



Eligible Applicants

Private or public non-profit organizations, including institutions of higher education and private for-profit entities, and city of Charleston departments. "Non-profit" means having a 501(c) tax exemption notice from the U.S. Internal Revenue Service (IRS), a copy of which must be included in this application.

City of Charleston Requirements

Each activity must meet one of the following U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program national objectives:

- Benefit low- and moderate income persons;
- Assist in eliminating slum and blight;
- Assist in addressing an urgent community development need.

Eligible Activities

Eligible activities under the city of Charleston CDBG program include, but may not be limited to, the following:

- Buying, constructing, reconstructing, rehabilitating, or installing public improvements or facilities
- Rehabilitating residential and commercial property
- Clearing and demolishing property to eliminate slum and blight conditions
- Public service activities that may include, but are not limited to: child care, health care, recreation programs, education programs, public safety services, fair housing activities, services for senior citizens, job training, services for homeless persons, drug abuse counseling and treatment
- Housing services
- Code enforcement
- Historic preservation
- Special economic development activities

Eligible activities must meet the criteria identified in the HUD CDBG regulations and the policies of the program as administered by the city of Charleston. Regardless of the activity, **the applicant must be able to document compliance with regulations**. For additional information on the Community Development Block Grant program, please visit HUD's website at:

www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement/index.cfm

Other Federal Requirements

Agencies receiving CDBG funds must comply with ALL regulations governing the use of federal funds. Significant federal regulations that must be followed are identified below: This list is NOT all-inclusive.

Federal expenditures: Successful applicants must spent CDBG funds in a timely manner in accordance with federal regulations. The federal government may reclaim funds if such requirements are not met.

Applicants must limit their requests to an amount that can be spent within the contract period, which will be 12 months for all 2005-06 project awards. When projects are selected for the 2005-06 CDBG funds, alternate projects may be selected in the event there are projects that, for whatever reason, do not get started and cannot be completed within the 12 months allotted. The funds originally programmed will be de-obligated and awarded to the first alternate project whose funding needs can be met.

Environmental reviews: A National Environmental Policy Act (NEPA) review is required for **all** activities funded with federal funds. This Act requires that federally funded activities be reviewed and determined to have no adverse impact on the environment. The city will conduct the environmental review. No funds may be committed or expended prior to receiving environmental clearance from the city.

Procurement procedure: Agencies must comply with the city and federal procurement codes for all expenditures of CDBG funds. Agencies receiving federal funds should adopt a formal policy



demonstrating compliance with this requirement. Information on the city and federal procurement codes may be obtained from the Mayor's Office of Economic and Community Development.

Davis-Bacon wage regulations: Activities involving construction/rehabilitation costs in excess of \$2,000 may be subject to the Davis-Bacon Act. This Act requires all construction workers to be paid prevailing wages as determined by the U.S. Department of Labor or the West Virginia Department of Labor, whichever is higher. This requirement will have an impact on activity cost, and contractors will be expected to demonstrate compliance with the Act.

Section 3 compliance: Section 3 compliance applies to recipients of federal funding and to contractors and subcontractors on certain construction-related projects. Compliance requirements vary based on the dollar threshold of federal funds received. Section 3 regulations are in place to ensure that employment and other economic opportunities generated from HUD-funded activities that directly and indirectly benefit low- to moderate-income individuals. Therefore, all subrecipients conducting physical improvement activities will be required to consult with the Mayor's Office of Economic and Community Development to ensure compliance with these requirements.

Lead-based paint hazards: All federally-assisted residential structures and related property constructed prior to 1978, homebuyer programs, tenant-based rental assistance, and special needs housing projects are subject to existing and new lead-based hazard reduction requirements. These requirements may have an impact on project cost. Further, subrecipients will be required to consult with the Mayor's Office of Economic and Community Development to ensure compliance with these requirements.

Minority and Women-Owned Business Enterprises (MBE/WBE): Federal regulations require that an effort be made to promote the participation of minority and women-owned business enterprises in federal programs. Therefore, agencies receiving federal funds must affirmatively market to MBE/WBE when procuring goods and services. Agencies should adopt a formal policy to demonstrate compliance.

Monitoring: HUD requires the city to regularly monitor subrecipients to ensure compliance with federal regulations and to provide ongoing technical assistance. All grant subrecipients are subject to on-site monitoring visits at the discretion of the city. Subrecipients will be notified in advance of monitoring visits.

Accessibility to programs and facilities: Agencies receiving federal funds must comply with the Americans with Disabilities Act. Facilities, information, and program services must be accessible to all persons with disabilities. Acquisition, construction, and rehabilitation activities must comply with federal regulations and the city's building code related to accessibility for the disabled.

Special Conditions

The U. S. Department of Housing and Urban Development (HUD) limits total funding to public/social service programs to 15 percent of the city's total CDBG budget. As such, there is a great deal of competition for these funds.

Restrictions

CDBG funds may not be used to support the following:

- Activities outside the city of Charleston;
- General operating or administrative costs;
- Administrative salaries; only half of the salaries of direct service providers will be considered ... an organization MUST show that the balance of the salary is covered by other funds;
- Computers for administrative staff;
- Telephone expenses;
- Religious activities;
- Political activities.