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**State of Georgia**

**Redevelopment Fund (RDF)**

**Program**

**FY 2019 Manual**

**Georgia Department of Community Affairs**

**Office of Economic Development**

**60 Executive Park South**

**Atlanta, Georgia 30329-2231**

**404-679-4940**

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# INTRODUCTION

This manual applies to Community Development Block Grant (CDBG)-eligible activities funded under the Economic Development (ED) Set-aside. Funding under this special set-aside is limited to certain activities that are eligible under the Housing and Community Development Act of 1974, as amended and the HUD implementing regulations applicable to the State CDBG Program. Eligible activities must qualify for funding under the National Objective of preventing or eliminating slums and blight in a clearly delineated geographic area (*Area Slums and Blight*) or for a seriously substandard structure (*Spot Slums and Blight*). Typical activities funded under this set-aside deliver significant low-and moderate-income benefit to residents of Georgia and include eligible Economic Development Activities identified under the following categories: Acquisition, Public Facilities and Improvements, Commercial and Industrial Facilities and Assistance to Private For-Profit Entities.

Local governments may use RDF financing to leverage investments in retail, industrial, commercial, or mixed-used projects, which aid in the prevention or elimination of slums or blight and help create economic opportunities. Participating municipalities may also use RDF funds to improve public facilities in order to eliminate conditions of blight, physical decay, or environmental contamination in an area or in specific instances of blight.

The RDF Program uses CDBG funds to benefit low-and moderate-income persons through the **prevention or elimination of blight and to alleviate serious and immediate threats to the health and welfare of community residents**. If an eligible activity is not documented in the application as meeting the CDBG National Objective, Prevention/Elimination of Slums or Blight, then the activity will be deemed ineligible and the jurisdiction will be ineligible for funding of that activity. As such, the application must clearly document how the CDBG National Objective will be met.

The RDF program is designed to help finance acquisition and real property improvement projects aimed to meet the Slums/Blight National Objective. However, in an effort to provide an overall benefit primarily to persons of low-and moderate-income, each RDF activity (real property improvement and acquisition activity) should attempt to significantly benefit low- and moderate-income persons. The criterion used to consider how an activity funded under the RDF Program may also benefit low- and moderate income (LMI) persons is divided into the following subcategories:

* For projects that will create or retain permanent jobs, at least 51 percent of those jobs must benefit LMI persons.
* For activities that will be used for direct housing, 100 percent of the housing units must be occupied by LMI persons.
* For public facility activities benefiting residents in a particular service area, 70 percent of the people benefitting from the use of the facility must be LMI persons.

This packet contains the information and forms needed by a local government to complete and submit an Redevelopment Fund (RDF) Program application.

Due to the specialized nature of the program’s slum and blight requirements, we encourage potential applicants to contact us to discuss their projects.

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| For Questions About: | Contact: | Email: | Phone: |
| Infrastructure/Loan Projects | Jenerrah Byron (temp.)  EIP/RDF Program Manager |  | 404-679-3174 |
|  | Brent Allen  CDBG Grants Manager/ Field Services | [brent.allen@dca.ga.gov](mailto:brent.allen@dca.ga.gov) | 404-217-0733 |

Or you may contact us by writing:

Redevelopment Fund Program

Office of Economic Development

Community Finance Division

Georgia Department of Community Affairs

60 Executive Park South, N.E.

Atlanta, Georgia 30329-2231

<http://www.dca.ga.gov/>

***Note: Because of the time and staff limitations within the Office of Economic Development, it is essential that applicants prepare application documents in accordance with the instructions contained herein and as outlined in the regulations. Applications should be clear, thorough and sufficiently detailed so as to provide all information required. This is the responsibility of the applicant whether the applicant prepares the application or whether the application is prepared by a representative, agent or designee.***

# PART I: GENERAL INFORMATION

## Program Definition

The Redevelopment Fund (RDF) Program is intended to facilitate and enhance job creation and/or retention, principally for low- and moderate-income persons, by providing a flexible and expedient funding cycle that is more responsive to expanding or retaining economic opportunities at the local level. To be considered for funding, potential projects must address the creation and/or retention of jobs or employment opportunities, a minimum of 51% of which must be for persons of low and moderate income.

## Before You Submit Your RDF Application

**All potential RDF applicants, grant writers, engineers, architects, and other interested parties should be aware the following items in the RDF Manual serve as a supplement to the Community Development Block Grant (CDBG) Applicant’s Manual published by the Georgia Department of Community Affairs. For more clarification on the items referenced in this manual as well as other general policies which apply to CDBG economic development projects, please refer to the most current** [**CDBG Applicant's Manual**](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg)**. The most current** [**RDF Manual**](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg-0) **can be found on DCA’s website.**

Because economic development projects often run on schedules that are time-sensitive, CDBG/RDF and DCA regulations allow potential applicants to request “pre-agreement cost approval” (PACA) from DCA that authorizes the potential applicant and beneficiary business to commence project activities and maintain project timetables while applying for RDF assistance. Upon DCA’s issuance of pre-agreement cost approval, a project may move forward prior to submission of an application or award of funds while maintaining the eligibility of the job-creation and private investment that takes place prior to submission of an application and receipt of a grant award.

**In no event will issuance of PACA ensure funding for a proposed project. PACA does not increase an application’s competitiveness. All costs incurred by applicants prior to an RDF award are at the applicant’s own risk. Please plan your financing accordingly.**

As part of the PACA process, and in order to engage communities considering RDF as early as possible, DCA has developed an Initial Project Assessment (“IPA”) to determine if projects may be eligible for RDF funding as well as how competitive the proposed project is based on the rating and selection criteria. **DCA strongly recommends that potential applicants contact DCA (through our Office of Economic Development in Atlanta or the DCA Economic Development Field Representatives) to schedule an IPA meeting prior to submitting a formal RDF application.** If a project appears to be eligible for RDF financing, submission of an IPA will result in DCA issuing pre-agreement cost approval (PACA). Applicants will generally have ninety (90) days from the date of DCA’s pre-agreement cost approval letter to submit an RDF application.

## Application Overview

Applications are eligible for funding only if they meet the application threshold requirements outlined in the State of Georgia's RDF Regulations. In order to meet the RDF threshold requirements, an application must receive at least 375 points under the RDF Rating and Selection System. Furthermore, the application’s review must ensure that all appropriate funding criteria have been considered, and that the project conforms to the objectives of Title I of The Housing and Community Development Act of 1974, as amended, and can be carried out in compliance with all applicable federal, state, or local laws, regulations or requirements.

The locality submitting the RDF application, prior to the obligation of any project construction, must document that an Environmental Assessment has been completed for the project and the project has met (or will meet) the requirements of the National Environmental Policy Act (NEPA) as specified in Georgia's CDBG/RDF Program Regulations and CDBG Applicant’s Manual and CDBG Recipient’s Manual. *(Refer to the Appendices of these documents for more information on Environmental Compliance).*

In cases where fundable applications exceed available funds, the application with the greatest impact on blighted conditions will be given priority.

The locality submitting the RDF application must hold a public hearing and comply with the requirements of the State's CDBG and RDF program regulations and guidelines for “Citizen Participation”. The public notice and minutes of the hearing should accompany the application. (See “Citizen Participation Requirements” below for details).

In order to meet federal funding requirements, various forms, certifications and documents are required to be submitted with an RDF application. Therefore, applications for the RDF program must be submitted in conformance with the format and applicable instructions specified by the Department of Community Affairs. To be considered complete, an application must contain all the appropriate elements listed on the RDF Application Completeness Checklist including all supplemental documentation requested for the appropriate project type (either public infrastructure or direct assistance to a private, for-profit business) and must include original signatures of the applicant's certifying representative on the RDF Application Summary Form (Form DCA-1RDF), the Certified Assurances Form (Form DCA-10) and the CDBG/RDF Disclosure Report (Form DCA-13). All forms and checklists are included in this packet.

An application must include a discussion in DCA-5 of plans for implementing Section 3 requirements along with other applicable laws and regulations, e.g., the Uniform Act, that may affect program implementation and administration. “First source” hiring agreement(s) will be emphasized as a good way to implement Section 3 requirements. Note that Section 3 requirements are available as an Appendix of the most current year [CDBG Applicant's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg).

Grant awards will be made to those applications that receive a funding recommendation until all available funds are exhausted.

## Maximum Assistance and Annual Set-Aside Amount

Grant amounts under this special program will generally not exceed $750,000 per award. Although there is no match requirement, in order to receive bonus points consideration, there should be at least one dollar in other funds committed for each dollar in Redevelopment Funds requested. The source of the leveraged funds can be from local, state, or federal government or private sources. Three (3) million dollars from each federal fiscal year's allocation to the Department of Community Affairs for the Community Development Block Grant Program will be set-aside for this program.

## Eligible Program Applicants

* Eligible applicants include units of general-purpose local government that are not metropolitan cities, urban counties and other units of government eligible to participate in HUD's urban counties, or metropolitan cities program.

## Ineligible Program Applicants

* The cities of Albany, Atlanta, Brunswick, Dalton, Gainesville, Hinesville, Marietta, Rome, Roswell, Sandy Springs, Savannah, Smyrna, Valdosta, and Warner Robins.
* Cherokee County, Clayton County, Cobb County, DeKalb County, Fulton County, Gwinnett County, and Henry County.
* The consolidated governments of Athens-Clarke County Unified Government, Augusta-Richmond County, Columbus Consolidated Government, and Macon-Bibb County.
* Any incorporated city within a HUD Entitlement Urban County that has chosen to participate through a Cooperating Agreement.

## Restrictions on Eligibility for Competition

Local governments with outstanding CDBG/RDF monitoring, audit, and/or other CDBG/RDF program exceptions that involve a violation of federal, state or local law or regulation are ineligible for RDF financing. Under State statutes, applicants must comply with State planning and financial reporting laws. These laws include:

* The Georgia Planning Act,
* The Service Delivery Strategy Act (HB 489),
* The Solid Waste Management Act,
* DCA Local Government Finance Report requirements, and
* Local Government Audit Act.

In certain instances of non-compliance, these laws prohibit the Department of Community Affairs from providing grant assistance. Please go to DCA’s website for information on a community’s [Qualified Local Government Status](https://apps.dca.ga.gov/LocalGovStatus/planning.asp) (QLG), i.e., the status of a community’s compliance with the first four requirements listed above. For information on a community’s compliance with the Local Government Audit Act, please contact the [Georgia Department of Audits](http://www.audits.ga.gov/NALGAD/Local_Government_Audits.html). (Applicant should report status of conformance with the reporting requirements in the EIP application). ***It should also be emphasized, that to be eligible as a sub-recipient of EIP funding, the business and principals must not appear on the Georgia Department of Revenue’s*** [***delinquent tax list***](https://gtc.dor.ga.gov/_/#2).

### *Joint Applications*

An application may be submitted individually by one unit of general-purpose local government, or jointly, by two (2) or more units of general-purpose local government. Joint applications are usually required when less than 51 percent of the beneficiaries are located within the jurisdiction of the applicant unit of general-purpose local government. Activities may serve beneficiaries outside the jurisdiction of the applicant, provided the unit of general-purpose local government has identified such a need as an overall community-wide economic development need and 51 percent or more of the beneficiaries are within the applicant’s jurisdiction. Exceptions may be made in writing by DCA on a case-by-case basis using guidance provided by law and regulation, the applicable local service delivery strategy, and written support for the exception from the county government. **Please consult with DCA for guidance concerning the need for joint applications. Requests for exceptions should be made to DCA as early as possible**.

*Joint Applications must include:*

* *A copy of the Cooperating Agreement* entered into by the cooperating units of government. This agreement should designate the unit of local government that will serve as lead applicant. A sample cooperating agreement DCA-11 is included in this Application Packet;
* Separate “Certified Assurances” (form DCA-10) for each jurisdiction; and
* Joint applications must also contain evidence of separate public hearings for each jurisdiction. A single public hearing, however, may serve the needs of each jurisdiction, provided that (a) each jurisdiction shares a central location and (b) the hearing is clearly publicized by both (or jointly publicized by each) jurisdictions. If a single hearing is proposed, please contact DCA for guidance. For further information, please refer to "Citizens Participation Requirements" further outlined in this manual.

### *Special Provisions for the Redevelopment Fund Program*

The following regulations pertain to the State of Georgia Community Development Block Grant (CDBG) Redevelopment Fund (RDF) Program. These regulations also implement the provisions of Resolutions adopted 2/16/83 and 1/8/92 by the Board of Community Affairs and further implement various administrative and regulatory changes mandated by the federal government. The incorporated provisions that affect the Redevelopment Fund (RDF) Program are as follows:

1. **Federal**

Title I of The Housing and Community Development Act of 1974, as amended (42 U.S.C. 5300-5320), and those parts of the federal implementing regulations applicable to the State Community Development Block Grant Program (24 CFR Part 570).

1. **State**

The Department of Community Affairs' Program Regulations for the Georgia Community Development Block Grant Program, as amended.

The Board of Community Affairs' Resolution dated February 16, 1983 which created the Redevelopment Fund Program.

The Board of Community Affairs' Resolution dated January 8, 1992 which modified certain aspects of the rating and review system, application submission deadlines, and procedures for dealing with program revenue held at the local level.

## Eligible Activity Categories

Any CDBG-RDF funded activity must comply with a National Objective and an Eligible CDBG Assisted Activity as detailed below. The following criteria should be used to determine whether a CDBG assisted activity complies with the Elimination of Slum and Blight National Objective in accordance with 24 CFR Part 570.483:

### Area Basis

An activity will be considered to address prevention or elimination of slums or blight in an area if the state can determine that:

(i) The area, delineated by the unit of general local government, meets a definition of a slum, blighted, deteriorated or deteriorating area under state or local law;

(ii) The area also meets the conditions in either (A) or (B):

(A) At least 25 percent of properties throughout the area experience one or more of the following conditions:

(*1*) Physical deterioration of buildings or improvements;

(*2*) Abandonment of properties;

(*3*) Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;

(*4*) Significant declines in property values or abnormally low property values relative to other areas in the community; or

(*5*) Known or suspected environmental contamination.

**- OR -**

(B) The public improvements throughout the area are in a general state of deterioration.

(iii) The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area. Rehabilitation of residential buildings carried out in an area meeting the above requirements will be considered to address the area's deterioration only where each such building rehabilitated is considered substandard before rehabilitation, and all deficiencies making a building substandard have been eliminated if less critical work on the building is also undertaken. The State shall ensure that the unit of general local government has developed minimum standards for building quality which may take into account local conditions.

(iv) The state keeps records sufficient to document its findings that a project meets the national objective of prevention or elimination of slums and blight. The state must establish definitions of the conditions listed at §570.483(c)(1)(ii)(A) and maintain records to substantiate how the area met the slums or blighted criteria. The designation of an area as slum or blighted under this section is required to be re-determined every 10 years for continued qualification. Documentation must be retained pursuant to the recordkeeping requirements contained at §570.490.

#### Required Records

For each activity determined to aid in the prevention or elimination of slums or blight based on addressing one or more of the conditions which qualified an area as a slum or blighted area, the following minimum documentation is required:

(i) The boundaries of the area; and

(ii) A description of the conditions which qualified the area at the time of its designation in sufficient detail to demonstrate how the area met the criteria in §570.208(b)(1).

For each residential rehabilitation activity determined to aid in the prevention or elimination of slums or blight in a slum or blighted area, the following minimum documentation is required:

(i) The local definition of “substandard”;

(ii) A pre-rehabilitation inspection report describing the deficiencies in each structure to be rehabilitated; and

(iii) Details and scope of CDBG assisted rehabilitation, by structure.

For each activity determined to aid in the prevention or elimination of slums or blight based on the elimination of specific conditions of blight or physical decay not located in a slum or blighted area, the following minimum documentation is required:

(i) A description of the specific condition of blight or physical decay treated; and

(ii) For rehabilitation carried out under this category, a description of the specific conditions detrimental to public health and safety which were identified and the details and scope of the CDBG assisted rehabilitation by structure.

**NOTE: Additional documentation to satisfy the requirements of “spot basis” and “area basis” determinations will be required.**

### Spot Basis

The following activities can be undertaken on a spot basis to eliminate specific conditions of blight, physical decay, or environmental contamination that are not located in a slum or blighted area:

* Acquisition; \*\*
* Clearance;
* Relocation; \*\*
* Historic preservation;
* Remediation of environmentally contaminated properties; or
* Rehabilitation of buildings or improvements. \*

\*However, rehabilitation must be limited to eliminating those conditions that are detrimental to public health and safety.

\*\*If acquisition or relocation is undertaken, it must be a precursor to another eligible activity (funded with CDBG or other resources) that directly eliminates the specific conditions of blight or physical decay, or environmental contamination.

### Description of Common Activities

#### Acquisition

In accordance with the Housing and Community Development Act of 1974, an eligible activity for the Redevelopment Fund Program is the acquisition of real property which is:

1. Blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth;
2. Appropriate for rehabilitation or conservation activities;
3. Appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, or the guidance of urban development;

Qualifying an acquisition activity under one of the CDBG national objectives depends entirely on the use of the acquired real property following its acquisition. A preliminary determination of compliance may be based on the planned use. The final determination must be based on the actual use of the property, excluding any short-term, temporary use.

Where the acquisition is for the purpose of clearance that will eliminate specific conditions of blight or physical decay, the clearance activity may be considered the actual use of the property. However, any subsequent use or disposition of the cleared property must be treated as a “change of use,” under 24 CFR 570.489(j), as applicable.

Acquisition of real property may qualify as meeting the low/moderate income and/or slum and blight national objectives. If property acquired with CDBG funds, or any interest therein, is subsequently transferred to another entity within five years of closeout, the property or interest must be sold to the entity at **the current fair market value** unless the property will be used for an activity that meets a CDBG national objective. Sale proceeds would be considered program income.

The purchase of real property by the grant recipient or other entities under this eligibility category is subject to the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Among other things, this could mean that persons displaced as a result of the acquisition must be provided with financial assistance. Temporary easements, acquisition from another public agency, and voluntary offers in response to a public solicitation are exempt from Uniform Act requirements.

Since the ultimate use of the property determines how a national objective will be met, whenever the use differs from that contemplated at the time of acquisition, a review must be made of the new use to ensure it will meet a national objective. When such review results in the determination that the national objective being met differs from that ascribed to the activity initially, an adjustment must be made to the program records to reflect this change. If the objective claimed for the original acquisition costs was that of benefit to L/M income persons, and the objective being met by the new use falls under either of the other two national objectives, the new use of the property would be authorized only if the classification of the acquisition costs to the new objective would not result in a violation of the “overall expenditures certification” that the state made for the year’s allocation of funds which the state used to fund the activity. See Chapter 4, Overall Expenditures—Benefit to L/M Income Persons, of this Guide for further information on the certification issue.

#### Historic preservation

CDBG funds may be used for the rehabilitation, preservation or restoration of historic properties, whether publicly or privately owned. Historic properties are those sites or structures that are either listed in or eligible to be listed in the National Register of Historic Places, listed in a State or local inventory of historic places, or designated as a State or local landmark or historic district by appropriate law or ordinance. Historic preservation, however, is not authorized for buildings for the general conduct of government.

#### Rehabilitation

In accordance with the Housing and Community Development Act of 1974, an eligible activity for the Redevelopment Fund Program is the clearance, demolition, removal, reconstruction, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for reconstruction or rehabilitation, and reconstruction or rehabilitation, of privately owned properties, and including the renovation of closed school buildings).

##### Types of buildings and improvements eligible for rehabilitation assistance

CDBG funds may be used to finance the rehabilitation of:

1. Publicly or privately owned commercial or industrial buildings, **except that the rehabilitation of such buildings owned by a *private for-profit business* is limited to improvement to the exterior of the building, abatement of asbestos hazards, lead-based paint hazard evaluation and reduction, and the correction of code violations**;
2. Nonprofit-owned nonresidential buildings and improvements not eligible under *Public Facilities Improvements*; and

##### Eligible types of rehabilitation assistance

###### General

CDBG funds may be used to finance the following types of rehabilitation activities, and related costs, either singly, or in combination, through the use of grants, loans, loan guarantees, interest supplements, or other means for buildings and improvements described above.

1. Labor, materials, and other costs of rehabilitation of properties, including repair directed toward an accumulation of deferred maintenance, replacement of principal fixtures and components of existing structures, installation of security devices, including smoke detectors and dead bolt locks, and renovation through alterations, additions to, or enhancement of existing structures and improvements, abatement of asbestos hazards (and other contaminants) in buildings and improvements that may be undertaken singly, or in combination;

###### Code enforcement

CDBG funds may be used for costs incurred for inspection for code violations and enforcement of codes (e.g., salaries and related expenses of code enforcement inspectors and legal proceedings, but not including the cost of correcting the violations) in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area.

###### Renovation of closed buildings

CDBG funds may be used to renovate closed buildings, such as closed school buildings, for use as an eligible public facility or to rehabilitate such buildings for housing.

###### Lead-based paint activities

CDBG funds may be used for activities listed in the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, and R of this part apply to activities under this program.

#### Definition of public health and safety

The definition of conditions detrimental to public health and safety is not limited only to the health and safety of passersby, but extends to the health and safety of occupants where the condition poses a threat not only to current occupants but also to future occupants as well. For example, this section would permit elimination of faulty wiring, falling plaster, or other similar conditions that are detrimental generally to all potential occupants. Rehabilitation to address a condition which is detrimental only because one or more of the occupants are handicapped would not be considered to qualify under this provision.

## Direct Assistance to For-Profit Entity

In accordance with the Housing and Community Development Act of 1974, an additional eligible activity for the Redevelopment Fund Program is the provision of assistance to private, for-profit entities, when the assistance is appropriate to carry out an economic development project (that shall minimize, to the extent practicable, displacement of existing businesses and jobs in neighborhoods) that:

1. Creates or retains jobs for low- and moderate-income persons;
2. Prevents or eliminates slums and blight;
3. Meets urgent needs;
4. Creates or retains businesses owned by community residents;
5. Assists businesses that provide goods or services needed by, and affordable to, low- and moderate-income residents; or
6. Provides technical assistance to promote any of the activities under items (A) through (E);

Activities eligible under this section include:

* Loans, grants, or other direct financial assistance to pay for the expansion of a factory or commercial business, or the establishment of a new facility or business. Under this provision, there are no restrictions on how this financial assistance might be structured. For example, the CDBG funds could be provided to the for-profit company in order to:
* Purchase land;
* Construct a building or other improvements;
* Renovate an existing building to accommodate the business;
* Construct tenant improvements/finishes;
* Lease space in or purchase an existing building;
* Purchase capital equipment;
* Purchase inventory;
* Use as working capital;

**The direct assistance to for-profit entities requires compliance with the requirements of the Low-to Moderate-Income requirements for job creation and the application of the public benefits standard of the CDBG program.**

## Special Considerations

Any activity subject to the aggregate public benefit standards which meets the following criteria may, improve the competitiveness of their application:

* CDBG funds will be used to provide assistance to business(es) that operate(s) within a census tract (or block numbering area) that has at least 20 percent of its residents who are in poverty.

## Change of use of real property

The standards described in this section apply to real property within the unit of general local government's control (including activities undertaken by subrecipients) which was **acquired** or **improved** in whole or in part using CDBG funds in excess of the threshold for small purchase procurement. These standards shall apply from the date CDBG funds are first spent for the property until ten years after closeout of the unit of general local government's grant.

1. A unit of general local governments may not change the use or planned use of any such property (including the beneficiaries of such use) from that for which the acquisition or improvement was made, unless the unit of general local government provides affected citizens with reasonable notice of and opportunity to comment on any proposed change, and either:
   1. The new use of the property qualifies as meeting one of the national objectives and is not a building for the general conduct of government; or
   2. The requirements in paragraph (2) of this section are met.
2. If the unit of general local government determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify under paragraph (1) of this section, it may retain or dispose of the property for the changed use if the unit of general local government's CDBG program is reimbursed or the State's CDBG program is reimbursed, at the discretion of the State. The reimbursement shall be in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property, except that if the change in use occurs after grant closeout but within 10 years of such closeout, the unit of general local government shall make the reimbursement to the State's CDBG program account.

Following the reimbursement of the CDBG program in accordance with paragraph (2) of this section, the property no longer will be subject to any CDBG requirements.

**Note:** The key to understanding the difference between the two Slum Blight categories (Area vs Spot Basis) is to make the distinction in the terms used to define each category. The area basis category covers activities that **“aid in**” or **“address”** identified conditions that contributed to the slum or blight *IN a designated area*. While the spot basis category covers activities that “***directly eliminate”*** specific conditions of blight, physical decay, and environmental contamination *and ARE NOT located in a slum or blighted area*.

Determining under which category of eligible activities an activity falls is very important. The *category of eligibility* will dictate the *costs that are eligible*, the *national objective* under which the activity falls, and the applicable CDBG *rules that are triggered*. Applicants to the RDF Program are strongly encouraged to consult with their Field Representative so as to be sure the project will be in compliance with the Slums/Blight (“S/B”) criteria.

Once your project has been found eligible under the program criteria, the application will be considered for funding as part of the normal competitive review process and evaluated against other Selection Criteria applied to all RDF Grant applications.

## Ineligible Activities

Ineligible activities under the CDBG/RDF program include the following:

1. Construction of buildings for the general conduct of government, (e.g., city hall).
2. General government expenses.
3. Political activities.
4. New housing construction, except by eligible organizations under certain conditions (See Housing and Community Development Act Section 105 (a) (15)).
5. Income payments.
6. Operating and maintenance expenses.
7. Any form of direct grant assistance to a business or industry (for-profit entity).

## Basic Compliance Rules for CDBG/RDF

The RDF Program is a set-aside from the State CDBG Program. Please note all applicable laws and regulations which establish and regulate the State CDBG Program also apply to the set-asides program, including the RDF Program. Please refer to the most recent [CDBG Applicant's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg) for further guidance on the basic compliance rules of CDBG Programs.

It is the responsibility of the applicant's certifying official to ensure that the proposed program, activities, goals and timetables are in compliance with all applicable Federal and State laws, regulations and executive orders.

### Citizen Participation

The Housing and Community Development Act emphasizes efforts to involve citizens, especially low- and moderate-income citizens, in all aspects of the CDBG/RDF Programs. Also, see DCA’s Language Access Plan in the most recent [CDBG Applicant's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg) Appendix R and the Manual’s section on Basic Compliance Rules for CDBG for details regarding outreach to those with Limited English Proficiency. Also note the revised Sample Public Hearing Notice below.

As required by the Housing and Community Development Act, the Georgia Department of Community Affairs has adopted a written Citizen Participation Plan, available in the Appendix of the current [Consolidated Plan](https://dca.ga.gov/sites/default/files/final_con_plan_to_hud.pdf) on the DCA website.

Applicants for and recipients of CDBG/RDF funds certify that they will follow this plan which requires that local units of government will provide for and encourage participation in the planning, implementation and assessment of their CDBG/RDF program.

*In order to meet these goals, applicants must, at a minimum, meet the following requirements:*

* Hold at least one (1) public hearing in the locality prior to submission of an application to DCA. The purpose of the hearing will be to obtain citizens’ views and to respond to proposals and questions concerning previous CDBG/RDF funded projects (if any) and to obtain citizen participation in the development of new proposals including identification of community needs and proposed activities. The applicant must furnish information including the estimated amount of funds proposed to be used for activities benefiting low- and moderate-income persons and its plan to minimize displacement and assist displaced persons.
* Hold at least one (1) public hearing to discuss the approved activities within sixty (60) days after acceptance of the grant award; the hearing must include the estimated amount of funds proposed to be used for activities benefiting low- and moderate-income persons and plans to minimize displacement and assist displaced persons.
* Hold at least one (1) public hearing if a grantee proposes a substantial amendment to the program, as defined in the FFY 2014 Community Development Block Grant Recipient’s Manual published by DCA.
* At the completion of the project, the recipient shall hold a public hearing on its performance and accomplishments of the project. The recipient shall make the report available to the public and solicit comments on performance prior to grant close out.
* A notice advertising the public hearing must be published not less than five (5) calendar days prior to the date of the hearing in the **non-legal** section of a local newspaper of general circulation. (A sample public hearing notice is included on the next page) Local governments are encouraged to take other actions to provide adequate notice to potentially interested persons.

A full five days must pass from the Public Notice publication date to the public hearing date. The first full day is the day after the Notice is published. For example: If the Notice is published on a Thursday the earliest the Hearing can be held is the following Wednesday. Another example: The hearing is scheduled for a Friday afternoon. Counting backward, day one (1) is Thursday and day five (5) is Sunday. The notice must be in a paper earlier than Sunday, i.e.: Saturday’s paper or earlier.

* A copy of the application as submitted to DCA must be available for public review and the public must be notified of its availability for review.
* Hearings must be held at times and locations convenient to potential or actual beneficiaries and with accommodations for the disabled. The needs of non-English speaking residents must be met for public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. Contact DCA for any required assistance.
* Applicant/recipient files must contain documentary evidence that the actions listed in this section have been taken, including copies of actual notices and minutes of hearings.
* Applicants and recipients must provide technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals, *with the level and type of assistance to be determined by the local unit of government.*
* Citizens must be provided with reasonable and timely access to local meetings, information and records relating to the local government's proposed and actual use of CDBG funds as required by HUD regulations, state law, or DCA policy.
* **This section should not be construed to restrict the responsibility or authority of the local government for the development and execution of its community development program.**
* The applicant must certify in the Certified Assurances component of the application (Form DCA‑10) that the requirements above have been met.

### Sample Public Hearing Notice

The (City or County) of is considering applying to the Georgia Department of Community Affairs (DCA) for an Redevelopment Fund Program Grant of up to $ (amount) . These funds must generally be used for the following purpose:

1. to aid in the prevention or elimination of slums or blight; or

The activities for which these RDF funds may be used are in the area of economic development. More specific details regarding eligible activities, plans to assist displaced persons and the estimated amount of funds proposed to be used for activities to benefit low- and moderate-income persons, and the rating system will be provided at a public hearing which will be held at (place/address) on (date) , at (time) .

The purpose of this hearing will be to inform citizens regarding the development of the application and to review progress on the previous CDBG/RDF grant(s) (if applicable). The (City or County) of (name of City or County) is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Persons with special needs relating to handicapped accessibility or foreign language shall contact (name/phone) prior to (date). This person can be located at (complete address) between the hours of , Monday through Friday, except holidays.

**The applicant must maintain detailed minutes of this hearing, a "tear sheet" or affidavit pertaining to the public notice and documentation as to whether or not meeting "special needs" was required and, if applicable, addressed.**

### Open Records Statute

Georgia Law requires that “all state, county, and municipal records, except those which by order of a court of this state or by law are prohibited from being open to inspection by the general public, shall be open for a personal inspection of any citizen of this state at a reasonable time and place, and those in charge of such records shall not refuse this privilege to any citizen.” (O.C.G.A. § 50-18-70). This means that past and current records on the use of CDBG/RDF assistance are required to be open for public inspection.

However, certain proprietary information which is required by DCA to be included in an economic development application and must be supplied by a business in order to compete and which constitutes a "trade secret" (O.C.G.A. § 10-1-740 et seq.; 16-8-13(a)(4)) is exempt from disclosure under O.C.G.A. § 50-18-70.

### Conflict of Interest Prohibitions

In general, no person who is an elected or appointed official, employee, agent, consultant, officer or any person serving in a similar capacity with any participating public agency, that exercises or has exercised any functions or responsibilities with respect to any CDBG/RDF activities can benefit from a local CDBG/RDF project. Those persons who are in a position to participate in a decision-making process or gain inside information regarding CDBG/RDF proposed or related activities, who may obtain a personal financial interest, or benefit from the project, or have any interest in any contract, subcontract or agreement with respect to any CDBG/RDF project are also prohibited from benefiting from an RDF project. The prohibitions against benefiting from a CDBG/RDF project would apply to the covered individuals or those with whom they have family or business ties, for one (1) year following their tenure in the covered position.

The general conflict of interest prohibition rule at 24 CFR Part 570.489(h)(2) states that:

(2) *Conflicts prohibited*. Except for eligible administrative or personnel costs, the general rule is that no persons described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart 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 the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(3) *Persons covered*. The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving CDBG funds.

The Department of Community Affairs (DCA) interprets this regulation in its broadest sense. DCA applies the ordinary meaning of the term “family or business ties” as follows:

* **Family:** “A group of people related by ancestry or marriage; relatives.”
* **Business:** “The buying and selling of commodities and services; commerce, trade.”
* **Ties:** “Something that connects, binds or joins; bond; link.”

In any situation arguably falling within the conflicts prohibited under 24 CFR Part 570.489(h)(2), as interpreted by DCA, the CDBG/RDF Recipient should immediately contact DCA for guidance.

DCA will make every effort to grant exceptions to the general conflict of interest prohibition, within the authority of 24 CFR Part 489(h)(4) and (h)(5), where prior public disclosure has occurred.

However, it should be noted that exceptions are not always granted. To avoid the risk of having to make reimbursements to DCA, CDBG/RDF Recipients are advised that requests for exceptions should be submitted and considered by DCA **before** federal funds are expended.

To seek such an exception, a written request for an exception must be submitted by the unit of local government.

For more information on the Conflicts of Interest Regulations and DCA guidance for the CDBG/RDF programs, please consult Appendix F of the most recent [CDBG Applicant's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg).

### Residential Anti-displacement and Relocation Assistance Plan

A unit of general local government receiving funds from the State must certify to the State that it has in effect and is following a residential anti-displacement and relocation assistance plan, and that it will minimize displacement of persons as a result of assisted activities. Relocation activities are subject to The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (46 U.S.C. 4601) and regulations at 49 CFR, Part 24. Additionally, Section 104(D) of the Housing and Community Development Act, as amended has two major requirements (see 24 CFR Part 42): (1) the one‑for‑one replacement of certain housing units demolished, or converted to non‑low/moderate income status, as a direct result of a CDBG project, and (2) the expanded relocation assistance benefit payment for certain displaced tenants. This requirement will affect certain program design strategies of any applicant proposing housing demolition and/or relocation activities.

Most economic-development program strategies will not be impacted by this rule; however, DCA will provide detailed guidance at the request of EIP Applicants. The 1987 Act also provides that a grantee receiving a CDBG or EIP grant must certify that it is following a residential anti-displacement and relocation assistance plan. This certification will be required although no residential displacement would normally occur as a result of an EIP program strategy.

### Acquisition of Property for Public Facility Projects

The Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA), as amended, and as implemented by DOT regulations 49 CFR Part 24, applies whenever a local government recipient of CDBG/RDF needs to acquire property, such as land for a building, easements, Right-of-Way (ROW) for public infrastructure such as water or sewer lines, street paving, or drainage improvements.

The basic requirements are:

* The property owner must be offered the Fair Market Value (FMV) of the property based on an appraisal;
* Prior to the purchase offer, owners must be provided with information concerning their rights under the law; and
* Donations are possible but only after the owner has been informed of the government's obligation to pay FMV and executes a waiver.

**URA procedures must be followed for CDBG/RDF projects even if the local government recipient is using other federal funds, its own non-federal funds, or other non-federal funds to pay for the property.**

Applicants should address the status of any property needed for the project using Form DCA-5. **Applicants who can identify the specific number of easements or parcels required and the property owners and specific costs based on land values at the time of the application may receive a higher feasibility score than those who are not ready to proceed with the acquisition process.**

### Note on Eminent Domain

The State of Georgia has passed legislation (HB 1313) restricting the use of eminent domain by the political subdivisions of the state. Please note these restrictions when planning your CDBG/RDF project. For further information, please review HB 1313. This legislation amended portions of Titles 8, 22, 23, and 36.

The statute appropriating FY2006 funds, and subsequent appropriations, for CDBG (Pub. L. 109–115) included an administrative provision that prohibits the use of FY2006 funds to support any Federal, State, or local project that seeks to use the power of eminent domain, unless that power is sought for certain public uses. Section 726 of the statute indicated that “public use” shall not be construed to include economic development that primarily benefits private entities. Therefore, the restriction exists on the use of CDBG funds for or in connection with applications of eminent domain powers.

### Environmental Compliance

There are many federal and state environmental protection laws and regulations to consider when planning and implementing CDBG/RDF funded projects. It is important to note that compliance is often required for all funding sources, public and private, and for all components of the entire project. By planning at the application and predevelopment stages, CDBG/RDF recipients can avoid future compliance complications and time delays.

National Environmental Policies Act of 1969 (NEPA) and HUD regulations implementing NEPA titled “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities” (24 CFR Part 58).

Form DCA-9 captures some of the important environmental compliance information needed to complete the environmental review required by NEPA.

All CDBG/RDF projects must take certain actions to comply with this regulation **before committing funds for acquisition or construction**. This generally includes the completion of an environmental impact assessment, documenting actions taken to comply with other environmental laws (such as Consultation with Native Tribes, Wetland/Floodplain Notices, Historic Preservation, and those listed in the Appendix G of the most current [CDBG Applicant's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg)), and all applicable public notices.

The assessment is a written document, usually prepared after a grant is awarded, which evaluates both the negative and positive environmental effects of a project. It looks at the human, social and natural environment. At the planning stage, CDBG/RDF applicants should consider potentially negative environmental effects and propose solutions which minimize or mitigate these effects. Please consult the [HUD Environmental Assessment Tool](https://www.hudexchange.info/environmental-review/federal-related-laws-and-authorities) section of the HUD Exchange for guidance in the completion of the Environmental Review process.

### Phase One Assessment

The environmental review of multi-family housing with five or more dwelling units (including leasing) or the development of non-residential property (buildings such as Head Start Centers, Senior Centers, etc.) must include, as part of the environmental assessment, an evaluation of previous uses of the site or other evidence of contamination on or near the site to ensure that the occupants of proposed sites are not adversely affected by hazardous materials, contamination, toxic chemicals and gases, and radioactive substances. Typically this would be a “Phase One Environmental Assessment” conducted in accordance with American Society for Testing and Materials (ASTM) E1527-05 Standard.

Grantees shall use current techniques by qualified professionals to undertake any investigations determined necessary (24 CFR Part 58.5 (i)(2)(ii).

* Environmental Professional must be
* Professional Engineer or Geologist with 3 years of relevant fulltime experience; or
* Licensed or certified to perform All Appropriate Inquiries (AAI) and three years of relevant fulltime experience; or
* Engineering of Science Baccalaureate degree or higher and three years of fulltime relevant experience; or
* The equivalent of 10 years relevant experience.

### Historic Preservation Compliance Requirements

Section 106 of the National Historic Preservation Act and the implementing regulations of the Advisory Council on Historic Preservation (36 CFR Part 800) require all CDBG/RDF applicants and recipients, in consultation with the State Historic Preservation Office (SHPO), to determine if any buildings, neighborhoods or archeological sites and resources listed or eligible for listing on the National Register of Historic Places are in the “Area of Potential Effect” (APE), and to determine the effect of the project on the APE. If the effect is adverse, the regulation requires the negotiation of ways to minimize or mitigate the effect.

Use Form DCA-9 and its attachment from DNR/HPD to identify eligible and potentially eligible areas and buildings. Photographs keyed to a map (not the same photographs used to document the “severity of need” for the project) should be included with this form. The instructions for this form have more information on the photographic and data needs. Note that there is an attachment to the form with additional information that DNR/HPD needs to review your project in a timely manner.

DCA will send projects under consideration for funding awards to the State Historic Preservation Office at the Department of Natural Resources for review and comments. The results of this review will be included in funding awards as Special Conditions which must be complied with as part of the required Environmental Review. To hasten the process, consider seeking comments from SHPO prior to submitting an application to DCA as part of your own planning and project development.

The additional cost of negotiated mitigation measures is an eligible CDBG/RDF cost.

### Relocation Assistance

The Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA), as amended, and as implemented by DOT regulations 49 CFR Part 24 applies if tenants or homeowners (regardless of income) are displaced in conjunction with a CDBG/RDF activity. See also the applicability of the URA to property acquisition above.

The purpose of this part is: (a) to ensure that owners of real property to be acquired for Federal and federally-assisted projects are treated fairly and consistently, to encourage and expedite acquisition by agreements with such owners, to minimize litigation and relieve congestion in the courts, and to promote public confidence in Federal and federally-assisted land acquisition programs; (b) to ensure that persons displaced as a direct result of Federal or federally-assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of projects designed for the benefit of the public as a whole; and (c) to ensure that agencies implement these regulations in a manner that is efficient and cost effective. Further guidance is available in HUD Handbook 1378 **or** DCA staff is available on request to provide technical assistance.

### Uniform Act

The Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA), as amended, and as implemented by DOT regulations 49 CFR Part 24 applies if tenants or homeowners (regardless of income) are displaced in conjunction with a CDBG/EIP activity. See also the applicability of the URA to property acquisition above.

The purpose of this part is: (a) to ensure that owners of real property to be acquired for Federal and federally-assisted projects are treated fairly and consistently, to encourage and expedite acquisition by agreements with such owners, to minimize litigation and relieve congestion in the courts, and to promote public confidence in Federal and federally-assisted land acquisition programs; (b) to ensure that persons displaced as a direct result of Federal or federally-assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of projects designed for the benefit of the public as a whole; and (c) to ensure that agencies implement these regulations in a manner that is efficient and cost effective. Further guidance is available in HUD Handbook 1378 **or** DCA staff is available on request to provide technical assistance.

### One-for-One Replacement of Demolished Housing Units

Section 104(d) of the Housing and Community Development Act is applicable if rental units are converted to non- "low- and moderate-income dwelling units" or if occupied or occupiable housing units are demolished. This section requires the one-for-one replacement of affected units within a specific timeframe. This section also makes provision for an alternative relocation payment formula for displaced persons who will be provided “tenant-to-tenant” relocation assistance. See HUD regulations at 24 CFR Part 570.606 and 24 CFR Part 42. Further guidance is available in HUD Handbook 1378 **or** DCA staff is available on request to provide technical assistance.

### Federal Labor Standards (Davis-Bacon, etc)

These federal labor standards require the payment of US Department of Labor “prevailing wages” (at a minimum) for most construction projects. There are also extensive reporting and project monitoring requirements.

### Civil Rights/Fair Housing and Equal Opportunity (FHEO)

A. General - Fair Housing Laws and Presidential Executive Orders

**[Fair Housing Act](http://www.justice.gov/crt/about/hce/title8.php)**  
Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

[**Title VI of the Civil Rights Act of 1964**](http://www.usdoj.gov:80/crt/grants_statutes/titlevi.txt)

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

[**Section 504 of the Rehabilitation Act of 1973**](http://portal.hud.gov/hudportal/HUD/program_offices/fair_housing_equal_opp/disabilities/sect504)

Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance.

[**Section 109 of Title I of the Housing and Community Development Act of 1974**](http://portal.hud.gov/hudportal/HUD/program_offices/fair_housing_equal_opp/FHLaws/109)

Section 109 prohibits discrimination on the basis of race, color, national origin, sex or religion in programs and activities receiving financial assistance from HUD's Community Development and Block Grant Program.

[**Title II of the Americans with Disabilities Act of 1990**](http://www.usdoj.gov/crt/ada/publicat.htm)

Title II prohibits discrimination based on disability in programs, services, and activities provided or made available by public entities. HUD enforces Title II when it relates to state and local public housing, housing assistance and housing referrals.

[**Architectural Barriers Act of 1968**](http://www.access-board.gov/about/laws/ABA.htm)

The Architectural Barriers Act requires that buildings and facilities designed, constructed, altered, or leased with certain federal funds after September 1969 must be accessible to and useable by handicapped persons.

[**Age Discrimination Act of 1975**](http://www.dol.gov/oasam/regs/statutes/age_act.htm)

The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

[**Title IX of the Education Amendments Act of 1972**](http://www.usdoj.gov/crt/cor/coord/titleixstat.htm)

Title IX prohibits discrimination on the basis of sex in education programs or activities that receive federal financial assistance.

[**Executive Order 11063**](http://portal.hud.gov/hudportal/HUD/program_offices/fair_housing_equal_opp/FHLaws/EXO11063)

Executive Order 11063 prohibits discrimination in the sale, leasing, rental, or other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

[**Executive Order 11246**](http://portal.hud.gov/hudportal/HUD/program_offices/fair_housing_equal_opp/FHLaws/EXO11246)

Executive Order 11246, as amended, bars discrimination in federal employment because of race, color, religion, sex, or national origin.

[**Executive Order 12892**](http://portal.hud.gov/hudportal/HUD/program_offices/fair_housing_equal_opp/FHLaws/EXO12892)

Executive Order 12892, as amended, requires federal agencies to affirmatively further fair housing in their programs and activities, and provides that the Secretary of HUD will be responsible for coordinating the effort. The Order also establishes the President's Fair Housing Council, which will be chaired by the Secretary of HUD.

[**Executive Order 12898**](http://portal.hud.gov/hudportal/HUD/program_offices/fair_housing_equal_opp/FHLaws/EXO12898)

Executive Order 12898 requires that each federal agency conduct its program, policies, and activities that substantially affect human health or the environment in a manner that does not exclude persons based on race, color, or national origin.

[**Executive Order 13166**](http://portal.hud.gov/hudportal/HUD/program_offices/fair_housing_equal_opp/FHLaws/EXO13166)

Executive Order 13166 eliminates, to the extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally-assisted and federally conducted programs and activities.

[**Executive Order 13217**](http://www.whitehouse.gov/news/releases/2001/06/20010619.html)

Executive Order 13217 requires federal agencies to evaluate their policies and programs to determine if any can be revised or modified to improve the availability of community-based living arrangements for persons with disabilities.

B. Section 3

Section 3 of the Housing and Development Act of 1968, as amended and as implemented by HUD regulations at 24 CFR Part 135. Section 3 provides that, to the greatest extent feasible, training and employment opportunities shall be made available to lower income residents of the project areas where applicable programs are being carried out and that contracts be awarded to businesses owned in substantial part by lower income residents. The “project area” is the county in which the grant is made. See more details in the Appendices and also see DCA’s newly adopted Section 3 Policy in Appendix R of the most current year [CDBG Applicant's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg).

C. Affirmatively Furthering Fair Housing

Local government officials, in agreeing to accept CDBG/EIP funds, certify that they will "affirmatively further fair housing". This section outlines various options available to local government in meeting this grant obligation.

While the law does not specify what type of action recipients must take, it is clear that by virtue of receipt of CDBG/EIP funds, local government recipients are obligated to take some sort of action to affirmatively further the national goal of fair housing.

DCA does not dictate what sort of action recipients must take. DCA must, however, monitor local government recipients to determine what sorts of actions are taken. To accomplish this monitoring DCA has developed a **Fair Housing Checklist** which will be completed by the CDBG/EIP Program Representative as part of the normal project review process. A copy of this checklist is in the *Recipients’ Manual*.

In order to document what you have done to affirmatively further Fair Housing, it is important to keep records of actions taken. Copies of brochures provided to relocates, minutes of meetings where fair housing is discussed and any other records must be available for review by your CDBG/EIP Program Representative.

The following checklist of possible fair housing activities is not meant to be all inclusive. It is meant to suggest the range of activities which would satisfy your obligation. Technical assistance is available from DCA if you wish to implement any of these suggestions.

**Possible Actions to Affirmatively Further Fair Housing**

* Analyze any impediments to fair housing choice which may exist in your community. Contact HUD or DCA for an analysis of any fair housing complaints from your area.
* Review local zoning laws and procedures to determine whether they contribute to, or detract from, progress in fair housing. Establish a collection of zoning and land use planning material to have available for the use of local fair housing groups as well as recipient staff.
* Provide funding for local fair housing groups (eligible under the CDBG Program) or provide financial or technical assistance to citizens wishing to organize such a group.
* Adopt a local Fair Housing Ordinance or a resolution supporting the state and/or federal law.
* Distribute brochures outlining fair housing law to persons attending community meetings or CDBG/EIP Public Hearings.
* Post a fair housing poster at City Hall or Courthouse.
* Require owners of rental property receiving CDBG-assisted rehabilitation loans to sign fair housing agreements as a condition of receiving assistance.
* Develop an active public information and educational campaign to promote fair housing awareness in the community.
* Include a discussion of fair housing in public meeting agendas.
* Provide persons relocated to new housing with fair housing information and referrals.

***Remember to document and keep records of everything you do in the area of fair housing.***

**Fair Housing Resources**

* HUD, "Your Housing Rights: Live Where you Want to Live" (Fact Sheet). Copies are available from HUD.
* Fair Housing Poster, available from DCA.
* Sample "Certification of Property Owners Participating in CDBG Rental Rehabilitation Loan Program to Affirmatively Market Vacant Units", available from DCA/CDBG Section.

D. Section 504 Requirements

Local government recipients and sub-recipients must comply with Section 504 of the Rehabilitation Act of 1973, as amended. This requirement is similar to the “Americans with Disability Act” (ADA) which is also applicable. HUD has published implementation regulations at 24 CFR Part 8.

The general requirement is that no otherwise qualified individual with a disability (physical or mental) shall, because a recipient's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, denied benefits, or otherwise be subjected to discrimination under any program or activity that receives CDBG assistance. The definition of disability includes physical and mental factors and also includes those who may be regarded as handicapped (such as the spouse or children of a person with AIDS). Both building accessibility and employment practices are covered by Section 504.

There are seven (7) specific requirements which have an immediate effect on CDBG Recipients:

1. CDBG/EIP recipients must file an assurance of compliance. The Certified Assurances in the CDBG/EIP Application include this assurance.
2. CDBG/EIP recipients must issue periodic public notices of non-discrimination. This can be accomplished by including appropriate language in public hearing notices. The sample hearing notices included in this Manual reflects this requirement.
3. Employment practices are also covered by Section 504. Any CDBG recipient employing 15 or more persons must:
4. Designate at least one person to coordinate efforts to comply with the regulation (Section 504 Coordinator); and
5. Adopt formal grievance procedures that incorporate due process standards and that provide for the prompt and equitable resolution of discrimination complaints.
6. Communications: When a recipient communicates with applicants and beneficiaries by telephone, a telecommunication device for deaf persons (TDD's) or an equally effective system is required. The Georgia Relay Service (voice at 1-800-255-0135 or TDD at 1-800-255-0056 or at 711) is also available to provide this service. Georgia Relay makes it easy for Spanish-speaking TTY users and hearing callers to communicate by phone with Spanish Relay, which includes both Spanish-to-Spanish and Spanish-to-English service. To initiate a Spanish Relay call, dial 1-888-202-3972.
7. All meeting and public hearing spaces must be accessible and procedures should be in place to ensure that persons with impaired vision or hearing can notify the local government that assistance is required.
8. The regulations require each recipient to conduct a self-evaluation. The evaluation must be done in consultation with interested persons, including individuals with handicaps or organizations representing such people.
9. When the self-evaluation identifies structural changes as being required, a written transition plan must also be prepared. The transition plan sets forth the steps necessary to complete the changes, including a time schedule. The plan should identify the agency official responsible for implementation of the plan.

E. Limited English Proficiency

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP persons).

LEP persons means those who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English, and may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. Note that for the purposes of gathering data for those with LEP, DCA used the U.S. Census definition as any individual who speaks a language at home other than English as their primary language, and who speaks or understands English “not well” or “not at all”.

DCA has taken a number of steps to address the needs of its LEP population, including requiring all recipients of EIP funds to prepare a Language Access Plan within 60 days of award and requiring all applicants to acknowledge this requirement by preparing and submitting with the EIP application the Acknowledgement of Subrecipient Language Access Plan Requirement and by preparing and submitting with the application the Language Access Plan Threshold Certification. The Language Access Plan Threshold Certification form is designed to determine whether an applicant’s pre-award public hearing must be advertised in English and another language (most often Spanish). If in completing the form, the applicant’s jurisdiction includes a population of more than 5% LEP persons in a single language or 1,000 or more LEP persons in a single language, the pre-award public hearing must be published in the applicable language. See the most recent CDBG Applicants Manual for a copy of the pre-award public hearing notice in Spanish.

F. Additional Information Regarding Applicable Laws and Executive Orders

[HUD FHEO Library](https://www.hud.gov/program_offices/fair_housing_equal_opp/library#Guidance)

[HUD Exchange](https://www.hudexchange.info/)

[AFFH Resources and Training Material](https://www.hudexchange.info/programs/affh/resources/)

As a reminder, this is not a complete list of all Federal, State and local regulations which will impact a CDBG/EIP project. It is the responsibility of the Applicant’s certifying official to ensure that the proposed program, activities, goals, and timetables are in compliance with all applicable Federal and State laws, regulations and executive orders.

### Addressing Basic Compliance Rules

In order to maximize an applicant’s competitiveness on the Feasibility criterion, applicants should briefly address the major compliance laws, regulations, requirements, or policies that will be important factors in the proper implementation of their proposals. A brief statement (approximately one paragraph) on each of the major compliance areas on DCA 5 (Description of Activities) should convey to reviewers the applicant’s intent to comply with the applicable laws and regulations and should also convey a basic understanding of the requirements.

All applicants should address the following, where applicable:

* Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA)
* Property Acquisition
* Relocation Assistance
* Section 104(d) of the Housing and Community Development Act
* National Environmental Policies Act (NEPA) and Floodplain and Wetland Protection
* Historic Preservation Compliance
* Labor Standards
* Civil Rights/Fair Housing and Equal Opportunity (FHEO)
* Section 3
* Affirmatively Furthering Fair Housing
* Limited English Proficiency (when applicable)

In addressing these major compliance areas, applicants need to become familiar with recent updates to DCA polices regarding Civil Rights/Fair Housing and Equal Opportunity (FHEO). These updates can be found in Appendix R of the most current [CDBG Applicant's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg). These updates include a new Section 3 Policy adopted on October 31, 2013, and a newly adopted Language Access Plan. Appendix R also includes a listing of applicable civil rights laws, their applicable regulations and coverage. Applicants should also be familiar with the Civil Rights/FHEO information provided in this Manual and in: [HUD’s CPD Grantee Monitoring Handbook](https://www.hudexchange.info/resource/290/hud-community-planning-and-development-monitoring-handbook-65092-rev6/).

# PART II: GENERAL AWARD INFORMATION AND REQUIREMENTS

## Pre-Agreement Cost Approval (PACA)

Because projects often run on schedules that are time-sensitive, CDBG/RDF regulations and DCA policy allow potential applicants to request pre-agreement cost approval (PACA) from DCA that authorizes the potential applicant to commence project activities and maintain project timetables while applying for CDBG/RDF assistance. Upon DCA’s issuance of pre-agreement cost approval, a project may move forward prior to submission of an application or award of funds while maintaining the eligibility of the activities that take place prior to submission of an application and receipt of a grant award.

DCA strongly recommends that potential applicants contact DCA (through its Office of Community Development in Atlanta) to discuss pre-agreement cost approval prior to submission of a written request for pre-agreement cost approval.

DCA will only grant pre-agreement cost approvals that are in compliance with 24 CFR §570.489(b) and 24 CFR Part 58. Upon approval of pre-agreement costs, the applicant is eligible for reimbursement of eligible expenses *if* a CDBG/RDF award is made. Eligible expenses in compliance with DCA’s written pre-agreement cost approval may also be counted as leverage.

**IN NO EVENT WILL PRE-AGREEMENT COST APPROVALS ISSUED BY DCA ENSURE DCA FUNDING FOR THE REQUESTED PROJECTS. PACA DOES NOT INCREASE AN APPLICATION’S COMPETITIVENESS. ALL COSTS INCURRED BY APPLICANTS PRIOR TO AN RDF AWARD ARE AT THE APPLICANT’S OWN RISK. PLEASE PLAN YOUR FINANCING ACCORDINGLY.**

As part of the PACA process, and in order to engage communities considering RDF as early as possible, DCA has developed an Initial Project Assessment (“IPA”) to determine if projects may be eligible for RDF funding as well as how competitive the proposed project is based on the rating and selection criteria. DCA strongly recommends that potential applicants contact DCA (through our Office of Economic Development in Atlanta or the DCA Economic Development Field Representatives) to schedule an IPA meeting prior to submitting a formal RDF application. If a project appears to be eligible for RDF financing, submission of an IPA will result in DCA issuing pre-agreement cost approval (PACA). Applicants will generally have ninety (90) days from the date of DCA’s pre-agreement cost approval letter to submit an RDF application.

## Limitation on Administration and Professional Fees

***Note: DCA reserves the right to reduce the overall level of administrative or professional fees depending on the scope of the proposed project.***

Use the following limits for administrative, engineering and/or architectural costs paid for with RDF funds:

|  |  |  |
| --- | --- | --- |
| Type of Project | Administrative Cost Limit | Engineering/Architectural Cost Limit |
| Single Activity (Public Facility or Econ. Dev.) | 6% of grant\* | -Engineering @ 12% of RDF construction amount  -Architectural @ 10% of RDF construction amount |

\* The 6% administrative cost limitation is applicable whether costs are paid directly to the recipient or financed as a portion of an RDF subrecipient loan.

The limit for CDBG/RDF engineering and/or architectural services cost is based on construction cost paid for with CDBG/RDF funds. Contingency line items included in Preliminary Engineering and Architectural Reports are not considered construction costs and may not be included in the calculation of maximum engineering and architectural fees.

***Note***: *Up to $1,000 for financial audit costs are also an allowable CDBG/RDF administrative expense, in addition to the percentages specified above*.

It should be noted that any assistance provided to private businesses must be "recaptured" by the local government and shall be considered Program Income. (See Section II. D below). In cases of loan foreclosures, DCA may, on a case-by-case basis, allow for additional administrative and legal expenses to be paid out of the loan and/or foreclosure proceeds.

## Procurement for Application Development and other Professional Services

|  |
| --- |
| **NEW STARTING WITH THE 2019 CDBG APPLICATION CYCLE**  Note the following updates for procurement of Application Development and other Professional Services below:  All professional procurements should be done prior to RDF application preparation and submission. For example, prior to RDF application submission, both grant application services and grant administration services should be solicited using the same Request for Proposal (RFP). This avoids the appearance of a conflict of interest that can be created when a grant writer in a later procurement process submits and receives an award for grant administration services. This approach is also applicable for engineering/architectural services. In other words, preliminary reports and design and construction services should all be procured using the appropriate RFP or Request for Qualification (RFQ) process.  Local governments often rely on grant writers and engineers/architects to assist them in navigating complex federal and state requirements; however, having a grant writer or engineer/architect assist in the procurement process (e.g., developing an RFP or RFQ) can also create the appearance of a conflict of interest. DCA’s procurement guidance regarding grant writing/grant administration published at https://www.dca.ga.gov/node/5474 and included in DCA’s email to the field (also published at https://www.dca.ga.gov/node/5474) can assist by making the process easier for local governments by providing step-by-step instructions. DCA will also assist local governments with the procurement process by providing technical assistance as needed. Please contact Kathleen Vaughn at [kathleen.vaughn@dca.ga.gov](mailto:kathleen.vaughn@dca.ga.gov) or (404) 679-0594 with your procurement questions. Always consult the latest [CDBG Recipient's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg) for DCA’s procurement policies and procedures.  DCA is also reminding local governments that DCA’s procurement policies for professional services should be followed regardless of the source of payment for those services. In the words, even if local funds pay all or part of the cost of professional services related to a RDF project, DCA’s CDBG procurement policies should be followed.  Finally, new state procurement requirements became effective July 1, 2018 based on the passage of House Bill 489, adding O.C.G.A. 36-80-26 and amending O.C.G.A. 36-91-20(b)(1). These changes require most bid or proposal opportunities extended by local governments be advertised in the [Georgia Procurement Registry](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fdoas.ga.gov%2Fstate-purchasing%2Fgeorgia-procurement-registry-for-local-governments&data=02%7C01%7Csteed.robinson%40dca.ga.gov%7C787f35640c374cd2acff08d644c97407%7Cdc9db449fad64fcd899014394088d4ec%7C0%7C0%7C636772029936521903&sdata=xWzDJKwxagAtm82bgEXE7RcWSk1MKb8hJcs3I%2BI4xoM%3D&reserved=0). Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid opportunity. |

Note that this process is not required when contracting with RCs. These provisions apply, typically, to contracts with private consultants, engineers and architects.

RDF payments for professional services are subject to the “competitive negotiation” requirements of the most recent version of the [CDBG Recipient's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg). These provisions apply, typically, to contracts with private consultants, engineers and architects, and are not necessary when contracting with Regional Commissions. Note, however, that RCs that wish to subcontract directly with private consultants must use the procedures in this section and follow the requirements of the [CDBG Recipient's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg) before entering into subcontracts with private consultants. Alternately, the local government may contract with both an RC and private consultant provided the requirements herein are followed for the procurement of the private consultant.

*To comply, the applicant government (not the individual or firm proposing to provide services) must:*

* Develop a Request for Proposal (RFP) that includes “evaluation factors” selected by the applicant and their level of importance. A Request for Qualifications (RFQ) is also acceptable for engineering or architectural services. Contact DCA for assistance.
* Publicize the RFP or RFQ. This is most often accomplished by publishing it in the applicant's "legal organ” and/or on the local government’s website. RFPs or RFQs must also be posted on the Georgia Procurement Registry. Allow 30 days for responses. The publication must state this is a Section 3 contract opportunity.
* Send a letter with copy of the RFP or RFQ to a number of "known providers". When soliciting firms to develop applications/administer projects, RFP’s should be sent to at least 7 known providers. When soliciting engineering/architectural services, the RFP or RFQ should be sent to at least 10 known providers. As a service to applicants, recipients and others, DCA maintains a list of professionals who have expressed an interest in making proposals on CDBG projects. This is not an "approved" list. DCA does not approve or disapprove professionals. This is the applicant’s or recipient's responsibility.
* Negotiate with (preferably with at least 2) respondents to the RFP or RFQ.
* Prepare documentation that evaluates proposals and establishes reasons (based on criteria in RFP or RFQ) for contract recommendations.
* Consult city or county attorney with above recommendations and proposed contract.
* Based upon established reasons and attorney's recommendation, obtain full council/commission approval and execute contract. Letter(s) thanking unsuccessful respondents for making a proposal should then be sent. Based on evaluation criteria contained in the RFP/RFQ, this letter should state reasons why the respondent was not hired.

|  |
| --- |
| Consult the [Procurement Instructions for Grant Writing/Administration](https://www.dca.ga.gov/node/5474) to ensure that required steps in the procurement process are followed. |

Because RDF funds cannot be used to pay for any application development costs, applicants are cautioned only to obligate RDF funds for grant administration services and not for grant writing services. Contracts should initially only obligate the applicant to pay for costs of application development using local or other non-CDBG sources. Communities are encouraged to include a contingent contract for administrative services that will become effective if the RDF application is funded. ***Note: Even if local sources of funds are planned for grant administration services and no CDBG funds are budgeted for this activity, this procurement process described herein and in the most recent version of the CDBG Recipients’ Manual must be followed for both grant writing and grant administration services based on the requirements of federal regulations.***

**All professional procurement requires Section 3 compliance.**

If an acceptable procurement process was followed for an application that is being resubmitted because it was denied in the previous program year, it is not necessary for the local government to re-advertise for professional services if they choose to retain the same firm for the same application for the same project. (Please note, however, that should the procurement process not have included the applicable Section 3 compliance requirements, then a new advertisement and RFP solicitation is required). Any older procurements will not be valid, and a new advertisement and solicitation of RFP’s is required.

For procurement processes that result in requests for sole source approval from DCA, the procurement process must be fully documented to DCA’s satisfaction before DCA will grant approval, including but not limited to the following: 1) a description of the procurement process; 2) documentation of advertisement of the Request for Proposals; 3) a list of the active, qualified consultants or engineers/architects that were emailed/mailed the Request for Proposals; and 4) certified return receipt documentation that the Request for Proposals was mailed to the required number of active, qualified consultants or engineers/architects, or adequate email documentation that the Request for Proposals was delivered as required. For further guidance regarding procurement for professional services, please see the most recent version of the [CDBG Recipient's Manual](https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg).

## Application Submission Timetables

Upon receipt of an Initial Project Assessment (IPA) under this program, staff will review the IPA for eligibility and basic threshold criteria and notify the potential applicant regarding general eligibility and perceived competitiveness based on the information provided.

**All applications should be submitted to DCA within ninety (90) days of the issuance of a PACA letter**. **We suggest that applications that are mailed be sent by certified or registered mail.** Applicants must submit an original application and five (5) unbound copies (set of 6). Please be sure at least 2 of the 6 copies have **original photographs**. DCA requires that all sets of photographs be in color.

The mailing address is as follows:

Administrative Secretary

Office of Economic Development

Georgia Department of Community Affairs

60 Executive Park South, NE

Atlanta, Georgia 30329-2231

Upon receipt of an application, the rating and selection factors shall be those specified below, using any additional and/or supplemental information, data, analyses, documentation, commitments, assurances, etc. as may be required or requested by DCA for purposes of evaluating, rating, and selecting applicants under this program. Applications that contain insufficient information or documentation to be evaluated and rated may be returned to the locality for further information. DCA will send a “completeness letter” to the Applicant within ten (10) days of receipt of the application, requesting additional items or indicating the application is complete.

Once an application is complete, DCA staff will evaluate the application against the various rating and selection factors set forth in this application packet and the RDF regulations. For purposes of this program, the rating and selection factors shall be those specified under the “Rating and Selection Criteria” below, and any additional and/or supplemental information, data, analyses, documentation, commitments, assurances, etc. as may be required or requested by the Department for purposes of evaluating, rating, and selecting applicants under this program.

The staff may conduct site visits and hold discussions with applicants and proposed subrecipients and/or beneficiaries for the purposes of confirming and evaluating information contained in the application. The staff may consult with other appropriate government and private entities in the course of reviewing and evaluating information contained in applications.

The scores obtained for the various selection factors will be totaled. Applications/projects with scores of at least 375 points will be funded, unless funding has been exhausted. Applications/projects must also meet all appropriate funding criteria, conform to the objectives of Title I of the Housing and Community Development Act of 1974, as amended, and be able to be carried out in compliance with all applicable federal, state or local law, regulations or requirements.

Grant commitments will be forwarded to local units of government whose applications are approved for funding. In general, RDF funding announcements will be made within approximately 45 days from receipt of a complete application. In cases where fundable applications exceed available funds, the applicant with the greatest impact on blighted conditions will be given priority.

## Application Review Process

### Overview of Rating and Selection System

A Redevelopment Fund Program application can receive a maximum of of up to 600 points but must receive a minimum of 375 points to pass scoring threshold.

RDF applications will be rated and scored based on the following factors:

**Scoring Criteria** **Maximum Points**

Demographic Need 120

Project Feasibility 210

Project Strategy and Innovation 240

Leverage of Additional Resources 30

**Total Maximum Points 600**

#### Threshold Requirement for ‘Spot Basis’ Projects

The proposed RDF activity must meet one of the following eligible activities allowed under the National Objective of removal of slum and blight under the ‘spot basis’ standard:

|  |  |
| --- | --- |
| **Acquisition** | **Historic Preservation** |
| **Clearance** | **Building Rehabilitation** |
| **Relocation** |  |

### Rating Factors

#### Demographic Need (90 Points)

*Rating factors will be assigned in the following manner:*

* **Demographic Need ‑ *absolute number of people in poverty:*** Applicants will be compared in terms of the number of persons in the entire jurisdiction whose incomes are below the poverty level. Scores will be obtained by dividing each applicant's number of persons in poverty by the greatest number of persons in poverty of any applicant in the group and multiplying by 30.
* **Demographic Need ‑ *percent of people in poverty:*** Applications will be compared in terms of the percentage of population below the poverty level in the entire jurisdiction. Scores will be obtained by dividing each applicant's percentage of persons in poverty by the highest percentage of persons in poverty of any applicant in the group and multiplying by 30.
* **Demographic Need – *median household income:*** Applicants will be compared in terms of their median household income for the entire jurisdiction. Scores will be obtained by dividing each applicant's median household income into the lowest median household income of any applicant in the group and multiplying by 30.

***Note:*** *Demographic Scores are calculated by DCA.*

#### Feasibility (210 Points)

**CDBG Program Feasibility:** Applicants will be compared in terms of project feasibility. The following factors are considered:

* Eligibility of proposed activity under either “spot basis” or “area basis” criteria;
* All project costs are reasonable and verified through original source documents, architectural and engineering reports, or a MAI or other certified appraisal acceptable to DCA;
* The project can be carried out in accordance with all applicable federal, state, and local law, regulation and permitting requirements;
* If all project timetables for completion are reasonable;
* The balance of all financing sources is verified and committed in writing, with supporting documentation;
* All needed architectural plans, engineering reports, plans and specifications are completed and approved by appropriate authorities in support of the proposed project;
* As applicable, all required real estate is available, has clear title, and is under proper option or control;
* The reasonableness of any site contamination clean-up proposal and plan;
* As applicable, the proposed project complies with the CDBG/RDF regulations and guidelines for “appropriateness”, underwriting, and public benefit;
* For real–estate projects, the proposed development team has a successful record of accomplishment. (i.e. Developer, Contractor, Architect, Leasing Agent, Property Manager, Syndicator, Construction Manager, Interim and Permanent Lenders);
* As applicable, the development agency’s or sub-recipient business’ proposed development or business plan is reasonable and uses reasonable assumptions in the following areas: capital investment, debt service capacity, management ability, collateral value, industry analysis, response to future economic and market conditions; and
* Where applicable, review of any proposed recipient’s or subrecipient’s ability to provide administrative capacity or to undertake an approved activity.

A brief, thorough description of plans for implementing Section 3 requirements will enhance an applicant’s chances of receiving the maximum score on Feasibility. **Note:** Pre-Funding procurement requires Section 3 compliance.

***A staff review panel will award points for feasibility in accordance with the criteria above, based on how well the applicant addresses the feasibility factors.***

Level One (Poor) 0.0

Level Two (Below Average) 52.5

Level Three (Average) 105.0

Level Four (Good) 157.5

Level Five (Excellent) 210.0

#### Strategy (110 Points)

**CDBG Program Strategy:** Applicants will be compared in terms of program strategy. The following factors are considered:

* The severity of the subrecipient’s need for financial assistance;
* Documentation illustrating the public benefits to be achieved are reasonable and to the extent practicable RDF funds will not substitute for other available funds;
* As applicable, the reasonableness of financing strategy (adequacy of equity injection, collateral, and loan terms);
* The utilization of available funds within local revolving loan funds capitalized by CDBG/RDF;
* The relationship to overall objectives of the RDF and CDBG Program, including the extent to which funds will address conditions of slum and blight; and
* A project's conformance to federal, state, and local laws and regulations. Including but not limited to:
* **Conformance with Georgia Planning Act:** One of the review factors considered as a project strategy question is the conformance of the proposal with the locally adopted Comprehensive Plan, as approved by DCA. In order to demonstrate conformance, applicants should discuss on Form DCA-5 how the proposal conforms to the Plan including citations or quotes from pertinent pages of the Plan.
* **Service Delivery Strategy (O.C.G.A. §36-70-20):** In addition, state law requires that all projects funded be consistent with the community’s adopted Service Delivery Strategy (O.C.G.A. §36-70-20). The appropriate citation of the Strategy along with any attachments and service area maps should be included in the application, along with a signed certification that the project is consistent with the Strategy. If the project is not covered by the adopted Strategy, a statement to that effect should be included in the certification.

***A staff review panel will award points for strategy, in accordance with the criteria above, based on how well the applicant addresses the strategy factors.***

Level One (Poor) 0.0

Level Two (Below Average) 60.0

Level Three (Average) 120.0

Level Four (Good) 180.0

Level Five (Excellent) 240.0

#### Project Leverage (30 Points)

**Program Leverage:** Leverage points are awarded based on a firm commitment of additional resources directly related to the project, including capital costs and new funds for operation of any proposed program(s). The “leverage ratio” of other private or public funds will be the criterion considered. A reasonable value must be assigned to donated and in-kind items. The leverage score will be calculated based on the total value of leverage for each applicant.

***A staff review panel will award points for impact, in accordance with the criteria above, based on how well the applicant addresses the impact factors.***

Level One – Ratio of 1:1 to 2:1 10.0

Level Two – Ratio of 2:1 to 3:1 20.0

Level Three – Ratio exceeds 3:1 30.0

**In order to receive consideration for leverage points, leverag points should be claimed on DCA-5. A brief narrative should be included in DCA-5 stating the leverage points claimed and the rationale for claiming the points. In addition, DCA-5 should clearly reference all documentation attached to the application that demonstrates accomplishment of the leverage point thresholds outlined above.**

### Final Ranking

The scores obtained for the various selection factors will be totaled. Applications/projects with scores of at least 375 points will be funded, unless funding has been exhausted. Applications/projects must also meet all appropriate funding criteria, conform to the objectives of Title I of the Housing and Community Development Act of 1974, as amended, and be able to be carried out in compliance with all applicable federal, state or local law, regulations or requirements.

### Disposition of Applications

Grant commitments will be forwarded to local units of government whose applications are approved for funding. In general, RDF funding announcements will be made within approximately 30 days from receipt of a complete application. In cases where fundable applications exceed available funds, the applicant with the highest number of jobs benefiting low- and moderate-income persons will be given priority.

### Site Visits

The Department of Community Affairs may make site visits of applicants’ projects during the application review process. Due to time and staff limitations, all applicants may not be visited. The purpose of the visits will be to verify information contained in the application.

### Special Provisions for RDF Capitalized Local Revolving Loan Funds (RLFs)

1. The Department may permit localities that have or will receive revenue (or “program income,” i.e., principal, interest or other payments) from RDF or other CDBG loans or leases to retain that revenue so long as it is used for an eligible CDBG/RDF activity and is also used in accordance with the requirements of this regulation and any other applicable federal, state, or local laws, regulation, contract, guidance manual or memoranda.
2. For localities that will retain program income, the Department will require that such revenue be deposited into a separate revolving loan fund (RLF) and used to carry out specific Title I eligible activities. The RLF must be created by a local resolution and implemented by local policies and procedures approved by the Department.
3. In order to assist local governments in creating and maintaining a local RLF, the Department publishes regulations and an RLF manual (“Guidelines for the Administration of Local Revolving Funds”) which contains detailed information on the creation and management of an RDF-capitalized RLF.
4. If a locality is successful in obtaining an RDF grant that will generate program income, the locality will be required to formally adopt RLF policies and procedures prior to drawing down any RDF funds. The locality will also be responsible for completing a semi-annual report that notifies DCA of the current RLF fund balance and specific uses on which RLF monies have been spent. Recipients will be provided copies of the report format and instructions at the time of grant award.
5. Localities that are allowed to retain program income must ensure that the RLF is adequately managed. The Department will categorize the RLF as being adequately managed so long as the following responsibilities are being met:
   1. maintenance of an accounting and financial management system that complies with generally accepted accounting principles and the Department's guidelines for RLF financial management systems;
   2. compliance with the Department's reporting requirements for local RLFs;
   3. operation of the local RLF in accordance with DCA-approved policies, procedures, and federal, state, and local law, regulation, contracts, guidance manuals and memoranda;
   4. maintenance of an application review and selection committee which has the capacity to review and analyze funding requests and determine whether such requests represent prudent investments as defined by generally accepted underwriting criteria;
   5. maintenance of a loan or grant packaging and structuring capacity which meets appropriate underwriting standards for security and documentation;
   6. maintenance of a loan servicing and monitoring capacity which ensures that loan payments are collected, that loan covenants are enforced, and that loan security is maintained;
   7. maintenance of a loan portfolio which represents investments in businesses engaged in sound business purposes that have demonstrated tangible employment of low- and moderate-income persons as defined by DCA; and
   8. attendance at DCA sponsored training workshops that will be held periodically for purposes of training local RLF administrators.
6. In order to assist with the financing of a local RLF program’s administrative cost, DCA will allow (on an annual basis) the greater of 5% or $2,500 of interest earned by the RLF to be used for administration and audit costs. In certain foreclosure and/or hardship situations, DCA may allow additional amounts to be expended for administrative, audit or legal costs.
7. Localities that are allowed to retain program income must also ensure that the RLF is utilized in a timely and efficient manner. The Department will categorize an RLF as being adequately utilized so long as the following criteria are met:
   1. The RLF is used only for eligible CDBG economic development activities described in 42 U.S.C. 5305(a) sections: (1), (14), (17), (22) or other code section as may be specifically approved by DCA; and
   2. The RLF's cash assets (on average) do not exceed 30% of total RLF assets or $125,000, whichever is more.

Should a locality be unable to utilize the RLF in accordance with 7a and 7b above, the locality may request the DCA to waive the 7a and 7b provisions. The Department may grant waivers when it is determined that sufficient future activity is probable or the locality is taking steps to ensure future activity. However, in general a locality may not retain unused revenue any longer than the full term of the original RDF loan.

**NOTE: Please refer to the current Consolidated Plan of the State of Georgia for the Special Provisions for RDF Capitalized Local RLFs. The RLF Guidelines will be available upon request, but normally provided with a grant award package involving a direct loan.**

### Contents of Preliminary Architectural Reports

*Preliminary Architectural Reports generally take the following format.*

Executive Summary

* Brief description of Project Area needs, Conclusions and Recommendations

Introduction

* Purpose and Scope
* Authorization
* Previous Studies

Background

* Project Area conditions including description of needs to be addressed
* Description of existing facilities, if any, including existing floor plan with all dimensions and descriptive labels for all rooms.
* Projections of future needs

Evaluation of Alternatives

* Descriptions of alternative solutions considered (new construction, renovation, additions to existing structures), including cost estimates for each alternative
* Site selection criteria
* Location relative to population served
* Adequacy of infrastructure (access, water, fire protection, sanitary sewer, storm drainage)
* Soil conditions, and topographic constraints
* Assessment of impacts on existing residents & property owners, if any

Description of Proposed Project

* Identification of applicable federal, state and local design standards
* Preliminary Site Plan showing proposed ingress – egress, vehicle circulation on-site, drop-off area, regular parking and accessible parking, service access (dumpster location with truck access, mechanical room access), extensions of utilities (water, sanitary, electric, telephone), access road improvements, emergency vehicle access
* Description of storm drainage outfall(s) and consideration of downstream impacts
* Description of proposed/improved facilities, including preliminary floor plan with all dimensions and descriptive labels for all rooms
* Required permits

Detailed Project Budget

* Construction and material costs
* Design and oversight fees
* Grant Administration
* Funding sources
* Projected Operating Revenues and Expenses (if applicable)

Project Schedule

**All Preliminary Architectural Reports should include an original signature and an architectural stamp. Points may be deducted for feasibility without these required features.**

# PART III: INSTRUCTIONS FOR COMPLETING APPLICATION FORMS

***Note that all required*** [***forms***](https://www.dca.ga.gov/node/1978/documents/10) ***are available at the DCA web site.***

## Form DCA‑1: Application Summary

Please complete DCA 1 in the following manner:

* **Items 1 - 6:** Enter name of applicant, official mailing address, DUNS number, census tract(s) and block group(s), project address, e-mail, and telephone number and area code of the city or county who is making the application. Enter the State House and Senate District(s) of the locality.
* **Item 7 - 10:** Enter name, job title, agency, mailing address, e-mail, and telephone number and area code of the grant writer/contact person regarding the application. This person may be contacted during the review process to answer direct questions or to provide additional information regarding the application.
* **Items 11 - 14:** Enter the name of the proposed subrecipient business of the application. This business may be contacted during the review process to answer direct questions or to provide additional information regarding the application. *Identify the numbers of the Census Tract and Block Group in which the business is located or locating.*
* **Item 15:** Briefly title the program (e.g. "Target Area Water Improvements”) and provide a brief description of project activities. Please include all activities and briefly quantify the described activities. A needs description is not necessary for this item. An example of a brief title and description might be:

***Widget, Inc. Expansion Project*** *- Timbuktu County requests $200,000 in RDF funds to provide a loan to Widget, Inc. The loan funds will be used along with a private investment of $800,000 to add a 15,000 square foot facility and purchase new machinery and equipment to add two new production lines. The project will support the creation of 100 new jobs at the facility, 83 of which will be available to low and moderate income persons. The loan will be secured by a second lien on the new facility and a first lien on the machinery and equipment and repaid to Timbuktu County.*

* **Items 16 - 19:** Please check the appropriate box.
* **Item 20:** An unscheduled visit to the project site will be conducted by DCA staff on all top-ranked applications that identify specific site(s) or targeted neighborhoods. Maps should be designed clearly and accurately so that the site visit team can locate the proposed target area, the existing conditions and all activities.
* **Items 21 & 22:** Enter the number of months that you anticipate implementation will require, together with beginning and ending dates for the program. A start date 30 days from the date of submission of the CDBG/RDF application may be used. **Note that CDBG/RDF program requirements expect completion of all projects within 24 months.**
* **Item 23:** Enter amount of CDBG/RDF funds requested. **This amount must match the amounts on forms DCA‑7 and DCA‑8.**
* **Item 24:** Check box to indicate application type.
* **Items 25 & 26:** Application must be executed by chief elected official or other person authorized by resolution to submit the application. **Attach resolution.**

## Form DCA‑2: Proposed Accomplishments

The purpose of this form is to provide a quantified summary of the accomplishments proposed by the applicant to be undertaken with CDBG/RDF funds. Note that a similar form will be used at project completion to collect data on actual accomplishments.

* **Header**: Indicate the name of the jurisdiction for which the application has been prepared. Check whether this is an Original Application form or an Amended form. Include date of amendment if applicable. DCA will write in the project number if funded. This number should be included on any amended forms.
* **Activity and Measure Columns**: The column labeled "Activity" is a list of various possible CDBG/RDF funded activities. The column labeled "Measure" is the corresponding units of measurement used to quantify proposed accomplishments.
* **Proposed Accomplishments Column**: Here the applicant must enter the actual data corresponding to each CDBG/RDF funded activity and the corresponding measure.

For example, if an applicant proposes to request either a grant for public infrastructure or a loan to directly assist the business, the following entry would be made based on the business committing to create 100 new jobs and make a private investment of $5,000,000 (see form DCA-2):

|  |  |  |
| --- | --- | --- |
| Activity | Measure | Accomplishments |
| Economic Development | # of Businesses Assisted | 1 |
|  | # of Loans | 1 |
|  | # of Jobs Created | 100 |
|  | # of New Jobs for Low/Mod Persons | 51 |
|  | # of Jobs Retained |  |
|  | # of Retained Jobs for Low/Mod Persons |  |
|  | Funds Leveraged - Private | $5,000,000 |
|  | Funds Leveraged - Public | $ 750,000 |

* **Note: See instructions for DCA-6 for detailed information on counting persons to benefit.**

## Form DCA‑3: Community‑wide Needs Assessment

This form is not required for RDF projects.

## Form DCA‑4: Description of Needs to be Addressed

This form asks you to describe the target area’s overall community development needs and the needs being addressed by your grant request. The next form, DCA-5, is where you describe how those needs will be addressed through the activities funded by the grant and through other local efforts. Please keep this distinction in mind when filling out these two forms.

* **Header**: Indicate the name of the jurisdiction for which the application has been prepared. Check whether this is an Original Application form or an Amended form. Include date of amendment if applicable.
* For all applicants, describe the redevelopment needs which have been identified. In order to be competitive, all existing conditions of the proposed target area should be described including but not limited to: housing conditions, street, drainage, water system, sewer system, etc. Identified needs not met under the program (if any) should be explained.
* Items which should typically be included on this form include:
* Community description (location of project, demographics, economic conditions, etc.)
* Proposed business information (history, products, other locations/offices/facilities, etc.)
* Brief justification of the work which will be described in DCA-5
* Specifically, the needed information should address: ***who*** will receive benefits of RDF financing; ***what***the RDF proceeds will be used for; the amount of financing needed to implement the total project; ***where*** the project will take place; ***when***the project will be implemented; and ***how*** the RDF financing will be packaged and administered

## Form DCA‑5: Description of Activities

* **Header**: Indicate the name of the jurisdiction for which the application has been prepared. Check whether this is an Original Application form or an Amended form. Include date of amendment if applicable. DCA will write in the project number if funded. This number should be included on any amended forms.
* **Do not repeat information included on form DCA‑4.** Describe in detail each activity, identifying each activity by name and number, to be undertaken with CDBG/RDF funds. This description should be specific and provide sufficient detail concerning the nature, scope, location and purpose of activities and how they are designed in accordance with applicable law, regulation and how they relate to each other. Ownership, operation and maintenance should also be addressed.
* Applicants are instructed to list administration as the last activity. No description is necessary for contingencies. Architectural design or engineering, and related activities should be considered as a component of each activity and not as a part of the program's administrative costs. Please refer to the description of eligible activities in Part I of this Manual and/or contact DCA staff for further guidance.
* DCA will consider activity line item (not administrative) budget requests for “extraordinary compliance or administrative measures” when the applicant can demonstrate that administrative allowances are insufficient to adequately compensate for costs such as archeological surveys, archival photographs or other unforeseen costs of complying with the Programmatic Agreement on Historic Preservation, environmental impact statements, etc., or other compliance or administrative measures necessary due to a high number of complex and complicated cases relative to property that must be acquired in order for the project to proceed. DCA will consider such requests as outlined above on a case-by-case basis and may deny or amend the request. DCA recommends that such requests be discussed with DCA prior to application submission.
* Applicants should be aware that DCA may request reviewing comments from State, Federal and other agencies involved financially or with any other interest in the proposed project. Any comment with significant adverse impact upon project feasibility or strategy may reduce the score. Applicants may choose, therefore, to solicit reviewing agency comments at the outset, and, as necessary, incorporate reviewing comments into application narratives, engineering reports, etc., prior to application submission.
* Applicants are further advised to discuss the impact proposed activities will have upon the needs identified in DCA‑4. Applicants are encouraged to address 100% of the needs identified in Form DCA‑4.
* Applicants are encouraged to include information (including dates accomplished) related to some of the following items: procurement, public hearings, environmental compliance, Historic Preservation consultation, other financial assistance, right-of-way acquisition, general property acquisition and permits required/received.

Applicants should also include a project implementation schedule with Form DCA-5.

The following example is included for guidance*.*

|  |  |  |
| --- | --- | --- |
| ***Activity*** | ***Initiate*** | ***Completion date*** |
| Award | N/A | October 2019 |
| Complete environmental, floodplain & historic assessment etc. | November 2019 | January 2020 |
| Design water system | December 2019 | April 2020 |
| Acquisition titles & plats for easements | December 2019 | February 2020 |
| Design approvals | May 2020 | June 2020 |
| Bidding | July 2020 | August 2020 |
| Award and Construction | September 2020 | March 2021 |
| Initiate & complete close‑out | April 2021 | June 2021 |

Conformance with the **Georgia Planning Act**: One of the review factors considered as a project strategy question is the conformance of the proposal with the locally adopted Comprehensive Plan, as approved by DCA. In order to demonstrate conformance, applicants should discuss on Form DCA-5 how the proposal conforms to the Plan, including citations or quotes from pertinent pages of the Plan.

In addition, state law requires that all projects funded demonstrate that the project is not inconsistent with the community’s adopted **Service Delivery Strategy (O.C.G.A. §36-70-20)**. The appropriate citation of the Strategy along with any attachments and service area maps should be included in the application, along with a signed Certification that the project is not inconsistent with the Strategy. If the project is not covered by the adopted Strategy, a statement to that effect should be included in the Certification.

The “[Local Governments Currently Ineligible](http://www.dca.ga.gov/LocalGovStatus/planning.asp)” list in the DCA plan review portal can assist with application development related to local government and development authority compliance with state planning requirements.

Also, indicate the applicant’s status with regard to the Report of Local Government Finance (RLGF), Government Management Indicators Survey (GOMI), Local Government Audit Act and any other reporting requirements to State and/or Federal Agencies.

## Form DCA‑6: Low/Moderate Income Benefit and Civil Rights Data Calculation

As a means of economic development, RDF applications should attempt to have at least a 51% benefit to low- and moderate-income persons for each activity (administrative and contingency budgets are excluded). **The applicant may request median income levels adjusted for family size by SMSA and/or county from DCA.**

*Each step of the calculation is described below. Applicants must use Form DCA‑6 for display of the information.*

* In column 1 list each CDBG funded activity number. Do not include administration or contingency. If the same activity will be implemented in different areas of the community, provide a separate line for each component (i.e., Area 1 and Area 2). See Note on Activity Numbering System preceding the forms, and the numbering scheme on DCA-7.
* In column 2 show the total number of persons that the activity will serve.
* In column 3 provide the total number of minorities who will be served by the activity. "Minority" is defined as any non‑white (including Hispanic) person.
* In column 4 provide the total number of non‑minority persons who will be served by the activity. A "non‑minority" is defined as a white person. The sum of columns 3 and 4 should equal column 2.
* In column 5 show the number of low- and moderate-income persons that the activity will serve.
* In column 6, divide column 5 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
* In column 7 show the amount of CDBG funds requested for the activity.
* In column 8 multiply column 7 by column 6 to show the amount of the funds for the activity that will be used to benefit low- and moderate-income persons.
* At the bottom of column 7 show the total amount of funds requested by adding up the amounts for each activity.
* At the bottom of column 8 show the total amount of funds that will benefit low- and moderate-income persons by adding up the amount of funds to benefit low- and moderate-income persons for each activity.
* In box 9 determine the overall benefit to low- and moderate-income persons by dividing the total of column 8 by the total of column 7 and enter the percent in the "Total Benefit".
* Describe the methodology used to determine the number of minorities/ non-minorities and the number of low and moderate-income persons to be served by each activity. Attach additional sheets if needed and include a copy of any survey form used to determine benefit.

**Applications may be considered ineligible for competition without a complete, appropriate and acceptable description of the method used.**

**Job Creation and Retention Methodology for RDFs**

Requesting the newly hired employees to complete a certification form is the easiest method to obtain required income information. The form on the following page will provide sufficient documentation on a person's low/mod status to fulfill the RDF program's requirements.

Completion of the form must be voluntary and cannot be a pre-requisite of employment. In addition, to protect the privacy of the new employee, the forms must be kept separate from the job recipient's personnel file. The local government should also keep a copy of each form.

Contact the RDF staff if you have questions on how the certification form is to be completed or if you need the low/mod income thresholds for your county.

## Form DCA‑7: Budget Summary

* **Part A** of this form should include an assessment of CDBG/RDF funds budgeted for the project. Please review the Eligible Activities section in Part I of this manual for guidance on budgeting within appropriate line items. It is also important that each activity budget on Form DCA‑7 be consistent with activity and cost summaries outlined on forms DCA‑5 (activities summary) and DCA‑8 (budget analysis).
* In column (d), enter the amount allocated for each type of activity being undertaken to deal with economic development need(s), if any.
* In column (e), enter the sum of amounts shown in column (d) for each type of activity listed.
* Please refer to the Eligible Activities section in Part I for assistance in determining the eligibility of specific activities. Common economic development (or RDF) activities are shown. All regular round CDBG categories have been eliminated from this form.
* General Administration (line 50) ‑ Enter the eligible CDBG/RDF costs of general administration on line 50. **Do not include** Project Delivery Costs with administrative costs on line 50. These costs are to be included with line item costs for activities that are eligible for PDC’s.
* Contingencies may not exceed 10% of the grant amount shown in Part A, Line 52.
* **Part B** of this form is used to identify the total funds available (including in-kind contributions) to complete the program.
* Line 1: Enter the CDBG/RDF grant requested from DCA.
* Line 2: Enter the amount of program income expected to be received (if any) and applied to program activity costs. This would include any income received from previous CDBG projects that is not reserved, by DCA approved local policy, for economic development activities.
* Line 3: Enter the amount of other Federal grants or loans, such as Rural Development or ARC funds which will be provided in support of the program. Provide documentation of commitment from the Federal agency whenever possible to enhance competitiveness and for calculation of the leverage score.
* Line 4: Enter the amount of local funds to be provided by the applicant (including leverage amount) in support of the program. Provide documentation of commitment.
* Line 5: Enter the amount of other State funds to be provided in support of the program. Provide documentation of commitment from the State agency whenever possible to enhance competitiveness and for calculation of the leverage score.
* Line 6: Enter and identify private lender contributions or commitments
* Line 7: Enter and identify other funds, such as private commitments in support of the program. Provide documentation of private commitment. If numerous financing sources are used, please attach a schedule which lists each individual source.

## Form DCA‑8: Budget Analysis

* **General Information**

The purpose of this form is to allow applicants to describe, in detail, the resources available, or to be made available, for each activity. Applicants are encouraged to provide sufficient quantifiable data and to describe supporting efforts for the proposed program. Form DCA‑8 should be backed-up by credible estimates of program cost prepared by individuals and agencies qualified to provide them.

* **Line item instructions**
* In **column 1**, list the activity name and number. See note on numbering system on page 46.
* In **column 2**, briefly itemize RDF funds allocated for each activity, consistent with Section A of the Budget Summary (Form DCA‑7). **These brief summaries can reference additional detail that may be included in architectural or engineering reports and attached to Form DCA-8.** The applicant should separate RDF vs. non-RDF costs, and include the budget detail on an attached cost estimate. If cost estimates are included in reports included with the application, please duplicate the pages which include cost detail and attach them to this form.

Total engineering and architectural costs must be itemized here and shown in columns 3 through 6.

Sufficient detail should be provided in this column to support proposed engineering and inspection fees. Such data should include detail on proposed services, as well as estimated fees for design services, conferences, travel, resident and periodic inspections, tests, surveys, printing and reproduction, additional services, etc. Please refer to Part II of this manual that addresses *Limitations on Administrative and Professional Fees.*

Preliminary (pre‑award) fees and project costs are not reimbursable. Also, **fees paid for the preparation of an application are not eligible reimbursement**.

* In **column 3** reference the RDF cost, if any, for each item shown in column 2. If the item in column 2 will not be paid for with RDF funds, indicate by placing a ‑0‑ in column 3.
* In **column 4** reference the [Reserved] cost, if any, for each item shown in column 2. If the item in column 2 will not be paid for with [Reserved] funds, indicate by placing a ‑0‑ in column 4.
* In **column 5a** show the amount of "other funds" (**non- RDF**) that will be used to pay for itemized costs. The source of these funds should be identified on **column** **5b**
* For competitive reasons, applicants are encouraged to obtain credible estimates for all costs. Examples of "other funds" could be: a) local government, b) federal agency, c) private sector, d) program income or e) state agency.
* In **column 6**, enter the total amount of funds available to carry out the proposed activity. On each page of DCA‑8 use **block 7a** to subtotal columns 4, 5 and 6. On the final page, use block 7b to total all pages.
* For an explanation of contributions or other actions in support of the project, please use block 8 (the space at the bottom of Form DCA‑8). Be specific. Attach clear commitments from the appropriate agencies. Examples could be local government supplied site preparation, or other applicant in-kind efforts. Be sure to be specific in this description.

The following is an example of how Form DCA‑8 may be completed*:*

**(Space Intentionally Left Blank)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *2* | | *3* | *4* | *5a* | *5b* | *6* |
| *Name/Number* | *Itemized Unit Cost* | | *CDBG Funds* | *[Reserved] Funds* | *Other Funds* | *(Source)* | *Total* |
|  |  | |  |  |  |  |  |
| A-14e-01 Rehab Com. | Construction | | $650,000 |  | $50,000 |  | $700,000 |
|  |  | | (see Eng. Report) |  | (Local Cash) |  |  |
|  |  | |  |  |  |  |  |
|  | Architectural and inspection, etc. (See Arch. Report) | | $55,000 |  | -0- |  | $30,000 |
|  |  | |  |  |  |  |  |
|  | Administration & Audit | | $45,000 |  | -0- |  | $45,000 |
|  |  | |  |  |  |  |  |
|  | DDA Investment in Streetscape Improvements | | -0- |  | $25,000 | DDA | $25,000 |
|  |  | |  |  |  |  |  |
|  | Internal Buildout | | -0- |  | $500,000 | Investor | $500,000 |
|  |  | |  |  |  |  |  |
|  | ROW Restoration, etc. | | -0- |  | $10,000 | City of  Any Town | $10,000 |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| **7.** | **Totals** | | **$750,000** | **-0-** | **$585,000** |  | **$1,335,000** |
|  |  |  | | | | | |
| **8.** |  | **Narrative for Match and Leverage Funds:** The City of Any Town will use its crews to perform fine grading and grassing, right of way restoration, clean-up, etc. This cost is estimated at $50,000. Please see attached letter. Also see attached letter committing local cash and the attached letter from DDA. Also attached Investor Commitment Letter. | | | | | |

## Form DCA‑9: Environmental Review Checklist

***Note*:** *This form is self-explanatory*.

## Form DCA‑10: Certified Assurances

***Note*:** *This form is self-explanatory. Be sure to attach a description of any possible conflict of interest situation and a copy of the resolution authorizing submittal of the application.* **BE SURE THAT THE CHIEF ELECTED OFFICIALS THOROUGHLY REVIEWS THIS DOCUMENT BEFORE HE OR SHE SIGNS IT.**

## Form DCA‑11: Cooperating Agreement

***Note*:** *This form is self-explanatory.*

## Form DCA‑12: Maps

Applicants must submit map(s) that are clearly legible and will enable DCA staff to find the proposed activity site(s) without local assistance during a site visit.

**All map(s) must include a scale, north arrow and legend.** More than one scale of map may be used to show detail, but all scale(s) must be indicated on the respective maps. A larger community-wide map should indicate the boundary of the area represented by more detailed maps. More than one type of requested information can be included on a map if it is clearly legible. A legend must be included to indicate what different colors or patterns represent. **In addition, applicants should provide complete source information for all data provided on their submitted maps.**

***NOTE:*** *U.S.G.S. 7.5 minute topographic maps are an excellent resource to use for the larger community-wide maps.*

*Maps must, at a minimum, include the following information:*

* Project activity location(s). Show the locations of facilities proposed, together with the location(s) of facilities to be replaced. For centers, show existing and proposed locations;
* Project activity service area(s) for public facilities activities;
* For the applicant’s jurisdiction, the location of areas of concentration of low- and moderate-income persons, including number and percentage of these persons, if available;
* For the applicant’s jurisdiction, the location of areas of concentrations of minorities, including number and percentage, if available; and
* For the applicant’s jurisdiction, the location of areas of concentration of substandard and deteriorated housing, including number and percentage, if available.

Note: In cases when low- and moderate-income persons, substandard housing units and/or minority people are dispersed throughout the community, indicate this on the map's legend; and 1) display the location of the proposed activity(s) and its service area; 2) indicate the numbers and percent of L/M income families, minorities and substandard housing located within the jurisdiction making application; and 3) provide the same data for the RDF service area(s).

In order for review panels to assess feasibility, strategy and compliance with floodplain and wetland requirements, applicants are encouraged to submit with their applications USGS topographic maps from the 7.5 minute, 1:24,000-scale quadrangle series.

## Form DCA‑13: CDBG Disclosure Report

All applicants must complete and submit Parts I and II of the Disclosure Report. At the completion of Part II of the report, some applicants will find that they must complete Parts III, IV, V and VI of the Report.

**Part I** requires the applicant’s name, address, phone number; indication as to whether this is an initial report or an update; the amount of CDBG/RDF funds being requested; the amount of any CDBG/RDF program income that will be used with the CDBG/RDF grant; and the total amount of CDBG/RDF assistance.

**Part II** asks two questions. If the answer to both questions is "no,” the applicant must provide the certification at the end of Part II but is not required to complete the remainder of the report. If the answer to either question is "yes" then the applicant must complete the remainder of the Report.

**Part III** requires information on any other Federal, State and/or local assistance that is to be used in conjunction with the CDBG/RDF project.

**Part IV** requires the identification of interested parties. Interested parties are persons and entities with a reportable financial interest in the project. If an entity (such as a corporation, partnership, etc.) is being disclosed, the disclosure in Part IV must include an identification of each officer, director, principal stockholder or other official of the entity. Please indicate if the person or entity is a "sole proprietorship." All consultants, developers or contractors involved in the application for CDBG/RDF assistance, or in the planning, development or implementation of the project, must be identified as an interested party. Also, any other person or entity that has a pecuniary interest in the project that exceeds $50,000 or ten (10) percent of the CDBG/RDF assistance, whichever is lower, must be listed as an interested party. Pecuniary interest means any financial involvement in the project, including (but not limited to) situations in which a person or entity has an equity interest in the project, shares in any profit on resale or any distribution of surplus cash or other assets of the project or receives compensation for any goods or services provided in connection with the project. (The following are not considered interested parties: local CDBG/RDF administrative staff, recipients of housing assistance, and rehabilitation contractors as long as the rehabilitation agreement is between the property owner and the contractor.)

**Part V** requires applicants to identify the sources and uses of all funds to be used in conjunction with the CDBG/RDF funded project. The sources and uses must include all the other assistance identified in Part III as well as the CDBG/RDF funds identified in Part I, items 3a, and 3b).

**Part VI** requires the certification of the Chief Elected Official.

## Form: Civil Rights Compliance Certification

All applicants must complete the form and submit a signed certification with the application

## Form: System for Award Management (SAM)

All applicants must ensure they have a current SAM account and submit the certification with the application. An applicant can check the status of their registration by going to the [SAM website](http://www.sam.gov/).

***Form: Supplemental Information***

All applicants must complete and submit the Supplemental Information Worksheet for all RDF infrastructure projects and loans.

**Part I** requires the applicant’s name; the amount of CDBG/RDF funds being requested; and the total project cost, including CDBG/RDF funds.

**Part II** asks for more detailed information. Please complete Part II in the following manner:

* **Item 1:** Enter the total number of existing jobs. As it pertains to your project, enter the total number of jobs created, the total number of jobs retained, the number of jobs created for low/moderate income persons, the number of jobs retained for low/moderate income persons. The percentages and CDBG dollar per job information should automatically populate.

In the space provided, please describe the methodology for ensuring the number of jobs for low and moderate income persons. *If the project is located in a less developed Census Tract and/or Block Group, in accordance with 24 CFR570.483(B)(4), please indicate this information in this field*.

* **Item 2:** Enter the total number of unemployed persons and the percent of unemployed persons for the county where the jobs will be created/retained. Please indicate the source of the information.

In the space provided, please give a brief description of the impact on unemployment of the proposed project.

* **Items 3:** Enter the total amount of private investment, the ratio of private investment to CDBG/RDF funds, and the ratio of private investment to public funds (including CDBG/RDF). The private investment percentage should automatically calculate.

In the space provided, briefly indicate the sources of all private investment funds (i.e. bank loan, bond financing, company funds, etc.)*.*

* **Item 4:** Enter the amount of other public investment for the project. The percentage of public investment should automatically calculate.

In the space provided, briefly list the sources of other public investment (i.e. USDA, OneGeorgia, EDA, Development Authority, etc.).

* **Items 5:** Enter the estimated local, state, federal and any other taxes to be generated by the proposed project. *Data should reflect* ***one year*** *of estimated tax revenues.* Total taxes and taxes per CDBG dollar should automatically calculate.

In the space provided, briefly describe the methodology for calculating the estimated tax from each source.

* **Item 6:** Describe elements of the grant repayment as well as what entity will be responsible for the CDBG/RDF loan.
* **Items 7:** Indicate what party will be responsible for the oversight of any program income as well as any proposed use.
* **Item 8:** Indicates the need for all applications to be accompanied by letters of commitment from all funding sources public and private.

***Form: Source and Use - Infrastructure***

Please complete the Source and Use – Infrastructure form in the following manner:

* **Project Activity:** Please list all funding activities for the proposed projects, excluding contingencies, grant administration and engineering (which have designated line items).
* **Funding Source:** Please enter the name of each funding source for the proposed project. The first column is designated for the proposed business beneficiary. The second column is for CDBG/RDF funds. The following columns are for all other public funding sources (i.e. USDA, EDA, City/County, Development Authority, etc.). If there are more than three local sources, the state/federal source boxes may be utilized and vice versa.
* **Source and Use Grid:** Enter the amount of funding each proposed source will be providing for the respective project activity. Totals should automatically calculate.
* Enter the amount of contingencies, grant administration and engineering cost for each funding source.
* **Summary Grid:** Enter the total amount provided by each funding category. The private investment and RDF values should automatically populate.
* **Notes:** provide any notes which may be necessary for the application revue staff.
* **IMPORTANT NOTE:** Source and Use forms should include all sources and uses, including public ***and*** private sources.

***Form: Source and Use - Loan***

Please complete the Source and Use – Loan form in the following manner:

* For each use of proceeds listed, please provide the source of funds, the total amount of funds provided, the number of years indicated in the terms for repayment, the interest rate, the monthly payment and the annual debt service value. Totals for financing sources will automatically calculate at the bottom of the page for all necessary values.
* **IMPORTANT NOTE:** Source and Use forms should include all sources and uses, including public ***and*** private sources.

***Form: Schedule of Existing Debt***

Please complete the Schedule of Existing Debt form in the following manner:

* **Please use this form to list, in detail, your business indebtedness.** Complete each column for each creditor, i.e. bank loans, equipment loans, supplier or trade credit converted into loans, owner loans- all term debt or installment loans (short or long term). ***Do Not Add Short Term Expenses Such As Accounts Payable Or Other Current Liabilities Such As Accruals, Taxes Due, Etc.*** Please fill out this form as completely as possible.
* Attach additional sheets as necessary.

## Form: Acknowledgement of Subrecipient Language Access Plan Requirement

All applications must submit the required Acknowledgement with the application.

## Form: Language Access Plan Threshold Certification

All applicants must complete the form and submit a signed certification with the application.

## Note on Activity Numbering System

The activity number is used in this application on the Description of Activities (DCA‑5), Low- and Moderate-Income Benefit and Civil Rights Data Calculation (DCA‑6), the Budget Summary (DCA‑7), and the Budget Analysis (DCA‑8). In all instances, the activity should be referred to both by the activity number and activity name, as it appears on the Budget Summary (DCA‑7).

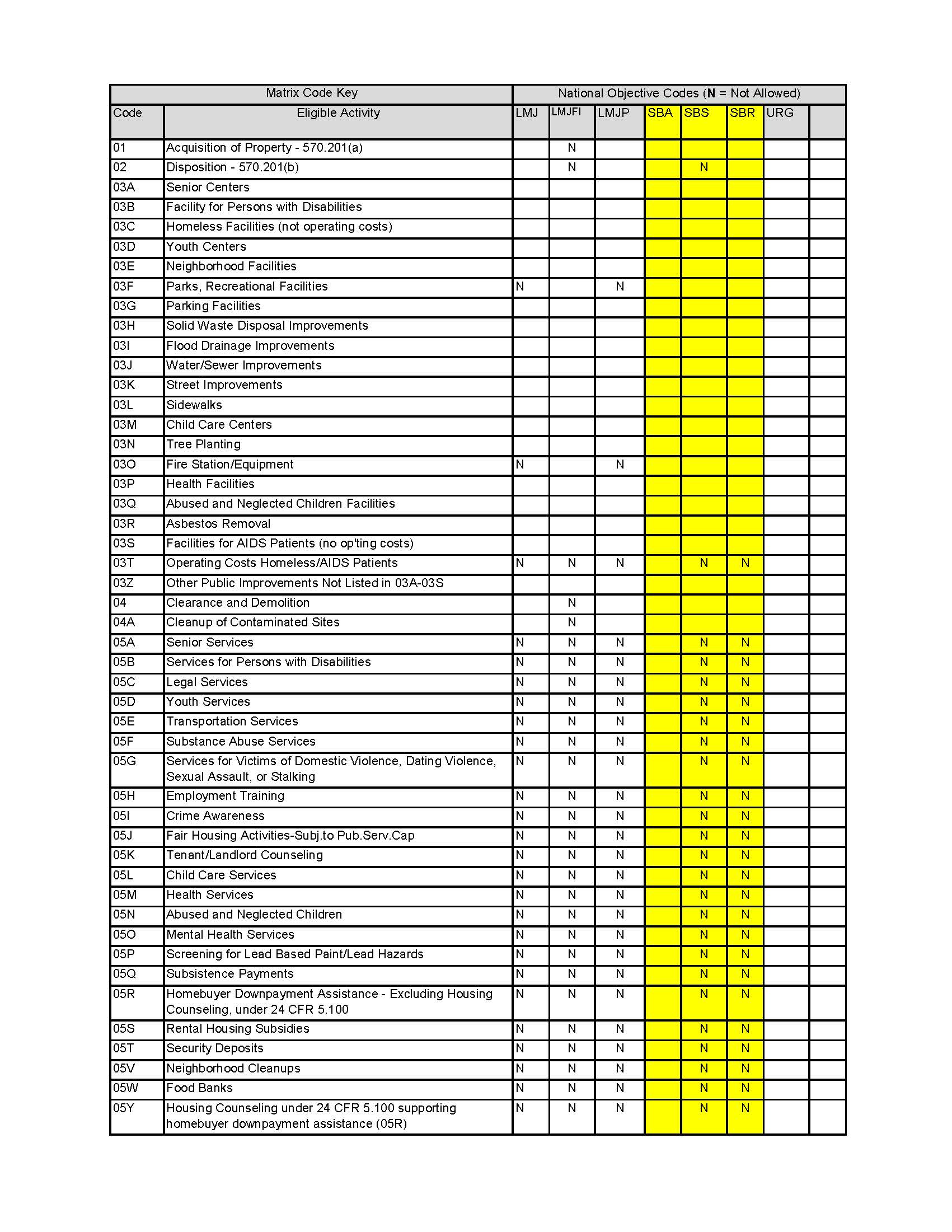
The activity number system has two components:

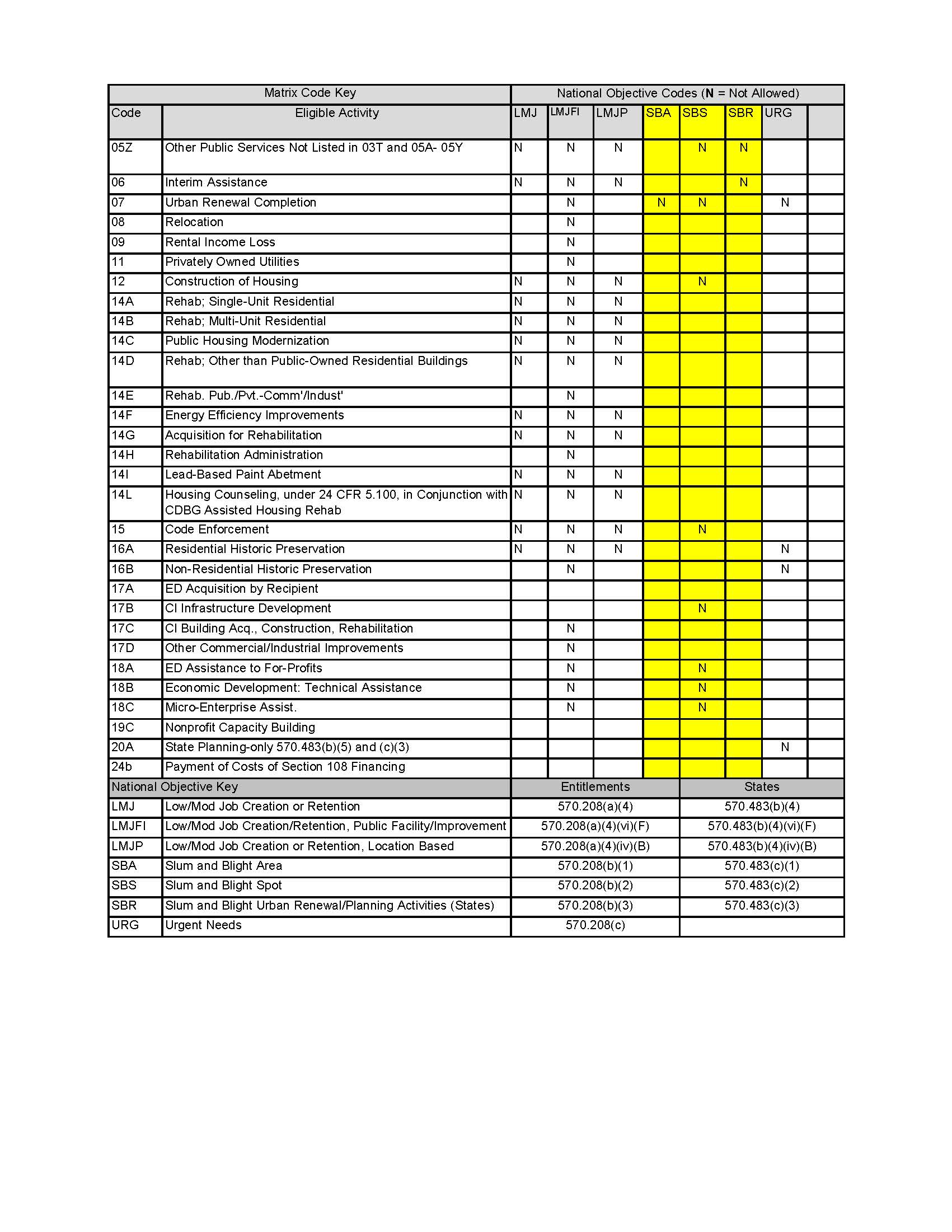
* The prefixes indicate the purpose of the activity as follows:
* A = Administration
* C = Contingencies
* E = Economic Development
* T = Engineering
* S = Architecture
* The second component is the budget code. The codes can be found on the Budget Summary Form (DCA-7). Every code is comprised of three (3) alpha or numeric characters followed by a hyphen and then two (2) additional numeric characters. This code indicates the type of activity.

For example:

* E-17B-00 = Public Facilities and Improvements
* E-18A-00 = Assistance to Private For-Profit Entities
* A-21A-00 = Grant Administration for any CDBG/RDF project
* C-022-00 = Contingencies for any CDBG/RDF project grants
* T-17B-00 = Engineering fees for Public Facilities and Improvements
* S-17B-00 = Architectural fees for Public Facilities and Improvements

**NOTE: Following is a breakdown of eligible budget codes for RDF projects based on specific HUD reporting requirements. Contact DCA with any questions.**





# PART IV: APPLICATION FORMS

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| DCA‑1 RDF | Application Summary | DCA-1 RDF |
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| DCA‑2 RDF | Summary of Proposed Accomplishments | DCA-2 RDF |
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| DCA‑4 RDF | Description of Needs to be Addressed | DCA-4 RDF |
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| DCA‑5 RDF | Description of Activities | DCA-5 RDF |
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| DCA‑6 RDF | Low- and Moderate-Income Benefit and Civil Rights Data Calculation | DCA-6 RDF |
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| DCA‑7 RDF | Budget Summary | DCA-7 RDF |
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| DCA‑8 RDF | Budget Analysis | DCA-8 RDF |
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| DCA‑9 RDF | Environmental Review Information | DCA-9 RDF |
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| DCA‑9A RDF | DNR/HPD Environmental Review Form | DCA‑9A RDF |
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| DCA-9B RDF | When to Consult with Tribes | DCA-9B RDF |
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| DCA‑10 RDF | Certified Assurances | DCA-10 RDF |
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| DCA‑11 RDF | Cooperating Agreement | DCA-11 RDF |
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| DCA‑12 RDF | Map(s) | DCA-12 RDF |
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| DCA‑13 RDF | CDBG Disclosure Report | DCA-13 RDF |
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|  | DCA Source and Use Form |  |
|  | Civil Rights Compliance Certification Form |  |
|  |  |  |
|  | System for Award Management (SAM) Certification Form |  |
|  | DCA Supplemental Information Form |  |
|  | DCA Schedule of Existing Debt |  |
|  | Acknowledgement of Subrecipient Language Access Plan Requirement |  |
|  | Language Access Plan Threshold Certification |  |
|  |  |  |

# PART V: APPENDICES

## Appendix A

**Exhibits**

**RDF APPLICATION SUPPLEMENTS**

**FOR PUBLIC FACILITY PROJECTS**

**EXHIBITS WHICH SHOULD BE INCLUDED (WHEN APPLICABLE):**

1. **Local Government's Most Recently Audited Financial Statement.**
2. **Source and Use Statement** (see sample format).
3. **Design Development Report and/or Plans and Specifications** (as applicable). Approved by DNR/EPD, DOT and/or other permitting agency and certified by engineer or architect.
4. **Cost Estimate** certified by engineer or architect.
5. **Commitment Letters 1)** from business(es) indicating the number of full-time jobs to be created/retained, the percentage of jobs that will be held for low and moderate income persons and the private investment; **2)** from participating financial institution(s) indicating the amount, rate, term, and any contingencies associated with financing being made available to the participating business; and **3)** from any other financing source(s) indicating funds available for the balance of the infrastructure cost (if any ). (see sample formats)
6. **Business Synopsis:** Provide a brief history and description of the business that will benefit from the project. Also, indicate: ***who***will receive benefits from the infrastructure; ***what***endeavors the business will undertake as a result of the provision of the infrastructure; ***where***it will undertake the endeavor; ***when***it will undertake the project; and ***how***it will finance the project.
7. **Description of New Jobs** created by salary range and skill level required (include benefits available, such as health, retirement, leave, etc.).
8. **Documentation** that the business has control of all real estate needed for the implementation of the project (i.e., Purchase Options or Sales Agreement, etc.).
9. **Resolution** declaring a “spot basis” Slum or Blight National Objective for purposes of the Georgia CDBG program (see sample resolution, Appendix E) or documentation that the project area as delineated by the unit of local government meets the definition of Slum or Blight on an “area basis” under state or local law.

***NOTE:***

***If ultimately funded, private for profit businesses that will benefit from an RDF financed public facility or infrastructure investment will be required to purchase and have issued to DCA an irrevocable letter of credit (L/C) or some other instrument of surety acceptable to DCA, which will warrant the businesses' commitments to invest and create employment opportunities. The L/C or surety amount will be equal to the RDF grant amount and will collateralize an economic development agreement which will be required if the project is funded. For further information on the requirement, contact the Employment Incentive Program Manager at (404) 679-3174.***

**RDF APPLICATION SUPPLEMENTS**

**FOR DIRECT LOANS**

**EXHIBITS WHICH SHOULD BE INCLUDED:**

* + 1. **Plans, Written Cost Estimates and Proposals** on all proposed construction, renovation. **Price Quotes** for machinery & equipment purchases from appropriate vendors.
    2. **Legal Name of Company and a List of Affiliates or Subsidiaries:** Organizational documents for the applicant company and Certificate of Existence on corporations from Secretary of State's Office.
    3. **List of Principals, Officers, and Key Management Personnel** (include brief bios illustrating experience/expertise).
    4. **Personal Financial Statement** of the owner or each partner or stockholder owning 20% or more of the voting stock in the corporation.
    5. **Credit Authorization** (see sample form).
    6. **Business Plan:** Provide a business plan and brief history and description of the business. Include information concerning: the legal name of the business, the type of business, products, marketing information, major customers, competitive position in the industry, size of the market, primary competitors, stability of the market, seasonality of the market, price/quality of product, major distribution channels, etc.
    7. **Financial Statements:** Provide balance sheets and income statements for the past three years. Also provide a pro-forma balance sheet and projected income statements for one year or until break-even point is achieved. If financial statements are unaudited, also provide copies of company's federal tax returns and related schedules.
    8. **Interim Financial Statements** (less than 90 days old).
    9. **Cash Flow Projections.**
    10. **Source and Use Statement** (see sample format).
    11. **Schedule of Existing Debt** (see sample format).
    12. **Purchase Option or Sales/Lease Agreement** on any real estate needed to undertake the project.
    13. **Appraisal(s)** of any real estate to be financed.
    14. **List of Available Collateral** with prior liens and mortgages noted.
    15. **Financial Commitment Letter(s)** from participating financial institution(s). The letter(s) should indicate the amount, rate, term, and any contingencies associated with the financial institution's loan. (See sample format).
    16. **Tax Credit Source and Commitment documentation**.
    17. **Commitment Letter(s)** from participating business(es). The letter(s) should indicate the number of full-time jobs that will be created/retained and the percentage of the jobs that will be held for low- and moderate-income persons. (See sample format)
    18. **Description of New Jobs** – include salary range, skill level required, and benefits available.

**ECONOMIC DEVELOPMENT PROGRAM**

**SAMPLE COMPANY COMMITMENT LETTER FOR PUBLIC INFRASTRUCTURE**

COMMITMENT TO CREATE/RETAIN JOBS

(to be completed on company letterhead and addressed to applicant)

DATE

Dear :

Contingent only upon the receipt of a grant award under the Redevelopment Fund Program and availability of the same to (developer, industry, company, business, corporation, etc.) as provided for in the application of (local government applicant) the (developer, industry, company, business, corporation, etc.) hereby commits to the (local government applicant) to (describe proposed project, specify construction, expansions, etc.) at a total investment cost of approximately $ (amount) . The proposed financing sources are (name each source and dollar amount) . The $ (amount) in RDF Funds will be used to (describe use of funds) as provided for in the application.

(Developer, industry, company, business, corporation, etc.) further commits (select one: to create, to retain, or to create and retain) (number; if both new and retained jobs are involved, please specify the number of each) full-time (or full-time equivalent) permanent jobs, (number) of which will be available to low and moderate income persons. We will initiate project activities on or about (date) and complete the same on or about (date) . We will provide the applicant with a construction schedule upon initiation of project activities and documentation of hiring, including evidence of low and moderate income hiring within ninety (90) days of project completion.

(Developer, industry, company, business, corporation, etc.) also hereby commits, as beneficiary of an RDF financed public facility or infrastructure, to provide (an Irrevocable Standby Letter of Credit (L/C) or Surety/Performance Bond) in the amount of the grant award, should the public infrastructure project be funded. We understand that the purpose of the (L/C or Surety) is to warrant our commitments to invest and create employment opportunities.

Sincerely,

(signature of official or officer

authorized to make commitment)

**ECONOMIC DEVELOPMENT PROGRAM**

**SAMPLE COMPANY COMMITMENT LETTER FOR DIRECT LOAN**

COMMITMENT TO CREATE/RETAIN JOBS

(to be completed on company letterhead and addressed to applicant)

DATE

Dear :

Contingent only upon the receipt of a grant award under the Redevelopment Fund Program and availability of the same to (developer, industry, company, business, corporation, etc.) as provided for in the application of (local government applicant) the (developer, industry, company, business, corporation, etc.) hereby commits to the (local government applicant) to (describe proposed project, specify construction, expansions, etc.) at a total investment cost of approximately $ (amount) . The proposed financing sources are (name each source and dollar amount) . The $ (amount) in RDF Funds will be used to (describe use of funds) as provided for in the application.

(Developer, industry, company, business, corporation, etc.) further commits (select one: create, retain, or create and retain) (number; if both new and retained jobs are involved, please specify the number of each) full-time (or full-time equivalent) permanent jobs, (number) of which will be available to low and moderate income persons. We will initiate project activities on or about (date) and complete the same on or about (date) . We will provide the applicant with a construction schedule upon initiation of project activities and documentation of hiring, including evidence of low and moderate income hiring within ninety (90) days of project completion.

(Developer, industry, company, business, corporation, etc.) also hereby commits to repay the $(amount) in RDF funds as provided for in the application.

Sincerely,

(signature of official or officer

authorized to make commitment)

**ECONOMIC DEVELOPMENT PROGRAM**

**SAMPLE LENDER COMMITMENT LETTER**

(to be completed on the letterhead of the lending institution and addressed to the developer, industry, company, business, corporation, etc.)

DATE

Dear :

Please be advised that we have reviewed your financial statements and project proposal regarding financing for (describe proposed project, specify construction, expansion, etc.) in (location) . It is our understanding that (applicant) has applied for $ (amount) in Community Development Block Grant funds (under the "Redevelopment Fund Program") to (describe use of funds) as part of the project.

Based on the financial and project feasibility information provided, we feel the CDBG funds for (describe project) would make this a viable project and hereby commit to provide (describe amount and type of financing) for (describe purpose of financing). This commitment has been approved by our (loan committee board, etc.) and is subject to the following terms and conditions: (specify terms and conditions: receipt of the grant award can be a condition).

Sincerely,

(signature of official or officer

authorized to make commitment)

**SAMPLE RESOLUTION DECLARING A “SPOT BASIS” SLUM OR BLIGHT NATIONAL OBJECTIVE FOR PURPOSES OF GEORGIA CDBG PROGRAM PER 24 CFR PART 570.483**

*(Note this Resolution DOES NOT fulfill the requirements of the Georgia Urban Redevelopment Law)*

**Whereas, (Name of Local Government) is submitting a CDBG application for consideration under the Department of Community Affairs’ Redevelopment Fund Program; and**

Whereas, the application must document that at least one of the national objectives of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301 et seq.) will be met; and

Whereas, one of the required national objectives is the elimination or prevention of slums and blight; and

Whereas, (Name of Local Government) has documented that the property located at (address of property) is a blighting influence under local standards, detrimental to the public health, safety and welfare and that the property’s deterioration is negatively affecting the surrounding neighborhood, community facilities, and local tax base; and

Whereas, (Name of Local Government) proposes to develop a contract with the (Name of Downtown Development Authority) who will alleviate the aforementioned blight through the use of CDBG monies to implement certain (describe activities i.e. acquisition, clearance, relocation, historic preservation, or building rehabilitation) activities that (Name of Local Government) has determined meet the local and federal definition of activities which aid in the prevention or elimination of slums and blight on a spot or area basis per 24 CFR Part 570.483(c); and

Whereas, (Name of Local Government) feels that the rehabilitation, conservation, and redevelopment of the area is necessary to facilitate the elimination and prevention of slums and blighting influences to the surrounding area and that these actions are necessary to the public health, safety, and welfare of (Name of Local Government).

Now, therefore be it resolved, that (Name of Local Government) hereby approves this Resolution.

Adopted and made effective this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_.

## Appendix B

**Referenced Website Links**

DCA Main Site:

<http://www.dca.ga.gov/>

CDBG Applicant’s Manual

<https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg>

CDBG Recipients Manual

<https://dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg/annual-cdbg>

RDF Manual

<https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg-0>

RDF Forms

<https://www.dca.ga.gov/node/1978/documents/10>

Qualified Local Government Status

<https://apps.dca.ga.gov/LocalGovStatus/planning.asp>

Georgia Department of Audits

<http://www.audits.ga.gov/NALGAD/Local_Government_Audits.html>

Georgia Department of Revenue Delinquent Tax List

<https://gtc.dor.ga.gov/_/#2>

HOME Income Limits

<https://www.hudexchange.info/resource/reportmanagement/published/HOME_IncomeLmts_State_GA_2018.pdf>

Consolidated Plan/Citizen Participation Plan

<https://dca.ga.gov/sites/default/files/final_con_plan_to_hud.pdf>

Procurement Instructions for Grant Writing/Administration/procurement guidance

<https://www.dca.ga.gov/node/5474>

Georgia Procurement Registry

<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fdoas.ga.gov%2Fstate-purchasing%2Fgeorgia-procurement-registry-for-local-governments&data=02%7C01%7Csteed.robinson%40dca.ga.gov%7C787f35640c374cd2acff08d644c97407%7Cdc9db449fad64fcd899014394088d4ec%7C0%7C0%7C636772029936521903&sdata=xWzDJKwxagAtm82bgEXE7RcWSk1MKb8hJcs3I%2BI4xoM%3D&reserved=0>

HUD Notice (CPD-12-006)

<https://www.hudexchange.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58/>

Request for Release of Funds and Certification (form HUD 7015.15)

<https://www.hudexchange.info/resource/2338/hud-form-701515-request-release-funds-certification/>

HUD Environmental Assessment Tool

<https://www.hudexchange.info/environmental-review/federal-related-laws-and-authorities>

Federal Emergency Management Agency (FEMA)

<http://www.fema.gov/>

Army Corps of Engineers (ACE)

<http://www.sas.usace.army.mil/>

HUD FHEO Library

<https://www.hud.gov/program_offices/fair_housing_equal_opp/library#Guidance>

HUD Exchange

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

AFFH Resources and Training Material

<https://www.hudexchange.info/programs/affh/resources/>

HUD’s CPD Grantee Monitoring Handbook

<https://www.hudexchange.info/resource/290/hud-community-planning-and-development-monitoring-handbook-65092-rev6/>

SAM website

<http://www.sam.gov/>