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## CDBG-CV Program Overview

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Please provide the following information.



Richland County, South Carolina  
Public Services (CDBG-CV)

**Richland County, SC**  
2020 Hampton Street  
Richland, SC 29201  
803-576-2230  
[osborne.trina@richlandcountysc.gov](mailto:osborne.trina@richlandcountysc.gov)

\* These guidelines are neither intended to be all-inclusive but condensed guidelines for the overall program.

\*Richland County may request additional information to determine program compliance and eligibility.

**The Richland County Community Development Office requests proposals from local non-profit organizations and government entities to reimburse for as well as carry out Public Services in the County through the Community Development Block Grant CARES (CDBG-CV) Program. This funding supports activities in the unincorporated areas of Richland County or activities serving residents of the unincorporated areas of Richland County. Federal law requires that these grant funds primarily benefit low- and moderate-income persons (80% of area median income or below). CDBG-CV grantees must have policies and procedures in place to prevent duplication of benefits with Stafford Act and other CARES Act programs. This means that grantees may not use CDBG-CV funds for costs already fully covered by other programs. CDBG-CV funds may only be used for those Public Service activities that are new or that represent a quantifiable increase above the level of an existing service before March 1, 2020.**

CDBG-CV is funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and is administered locally by Richland County Community Development Department. The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136), signed into law on March 27, 2020, made available \$5 billion in supplemental Community Development Block Grant (CDBG-CV) funding to prevent, prepare for and respond to the coronavirus.

CDBG-CV grants are subject to the Coronavirus Aid, Relief and Economic Security Act (CARES Act). The CDBG regulations, at 24 CFR part 570, implement Title I of the Housing and Community Development Act of 1974, as amended. The CARES Act modifies some CDBG program rules and authorizes the Secretary of HUD to grant waivers and alternative requirements. Accordingly, certain requirements of the CDBG program are modified for CDBG-CV grants, under the Department of Housing and Urban Development Appropriations Act, 2020 (Public Law 116-94 & Public Law 116-6).

Richland County invites applications from qualified entities to apply for funding through a Notice of Funds Availability (NOFA).

**Submitted applications must be for projects that will have a direct impact on very low- to moderate-income residents living within Richland County** exclusive of the City of Columbia and incorporated municipalities in the County. Incorporated municipalities includes towns and cities of Forest Acres, Arcadia Lakes, the Town of Blythewood, the Town of Irmo, and the Town of Eastover that are not eligible for the program and may be eligible to receive similar funding from the State of South Carolina Community Development Block Grant Program.

**The primary objective is to fund projects and activities that are consistent with locally developed CDBG Program Priorities and to address the federal/local Consolidated Plan objectives.**

### **Funding Period**

CARES Act requires that all activities assisted with CDBG-CV funds must be used to prevent, prepare for, and respond to coronavirus, and must have adequate policies and procedures in place to prevent duplication of benefits. CDBG-CV funds will be administered during the Program Year of 2022 October 1, 2022-September 30, 2023. All activities must be completed by September 30, 2023. Funding is for **reimbursable** expenses incurred October 1, 2022 through September 30, 2023. There is a 25% match requirement of either cash, in-kind contributions, or both. The match must be secured prior to award. **Applications must be submitted by 4:30 pm on Thursday, November 10<sup>th</sup>.**

### **National Objectives**

The CARES Act did not suspend the requirement to meet a national objective, so you must ensure that every activity carried out with CDBG-CV funds will do so. Every CDBG-CV funded activity must meet the standards for one of the following three CDBG National Objectives.

- An activity that benefits low- and moderate-income (LMI) persons
- An activity designed to meet community development needs having a particular urgency. The activity must be designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare

of the community which are of recent origin (18 months) or which recently became urgent, and the recipient must demonstrate inability to finance the activity on its own and that other sources of funding are not available.

- An activity that aids in the prevention or elimination of slums or blight

\*Though CDBG-CV funds may be used for activities that achieve any of the three national objectives, the elimination of slums and blight does not often apply. Under this national objective, CDBG-CV records must document the activity alleviates blighting conditions, and it may be difficult to relate activities that primarily meet this national objective to the prevention, preparation for, and response to coronavirus.

**Regulations allow the use of grant funds for a wide range of activities to prevent, prepare for, and respond to the coronavirus, meeting our community's immediate needs. Eligible uses of grant funds include, but are not limited to:**

Click here for more information on the [CDBG CV Eligible Activity Summary](#)

**CDBG-CV funds may be used to pay for labor, supplies, and material as well as to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease (but typically not the purchase) of a facility, equipment, and other property needed for the program Activity.**

**The following Activities are not eligible:**

- Political Activities
- Ongoing grants or non-emergency payments (defined as more than 3 consecutive months) to individuals for their food, clothing, rent, utilities, or other income payments.

**In order for a project or program to qualify for CDBG-CV funds:**

Click here for more info [Quick-Guide-CDBG-CV-PPR-Tieback-Flexibilities pdf](#)

### **Religious Organizations**

Primarily religious organizations must meet conditions outlined at 24 CFR Part 570.200(j) found in the CDBG regulations. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious beliefs and may not engage in inherently religious activities, such as worship, religious instruction, or proselytizing as part of the programs or services funded under this part. If an organization conducts such activities, they must be offered separately, in time or location, from the programs funded by CDBG. Participation must be voluntary for the beneficiaries of the programs.

### **Environmental Reviews**

Richland County is required to conduct an Environmental Review for each Activity. This program requires 24 CFR Part 58 level review to be considered for funding.

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Not every project is subject to a full environmental review (i.e., every project's environmental impact must be

examined, but the extent of this examination varies), but every project must be in compliance with the National Environmental Policy Act (NEPA) and other related Federal and state environmental laws.

**Client Eligibility & Required Beneficiary Documentation**

Each Subrecipient is required to maintain documentation on clients benefiting from activities and programs funded through the CDBG program. As a condition of receiving the HUD grant, Richland County, and in turn the Subrecipient, must certify that low- and moderate-income persons are being served. Please see income chart below. Exceptions to maintaining all of the required income documentation include clients of a battered women’s shelter, seniors age 62 years and older, and persons with recognized disabilities. HUD also requires information on the race, gender, and ethnic background of the clients, how many are female heads of households, their residency in Richland County, and how many are very- low income. Richland County Community Development staff and HUD must also have access to the names and addresses of the clients. Any information regarding applicants for services funded through federal monies shall be held in strict confidence.

<b>Household Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Income 30%	\$16,950	\$19,400	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
Income 50%	\$28,250	\$32,250	\$36,300	\$40,300	\$43,550	\$46,750	\$50,000	\$53,200
Income 80%	\$45,150	\$51,600	\$58,0500	\$64,500	\$69,700	\$74,850	\$80,000	\$85,150

**If the funds are awarded, a mandatory** orientation for Subrecipients will be provided. At least two representatives from each Subrecipient program must attend (ex: program specialist, chief fiscal officer, a representative of the Board of Directors, etc.) The orientation is to educate Subrecipient organizations about the basic rules under which all CDBG activities must operate and provides an opportunity to establish clear expectations with respect to performance standards, policies, and procedures. Additional mandatory trainings may take place throughout the program year if deemed necessary by the Richland County or HUD.

**Program Performance & Required Documentation**

Agencies will be expected to submit progress reports quarterly via Neighborly. **Quarterly Reports are due by 5pm on the 15<sup>th</sup> of each quarter.**

## **All applicants must submit the following documents**

### **Required Documentation**

1. Verification of non-profit 501(c)3 status
2. Certificate of Good Standing
3. Articles of Incorporation and By-Laws
4. Form 990
5. Copy of the last audit or explain why the agency was not audited
6. General Liability, automobile and Workers Compensation
7. State and/or necessary licenses, if applicable.
8. List of Board of Directors
9. Conflict of Interest Statement
10. Itemized Scope of Work including Cost Estimate is required for rehab, construction, or maintenance projects.
11. Conceptual plans/drawings, only if available
12. List of funding from other sources
13. Detailed operating budget including sources of revenue and expenditures.
14. Program guidelines, and/or workflow chart for proposed project.
15. Personnel Cost Description (if staff costs are included in your funding request
16. Project Schedule and timeline.