Jean Sullivan
Director

Lonnie Hamilton III Public Services Building
4045 Bridge View Drive, Suite C216
North Charleston, SC 29405-7464
Telephone: 843.202.6960
Fax: 843.202.6961

COMMUNITY DEVELOPMENT DEPARTMENT

ADDENDUM NO. 1

TO:	ALL APPLICANTS
FROM:	JEAN SULLIVAN, DIRECTOR
DATE:	JANUARY 16, 2018
SUBJECT:	CHARLESTON COUNTY URBAN ENTITLEMENT
	2018-2019 RFA URBAN ENTITLEMENT FUNDING

DUE DATE/TIME: JANUARY 26, 2018 at 3:00 p.m.

This Addendum No. 1 modifies the Request for Applications only in the manner and to the extent as provided herein.

ITEM ONE: PRE-APPLICATION WORKSHOP DATE CHANGE
Due to winter weather, the Pre-Application Workshop for Thursday, January 4, 2018 was rescheduled for Monday, January 8, 2018 at 9:30 a.m. There was no change to the workshop scheduled for Wednesday, January 10, 2018 at 9:30 a.m. at City Hall, City of North Charleston.

The change in date for the January 4, 2018 workshop was made available in the following ways:
- Emails to the Charleston County Community Development Monthly Grant Alert list (dates of emails: January 2, 2018 and January 4, 2018).
- Emails to recent subrecipients of Charleston County Urban Entitlement Grant funding (dates of emails: January 2, 2018 and January 4, 2018).
- Notification on the PY18 RFA website on January 2, 2018 (https://www.charlestoncounty.org/departments/community-development/PY18-RFA.php).

ITEM TWO: QUESTIONS AND ANSWERS
Please see the attached.

Applicant(s) shall acknowledge receipt of Addendum No. 1 in the space provided below and return it with the Applications. Failure to do so may subject submittal to rejection.

_____   _____
Authorized Signature   Applicant

_____
Date

ITEM TWO: QUESTIONS AND ANSWERS

1. **Can you please send me a full downloadable copy of the 2018 CDBG application? I'd like to read it in full and begin to work on it without having to enter in information by page yet.**
   The application is only available online (See "Part 1" and "Part 2" of the application at https://www.charlestoncounty.org/departments/community-development/PY18-RFA.php). For "Part 1," you only need to fill-in your email address (the first question) to see additional pages in the application. It is important that you choose the applicable project type to get the questions that relate to your project. You can copy/paste the questions into a Word document, work on your answers in the Word document, and then come back to the online application when you are ready to fill it out and submit. Your application is not complete until you get to the summary page and submit the application (you will receive an email with your answers once you submit; if you do not receive an email with your answers, then your application was not received). "Part 2" is the required forms and attachments.

2. **Do I need to RSVP to attend one of the workshop on Jan. 4?**
   No RSVP is needed. Anyone can attend.

3. **I was looking through the Google doc for the HOME application, reviewing what information I needed to get together, and it looks like I accidentally submitted it. Do I need to do anything to cancel this submission? I didn't fill out the majority of the questions. Just want to be sure I will still be able to submit a completed application when we are ready to do so!!**
   Changes cannot be made to a submitted application. However, you may fill out a new online application (Note: you must fill out the entire online application again). Your original online submission will be deleted and the most recent version you submit will take its place.

4. **I found an unfortunate typo in part 1 of our application. Do I have to rewrite the entire application and resubmit in order to correct is or is this something I can send to you to have you correct on the back end?**
   Changes cannot be made to a submitted application. However, you may fill out a new online application (Note: you must fill out the entire online application again). Your original online submission will be deleted and the most recent version you submit will take its place.

5. **When it says "Due Date for Written Questions" is Jan. 12, 2018 at 5pm - does that refer to Part 1 of the application online and mean that you have to fill out everything except providing the attachments by Jan. 12? And then we should submit Part 2 (all the mandatory forms and attachments) by Jan. 26, 2018 at 3pm?**
   The "Due Date for Written Questions" (Jan. 12, 2018 at 5pm) refers to the opportunity for applicants to submit questions to Community Development staff about the application itself. The due date for the entire application [online application and the attachments (submitted online)] is Jan. 26, 2018 at 3pm.

6. **I've looked and looked but cannot locate the Charleston County Contract Number that needs to be listed on the Equal Employment Opportunity Certification.**
   For the Charleston County Contract Number on the Equal Employment Opportunity Certification, please put "2018-2019 Urban Entitlement Funding Request for Applications."

7. **I am looking into submitting a RFA for the 2018-2019 Urban Entitlement Funding for HOME and CHDO projects. Is there a separate application to become designated as a CHDO or is that included within the entire RFA process?**
   The CHDO certification application is included in the online application (Part 1) here: https://www.charlestoncounty.org/departments/community-development/PY18-RFA.php

8. **If we are requesting funds from both the City of N. Charleston and Charleston County, do we request 2 separate amounts? Can we be awarded funds from both entities?**
   If you want to request funding from both the City of North Charleston and Charleston County, you need to request the amount you want from each in the application. Funding can be awarded from both entities.

9. **I have also tried to find past applications submitted for these funds but have only found our CDBG application to the City of Charleston. Do you have access to our past requests?**
   We could not find any past applications for your organization. If other organizations need access to their agency's past applications, the requests will be considered on a case-by-case basis. However, we request that agencies review their own files before asking for past applications.

10. **I plan on attending the workshop on a January 10. However I need to know how long the workshop will be. Can you give me an idea of when the workshop will finish that day?**
    The workshop will last about 2 hours.

11. **We are asking for community letters of support for the CDBG from the principals of our elementary schools in North Charleston. Could you please send me the correct address and how they should label/address them? For ex., Charleston County Community Development? To add to that question - I'd like to know a person of contact to address in the letters.**
    Applicants should collect community letters of support and **<u>submit them online</u>** with the other required forms and attachments. The letters do not need to address a particular person – addressing the Community Development Department is sufficient. If you want to include the Department's address in the letter, it is 4045 Bridge View Drive, Suite C216, North Charleston, SC 29405, but again, please submit the letters online.

12. **The online portion asks "LMI status of households to be served" and there's a drop down menu listing three options. If we provide services to all three (extremely low income, very low income, and low income), how do we select more than one? Or, should we select the answer that best fits our clientele demographic?**
Please select the answer that best fits your clientele demographic.

13. **Is there a maximum amount that we are allowed to request?**
There is no maximum amount you are allowed to request. However, please make sure your request is reasonable based on the available funding.

14. **The Urban Entitlement Grant is step 1 of the Block Grant correct? They are not 2 separate grants, just separate steps, yes?**
The Urban Entitlement Funding RFA includes applications for CDBG, HOME, CHDO, or ESG funding. CDBG funding is the Community Development Block Grant funding. A COMPLETE application package includes two (2) parts:
    Part 1: Submitted online CDBG, HOME, CHDO, or ESG application.
    Part 2: Mandatory Forms and Attachments.

15. **Unfortunately I will be away on business January 8 – 10 and will be unable to attend this meeting…Since I am the only one responsible for the CDBG grants and reporting, there is no one else that the organization could send. May we be excused from this meeting without damaging our case?**
The workshops are not mandatory, so you are not required to attend to submit an application. We understand that schedule conflicts will keep some organizations from attending, but we strongly encourage everyone to attend if possible if they plan to apply for funding.

16. **I was not able to be there this morning and I have a conflict on Wednesday. Trying to "dig out" from being out of the office last week. Is that okay since we kind of know the drill at this point?**
The pre-application workshop powerpoint will be on the RFA webpage by Jan. 12th for those who cannot attend but would like to review the information presented.

17. **I really want to attend the workshop tomorrow but I'm pretty sick and don't want to infect everyone. Is there a way I could call in and listen on the phone or something?**
The pre-application workshop powerpoint will be on the RFA webpage by Jan. 12th for those who cannot attend but would like to review the information presented.

18. **Is there any way in the future that one of these could be offered in the afternoon or evening?**
Thank you for the suggestion. We will consider it for the next funding cycle.

19. **How can I review or access part one of my block grant application.**
When you submit Part 1 of your application, you will receive an email with your responses.

20. **I am in the process of completing the online application. It seems to be skipping from Page 5 of 11 straight to Page 11 of 11 and I want to ensure I'm not missing pages.**
The online application will take you to different pages, depending on the type of project for which you are applying (CDBG, HOME, CHDO, HESG, etc). So, you will not see all 11 pages – you will only see the pages that apply to your project type.

21. **For Letters of Support, how many do we need to get? Does the number of support letters improve our scoring at grant review?**
There is no set number of letters of support, but letters of support are required to receive all 15 points of the "Community Support" score. Please submit the number of support letters you believe will support your application. We do not suggest submitting generic letters. If each letter is personalized and states why the individual/agency supports the organization, then it is received much better. If said agency also contributes any donations, funding, volunteers, space or other related benefits, they should state that as well.

22. **Most Applications these days, or at least the ones I have been working in, give you the ability to work in a document, save and come back to it before submitting. I wonder if this is something that the county would look into for the future?**
Thank you for the suggestion. We will consider it for the future.

23. **I have questions about CHDO regulations. Can you provide a link?**
Please see the HUD Exchange website for more information: https://www.hudexchange.info/programs/home/topics/chdo/#policy-guidance

24. **Can I have access to my organization's score from a past year?**
The requests will be considered on a case-by-case basis.

25. **Forms. As we will be applying for Emergency Repairs, forms needed would be the Home Project/Program Budget and CDBG Project Budget Summary; correct?**
Please refer to Section 5 in the RFA instructions for the types of forms and attachments that are required (https://www.charlestoncounty.org/departments/community-development/files/PY18-RFA-Instructions.pdf). Since emergency repair projects fall under Community Development Block Grant (CDBG) funding, you would need to fill out and submit the CDBG Budget form along with all the other required forms and attachments.

26. **Forms II: We do some contracting out on Roofing Projects – is the Compliance with Illegal Immigration Act form required?**
Please refer to Section 5 in the RFA instructions for the types of forms and attachments that are required (https://www.charlestoncounty.org/departments/community-development/files/PY18-RFA-Instructions.pdf). Yes, the Signed Compliance with Illegal Immigration Act Certification is required along with all the other required forms and attachments.

27. **30% LMI clientele: as mentioned, we serve low income residents – can you give me more information on this criteria**

CDBG funding can only serve low-to-moderate income households. To find out if a household qualifies, you will need to collect information about the household's income (if you are awarded funding). Please refer to Section 9 in the RFA instructions for the HUD income limits (https://www.charlestoncounty.org/departments/community-development/files/PY18-RFA-Instructions.pdf).

28. **Financial Requirements: "Must be prepared to comply with applicable procurement and contracting services" – can you give me more information on that? We have several members of our organization with general contracting experience the oversee these services but want to ensure we give you what you need.**
Organizations must be prepared to procure services following the requirements listed in 2 CFR 200: Subpart D- Procurement Standards and the County Procurement Ordinance. Subcontracts over $25,000 require the sealed bid process to be followed, per the County ordinance. If awarded funding, the organization's financial and procurement polices need to be in line, or stricter, then 2 CFR 200 and the County procurement ordinance. The County Ordinance can be found here: https://www.charlestoncounty.org/departments/procurement/procurement-ordinance.php 2 CFR 200 can be found here: https://www.ecfr.gov/cgi-bin/text-idx?SID=6c368e8ff5cf15c7ff8bcf4057a8da4a&mc=true&node=pt2.1.200&rgn=div5

29. **"Are You Ready? Can you be Ready?"– does this mean that expenses incurred in our project are forwarded to CDBG for reimbursement? This is not a problem for us but wanted to understand. If we are awarded '$X,000' for roofing, ramps, or emergency repair projects, do we submit a reimbursement with back up? In our case, we would include the original application, authorization from our committee, our assessors recommendation and estimated costs, and expense report. Does that sound right?**
All grant funds are cost reimbursed. Eligible costs must be incurred and evidence of payment is required for reimbursement along with all procurement and construction bids/pricing documents - in addition to copies of fully executed/signed construction contracts. The organization must submit invoices, check copies, and verification that the funds have been paid – including credit card charges. Reimbursements are also tied to approved environmental reviews, approved eligibility, and documentation that lead-based paint regulations have been met.

30. **Question in Application: 'As part of the project feasibility, please include a cost per unit. Take into consideration all the project costs required to achieve an outcome. Please include the unit (household, individual, etc.) in your response.' Fix It! acts responsively to the community's needs. We receive an application directly from a client but mostly through other nonprofits like ECCO or Meals on Wheels as they are often on the front line. We ask them to fill out our application and once approved we quickly assess the clients needs and propose a solution – emergency repair, access/wheel chair ramp, or roofing repair or replace. We do have roofing projects in the pipeline, but other repairs come up as needed. Is it possible to apply for projects based on an estimated need?**
The entity awarded funding is responsible for verifying applicant eligibility and maintaining all income and property ownership documentation. The application should

propose anticipated outcomes; outcomes can be estimated but the "cost per unit' should be supported with budget calculations. The cost per unit calculations will be required if funding is awarded.

31. **Could you explain the benefits and any negatives about applying for a County vs. City of North Charleston CDBG grant or applying for grants funds from both entities? We are applying for a CDBG for a Public Service project (we are an afterschool program in 3 Title 1 schools in North Charleston in the Chicora/Cherokee neighborhood).**
The County funding is intended to serve all areas of the County outside of the City of Charleston. Although projects located in the City of North Charleston can apply for County funding, the County would prefer for projects to benefit other parts of the County as well. The funding for the City of North Charleston is intended to serve areas in the City of North Charleston. If you are only applying to provide services in the City of North Charleston, then you should only apply to the City.

32. **Can I see an example of household income self-certification?**
Household income Self-Certification is restricted to specific CDBG funded Public Service clientele. Because the use of this eligibility method is restricted to a limited number of clients, staff will work with sub-recipients who are funded to determine if they can use this method. To determine staff needs in your proposal, assume that you will need to do individual eligibility.

33. **This question pertains to the CDBG grant application. When applying for both County and City of N Charleston funds for a project, how do we divide the request? If a project is $25,000, would we apply for $12,500 from each entity or $25,000 from both? Or do we need to apply for a different project from each of them?**
In this instance, the project can be submitted in one application with different amounts requested from both the County and the City of North Charleston. Because the County and City of North Charleston make funding decisions separately, you may want to request the entire project cost from each since there is no guarantee of funding from either entity.

34. **Signature Page/Certification Form – is this the form that reads with header CERTIFICATION and follows with 'This application for U.S. Department of Housing and Urban Development funds has been reviewed and approved by the applicant governing board or by a duly appointed signatory official for the organization……..'**
Yes, correct.

35. **Evidence (letters of approval/denial) of attempts to obtain other funding for the project/program – is this to show what other sources we have gone through to acquire funding?**
Yes, correct.