CHARLESTON COUNTY & CITY OF NORTH CHARLESTON

PY 2022 – 2023 URBAN ENTITLEMENT

Pre-Application Workshop

Please note: this presentation highlights important points about the RFA, but it is not all-inclusive. Please read the RFA Instructions and the RFA website for all details related to the application. Found here: https://www.charlestoncounty.org/departments/community-development/RFA.php

Training Highlights

- Welcome and Overview

- Review of Online Application and Scoring

- Environmental Review Requirements

- Financial Requirements and Project Success

- Review of Funding Sources

    - Community Development Block Grant (CDBG)

    - Home Investment Partnerships Program (HOME)

    - Community Housing Development Organization (CHDO)

    - Hearth Emergency Solutions Grant (HESG)

- Questions and Answer Forum

Welcome and Overview

- The Consolidated Plan:

    - Dictates project priorities for the County for PY 2021-2025; and,

    - Is the guide by which point values are assigned for project scoring.

    - Priorities will be discussed in further detail by funding program (HESG, CDBG, HOME, CHDO)

- Purpose of funding

- Jurisdictions (outside the City of Charleston)

Applications & Scoring

Online Application

There are two required parts per project application. Both must be received in order for the application to be eligible for review.

The two parts are as follows:

1) The online application and;

2) The mandatory forms and attachments submitted online.

(note: please don't submit documents containing Social Security numbers)

Available here:
https://www.charlestoncounty.org/departments/community-development/RFA.php

Important Dates
2022 Urban Entitlement Funding

Last day for written questions: **Thursday, December 16, 2021 at 5:00 p.m.**

TO: Griffin Reeder

          Charleston County Community Development

          Phone: (843) 202-6960

          wreeder@charlestoncounty.org

APPLICATION DUE DATE/TIME: **Thursday, January 6, 2022 at Noon (12 p.m.)**

All HESG applicants must submit a Request for Endorsement to the Lowcountry Continuum of Care by Thursday, January 6, 2022 at noon (12pm)

https://www.charlestoncounty.org/departments/community-development/RFA.php

* Late Applications will not be accepted*

General Terms & Conditions

- Addenda Process

   Will be posted on the RFA website on December 17, 2021:

   https://www.charlestoncounty.org/departments/community-development/RFA.php

Scoring

1. Alignment with Community Priorities   maximum 20 points

2. Project Feasibility   maximum 15 points

3. Capacity: (for NEW applicants/projects)   maximum 40 points

    Organization has previous experience in managing federally funded programs, has adequate staff, internal controls and systems, and ability to re-pay any disallowed costs, should such occur.

---OR---

3. Performance: (for PREVIOUSLY-funded projects)   maximum 40 points

    Proposed project's sponsoring organization demonstrates a proven track record in completing similar projects successfully and within the funding period.   Adherence to contracted reporting schedule, HUD required client income verification and property qualification will be measured.

4. Community Support   maximum 15 points

5. Application Submission   maximum 10 points

Scoring

2. **Project Feasibility**   maximum 15 points

Proposed project is clearly described and includes the following information**:**
- Addresses all aspects of project;
- Outcomes are achievable;
- Provides a viable solution to a problem;
- Discusses past efforts to solve problem and develop plans for implementation;
- Alternatives considered and best solution being implemented;
- Cost estimates current, appear reasonable based on need, impact and benefit, all necessary costs included in budget;
- All project resources are available in a timely manner;
- Project is eligible and all qualifying households determined and committed;
- Ready to begin implementation within 90 days of contract execution; if unable to begin project implementation within 90 days of contract execution, reasonable explanation as to why;
- Provide a cost per unit.

Scoring

4. **Community Support**   maximum 15 points

Only agencies that provide both written justification (in the online application) and letters of support (submitted electronically in required attachments) will receive the full 15 possible points during the application evaluation

Environmental Review and Assessment

Environmental Review Requirements and HUD Clearance

Objective: Identify potential environmental impacts

Goals of Environmental Review:

- Ensure that concerns are identified and addressed before the project begins
- Promote the health and safety of residents, communities
- Protect land, air, and water

Environmental Review

An Environmental Review (ER) package must be completed and submitted to County staff should an agency be awarded funding for any of the below project types:

- New housing construction
- Housing rehabilitation (vacant units to sell or rent)
- Conversion of uses
- Construction of public facilities
- Infrastructure (includes sidewalks, water lines, and sewer lines)
- Acquisition/Demolition/Disposition

County assists with the completion of the ERs for these projects:

- Emergency Repairs
- Owner-occupied rehabilitation

Projects cannot proceed until they receive environmental clearance

ER Considerations For the Project

Project Delay:

- Completing the ER: Agency or Consultant?
- ER costs eligible for reimbursement after clearance
- ER clearance last for a period of five years
- An Environmental Review (ER) delays project start-up
- ER must be approved by HUD via Charleston County
- Clearance process can take from 45 – 120 days or more

For more information and to see if your agency has the capacity to conduct an ER, please visit the HUD Exchange website:

https://www.hudexchange.info/programs/environmental-review/

Defining Project Success

Budget Forms

CDBG Project Budget (CDBG applicants)

CHDO Project Budget (CHDO applicants)

HESG Project Budget (HESG applicants)

HOME Project Budget (HOME applicants)

Financial Requirements

- Must have adequate financial policies and systems in place

- Must be prepared to comply with applicable procurement and contracting of services

- Must have all basic internal controls in place
    - Organizational chart
    - Written definition of duties of key employees
    - Formal system of authorization and supervision
    - Separation of duties
    - Staff qualifications
    - Control over access to assets, blank forms, and confidential documents
    - Comparison of financial records to actual assets and liabilities

Financial Requirements

1. Must have systems in place for record keeping, record retention, and protecting personally identifiable information.

2. Must have appropriate level of financial review for size of agency (audit, single audit, CPA-reviewed financial statement)

Regulations

- CDBG Regulations 24 CFR Part 570

- HOME Regulations 24 CFR Part 92

- HESG Regulations 24 CFR Part 576

- Uniform Administrative Guidance- 2 CFR Part 200 (required for all programs)

- For Infrastructure projects, Davis Bacon regulations apply. 40 USC 3141 / 29 CFR Parts 1, 3, 5, 6 & 7

- For HOME and CDBG Construction projects which trigger the $200,000 threshold, Section 3 requirements need to be included in all bid documents, contract and reporting documents per the Section 3 Final Rule at 24 CFR Part 75.

- Lead based paint regulation 24 CFR 35 Subparts J and K

Note: Subrecipients are required to comply with all Federal and County rules and regulations.

Are You Ready? Can You Be Ready?

Staff Capacity:

- Eligibility

- Homeownership

  - Access to a realtor, loans, home ownership classes

- Reporting: Financial and programmatic

- Program specific: Construction

Are You Ready? Can You Be Ready?

- Expenses are on a reimbursement basis. Organizations must have funds to pay for costs upfront.

- **Systems:**
  - Procurement (will vary depending on type of project)
  - Financial policies and procedures
  - Tracking outcomes
  - Financing plan to operate program

Community Development Block Grant (CDBG)
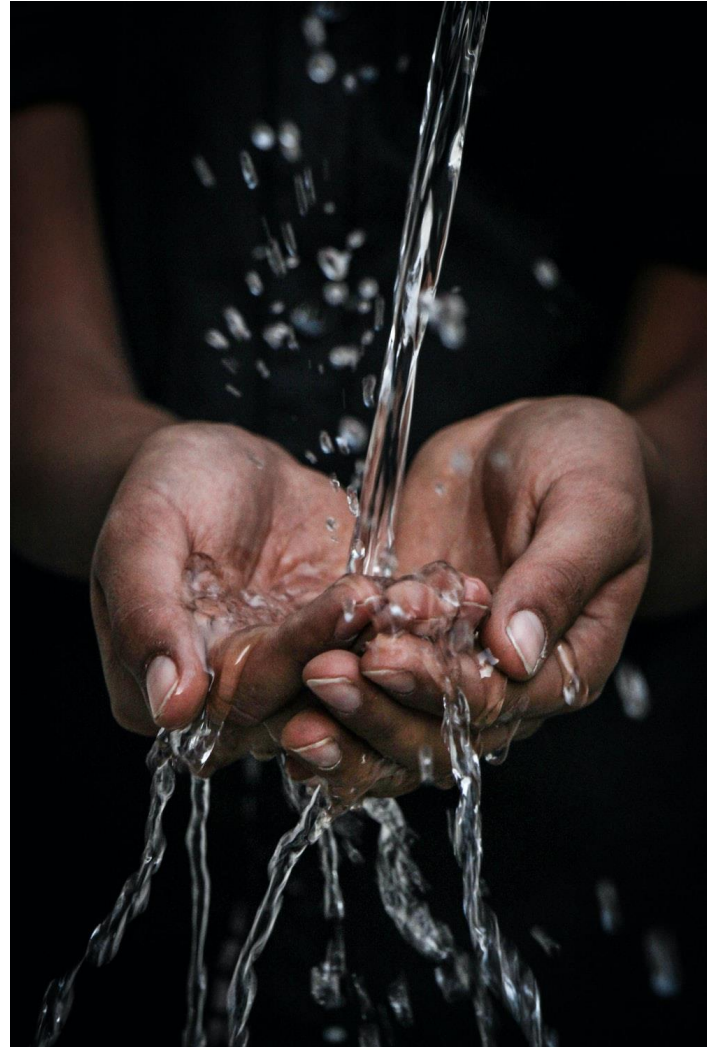
CDBG

Objective: Development of viable urban communities by:

- Providing decent, safe and sanitary housing;
- Providing a suitable living environment; and,
- Expanding economic opportunities, principally for persons of low and moderate income.

Eligibility Certification

1. Household Income Eligibility Certification

2. Property Eligibility/Ownership Certification, must be able to demonstrate/document ownership interest

3. Occupancy or principal/primary residence Certification

What are the eligibility documentation requirements of your proposed project?

Do you have staff capacity adequate to satisfy the project's ongoing eligibility documentation requirements?

PY 2022 CDBG Priority Projects

- **Emergency Repair**** (County: not to exceed $20,000 per unit; City: not to exceed $20,000 per unit)
  Limit – home is not eligible to receive additional County funded CDBG Emergency Repair assistance for 5 years after project completion

- **Infrastructure** – Provide access to water/sewer services or an upgrade to a household's well and/or septic system in LMI neighborhoods

**Please see full RFA for a list of eligible emergency rehabilitation projects.

Emergency Repairs

- Prior to initiating any emergency repair activities, the subrecipient must submit the scope/write-up of proposed repair work to the Charleston County Community Development for review. CD will determine if the works meets the Maintenance or Rehabilitation Criteria, work should not proceed without this review.

- Construction oversight of projects is required to ensure:
  - Adherence to procurement standards
  - Compliance and implementation of Federal requirements (LBP Hazards, Section 3), state and local building code requirements
  - Acceptable standards and quality of workmanship

Repair	Description	Requires Environmental Review*
Roof Repair/ Replacement	The repair should address faulty roofs which are causing damage to the interior of the house. Ceilings damaged by faulty roof should be repaired.	Roof Replacement
Plumbing – Repair of Unsafe Plumbing Systems	Repairs needed to ensure that home has one functioning bathroom. All plumbing must be connected to public sewer, or other approved septic systems.	Installation of new plumbing system
Floors/Walls	Repair or replace floors or walls that expose occupants to the elements or pose a hazard to occupants of the house.	Installation of new wood floor, new drywall or paneling, new acoustical ceiling, installation of dropped ceilings
Electrical Updates	Exposed electrical wiring (verified by electrical inspector) and wiring which poses a fire and/or safety hazard.	Major rewiring of building, installation of new electrical service, replacing or moving electrical panels
HVAC	HVAC Units that are in non-working order can be replaced.	Installation of new furnace or heat distribution system Installation of central air conditioning
Gas Leak	Must be verified by South Carolina Electric and Gas Company.	
Water Heaters	Replacement of inoperable and/or unsafe hot water heaters.	
Porch Floors and Rails	Structurally unsound porches and/or steps, which may collapse.	Rebuilding stairs or constructing new stairs
Water	Repair of broken water line if providing only water source to home.	New water or sewer connection
Handicap-Accessibility Improvements	Install ramps for handicapped persons. Floors should be accessible for aggress and ingress throughout the house. Protective railings for interior stairs.	Installation of new access ramp
Weatherization	Repairs aimed at improving the energy efficiency of homes through replacing/repairing ductwork, adding insulation, new windows, and doors; and, improving a home's ability to withstand elements, including insulation and weather-stripping.	Replacement of windows and exterior doors Adding storm windows or storm doors

CDBG Program Scoring

Eligible Activity	Point Value for Scoring
Rehabilitation & Preservation – Emergency Repairs ($20,000 funding cap per unit)*	20
Infrastructure – Water/Sewer (ER)	15
Public Services**	15
Economic Development	10
Downpayment Assistance	5
Broadband Internet	5

*Please see full RFA for a list of eligible emergency rehabilitation projects.
**Includes Fair Housing activities

Budget: Costs

- Cost per Unit

Only the monies listed in the "your request" column of the budget will be used to calculate cost per unit. Maintain rationale for proposed budget – if awarded we will require detailed rationale.

Verify the reliability and accuracy of the method used to project your outcomes and the costs associated with providing the service, the outcomes should be realistic, ideally based upon historical performance.

- Project Soft Costs

Only project costs will be reimbursed (no administrative costs); however, project management costs are classified as project soft costs and can be reimbursed.

Match not required for CDBG but should show your investment to ensure success

Outcomes and Reporting Requirements

- Unduplicated Counts

    The count relates to individuals or unit, not number of services or service occurrence/frequency - one person receiving multiple services = 1 outcome

- Service Area Boundaries

    Charleston County (*outside the City of Charleston)* and City of North Charleston

- Must have system and capacity to track and report outcomes.

- Reporting progress towards outcomes and reporting expenditures are contract requirements (reporting frequency is driven by past performance, financial risk)

Home Investment Partnerships Program Community Housing Development Organization (HOME/CHDO)

HOME/CHDO

Objective: Create affordable housing for low-income households by:

- Strengthening the ability of state and local governments to provide housing and leverage private-sector participation

HOME Project Scoring

Eligible Activity	Point Value for Scoring
Acquisition and/or rehabilitation of vacant units for sale or rental*	20
New Construction of rental housing or homebuyer property*	15
Owner-Occupied Rehabilitation** (North Charleston only)	5

*For units to be sold to homebuyers, regardless whether project is for housing rehabilitation or housing construction, the subrecipient must perform some level of homebuyer/home occupancy activity and/or training for the HOME-assisted unit. Additionally, training as a project in total is not eligible—must be tied to HOME-assisted unit.

**Owner-occupied rehabilitation projects are for North Charleston only. The subrecipient must work with the City of North Charleston's list of eligible homeowners. of w

CHDO Project Scoring

Eligible Activity	Point Value for Scoring
Acquisition and/or rehabilitation of vacant units for sale or rental*	20
New Construction of rental housing or homebuyer property*	15

*For units to be sold to homebuyers, regardless of whether project is for housing rehabilitation or housing construction, the subrecipient must perform some level of homebuyer/home occupancy activity and/or training for the HOME-assisted unit. Additionally, training as a project in total is not eligible—must be tied to HOME-assisted unit.

Ineligible CHDO set-aside activities include: tenant-based rental assistance; homeowner rehabilitation; and brokering or other real estate transaction

Property Standards

- New Construction
    - Current code
    - Accessibility
    - Disaster Mitigation
- Rehabilitation
    - Code(entire house)
    - Health and safety
    - Major systems must be replaced if they have a useful life of less than 5 years. 24 CFR 92.251(2)(b)(ii)

Outreach-Selection of Homeowners/Buyers

- City of North Charleston Will provide properties for Owner Occupied Rehab(*OOR) and conduct title searches to ensure homeownership.
- For all other projects, agency must have an outreach process that provides for fair distribution of funds.

OOR is not an eligible activity for CHDO

Eligibility Certification

1. Household Income Eligibility Certification

2. Property Eligibility/Ownership Certification, must have deed and be able to allow an enforceable lien to be filed with the ROD

3. Occupancy or principal/primary residence Certification

What are the eligibility documentation requirements of your proposed project?

Do you have staff capacity adequate to satisfy the project's eligibility documentation requirements?

Outcomes

- Unduplicated Counts

    The count relates to individuals or unit, not number of services or service occurrence/frequency

- Service Area Boundaries

    Charleston County (*outside the City of Charleston)*

- Must have system and capacity to track and report outcomes.

Unique HOME/CHDO Regulations

The following must be submitted prior to contract issuance:

- *Project Underwriting Information

- Established capacity

- *Market study analysis

*Does not apply to OOR

Budget: Costs

- Cost per Unit

Only the monies listed in the "your request" column of the budget will be used to calculate cost per unit.

Verify the reliability and accuracy of the method used to project your outcomes and the costs associated with providing the service

- Project Soft Costs

Only project costs will be reimbursed (no administrative costs); however, project management costs are classified as project soft costs and can be reimbursed.

HOME/CHDO: Key Points to Remember

- CHDO Certification Application

- Match: 25% non-federal match (County only)

- *Market Study Analysis

- *Project Underwriting Documentation

- Site Location Map include TMS/map (if location known)

- Environmental review and clearance

***Does not apply to OOR**

HOME: Key Points to Remember

- Match: 25% non-federal match (County only)

- Market Study Analysis and Project Underwriting Documentation

- Site Location Map include TMS/map (if location known)

- Environmental Review and Clearance capability

Unique CHDO Requirements/ Regulations

An entity must first be <u>certified as CHDO</u>. Items to be reviewed include some of the following:

- Legal status
- Organizational structure
- Capacity and experience
- Board composition
- Role of entity (must act as the owner, developer, or sponsor of the project)
- Documentation of project underwriting, developer capacity and market study analysis for project

HEARTH
Emergency Solutions Grant
HESG

HESG

Objective: Provide programs and services for homeless individuals and families.

- To help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

HESG Project Scoring

Eligible Activity	Point Value for Scoring
Rapid Re-Housing (Must be literally homeless)	20
Shelter Operations	15

HESG: Key Points to Remember

- **Population Served**: Sheltered and non-sheltered homeless individuals and families

- **Match**: 100% non-federal, non-administrative match funds. Note: Some federal funds can be used as match, but the applicant will need to provide information from the applicable federal regulations that substantiates this assertion. (please list source of match on the bottom of the budget form)

- **Endorsement from Lowcountry Continuum of Care**

Lowcountry Continuum of Care

About:

The Lowcountry CoC is comprised of organizations providing services to people who are homeless, have recently been homeless, or are at risk for being homeless. The organization is funded and sanctioned by HUD.

Mission Statement:

The Continuum plans, develops, and implements comprehensive and coordinated strategies to address homelessness.

Lowcountry Continuum of Care

All HESG applicants must submit a Request for Endorsement to the Lowcountry Continuum of Care by Thursday, January 6, 2022 at Noon (12 p.m.). See pages 10-11 of the RFA Instructions for more information.

- In order for an agency to receive funding through the HESG process, that agency's HESG application for funds must be endorsed by the Lowcountry CoC. (contact: hcarver@lowcountrycoc.org)

- Endorsement Letter Requests must include:
  - Agency Assessment for ESG Endorsement (form available on RFA webpage)
  - The Budget Summary page of the HESG application
  - Signed HMIS User Agreement (request agreement from hcarver@lowcountrycoc.org)

Lowcountry Continuum of Care

- Here are some of the criteria the CoC will be examining:

- Agency is an active participant in the CoC.

- Agency is an active participant in the Coordinated Entry System (CES).
  - If not actively using CES, agency provides adequate detail on how they will become compliant with this requirement and demonstrates an understanding of this requirement.

Lowcountry Continuum of Care

- HMIS:
    - Agency utilizes HMIS or comparable database (DV providers).
    - If the agency uses HMIS, data is entered timely and accurately.
    - If the agency does not use HMIS, provide detail regarding what type of data system is currently being used and how you will implement HMIS.

- Agency actively participates in the Point-in-Time count.

Questions And Answers

Helpful Information for Applicants

HUD Income Limits
Effective FY 2021

Family Size	Extremely Low Income (30%)	Very Low Income (50%)	Low Income (80%)
1 PERSON	$17,300	$28,750	$46,000
2 PERSONS	$19,750	$32,850	$52,600
3 PERSONS	$22,200	$36,950	$59,150
4 PERSONS	$26,500	$41,050	$65,700
5 PERSONS	$31,040	$44,350	$71,000
6 PERSONS	$35,580	$47,650	$76,250
7 PERSONS	$40,120	$50,950	$81,500
8 + PERSONS	$44,660	$54,200	$86,750

HUD Regulations (www.hud.gov)

The following websites provide an overview of the laws, regulations and other policy information that governs the HUD program.

The HUD Exchange:

https://www.hudexchange.info/

CDBG Laws and Regulations

https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/

HESG Laws and Regulations

https://www.hudexchange.info/programs/esg/esg-law-regulations-and-notices/

HOME Laws and Regulations

https://www.hudexchange.info/programs/home/

Local Statistics

For local statistics related to your target population and your program/project to help with your statement of need, the following websites are helpful:

www.census.gov

www.realtytrac.com

www.city-data.com

www.fedstats.gov

www.usa.gov

www.homefacts.com

You can also use search engines such as www.google.com and www.bing.com to find other statistics and information.