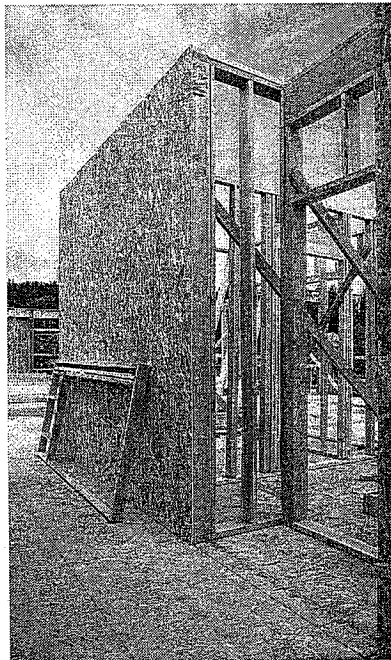
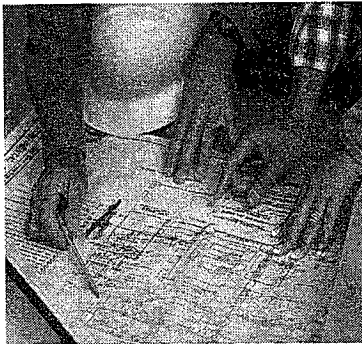


Jefferson County: Creating Viable Urban Communities



NON-HOUSING

COMMUNITY DEVELOPMENT BLOCK GRANT

PROGRAM GUIDELINES & APPLICATION PROCESS

Open Season for Program Year 2013

(October 1, 2013-September 30, 2014)

Dr. Frederick L. Hamilton, Director

***PLEASE READ THE FOLLOWING INFORMATION CAREFULLY
BEFORE COMPLETING AN APPLICATION***

NON-HOUSING COMMUNITY DEVELOPMENT BLOCK GRANTS

The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The primary objective is the development of viable urban communities. These viable urban communities are achieved by providing decent housing; a suitable living environment; and expanded economic opportunities principally for persons of low and moderate income.

CDBG funds are awarded to Jefferson County from the U.S. Department of Housing & Urban Development (HUD). In Jefferson County, eligible funding under this program is disbursed by the Jefferson County Commission. Funds for selected applications are not made available to Jefferson County from HUD until after October 1st of each year. Proposed projects will be published in the Birmingham News and the Birmingham Times.

INELIGIBLE AREAS

The following areas are not members of the Jefferson County Consortium and thus are ineligible to apply for funds from Jefferson County: Birmingham, Bessemer, Hoover, County Line, Sumiton, Argo, and Helena.

CDBG ELIGIBILITY REQUIREMENTS

To be considered eligible for CDBG funding, applications must address at least one of the following three national objectives:

Benefiting low- and moderate-income persons,

Preventing or eliminating slums or blight, or

Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs. Applications in this category must be accompanied by a letter from the Jefferson County Department of Health.

An activity that fails to meet one or more of the applicable tests for meeting a national objective is in noncompliance with CDBG rules and thus is not eligible for funding.

PUBLIC SERVICE APPLICATIONS

All public service applications must benefit low-to-moderate-income persons. Applicants must state in their application the tools that will be used to verify low-to-moderate income status based on household income of the program participants such as prior year's tax returns, current pay stubs which specify pay period, etc.

Applicants must have a 501(c)(3) designation at the time of the application submittal and must attach a copy of the IRS letter to the application. The agency listed on the IRS letter must match the applying agency. Agencies must also submit their Tax I.D. and DUNS numbers.

For non-profit agencies, a copy of the Articles of Incorporation must be attached to the application along with a list of all board members and staff members with full titles and staff job descriptions.

Applicants must state the number of participants that will be served during the program period.

The program period is for one year and must start after October 1 of the application year and end before September 30 of the following year.

Program participants cannot be residents of the following municipalities: Birmingham, Bessemer, Hoover, County Line, Sumiton, Argo, or Helena.

Applicants must include a budget for the funds requested from Jefferson County for the program year being applied for and an overall budget showing other funding sources that will be used to cover the program submitted.

Public Service Applications are limited to \$50,000.00. Submittal of an application does not automatically guarantee funds, nor are applications guaranteed of funding in the applied amount.

Public services include, but are not limited to:

- Childcare,
- Health care,
- Recreation programs,
- Education programs,
- Public safety services,
- Fair housing activities,
- Services for senior citizens,
- Services for homeless persons,
- Drug abuse counseling and treatment,
- Energy conservation counseling and testing,

- Homebuyer downpayment assistance, and
- Paying the cost of operating and maintaining that portion of a facility in which the service is located is also considered to fall under the basic eligibility category of Public Service, even if such costs are the only contributions made by CDBG for those services.

The following Public services are not eligible under this category:

- Political activities;
- Ongoing grants or non-emergency payments (defined as more than 3 consecutive months) to individuals for their food, clothing, rent, utilities, or other income payments.

CONSTRUCTION APPLICATIONS

Applicants must give a summary of the proposed activity.

Applicants must state the specific location of the proposed activity including a full address.

If the property is owned by the applicant, the applicant must attach a copy of the deed to the application.

Non-profits applying for public facilities must also include a copy of the probated Articles of Incorporation, List of Board of Directors, and a list of current members.

Applicants must state the number of people who will benefit from the proposed activity during the funding period.

Applicants applying for activities under the "Urgent Need" category **must** include a letter of support from the Jefferson County Department of Health.

Applicants applying for activities related to water line installations or improvements **must** include a current letter of support from the regulating water authority.

Construction applications are limited to \$200,000.00. Submittal of an application does not automatically guarantee funds, nor are applications guaranteed of funding in the applied amount.

Construction activities include, but are not limited to:

- Public Facilities and Improvements – Acquisition (including long term leases for periods of 15 years or more),
- Construction,
- Reconstruction,
- Rehabilitation (including removal of architectural barriers to accessibility), or
- Installation of public improvements or facilities (except for buildings for the general conduct of government).

Public facilities and improvements authorized under this category also do not include:

- Costs of operating or maintaining public facilities/improvements;
- Costs of purchasing construction equipment;
- Costs of furnishings and other personal items such as uniforms;
- New construction of public housing;
- Maintenance and repair of publicly-owned streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with disabilities, parking and other public facilities and improvements. Examples of

maintenance and repair activities for which CDBG funds may not be used include the filling of pot holes in streets, repairing cracks in sidewalks, the mowing of grass in city or county parks, and the replacement of street light bulbs.

- Payment of salaries for staff, utility costs, and similar expenses necessary for the operation of public works and facilities.

HOW TO APPLY

Attend a Training Session:

All applicants ***must*** attend one of the training sessions listed on the "Notice of Open Season" to be considered for funding.

Complete a CDBG Application Form with required Checklist:

The applicant must legibly print (or type) their name, mailing address, email address, phone numbers and fax numbers on the application form.

An applicant may submit more than one application. However, a separate application package must be submitted for each activity of a different nature. For example storm drainage improvements for A Street, B Street, and C Road in the city limits of Alphenet, Alabama can be listed in the same application. Whereas, storm drainage improvements and renovations to a community center would need two separate applications.

Please do not staple anything to the application form and do not submit more than one copy of the same application.

Meet the Application Deadline:

Applications should be submitted prior to 4:00 p.m. on January 31, 2013. Any application submitted after the deadline will not be accepted.

Applications can mailed or hand delivered to:

Non- Housing CDBG Application
Jefferson County Office of Community & Economic Development
716 Richard Arrington Jr., Blvd., North – Room A-430
Birmingham, Alabama 35203
Attn: Yolanda Burrells Caver

Questions regarding this information may be directed to Yolanda B. Caver or Felicia Smith at 325-5761.

JEFFERSON COUNTY

CDBG PUBLIC SERVICE APPLICATION CHECKLIST

- _____ Application form
- _____ 501(c)(3) IRS Determination Letter attached
- _____ Articles of Incorporation attached
- _____ List of Board Members attached
- _____ Requested funds budget attached
- _____ Total program budget attached
- _____ List of other sources of funds attached
- _____ List of staff members' names and titles attached
- _____ Program Synopsis attached

**(2013) Application Form for the Community Development Block Grant Program
(Reproduce this form as necessary or copy this form onto your Official Letterhead)**

APPLICATION FOR PUBLIC SERVICE PROGRAMS

Date: _____

PROGRAM TITLE: _____

SUMMARY OF PROPOSED PROGRAM: _____

Amount of funds requested: \$ _____ (Funds should cover the period of no more than 1 year between October 1st and September 30th)

Location of Proposed Program Site (Be Specific):

Address: _____ City: _____
Zip Code: _____ Tax I.D. # _____ DUNS #: _____

Is Program currently in operation: _____ Yes _____ No If yes, How long in operation: _____

Estimate the number of people to be served by this program between October 1st and September 30th? _____

List tools that will be used to verify residence and income eligibility: _____

Title of Applying Agency: _____

Non-Profit: _____ Yes _____ No 501(c)(3) obtained: _____ Yes _____ No

(Please Print Name Below)

(Please Sign Name Below)

Submitted by: _____
Name & Title Signature

Address _____

City _____ Zip Code _____ Telephone # _____

Fax #: _____ Email Address: _____

Submit This Form & Attachments To: Non-Housing CDBG Application
Yolanda Burrells Cover
Jefferson County Office of Community & Economic Development
716 Richard Arrington Jr. Blvd, North
Suite A-430
Birmingham, AL 35203
(205) 325-5761