



# Charleston County and City of North Charleston



## PY25 Urban Entitlement Pre-Application Workshop

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.

### **IMPORTANT DATES:**

- ❖ **Application Opened:** Monday, November 23, 2024
- ❖ **Application Closes:** Monday, January 6, 2025 by 12 PM (noon)
- ❖ **Written Questions Due:** Friday, December 13, 2024 by 5 PM
  - Addendum posted: December 20, 2024

### **REGULATIONS:**

All funding streams are subject to federal regulations and reporting. Throughout the life cycle of a CDBG/HOME/CHDO/ESG project, the following regulations are the responsibility of the organization and granting agency to uphold:

- CDBG Regulations 24 CFR Part 570
- HOME Regulations 24 CFR Part 92
- HOME/CHDO Build America Buy America 2 CFR Part 184
- HESG Regulations 24 CFR Part 576
- **Uniform Administrative Guidance- 2 CFR Part 200 (required for all programs)**
- For Infrastructure projects, Davis Bacon regulations apply. 40 USC 3141 / 29 CFR Parts 1, 3, 5, 6 & 7
- For HOME and CDBG Construction projects which trigger the \$200,000 threshold, Section 3 requirements need to be included in all bid, contract and reporting documents per the Section 3 Final Rule at 24 CFR Part 75.
- Lead based paint regulation 24 CFR Part 35 Subparts J and K

### **ELIGIBILITY:**

- Any governmental, community, neighborhood, faith-based, or nonprofit organization engaged in a public service may apply.
- Private for-profit agencies engaged in providing services to low- and moderate-income individuals ARE ALSO ELIGIBLE.
- For CHDO, eligible applicants must meet the criteria to be certified a Community Housing Development Organization (CHDO) with capacity to develop affordable housing in the Charleston County Urban Entitlement community.

### **APPLICANT REQUIREMENTS**

In order to be considered for funding, the Applicant should:

- Demonstrate the ability to provide the proposed activity(ies);
- Provide the information requested in this RFA as well as any other information requested after the application has been submitted;
- Be able to provide a tour of existing facilities, if requested;
- Comply with requirements of the Fair Housing Act, the applicable regulations, and existing governing laws (including requirements regarding nondiscrimination, political activity, sectarian activities, program accessibility for disabled individuals and participant insurance);
- **Operate under a cost reimbursement contract;**
- **Be able to operate without reimbursement for indirect costs/administrative costs;**
- Have source of unrestricted revenue in order to repay disallowed costs should they arise;
- Provide evidence of Board of Directors or other governing body approval for application submittal; and,
- Be able to present the project to the Community Development Advisory Board(s), if requested.

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### **OUTCOMES AND REPORTING REQUIREMENTS:**

- Capacity to run eligibility/provide all necessary documentation.
- Unduplicated Counts
  - The count relates to individuals or unit, not number of services or service occurrence/frequency
    - I.E.-One person receiving multiple services = 1 outcome
- Service Area Boundaries
  - Charleston County (*outside the City of Charleston*) and City of North Charleston
- Must have system capacity to track and report outcomes.
- **Reporting progress towards outcomes and reporting expenditures are contract requirements.**
  - Reporting frequency is driven by past performance; financial risk.

### **FINANCIAL REQUIREMENTS:**

- Must have systems in place for record keeping, record retention, and protecting personally identifiable information.
- Must have appropriate level of financial review for size of agency (audit, single audit, CPA-reviewed financial statement)
- Must have adequate financial policies and systems in place
- Must be prepared to comply with applicable procurement and contracting of services
- **Must have all basic internal controls in place**
  - Organizational chart
  - Written definition of duties of key employees
  - Formal system of authorization and supervision
  - Separation of duties
  - Staff qualifications
  - Control over access to assets, blank forms, and confidential documents
  - Comparison of financial records to actual assets and liabilities

### **BUDGET COSTS:**

- Cost per Unit
  - Only the monies listed in the “your request” column of the budget will be used to calculate cost per unit. Maintain rationale for proposed budget-if awarded we will require more detailed rationale.
  - Verify the reliability and accuracy of the method used to project your outcomes and the costs associated with providing the service. The outcomes should be realistic, ideally based upon historical performance.
- Project Soft Costs
  - Only project costs will be reimbursed (no administrative costs); however, project management costs are classified as project soft cases and can be reimbursed.
- **Match not required for CDGB but should show your investment to ensure success**

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### SCORING:

|  |                          |
|--|--------------------------|
| <b>1. Alignment with Community Priorities</b>  | <b>Maximum 20 points</b> |
| <b>2. Project Feasibility</b><br>Proposed Project is clearly described and includes the following information: <ul style="list-style-type: none"> <li>• Addresses all aspects of project</li> <li>• Outcomes are achievable</li> <li>• Provides a viable solution to a problem</li> <li>• Discusses past efforts to solve problem and develop plans for implementation</li> <li>• Alternatives considered and best solution being implemented</li> <li>• Cost estimates current, appear reasonable based on need, impact and benefit, all necessary costs included in budget</li> <li>• All project resources are available in a timely manner</li> <li>• Project is eligible and all qualifying households determined and committed</li> <li>• Ready to begin implementation within 90 days of contract execution; if unable to begin project implementation within 90 days of contract execution, reasonable explanation as to why</li> <li>• Provide a cost per unit</li> </ul> | <b>Maximum 15 points</b> |
| <b>3. Capacity (for NEW applicants/projects)</b><br>Organization has previous experience in managing federally funded programs, has adequate staff, internal controls & systems, and ability to re-pay any disallowed costs, should such occur.<br><br><b>OR</b><br><br><b>Performance (for PREVIOUSLY funded projects)</b><br>Proposed project's sponsoring organization demonstrates a proven track record in completing similar projects successfully and within the funding period. Adherence to contracted reporting schedule, HUD required client income verification and property qualifications will be measured along with evidence of financial management.  | <b>Maximum 40 points</b> |
| <b>4. Community Support</b> <ul style="list-style-type: none"> <li>• Only agencies that provide both written justification in the online application AND letters of support as attachments on the online application will receive the full 15 possible points</li> <li>• *Note: Community support letters should be up to date.</li> </ul>   | <b>Maximum 15 points</b> |
| <b>5. Application Submission</b>   | <b>Maximum 10 points</b> |

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## PY25 Urban Entitlement Pre-Application Workshop

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.

### CDBG:

Development of viable urban communities by:

- Providing decent, safe and sanitary housing.
- Providing a suitable living environment; and,
- Expanding economic opportunities, principally for persons of low and moderate income.

| CONSOLIDATED PLAN CDBG FUNDING PRIORITIES                                |                         |
|--|-------------------------|
| ELIGIBLE ACTIVITY  | POINT VALUE FOR SCORING |
| Rehabilitation & Preservation – Emergency Repairs (funding cap per unit) | 20                      |
| Infrastructure – Water/Sewer   | 15                      |
| Public Services (Including Fair Housing Activities)                      | 15                      |
| Economic Development   | 10                      |
| Downpayment Assistance   | 5                       |
| Infrastructure - Broadband Internet                                      | 5                       |
| Infrastructure – Sidewalks   | 0                       |

### Eligibility Certification:

- Household Income Eligibility Certification
- Property Eligibility/Ownership Certification—must be able to demonstrate/document ownership interest
- Occupancy or Principal/Primary Residence Certification

### PY 2025 Priority Projects

- Emergency Repair
  - (County & City: not to exceed \$20,000 per unit)
  - Limit—home is not eligible to receive additional county-funded CDBG Emergency Repair assistance for 5 years after project completion
  - See full RFA for a list of eligible emergency rehabilitation projects.
- Infrastructure
  - Provide access to water/sewer services or an upgrade to a household’s well and/or septic system in LMI neighborhoods

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.



# Charleston County and City of North Charleston



## PY25 Urban Entitlement Pre-Application Workshop

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.

### Emergency Housing Repairs:

- For larger housing rehabilitation projects, prospective applicants should investigate whether they have the capacity and funding required to apply for HOME funds.
- This program is not designed to improve housing overall but rather to eliminate threats to health, safety, and welfare and ensure handicapped accessibility.

This program will fund entities whose projects provide limited (emergency) repairs for homeowners who meet the eligibility criteria listed:

- **Income Requirements:** The household must have an income below 80% of the median income as defined by HUD. These figures are adjusted annually and can be found in Section 9 of this document.
- **Acceptable Repair Work:** The dwelling must exhibit serious threats to health and safety or the owner must be in need of handicap accessibility. **Typical eligible activities are listed on page 10 of the RFA instructions, and the chart below identifies what triggers an Environmental Review.**

| Repair                                       | Description   | Requires Environmental Review*  |
|--|---|---|
| Roof Repair/ Replacement                     | The repair should address faulty roofs which are causing damage to the interior of the house. Ceilings damaged by faulty roof should be repaired.   | Roof Replacement  |
| Plumbing – Repair of Unsafe Plumbing Systems | Repairs needed to ensure that home has one functioning bathroom. All plumbing must be connected to public sewer, or other approved septic systems.  | Installation of new plumbing system   |
| Floors/Walls                                 | Repair or replace floors or walls that expose occupants to the elements or pose a hazard to occupants of the house.   | Installation of new wood floor, new drywall or paneling, new acoustical ceiling, installation of dropped ceilings |
| Electrical Updates                           | Exposed electrical wiring (verified by electrical inspector) and wiring which poses a fire and/or safety hazard.  | Major rewiring of building, installation of new electrical service, replacing or moving electrical panels         |
| HVAC   | HVAC Units that are in non-working order can be replaced.   | Installation of new furnace or heat distribution system<br>Installation of central air conditioning               |
| Gas Leak                                     | Must be verified by South Carolina Electric and Gas Company.  |   |
| Water Heaters                                | Replacement of inoperable and/or unsafe hot water heaters.  |   |
| Porch Floors and Rails                       | Structurally unsound porches and/or steps, which may collapse.  | Rebuilding stairs or constructing new stairs  |
| Water  | Repair of broken water line if providing only water source to home.   | New water or sewer connection   |
| Handicap-Accessibility Improvements          | Install ramps for handicapped persons. Floors should be accessible for egress and ingress throughout the house. Protective railings for interior stairs.  | Installation of new access ramp   |
| Weatherization                               | Repairs aimed at improving the energy efficiency of homes through replacing/repairing ductwork, adding insulation, new windows, and doors; and, improving a home's ability to withstand elements, including insulation and weather-stripping. | Replacement of windows and exterior doors<br>Adding storm windows or storm doors                                  |

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.



# Charleston County and City of North Charleston



## PY25 Urban Entitlement Pre-Application Workshop

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.

### HOME/CHDO

Create affordable housing for low-income households by:

- Strengthening the ability of state and local governments to provide housing and leverage private sector participation

### HOME SCORING

| Eligible Activity   | Point Value for Scoring |
|---|-------------------------|
| Acquisition and/or rehabilitation of vacant units for sale or rental* | 20                      |
| New Construction of rental housing or homebuyer property*             | 15                      |
| Owner-Occupied Rehabilitation** (North Charleston only)               | 5                       |

\*For units to be sold to homebuyers, regardless whether project is for housing rehabilitation or housing construction, the subrecipient must perform some level of homebuyer/home occupancy activity and/or training for the HOME-assisted unit. Additionally, training as a project in total is not eligible—must be tied to HOME-assisted unit.

\*\*Owner-occupied rehabilitation projects are for North Charleston only. The subrecipient must work with the City of North Charleston’s list of eligible homeowners.

### CHDO SCORING:

| Eligible Activity   | Point Value for Scoring |
|---|-------------------------|
| Acquisition and/or rehabilitation of vacant units for sale or rental* | 20                      |
| New Construction of rental housing or homebuyer property*             | 15                      |

*\*For units to be sold to homebuyers, regardless of whether project is for housing rehabilitation or housing construction, the subrecipient must perform some level of homebuyer/home occupancy activity and/or training for the HOME-assisted unit. Additionally, training as a project in total is not eligible—must be tied to HOME-assisted unit.*

*Ineligible CHDO set-aside activities include: tenant-based rental assistance; homeowner rehabilitation; and brokering or other real estate transaction*

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.





# Charleston County and City of North Charleston



## PY25 Urban Entitlement Pre-Application Workshop

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.

### PROPERTY STANDARDS

- New Construction
  - Current code
  - Accessibility
  - Disaster mitigation
- Rehabilitation
  - Code (entire house)
  - Health and safety
  - Major systems must be replaced if they have a useful life of less than 5 years  
24 CFR 92.251 (2) (B) (ii)

### NORTH CHARLESTON ONLY – OWNER OCCUPIED REHAB \*OOR

**\*OOR is not an eligible activity for CHDO**

#### **Outreach- Selection of Homeowners/Buyers**

- City of North Charleston will provide properties for Owner Occupied Rehab (\*OOR) and conduct title searches to ensure homeownership
- For all other projects, agency must have an outreach process that provides for fair distribution of funds

### UNIQUE HOME/CHDO REGULATIONS

The following must be **submitted PRIOR to contract issuance**:

- Project underwriting information\*
- Established capacity
- Market study analysis (*Does not apply to Owner Occupied Rehab*)

### UNIQUE CHDO REQUIREMENTS & REGULATIONS

**\* An entity must first be certified as CHDO.**

**Items to be reviewed include some of the following:**

- Legal status
- Organizational structure
- Capacity and experience
- Board composition
- Role of entity (must act as the owner, developer, or sponsor of the project)
- Documentation of project underwriting, developer capacity, and market study analysis for project

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.



# Charleston County and City of North Charleston



## PY25 Urban Entitlement Pre-Application Workshop

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.

### HESG

- **Population Served:** sheltered and non-sheltered homeless individuals and families
- **Match:** 100% non-federal, non-administrative match funds.
  - Note: Some federal funds can be used as a match, but the applicant will need to provide information from the applicable federal regulations that substantiates this assertion. (Please list source of match on the bottom of the budget form)
- **Endorsement from the Endorsement Committee of the CoC**

All HESG applicants must submit a Request for Endorsement to the Endorsement Committee of the Lowcountry Continuum of Care by Friday, December 13, 2024, at 12:00pm EST. **\*See pg. 14 of the RFA Instructions for more information.**

For an agency to receive funding through the HESG process, that agency’s HESG application for funds must be endorsed by the Lowcountry COC.

- <https://www.cognitofrms.com/LowcountryCoC/ESGEndorsement>
- Contact: hcarver@lowcountrycoc.org

### **HESG Funding Requests Must Include: \*Links for these forms can be found on RFA webpage**

- Agency Assessment for ESG Endorsement
- Budget Summary page of the HESG application
- Racial Equity Assessment

### NEIGHBORLY APPLICATIONS:

All documents and information must be uploaded into your agency’s application in Neighborly.

Access the application here: <https://portal.neighborlysoftware.com/charlestoncountysc/participant>

To create an application, you will select your desired funding stream. **After making your selection, it may take up to one business day from the time of your submission to gain access to the full application.**

**Please Note:** Official County Holidays and weekends are not counted as business days. If you submit your application selection less than one business day before the RFA closes, we cannot guarantee that you will gain access to the full application before the RFA period closes.





# Charleston County and City of North Charleston



## PY25 Urban Entitlement Pre-Application Workshop


Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.

### ADDITIONAL APPLICATION RESOURCES:

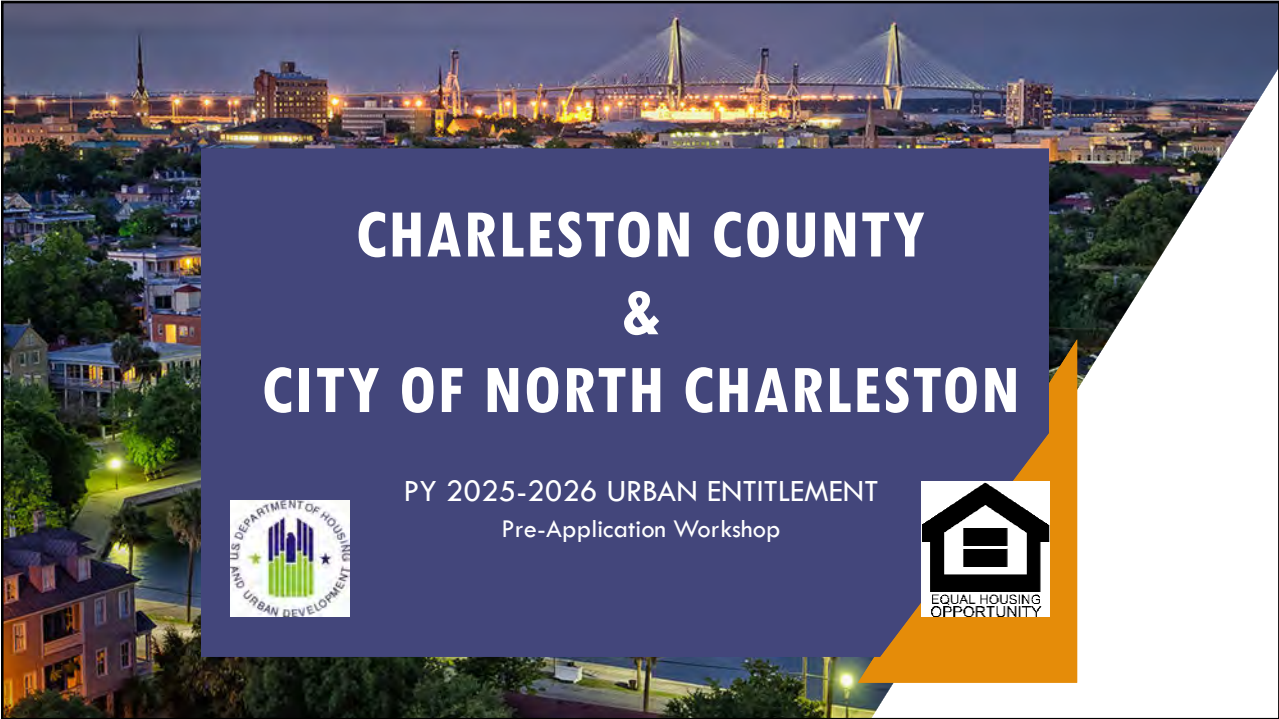
The following websites provide an overview of the laws, regulations and other policy information that governs the HUD program.

#### The HUD Exchange:

- <https://www.hudexchange.info/>
- CDBG Laws and Regulations
- <https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/>
- HESG Laws and Regulations
- <https://www.hudexchange.info/programs/esg/esg-law-regulations-and-notices/>
- HOME Laws and Regulations
- <https://www.hudexchange.info/programs/home/>

|  <b>DEPARTMENT OF HOUSING &amp; URBAN DEVELOPMENT<br/>INCOME LIMITS DOCUMENTATION SYSTEM<br/>FY 2025 Income Limit Area for Charleston County</b> |                                       |                                  |                             |
|--|---------------------------------------|----------------------------------|-----------------------------|
| <u>Family Size</u>   | <b>Extremely Low Income<br/>(30%)</b> | <b>Very Low Income<br/>(50%)</b> | <b>Low Income<br/>(80%)</b> |
| <b>1 PERSON</b>  | 22,100                                | 36,800                           | 58,900                      |
| <b>2 PERSONS</b>   | 25,250                                | 42,050                           | 67,300                      |
| <b>3 PERSONS</b>   | 28,400                                | 47,300                           | 75,700                      |
| <b>4 PERSONS</b>   | 31,550                                | 52,550                           | 84,100                      |
| <b>5 PERSONS</b>   | 36,580                                | 56,800                           | 90,850                      |
| <b>6 PERSONS</b>   | 41,960                                | 61,000                           | 97,600                      |
| <b>7 PERSONS</b>   | 47,340                                | 65,200                           | 104,300                     |
| <b>8 + PERSONS</b>   | 52,720                                | 69,400                           | 111,050                     |

Please refer to the Urban Entitlement RFA PY25 Instructions for further guidance.



# CHARLESTON COUNTY & CITY OF NORTH CHARLESTON

PY 2025-2026 URBAN ENTITLEMENT  
Pre-Application Workshop



## PLEASE NOTE:

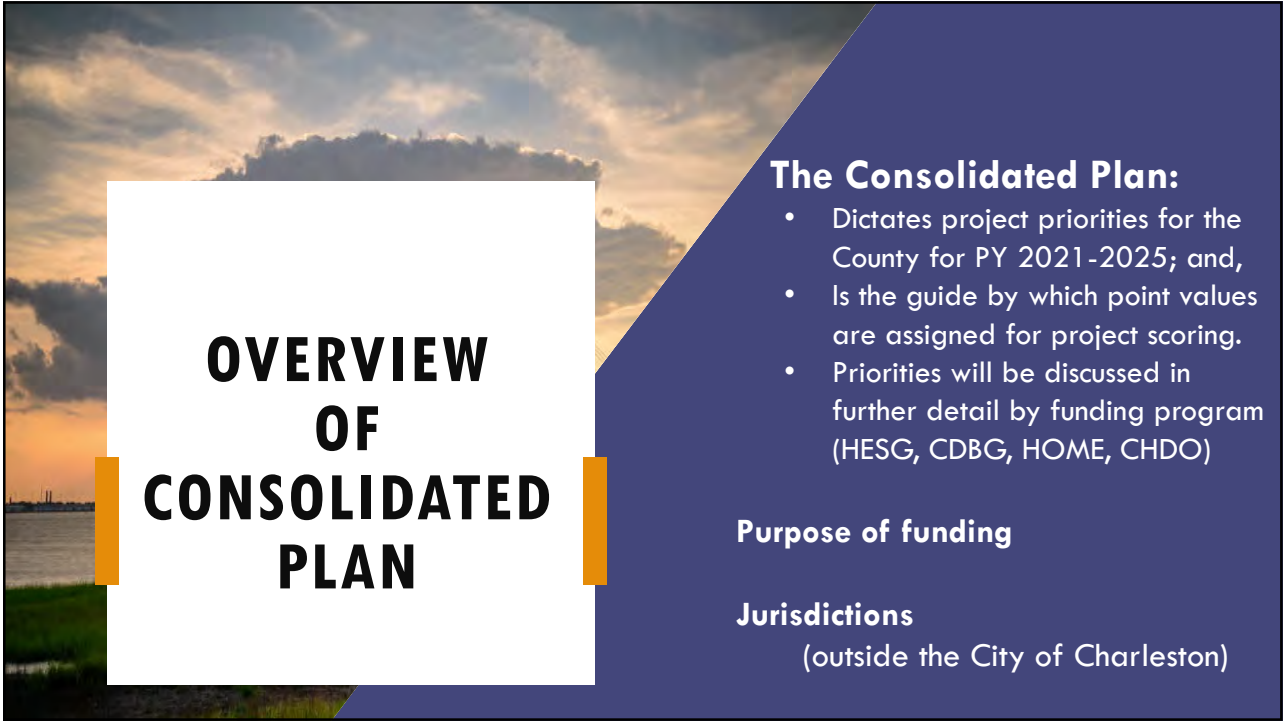
This presentation highlights important points about the RFA, but it is not all-inclusive. Please read the RFA instructions and the RFA website for all details related to the application.

<https://www.charlestoncounty.org/departments/community-development/urban-entitlement.php>



# TRAINING HIGHLIGHTS

- Welcome & Overview
- Overview of Funding Sources
- Are you ready? Can you be ready?
- Environmental Review Requirements
- Financial Requirements & Project Success
- Review of Online Application & Scoring



# OVERVIEW OF CONSOLIDATED PLAN

## The Consolidated Plan:

- Dictates project priorities for the County for PY 2021-2025; and,
- Is the guide by which point values are assigned for project scoring.
- Priorities will be discussed in further detail by funding program (HESG, CDBG, HOME, CHDO)

**Purpose of funding**

**Jurisdictions**  
(outside the City of Charleston)



# RFA APPLICATION IMPORTANT DATES

PY 2025-2026 URBAN ENTITLEMENT  
Pre-Application Workshop



## ONLINE APPLICATION

The online application is available directly through the Charleston County Community Development and Revitalization website.

<https://www.charlestoncounty.org/departments/community-development/urban-entitlement.php>

**Please Note:**

- **No applications will be accepted after 1/6/25 at 12:00pm EST**
- All applications & attachments are submitted through the online Neighborly portal.
- **We will not be accepting paper applications.**
- Attachments will only be accepted in PDF, Word, or Excel formats
- Once **submitted** you are **not able** to make any changes

**Friday, 12/13/2024 by 5:00pm EST**

- Written questions due to Community Development Department-
- Answers posted Friday, 12/20/24  
Phone: 843-202-6980  
Email: [communitydev@charlestoncounty.org](mailto:communitydev@charlestoncounty.org)

# IMPORTANT DATES

**Friday, 12/13/2024 by 12:00pm EST**

- HESG Endorsement Request due
- To receive funding, applicants must receive a letter of endorsement from the Endorsement Committee.  
<https://www.cognitofrms.com/LowcountryCoC/ESGEndorsement>



**Monday, 1/6/2025 by 12:00pm EST**

- Completed application due
- Late applications will not be accepted



## REVIEW OF FUNDING SOURCES

PY 2025-2026 URBAN ENTITLEMENT  
Pre-Application Workshop



# FUNDING STREAMS

**COMMUNITY  
DEVELOPMENT  
BLOCK GRANT  
(CDBG)**



**HOME INVESTMENT  
PARTNERSHIPS  
PROGRAM  
&  
COMMUNITY  
HOUSING  
DEVELOPMENT  
ORGANIZATION  
(HOME/CHDO)**

**HEARTH  
EMERGENCY  
SOLUTIONS  
GRANT  
(HESG)**



# FUNDING STREAMS: OBJECTIVES

**COMMUNITY  
DEVELOPMENT BLOCK  
GRANT (CDBG)**

**Development of viable urban communities by:**

- Providing decent, safe, and sanitary housing
- Providing a suitable living environment; and
- Expanding economic opportunities, principally for persons of low and moderate income

**HOME INVESTMENT  
PARTNERSHIPS  
PROGRAM &  
COMMUNITY HOUSING  
DEVELOPMENT  
ORGANIZATION  
(HOME/CHDO)**

**Create affordable housing for low-income households by:**

- Strengthening the ability of state and local governments to provide housing and leverage private-sector participation

**HEARTH  
EMERGENCY  
SOLUTIONS GRANT  
(HESG)**

**Provide programs and services for homeless individuals and families.**

- To help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.



# ELIGIBILITY CERTIFICATION

1. Household Income Eligibility Certification
2. Property Eligibility/Ownership Certification—must be able to demonstrate/document ownership interest
3. Occupancy or Principal/Primary Residence Certification
  - What are the eligibility documentation requirements of your proposed project?
  - Do you have staff capacity adequate to satisfy the project’s ongoing eligibility documentation requirements?

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**HOME INVESTMENT PARTNERSHIPS PROGRAM & COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (HOME/CHDO)**

# SCORING

|   |                   |
|---|-------------------|
| 1. Alignment with Community Priorities  | Maximum 20 points |
| 2. Project Feasibility  | Maximum 15 points |
| <b>3. Capacity (for NEW applicants/projects)</b><br>Organization has previous experience in managing federally funded programs, has adequate staff, internal controls & systems, and ability to re-pay any disallowed costs, should such occur.<br><b>OR</b><br><b>Performance (for PREVIOUSLY funded projects)</b><br>Proposed project’s sponsoring organization demonstrates a proven track record in completing similar projects successfully and within the funding period. Adherence to contracted reporting schedule, HUD required client income verification and property qualifications will be measured along with evidence of financial management. | Maximum 40 points |
| 4. Community Support  | Maximum 15 points |
| 5. Application Submission   | Maximum 10 points |

# BUDGET COSTS: ALL FUNDING STREAMS

- **COST PER UNIT**

- Only the monies listed in the “your request” column of the budget will be used to calculate cost per unit. Maintain rationale for proposed budget-if awarded we will require more detailed rationale.
- Verify the reliability and accuracy of the method used to project your outcomes and the costs associated with providing the service. The outcomes should be realistic, ideally based upon historical performance.

- **PROJECT SOFT COSTS**

- Only project costs will be reimbursed (no administrative costs); however, project management costs are classified as project soft cases and can be reimbursed.

- **Match not required for CDGB but should show your investment to ensure success**



## ARE YOU READY? CAN YOU BE READY?

**Expenses are on a reimbursement basis.**

**Organizations must have funds to pay for costs upfront.**

### Staff Capacity:

- Eligibility
- Homeownership
  - Access to realtor, loans, homeownership classes
- Reporting
  - Financial & programmatic
- Program Specific
  - Construction

### Systems:

- Procurement
- Financial policies and procedures
- Tracking outcomes
- Financing plan to operate program



# CDBG



## SCORING/FUNDING PRIORITIES PY25 PRIORITY PROJECTS EMERGENCY REPAIRS

# CDBG PROGRAM SCORING

| Eligible Activity  | Point Value for Scoring |
|--|-------------------------|
| Rehabilitation & Preservation – Emergency Repairs (\$20,000 funding cap per unit)* | 20                      |
| Infrastructure – Water/Sewer (ER)  | 15                      |
| Public Services**  | 15                      |
| Economic Development   | 10                      |
| Downpayment Assistance   | 5                       |
| Broadband Internet   | 5                       |

\*Please see full RFA for a list of eligible emergency rehabilitation projects  
 \*\*Includes Fair Housing activities



## PY 2025 PRIORITY PROJECTS

- **Emergency Repair\***
  - (County & City: not to exceed \$20,000 per unit)  
*Limit—home is not eligible to receive additional county funded CDBG Emergency Repair assistance for 5 years after project completion*
- **Infrastructure**
  - Provide access to water/sewer services or an upgrade to a household's well and/or septic system in LMI neighborhoods

*\*Please see full RFA for a list of eligible emergency rehabilitation projects.*

## EMERGENCY REPAIRS

Prior to initiating any emergency repair activities, the subrecipient must submit the scope/write-up of proposed repair work to Charleston County Community Development & Revitalization department for review.

- Construction oversight of projects is required to ensure:
  - Adherence to procurement standards
  - Compliance and implementation of Federal requirements (LBP Hazards, Section 3), state and local building code requirements
  - Acceptable standards and quality of workmanship
  - **Typical eligible activities are listed on page 10 of the RFA instructions, and the chart below identifies what triggers an Environmental Review.**





## QUESTIONS SO FAR?

Discussion so far...

- Overview of Funding Sources
- Are you ready? Can you be ready?
- CDBG Overview

## HOME INVESTMENT PARTNERSHIPS PROGRAM & COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (HOME/CHDO)



HOME & CHDO SCORING  
OUTREACH/SELECTION  
UNIQUE REGULATIONS



# HOME PROGRAM SCORING

| Eligible Activity   | Point Value for Scoring |
|---|-------------------------|
| Acquisition and/or rehabilitation of vacant units for sale or rental* | 20                      |
| New Construction of rental housing or homebuyer property*             | 15                      |
| Owner-Occupied Rehabilitation** (North Charleston only)               | 5                       |

*\*For units to be sold to homebuyers, regardless whether project is for housing rehabilitation or housing construction, the subrecipient must perform some level of homebuyer/home occupancy activity and/or training for the HOME-assisted unit. Additionally, training as a project in total is not eligible—must be tied to HOME-assisted unit.*

*\*\*Owner-occupied rehabilitation projects are for North Charleston only. The subrecipient must work with the City of North Charleston's list of eligible homeowners.*



# CHDO PROGRAM SCORING



| Eligible Activity   | Point Value for Scoring |
|---|-------------------------|
| Acquisition and/or rehabilitation of vacant units for sale or rental* | 20                      |
| New Construction of rental housing or homebuyer property*             | 15                      |

*\*For units to be sold to homebuyers, regardless of whether project is for housing rehabilitation or housing construction, the subrecipient must perform some level of homebuyer/home occupancy activity and/or training for the HOME-assisted unit. Additionally, training as a project in total is not eligible—must be tied to HOME-assisted unit.*

*Ineligible CHDO set-aside activities include: tenant-based rental assistance; homeowner rehabilitation; and brokering or other real estate transaction*





## OUTREACH-SELECTION OF HOMEOWNERS/BUYERS

- City of North Charleston will provide properties for Owner Occupied Rehab (\*OOR) and conduct title searches to ensure homeownership
- For all other projects, agency must have an outreach process that provides for fair distribution of funds

*\*OOR is not an eligible activity for CHDO*



## UNIQUE HOME/CHDO REGULATIONS

The following must be submitted PRIOR to contract issuance:

- Project underwriting information\*
- Established capacity
- Market study analysis\*

**\*Does not apply to Owner Occupied Rehab**



# UNIQUE CHDO REQUIREMENTS & REGULATIONS



An entity must first be certified as CHDO.

Items to be reviewed include some of the following:

- Legal status
- Organizational structure
- Capacity and experience
- Board composition
- Role of entity (must act as the owner, developer, or sponsor of the project)
- Documentation of project underwriting, developer capacity, and market study analysis for project

## KEY POINTS TO REMEMBER: ANY QUESTIONS?



- CHDO Certification Application
- Match: 25% non-federal match (County only)
- Market study analysis\*
- Project underwriting documentation\*
- Site location map  
(include TMS/map if location known)
- Environmental review & clearance

*\*Does not apply to Owner Occupied Rehab*

# HEARTH EMERGENCY SOLUTIONS GRANT (HESG)



SCORING  
UNIQUE HESG REQUIREMENTS  
CONTINUUM OF CARE REQUIREMENTS

## HESG PROGRAM SCORING



| Eligible Activity                             | Point Value for Scoring |
|---|-------------------------|
| Rapid Re-Housing (Must be literally homeless) | 20                      |
| Shelter Operations                            | 15                      |

## PROGRAM OVERVIEW

- **Population Served:** sheltered and non-sheltered homeless individuals and families
- **Match:** 100% non-federal, non-administrative match funds.
  - Note: Some federal funds can be used as a match, but the applicant will need to provide information from the applicable federal regulations that substantiates this assertion. (Please list source of match on the bottom of the budget form)
- **Endorsement from the Endorsement Committee of the CoC**

# HESG



**LOWCOUNTRY COC**

### About:

The Lowcountry COC is comprised of organizations providing services to people who are homeless, have recently been homeless, or are at risk for being homeless. The organization is funded and sanctioned by HUD.

### Mission Statement:

The COC plans, develops, and implements comprehensive and coordinated strategies to address homelessness.

# LOWCOUNTRY CONTINUUM OF CARE



All HESG applicants must submit a Request for Endorsement to the Endorsement Committee of the Lowcountry Continuum of Care by Friday, December 13, 2024, at 12:00pm EST.

\*See pg. 14 of the RFA Instructions for more information.

For an agency to receive funding through the HESG process, that agency's HESG application for funds must be endorsed by the Lowcountry COC.

<https://www.cognitofrms.com/LowcountryCoC/ESGEndorsement>

Contact: hcarver@lowcountrycoc.org

### HESG Funding Requests Must Include:

- Agency Assessment for ESG Endorsement
- Budget Summary page of the HESG application
- Racial Equity Assessment

\*Links for these forms can be found on RFA webpage

# LOWCOUNTRY CONTINUUM OF CARE



# ENVIRONMENTAL REVIEW & ASSESSMENT

## PY 2025-2026 URBAN ENTITLEMENT

Pre-Application Workshop





# ENVIRONMENTAL REVIEW REQUIREMENTS & HUD CLEARANCE

**Objective:** Identify potential environmental impacts

## Goals of Environmental Review:

- Ensure that concerns are identified and addressed before the project begins
- Promote the health and safety of residents/communities
- Protect land, air, & water



## EMERGENCY REPAIRS AND ENVIRONMENTAL REVIEW

| Repair                                       | Description   | Requires Environmental Review*  |
|--|---|---|
| Roof Repair/ Replacement                     | The repair should address faulty roofs which are causing damage to the interior of the house. Ceilings damaged by faulty roof should be repaired.   | Roof Replacement  |
| Plumbing – Repair of Unsafe Plumbing Systems | Repairs needed to ensure that home has one functioning bathroom. All plumbing must be connected to public sewer, or other approved septic systems.  | Installation of new plumbing system   |
| Floors/Walls                                 | Repair or replace floors or walls that expose occupants to the elements or pose a hazard to occupants of the house.   | Installation of new wood floor, new drywall or paneling, new acoustical ceiling, installation of dropped ceilings |
| Electrical Updates                           | Exposed electrical wiring (verified by electrical inspector) and wiring which poses a fire and/or safety hazard.  | Major rewiring of building, installation of new electrical service, replacing or moving electrical panels         |
| HVAC   | HVAC Units that are in non-working order can be replaced.   | Installation of new furnace or heat distribution system<br>Installation of central air conditioning               |
| Gas Leak                                     | Must be verified by South Carolina Electric and Gas Company.  |   |
| Water Heaters                                | Replacement of inoperable and/or unsafe hot water heaters.  |   |
| Porch Floors and Rails                       | Structurally unsound porches and/or steps, which may collapse.  | Rebuilding stairs or constructing new stairs  |
| Water  | Repair of broken water line if providing only water source to home.   | New water or sewer connection   |
| Handicap-Accessibility Improvements          | Install ramps for handicapped persons. Floors should be accessible for ingress and egress throughout the house. Protective railings for interior stairs.  | Installation of new access ramp   |
| Weatherization                               | Repairs aimed at improving the energy efficiency of homes through replacing/repairing ductwork, adding insulation, new windows, and doors; and, improving a home's ability to withstand elements, including insulation and weather-stripping. | Replacement of windows and exterior doors<br>Adding storm windows or storm doors                                  |



# ENVIRONMENTAL REVIEW

An Environmental Review (ER) package must be completed and submitted to county staff should an agency be awarded funding for any of the below project types:

- New housing construction
- Housing rehabilitation (vacant units to sell or rent)
- Conversion of uses
- Construction of public facilities
- Infrastructure (includes sidewalks, water lines, and sewer lines)
- Acquisition/demolition/disposition

County assists with the completion of the Environmental Reviews for these projects:

- Emergency repairs
- Owner-occupied rehabilitation

**\*Projects cannot proceed until they receive environmental clearance**

# ENVIRONMENTAL REVIEW CONSIDERATIONS FOR THE PROJECT

## Project Delay:

- Completing the ER: Agency or Consultant?
- ER costs eligible for reimbursement after clearance
- ER clearance last for a period of five years
- An Environmental Review (ER) delays project start-up
- ER must be approved by HUD via Charleston County
- Clearance process can take from 45 – 120 days or more

For more information and to see if your agency has the capacity to conduct an ER, please visit the HUD Exchange website:

<https://www.hudexchange.info/programs/environmental-review/>




# FINANCIAL REQUIREMENTS & DEFINING PROJECT SUCCESS

PY 2025-2026 URBAN ENTITLEMENT  
Pre-Application Workshop




## CDBG BUDGET FORM



| Budget Item                                    | (County)<br>CDBG Request | (North<br>Charleston)<br>CDBG Request | Other Sources | Total Project |
|--|--------------------------|---------------------------------------|---------------|---------------|
| <b>PERSONNEL</b>                               |                          |                                       |               |               |
| Salaried Positions—please list titles below:   |                          |                                       |               |               |
| a.   |                          |                                       |               | -             |
| b.   |                          |                                       |               | -             |
| c.   |                          |                                       |               | -             |
| Fringe Benefits Total                          |                          |                                       |               | -             |
| <b>TOTAL PERSONNEL</b>                         | -                        | -                                     | -             | -             |
| <b>OPERATING COSTS</b>                         |                          |                                       |               |               |
| Supplies                                       |                          |                                       |               | -             |
| Equipment                                      |                          |                                       |               | -             |
| Mileage  |                          |                                       |               | -             |
| Rent (must submit rationale of usage)          |                          |                                       |               | -             |
| Other—please list items:                       |                          |                                       |               | -             |
| a.   |                          |                                       |               | -             |
| b.   |                          |                                       |               | -             |
| c.   |                          |                                       |               | -             |
| d.   |                          |                                       |               | -             |
| <b>TOTAL OPERATING COSTS</b>                   | -                        | -                                     | -             | -             |
| <b>CONTRACT SERVICES</b>                       |                          |                                       |               |               |
| List each intended type of contracted service: |                          |                                       |               |               |
| a.   |                          |                                       |               | -             |
| b.   |                          |                                       |               | -             |
| c.   |                          |                                       |               | -             |
| d.   |                          |                                       |               | -             |
| <b>TOTAL CONTRACT SERVICES</b>                 | -                        | -                                     | -             | -             |
| <b>BUDGET TOTAL</b>                            | -                        | -                                     | -             | -             |

\* Please note that the inclusion of this budget item does not constitute approval. Additionally, please refer to Section 4 "Required Procurement Standards for Awardees" in the application instructions; HUD Procurement Guidelines can be found by visiting [www.hud.gov](http://www.hud.gov).



# HOME BUDGET FORM

| 5  | Budget Item   | (County)<br>HOME Request | (County) Match*<br>(≥25%) | (North<br>Charleston)<br>HOME Request | Other Resources | Total Project |
|----|---|--------------------------|---------------------------|---------------------------------------|-----------------|---------------|
| 7  | <b>PROJECT MANAGEMENT</b>   |                          |                           |                                       |                 |               |
| 8  | Wages/Salaries—please list titles below   |                          |                           |                                       |                 |               |
| 9  | a.  |                          |                           |                                       |                 |               |
| 10 | b.  |                          |                           |                                       |                 |               |
| 11 | Fringe Benefits Total   |                          |                           |                                       |                 |               |
| 12 | Supplies/Materials  |                          |                           |                                       |                 |               |
| 13 | a.  |                          |                           |                                       |                 |               |
| 14 | b.  |                          |                           |                                       |                 |               |
| 15 | c.  |                          |                           |                                       |                 |               |
| 16 | Equipment   |                          |                           |                                       |                 |               |
| 17 | a.  |                          |                           |                                       |                 |               |
| 18 | b.  |                          |                           |                                       |                 |               |
| 19 | Other—please list items   |                          |                           |                                       |                 |               |
| 20 | a.  |                          |                           |                                       |                 |               |
| 21 | b.  |                          |                           |                                       |                 |               |
| 22 | <b>TOTAL PROJECT MANAGEMENT</b>   | -                        | -                         | -                                     | -               | -             |
| 24 | <b>LAND ACQUISITION</b>   |                          |                           |                                       |                 |               |
| 25 |   |                          |                           |                                       |                 |               |
| 26 |   |                          |                           |                                       |                 |               |
| 27 | <b>TOTAL LAND ACQUISITION</b>   | -                        | -                         | -                                     | -               | -             |
| 28 |   |                          |                           |                                       |                 |               |
| 29 | <b>DESIGN</b>   |                          |                           |                                       |                 |               |
| 30 |   |                          |                           |                                       |                 |               |
| 31 | <b>TOTAL DESIGN</b>   | -                        | -                         | -                                     | -               | -             |
| 32 |   |                          |                           |                                       |                 |               |
| 33 | <b>RENOVATION/CONSTRUCTION</b>  |                          |                           |                                       |                 |               |
| 34 |   |                          |                           |                                       |                 |               |
| 35 | <i>(Electrical/plumbing/heating rehab fees, construction staff, framing, permit, etc.)</i>  |                          |                           |                                       |                 |               |
| 36 | a.  |                          |                           |                                       |                 |               |
| 37 | b.  |                          |                           |                                       |                 |               |
| 38 | c.  |                          |                           |                                       |                 |               |
| 39 | <b>TOTAL RENOVATION/CONSTRUCTION</b>  | -                        | -                         | -                                     | -               | -             |
| 40 | <b>BUDGET TOTAL</b>   | -                        | -                         | -                                     | -               | -             |
| 41 |   |                          |                           |                                       |                 |               |
| 42 |   |                          |                           |                                       |                 |               |
| 43 | Please note source of match:  |                          |                           |                                       |                 |               |
| 44 | <small>*Charleston County Applicants ONLY. Must be project-related cash or in-kind. Administrative in-kind is not considered match.</small> |                          |                           |                                       |                 |               |

# FINANCIAL REQUIREMENTS

- Must have adequate financial policies and systems in place
- Must be prepared to comply with applicable procurement and contracting of services
- Must have all basic internal controls in place
  - Organizational chart
  - Written definition of duties of key employees
  - Formal system of authorization and supervision
  - Separation of duties
  - Staff qualifications
  - Control over access to assets, blank forms, and confidential documents
  - Comparison of financial records to actual assets and liabilities



# FINANCIAL REQUIREMENTS

- Must have systems in place for record keeping, record retention, and protecting personally identifiable information
- Must have appropriate level of financial review for size of agency (audit, single audit, CPA-reviewed financial statement)

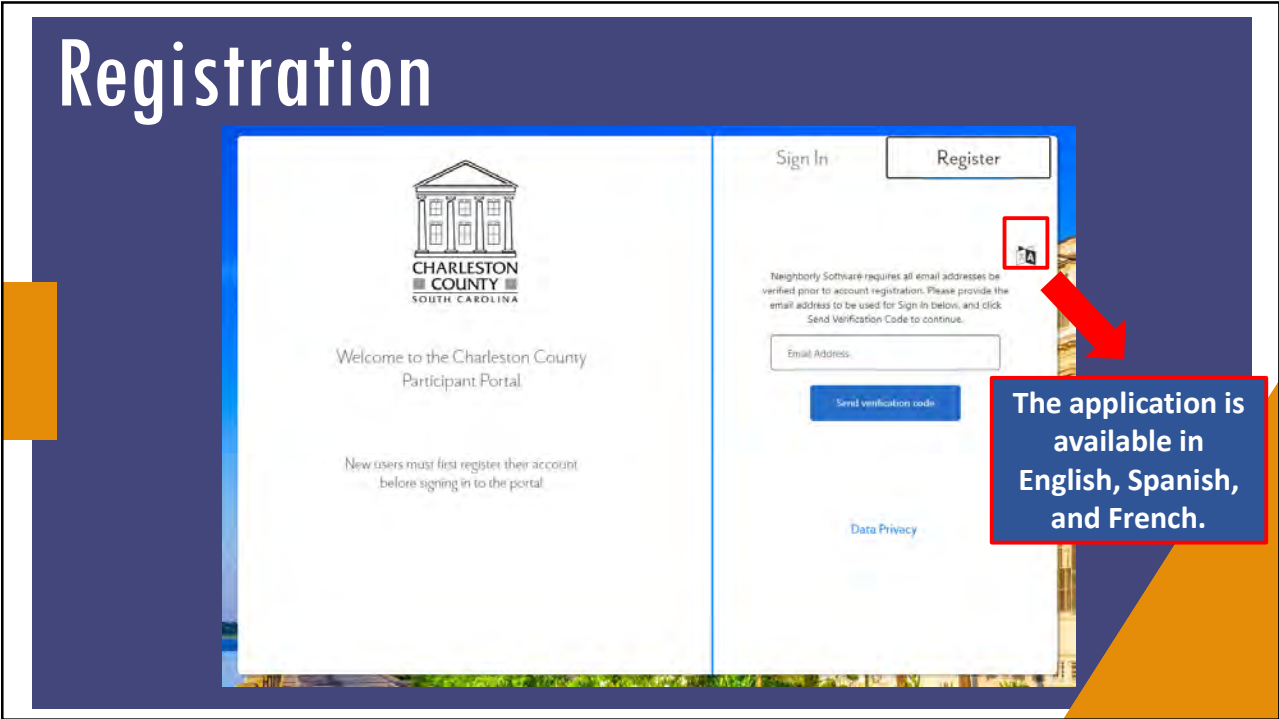


# REGULATIONS

- CDBG Regulations 24 CFR Part 570
- HOME Regulations 24 CFR Part 92
- HOME/CHDO Build America Buy America 2 CFR Part 184
- HESG Regulations 24 CFR Part 576
- Uniform Administrative Guidance- 2 CFR Part 200 (required for all programs)
- For Infrastructure projects, Davis Bacon regulations apply. 40 USC 3141 / 29 CFR Parts 1, 3, 5, 6 & 7
- For HOME and CDBG Construction projects which trigger the \$200,000 threshold, Section 3 requirements need to be included in all bid, contract and reporting documents per the Section 3 Final Rule at 24 CFR Part 75.
- Lead based paint regulation 24 CFR Part 35 Subparts J and K

*Note: Subrecipients are required to comply with all Federal and County rules and regulations.*







# Registration

A verification code has been sent to your inbox. Please copy the code in the Verification code box below and click "Verify Code". If you haven't received a code, check your Junk folder or click "Send new code".

cnburnham@charlestoncounty.org

Verification Code

Verify code

[Didn't receive a code? Send new code](#)

E-mail address verified. You can now continue.

cnburnham@charlestoncounty.org

First Name

Last Name

New Password

Confirm New Password

Create

[Data Privacy](#)

# NEIGHBORLY APPLICATION PROCESS

Good Afternoon, Nicole



Welcome to Charleston County's Participant Portal.

Charleston County is committed to accessibility for all applicants. If you require this material in an alternate format or have questions about the program, please contact us at 843-202-6960

[Start a New Application](#)

Search Applications

| Application Name          | Description   | Expiration Date   | Action                            |
|---------------------------|---|-------------------|-----------------------------------|
| Urban Entitlement Funding | Charleston County's Community Development & Revitalization Department is the administering agency for the County of Charleston and the City of North Charleston's Urban Entitlement funding. The various funding streams are the Community Development Block Grant (CDBG) Program, HOME Investment Partnership (HOME) Program, and the Emergency Solutions Grant (ESG). | 1/6/2025 12:00 PM | <a href="#">Start Application</a> |



# NEIGHBORLY APPLICATION PROCESS

New Application for Urban Entitlement Funding

Please provide a name for the application:  
Use the following format: **Name of Organization**

[Cancel](#) [Start Application](#)

Urban Entitlement Funding

Status: Program Selection  
Name: LIVE TEST - DELETE after  
Case ID: E3483

Application

Please use the link below to continue the application process:


[Continue](#)

To create an application, you will select your desired funding stream. After making your selection, it may take up to one business day from the time of your submission to gain access to the full application.

**Please Note:** Official County Holidays and weekends are not counted as business days. If you submit your application selection less than one business day before the RFA closes, we cannot guarantee that you will gain access to the full application before the RFA period closes.

Program Selection

Please provide the following information:

 CHARLESTON COUNTY  
URBAN ENTITLEMENT FUNDING

For Neighborly technical assistance questions please contact: 843-202-6980  
communitydev@charlestoncounty.org

Charleston County's Community Development & Revitalization Department is the administering agency for the County of Charleston and the City of North Charleston Urban Entitlement Funding. The various funding streams are the Community Development Block Grant (CDBG) Program, Home Investment Partnership (HOME) Program, and Health Emergency Solutions Grant (HESG). In addition, there are HOME set-aside funds for housing development included in this Request for Applications. The funds, referred to as Community Housing Development Organization (CHDO) set-aside funds, will be awarded for housing development activities that result in decent, affordable housing for low-to-moderate income households in Charleston County. Each of these grant programs are funded by an allocation from the U.S. Department of Housing & Urban Development (HUD).

To create an application, you will select your desired funding stream below. **After making your selection, it may take up to one business day from the time of your submission to gain access to the full application.**

**Please Note:** Official County Holidays and weekends are not counted as business days. If you submit your application selection less than one business day before the RFA closes, we cannot guarantee that you will gain access to the full application before the RFA period closes.

You will be notified via email once you have access to the application for the funding stream you selected. Please make sure you occasionally check your spam folder, as the email will come from Neighborly.

Which Urban Entitlement Program are you applying for?

CDBG

HOME

HESG

[Save](#) [Complete & Submit](#)

**Application Submitted**  
You may cancel your application by clicking on the link to the left.

# NEIGHBORLY APPLICATION PROCESS

Continue an Existing Application

|       |                          |                           |      |                         |          |                                  |
|-------|--------------------------|---------------------------|------|-------------------------|----------|----------------------------------|
| 33483 | LIVE TEST - DELETE after | Urban Entitlement Funding | 2025 | Application in Progress | 1/6/2025 | <a href="#">View Application</a> |
|-------|--------------------------|---------------------------|------|-------------------------|----------|----------------------------------|

Urban Entitlement Funding

Status: Application in Progress  
Name: LIVE TEST - DELETE after  
Case ID: 33483

Application

Please use the link below to continue the application process.

For questions or more information please contact the Community Development & Revitalization Department by phone at 843-202-6980 or by email at [communitydev@charlestoncounty.org](mailto:communitydev@charlestoncounty.org).

Due to the competitive nature of this RFA process, CDR staff can ONLY assist with navigating the Neighborly software. Financial and Programmatic completion of this RFA is the sole responsibility of the applicant.

[Continue](#)

Friday, 12/13/2024 by 5:00pm EST  
Written questions due to Community Development Department-  
Answers posted Friday, 12/20/24  
Phone: 843-202-6980  
Email: [communitydev@charlestoncounty.org](mailto:communitydev@charlestoncounty.org)

# NEIGHBORLY APPLICATION PROCESS

Sections: Program Overview, A, B, & C are the same across all funding stream applications

## CDBG:

- Program Overview
- A. Organization Information
- B. Grant Request
- C. Community Support
- D. Project Details
- E. Project Documents
- F. Board Approval
- Submit

## HESG:

- Program Overview
- A. Organization Information
- B. Grant Request
- C. Community Support
- D. Project Details
- E. Project Documents
- F. Board Approval
- Submit

## HOME:

- Program Overview
- A. Organization Information
- B. Grant Request
- C. Community Support
- D. Project Details
- E. Project Documents
- F. Board Approval
- Submit

# NEIGHBORLY APPLICATION PROCESS

**Program Overview**

Recent courses with following in common...

CHARLESTON COUNTY  
URBAN ENTITLEMENT FUNDING

CHARLESTON COUNTY SOUTH CAROLINA

CHARLESTON COUNTY  
URBAN ENTITLEMENT FUNDING

For your information, the following is HUD's income level guideline:

| Household Size             | 1        | 2        | 3        | 4        | 5        | 6         | 7         | 8         |
|----------------------------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Extremely Low Income - 30% | \$22,102 | \$25,250 | \$28,400 | \$31,550 | \$34,700 | \$37,850  | \$41,000  | \$42,720  |
| Very Low Income - 50%      | \$36,800 | \$42,050 | \$47,300 | \$52,550 | \$57,800 | \$63,050  | \$68,300  | \$69,400  |
| Low Income - 80%           | \$58,900 | \$67,300 | \$75,700 | \$84,100 | \$92,500 | \$100,900 | \$109,300 | \$111,000 |

Please find the HUD link using here

No name history

Save Complete & Continue

Please make sure you click **Save or Complete and Submit** for **EVERY SECTION** of the application or it will not save whatever data or documents you have entered or uploaded.

# NEIGHBORLY APPLICATION PROCESS

Please make sure the contact information included in this section is as updated as possible. Agreements for the PY25 Urban Entitlement program do not go out till Fall 2025 and if the person is no longer employed with the agency, the notifications may be missed by your organization.

This is why we ask that the ED's contact information is included if they are not the one completing the application.

Please make sure you click **Save or Complete and Submit** for **EVERY SECTION** of the application or it will not save whatever data or documents you have entered or uploaded.

# NEIGHBORLY APPLICATION PROCESS

Some fields are conditional meaning that depending on your choice, they will open new question that need to be answered or give directions to proceed to the next section of the application.

Please make sure you click **Save or Complete and Submit** for **EVERY SECTION** of the application or it will not save whatever data or documents you have entered or uploaded.

# NEIGHBORLY APPLICATION PROCESS

**C. Community Support** Print This Step

Please provide the following information:

**Only agencies that provide a written explanation AND electronically submit letters of support will have the ability to receive all 15 points for this criterion.**

Community support might come in the form of volunteers or donated supplies/equipment. Responders should describe all "in-kind" donations, other committed funds, and/or applications to additional funding sources. Attachments providing evidence of these items must also be submitted in this section.

If the applicant is requesting funds for a housing, land acquisition, or rehab project, they should include a description of outreach, involvement, and cooperative effort with local residents. Attachments providing evidence of these items must also be submitted in this section, along with a letter of support from the Mayor, Council, or Administrator of the corresponding jurisdiction.

**C.1. Provide justification of community support for this project:**

1200 characters remaining

**C.2. Upload letters of support:**

Letters of Support (Optional) Upload file

**C.3. Upload evidence of "in-kind" donations, other committed funds, and/or applications to additional funding sources:**

In-Kind Donations/Other Funds (Optional) Upload file

**C.4. Is this application requesting funds for a housing, land acquisition, or rehab project?**

Yes

No

(0) Save History

Blue question marks will provide additional information regarding the question being asked when hovered over with the mouse. .

**C.1. Provide justification of community support for this project:**

1700 characters remaining Must be unique and relevant to current funding request.

**C.2. Upload letters of support:**

Letters of Support (Optional)

Please make sure you click **Save or Complete and Submit** for **EVERY SECTION** of the application or it will not save whatever data or documents you have entered or uploaded.

# NEIGHBORLY APPLICATION PROCESS

**C. Community Support** Print This Step

Please provide the following information:

**Only agencies that provide a written explanation AND electronically submit letters of support will have the ability to receive all 15 points for this criterion.**

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**C.1. Provide justification of community support for this project:**

1200 characters remaining

**C.2. Upload letters of support:**

Letters of Support (Optional) Upload file

**C.3. Upload evidence of "in-kind" donations, other committed funds, and/or applications to additional funding sources:**

In-Kind Donations/Other Funds (Optional) Upload file

**C.4. Is this application requesting funds for a housing, land acquisition, or rehab project?**

Yes

No

(0) Save History

Specific documents are required to be uploaded throughout the application. Use the blue text "Upload file" to do so.

1. By clicking the link, it will open the file finder on your computer
2. Select the file you want to upload
3. You should see that the file is uploaded after it has completed.

**C.2. Upload letters of support:**

Letters of Support (Optional) Update LIE website /OO Download Delete Add Another File

Please make sure you click **Save or Complete and Submit** of the application or it will not save whatever data or documents you have entered or uploaded.

You can upload multiple files, as necessary.  
ACCEPTED FILE TYPES: Word, PDF, Excel

\*IF YOU USE MAC programs, there will be an issue opening your files by the scorers. Please convert them to one of the file types listed above or they may not be accessible and therefore not included in the consideration of your proposal.

# NEIGHORLY APPLICATION PROCESS

## Submit

Print This Step

Once this application is submitted, it WILL NOT be Re-opened.

I understand and acknowledge that my application is not complete without all required forms, documents, and attachments and that all attached forms, documents, and attachments are complete and accurate.

Yes

No

I am authorized to complete this application.

Yes

No

Applicant Signature

[Click here to electronically sign](#)

No save history

Save

Complete & Submit

When you are ready to submit your application, please note:

- You must complete and submit every section and the submit section.
- The application cannot be re-opened so once you have hit the complete and submit, it will lock you out of the application for viewing only.

Please make sure you click **Save or Complete and Submit** for **EVERY SECTION** of the application or it will not save whatever data or documents you have entered or uploaded.

## ARE YOU READY? CAN YOU BE READY?

**Expenses are on a reimbursement basis.**

**Organizations must have funds to pay for costs upfront.**

### Staff Capacity:

- Eligibility
- Homeownership
  - Access to realtor, loans, homeownership classes
- Reporting
  - Financial & programmatic
- Program Specific
  - Construction

### Systems:

- Procurement
- Financial policies and procedures
- Tracking outcomes
- Financing plan to operate program





# HELPFUL INFORMATION FOR APPLICANTS

PY 2024-2025 URBAN ENTITLEMENT  
Pre-Application Workshop



## HUD REGULATIONS

[WWW.HUD.GOV](http://WWW.HUD.GOV)

The following websites provide an overview of the laws, regulations and other policy information that governs the HUD program.

### **The HUD Exchange:**

<https://www.hudexchange.info/>

### **CDBG Laws and Regulations**

<https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/>

### **HESG Laws and Regulations**

<https://www.hudexchange.info/programs/esg/esg-law-regulations-and-notice/>

### **HOME Laws and Regulations**

<https://www.hudexchange.info/programs/home/>