information on the funding process, including when recommendations are made for funding. Some dates may be subject to change.
- Public hearings on the proposed allocations will be held on Tuesday, December 8, 2020 and Friday December 11, 2020. The awards will be contingent upon Spartanburg County's receipt of a U. S. Housing and Urban Development grant award and execution of a funding agreement with your Organization and issuance of a Notice to Proceed letter. **You cannot seek reimbursement for any activities or items prior to execution of the agreement and receipt of a Notice to Proceed letter.**

## **TECHNICAL ASSISTANCE**

For questions regarding CDBG-CV3 funding, please contact Ann Brunson in the Community Development Department

- Phone: (864) 595-5300
- Email: [abrunson@spartanburgcounty.org](mailto:abrunson@spartanburgcounty.org).

## APPLICATION CHECKLIST

- Review General Information and Eligibility Information to determine if your program or project is eligible for funding.
- Download all necessary application materials from County's website.  
<https://www.spartanburgcounty.org/832/CDBG-CV>
- Application must be completed and received by Monday, November 16, 2020 at 5:00 PM.
  - Late applications WILL NOT be considered.
  - Incomplete Application packages MAY NOT be considered.
- Items must be provided IN THE ORDER LISTED as an Application package, as described, or Application may be disqualified. This includes, but is not limited to, incomplete copies, out of order pages, and missing pages in the original and copies.
- All submitted documents in the application & attachments MUST BE:
  - unbound
  - no tabs
  - no staples
  - single-sided
  - 8.5" x 11" sheets of paper
- Submitting a TYPED application is strongly encouraged to avoid the misreading of handwriting.

## APPLICATION PACKAGE

- Submit the following: (5) copies of the application – (1) ORIGINAL application with original signatures and attachments per the checklist, (1) COPY of the original application with all attachments, and 3 copies of the application with a copy of the organization's Total Annual Budget (first attachment listed below).

Be sure to have the Statement of Assurances signed by authorized official (last page of Application).

## ATTACHMENTS (to be placed at end of application):

- 5 Copies: (1 for original application and each copy of the application):**
  - Organization's Total Annual Budget
- 2 Copies of the following (1 for original and 1 for complete copy):**
  - IRS letter
  - Articles of Incorporation

- SC Secretary of State Business/Incorporation information with up-to-date information as found at the following website including registered agent and address. <https://businessfilings.sc.gov/businessfiling>. (Use Search Existing Entities)
- Bylaws
- List of Board Members
- Organizational Chart
- Name & Resumes for the following:
  - Organization CEO
  - Fiscal Officers
  - Any personnel who will be carrying out the proposed project
- Affirmative Action Plan
- Policies and Procedures relating to Personnel Management – if available, please include the Table of Contents and pages covering hiring, termination, discrimination, harassment, and grievance procedures for the organization. DO NOT include the entire Employee Handbook.
- Policies and Procedures relating to Financial Management for the Organization.
- Organization’s most current audit
- Form 990, only if applicable, see instructions

**Failure to comply with any of the instructions  
WILL NEGATIVELY AFFECT  
the rating and ranking of the application.**