

Fulton County FY 2012/2013/2014



**Application Deadline:
Friday, June 17, 2011, 5:00 p.m.**



**Fulton County Department of Housing & Human Services
Division of Housing & Community Development
137 Peachtree Street, S.W. Suite 300
Atlanta, GA 30303
404-613-7944; Fax 404-893-6620
Website www.fultoncountygga.gov**

Fulton County Community Development Block Grant (CDBG) FY 2012/2013/2014 Application

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Fulton County Community Development Block Grant FY 2012/2013/2014 Application Process, Policies and Requirements

Welcome to the Fulton County Housing and Human Services Department’s fiscal years 2012, 2013 and 2014 Community Development Block Grant (CDBG) application cycle. CDBG funds are annual entitlement grants the County receives from HUD under Fulton County’s Consolidated Plan. The CDBG Program is designed to provide housing and services, improve living conditions and expand economic opportunities principally for low- and moderate-income persons.

This booklet contains three (3) different applications; (1) Public Improvements and Public Facility, (2) Public Service and Economic Development and (3) Affordable Housing. Please review the first page of each application and the accompanying Program Manual to determine which application form best suits your proposed activity. If you have questions in making this determination, please contact a CDBG Program Staff person at the telephone numbers provided on page xi. Program staff is available to assist throughout the application period, Tuesday, April 12, 2011 – Friday, June 17, 2011.

Please note the following submission requirements:

1. **Your agency must be able to meet the criteria below. If your agency cannot provide documentation to demonstrate that it meets all of the criteria below, your application will not be considered for funding.**

REQUIREMENTS	DOCUMENTATION TO BE PROVIDED WITH APPLICATION
<p>Applicant must have had non-profit 501(c)(3) status for at least two full years, or have two full years of operating experience under another non-profit entity which meets this criteria, <i>or</i> be a governmental entity proposing to serve Fulton County residents outside of the City of Atlanta, Johns Creek, Roswell and Sandy Springs.</p> <p><i>For-Profit organizations may only apply for CDBG funds to be used for economic development activities that assist microenterprises.</i></p>	<p>Copy of 501 (c)(3) Exemption from IRS and Copy of Certificate of Incorporation from the Secretary of State.</p> <p>N/A for Government Agencies.</p> <p><i>For-Profit organizations must create and/or retain jobs for low- to moderate-income residents of Fulton County outside the city limits of Atlanta, Johns Creek, Roswell and Sandy Springs.</i></p>
<p>Applicant must be registered and licensed to do business in the State of Georgia at the time of application.</p>	<p>Copy of current applicable registration and licenses.</p>
<p>Applicant must have at least 12 months experience in an area directly related to the proposed activity, or be partnered with a non-profit which has such experience, or have principal staff with such experience.</p>	<p>Documentation may include description of prior year activities and accomplishments, partnership agreements, and resumes of principal staff.</p>

REQUIREMENTS	DOCUMENTATION TO BE PROVIDED WITH APPLICATION
Applicant must have a financial statement, which covers at least 12 months of operation, prepared by a qualified accountant or service. If agency has an annual income which exceeds \$100,000, the applicant must have conducted an annual independent audit. This audit must be no older than 12 months prior to the submittal date of the application.	Two copies of the audit or financial statement, which meets the criteria described, must be provided with the application. N/A for Fulton County Interagency Applications.
Applicant must submit a copy of written financial management procedures for the agency, including staff responsibilities and required procedures.	Copy of written financial management procedures. N/A for Fulton County Interagency applications
Applicant must submit a copy of written financial management procedures for the agency, including staff responsibilities and required procedures.	Copy of written financial management procedures. N/A for Fulton County Interagency applications
Applicant must obtain gap financing of 50% or more, which covers at least 12 months of operation for the project or service. Applications must document other funding sources that are committed to the proposed activity, public service or other eligible activity utilizing CDBG funds.	Documentation may include award letters, submitted applications with receipt stamped, in-kind support letters, etc. and specifying year/time of award.
Applicant must attend one of the three Application Preparatory Workshops prior to submittal date of the application.	The Application Preparatory Workshops are: April 21, 2011 @ 10:00 AM – Fulton County Government Center, 141 Pryor Street, SW, Assembly Hall, Atlanta, GA 30303 April 27, 2011 @ 6:00 PM – South Fulton Service Center, 5600 Stonewall Tell Road, Auditorium, College Park, GA 30347 May 3, 2011 @ 6:00 PM – North Fulton Service Center, 7741 Roswell Road, Housing Meeting Room, Atlanta, GA 30357
All parts of the Application must follow the order for presenting information as is presented in the CDBG application, be fully completed and submitted on time.	All applications received that do not follow the prescribed format or provide all requested information will not be considered for funding.
All applications will be time/date stamped upon receipt. There will be no exceptions for the submission of any applications to Fulton County occurring on Friday, June 17, 2011.	The application must be received by Friday, June 17, 2011 at 5:00 PM to : Fulton County Housing and Human Services Department, 137 Peachtree Street, SW, Atlanta, GA 30303 Attn: CD Manager @ (404) 613-7944
Agencies that are currently receiving County CDBG funds who are also applying for year 2012, 2013 and 2014 CDBG funds must comply with all terms of their current contract agreement and must not have any outstanding monitoring findings.	All current applicants will have monitoring reports on file and presented to the review committee upon recommendation of funding.
Non-profit agencies must have an active Board of Directors and must submit a Board of Director’s membership list with their application and acknowledge the Non Conflict of Interest Certification of each application.	The active Board of Directors must be representative of the community of Fulton County. The agency must sign the Non Conflict of Interest Certification contained within each application.
Applicants must complete the budget summaries for years 2012, 2013 and 2014 specifying the amount of funds requested from each year. Applicants may apply for FY 2012 funds only, FY 2013 only, FY 2014 funds only, or funds from two or three years.	For agencies receiving multiple year funding commitments, the allocation will be dependent upon the County’s receipt of federal funds and the applicant’s performance in the previous contractual period.

REQUIREMENTS	DOCUMENTATION TO BE PROVIDED WITH APPLICATION
The amount of funding awarded to an applicant from each program year will be partially based on the implementation schedule provided for the project. It is important that the implementation schedule detail the major components of the project or program, the timing of each component and the projected drawdown dates. This information must be included as Attachment E of the application.	The County will award funding from each program year based on the ability of applicants to expend funds timely and in accordance with the contractual agreement for each fiscal year, which runs from January 1 st through December 31 st of each year.
The CDBG Program has limited funding; therefore, the County will emphasize the award of funds for the priorities it has identified in its Consolidated Plan, as well as to agencies that have multiple funding sources for their project or service.	See page vi , <i>Fulton County Priorities</i> .
Applications must be for an eligible CDBG activity as prescribed by HUD regulations and meet a national objective.	For low- and moderate-income benefit projects and services, income limits are on page ix , to assist applicants in determining income eligibility. Applicants should clearly document the numbers of projected beneficiaries in each income category (30%, 50%, or 80%) who will be served by the proposed project or service funded with CDBG.
Applicants who wish to submit an application for the elimination of slum and blight or urgent need must consult with the County prior to submitting an application.	Refer to Section II and IV of the Program Manual for a description of the slum & blight and urgent need national objective criteria.
Applications should present evidence that the project or service to be funded with CDBG funds will meet a HUD national objective, which in the County usually means the proposed activity will primarily benefit low- and moderate-income persons outside the Cities of Atlanta, Johns Creek, Roswell, and Sandy Springs. These cities receive their own CDBG allocation and the County's intent is to provide benefits to Fulton County residents living outside the Cities of Atlanta, Johns Creek, Roswell, and Sandy Springs.	Applicant facilities may be located within the cities of Atlanta or other jurisdictions, but beneficiaries of the County's program must primarily be residents living outside of Atlanta, Johns Creek, Roswell, and Sandy Springs. Proof of service to Fulton County beneficiaries must be presented in the application.
Each applicant must submit one (1) original and two (2) copies of their entire application submission.	The original must contain original signatures.

2. Fulton County operates a multi-year funding cycle. In this funding cycle, fiscal years 2012, 2013 and 2014 CDBG funds will be committed. The multi-year funding cycle will allow non-profit agencies and municipalities to receive funding commitments for one to three years. This will reduce repetitive procurement procedures for construction projects requiring more than one year of funding such as bid specification development and advertising for contractors. It will also allow non-profit agencies more time for developing and delivering services by reducing time spent seeking grants and by helping to leverage other funding.
3. The amount of funding awarded to an applicant from each program year will be partially based on the implementation schedule provided for the project. It is important that the implementation schedule detail the major components of the project or program, the

timing of each component and the projected drawdown dates. This information must be included as Attachment E of the application. The County will award funding from each program year based on the ability of applicants to expend funds within each program fiscal year, which runs from January 1st thru December 31st of each year.

4. Although multiple years of funding may be committed at one time, funding for reimbursement will be available on an annual basis as it is received by the County from HUD. Historically, the County has received the CDBG funds in May of each year. Therefore, fiscal year 2012 funds are anticipated to be available for reimbursement in May 2012, fiscal year 2013 funds are anticipated to be available for reimbursement in May 2013, and fiscal year 2014 funds are anticipated to be available for reimbursement in May 2014. Agencies will need to consider this in the planning of their programs and projects expenditures.

Instructions for Completing the CDBG Application

The instructions to non-profit agencies and governmental entities for the completion of the 2012/2013/2014 CDBG application for project or service funding are as follows:

1. Please read the entire CDBG application and Program Manual prior to submitting an application for funding.
2. Complete the application form that best matches your proposed activity. If you need assistance in determining which application form to use, please contact a CDBG staff member at one of the telephone numbers listed on **page xi**.
3. Provide *all* required information. **Incomplete applications will not be considered.**
4. Use the first page of the application form as the first page of the total application document submitted.
5. Separate applications per each activity or service must be submitted if funding is being requested from more than one major funding category (e.g public improvements and facilities, public service/economic development and affordable housing).
6. Submitted applications **must** follow the format of the application document in the presentation of information. Questions should be retyped as they are presented in the application. Information in table format must be submitted as presented.
7. All requested attachments must be submitted with the application.
8. Completed applications must be submitted by **Friday, June 17, 2011 at 5:00 p.m.** Late applications will not be accepted. **Applications will be time and date stamped upon receipt by Fulton County Housing and Human Services Department located at 137 Peachtree Street, SW, Atlanta, GA 30303. Applications hand delivered or postmarked upon receipt after 5:00 PM on Friday, June 17, 2011 will not be accepted.**
9. Each potential applicant **must attend** one application preparatory workshop to assist them with the preparation of their application and to review program revisions that may have occurred since the previous application cycle. Refer to **page vi** for dates of scheduled application preparatory workshop meetings.

Application Preparatory Workshop Meetings Schedule

For the Years 2012, 2013 and 2014 CDBG application cycle, the County has established the following dates and locations for application preparatory workshop meetings to help applicants prepare their proposals:

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	April 21, 2011	10:00 a.m.	Fulton County Government Center, Assembly Hall 141 Pryor Street, S.W. Atlanta, GA 30303
Wednesday	April 27, 2011	6:00 p.m.	South Fulton Service Center Auditorium 5600 Stonewall Tell Road College Park, GA 30303
Tuesday	May 3, 2011	6:00 p.m.	North Fulton Service Center Community Room 7741 Roswell Road Atlanta, GA 30357

For additional information, please call 404-613-7944.

FULTON COUNTY PRIORITIES

As required by HUD, Fulton County must establish priorities for how it allocates CDBG funds for projects and services that benefit low- and moderate-income persons. The process of establishing priorities, goals, objectives, and accomplishments through discussing community needs with citizens during annual public meetings guide the CDBG program. The County solicits input on projects and services it should provide through its needs assessment surveys and public hearing dialogues with its residents.

The information obtained through these meetings, combined with demographic and census data research, helps the County to arrive at its priority needs. Upon identifying these needs, the information guides the selection of projects and services for funding. Documentation of these projects and services appear in an annual action plan submitted to HUD as part of a 5-year Consolidated Plan. The annual action plan is the description of how the County will implement the 5-year goals as outlined in its Consolidated Plan. Copies of the County's Consolidated Plan are available upon request. The County's Consolidated Plan priorities are:

Priority #1: Homelessness

Examples of projects under this priority are:

1. Emergency shelter
2. Transitional shelter
3. Supportive service/program

Priority #2: Affordable Housing and Housing-related Activities

Examples of projects under this priority are:

1. Affordable housing
2. Rental assistance
3. Housing rehabilitation
4. Down payment assistance for the purchase of homes
5. Rental rehabilitation

Priority #3: Nonhousing Community Development

Examples of projects under this priority are:

1. Youth centers
2. Job creation and retention
3. Sidewalk improvements
4. Child care
5. Parks and recreational facilities
6. Business improvements
7. Street improvements
8. Sewer/water improvements
9. Senior services
10. Youth services

Priority #4: Special Needs

Examples of projects under this priority are:

1. Domestic abuse shelter
2. Elderly/Elderly frail shelter
3. ADA facility
4. HIV facility

Fulton County uses this information to guide its award of CDBG funds through its competitive grant application process. For funding years 2012/2013/2014, the Fulton County Board of Commissioners (BOC) has set the following specific priorities:

1. Homelessness
2. Affordable Housing and Housing-related Activities
3. Nonhousing Community Development

Applicants with projects under these categories will receive higher points toward the ranking of their application.

FY 2010 Income Limits Documentation System

FY 2010 Income Limits Summary

Fulton County, Georgia

FY 2010 Income Limit Area	Median Income	FY 2010 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
		Very Low (50%) Income Limits	\$25,150	\$28,750	\$32,350	\$35,900	\$38,800	\$41,650	\$44,550	\$47,400
Fulton County	\$71,800	Extremely Low (30%) Income Limits	\$15,100	\$17,250	\$19,400	\$21,550	\$23,300	\$25,000	\$26,750	\$28,450
		Low (80%) Income Limits	\$40,250	\$46,000	\$51,750	\$57,450	\$62,050	\$66,650	\$71,250	\$75,850

NOTE: Fulton County is part of the **Atlanta-Sandy Springs-Marietta, GA HUD Metro FMR Area**. The **Atlanta-Sandy Springs-Marietta, GA HUD Metro FMR Area** contains the following areas: Barrow County, GA ; Bartow County, GA ; Carroll County, GA ; Cherokee County, GA ; Clayton County, GA ; Cobb County, GA ; Coweta County, GA ; Dawson County, GA ; DeKalb County, GA ; Douglas County, GA ; Fayette County, GA ; Forsyth County, GA ; Fulton County, GA ; Gwinnett County, GA ; Heard County, GA ; Henry County, GA ; Jasper County, GA ; Newton County, GA ; Paulding County, GA ; Pickens County, GA ; Pike County, GA ; Rockdale County, GA ; Spalding County, GA ; and Walton County, GA .

Income Limit areas are based on FY 2010 Fair Market Rent (FMR) areas. For a detailed account of how this area is derived please see our associated FY 2010 [Fair Market Rent documentation system](#).

FULTON COUNTY

**Sample Survey Form
to Document Area Benefit of Low/moderate income**

CDBG HOUSEHOLD INCOME SURVEY

City/Non-Profit Agency: _____ **CDBG Project:** _____

CDBG Funding Year(s) _____

Hello, my name is _____, I am a representative of the City/Nonprofit Agency _____. The City/Non-Profit Agency has used or is planning to use federal funds through the Community Development Block Grant Program (CDBG) for _____. We need to complete this survey to confirm that the project meets a CDBG national objective, specifically benefiting low- and moderate-income people. I would appreciate your cooperation in completing this survey. It will help us compile the information needed for the U.S. Department of Housing and Urban Development (HUD). How many persons, including you, live in the household? _____

Please check which gross income category is most appropriate for your household. The derived total gross income is from all sources received such as, salaries/wages, social security, all benefits, pensions, and any public assistance.

- | | | |
|-----------------------|-----------------------|-----------------------|
| ___ \$0-\$40,250 | ___ \$40,251-\$46,000 | ___ \$46,001-\$51,750 |
| ___ \$51,751-\$57,450 | ___ \$57,451-\$62,050 | ___ \$62,051-\$66,650 |
| ___ \$66,651-\$71,250 | ___ \$71,251-\$75,850 | ___ \$75,851-Higher |

Female Head of Household: YES _____ NO _____

Number of Persons in household over 65 years of age: _____

Number of Handicapped Persons in Household: _____

Home Address:

Note to Interviewer:

Make sure that if more than one person in the household works or receives benefits, you record the information for each person. Please forward a copy of the survey(s) to:

Fulton County Housing & Human Services Department
CDBG Program Manager
137 Peachtree St., SW, Suite 300
Atlanta, GA 30303

For additional information regarding this application and the CDBG Program, you may contact Community Development Division staff at the numbers below:

Director:	Troy D. White	404-613-7944
Deputy Director:	Michael (Mike) Rowicki	404-612-7187
CD Manager:	Venneta Butler	404-612-8192
CD Specialist:	Laure Btembke	404-612-8099
CD Specialist:	Shannan Buckner	404-612-8009
CD Specialist:	Linda Callaway	404-613-8087
CD Specialist:	Karan Carter	404-612-8088
CD Specialist:	Iris Johnson	404-612-8091
CD Specialist:	Habib Mbye	404-612-8007
CD Specialist:	Karen Sturdivant	404-612-8043

Tab 1

Public Improvement / Public Facility Application

**Fulton County Community Development Block Grant (CDBG)
FY 2012/2013/2014 Application**

**Fulton County
FY 2012/2013/2014 CDBG Application**

**PUBLIC IMPROVEMENTS AND FACILITIES APPLICATION
(FOR ACQUISITION, CONSTRUCTION, FACILITY IMPROVEMENTS, HISTORIC
PRESERVATION)**

This page must be used as the cover page for your application. You may retype the page. Applications must be submitted in the outline form presented in order to be considered for funding.

Applicant Information

Organization's Legal Name: _____

Street Address/City/State/Zip: _____

Executive Director: _____

Designated Contact Person/Title: _____

Telephone: _____

Fax: _____

E-Mail: _____

Project Information

Amount of CDBG Funding Requested:

Applicant must obtain gap financing of 50% or more per each project/activity year.

FY 2012 \$ _____

FY 2013 \$ _____

FY 2014 \$ _____

Proposed Project Name: _____

Proposed Project Street Address, City, Zip Code: _____

Fulton County FY 2012/2013/2014 CDBG Public Improvements and Facilities

Section I: Project Description

Please provide a narrative description of no more than two (2) pages (12 inch font size on 8½” x 11” paper) for the proposed project. Your narrative must include *but is not limited to* the following information:

1. What is the goal of this project?
2. What target population will be served by this project (specify youth, seniors, special needs, etc.)?
3. What objective documentation or research justifies the need for this project in Fulton County?
4. How does your project fit into a continuum of care for your target population?
5. Provide an implementation schedule detailing the major components of the project or program, the timing of each component and the projected drawdown dates. This information must be included as Attachment E to your application (see page 17). The County will award funding from each program year based on the ability of applicants to expend funds within each program fiscal year, which runs from January 1st thru December 31st of each year.
6. How does the project relate to your other submissions for this funding cycle, if any?
7. Describe the anticipated project outcomes. Complete the chart on the following page to describe the most significant outcome(s) this project is expected to have on its participants for year(s) 2012/2013/2014. Tell how many households or individuals will realize each outcome and how each outcome will be measured. Copy and complete the following chart, as needed, for each program year of your application.

Definitions:

Outcomes: *Outcomes are not the products for the agency, but the benefits for the participants. What will be the benefits for the client? Why is the project being done? Examples of outcomes include the # of seniors remaining in their homes, # of evictions prevented, finding and maintaining a job or permanent housing, or having financial stability. Include only major project outcomes supported by the requested CDBG funds.*

Major Tasks: *Outline the major tasks/activities to be conducted by this project (e.g. client outreach/assessment; job training/placement; site preparation, pre-development, management, construction/rehabilitation; etc.)*

Outputs: *Quantifiable products of tasks, e.g. # housing units constructed/rehabilitated, # of people housed, # of jobs created or persons trained, # of homeless sheltered, etc.*

Outcome #1 *Describe how participants will benefit and how many are expected to realize this outcome.*

Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks
Outcome Measurements: <i>Describe evaluation tools, methods and benchmarks to measure achievement of this outcome.</i>	

Outcome #2 *Describe how participants will benefit and how many are expected to realize this outcome.*

Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks
Outcome Measurements: <i>Describe evaluation tools, methods and benchmarks to measure achievement of this outcome.</i>	

Section II: National Objective/Low- and Moderate-Income Benefit.

Projects that provide a benefit to low- and moderate-income people can qualify as follows:

1. Area Benefit; or
2. Limited Clientele/Job Creation.

Refer to Section II of the accompanying Program Manual to determine which category best fits your project. Complete one section, *either A or B*, below. Data needed to complete Area Benefit questions may be found on page ix or in Appendix B of the Program Manual.

A. Area Benefit Project:

1. Indicate the Census tract(s) and Block Group(s) in which the service area for your project/service is located? _____
2. How many residents live in this service area? _____
3. What is the percentage of low- and moderate-income beneficiaries in the service area? _____
4. What documentation did you use to determine your answer to the above questions?
 Census Data _____ Resident Surveys _____

If a survey was used, please attach completed surveys. The sample survey form is included on page ix.

5. List the anticipated characteristics of all beneficiaries who will be served:

	# to be Served	# Hispanic
White	_____	_____
Black/African American	_____	_____
Asian	_____	_____
American Indian/Alaskan Native	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____
American Indian/Alaskan Native & White	_____	_____
Asian & White	_____	_____
Black/African American & White	_____	_____
Am. Indian/Alaskan Native & Black/African Am.	_____	_____
Other Multi-Racial	_____	_____

B. Limited Clientele/Job Creation Projects:

1. What is the annual unduplicated # of people to be served by the proposed project?

2. Does the project primarily benefit a specialized population(s) such as:

Elderly (**62 or older**) ___ Disabled ___ HIV/AIDS ___
 Homeless ___ Illiterate Adults ___ Abused Children ___ Battered Spouses ___

Describe how this project assists this population:

3. Does the proposed project serve Individuals (job training, drug counseling, etc.) or Households (housing rehabilitation, housing counseling, down payment assistance, etc.)?

4. What are the anticipated incomes of the beneficiaries? Refer to page viii for income limits. Report either by individual or household based on the answer to question #3 above.

at 0 – 30% of median income ___
 # at 31% - 50% of median income ___
 # at 51% - 80% of median income ___

5. Based upon the information provided above, what is the anticipated percent of low- and moderate-income beneficiaries? ___

6. What percentage of low- and moderate-income beneficiaries is anticipated to be female single-head of households with children? ___

7. List the anticipated characteristics of all beneficiaries who will be served:

	# to be Served	# Hispanic
White	_____	_____
Black/African American	_____	_____
Asian	_____	_____
American Indian/Alaskan Native	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____
American Indian/Alaskan Native & White	_____	_____
Asian & White	_____	_____
Black/African American & White	_____	_____
Am. Indian/Alaskan Native & Black/African Am.	_____	_____
Other Multi-Racial	_____	_____

Section III: Project Development – Public Improvement/Facility

This section is designed to help the County determine the readiness of the proposed project.

A. General Considerations

	Yes	No
1. Will the project require land acquisition?	___	___
If yes: Has an appraisal been completed?	___	___
Do you have a contract/option to purchase the property?	___	___
2. Will the project require the relocation of owners or tenants, either residential or commercial?	___	___
If yes, does the project budget include funds for relocation expenses?	___	___

B. Site Control and Development

1. Is the property owned by applicant? If yes, attach a copy of the deed.	___	___
If no, is the property leased? If leased, attach a Copy of the lease and a letter of support for the proposed project from the property owner (Minimum of 99 years required for Leased Property).	___	___
2. Will the project require easements? If yes, how many? _____	___	___
3. What is the current zoning of the proposed project? _____		
4. Is the proposed project consistent with current zoning?	___	___
5. Is there a topographical survey for the area? If yes, please attach a copy.	___	___
6. Has the agency obtained a property survey?	___	___

C. Project Design and Management

1. Has the agency retained the services of a consultant? If yes, check type(s) below. <i>(Note, CDBG funds can not pay for costs associated with consultant contracts if procurement for their services occurs prior to the approval of the assigned Community Development Project Manager and upon execution of a CDBG Contract.)</i>		
___ Architect	___ Financial Analyst	___ Attorney
___ Civil Engineer	___ Environmental/Soil Engineer	___ Planner
___ Landscape Architect	___ Other _____	

2. If the answer to #1 above was “no”, how will the agency secure these services to manage the bidding, contracting, inspections and close-out of the project?
3. Does the agency have architectural drawings and specifications? yes__ no__
4. Did the agency include a line item for lead-based paint abatement in the rehabilitation project budget? Refer to page 46 of the Program Manual for requirements related to lead-based paint. yes__ no__
5. Has the agency identified a developer, if applicable? yes__ no__
If yes, provide name and telephone number of developer.

6. Will a review of the proposed project be required by: (Check all that apply.)
 Architectural Review Board
 Local Building Inspector/Department. Name local jurisdiction: _____
 State Department of Transportation
 County or Local Public Works
 County Board of Health
 Board of Zoning Appeals
 Community Zoning Board or Planning Commission
 Other (Specify) _____

7. Is the agency aware of any other current or proposed projects, such as County, Federal, or State that may affect the timing of the project? yes__ no__
If yes, please list the project(s), estimated date(s) of construction, and agency (ies) responsible for the project.
8. Provide an estimated annual operating budget for the proposed facility to be acquired, constructed or renovated. Explain how these operational funds will be provided to ensure continued operation of facility.
9. Provide all letters of committed funding for pre or permanent construction of this project.
10. Other information the agency wishes to provide regarding the status of the project:

Section IV: Environmental and Historical Preservation Considerations

1. Please check the items below that, to the best of the Agency’s knowledge, apply to the proposed project.

The project:

- is located within 15 miles of an airport.
- is located within 100 to 3000 feet of a railroad or public transportation track.
- is located on a State or County road. Name the road _____
- requires rezoning or a special permit.
- structure was constructed prior to 1978.
- structure is located on a heavily traveled street within 1000 feet from the centerline or median

2. Please indicate the year that the structure to be acquired/rehabilitated was constructed and identify the source of the information.
3. What is the current use of the property where the proposed project will be located?
4. What was the previous use of the property where the proposed project will be located?

Section V: Budget Please complete the project budgets for year 2012, 2013, and 2014 requests. Consider potential cost increases in the preparation of budgets, particularly for FY 2013 and 2014. **Applicant must obtain gap financing of 50% or more per each project/activity year.**

A. FY 2012 Budget

List all Line Items Included in the Project Budget	A. Timetable for each Phase	B. Fulton County CDBG Funds Requested from FY 2012	C. Other Source(s) of Project Funding	D. Total (B + C)
Preconstruction Costs (list by component)				
Acquisition				
Demolition				
Relocation				
Architectural Services				
Insurance/Bonding*				
Construction Management				
Audit**				
Other (Specify)				
Total Preconstruction Costs				
Construction Costs (list by component)				
Total Construction Costs				
Total Project Cost				

* Note that General Liability Insurance (\$1 million); Automobile Liability Insurance, if appropriate; and Fidelity Bond (100% of contract amount) are usually required for all contractors. Costs for coverage should be included in this budget summary. If the agency does not already have this coverage, this is an eligible CDBG expense.

*** All projects funded with CDBG funds must have an annual independent audit. Agencies with total annual federal or federally-derived funding of \$300,000 or more must have an annual A-133 audit. The cost of conducting this audit is an eligible CDBG expense.*

1. Include commitment letters specifically for this project from other funding sources as Attachment D (refer to page 17). If there are not sufficient funding commitments to ensure completion of the project your application may not be funded.
2. If agency is using a cost estimate for a construction project, please attach a copy of the cost estimate, and the name and telephone number of the person who prepared the cost estimate.
3. Based on the budget above, what is the cost per beneficiary for the proposed project? (Refer to your answer to Section II, B (1) of this application for the anticipated number of beneficiaries, and explain how the cost per beneficiary was calculated.)

B. FY 2013 Budget

List all Line Items Included in the Project Budget	A. Timetable for each Phase	B. Fulton County CDBG Funds Requested from FY 2013	C. Other Source(s) of Project Funding	D. Total (B + C)
Preconstruction Costs (list by component)				
Acquisition				
Demolition				
Relocation				
Architectural Services				
Insurance/Bonding*				
Construction Management				
Audit**				
Other (Specify)				
Total Preconstruction Costs				
Construction Costs (list by component)				
Total Construction Costs				
Total Project Cost				

* Note that General Liability Insurance (\$1 million); Automobile Liability Insurance, if appropriate; and Fidelity Bond (100% of contract amount) are usually required for all contractors. Costs for coverage should be included in this budget summary. If the agency does not already have this coverage, this is an eligible CDBG expense.

** All projects funded with CDBG funds must have an annual independent audit. Agencies with total annual federal or federally-derived funding of \$300,000 or more must have an annual A-133 audit. The cost of conducting this audit is an eligible CDBG expense.

1. Include commitment letters specifically for this project from other funding sources as Attachment D (refer to page 17). If there are not sufficient funding commitments to ensure completion of the project your application may not be funded.

2. If agency is using a cost estimate for a construction project, please attach a copy of the cost estimate, and the name and telephone number of the person who prepared the cost estimate.
3. Based on the budget above, what is the cost per beneficiary for the proposed project? (Refer to your answer to Section II, B (1) of this application for the anticipated number of beneficiaries, and explain how the cost per beneficiary was calculated.)

B. FY 2014 Budget

List all Line Items Included in the Project Budget	A. Timetable for each Phase	B. Fulton County CDBG Funds Requested from FY 2014	C. Other Source(s) of Project Funding	D. Total (B + C)
Preconstruction Costs (list by component)				
Acquisition				
Demolition				
Relocation				
Architectural Services				
Insurance/Bonding*				
Construction Management				
Audit**				
Other (Specify)				
Total Preconstruction Costs				
Construction Costs (list by component)				
Total Construction Costs				
Total Project Cost				

* Note that General Liability Insurance (\$1 million); Automobile Liability Insurance, if appropriate; and Fidelity Bond (100% of contract amount) are usually required for all contractors. Costs for coverage should be included in this budget summary. If the agency does not already have this coverage, this is an eligible CDBG expense.

** All projects funded with CDBG funds must have an annual independent audit. Agencies with total annual federal or federally-derived funding of \$300,000 or more must have an annual A-133 audit. The cost of conducting this audit is an eligible CDBG expense.

1. Include commitment letters specifically for this project from other funding sources as Attachment D (refer to page 17). If there are not sufficient funding commitments to ensure completion of the project your application may not be funded.
2. If agency is using a cost estimate for a construction project, please attach a copy of the cost estimate, and the name and telephone number of the person who prepared the cost estimate.
3. Based on the budget above, what is the cost per beneficiary for the proposed project? (Refer to your answer to Section II, B (1) of this application for the anticipated number of beneficiaries, and explain how the cost per beneficiary was calculated.)

C. Budget Summary of Requested CDBG Project/Activity

	<u>FY 2012</u>	<u>%</u>	<u>FY 2013</u>	<u>%</u>	<u>FY 2014</u>	<u>%</u>
Amount requested from Fulton County CDBG Program:	\$ _____	___	\$ _____	___	\$ _____	___
Amount Committed from other Sources (Attach Commitment Documentation as Attachment D):	\$ _____	___	\$ _____	___	\$ _____	___
Amount requested from other Sources not yet committed (Excluding CDBG & Agency):	\$ _____	___	\$ _____	___	\$ _____	___
Amount of Agency Contributions:	\$ _____	___	\$ _____	___	\$ _____	___
TOTAL PROJECT COST:	\$ _____	___	\$ _____	___	\$ _____	___

Section VI: Comprehensive Plan/ Mission/Compliance

*This section does not apply to **Fulton County Departments** applying for funding as the Community Development Division has direct access to the requested information.*

A. For all Municipal Applicants:

1. Is the proposed project consistent with the City’s comprehensive plan?
 Yes No

Briefly explain how the proposed project is or is not consistent with the municipal comprehensive plan.

2. If the applying municipality has a Neighborhood Revitalization Strategy Area (NRSA) approved by HUD, is this project located within that NRSA?
 Yes No

3. If yes, is the project consistent with the Strategy?
 Yes No N/A

Briefly explain how the proposed project is or is not consistent with the Neighborhood Revitalization Strategy.

B. For Non-Profit Applicants:

1. Is the proposed project consistent with the Agency’s Mission Statement?
 Yes No

Briefly explain how the proposed project is or is not consistent with the Agency’s Mission Statement.

Section VII: Citizen Participation

*This section does not apply to **Fulton County Departments** applying for funding as the Community Development Division has direct access to the requested information.*

An important aspect of the CDBG Program is citizen participation. Each application must include documentation indicating that citizens of the community in which the project/service is located, have been informed of the project. This participation may be accomplished by conducting community meetings or public hearings where citizens are invited to comment on proposed projects. In addition, official notification must be conducted as follows:

A. For Municipalities:

The municipal council members must be notified at a public council meeting of the intent of the municipality to submit an application for funding. Adequate advance notice of the date of the meeting must be given to the public (in accordance with State of Georgia Open Meetings Act requirements). The following documentation of the notice and discussion of the meeting must be included in the application:

1. A copy of the public notice with date of publication;
2. The agenda for the meeting with project listed;
3. Minutes of the meeting where the application was discussed;
4. Optional; Newspaper clippings regarding the meeting at which the project was discussed; letters of support received by the municipality; and
5. A copy of the resolution from the City Council endorsing the submission of the project application; stating the project/service to be funded; the amount of the CDBG request in the application; and stating the amount to be contributed by the municipality for the project.

B. For Non-Profit Organizations:

Each application from a non-profit organization must contain a resolution from the organization's Board of Directors endorsing the submission of the application. The resolution must include the following:

1. A statement from the Board stating the project to be funded;
2. The amount of the CDBG funds requested in the application; and
3. A statement of the amount to be contributed by the organization.

Section VIII: CDBG Application Submission Requirements

The following items must be submitted with the CDBG application. Please ensure that **all** information is included as requested and labeled. Incomplete applications or applications that do not follow the prescribed format will not be considered for funding.

- One original and two copies of the entire application submission with original signatures, formatted and organized as required.
- Attachment A:** Area benefit map indicating service area for CDBG funded activities
- Attachment B:** Most recent financial audit. *Not applicable for Fulton County Departments applying for funding.*
- Attachment C:** Endorsing Resolution (including citizen participation documentation for municipal applications). *Not applicable for Fulton County Departments applying for funding.*
- Attachment D:** Commitment letters from other funding sources documenting other funds to be used for the project covered by the County's CDBG funds.
- Attachment E:** An implementation and expenditure schedule for years 2012, 2013, and 2014 funding requests.

The following items are **also required for non-profit application submittals**. Please make sure all attachments are labeled. *Not applicable for Fulton County Departments applying for funding.*

- Attachment F:** List of the active advisory council members or members of the agency's board of directors.
- Attachment G:** Certificate of IRS 501(c) (3) tax exempt status.
- Attachment H:** Articles of Incorporation and By-Laws.
- Attachment J:** Organizational chart.
- Attachment K:** Information documenting the agency's operating budget.
- Attachment L:** Optional letters of community support for the project to be undertaken by the agency.

The following items should be submitted if applicable to your application. Please **only submit if appropriate**. Please label all attachments.

- Low/Mod income survey forms
- Topographical survey
- Deed/lease for premises
- Site plan/schematic design.
- Cost estimate for construction

CDBG 2012/2013/2014 Application Certification

I certify that the application submitted for Fulton County CDBG funds is accurate and complete to the best of my knowledge and belief. And if CDBG funds are awarded for the activities presented in this application, I will comply with the necessary certifications and assurances required by Fulton County and HUD.

Name of Organization

E-mail

Signature of Authorizing Official

Date

Name of Authorizing Official (please type)

Phone Number

Address

Fax Number

City/State/Zip

E-mail (contact person)

Conflict of Interest 24 CFR Part §570.611

(a) Applicability.

(i) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(ii) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties entities pursuant to 570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts Prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business (Partner, share holder, or vested percentage) or immediate family ties (relatives such as first-cousins), during their tenure or for one year thereafter.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient (Fulton County), or any designated public agencies, or of subrecipients (recipients of Fulton County) that are receiving funds under this part.

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

- (1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation;
 - (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure was made; and
 - (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.
- (2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

Conflict of Interest 24 CFR Part §570.611

(Continued)

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

NON CONFLICT OF INTEREST CERTIFICATION

I certify the applicant is complying with the conflict of interest provision of 24 CFR part 570.611.

The applicant hereby further understands and agrees that in the event that such conflict of interest is determined to exist, applicants' application may be rejected. The applicant may be required to return any CDBG funds previously awarded by Fulton County.

Applicant's Printed Name

Applicant's Signature

Date

The Fulton County Department of Housing and Community Development is committed to making the Community Development Block Grant Program application process effective and user friendly for applicants. Please utilize this page to provide your comments on the application form, the Program Manual and the technical assistance provided to you during the application submission process. Your comments will help us continue to improve our application process.

**PUBLIC FACILITY APPLICATIONS
Year 2012/2013/2014 CDBG Application Summary**

APPLICANT:

FY 2012

FY 2013

FY 2014

Requested Amount 2012:\$ _____

Requested Amount 2013:\$ _____

Requested Amount 2014:\$ _____

Proposed Project:
Project Address:

Proposed Project:
Project Address:

Proposed Project:
Project Address:

National Objective Citation:
Eligibility Citation:

National Objective Citation:
Eligibility Citation:

National Objective Citation:
Eligibility Citation:

Reviewer Name:
Reviewer FY 2012 Rating:

Reviewer FY 2013 Rating:

Reviewer FY 2014 Rating:

FY 2012 Total Points:

FY 2013 Total Points:

FY 2014 Total Points:

Additional Priority Points*:

Additional Priority Points*:

Additional Priority Points*:

*Housing related activities = 3 pts.; Conformity with American's with Disability Act (ADA) activities = 2 pts.; Economic Development activities = 1 pt.

Total 2012 Rating:

Total 2013 Rating:

Total 2014 Rating:

Submission Requirements of Application – **ALL APPLICANTS MUST MEET THE MINIMUM CRITERIA BELOW:**

1. 501(c)(3) status for minimum of 2 years.
2. Registered & Licensed in the State of GA
3. Twelve (12) months of experience directly related to proposed activity
4. Financial Statement for at minimum twelve 12 months of operation
5. Copy of written financial management procedures for the agency
6. Complete Budget & Implementation Schedules specifying the amount of funds requested for each year
7. Proof of service to Fulton County beneficiaries must be presented in the application
8. Document other funding sources that are committed to the proposed project/activity utilizing the County's CDBG funds
9. Agencies currently receiving CDBG funds, must comply with all terms of current contract and w/o monitoring findings

10. Application must be complete and must follow the order for presenting the requested information _____
11. Applicant must obtain gap financing of 50% or more, which covers at least 12 months of operation per project or service. _____
12. Applicant must attend one of the three Application Preparatory Workshops prior to submittal date of the application. _____

Section I: Project Description

Points: _____
Maximum 10

1. What is project goal?
2. What target population will be served?
3. What is the agency's justification of need for project?
4. How does the project fit within the continuum of care for the target population?
5. Is the implementation schedule reasonable for the proposed activity and ensure expenditure of requested funds within the program years requested?
6. How does the project relate to other proposals (if any) submitted by the applicant?
7. What is the anticipated outcome of the project?
8. What is the proposed quantifiable output of the project?
9. Comments:

Section I Rating Scale:

Did applicant clearly state the project goal, target population, proposed accomplishment # and justify need? Not Clear = 0 pts.; Somewhat Clear = 3 pts.; Clear = 7 pts.; Very Clear = 10 pts.

Section II: National Objective Compliance

Points: _____
Maximum 10

1. Describe how the applicant will meet a National Objective under CDBG requirements at §570.208 and evaluate the risks related to compliance.
(0 = Ineligible Application; 1 pt. = High risk of non-compliance; 3 pts. = Moderate risk of non-compliance; 5 pts. = Low risk of non-compliance)

2. Does applicant have a system in place, or a system that will be put in place, which will provide a strong method of documenting compliance with a National Objective?
 (0 pts. = Sys. not clearly identified; 1 pt. = Weak system; 3 pts. = Fair System; 5 pts. = Strong System)

Project Eligibility Compliance

Points: _____ Maximum 10

1. Describe how the project qualifies as eligible under CDBG regulations at §570.201 or §570.202 and evaluate risk level of project. (0 = Ineligible Application; 1 pt. = High risk of non-compliance; 3 pts. = Moderate risk of non-compliance; 5 pts.= Low risk of non-compliance)
2. Are other regulations triggered by this activity(Acquisition/Relocation, Procurement, Labor Standards, etc., refer to Subpart K - Other Program Requirements, at 570.600.)? If yes, describe which one(s) and evaluate the risk impact to the project.
 (0 pt = Ineligible Application; 1 pt. = High risk of non-compliance ; 3 pts. = Moderate risk of non-compliance; 5 pts.= Low risk of non-compliance)
3. Comments:

Section III: Project Development/Design & Management

Points: _____
 Maximum 20

1. Has applicant obtained site control if applicable?
2. Based on the type of activity, has sufficient planning and design been completed (including written, approved policies and procedures) to ensure timely implementation of project and expenditure of funds?
3. If other regulations in Subpart K are triggered, does applicant have the capacity to comply?
4. Is the appropriate zoning in place for the proposed project, if applicable?
5. Does applicant have adequate staff capacity & a demonstrated history of success in implementing the proposed project?
6. Comments:

Section III Rating Scale:
Has applicant demonstrated:

A full understanding of the steps involved in project implementation?

0 pts. = little understanding; 3 pts. = some understanding; 6 pts. = a clear understanding
The capacity in house or contracted, to complete the activity?

0 pt. = inadequate capacity; 2 pt. = limited capacity; 4 pts. = some capacity; 7 pts. = adequate capacity
Project can be completed within the 1st year contract term?

0 pts. = not likely; 3 pts. = somewhat likely; 7 pts. = very likely

Section IV: Environmental Considerations

Points: _____
Maximum 5

1. Is a format II required for this activity (generally required for all new construction projects or substantial rehabilitation)? (Yes = 0 Pt.; No = 3 Pts.)
2. Are any environmental obstacles foreseen at this time?
(Yes = 0 Pts.; No = 2 Pts.)
3. Comments:

Section V: Historic Preservation

Points: _____
Maximum 5

1. Does the project impact an historic district or building? If yes, describe how?
(Yes = 0 Pts.; No = 5 Pts.)
2. If yes, has applicant considered related design restrictions and construction costs?
(No = 0 Pts.; Yes = 3 Pts.)
3. Comments:

Section VI: Budget

Points: _____
Maximum 17

1. What is the percent of CDBG funds to the total budget amount for the proposed project?
2012 _____% 2013 _____% 2014 _____%
2. What is the cost per unit of the project? Specify the unit type. 2012 \$ _____
2013 \$ _____

3. Are the line items to be paid with CDBG funds eligible expenditures?
4. Has the applicant considered all necessary expenses involved in implementing the project including applicable accompanying regulations under Subpart K of regulations (pre-development costs, advertising, construction management, Labor Standards, Relocation, etc.)?
5. Are there sufficient funding commitments in addition to the CDBG request to ensure project completion?
6. Do the funding amounts requested from each program year correspond to the project activities identified in the budget and to the implementation schedule?
7. Does the budget and implementation schedule appear reasonable to ensure funding expenditure within the program year of the award?
8. Comments:

Section VI Rating Scale:

*Based on the type of project, is the cost/unit reasonable?

0 pt. =unreasonable; 1 pt. = somewhat unreasonable; 2 pts. = somewhat reasonable; 4 pts. = reasonable
*Does the budget appear reasonable (includes all major line items, at reasonable costs, which are required to complete the _____ project)?

0 pt. = unreasonable; 1 pt. = somewhat unreasonable; 2 pts. = somewhat reasonable; 5 pts. = reasonable
*Are funding commitments attached for other funding identified to complete the project?
0 pt. = none; 1 pt. = some; 2 pts. = most; 3 pts. = all attached

*Based on the proposed budget(s) is it likely that funding will be expended within the program year of the award?
0 pts.=not likely; 1 pts. =somewhat likely; 3 pts. = likely; 5 pts. = very likely

Section VII: Comprehensive Plan/Mission Compliance

Points: _____
Maximum 5

1. For municipalities, is the proposed project consistent with the municipalities comprehensive plan and NRSA, if applicable? Provide explanation. (No = 0 Pts.; Yes = 5 Pts.)
2. For non-profits, is the proposed project consistent with their mission statement? Provide explanation. (No = 0 Pts.; Partially = 2 Pts.; Yes = 5 Pts.)

Section VIII: Citizen Participation

Points: _____
Maximum 5

1. For municipalities, is a fully executed resolution identifying the amount of the request, and endorsing the submission of the application attached along with all other required documentation?
(None = 0 pts; Some = 1 pt.; Most = 2 pts.; All = 5 pts.)
2. For non-profits, is a resolution attached which is executed by the board, identifies the amount of the request and endorses the submission of the application?
(No = 0 pts.; Yes = 5 pts.)

Section IX: Application Submission Checklist

Points: _____
Maximum 10

1. Are all required documents applicable to the proposed project attached as identified on the checklist including a 501(c)(3) certificate issued by the IRS included for non-profit application?
2. Comments:

Section XI Rating Scale:

None attached = 0 Pts.; Some attached = 3 Pts.; Most attached = 6 Pts.; All attached = 10 Pts.

Section XI: Certification

Points: _____
Maximum 3

1. Are the CDBG Application Certification and the non-conflict of interest forms complete with all appropriate signatures?
(No = 0 Pts.; Yes = 3 Pts.)
-

REVIEWER # 1 SUMMARY

(Overall assessment of application, indicate strengths and weaknesses. Include any points or information not brought out in the sections above which impact the quality of the application.)

REVIEWER'S

2012 Rating: _____ Points out of 100 **2013 Rating:** _____ Points or of 100 **2014 Rating:** _____ Points or of 100

**Year 2012/2013/2014 CDBG Application Summary
2nd Review**

Project Name: _____

CRP Reviewer Name: _____

Year 2012 **Year 2013** **Year 2014**
CPR Reviewer Rating: _____ Points out of 100 **CPR Reviewer Rating:** _____ Points out of 100 **CPR Reviewer Rating:** _____ Points out of 100

CPR Reviewer Summary:

Your overall assessment of application review sheet. Summarize impressions of application, strengths, weakness or other issues that affected your rating of the application.

Tab 2

Public Service / Economic Development Application

**Fulton County Community Development Block Grant (CDBG)
FY 2012/2013/2014 Application**

Fulton County
FY 2012/2013/2014 CDBG Application

**PUBLIC SERVICE AND ECONOMIC DEVELOPMENT
APPLICATION**

(FOR PUBLIC SERVICE OPERATING COSTS INCLUDING ELIGIBLE LABOR, SUPPLIES, MATERIALS, OVERHEAD, AND MAINTENANCE REQUIRED TO PROVIDE A QUANTIFIABLE INCREASE IN THE LEVEL OF EXISTING SERVICES OR MAINTAIN THE CURRENT LEVEL OF SERVICE. FOR ECONOMIC DEVELOPMENT ACTIVITIES INCLUDING BUSINESS IMPROVEMENT LOANS, CAPITAL FINANCING AND TECHNICAL ASSISTANCE TO EXISTING AND DEVELOPING SMALL BUSINESSES AND MICROENTERPRISES.)

This page must be used as the cover page for your application. You may retype the page. Applications must be submitted in the outline form presented in order to be considered for funding.

Applicant Information

Organization's Legal Name: _____

Street Address/City/State/Zip: _____

Executive Director: _____

Designated Contact Person/Title: _____

Telephone: _____

Fax: _____

E-Mail: _____

Project Information

Amount of CDBG Funding Requested:

Applicant must obtain gap financing of 50% or more per each project/activity year.

FY 2012 \$ _____

FY 2013 \$ _____

FY 2014 \$ _____

Proposed Project Name: _____

Proposed Project Street Address, City, Zip Code: _____

Fulton County FY 2012/2013/2014
CDBG Public Service and Economic Development

Section I: Project Description

Please provide a narrative description of no more than two (2) pages (12 inch font size on 8½” x 11” paper) for the proposed project. Your narrative must include *but is not limited to* the following information:

1. What is the goal of this project?
2. What target population will be served by this project (specify youth, seniors, special needs, etc.)?
3. What objective documentation or research justifies the need for this project in Fulton County?
4. How does your project fit into a continuum of care for your target population?
5. Provide an implementation schedule detailing the major components of the project or program, the timing of each component and the projected drawdown dates. This information must be included as Attachment E to your application (see page 15). The County will award funding from each program year based on the ability of applicants to expend funds within each program fiscal year, which runs from January 1st thru December 31st of each year.
6. How does the project relate to your other submissions for this funding cycle, if any?
7. Describe the anticipated project outcomes. Complete the chart on the following page to describe the most significant outcome(s) this project is expected to have on its participants for year(s) 2012/2013/2014. Tell how many households or individuals will realize each outcome and how each outcome will be measured. Copy and complete the following chart, as needed, for each program year of your application.

Definitions:

Outcomes: *Outcomes are not the products for the agency, but the benefits for the participants. What will be the benefits for the client? Why is the project being done? Examples of outcomes include the # of seniors remaining in their homes, # of evictions prevented, finding and maintaining a job or permanent housing, or having financial stability. Include only major project outcomes supported by the requested CDBG funds.*

Major Tasks: *Outline the major tasks/activities to be conducted by this project (e.g. client outreach/assessment; job training/placement; site preparation, pre-development, management, construction/rehabilitation; etc.)*

Outputs: *Quantifiable products of tasks, e.g. # housing units constructed/rehabilitated, # of people housed, # of jobs created or persons trained, # of homeless sheltered, etc.*

Outcome #1 *Describe how participants will benefit and how many are expected to realize this outcome.*

Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks
Outcome Measurements: <i>Describe evaluation tools, methods and benchmarks to measure achievement of this outcome.</i>	

Outcome #2 *Describe how participants will benefit and how many are expected to realize this outcome.*

Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks
Outcome Measurements: <i>Describe evaluation tools, methods and benchmarks to measure achievement of this outcome.</i>	

Section II: National Objective/Low- and Moderate-Income Benefit.

Projects that provide a benefit to low- and moderate-income people can qualify as follows:

1. Area Benefit; or
2. Limited Clientele/Job Creation.

Refer to Section II of the accompanying Program Manual to determine which category best fits your project. Complete one section, *either A or B*, below. Data needed to complete Area Benefit questions may be found on page ix or in Appendix B of the Program Manual.

A. Area Benefit Project:

1. Indicate the Census tract(s) and Block Group(s) in which the service area for your project/service is located? _____
2. How many residents live in this service area? _____
3. What is the percentage of low- and moderate-income beneficiaries in the service area? _____
4. What documentation did you use to determine your answer to the above questions?
 Census Data _____ Resident Surveys _____

If a survey was used, please attach completed surveys. The sample survey form is included on page ix.

5. List the anticipated characteristics of all beneficiaries who will be served:

	# to be Served	# Hispanic
White	_____	_____
Black/African American	_____	_____
Asian	_____	_____
American Indian/Alaskan Native	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____
American Indian/Alaskan Native & White	_____	_____
Asian & White	_____	_____
Black/African American & White	_____	_____
Am. Indian/Alaskan Native & Black/African Am.	_____	_____
Other Multi-Racial	_____	_____

B. Limited Clientele/Job Creation Projects:

1. What is the annual unduplicated # of people to be served by the proposed project?

2. Does the project primarily benefit a specialized population(s) such as:

Elderly (62 or older) ___ Disabled ___ HIV/AIDS ___
 Homeless ___ Illiterate Adults ___ Abused Children ___ Battered Spouses ___

Describe how this project assists this population:

3. Does the proposed project serve Individuals (job training, drug counseling, etc.) or Households (housing rehabilitation, housing counseling, down payment assistance, etc.)?

4. What are the anticipated incomes of the beneficiaries? Refer to page viii for income limits. Report either by individual or household based on the answer to question #3 above.

at 0 – 30% of median income ___
 # at 31% - 50% of median income ___
 # at 51% - 80% of median income ___

5. Based upon the information provided above, what is the anticipated percent of low- and moderate-income beneficiaries? ___%

6. What percentage of low- and moderate-income beneficiaries is anticipated to be female single-head of households with children? ___%

7. List the anticipated characteristics of all beneficiaries who will be served:

	# to be Served	# Hispanic
White	_____	_____
Black/African American	_____	_____
Asian	_____	_____
American Indian/Alaskan Native	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____
American Indian/Alaskan Native & White	_____	_____
Asian & White	_____	_____
Black/African American & White	_____	_____
Am. Indian/Alaskan Native & Black/African Am.	_____	_____
Other Multi-Racial	_____	_____

Section III: Project Development – Public Service and Economic Development

This section is designed to help the County determine the readiness of the proposed project.

1. What services does the agency provide?
2. Will funds requested in this application be applied to general agency overhead or directed to a specific program within the agency.

Based on the answer to #2 above, answer the following questions as they relate to either the agency as a whole or the specific program for which funds are being requested.

- | | Yes | No |
|--|-----|-----|
| 3. Is the program a continuation of a current activity?
If so, explain how CDBG funds are necessary to maintain your current level of service. | ___ | ___ |
| 4. Is the program an expansion of a current activity?
If yes, describe the quantifiable increase in service that will result from a CDBG award. | ___ | ___ |
| 5. Has the agency received CDBG funding previously to operate this program/service? | ___ | ___ |

If yes, what year(s) and how much?

<u>Year</u>	<u>\$ Award</u>
_____	_____
_____	_____
_____	_____
_____	_____

- | | | |
|---|-----|-----|
| 6. If this program/service is not currently in operation, does the agency have the staff to implement the service? | ___ | ___ |
| 7. Does the agency have office/facility space to accommodate the proposed program/service? | ___ | ___ |
| 8. What is the proposed start date of this program? | ___ | ___ |
| 9. Please explain how the agency identifies clients for this program/service and the process for documenting eligibility. | | |
| 10. What is the current zoning of the facility location? | | |
| 11. Is the facility in which the proposed program/service is provided consistent with current zoning?
If yes, explain the existing current zoning. | | |
| 12. Other information the agency wishes to provide regarding the status of the project. | | |

If the proposed project is an Economic Development Project, please continue and answer the following question:

13. What size businesses will be served?
- ONLY businesses with one to five employees, including the owner (microenterprises).
 - Businesses with five or more employees (small businesses).

Section IV: Environmental and Historical Preservation Considerations

1. Please check the items below that, to the best of the agency’s knowledge, apply to the proposed project.

The project:

- ___ is located within 15 miles of an airport.
- ___ is located within 100 to 3,000 feet of a railroad or public transportation track.
- ___ is located on a State or County road. Name the road _____
- ___ requires rezoning or a special permit.
- ___ structure was constructed prior to 1978.
- ___ structure is located on a heavily traveled street within 1,000 feet from the centerline or median.

- 2. Please indicate the year that the structure to be acquired/rehabilitated was constructed and identify the source of the information.
- 3. What is the current use of the property where the proposed project will be located?
- 4. What was the previous use of the property where the proposed project will be located?

Section V: Budget

Please complete the project budgets for the year 2012, 2013, and 2014 requests. Consider potential cost increases in the preparation of the budgets, particularly for FY 2013, and 2014. **Applicant must obtain gap financing of 50% or more per each project/activity year.**

A. FY 2012 Budget

List all Line Items Included in the Project Budget	A. Fulton County CDBG Funds Requested from FY 2012	B. Other Source(s) of Project Funding	C. Total (A + B)
Staff Salaries			
Staff Fringe Benefits			
Staff Travel			
Communications			
Rent/Lease			
Materials/Supplies			
Utilities			
Insurance/Bonding*			
Contractual Services			
Audit**			
Others (<i>list</i>):			
GRAND TOTAL			

* Note that General Liability Insurance (\$1 million); Automobile Liability Insurance, if appropriate; and Fidelity Bond (100% of contract amount) are usually required for all contractors. Costs for coverage should be included in this budget summary. If the agency does not already have this coverage, this is an eligible CDBG expense.

** All projects funded with CDBG funds must have an annual independent audit. Agencies with total annual federal or federally-derived funding of \$300,000 or more must have an annual A-133 audit. The cost of conducting this audit is an eligible CDBG expense.

1. Include commitment letters specifically for this project from other funding sources as Attachment D (refer to page 15). If there are not sufficient funding commitments to ensure completion of the project the application may not be funded.
2. Please describe the basis for the estimated budget (committed funds, past year fund raising success, etc.)

- Based on the budget above, what is the cost per beneficiary for the project? (Refer to your answer to Section II, B (1) of this application for the anticipated number of beneficiaries, and explain how the cost per beneficiary was calculated.)

B. FY 2013 Budget

List all Line Items Included in the Project Budget	A. Fulton County CDBG Funds Requested from FY 2013	B. Other Source(s) of Project Funding	C. Total (A + B)
Staff Salaries			
Staff Fringe Benefits			
Staff Travel			
Communications			
Rent/Lease			
Materials/Supplies			
Utilities			
Insurance/Bonding*			
Contractual Services			
Audit**			
Others (<i>list</i>):			
GRAND TOTAL			

* Note that General Liability Insurance (\$1 million); Automobile Liability Insurance, if appropriate; and Fidelity Bond (100% of contract amount) are usually required for all contractors. Costs for coverage should be included in this budget summary. If the agency does not already have this coverage, this is an eligible CDBG expense.

** All projects funded with CDBG funds must have an annual independent audit. Agencies with total annual federal or federally-derived funding of \$300,000 or more must have an annual A-133 audit. The cost of conducting this audit is an eligible CDBG expense.

- Include commitment letters specifically for this project from other funding sources as Attachment D (refer to page 15). If there are not sufficient funding commitments to ensure completion of the project the application may not be funded.
- Please describe the basis for the estimated budget (committed funds, past year fund raising success, etc.)

- Based on the budget above, what is the cost per beneficiary for the project? (Refer to your answer to Section II, B (1) of this application for the anticipated number of beneficiaries, and explain how the cost per beneficiary was calculated.)

C. FY 2014 Budget

List all Line Items Included in the Project Budget	A. Fulton County CDBG Funds Requested from FY 2014	B. Other Source(s) of Project Funding	C. Total (A + B)
Staff Salaries			
Staff Fringe Benefits			
Staff Travel			
Communications			
Rent/Lease			
Materials/Supplies			
Utilities			
Insurance/Bonding*			
Contractual Services			
Audit**			
Others (list):			
GRAND TOTAL			

* Note that General Liability Insurance (\$1 million); Automobile Liability Insurance, if appropriate; and Fidelity Bond (100% of contract amount) are usually required for all contractors. Costs for coverage should be included in this budget summary. If the agency does not already have this coverage, this is an eligible CDBG expense.

** All projects funded with CDBG funds must have an annual independent audit. Agencies with total annual federal or federally-derived funding of \$300,000 or more must have an annual A-133 audit. The cost of conducting this audit is an eligible CDBG expense.

- Include commitment letters specifically for this project from other funding sources as Attachment D (refer to page 15). If there are not sufficient funding commitments to ensure completion of the project the application may not be funded.
- Please describe the basis for the estimated budget (committed funds, past year fund raising success, etc.)

3. Based on the budget above, what is the cost per beneficiary for the project? (Refer to your answer to Section II, B (1) of this application for the anticipated number of beneficiaries, and explain how the cost per beneficiary was calculated.)

C. Budget Summary of Requested CDBG Project/Activity

	<u>FY 2012</u>	<u>%</u>	<u>FY 2013</u>	<u>%</u>	<u>FY 2014</u>	<u>%</u>
Amount requested from Fulton County CDBG Program:	\$ _____	___	\$ _____	___	\$ _____	___
Amount Committed from other Sources (Attach Commitment Documentation as Attachment D):	\$ _____	___	\$ _____	___	\$ _____	___
Amount requested from other Sources not yet committed (Excluding CDBG & Agency):	\$ _____	___	\$ _____	___	\$ _____	___
Amount of Agency Contributions:	\$ _____	___	\$ _____	___	\$ _____	___
TOTAL PROJECT COST:	\$ _____	___	\$ _____	___	\$ _____	___

Section VI: Comprehensive Plan/ Mission/Compliance

*This section does not apply to **Fulton County Departments** applying for funding as the Community Development Division has direct access to the requested information.*

A. For all Municipal Applicants:

- 1. Is the proposed project consistent with the City’s comprehensive plan?
 Yes No

Briefly explain how the proposed project is or is not consistent with the municipal comprehensive plan.

- 2. If the applying municipality has a Neighborhood Revitalization Strategy Area (NRSA) approved by HUD, is this project located within that NRSA?
 Yes No

- 3. If yes, is the project consistent with the Strategy?
 Yes No N/A

Briefly explain how the proposed project is or is not consistent with the Neighborhood Revitalization Strategy.

B. For Non-Profit Applicants:

- 1. Is the proposed project consistent with the Agency’s Mission Statement?
 Yes No

Briefly explain how the proposed project is or is not consistent with the Agency’s Mission Statement.

Section VII: Citizen Participation

*This section does not apply to **Fulton County Departments** applying for funding as the Community Development Division has direct access to the requested information.*

An important aspect of the CDBG Program is citizen participation. Each application must include documentation indicating that citizens of the community in which the project/service is located, have been informed of the project. This participation may be accomplished by conducting community meetings or public hearings where citizens are invited to comment on proposed projects. In addition, official notification must be conducted as follows:

A. For Municipalities:

The municipal council members must be notified at a public council meeting of the intent of the municipality to submit an application for funding. Adequate advance notice of the date of the meeting must be given to the public (in accordance with State of Georgia Open Meetings Act requirements). The following documentation of the notice and discussion of the meeting must be included in the application:

1. A copy of the public notice with date of publication;
2. The agenda for the meeting with project listed;
3. Minutes of the meeting where the application was discussed;
4. Optional; Newspaper clippings regarding the meeting at which the project was discussed; letters of support received by the municipality; and
5. A copy of the resolution from the City Council endorsing the submission of the project application; stating the project/service to be funded; the amount of the CDBG request in the application; and stating the amount to be contributed by the municipality for the project.

B. For Non-Profit Organizations:

Each application from a non-profit organization must contain a resolution from the organization's Board of Directors endorsing the submission of the application. The resolution must include the following:

1. A statement from the Board stating the project to be funded;
2. The amount of the CDBG funds requested in the application; and
3. A statement of the amount to be contributed by the organization.

Section VIII: CDBG Application Submission Requirements

The following items must be submitted with the CDBG application. Please ensure that *all* information is included as requested and labeled. Incomplete applications or applications that do not follow the prescribed format will not be considered for funding.

- One original and two copies of the entire application submission with original signatures, formatted and organized as required.
- Attachment A:** Area benefit map indicating service area for CDBG funded activities
- Attachment B:** Most recent financial audit. *Not applicable for Fulton County Departments applying for funding.*
- Attachment C:** Endorsing Resolution (including citizen participation documentation for municipal applications). *Not applicable for Fulton County Departments applying for funding.*
- Attachment D:** Commitment letters from other funding sources documenting other funds to be used for the project covered by the County's CDBG funds.
- Attachment E:** An implementation and expenditure schedule for year 2012, 2013, and 2014 funding requests.

The following items are **also required for non-profit application submittals**. Please make sure all attachments are labeled. *Not applicable for Fulton County Departments applying for funding.*

- Attachment F:** List of the active advisory council members or members of the agency's board of directors.
- Attachment G:** Certificate of IRS 501(c) (3) tax exempt status.
- Attachment H:** Articles of Incorporation and By-Laws.
- Attachment J:** Organizational chart.
- Attachment K:** Information documenting the agency's operating budget.
- Attachment L:** Optional letters of community support for the project to be undertaken by the agency.

The following items should be submitted if applicable to your application. Please **only submit if appropriate**. Please label all attachments.

- Low/Mod income survey
- Topographical survey
- Deed/lease for premises
- Site plan/schematic design.
- Cost estimate for construction

CDBG 2012/ 2013/2014 Application Certification

I certify that the application submitted for Fulton County CDBG funds is accurate and complete to the best of my knowledge and belief. And if CDBG funds are awarded for the activities presented in this application, I will comply with the necessary certifications and assurances required by Fulton County and HUD.

Name of Organization

E-mail

Signature of Authorizing Official

Date

Name of Authorizing Official (please type)

Phone Number

Address

Fax Number

City/State/Zip

E-mail (contact person)

Conflict of Interest 24 CFR Part §570.611

(a) Applicability.

(i) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(ii) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties entities pursuant to 570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts Prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business (Partner, share holder, or vested percentage) or immediate family ties (relatives such as first-cousins), during their tenure or for one year thereafter.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient (Fulton County), or any designated public agencies, or of subrecipients (recipients of Fulton County) that are receiving funds under this part.

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

- (1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation;
 - (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure was made; and
 - (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.
- (2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

Conflict of Interest 24 CFR Part §570.611

(Continued)

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

NON CONFLICT OF INTEREST CERTIFICATION

I certify the applicant is complying with the conflict of interest provision of 24 CFR part 570.611.

The applicant hereby further understands and agrees that in the event that such conflict of interest is determined to exist, applicants' application may be rejected. The applicant may be required to return any CDBG funds previously awarded by Fulton County.

Applicant's Printed Name

Applicant's Signature

Date

The Fulton County Department of Housing and Community Development is committed to making the Community Development Block Grant Program application process effective and user friendly for applicants. Please utilize this page to provide your comments on the application form, the Program Manual and the technical assistance provided to you during the application process. Your comments will help us continue to improve our application process.

PUBLIC SERVICE APPLICATIONS
Year 2012/2013/2014 CDBG Application Summary

Applicant:

FY 2012

FY 2013

FY 2014

Requested Amount 2012:\$ _____

Requested Amount 2013:\$ _____

Requested Amount 2014:\$ _____

Proposed Project:

Proposed Project:

Proposed Project:

Project Address:

Project Address:

Project Address:

National Objective Citation:

National Objective Citation:

National Objective Citation:

Eligibility Citation:

Eligibility Citation:

Eligibility Citation:

Reviewer Name:

Reviewer FY 2012 Rating:

Reviewer FY 2013 Rating:

Reviewer FY 2014 Rating:

FY 2012 Total Points:

FY 2013 Total Points:

FY 2014 Total Points:

Additional Priority Points*:

Additional Priority Points*:

Additional Priority Points*:

*Housing related activities = 3 pts.; Conformity with American's with Disability Act (ADA) activities = 2 pts.; Economic Development activities = 1 pt.

Total 2012 Rating:

Total 2013 Rating:

Total 2014 Rating:

Submission Requirements of Application – ALL APPLICANTS MUST MEET THE MINIMUM CRITERIA BELOW:

1. 501(c)(3) status for minimum of 2 years.
2. Registered & Licensed in the State of GA
3. Twelve (12) months of experience directly related to proposed activity
4. Financial Statement for at minimum twelve 12 months of operation
5. Copy of written financial management procedures for the agency
6. Complete Budget & Implementation Schedules specifying the amount of funds requested for each year
7. Proof of service to Fulton County beneficiaries must be presented in the application
8. Document other funding sources that are committed to the proposed project/activity utilizing the County's CDBG funds
9. Agencies currently receiving CDBG funds, must comply with all terms of current contract and w/o monitoring findings
10. Application must be complete and must follow the order for presenting the requested information
11. Applicant must obtain gap financing of 50% or more, which covers at least 12 months of operation per project or service.

12. Applicant must attend one of the three Application Preparatory Workshops prior to submittal date of the application.

Section I: Project Description

Points: _____
Maximum 10

1. What is project goal?
2. What target population will be served?
3. What is the agency's justification of need for project?
4. How does the project fit within the continuum of care for the target population?
5. Is the implementation schedule reasonable for the proposed activity and ensure expenditure of requested funds within the program years requested?
6. How does the project relate to other proposals (if any) submitted by the applicant?
7. What is the anticipated outcome of the project?
8. What is the proposed quantifiable output of the project?
9. Comments:

Section I Rating Scale:

Did applicant clearly state the project goal, target population, proposed accomplishment # and justify need? Not Clear = 0 pts.; Somewhat Clear = 3 pts.; Clear = 7 pts.; Very Clear = 10 pts.

Section II: National Objective Compliance

Points: _____
Maximum 10

1. Describe how the applicant will meet a National Objective under CDBG requirements at §570.208 and evaluate the risks related to compliance.
(0 = Ineligible Application; 1 pt. = High risk of non-compliance; 3 pts. = Moderate risk of non-compliance; 5 pts. = Low risk of non-compliance)
2. Does applicant have a system in place, or a system that will be put in place, which will provide a strong method of documenting compliance with a National Objective?
(0 pts. = Sys. not clearly identified; 1 pt. = Weak system; 3 pts. = Fair System; 5 pts. = Strong System)

Project Eligibility Compliance

Points: _____ Maximum 10

1. Describe how the project qualifies as eligible under CDBG regulations at §570.201 or §570.202 and evaluate risk level of project.
(0 = Ineligible Application; 1 pt. = High risk of non-compliance; 3 pts. = Moderate risk of non-compliance; 5 pts. = Low risk of non-compliance)
2. Are other regulations triggered by this activity (Acquisition/Relocation, Procurement, Labor Standards, etc., refer to Subpart K - Other Program Requirements, at 570.600.)? If yes, describe which one(s) and evaluate the risk impact to the project.
(0 pt = Ineligible Application; 1 pt. = High risk of non-compliance; 3 pts. = Moderate risk of non-compliance; 5 pts. = Low risk of non-compliance)
3. Comments:

Section III: Program Development & Management

Points: _____
Maximum 24

1. Does the applicant have a demonstrated history of success (two year minimum) in implementing the proposed service?
2. Does the applicant have adequate facility space and staff capacity to operate the proposed activity?
3. Based on the type of activity, has sufficient planning been completed to ensure timely implementation of service and expenditure of funds?
4. Does the applicant have a sound plan for identification of clients to ensure the proposed target group is served?
5. Is the appropriate zoning in place for the location of the proposed activity?
6. Are the CDBG funds requested to increase the level of service or supplement a new program initiative within the agency?
7. Comments:

Section III Rating Scale:

Has applicant demonstrated:

A history or providing this type of service and a full understanding of the steps involved in project implementation?

0 pts. = little understanding; 3 pts. = some understanding; 8 pts. = a clear understanding

The staff and facility capacity to complete the activity?

0 pts. = inadequate capacity; 3 pt. = limited capacity; 6 pts. = adequate capacity; 8 pts. = Excellent capacity

Service can be delivered and funds expended within the program year of the award?

0 pts. = not likely; 4 pts. = likely; 8 pts. = very likely

Section VII: Comprehensive Plan/Mission Compliance

Points: _____
Maximum 5

1. For municipalities, is the proposed project consistent with the municipalities comprehensive plan and NRSA, if applicable? Provide explanation. (No = 0 Pts.; Yes = 5 Pts.)
2. For non-profits, is the proposed project consistent with their mission statement? Provide explanation. (No = 0 Pts.; Partially = 2 Pts.; Yes = 5 Pts.)

Section VIII: Citizen Participation

Points: _____
Maximum 5

1. For municipalities, is a fully executed resolution identifying the amount of the request, and endorsing the submission of the application attached along with all other required documentation? (None = 0 pts; Some = 1 pt.; Most = 2 pts.; All = 5 pts.)
2. For non-profits, is a resolution attached which is executed by the board, identifies the amount of the request and endorses the submission of the application? (No = 0 pts.; Yes = 5 pts.)

Section IX: Application Submission Checklist

Points: _____
Maximum 10

1. Are all required documents applicable to the proposed project attached as identified on the checklist including a 501(c)(3) certificate issued by the IRS included for non-profit application?
2. Comments:

Section XI Rating Scale:

None attached = 0 Pts.; Some attached = 3 Pts.; Most attached = 6 Pts.; All attached = 10 Pts.

Section XI: Certification

Points: _____
Maximum 3

1. Are the CDBG Application Certification and the non-conflict of interest forms complete with all appropriate signatures?
(No = 0 Pts.; Yes = 3 Pts.)
-

REVIEWER SUMMARY (Overall assessment of application, indicate strengths and weaknesses. Include any points or information not brought out in the sections above which impact the quality of the application.)

2012 Rating: _____ Points out of 100 **2013 Rating:** _____ Points or of 100 **2014 Rating:** _____ Points or of 100

**Year 2012/2013/2014 CDBG Application Summary
Citizen Review Panel (CRP)**

Project Name: _____

CPR Reviewer Name: _____

Year 2012

CRP Reviewer Rating: _____ Points out of 100 **CRP Reviewer Rating:** _____ Points out of 100

Year 2013

CRP Reviewer Rating: _____ Points out of 100 **CRP Reviewer Rating:** _____ Points out of 100

Year 2014

CRP Reviewer Rating: _____ Points out of 100 **CRP Reviewer Rating:** _____ Points out of 100

CRP Reviewer Summary:

Your overall assessment of application review sheet. Summarize impressions of application, strengths, weakness or other issues that affected your rating of the application.

Tab 3

Affordable Housing Application

**Fulton County Community Development Block Grant (CDBG)
FY 2012/2013/2014 Application**

**Fulton County
FY 2012/2013/2014 CDBG Application**

**AFFORDABLE HOUSING APPLICATION
(FOR SINGLE-FAMILY HOUSING REHABILITATION AND WEATHERIZATION,
ACQUISITION AND
TRANSITIONAL HOUSING)**

This page must be used as the cover page for your application. You may retype the page. Applications must be submitted in the outline form presented in order to be considered for funding.

Applicant Information

Organization's Legal Name: _____

Street Address/City/State/Zip: _____

Executive Director: _____

Designated Contact Person/Title: _____

Telephone: _____

Fax: _____

E-Mail: _____

Project Information

Amount of CDBG Funding Requested:	FY 2012 \$ _____
Applicant must obtain gap financing of 50% or more per each project/activity year.	FY 2013 \$ _____
	FY 2014 \$ _____

Proposed Project Name: _____

Proposed Project Street Address, City, Zip Code: _____

Section I: Project Description

Please provide a narrative description of no more than two (2) pages (12 inch font size on 8½” x 11” paper) for the proposed project. Your narrative must include *but is not limited to* the following information:

1. What is the goal of this project?
2. What target population will be served by this project (specify youth, seniors, special needs, etc.)?
3. Will your program focus on the rehabilitation of owner occupied units, units for sale, rent, supportive housing or other (specify)?
4. What objective documentation or research justifies the need for this project in Fulton County?
5. How does your project fit into a continuum of care for your target population?
6. Provide an implementation schedule detailing the major components of the project or program, the timing of each component and the projected drawdown dates. This information must be included as Attachment E to your application (see page 14). The County will award funding from each program year based on the ability of applicants to expend funds within each program fiscal year, which runs from January 1st thru December 31st of each year.
7. How does the project relate to your other submissions for this funding cycle, if any?
8. Describe the anticipated project outcomes. Complete the chart on the following page to describe the most significant outcome(s) this project is expected to have on its participants for year(s) 2012/2013/2014. Tell how many households or individuals will realize each outcome and how each outcome will be measured. Copy and complete the following chart, as needed, for each program year of your application.

Definitions:

Outcomes: *Outcomes are not the products for the agency, but the benefits for the participants. What will be the benefits for the client? Why is the project being done? Examples of outcomes include the # of seniors remaining in their homes, # of evictions prevented, finding and maintaining a job or permanent housing, or having financial stability. Include only major project outcomes supported by the requested CDBG funds.*

Major Tasks: *Outline the major tasks/activities to be conducted by this project (e.g. client outreach/assessment; job training/placement; site preparation, pre-development, management, construction/rehabilitation; etc.)*

Outputs: *Quantifiable products of tasks, e.g. # housing units constructed/rehabilitated, # of people housed, # of jobs created or persons trained, # of homeless sheltered, etc.*

Outcome #1 *Describe how participants will benefit and how many are expected to realize this outcome.*

Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks
Outcome Measurements: <i>Describe evaluation tools, methods and benchmarks to measure achievement of this outcome.</i>	

Outcome #2 *Describe how participants will benefit and how many are expected to realize this outcome.*

Major Tasks Necessary to Realize Outcomes	Outputs Resulting from Tasks
Outcome Measurements: <i>Describe evaluation tools, methods and benchmarks to measure achievement of this outcome.</i>	

Section II: National Objective/Low- and Moderate-Income Benefit.

Projects that provide a benefit to low- and moderate-income people can qualify as follows:

1. Area Benefit; or
2. Limited Clientele/Housing.

Refer to Section II of the accompanying Program Manual to determine which category best fits your project. Complete one section, *either A or B*, below. Data needed to complete Area Benefit questions may be found on page ix or in Appendix B of the Program Manual.

A. Area Benefit Project:

1. Indicate the Census tract(s) and Block Group(s) in which the service area for your project/service is located? _____
2. How many residents live in this service area? _____
3. What is the percentage of low- and moderate-income beneficiaries in the service area? _____
4. What documentation did you use to determine your answer to the above questions?
 Census Data _____ Resident Surveys _____

If a survey was used, please attach completed surveys. The sample survey form is included on page ix.

5. List the anticipated characteristics of all beneficiaries who will be served:

	# to be Served	# Hispanic
White	_____	_____
Black/African American	_____	_____
Asian	_____	_____
American Indian/Alaskan Native	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____
American Indian/Alaskan Native & White	_____	_____
Asian & White	_____	_____
Black/African American & White	_____	_____
Am. Indian/Alaskan Native & Black/African Am.	_____	_____
Other Multi-Racial	_____	_____

B. Limited Clientele/Housing Projects:

1. What is the annual unduplicated # of people to be served by the proposed project?

2. Does the project primarily benefit a specialized population(s) such as:

Elderly (**62 or older**) __ Disabled __ HIV/AIDS __
 Homeless __ Illiterate Adults __ Abused Children __ Battered Spouses __

Describe how this project assists this population:

3. Does the proposed project serve Individuals (job training, drug counseling, etc.) or Households (housing rehabilitation, housing counseling, down payment assistance, etc.)?

4. What are the anticipated incomes of the beneficiaries? Refer to page viii for income limits. Report either by individual or household based on the answer to question #3 above.

at 0 – 30% of median income ____
 # at 31% - 50% of median income ____
 # at 51% - 80% of median income ____

5. Based upon the information provided above, what is the anticipated percent of low- and moderate-income beneficiaries? ____

6. What percentage of low- and moderate-income beneficiaries is anticipated to be female single-head of households with children? ____

7. List the anticipated characteristics of all beneficiaries who will be served:

	# to be Served	# Hispanic
White	_____	_____
Black/African American	_____	_____
Asian	_____	_____
American Indian/Alaskan Native	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____
American Indian/Alaskan Native & White	_____	_____
Asian & White	_____	_____
Black/African American & White	_____	_____
Am. Indian/Alaskan Native & Black/African Am.	_____	_____
Other Multi-Racial	_____	_____

Section III: Project Development – Affordable Housing

This section is designed to help the County determine the readiness of the proposed project.

1. Have program policies and procedures been developed and approved by the appropriate board, which outline the specific details of your program?

Yes ___ No ___

If yes, program policies and procedures are included as Attachment ___

2. Briefly describe your past experience related to the proposed activity, specifically activities undertaken in the past 12 months.

3. Will rehabilitation activities for which CDBG funds are requested provide more than \$5,000 in improvements per unit? Yes ___ No ___

If yes, have you included a line item in the budget for lead abatement required with the use of federal funds? Refer to page 46 of the Program Manual for requirements related to lead-based paint.

4. Does the agency currently have staff capacity to effectively carry out the proposed affordable housing activities? Please list qualifications of existing staff.

	Yes	No
5. Will the project require land acquisition?	___	___
If yes: Has an appraisal been completed?	___	___
Does the agency have an option to purchase the property?	___	___

6. Will the project require the relocation of owners or tenants, either residential or commercial? ___ ___

If yes, does the agency's project budget include funds for relocation expenses? ___ ___

7. Will the project require easements? ___ ___
If yes, how many? _____

8. What is the current zoning of the proposed project? _____

9. Is the proposed project consistent with current zoning? ___ ___

10. If project includes acquisition, have the agency obtained a property survey? ___ ___

11. Will a review of the project be required by: (Check all that apply.)

- ___ Architectural Review Board
- ___ Local Building Inspector/Department. Name local jurisdiction: _____
- ___ State Department of Transportation
- ___ County or Local Public Works
- ___ County Board of Health
- ___ Board of Zoning Appeals
- ___ Community Zoning Board or Planning Commission
- ___ Other (Specify) _____

12. Are you aware of any other current or proposed projects, such as County, Federal, or State that may affect the timing of the project? yes ___ no ___

If yes, please list the project(s), estimated date(s) of construction, and agency(ies) responsible for the project.

13. Other information the agency wishes to provide regarding the status of the project:

Section IV: Environmental and Historical Preservation Considerations

1. Please check the items below that, to the best of your knowledge, apply to the project.

The project:

___ is located within 15 miles of an airport.

___ is located within 100 to 3000 feet of a railroad or public transportation track.

___ is located on a State or County road. Name the road: _____

___ requires rezoning or a special permit.

___ structure was constructed prior to 1978.

___ structure is located on a heavily traveled street within 1000 feet from the centerline or median.

2. Please indicate the year that the structure to acquire/rehabilitate was constructed and provide the source of the agency's information.
3. What is the current use of the property where the proposed project will be located?
4. What was the previous use of the property where the proposed project will be located?

Section V: Budget Please complete the project budgets for year 2012, 2013 and 2014 requests. Consider potential cost increases in the preparation of budgets, particularly for FY 2013, and 2014. **Applicant must obtain gap financing of 50% or more per each project/activity year.**

A. FY 2012 Budget

List all Line Items Included in the Project Budget	A. Fulton County CDBG Funds Requested from FY 2012	B. Other Source(s) of Project Funding	C. Total (A + B)
Acquisition			
Demolition			
Relocation			
Architectural Services			
Insurance/Bonding*			
Construction Management			
Audit**			
Marketing/Advertising			
Real Estate Agent Fees			
Closing Costs			
Legal Fees			
Construction/Rehabilitation			
Other (<i>specify</i>)			

* Note that General Liability Insurance (\$1 million); Automobile Liability Insurance, if appropriate; and Fidelity Bond (100% of contract amount) are usually required for all contractors. Costs for coverage should be included in this budget summary. If the agency does not already have this coverage, this is an eligible CDBG expense.

** All projects funded with CDBG funds must have an annual independent audit. Agencies with total annual federal or federally-derived funding of \$300,000 or more must have an annual A-133 audit. The cost of conducting this audit is an eligible CDBG expense.

1. Include commitment letters specifically for this project from other funding sources as Attachment D (refer to page 14). If there are not sufficient funding commitments to ensure completion of the project the application may not be funded.
2. If you are using a cost estimate for a construction project, please attach a copy of the cost estimate, and the name and telephone number of the person who prepared the cost estimate.

- Based on the budget above, what is the cost per beneficiary for the project? (Refer to your answer to Section II, B (1) of this application for the anticipated number of beneficiaries, and explain how the cost per beneficiary was calculated.)

B. FY 2013 Budget

List all Line Items Included in the Project Budget	A. Fulton County CDBG Funds Requested from FY 2013	B. Other Source(s) of Project Funding	C. Total (A + B)
Acquisition			
Demolition			
Relocation			
Architectural Services			
Insurance/Bonding*			
Construction Management			
Audit**			
Marketing/Advertising			
Real Estate Agent Fees			
Closing Costs			
Legal Fees			
Construction/Rehabilitation			
Other (<i>specify</i>)			

* Note that General Liability Insurance (\$1 million); Automobile Liability Insurance, if appropriate; and Fidelity Bond (100% of contract amount) are usually required for all contractors. Costs for coverage should be included in this budget summary. If the agency does not already have this coverage, this is an eligible CDBG expense.

** All projects funded with CDBG funds must have an annual independent audit. Agencies with total annual federal or federally-derived funding of \$300,000 or more must have an annual A-133 audit. The cost of conducting this audit is an eligible CDBG expense.

- Include commitment letters specifically for this project from other funding sources as Attachment D (refer to page 14). If there are not sufficient funding commitments to ensure completion of the project the application may not be funded.
- If you are using a cost estimate for a construction project, please attach a copy of the cost estimate, and the name and telephone number of the person who prepared the cost estimate.

- Based on the budget above, what is the cost per beneficiary for the project? (Refer to your answer to Section II, B (1) of this application for the anticipated number of beneficiaries, and explain how the cost per beneficiary was calculated.)

C. FY 2014 Budget

List all Line Items Included in your Project Budget	A. Fulton County CDBG Funds Requested from FY 2014	B. Other Source(s) of Project Funding	C. Total (A + B)
Acquisition			
Demolition			
Relocation			
Architectural Services			
Insurance/Bonding*			
Construction Management			
Audit**			
Marketing/Advertising			
Real Estate Agent Fees			
Closing Costs			
Legal Fees			
Construction/Rehabilitation			
Other (<i>specify</i>)			

* Note that General Liability Insurance (\$1 million); Automobile Liability Insurance, if appropriate; and Fidelity Bond (100% of contract amount) are usually required for all contractors. Costs for coverage should be included in this budget summary. If the agency does not already have this coverage, this is an eligible CDBG expense.

** All projects funded with CDBG funds must have an annual independent audit. Agencies with total annual federal or federally-derived funding of \$300,000 or more must have an annual A-133 audit. The cost of conducting this audit is an eligible CDBG expense.

- Include commitment letters specifically for this project from other funding sources as Attachment D (refer to page 14). If there are not sufficient funding commitments to ensure completion of the project the application may not be funded.
- If you are using a cost estimate for a construction project, please attach a copy of the cost estimate, and the name and telephone number of the person who prepared the cost estimate.

3. Based on the budget above, what is the cost per beneficiary for the project? (Refer to your answer to Section II, B (1) of this application for the anticipated number of beneficiaries, and explain how the cost per beneficiary was calculated.)

D. Budget Summary of Requested CDBG Project/Activity

	<u>FY 2012</u>	<u>%</u>	<u>FY 2013</u>	<u>%</u>	<u>FY 2014</u>	<u>%</u>
Amount requested from Fulton County CDBG Program:	\$ _____	___	\$ _____	___	\$ _____	___
Amount Committed from other Sources (Attach Commitment Documentation as Attachment D):	\$ _____	___	\$ _____	___	\$ _____	___
Amount requested from other Sources not yet committed (Excluding CDBG & Agency):	\$ _____	___	\$ _____	___	\$ _____	___
Amount of Agency Contributions:	\$ _____	___	\$ _____	___	\$ _____	___
TOTAL PROJECT COST:	\$ _____	___	\$ _____	___	\$ _____	___

Section VI: Comprehensive Plan/ Mission/Compliance

*This section does not apply to **Fulton County Departments** applying for funding as the Community Development Division has direct access to the requested information.*

A. For all Municipal Applicants:

- 1. Is the proposed project consistent with the City’s comprehensive plan?
 Yes No

Briefly explain how the proposed project is or is not consistent with the municipal comprehensive plan.

- 2. If the applying municipality has a Neighborhood Revitalization Strategy Area (NRSA) approved by HUD, is this project located within that NRSA?
 Yes No

- 3. If yes, is the project consistent with the Strategy?
 Yes No N/A

Briefly explain how the proposed project is or is not consistent with the Neighborhood Revitalization Strategy.

B. For Non-Profit Applicants:

- 1. Is the proposed project consistent with the Agency’s Mission Statement?
 Yes No

Briefly explain how the proposed project is or is not consistent with the Agency’s Mission Statement.

Section VII: Citizen Participation

*This section does not apply to **Fulton County Departments** applying for funding as the Community Development Division has direct access to the requested information.*

An important aspect of the CDBG Program is citizen participation. Each application must include documentation indicating that citizens of the community in which the project/service is located, have been informed of the project. This participation may be accomplished by conducting community meetings or public hearings where citizens are invited to comment on proposed projects. In addition, official notification must be conducted as follows:

A. For Municipalities:

The municipal council members must be notified at a public council meeting of the intent of the municipality to submit an application for funding. Adequate advance notice of the date of the meeting must be given to the public (in accordance with State of Georgia Open Meetings Act requirements). The following documentation of the notice and discussion of the meeting must be included in the application:

1. A copy of the public notice with date of publication;
2. The agenda for the meeting with project listed;
3. Minutes of the meeting where the application was discussed;
4. Optional; Newspaper clippings regarding the meeting at which the project was discussed; letters of support received by the municipality; and
5. A copy of the resolution from the City Council endorsing the submission of the project application; stating the project/service to be funded; the amount of the CDBG request in the application; and stating the amount to be contributed by the municipality for the project.

B. For Non-Profit Organizations:

Each application from a non-profit organization must contain a resolution from the organization's Board of Directors endorsing the submission of the application. The resolution must include the following:

1. A statement from the Board stating the project to be funded;
2. The amount of the CDBG funds requested in the application; and
3. A statement of the amount to be contributed by the organization.

Section VIII: CDBG Application Submission Requirements

The following items must be submitted with the CDBG application. Please ensure that **all** information is included as requested and labeled. Incomplete applications or applications that do not follow the prescribed format will not be considered for funding.

- One original and two copies of the entire application submission with original signatures formatted and organized as required.
- Attachment A:** Area benefit map indicating service area for CDBG funded activities.
- Attachment B:** Most recent financial audit. *Not applicable for Fulton County Departments applying for funding.*
- Attachment C:** Endorsing Resolution (including citizen participation documentation for municipal applications). *Not applicable for Fulton County Departments applying for funding.*
- Attachment D:** Commitment letters from other funding sources documenting other funds to be used for the project covered by the County's CDBG funds.
- Attachment E:** An implementation and expenditure schedule for year 2012, 2013, and 2014 funding requests.

The following items are **also required for non-profit application submittals**. Please make sure all attachments are labeled. *Not applicable for Fulton County Departments applying for funding.*

- Attachment F:** List of the active advisory council members or members of the agency's board of directors.
- Attachment G:** Certificate of IRS 501(c) (3) tax exempt status.
- Attachment H:** Articles of Incorporation and By-Laws.
- Attachment J:** Organizational chart.
- Attachment K:** Information documenting the agency's operating budget.
- Attachment L:** Optional letters of community support for the project to be undertaken by the agency.

The following items should be submitted if applicable to your application. Please **only submit if appropriate**. Please label all attachments.

- Low/Mod income survey form
- Topographical survey
- Deed/lease for premises
- Site plan/schematic design
- Cost estimate for construction

CDBG 2012/2013/2014 Application Certification

I certify that the application submitted for Fulton County CDBG funds is accurate and complete to the best of my knowledge and belief. And if CDBG funds are awarded for the activities presented in this application, I will comply with the necessary certifications and assurances required by Fulton County and HUD.

Name of Organization

E-mail

Signature of Authorizing Official

Date

Name of Authorizing Official (please type)

Phone Number

Address

Fax Number

City/State/Zip

E-mail (contact person)

Conflict of Interest 24 CFR Part §570.611

(a) Applicability.

(i) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(ii) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties entities pursuant to 570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts Prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have **a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business (Partner, share holder, or vested percentage) or immediate family ties (relatives such as first-cousins), during their tenure or for one year thereafter.**

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to **any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient (Fulton County), or any designated public agencies, or of subrecipients (recipients of Fulton County) that are receiving funds under this part.**

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

- (1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:
 - (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure was made; and
 - (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.
- (2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

Conflict of Interest 24 CFR Part §570.611

(Continued)

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

NON CONFLICT OF INTEREST CERTIFICATION

I certify the applicant is complying with the conflict of interest provision of 24 CFR part 570.611.

The applicant hereby further understands and agrees that in the event that such conflict of interest is determined to exist, applicants' application may be rejected. The applicant may be required to return any CDBG funds previously awarded by Fulton County.

Applicant's Printed Name

Applicant's Signature

Date

The Fulton County Department of Housing and Community Development is committed to making the Community Development Block Grant Program application process effective and user friendly for applicants. Please utilize this page to provide your comments on the application form, the Program Manual and the technical assistance provided to you during the application process. Your comments will help us continue to improve our application process.

AFFORDABLE HOUSING APPLICATIONS
Year 2012/2013/2014 CDBG Application Summary

APPLICANT:

FY 2012

FY 2013

FY 2014

Requested Amount 2012:\$ _____

Requested Amount 2013:\$ _____

Requested Amount 2014:\$ _____

**Proposed Project:
Project Address:**

**Proposed Project:
Project Address:**

**Proposed Project:
Project Address:**

**National Objective Citation:
Eligibility Citation:**

**National Objective Citation:
Eligibility Citation:**

**National Objective Citation:
Eligibility Citation:**

Reviewer Name:

Reviewer FY 2012 Rating:

Reviewer FY 2013 Rating:

Reviewer FY 2014 Rating:

FY 2012 Total Points:

FY 2013 Total Points:

FY 2014 Total Points:

Additional Priority Points*:

Additional Priority Points*:

Additional Priority Points*:

*Housing related activities = 3 pts.; Conformity with American's with Disability Act (ADA) activities = 2 pts.; Economic Development activities = 1 pt.

Total 2012 Rating:

Total 2013 Rating:

Total 2014 Rating:

Submission Requirements of Application – ALL APPLICANTS MUST MEET THE MINIMUM CRITERIA BELOW:

1. 501(c)(3) status for minimum of 2 years.
2. Registered & Licensed in the State of GA
3. Twelve (12) months of experience directly related to proposed activity
4. Financial Statement for at minimum twelve 12 months of operation
5. Copy of written financial management procedures for the agency
6. Complete Budget & Implementation Schedules specifying the amount of funds requested for each year
7. Proof of service to Fulton County beneficiaries must be presented in the application
8. Document other funding sources that are committed to the proposed project/activity utilizing the County's CDBG funds
9. _____ Agencies currently receiving CDBG funds, must comply with all terms of current contract and w/o monitoring findings

10. Application must be complete and must follow the order for presenting the requested information

11. Applicant must obtain gap financing of 50% or more, which covers at least 12 months of operation per project or service.
12. Applicant must attend one of the three Application Preparatory Workshops prior to submittal date of the application.

Section I: Project Description

Points: _____
Maximum 10

1. What is project goal?
2. What target population will be served?
3. What is the agency's justification of need for project?
4. How does the project fit within the continuum of care for the target population?
5. Is the implementation schedule: Reasonable for the proposed activity, and Ensure expenditure of requested funds within the program years requested?
6. How does the project relate to other proposals (if any) submitted by the applicant?
7. What is the anticipated outcome of the project?
8. What is the proposed quantifiable output of the project?
9. Comments:

Section I Rating Scale:

Did applicant clearly state the project goal, target population, proposed accomplishment # and justify need? Not Clear = 0 pts.; Somewhat Clear = 3 pts.; Clear = 7 pts.; Very Clear = 10 pts.

Section II: National Objective Compliance

Points: _____
Maximum 10

1. Describe how the applicant will meet a National Objective under CDBG requirements at §570.208 and evaluate the risks related to compliance.
(0 = Ineligible Application; 1 pt. = High risk of non-compliance; 3 pts. = Moderate risk of non-compliance;

5 pts.= Low risk of non-compliance)

2. Does applicant have a system in place, or a system that will be put in place, which will provide a strong method of documenting compliance with a National Objective?

(0 pts. = Sys. not clearly identified; 1 pt. = Weak system; 3 pts. = Fair System; 5 pts.= Strong System)

Project Eligibility Compliance

Points: _____ Maximum 10

1. Describe how the project qualifies as eligible under CDBG regulations at §570.201 or §570.202 and evaluate risk level of project. (0 = Ineligible Application; 1pt. = High risk of non-compliance; 3 pts. = Moderate risk of non-compliance; 5 pts.= Low risk of non-compliance)

2. Are other regulations triggered by this activity (Acquisition/Relocation, Procurement, Labor Standards, etc., refer to Subpart K - Other Program Requirements, at 570.600.)? If yes, describe which one(s) and evaluate the risk impact to the project.

(0 pt = Ineligible Application; 1 pt. = High risk of non-compliance; 3 pts. = Moderate risk of non-compliance; 5 pts.= Low risk of non-compliance)

3. Comments:

Section III: Project Development/Design & Management

Points: _____
Maximum 20

1. Has applicant obtained site control if applicable?

2. Based on the type of activity, has sufficient planning and design been completed (including written, approved policies and procedures) to ensure timely implementation of project and expenditure of funds?

3. If other regulations in Subpart K are triggered, does applicant have the capacity to comply?

4. Is the appropriate zoning in place for the proposed project, if applicable?

5. Does applicant have adequate staff capacity & a demonstrated history of success in implementing the proposed project?

6. Comments:

Section III Rating Scale:

Has applicant demonstrated:

A full understanding of the steps involved in project implementation?

0 pts. = little understanding; 3 pts. = some understanding; 6 pts. = a clear understanding

The capacity in house or contracted, to complete the activity?

5. Are there sufficient funding commitments in addition to the CDBG request to ensure project completion?
6. Do the funding amounts requested from each program year correspond to the project activities identified in the budget and to the implementation schedule?
7. Does the budget and implementation schedule appear reasonable to ensure funding expenditure within the program year of the award?
8. Comments:

Section VI Rating Scale:

*Based on the type of project, is the cost/unit reasonable?

0 pt. = unreasonable; 1 pt. = somewhat unreasonable; 2 pts. = somewhat reasonable; 4 pts. = reasonable project)?

*Does the budget appear reasonable (includes all major line items, at reasonable costs, which are required to complete the project)?

0 pt. = unreasonable; 1 pt. = somewhat unreasonable; 2 pts. = somewhat reasonable; 5 pts. = reasonable

*Are funding commitments attached for other funding identified to complete the project?

0 pt. = none; 1 pt. = some; 2 pts. = most; 3 pts. = all attached

*Based on the proposed budget(s) is it likely that funding will be expended within the program year of the award?

0 pts.=not likely; 1 pts. =somewhat likely; 3 pts. = likely; 5 pts. = very likely

Section VII: Comprehensive Plan/Mission Compliance

Points: _____
Maximum 5

1. For municipalities, is the proposed project consistent with the municipalities comprehensive plan and NRSA, if applicable? Provide explanation. (No = 0 Pts.; Yes = 5 Pts.)
2. For non-profits, is the proposed project consistent with their mission statement? Provide explanation. (No = 0 Pts.; Partially = 2 Pts.; Yes = 5 Pts.)

Section VIII: Citizen Participation

Points: _____
Maximum 5

1. For municipalities, is a fully executed resolution identifying the amount of the request, and endorsing the submission of the application attached along with all other required documentation? (None = 0 pts; Some = 1 pt.; Most = 2 pts.; All = 5 pts.)

2. For non-profits, is a resolution attached which is executed by the board, identifies the amount of the request and endorses the submission of the application?
(No = 0 pts.; Yes = 5 pts.)

Section IX: Application Submission Checklist

Points: _____
Maximum 10

1. Are all required documents applicable to the proposed project attached as identified on the checklist including a 501(c)(3) certificate issued by the IRS included for non-profit application?
2. Comments:
-

Section XI Rating Scale:

None attached = 0 Pts.; Some attached = 3 Pts.; Most attached = 6 Pts.; All attached = 10 Pts.

Section XI: Certification

Points: _____
Maximum 3

1. Are the CDBG Application Certification and the non-conflict of interest forms complete with all appropriate signatures?
(No = 0 Pts.; Yes = 3 Pts.)
-

REVIEWER SUMMARY

(Overall assessment of application, indicate strengths and weaknesses. Include any points or information not brought out in the sections above which impact the quality of the application.)

REVIEWER'S

2012 Rating: _____ Points out of 100 **2013 Rating:** _____ Points or of 100 **2014 Rating:** _____ Points or of 100

**Year 2012/2013/2014 CDBG Application Summary
Citizen Review Panel (CRP)**

Project Name: _____

CRP Reviewer Name: _____

Year 2012

CRP Reviewer Rating: _____ Points out of 100

Year 2013

CRP Reviewer Rating: _____ Points out of 100

Year 2014

CRP Reviewer Rating: _____ Points out of 100

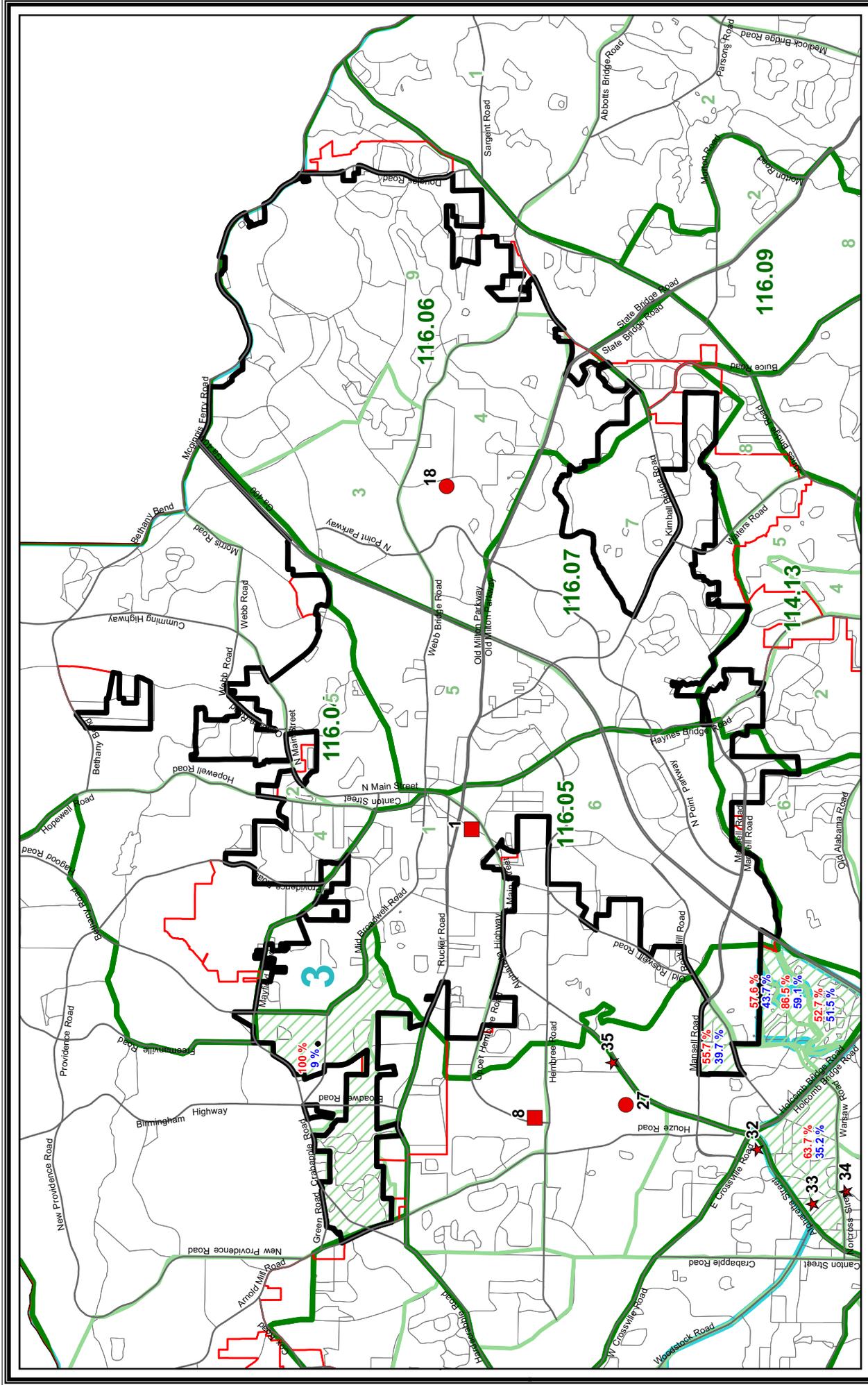
CRP Reviewer Summary:

Your overall assessment of application review sheet. Summarize impressions of application, strengths, weakness or other issues that affected your rating of the application.

Tab 4

Maps of Census Tracts & Block Groups

**Fulton County Community Development Block Grant (CDBG)
FY 2012/2013/2014 Application**



Alpharetta Census Tract & Block Groups

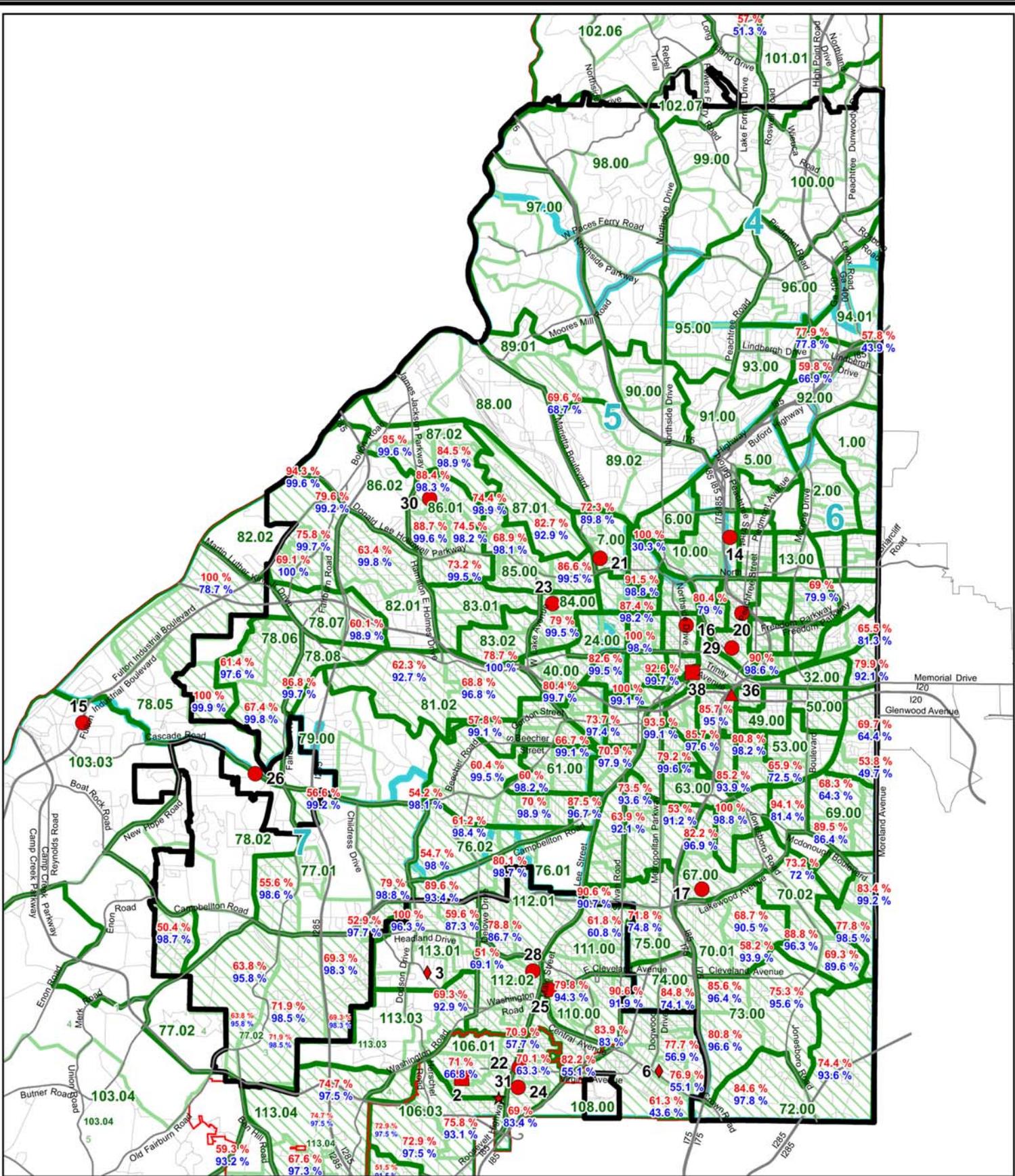
Eligible Community Development Block Grant Areas

MAP 1

October 2010

- 2011 Action Plan Projects**
- Affordable Housing
 - Economic Development
 - Public Facility
 - Public Service
 - Public Infrastructure

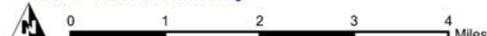


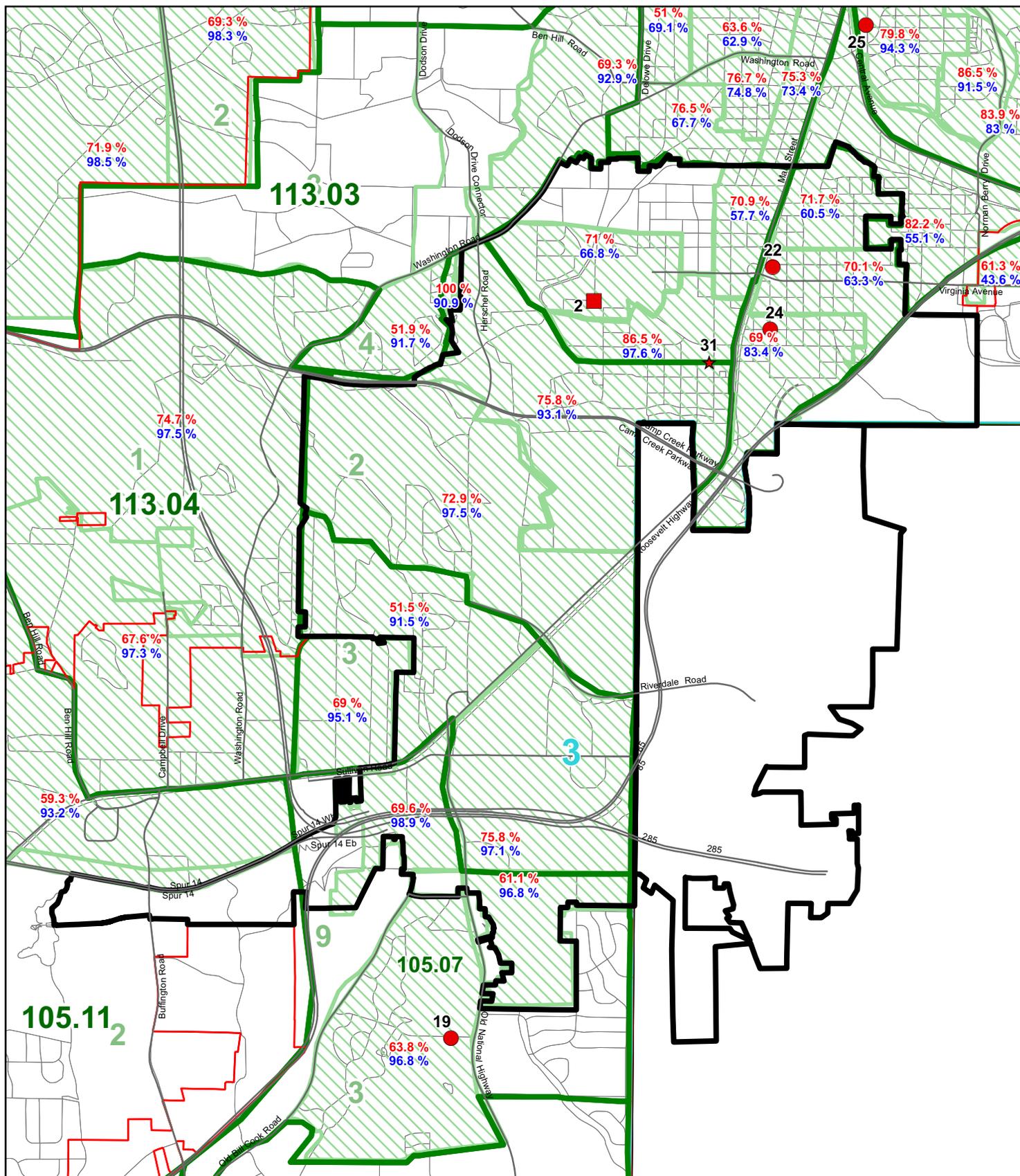


Atlanta City Census Tract & Block Groups
 Eligible Community Development Block Grant Areas
MAP 2

- Block Groups > 50% Low to Mod Income
 - Income HAMR (HUD Adjusted Median Family Income) Tracts
 - Block Groups
 - County Commission Districts
 - Atlanta City Boundary
 - City Boundaries
-
- XX % - Percent Low-Mod Income
 - XX % - Percent Minority
-
- 2011 Action Plan Projects**
- ★ Affordable Housing
 - ▲ Economic Development
 - Public Facility
 - Public Service
 - ◆ Public Infrastructure

October 2010

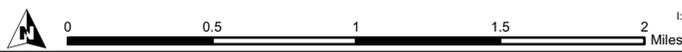




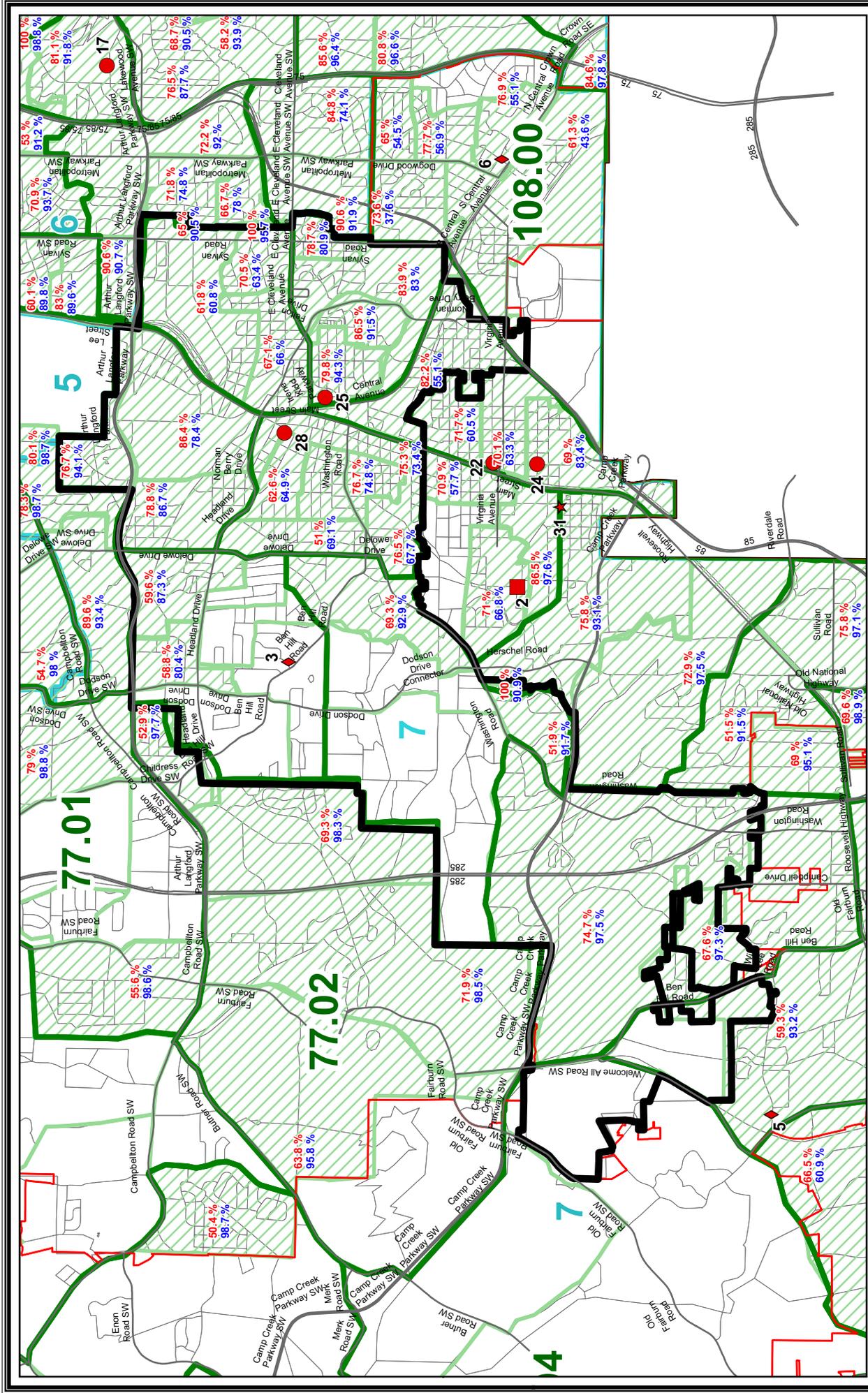
**College Park Census Tract
& Block Groups**
Eligible Community Development
Block Grant Areas
MAP 3

October 2010

- Block Groups > 50% Low to Mod Income
 - Income HAMR (HUD Adjusted Median Family Income) Tracts
 - Block Groups
 - County Commission Districts
 - College Park City Boundary
 - City Boundaries
 - 2011 Action Plan Projects: Affordable Housing
 - Economic Development
 - Public Facility
 - Public Service
 - Public Infrastructure
- XX % - Percent Low-Mod Income**
XX % - Percent Minority



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East Point Census Tract & Block Groups

Eligible Community Development Block Grant Areas

MAP 4

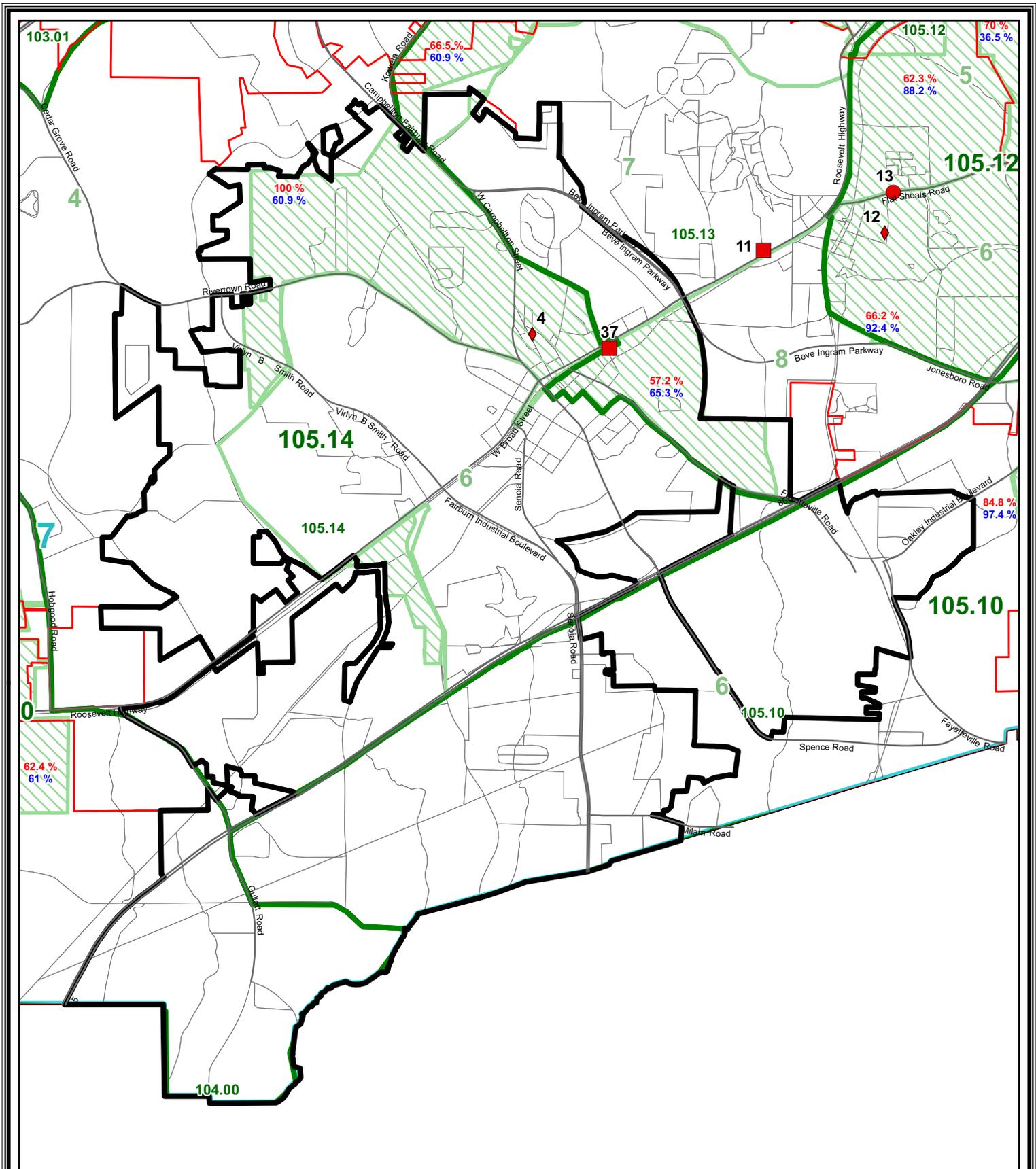
October 2010

- Block Groups > 50% Low to Mod Income
- Income H/M/R (HUD Adjusted Median Family Income) Tracts
- Block Groups
- County Commission Districts
- East Point City Boundary
- City Boundaries
- ★ 2011 Action Plan Projects
- ▲ Affordable Housing
- Economic Development
- Public Facility
- Public Service
- Public Infrastructure
- XX % - Percent Low-Med Income
- XX % - Percent Minority



Prepared by the Fulton County Department of Environment & Community Development
Geographical Information System
Map Production Services Division

Created: 10/12/2010
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**Fairburn Census Tract
& Block Groups**
Eligible Community Development
Block Grant Areas
MAP 5

October 2010

- Block Groups > 50% Low to Mod Income
- Income HAMR (HUD Adjusted Median Family Income) Tracts
- Block Groups
- County Commission Districts
- Fairburn City Boundary
- City Boundaries

XX % - Percent Low-Mod Income
XX % - Percent Minority

2011 Action Plan Projects

- Affordable Housing
- Economic Development
- Public Facility
- Public Service
- Public Infrastructure

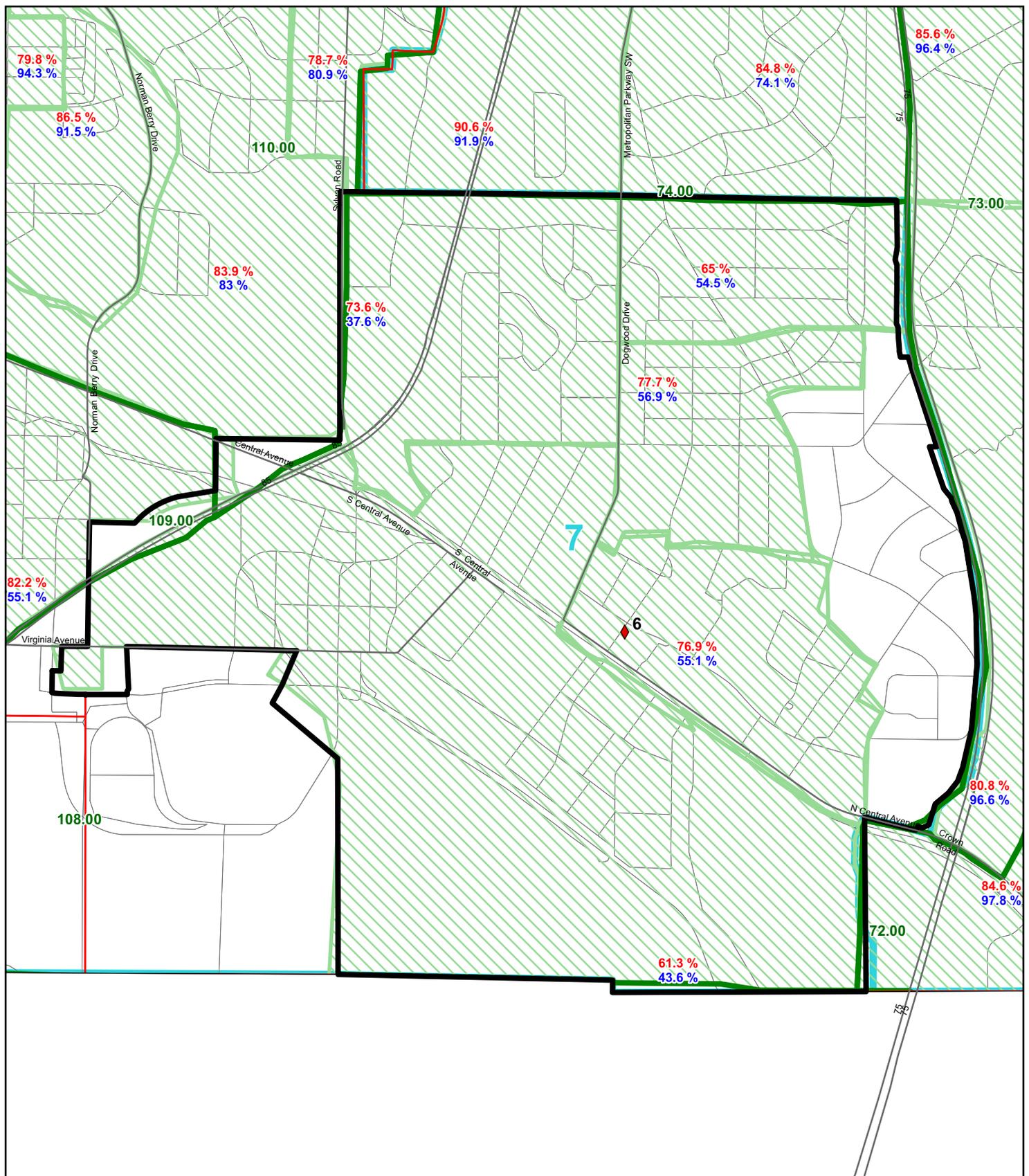


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Hapeville Census Tract & Block Groups

Eligible Community Development Block Grant Areas

MAP 6

October 2010

- Block Groups > 50% Low to Mod Income
- Income HAMR (HUD Adjusted Median Family Income) Tracts
- Block Groups
- County Commission Districts
- Hapeville City Boundary
- City Boundaries
- XX % - Percent Low-Mod Income**
- XX % - Percent Minority**

2011 Action Plan Projects

- Affordable Housing
- Economic Development
- Public Facility
- Public Service
- Public Infrastructure

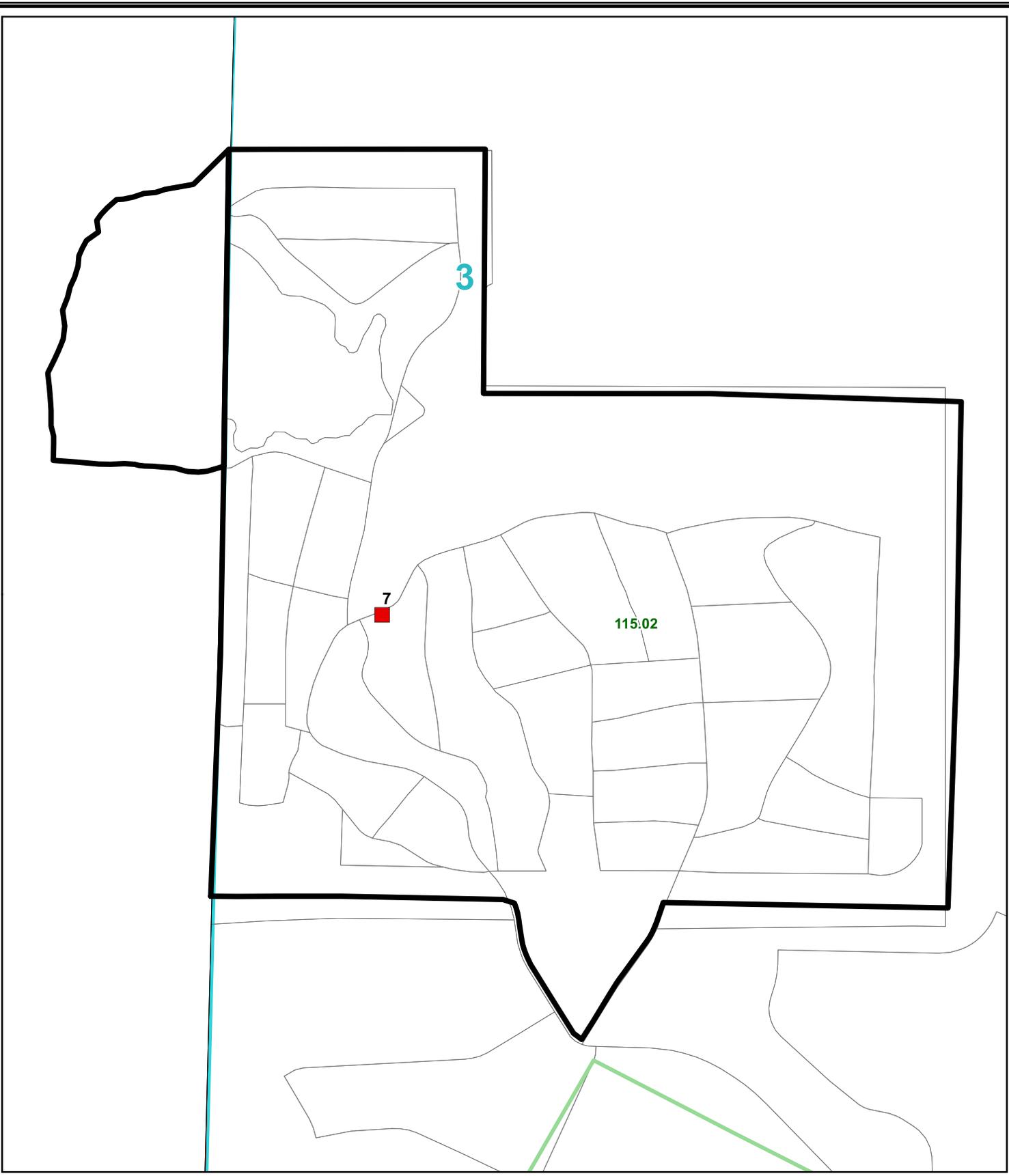


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**Mountain Park Census Tract
& Block Groups**
Eligible Community Development
Block Grant Areas
MAP 7

October 2010

- Block Groups > 50% Low to Mod Income
- Income HAMR (HUD Adjusted Median Family Income) Tracts
- Block Groups
- County Commission Districts
- Mountain Park City Boundary
- City Boundaries

XX % - Percent Low-Mod Income
XX % - Percent Minority

2011 Action Plan Projects

- Affordable Housing
- Economic Development
- Public Facility
- Public Service
- Public Infrastructure

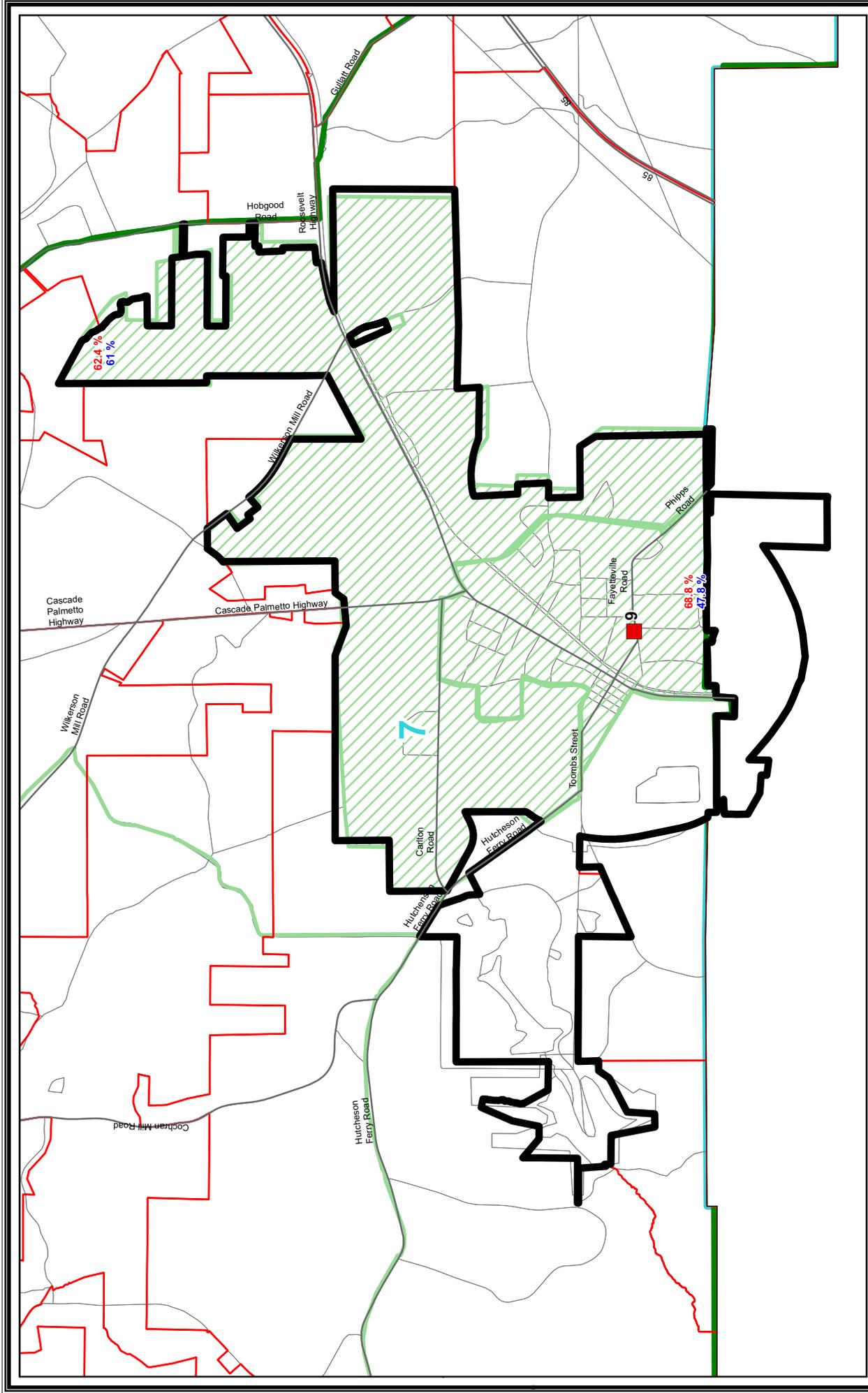


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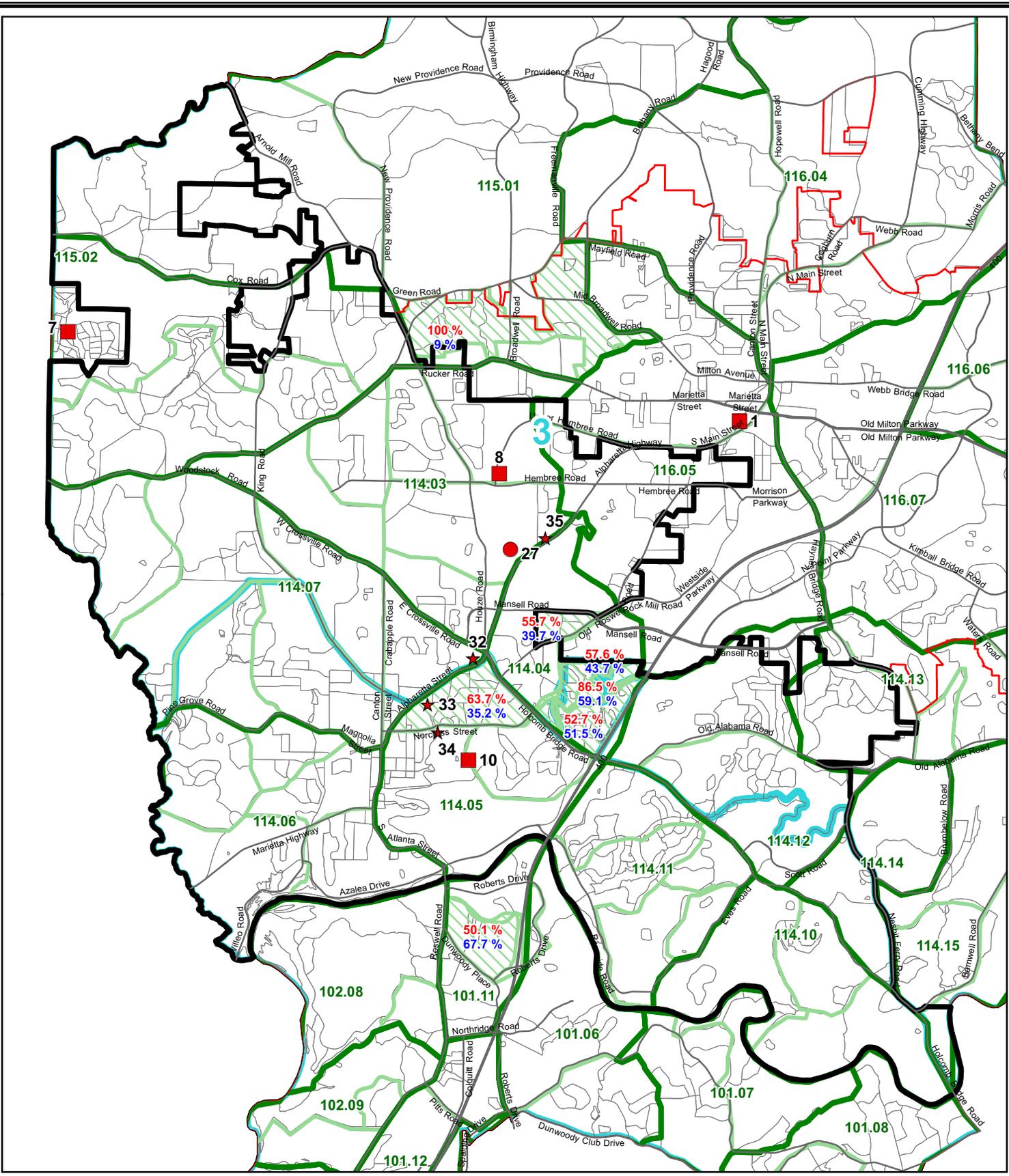
Palmetto Census Tract & Block Groups

Eligible Community Development Block Grant Areas

MAP 8

October 2010

- 2011 Action Plan Projects**
- ★ Affordable Housing
 - ▲ Economic Development
 - Public Facility
 - Public Service
 - ◆ Public Infrastructure
- Legend:**
- Block Groups > 50% Low to Mod Income
 - Income HAMR (HUD Adjusted Median Family Income) Tracts
 - Block Groups
 - County Commission Districts
 - Palmetto City Boundary
 - City Boundaries
 - XX % - Percent Low-Mod Income
 - XX % - Percent Minority



**Roswell Census Tract
& Block Groups**
Eligible Community Development
Block Grant Areas
MAP 9

- Block Groups > 50% Low to Mod Income
- Income HAMR (HUD Adjusted Median Family Income) Tracts
- Block Groups
- County Commission Districts
- Roswell City Boundary
- City Boundaries
- XX % - Percent Low-Mod Income**
- XX % - Percent Minority**

- 2011 Action Plan Projects**
- Affordable Housing
 - Economic Development
 - Public Facility
 - Public Service
 - Public Infrastructure



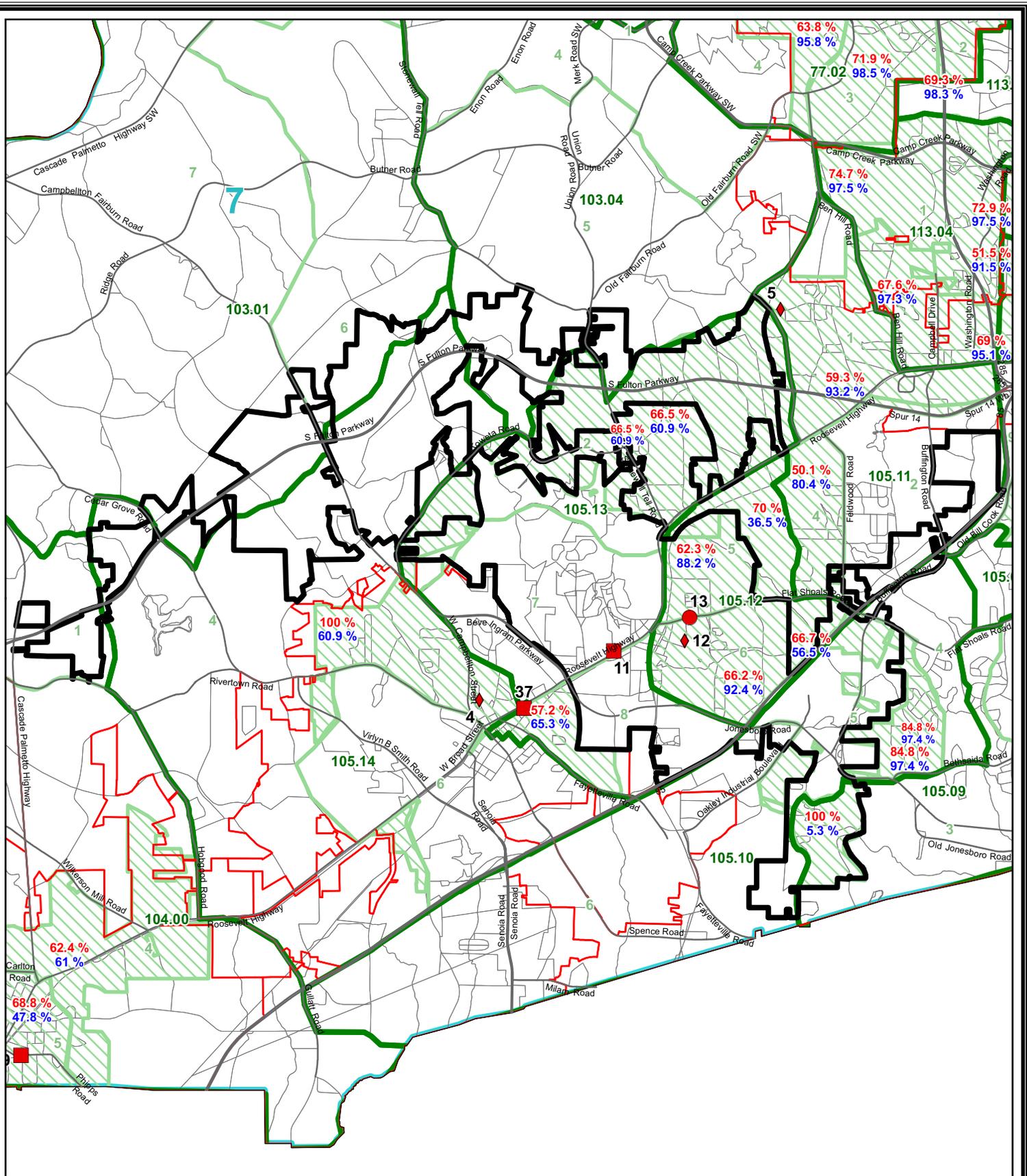
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October 2010





**Union City Census Tract
& Block Groups**
Eligible Community Development
Block Grant Areas
MAP 10

October 2010

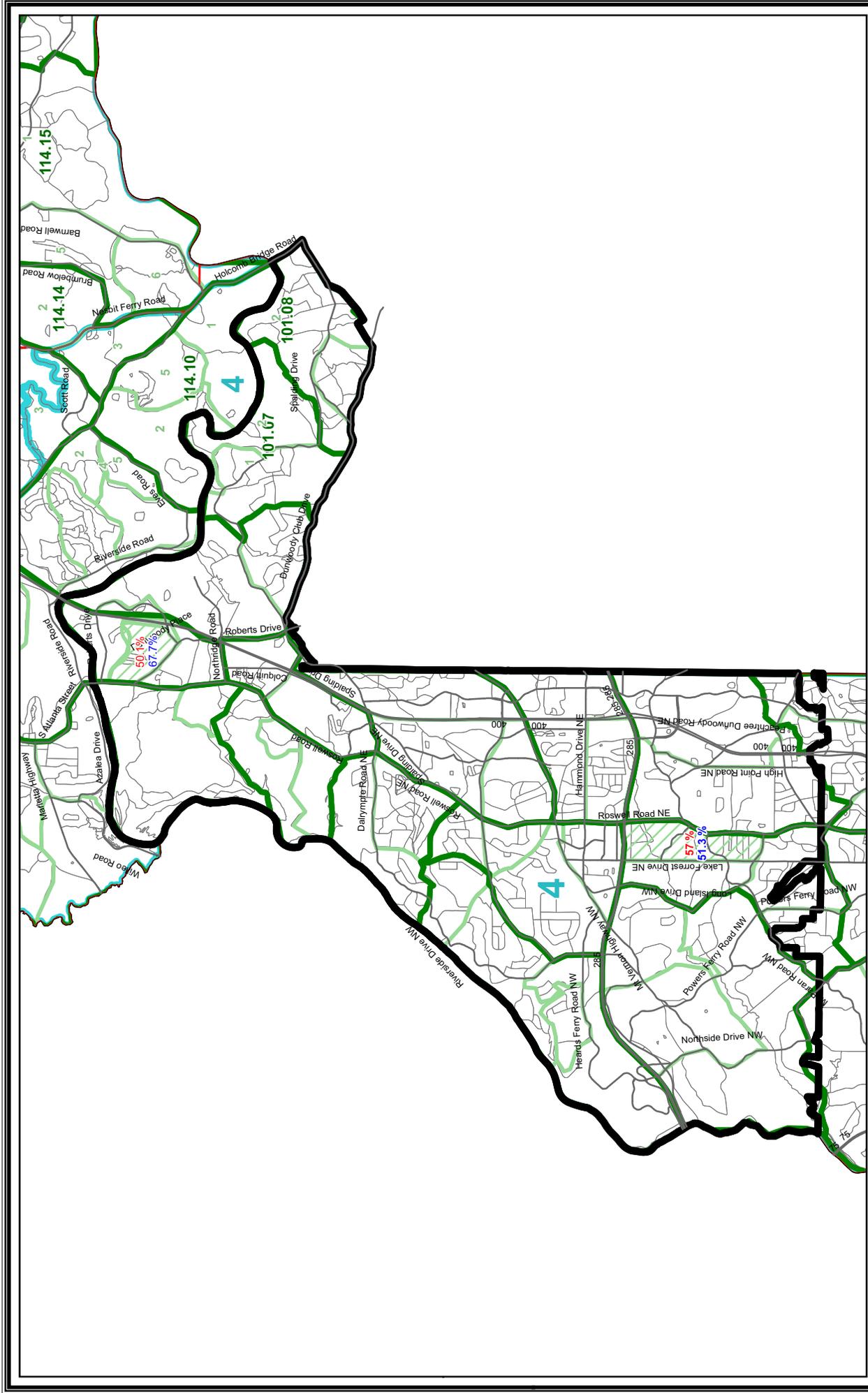
- Block Groups > 50% Low to Mod Income
- Income HAMR (HUD Adjusted Median Family Income) Tracts
- Block Groups
- County Commission Districts
- Union City Boundary
- City Boundaries
- XX % - Percent Low-Mod Income**
- XX % - Percent Minority**

2011 Action Plan Projects

- Affordable Housing
- Economic Development
- Public Facility
- Public Service
- Public Infrastructure



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Sandy Springs Census Tract & Block Groups

Eligible Community Development Block Grant Areas

MAP 11

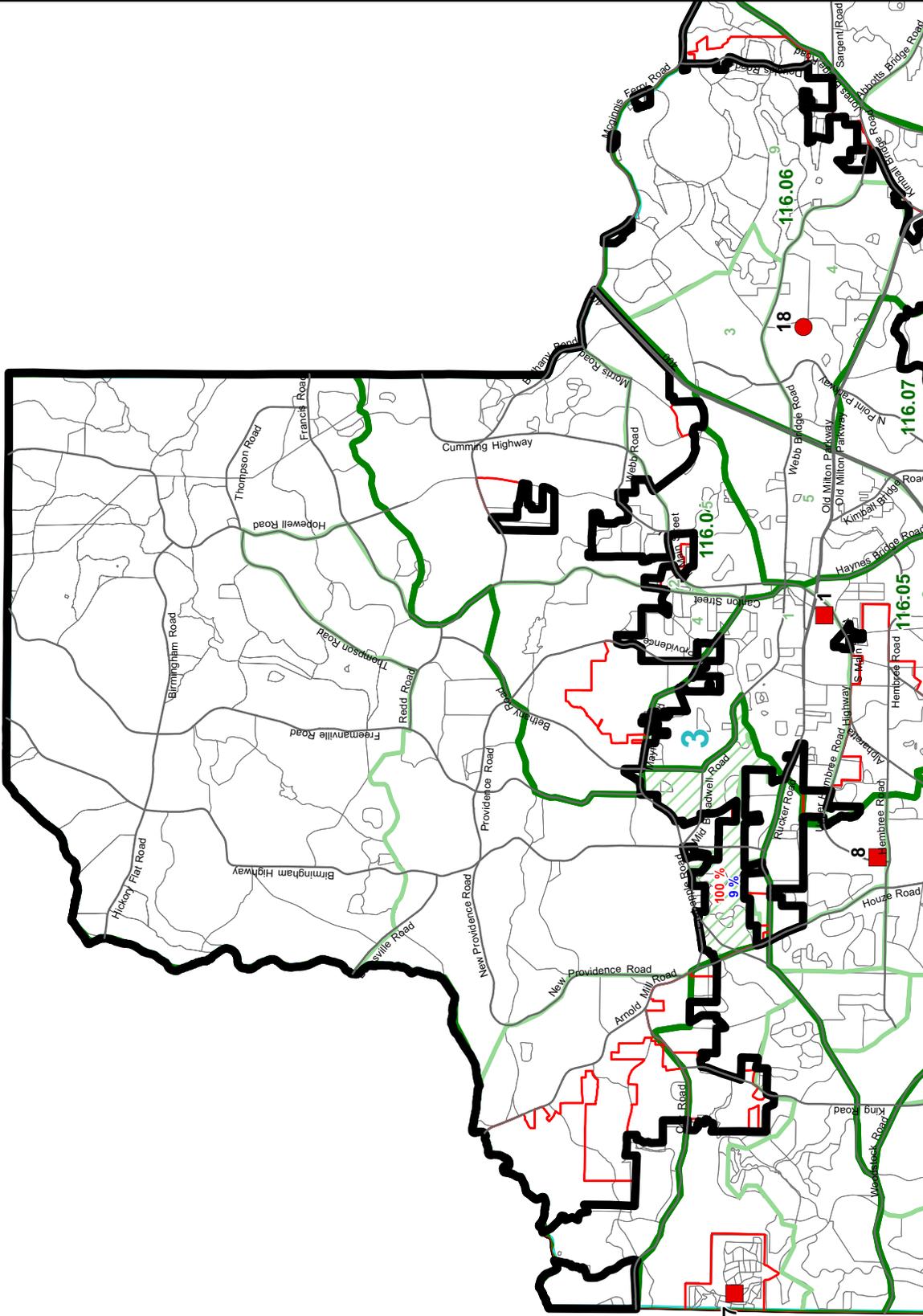
October 2010

2011 Action Plan Projects

- ★ Affordable Housing
- ▲ Economic Development
- Public Facility
- Public Service
- ◆ Public Infrastructure

■ Block Groups > 50% Low to Mod Income
■ Income HAMR (HUD Adjusted Median Family Income) Tracts
■ Block Groups
■ County Commission Districts
■ Sandy Springs City Boundary
■ City Boundaries
■ XX % - Percent Low-Mod Income
■ XX % - Percent Minority

0 1 2 3 Miles



- 2011 Action Plan Projects**
- ★ Affordable Housing
 - ▲ Economic Development
 - Public Facility
 - Public Service
 - ◆ Public Infrastructure
- Block Groups > 50% Low to Mod Income**
- Income HAMR (HUD Adjusted Median Family Income) Tracts
- Block Groups**
- County Commission Districts
 - Northwest Fulton Planning Area
 - City Boundaries
- XX % - Percent Low-Mod Income**
- XX % - Percent Minority**

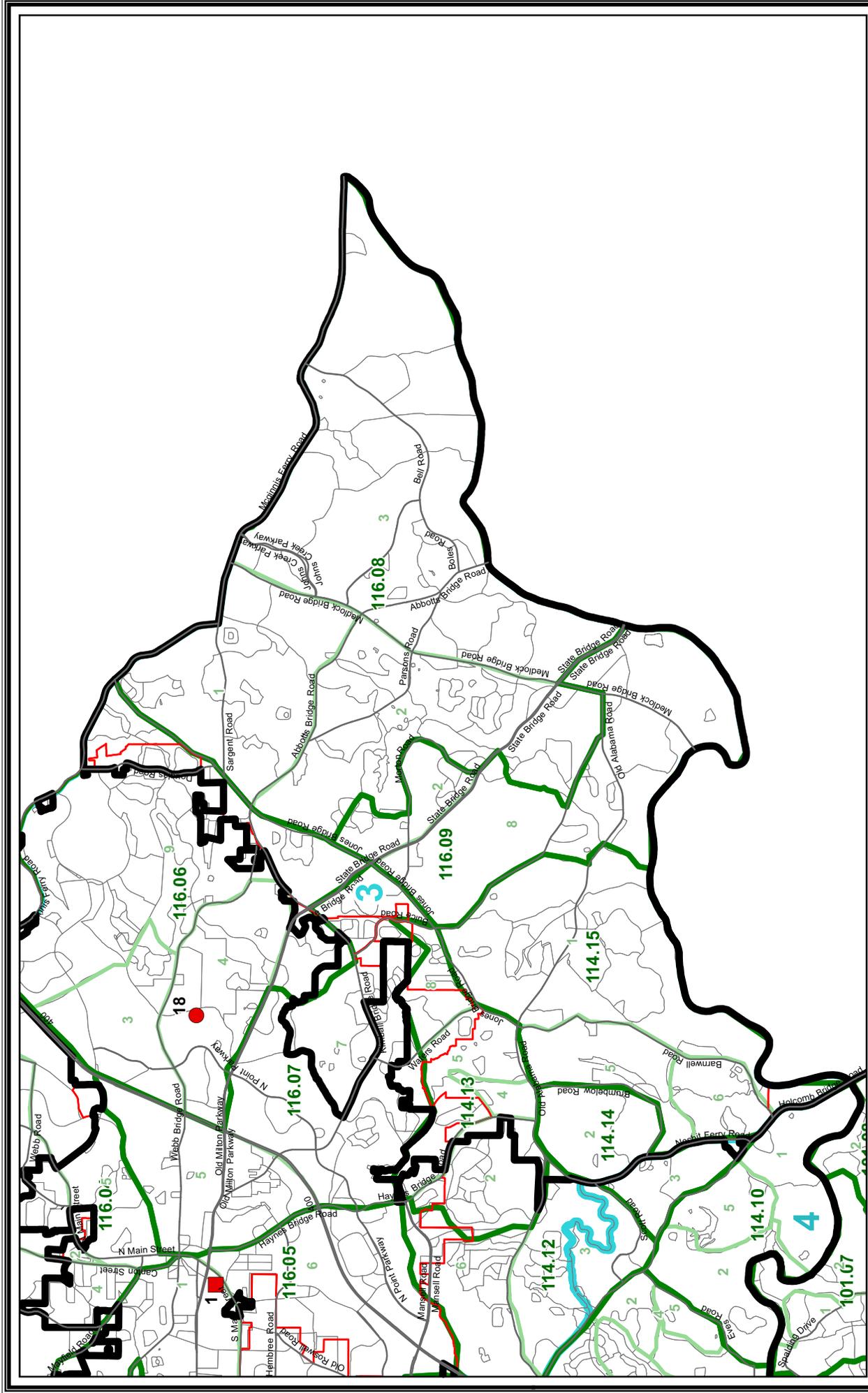
Northwest Fulton Census Tract & Block Groups
 Eligible Community Development Block Grant Areas

MAP 12

October 2010

0 1 2 3 Miles

North



Northeast Fulton Census Tract & Block Groups

Eligible Community Development Block Grant Areas

MAP 13

October 2010

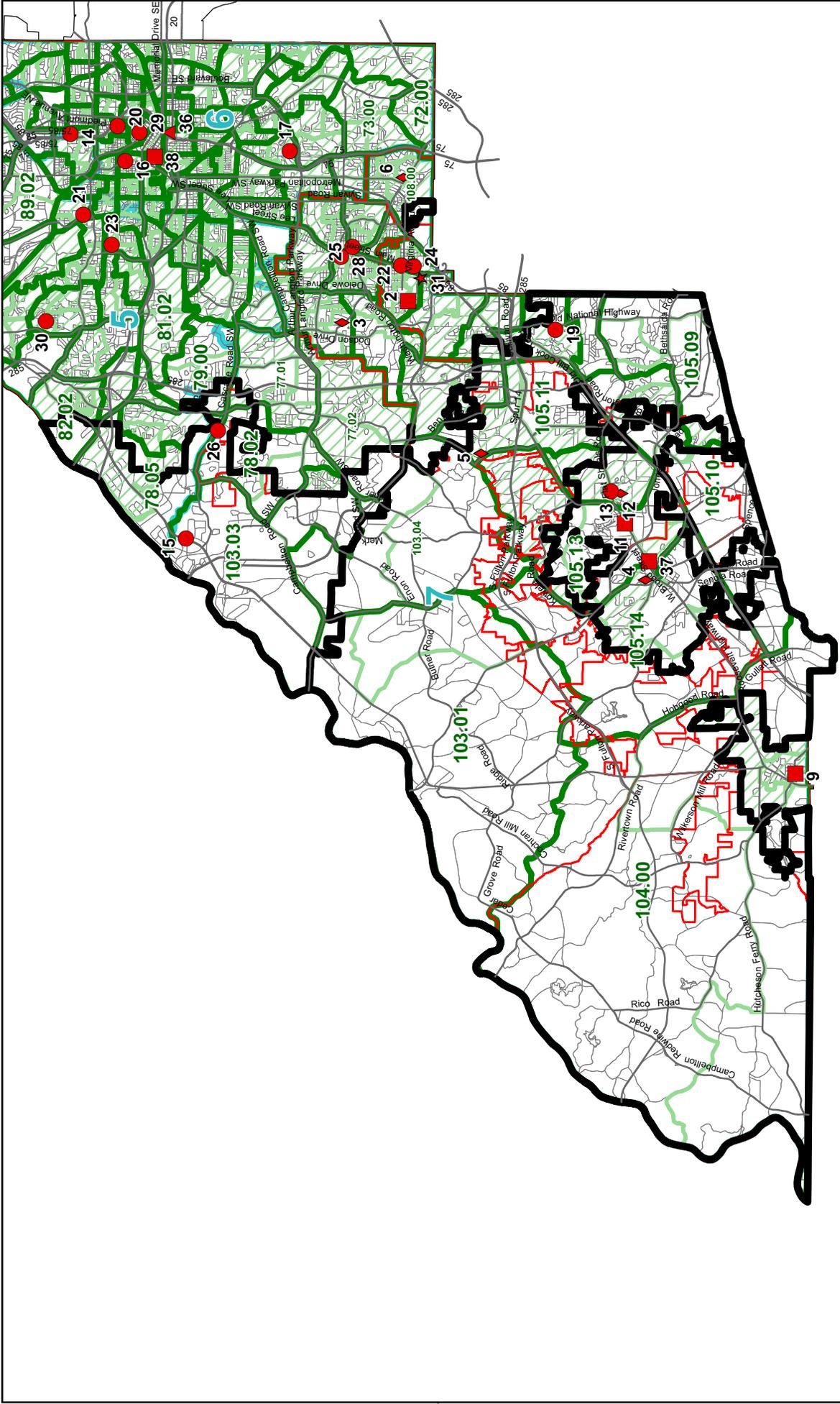
- Block Groups > 50% Low to Mod Income
 - Income HAMR (HUD Adjusted Median Family Income) Tracts
 - Block Groups
 - County Commission Districts
 - Northeast Fulton Planning Area
 - City Boundaries
 - XX % - Percent Low-Mod Income
 - XX % - Percent Minority
-
- ★ 2011 Action Plan Projects
 - ▲ Affordable Housing
 - Economic Development
 - Public Facility
 - Public Service
 - ◆ Public Infrastructure



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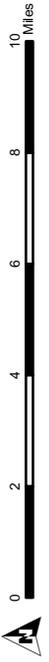
Created: 10/12/2010

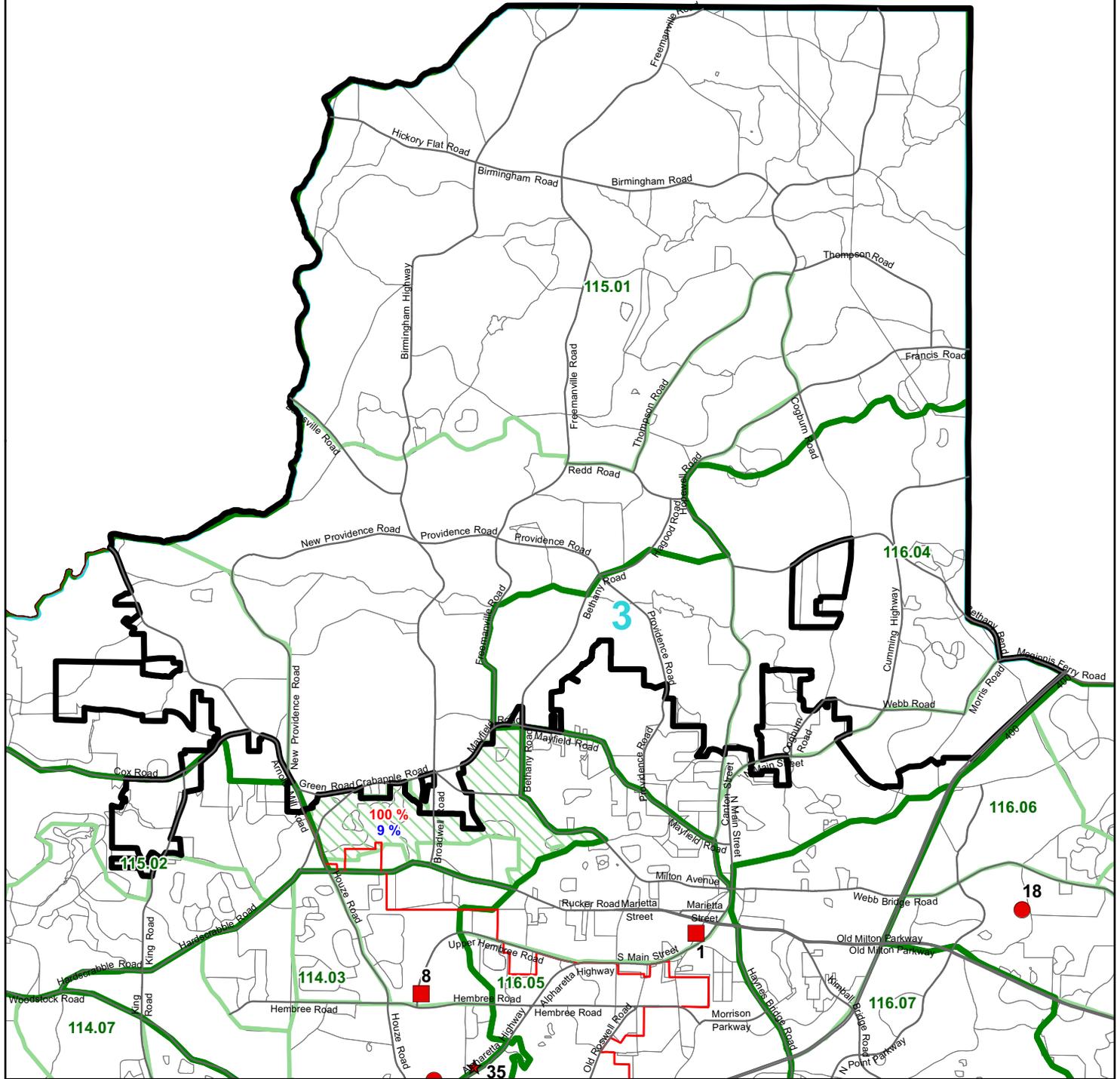
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South/Southwest Census Tract & Block Groups
 Eligible Community Development Block Grant Areas
MAP 14
 October 2010

- 2011 Action Plan Projects**
- Block Groups > 50% Low to Mod Income
 - Income HAMR (HUD Adjusted Median Family Income) Tracts
 - Block Groups
 - County Commission Districts
 - South/Southwest Fuller Planning Area
 - City Boundaries
 - ★ Affordable Housing
 - ▲ Economic Development
 - Public Facility
 - ◆ Public Service
 - ◆ Public Infrastructure
 - XX % - Percent Low-Mod Income
 - XX % - Percent Minority

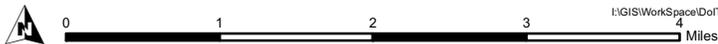




**Milton Census Tract
& Block Groups**
Eligible Community Development
Block Grant Areas
MAP 15

October 2010

- | | | | |
|--------------------------------------|--|--|-----------------------|
| | Block Groups > 50% Low to Mod Income | | Affordable Housing |
| | Income HAMR (HUD Adjusted Median Family Income) Tracts | | Economic Development |
| | Block Groups | | Public Facility |
| | County Commission Districts | | Public Service |
| | Milton City Boundary | | Public Infrastructure |
| | City Boundaries | | |
| XX % - Percent Low-Mod Income | | | |
| XX % - Percent Minority | | | |

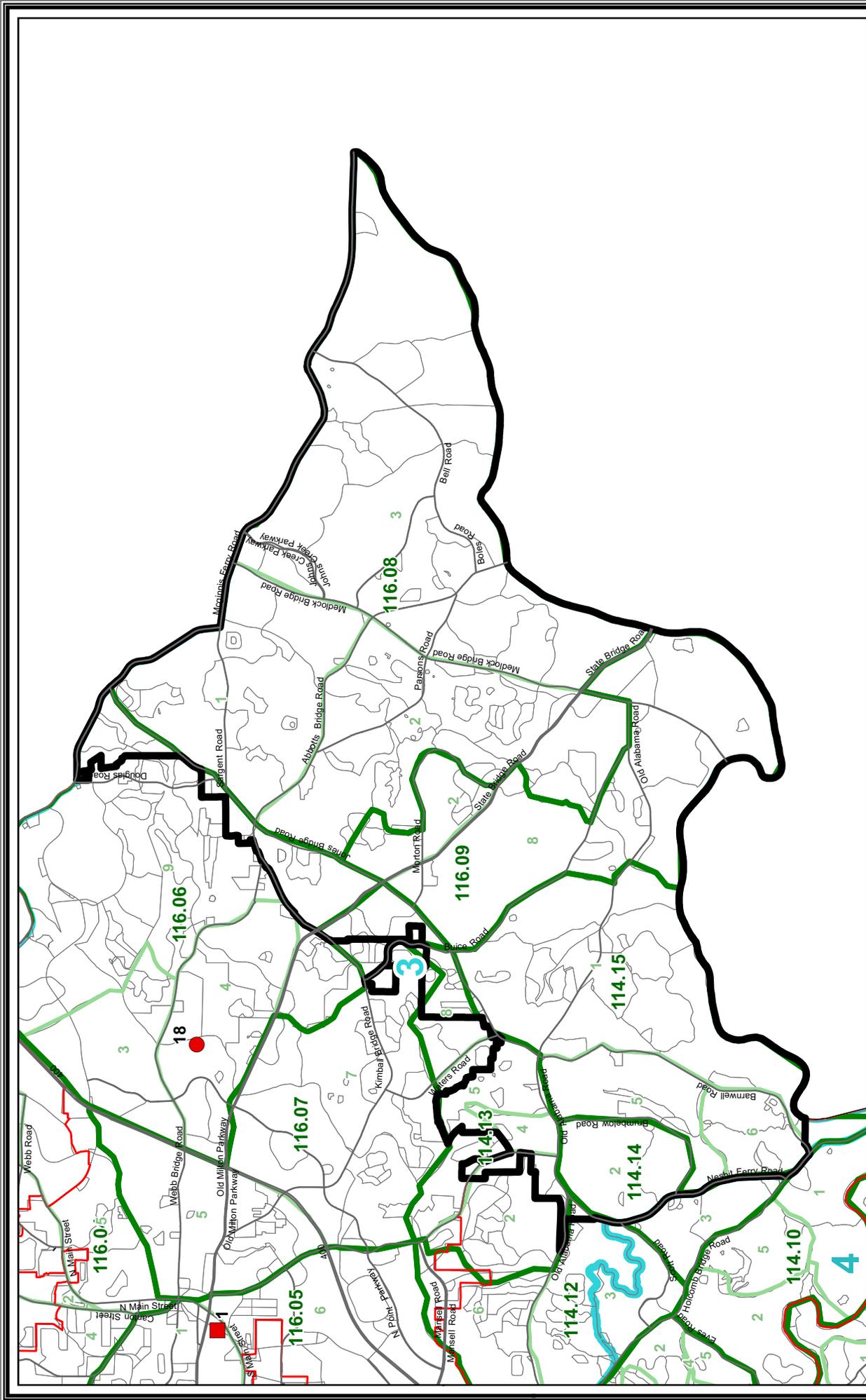


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Johns Creek Census Tract & Block Groups

Eligible Community Development Block Grant Areas

MAP 16

October 2010

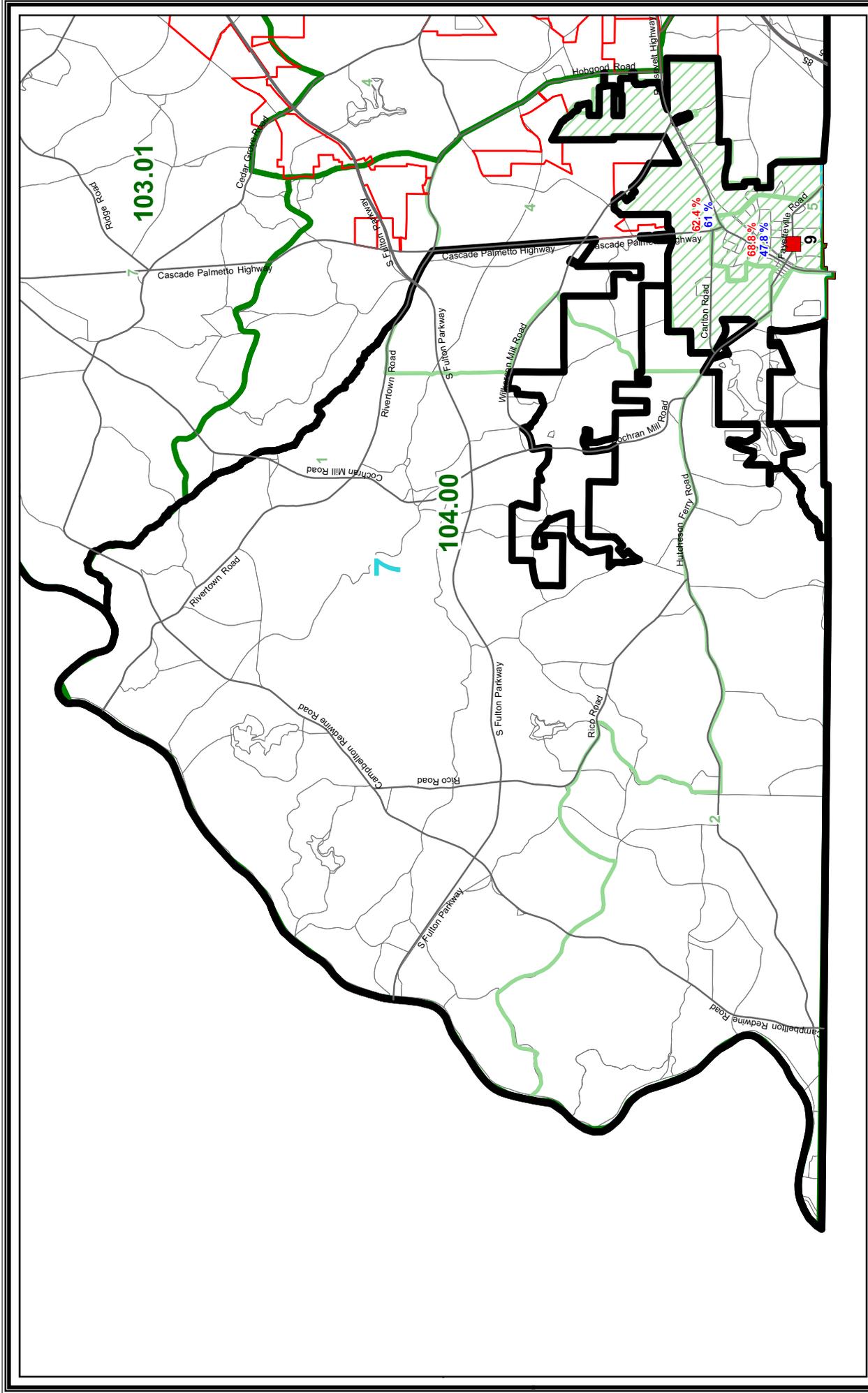
- Block Groups > 50% Low to Mod Income
- Income HAMR (HUD Adjusted Median Family Income) Tracts
- Block Groups
- County Commission Districts
- Johns Creek City Boundary
- City Boundaries
- XX % - Percent Low-Mod Income
- XX % - Percent Minority

- ### 2011 Action Plan Projects
- ★ Affordable Housing
 - ▲ Economic Development
 - Public Facility
 - Public Service
 - ◆ Public Infrastructure



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Chattahoochee Hills Census Tract & Block Groups

Eligible Community Development Block Grant Areas

MAP 17

October 2010

- 2011 Action Plan Projects**
- Affordable Housing
 - Economic Development
 - Public Facility
 - Public Service
 - Public Infrastructure
- Block Groups > 50% Low to Mod Income**
- Income HAMR (HUD Adjusted Median Family Income) Tracts
- Block Groups**
- Chattahoochee Districts
 - County Commission Districts
 - Chattahoochee Hills City Boundary
 - City Boundaries
- XX % - Percent Low-Mod Income**
- XX % - Percent Minority**



Tab 5

2010 Block Group & Census Tract Data

**Fulton County Community Development Block Grant (CDBG)
FY 2012/2013/2014 Application**

2010 Block Group and Census Tract Data

U.S. Department of Housing and Urban Development
Percentage of Low and Moderate Persons by Block Group and Census Tract

Access the link below using the proposed project/activity's physical address or tract number to determine income eligibility. Should applicants find that a project/activity does not qualify by its physical address; the agency must document its service to a low- to moderate-income clientele through client in-take forms. Agencies may request additional information to assist with methods of documenting household income information by contacting Fulton County's Division of Housing and Community Development.

To determine the census tract number for a particular address, visit the [HUD User GIS Service -- Low-Income Housing Tax Credit Qualified Census Tract \(QCT\) Locator](#)

The browser indicates how to determine the census tract number for a particular address by inserting the physical address or tract number.

