

QUESTIONS CONCERNING THE 2012/2013/2014 APPLICATION PREPARATORY WORKSHOP

1. Based on the HUD eligibility maps on line and it does not show any eligible census tracts in or near the eligible municipality. **We are interested in building senior housing and/ a community center that serve seniors; are there other criteria to show eligibility besides the census income and poverty statistic?**

Yes, other criteria to indicate eligibility are surveys of individuals household incomes (household incomes = income of every member within the household).

2. **I am trying to determine whether we can apply for CDBG funding for the upcoming cycle. Apparently, the funding is open only to those outside the city limits of Roswell, Johns Creek, Sandy Springs and Atlanta. Here is my question: All of the properties our agency serves are in Roswell. However, we accept clients from all over North Fulton County to live in those properties. Are we eligible to apply for funding?**

No, you would not be eligible to apply with Fulton County's CDBG program. Listed in the application on page i, are the requirements for submission of proposals for the FY's 2012, 2013 & 2014 Fulton County CDBG Program. If an agency solicits clients to live within the city (Roswell) it is serving, funding from another city or entitlement cannot support those clients resulting as residents of the city of Roswell. Ultimately, only the city of Roswell would meet a national objective – benefit low- to moderate-income resident.

3. **If not, why the change from last time?**

The city of Roswell is an entitlement of HUD funds. In the past, the city of Roswell agreed to join Fulton County in a Cooperative Agreement. The Cooperative Agreement allows a participating city to cooperatively work together on an agreed upon project or meet agreed upon objectives. The purpose of the Cooperative Agreement is to have a written understanding of the agreement between parties. As of March 14, 2011, the Mayor and Council of Roswell voted to terminate the Cooperative Agreement with Fulton County Government for future funding years of 2012, 2013, and 2014.

Therefore, the city will receive directly from HUD annual allotments to implement projects and activities that prevent/eliminate slum and blight, meet urgent need, or principally benefit persons of low and moderate income. The city of Roswell will develop a Consolidated Plan that involves overall goals (Section 91.1 Purpose):

(1) The overall goal of the community planning and development programs covered by this part is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low- and moderate-income persons. The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector,

including for-profit and non-profit organizations, in the production and operation of affordable housing. (2) The consolidated submission described in this part 91 requires the jurisdiction to state in one document its plan to pursue these goals for all the community planning and development programs, as well as for housing programs. It is these goals against which the plan and the jurisdiction's performance under the plan will be evaluated by HUD.

Overall: The city of Roswell in accordance with Subpart B – Citizen Participation and Consultation Section 91.100 Consultation; local governments:

(a) General. (1) When preparing the consolidated plan, the jurisdiction shall consult with other public and private agencies that provide assisted housing, health services, and social and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and thief families, homeless persons) during preparation of the consolidated plan.

Thus, all entities within Roswell should be eligible to apply for the city of Roswell's CDBG funds. All citizens and agencies within Roswell are participants of the CDBG Citizen Participation process as required in the Consolidated Plan and mandated by HUD.

4. Are the grant outcomes available to the public after the project is complete, for example, community impact on change?

Yes, the grant outcomes are available to the public during and after the completion of the projects at various public hearings, Commissioners Town Hall meetings and in the County's Consolidated Annual Performance Evaluation Report (CAPER).

5. Must all applications include a separate evaluation plan?

Yes, for each application a plan should be developed. The plan does not have to be submitted, but you must retain your plan to determine your outcomes.

6. 12 months experience related to the activity – Agency proposing to purchase a permanent home they are currently conducting a capital campaign. Must they agency have 12 months experience in building ownership?

The applicant must have at least 12 months experience in an area directly related to the proposed activity. Whatever the area directly associated with the proposed activity as a result of purchasing a home is what's required of at least 12 months experience.

7. 50% of funding for project activity – Does this mean that an agency must have raised half of their total campaign goal to apply for funding?

Yes, sub-recipients must provide written documentation each year illustration that they have adequate funding of a minimum of 50% of the project expenses.

8. How much match is required?

50% of the total project/activity cost is required.

9. Can CDBG funds be used to build a bathroom (ADA accessible) facility adjacent to and on Historic property?

Yes, CDBG funds can be used to build an ADA complaint restroom adjacent to or on a historic property. If the property is historic meaning that it is 50 years old or older, among the other Environmental Review requirements Section 106 must also be completed and submitted to the Georgia Department of Historic Preservation for review of impact of the historic property. Work cannot begin until the project has been cleared under Section 106 by the Georgia Department of Historic Preservation.

10. As a For-profit housing developer under the economic component, how can the funding be used to expand housing opportunities? Expand on job creation and retention.

The 2012-2014 CDBG Application is a competitive process for Non-profit entities and not for For-profit entities. Funding set-aside for For-profit entities under the economic component of CDBG is through the Business Improvement Loan Program (BILP). Funding ranges from \$0 to \$50,000 for businesses and requires the business to create and/or retain jobs for low- to moderate-income citizens of Fulton County.

11. If an agency provides support services to communities in Fulton County and also in the City of Atlanta should they only apply for funding for those communities in Fulton County?

Fulton County CDBG funding can only be used to benefit Fulton County residents outside of the Cities of Atlanta, Johns Creek, Roswell and Sandy Springs. Should an agency provide services in the cities listed above in addition to the eligible areas of Fulton County they must fully document how CDBG funding is allocated to benefit eligible residents.

12. Do we add all attachments to the original and the two copies of the application or do we add the attachments only to the original application?

All attachments must be included with each application, the original and the two copies. It is suggested that applicants create one full application with original signatures and make two copies of the full application for submission.

13. What is the difference between environmental clearance and disposition? Are they the same?

No, they are not the same.

Environmental clearance is a term utilized when an environmental of a project/activity is reviewed, and resulting from the review it is determined that no significant impact will or has occurred to the environment due to the activity or project.

Disposition is a term utilized when real or personal property is acquired with the use of federal funding and the items are no longer warranted for further use as intended, thus resulting in specific procedures for disposal, removal or future continued use of the real or personal property (in accordance with the federal regulations).

14. Is it necessary for verification of immigration status for GED testing?

Yes, all programs utilizing federal funding must adhere to the Immigration Act as amended and signed by the Governor of GA, as of April 15, 2011.

15. What information is needed for continuum of care? (Application Question #4)

The agency's overall plan for servicing the area (population) selected or targeted by the agency.

16. Does this refer to other funding that is being sought? Or only other CDBG funding that maybe requested? (Application Question #6)

This question refers to other submissions for CDBG funding for 2012, 2013 and 2014.

17. If you are an existing agency receiving CDBG funds is it necessary to get the environmental review?

For existing agencies currently receiving CDBG funding, your assigned Project Manager will assist you with obtaining a copy of your environmental review as required for your file.

18. What information is needed to complete the attachments?

Please note Section VIII: CDBG Application Submission Requirements within each application revealing the information necessary to complete the attachments.

19. What information must be supplied to complete attachment D?

As indicated by Section VIII: CDBG Application Submission Requirements: Commitment letters from other funding sources documenting other funds to be used for the project covered by the County's CDBG funds.

20. What are the requirements for a for-profit applicant, for example are there any requirements of time in business or experience?

For-Profit applicants' requirements differ from those of the nonprofit applicants. It is suggested that the For-Profit applicants contact the CDBG staff for further guidance.

21. How does a for-profit applicant structure its partnerships with established non-profits to meet the CDBG program's eligibility requirements/

This will depend upon the agency's (applicant) work/evaluation plan and their financial management procedures indicating the staff responsibilities and required procedures of the agency in meeting the objectives of the CDBG program. It is suggested the For-Profit applicants contact the CDBG staff for further guidance.

22. How much detailed documentation is needed if requesting funds for reconstruction/construction, for example, blue prints and permits?

The amount of detailed documentation is inclusive of the agency's overall proposal/plan (work/evaluation plan) for the project. Most proposals/plans include the scope, implementation plan and budget of the project with initial costs estimates of the overall project (see Section III: Project Development – Public Improvement/Facility).

23. What if an entitlement City within Fulton County decides that it can not or will not fund non-profit needs for low income as opposed to funding infrastructure?

HUD allows for the allocation of 15% of an entitlement government's CDBG funding to be used to assist non-profits in providing services to low and moderate income persons and households. Unfortunately, the decision of an entitlement government within Fulton County to utilize its full allocation for public improvements and facilities does not permit non-profit service providers to receive CDBG funding from Fulton County in order to provide services to the residents of that entitlement government within Fulton County which has elected not to assist non-profits within its service area.

24. Is there a cap on how much funding an applicant can apply for?

There is not an established cap of how much funding an applicant can apply for. However, applicants should be mindful that award amounts are often less than the amount requested. This is due to the high demand of funding from qualified applicants and the limited amount of funding.

25. Providing that only 50% of funding is allowed. What is the cap amount of funds that can and/or will be allotted to one non-profit agency or municipality?

There is not an established cap on the amount of funds that can be allotted to one non-profit. Historically, funding levels for non-profits have been from \$10,000 to \$40,000. Funding for municipalities is based on the population and the number of low and moderate income persons within the jurisdiction.

26. Can federal funds be used as 50% or more leverage for the project?

Yes. However, the drawback of having multiple federal funds to support a project could jeopardize the agency's ability to complete the project/activity if reductions occur within the Federal governments' funding.

27. How do you get on the Citizens' Review Panel?

The Citizens' Review Panel members are appointed by the Fulton County Board of Commissioners. Each Commissioner appoints two (2) representatives to the panel from their respective districts. Panel representatives serve two (2) year terms.

28. Is the restriction relating to the Cities of Atlanta, Johns Creek, Roswell, and Sandy Springs a Fulton County policy or a Federal Mandate?

As regulated by the U.S. Department of Housing and Urban Development (HUD), an entitlement entity receives funding based upon the entities low- to moderate-income population, census information, and declining housing stock (dilapidated housing). Entities designated as entitlements receiving federal funding of CDBG cannot receive CDBG funding from other entitlement governments or entities.

29. Can the restrictions be waived particularly with regard to avoid requiring an agency from submitting four applications (Fulton County, Johns Creek, Roswell and Sandy Springs)?

No, HUD regulations does not permit waivers of this kind, in addition, it is common for entitlement governments' to have varying application processes and deadlines.

30. What are examples of acceptable gap financing / leverage?

Gap financing/leverage of funds examples are: agency funds, private foundation funds, banking institution funds, in-kind funds, funds from fundraisers/charity events, and donations.

31. Is there any type of leverage that is NOT acceptable?

Fulton County CDBG Program requires each applicant to leverage at least 50% of the project/activity cost with any viable/legal source of funding.

32. Where can applicants find examples of past successful applications, specifically for Public Improvements and Facilities?

An example of a past application for public improvement and facilities is not available for viewing, but can be viewed with a staff person to ensure the privacy of the applicants' info.

33. In the timetable Column (A) of the budget, should one date be entered (the start date OR finish date)? Or is it requesting a date range (start date TO finish date)?

Column A – Timetable for each Phase is requesting a start date per each Line Item included in the Project Budget.

34. Budget Summary – page 14 of application: Is there a minimum amount of leverage required for real estate projects of any type?

Regardless of the type of project/activity, the applicant must leverage 50% of the funding as required.

35. Is it acceptable to say “See attached” and to attach an Excel spreadsheet with all of the required budget line items and budget categories (in same exact format as in the application)?

Yes, just ensure the information is in the same exact format as that of the application.

36. How does Program Interest income and Dividend payments factor into the Program budget?

If a new applicant, then the applicants’ program interest income and dividend payments will not factor into the Program budget. If the applicant is a current subrecipient of CDBG grant funds, then the program interest income and dividend payments may be a factor.

37. Why does CDBG require income surveys for the limited clientele benefit? Isn’t the definition of limited clientele that those persons are eligible, for example, survey of income for severely disabled and homeless?

Surveys provide evidence that project beneficiaries do meet the low and moderate income qualifications and are eligible to receive benefits as limited clientele.

38. What proof of being licensed to do business should be provided?

Every agency designated as a Nonprofit status – 501(C)(3)through the state of Georgia must present this information as your license to conduct business.

39. What is the copy of written financial management procedures?

The financial management procedures are written procedures of the agency’s management of its finances, including staff responsibilities and required procedures.

40. Are the Cities of Atlanta and Sandy Springs ineligible?

Yes, the Cities of Atlanta and Sandy Spring are ineligible therefore residents of these jurisdictions are not eligible to receive benefits from Fulton County’s CDBG Program. Both of these governments in addition to the cities of Johns Creek and Roswell are entitlement governments and receive their own direct allocation from HUD.

41. Environmental Assessments: What is the scope of the assessment and who completes the assessment?

The environmental assessment is conducted by Fulton County staff prior to the commitment of funds by considering other federal laws covering areas such as noise, air quality, historic properties, flood plains, wetlands, water quality, solid waste disposal, man-made hazards, farmlands protection, wild and scenic rivers, coastal areas, and endangered species. Upon the receipt of the application, Section IV – Environmental and Historic Preservation Considerations, staff will determine if further information is required of the agency as indicated by the CDBG Program Manual in Appendix's F & G.

42. Can CDBG funds be used to apply for low income housing tax credit units under the ownership of a non-profit?

Yes, applicant should consult with the CDBG staff prior to the submission of their application.

43. If the City of Atlanta does not participate will this prevent an agency from applying to serve City of Atlanta citizens with the Fulton County CDBG? Will this affect an agency's current contract?

Yes, the City of Atlanta is ineligible therefore residents of this jurisdiction are not eligible to receive benefits from Fulton County's CDBG Program.

Yes, this will affect your agency's current contract.

44. Should the 2 copies of the proposal have attachments also?

Refer to question #12.

45. Is there any restriction on the source of other funding that is requirement?

Fulton County CDBG Program requires each applicant to leverage at least 50% of the project/activity cost with any viable/legal source of funding.

46. Should the other funding, be a dollar for dollar match?

Refer to questions 7 & 8.

47. What is the average size of grants and of grantees?

The size of the grants and grantees vary in accordance with the availability of funding. If the applicant is seeking public service funding, a mandated cap is imposed: 15% of the overall annual grant is available. See Section I of the CDBG Program Manual, page 9 of previous examples of CDBG awards.

48. Can the online application be saved once filled in?

*No. **Saving Fillable PDFs?** The free [Adobe Acrobat](#) Reader allows you to view and print fillable PDF forms. It does not allow you to save a form to your PC once you have filled them in. You must have Adobe Acrobat Writer (Acrobat 9 Standard \$299) software*

installed on your computer to save completed PDF forms for future reference or to send as an attachment to an e-mail.

49. How should an agency respond to attachment A? What should be illustrated in the area benefit maps?

The maps of Census Tracts and Block Groups illustrate the low- to moderate-income beneficiaries located within the agency's proposed service area.

50. How should an agency respond to attachment D if they do not have other funding or commitment letter only an operational budget?

Yes. The agency should document funding sources (50% or more) of the operational budget.

51. Regarding matching funds: Very few funding sources of funding accept applications for funding in 2013 & 2014 in time for this deadline.

Although all funding entities are stretched, the application must document the agency's capacity to fulfill the project or activity with the requested funding amounts. Additionally, please refer to Questions 7 and 50.

52. Is there a bias against requests that are larger than what we might consider a reasonable share of the limited pool of funds?

No. Every application is reviewed according to the depth of supporting documentation regarding financial status, eligibility, beneficiaries, implementation, outcomes, and budget.

53. Will the review board reject an application simply because it is too large, or will they consider approving a lesser amount?

No, the review board will take in account the funds available for Public Service & Economic Improvement, Public Improvements & Facilities, and Affordable Housing. Additionally, the review board will ascertain each application per Question 52.

54. What is Fulton County Priorities and what is CDBG's top priority?

Fulton County Priorities are according to priority:

- 1. Homelessness*
- 2. Affordable Housing and Housing-related*
- 3. Nonhousing Community Development and*
- 4. Special Needs.*

55. How do we get an Environmental Review done by CDBG staff prior to the application deadline?

Please see Section IV (Environmental and Historical Preservation Considerations) of the application and complete the checklist. An assigned Project Manager will assist the applicant/agency with the environmental review upon receipt of the agency's award.

56. Is it necessary to show funding commitments from other sources for year's 2013 and 2014?

Yes. Please see questions 7, 8, 9, 10, 11, 12, 16, 22, 24, 25, 26, 30, 31, 34, 36 and 45.

57. What project activities are permitted in Sandy Springs?

The cities of Sandy Springs, Johns Creek, Roswell and Atlanta receive direct funding from HUD and are therefore ineligible to receive Fulton County CDBG funding. However, if the agencies elect to utilize Public Services (Fulton County CDBG Public Services cap is 15% of the annual funded amount) in serving Fulton County residents outside of the cities of Sandy Springs, Johns Creek, Roswell and Atlanta, then every agency must document the income levels of the potential beneficiaries of CDBG funding at the time of application submission to ensure that at least 51% of the beneficiaries' meet HUD guidelines. For income guidelines, see the page ix of the application and Tab 4 (Maps of Census Tracts & Block Groups) of the application. Additionally, please see Question 2.

58. Can the application be obtained in Word Format?

No. All documents on any website must follow the 503 Web Compliance guidelines of a PDF format.

59. Can Fulton County Departments apply for CDBG funding?

Yes. Applicant can be a governmental entity proposing to serve Fulton County residents outside of the Cities of Atlanta, Johns Creek, Roswell and Sandy Springs. See page i – Requirements of the Application.