



**HOME-CHDO Application ONLY**

**Spartanburg County, South Carolina  
Fiscal Year July 1, 2021-June 30, 2022**

**GENERAL INFORMATION, INSTRUCTIONS, AND  
CHECKLIST**

**APPLICATIONS ARE ONLY BEING TAKEN FOR  
HOME-CHDO  
THERE HAVE BEEN SEVERAL UPDATES TO THIS DOCUMENT.  
AND THE APPLICATION. PLEASE REVIEW CAREFULLY.**

**APPLICATIONS ARE DUE BY:  
5:00 PM Thursday October 22, 2020**

## GENERAL INFORMATION

Spartanburg County, South Carolina is now accepting applications from non-profit agencies for HOME funding in the following program and project areas:

- Affordable Housing- CHDO

Applicants providing services to the citizens of the unincorporated areas of Spartanburg County may be eligible for funding.

- **HOME FUNDING** – Activities eligible for HOME funding include, but are not limited to:
  - Assistance to existing home owners in repair or rehabilitation of their home;
  - Acquisition or rehabilitation of homes for low-to moderate-income home buyers; and
  - Affordable rental housing assistance.
  - For a detailed list of activities eligible for HOME funding, please visit: <http://www.spartanburgcounty.org/236/CDBG-and-HOME-Applications>
  - Home applicants may be asked for additional information for underwriting, marketing analysis, and subsidy layering.
  - If you are applying for HOME funding as a CHDO, you must complete the CHDO certification package and submit it with your application.
- **ADDITIONAL INFORMATION**
  - Performance Measurement System: <http://www.spartanburgcounty.org/236/CDBG-and-HOME-Applications>

## APPLICATION INSTRUCTIONS

- **Grantees must submit a complete application, turned in no later than the posted deadline. NO EXCEPTIONS**
- **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 <http://sam.gov> when the application is submitted** so that a search can be conducted regarding debarment from receiving federal funds. There is no cost for this registration. The legal name and address of the entity applying and the DUNS number must be the same as the application for funding. When registering or updating the sam.gov registration, the applicant must opt-in for public view.
- Applicants should demonstrate a clear understanding of all aspects of 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 might not fund an applicant's project if it too closely duplicates the activities already undertaken by the Community Development Department.

### **ORGANIZATIONAL AND FINANCIAL INFORMATION**

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

### **APPLICATION PACKAGE SUBMISSION**

- **DUE DATE: Thursday, October 22, 2020-MUST BE RECEIVED BY 5:00 p.m.**

- SUBMIT TO: Ann Brunson, Senior Administrative Assistant  
Spartanburg County Community Development Department

Delivery: 9039 Fairforest Road, Spartanburg, SC 29301  
Mail: PO Box 5666, Spartanburg, SC 29304

For questions please contact Ann Brunson at (864) 595-5317, or email [abrunson@spartanburgcounty.org](mailto:abrunson@spartanburgcounty.org).

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### TIMELINE

- See Timeline on the website for information on funding process, including when recommendations are made for funding. Note some dates subject to change.
- If you are approved for funding, a Notice of Award letter is expected to be sent by August 31, 2021. The award 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 that occur prior to execution of the agreement and receipt of a Notice to Proceed letter.**

### TECHNICAL ASSISTANCE

For questions regarding CDBG funding, please contact Ann Brunson at phone (864) 595-5317 or email [abrunson@spartanburgcounty.org](mailto:abrunson@spartanburgcounty.org)

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## Spartanburg County CDBG Application Checklist

- Review General Information Sheet and Eligibility Information to determine if your program or project is eligible for funding
- Download all necessary application materials from County's website <http://www.spartanburgcounty.org/236/CDBG-and-HOME-Applications>
- Applications must be completed, submitted, and **received by 5:00 PM Thursday October 22, 2020.**
  - 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 herein 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 (application & attachments) **MUST BE:**
  - unbound
  - no tabs
  - no staples
  - single sided
  - all pages must be 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:**
  - 1 ORIGINAL application** with original signatures including Statement of Assurances signed by authorized official (last page of Application) and all attachments.
  - 1 COMPLETE COPY**, including all attachments.
  - 3 Copies of application** with Organization's Total Annual Budget attached

Please clearly mark which is the original and place first in the package.

**Attachments to be placed at end of application:**

**5 Copies: (1 per original and each copy):**

Organization's Total Annual Budget

**2 Copies: (1 attached to the original, 1 attached to one of the copies)**

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 including Table of Contents, if available, 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.**