



Housing & Community Development Department

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FY2022 / FY2023

Community Improvement Program Design Manual and Application Guidelines

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)
PROGRAM**

Applications available online at the City's website:
<https://www.augustaga.gov/68/Housing-Development>

**During the Application Technical Assistance (TA) Period
(May 12, 2022 – May 20, 2022), Questions must be
submitted in writing, to askHCD@augustaga.gov**

Executive Summary

Augusta, Georgia is an Entitlement Jurisdiction designated by the U.S. Department of Housing and Urban Development (HUD) to receive formula-based housing and community development funding allocations each year. The Augusta Housing and Community Development (AHCD) Department is in the process of planning for the development of the City’s FY2022 and FY2023 Action Plan (AP), which are subcomponents of Augusta’s 5-year Consolidated Plan (CP) covering Fiscal Years 2020 through Year 2024. The AP is a prerequisite to funding for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs.

Each year (2020-2024), an Action Plan must be developed that describes the specific projects and activities that the City will undertake to address the priority needs identified in its 5-year CP. To develop the Action Plan, the City is required by the CDBG law to conduct public hearings so that the public can express its views, convey their housing and community development needs and have the local government respond to proposals for the use of Federal funds. In compliance with the law, the Augusta Housing and Community Development Department will conduct two (2) public hearings. The *first* public hearing will be held at the beginning of the development of the Action Plan and a *second* public hearing will be held once the Proposed Action Plan has been approved by Commission.



For Year 2022 / 2023, the City anticipates receiving and having available a total of \$3,972,372.00 as outlined below:

Program	Estimated Entitlement Allocation \$'s	Program Income \$'s	Total \$'s
CDBG	1,759,535.00	150,000.00	1,909,535.00
ESG	153,836	0	153,836.00
HOME	961,067	235,000.00	1,196,067.00
HOPWA	1,041,827.00	0	1,041,827.00
Total	4,301,265.00	385,000.00	4,301,265.00

PRE-QUALIFICATION CRITERIA FOR SUBMITTING AN APPLICATION

To apply for CDBG, ESG, HOME and HOPWA funds, Project Sponsors/Applicants must meet the following criteria at the time of Application:

- Must have attained status as a 501(c)(3) non-profit agency for at least 12 months; and Have 12 months of operating experience. Or, 24 months experience operating under another organization or entity that has this designation.
- Must be registered and licensed as required to do business in the State of Georgia at the time of application. This includes having a current Augusta, GA Business License.
- Must provide with the application a financial statement covering the past 12-month period. If the organization's annual income exceeds \$500,000, an independent audit covering this period must be submitted.
- If Awarded, Agency must submit copy of written financial management procedures, including policies/procedures for (a) managing and tracking cash receipts/disbursements, (b) budgeting, (c) purchasing or procurement and (d) program income.

For agencies currently receiving CDBG, ESG, HOME and/or HOPWA funds, the agency must be in compliance with all terms and conditions of its previous years' contract agreement and must not have had any outstanding HUD or City monitoring findings. Additionally, Applicants who are current recipients of HCD's CDBG funding must demonstrate a "quantifiable increase" in services over their current performance outcomes.

Mandatory Application Workshop

May 12, 2022

10:00 A.M.

Live on Zoom

Registration is Required

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Applications will be available online at the City's website:

<https://www.augustaga.gov/68/Housing-Development>

During the Application Technical Assistance (TA) Period (May 12, 2022 – May 20, 2022), Questions must be submitted in writing, to askHCD@augustaga.gov

IMPORTANT!

It is **MANDATORY** that all potential applicants attend the Application Workshop.

PROGRAM DESIGN

I. PROGRAM DESIGN

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Note: Applications are only being accepted for FY2023 CDBG Public Service Grants. These grants will have a contract term for awarded agencies of January 1, 2023 to December 31, 2023. There will be no FY2022 CDBG Public Service grants awarded through this competition.

The Community Development Block Grant Program was authorized as a result of Title I of the Housing and Community Development Act of 1974, as amended. This program provides the City of Augusta and other local governments with the opportunity to develop viable communities by funding activities that provide decent housing, a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Funds are awarded to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development and the provision of improved community facilities and services. The program is administered and funded through the U.S. Department of Housing and Urban Development which makes available annual allocations to local participating jurisdictions to carry out the purposes and objectives of the Program.

A. What are the National Objectives of the CDBG Program?

CDBG funding is restricted to activities that meet one of three primary national objectives:

- To benefit low- and moderate-income persons: Either Projects under this objective must directly or primarily benefit low- and moderate-income Augusta residents (as defined by Section 8 Income Guidelines; see below) or serve low- and moderate-income areas of the City.

FY 2022 Income Limit Area	Median Family Income Click for More Detail	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Augusta- Richmond County, GA- SC HUD Metro FMR Area	\$74,100	Very Low (50%) Income Limits (\$) Click for More Detail	25,950	29,650	33,350	37,050	40,050	43,000	45,950	48,950
		Extremely Low Income Limits (\$)* Click for More Detail	15,600	18,310	23,030	27,750	32,470	37,190	41,910	46,630
		Low (80%) Income Limits (\$) Click for More Detail	41,550	47,450	53,400	59,300	64,050	68,800	73,550	78,300

<https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

2. To eliminate slums and blight by directly addressing these conditions in individual facilities or areas. For a project to meet this objective, it must be designed to address the conditions causing the slums and blight. Generally, areas of slums and blight are determined by the City, though activities designed to remove a specific blighting condition can be considered. The City's designated slum/blight area is bounded by: (North) Savannah River; (East) East Boundary (South) Laney-Walker Boulevard (West) 15th Street.
3. To meet urgent needs (serious and immediate threat to the health and welfare of the community). This category is rarely used because CDBG funding cannot be made available quickly and serious health and safety concerns must be addressed promptly. Therefore, the City is not soliciting proposals for this category.

B. What Activities Are Eligible for CDBG Funding?

Some of the specific projects that can be carried out with Block Grant funds include the following:

1. Acquisition of real property
2. Disposition of real property acquired with CDBG funds
3. Acquisition, construction, or renovation of public or private facilities, e.g. parks, sewers, neighborhood centers and street improvements
4. Demolition and clearance
5. Social services and job training and placement activities (Federal regulations restrict funding in this category to no more than 15% of the City's entitlement plus program income from the previous year.)
6. Interim assistance (snow removal, special clean-up, etc.) in emergency conditions
7. Completion of urban renewal activities (included in approved U.R. plans)
8. Relocation payments and assistance
9. Improvements needed to remove architectural barriers for persons with disabilities
10. Acquisition, construction, installation of utility lines and facilities
11. Assistance with housing constructed or rehabilitated under the Housing Development Grant or Rental Rehabilitation programs
12. Rehabilitation of private or public residential units, including:
 - a. Acquisition for the purpose of rehabilitation;
 - b. Funding labor and/or materials;
 - c. Refinancing existing debt in conjunction with rehabilitation;
 - d. Improving energy and water conservation;
 - e. Connecting housing units to water or sewer lines; and
 - f. Providing support services such as counseling, work write-up, loan processing, inspections;
13. New construction of residential rental property for low-income households
14. Assistance to micro-enterprises
15. Code enforcement
16. Preservation or restoration of historic properties
17. Renovation of closed school buildings for eligible reuse
18. Special Economic Development activities which provide:
 - a. Commercial or industrial improvements carried out by grantee or non-profit sub

recipient including acquisition, construction, reconstruction, or construction of commercial or industrial buildings, structures and other real property equipment and improvements; or

- b. Assistance to private for-profit entities for any activity determined to be “appropriate” to carry out an economic development project that: 1) creates or retains jobs for low- and moderate-income persons; 2) creates or retains businesses owned by community residents; 3) assists businesses that provide goods or services needed by and affordable to low- and moderate-income residents; or 4) provides technical assistance to promote such activities.
19. Special activities by a Community Based Development Organization (CBDO) for the purpose of providing neighborhood revitalization, community economic development, or energy conservation. Activities carried out by the following types of organizations:
 - a. Neighborhood-based non-profit organizations
 - b. Section 301 (d) Small Business Investment Companies
 - c. Community Housing Development Corporations (CHDOs)
 20. Planning, management and program administration activities, including fair housing

Certain types of projects are ineligible for assistance from the CDBG program. The following types of activities generally are ineligible:

1. Construction of or improvements to general government buildings and schools.
2. New Construction Activities, except for those carried out by a certified Community Development Based Organization (CDBO).
3. Routine operation, maintenance and repair activities for public facilities and services.
4. Assistance to churches or church-affiliated organizations are not eligible, unless a clear separation of purpose, mission and organizational relationship can be established between the church and CDBG-funded projects.
5. Any costs already incurred by an organization prior to receiving a signed agreement from the City.

C. What are the Limitations on the use of CDBG Funds for Augusta, GA?

1. Solicitation through application is available for CDBG Public Service activities only.
2. Grant funds must be used for activities primarily benefiting low- and moderate-income households. ***CDBG Public Service must serve at least 75% low-and moderate-income households.*** The intention is for the maximum impact to low-and moderate-income households / residents be provided through CDBG Public Service-funded programs, and applications with 100% benefit to low- and moderate-income residents will be given preference / priority.
3. No more than 15% of the total amount of Augusta’s current CDBG grant plus prior year program income can be spent on CDBG “public services”, which includes social services and job training programs. This is referred to by HUD as the CDBG Public Service Cap.
4. No more than 20% of the grant can be spent on program administration costs, which includes planning, management and technical assistance to citizens, and fair housing programs provided by the City of Augusta, GA.

D. Eligible Project Sponsors / Applicants

Proposals will be accepted from local 501(c)(3) non-profit corporations, local Community Housing Development Organizations (CHDO), Community Based Development Organizations (CBDO) and governmental agencies.

E. What are the Funding Priorities?

For the CDBG Program grant funds are to be reimbursed for eligible expenditures, proposals will be accepted for the following activities:

<i>Activity</i>	<i>Maximum Grant Award To Individual Sub- recipient/Agency/Project</i>
Public Services <ul style="list-style-type: none"> • Services for the Homeless include case management, job training/placement, mental health care, housing placement & transportation. • Services for low- and moderate-income persons include services for Seniors, Youth, Victims of Domestic Violence, the Handicapped and persons with HIV/AIDS. Services include child care, Employment Training, Transportation, substance abuse counseling, housing counseling, legal services & Crime Awareness. 	\$40,000 per project
For CDBG Public Service Grants, HCD recommends that Applicants consider isolating or focusing their proposed Eligible Expenses to Staffing Costs directly related to the delivery of service in support of the Program they are applying to fund. This is the easiest Eligible Expense to Document, Reimburse and Monitor, and facilitates the easiest Grant Performance for the sub-recipient throughout the Grant Term.	

***** Applicant should provide documentation showing evidence to the extent and firmness of commitments to complete proposed project/programs in a timely manner. CDBG funds should NOT be the sole source of funds for the proposed projects/programs. If no other funding sources are presented in application to support a Program applying for funding, HCD reserves the right to reject that application for lack of sustainability independent of HUD funds.**

Federal funds will not be used to supplant, or replace, other funding sources.

F. What are the Geographic Areas Covered by CDBG?

1. For Low- and Moderate-Income Benefit: Activities such as individual housing rehabilitation, job training or social services, which provide services directly to a low- or moderate-income person or households, can occur anywhere in the City of Augusta.

Activities such as a new park, which provide benefits to a neighborhood or other geographic area, rather than to individuals, are targeted to areas in which 51% of the population has incomes at or below 80% of the Augusta median income in accordance with the year 2010 Census. Eligible areas meeting this criteria are located in the following census tracts:

Entire Area of Census Tracts	Portions of Census Tracts
3, 4, 6, 7, 8, 9, 13, 14, 15, 103, 104	1, 2, 10, 16, 102, 103, 105, 106 & 107

2. For Slum and Blight Removal: A project can eliminate specific blighting conditions at a single building or site or in the City’s approved slum/blight area: (N) Savannah River; (E) East Boundary (S) Laney-Walker Boulevard (W) 15th Street.

END OF CDBG SECTION



EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, under the McKinney-Vento Homeless Assistance Act, revises the Emergency Shelter Grants (ESG) Program and renames the program the Emergency Solutions Grants (HESG) Program. This program enhances the Continuum of Care planning process as well as the coordinated response to addressing the needs of homeless individuals and families. The City of Augusta anticipates receiving approximately \$153,836.00 in ESG funds for fiscal year 2022 / 2023.

A. What are the Objectives of the ESG Program?

The objectives of the ESG program are to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families and individuals from becoming homeless.

B. What Are the Eligible Program Activities available for funding?

1. Street Outreach

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.

Eligible costs include engagement, case management, emergency health and mental health services, and transportation.

Note: The eligible costs for street outreach activities differ from the eligible costs for essential services related to emergency shelter, as they are limited to those necessary to provide emergency care on the street.

Note: Outreach Services are available under the FY2022 ESG Applications only under the Street Outreach funding component.

2. Emergency Shelter

- Major Rehabilitation, Conversion, or Renovation of a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 - 10 years, depending on the type of renovation and the value of the building.
 - For major rehabilitation, if the rehabilitation cost of an emergency shelter exceeds 75% of the value of the building before rehabilitation, the minimum period of use is 10 years.

- For conversion, if the cost to convert a building into an emergency shelter exceeds 75% of the value of the building after conversion, the minimum period of use is 10 years.
- For renovations other than major rehabilitation or conversion, the minimum period of use is 3 years.

Note: Property acquisition and new construction are ineligible ESG activities.

Note: FY2022 ESG Applications are limited to Day Shelter services under the Emergency Shelter funding component.

FY2023 ESG Applications are limited to Overnight Emergency Shelter services under the Emergency Shelter funding component.

Eligible expenses for both project types are the same, and applicants must have documented history of providing the service type for which they are applying.

Eligible expenses for Emergency Shelter under the ESG program include the following two categories of expenses:

- *Essential Services* such as case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
- *Shelter Operations*, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.

3. Homelessness Prevention

Housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if:

- Annual income of the individual or family is below 30 percent of median family income
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include past due rents, utility arrearage payments, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

Note: Augusta is not soliciting for Homelessness Prevention services during the FY2022 and FY2023 AAP funding cycles due to Augusta’s provision of Emergency Rental Assistance from the American Rescue Plan.

4. Rapid Re-Housing

Housing relocation and stabilization services and short-and/or medium-term rental assistance, as necessary, 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.

Eligible costs also include utilities, rental application fees, security deposits, first month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair. Programs can offer up to 6 months of additional rental support, based on the applicants' Program Policy and capacity to deliver such services.

5. Data Collection (HMIS)

Grant funds may be used for the costs of participating in an existing HMIS of the Continuum of Care where the project is located. No HMIS only applications will be accepted under this ESG funding opportunity. The City of Augusta covers the participation fees for all registered User Agencies in Augusta, GA. Justification for any additional costs would require distinction to how the cost is necessary to the fulfillment of the obligations of the service that awarded agencies will be providing.

6. Administration

Up to 7.5 percent of the City of Augusta's allocation can be used for general management, oversight, coordination, and reporting on the program. These funds are utilized by the City of Augusta to operate the ESG Program on behalf of the community.

C. What are the Limitations on the use of ESG Funds?

1. No more than 60% of the annual ESG grant may be used for street outreach and emergency shelter activities. Subsequently, there is no cap on the percentage of funds that may be allocated by the City of Augusta for Rapid Rehousing and Homelessness Prevention activities.
2. Grant administration expenses are limited to 7.5% of the grant.

D. What are the Matching Fund Requirements?

Each agency must match the funding provided by the City of Augusta with an equal amount of funds from cash or the following in-kind sources: new staff or volunteer time, the donation of materials and buildings or the value of any lease on a building.

In calculating the amount of matching funds, there may be included the fair market value of any donated material or building including the value of any lease on a building. Additionally, any salary paid to staff of the agency or to any nonprofit recipient in carrying out the emergency solutions program; and the time and services contributed by volunteers to carry out the ESG-funded program, determined at the rate of \$10 per hour.

Funds used to match a previous ESG grant may not be used to match a subsequent grant award. Other HUD Federal Awards, such as CoC Funds, can also not serve as match for ESG funds.

E. Eligible Project Sponsors

Proposals will be accepted from non-profit homeless agencies.

F. What are the Funding Priorities?

Activity	Maximum Grant Award To Sub-recipient/Agency
<ul style="list-style-type: none"> ▪ Major Rehabilitation ▪ Conversion ▪ Renovations other than major rehabilitation or conversion (Applicant must own property) 	Maximum award limited to: \$30,000 per project - This may be exceeded to address rapid re-housing and/or homeless prevention activities only. Final funding determinations are made by the HCD Director
<ul style="list-style-type: none"> ▪ Essential Services 	
<ul style="list-style-type: none"> ▪ Rental Assistance 	
<ul style="list-style-type: none"> ▪ Stabilization Services 	
<ul style="list-style-type: none"> ▪ Operations 	

G. What are the Geographic Areas Covered by ESG?

This is a citywide program covering the entire Augusta-Richmond County jurisdiction.

End of ESG Section



HOME INVESTMENT PARTNERSHIPS PROGRAM

The HOME Program enables the City of Augusta to provide more housing affordable to LM persons. This program is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended and funded by the U.S. Department of Housing and Urban Development (HUD).

HOME funds must be matched by non-federal resources.

A. What are the Objectives of the HOME Program?

1. Provide decent affordable housing to lower-income households
2. Expand the capacity of nonprofit housing providers
3. Strengthen the ability of local governments to provide housing
4. Leverage private-sector participation.

B. What Activities Are Eligible for HOME Funding?

1. Housing Rehabilitation
2. New Construction & Reconstruction
3. Tenant-Based Rental Assistance
4. Assistance to first-time homebuyers

C. What are the Limitations on the use of HOME Funds?

1. At least 15% must be reserved for Community Housing Development Organizations (CHDO's).
2. Up to 5% can be used for CHDO operating costs.
3. Up to 10% can be used by the City of Augusta for Administrative Costs.

D. What are the Matching Fund Requirements?

Each jurisdiction incurs a 25% matching obligation for HOME funds it expends. Matching contributions must be:

- Cash from non-Federal sources
- Value of Sweat Equity
- Forbearance of State and Local Taxes, Charges or Fees
- Direct cost of homebuyer counseling services provided to families that acquire properties with HOME funds
- Value of Donated Real Property
- Direct cost of supportive services provided to families residing in HOME-assisted units
- Required infrastructure
- Site preparation, Construction Materials, donated labor
- Bond Financing

End of HOME Section



HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM

The HOPWA Program was created through the National Affordable Housing Act of 1990, authorized by the AIDS Housing Opportunity Act of 1992 and is administered by the Office of HIV/AIDS Housing at the U.S. Department of Housing and Urban Development headquarters. The purpose of the program is to provide housing and supportive services to low income persons living with HIV/AIDS and their families.

A. What are the Objectives of the HOPWA Program?

1. Increase the availability of decent, safe and affordable housing for low-income people living with HIV/AIDS.
2. Create and support affordable housing units of HIV/AIDS persons by matching HOPWA funds with other resources through community planning for comprehensive housing strategies.
3. Create partnerships and innovative strategies among state and local governments and community-based non-profit organizations to identify and serve the housing and supportive services needs of persons with HIV/AIDS.

B. What Activities Are Eligible for HOPWA Funding?

1. Housing information (counseling, referral, search, assistance, etc.)
2. Resource identification
3. Acquisition/Rehab
4. New Construction
5. Project or Tenant-based Rental Assistance
6. Short-term Rent
7. Supportive services
8. Operating Costs
9. Technical Assistance
10. Administrative expenses

C. What are the Limitations on the use of HOPWA Funds?

1. Administrative expenses for City limited to 3% of entire allocation.
2. Administrative expenses for program sponsors limited to 7.5%.

End of HOPWA Section



II. CDBG, ESG, HOME & HOPWA APPLICATION REVIEW PROCESS

A. Application Review

1. CDBG, ESG, & HOPWA Applications – subject to review and recommendations by HCD’s Project Scoring and Selection Committee.
2. HCD develops draft list of Proposed Action Plan projects and presents to the Commission’s Administrative Services Committee and Full Commission for Final approval.

III. Eligible Applicants Who May Apply

The City of Augusta accepts proposals from any source, including agencies, governmental entities, civic groups, and individual citizens. However, only certain types of applicants may be designated as *grant recipients*. These include governmental agencies within Augusta and private non-profit organizations serving the City of Augusta. Requests for individual assistance, either as a homeowner or for a business, should *not* be made on this application form, but as follows:

1. Individual homeowners needing housing assistance – call the Augusta Housing & Community Development (AHCD) Department (Housing Rehabilitation Program) at (706) 821-3083 for assistance application information.
2. Individual for-profit businesses needing economic development loan assistance - call HCD at (706) 834-3338 to speak with CD Coordinator Jennifer Knudson for direct assistance information.

IV. The Consolidated Plan Priorities

The City of Augusta’s vision of the community includes providing decent affordable housing, creating and maintaining safe and livable neighborhoods, and fostering economic opportunities for all of its citizens. The major focus of the Consolidated Plan will be affordable housing and homeless assistance, especially for low-to-moderate income families, as required by HUD.

Key priorities include:

1. Improving the existing housing stock (rehabilitation);
2. Increasing affordable housing opportunities;
3. Revitalizing and preserving neighborhoods;
4. Supporting a continuum of care to address the needs of families and individuals who are homeless in Augusta;
5. Supporting social services that enable families and individuals to meet their basic life needs and improve their quality of life; and
6. Improving infrastructure and public facilities to make neighborhoods livable and safe.

NOTE: See Page #19 for a detailed list of FY2022 and FY2023 priorities.

V. Proposal Review Schedule and Process

The grant programs operate on a calendar-year basis, with program years that begin January 1 and end December 31, with project funds being available for disbursement at each Quarterly Reporting and Reimbursement period.

The proposal review/processing schedule begins well ahead of the calendar program year, due to the comprehensiveness of the proposal evaluation process, the significant amount of funding being allocated, and the large number of proposals being considered. The proposal process schedule is as follows:

May 11, 2022 – The first public hearing is held virtually on HCD’s Facebook Live to inform the public about the CDBG, ESG, HOME and HOPWA programs and obtain citizens ideas on housing and community development needs in Augusta for low and moderate income persons and their neighborhoods.

May 12, 2022 – The “How-to-Apply” application workshop will be held Live on Zoom from 10:00 am to 12:30 noon. Staff will brief potential applicants on the programs and instruct how to apply for the funds. Potential applicants must attend this workshop in order to be eligible to apply for funds from Augusta, Georgia under these awards.

The application deadline is May 30, 2022 by 5:00 PM.

Beginning May 31, 2022: Applications are reviewed and evaluated by HCD staff for eligibility. Applications are scored based on a number of criteria by HCD’s Citizen Advisory Committee Scoring Committee. The evaluation criteria vary from one program to another (e.g. evaluation criteria for CDBG applications are different from those for the ESG program), so applicants should carefully read the application instructions for each program. Recommended projects and funding levels are then determined and the proposed Action Plan for Year 2022 / 2023 is developed and submitted to the Director of HCD for review and approval of recommendations.

June - August 2022: Once HCD approves the recommendations to the Proposed Fiscal Year 2022 / 2023 Annual Action Plan, these recommendations are published in the local newspapers for a 30-day public comment period. At this time a second public hearing is conducted to present the plan to the public. The Administrative Services Committee of the Augusta Commission will subsequently receive these recommendations and, if approved, forward to the Full Commission for final project selections to be approved locally.

The Proposed 2022 / 2023 Action Plan, including citizens’ comments, are presented to the Commission for final approval. If approved, the plan is then finalized and submitted to HUD for Final Approval.

VI. Application Submission Instructions

Application Availability: Applications will be available online at <https://portal.neighborlysoftware.com/augusta/Participant/Login> -or- <http://augustaga.gov/68/Housing-Development> beginning May 12, 2022.

Application Deadline will be May 30, 2022 @ 5:00 PM.

HCD staff is available to provide technical assistance on how to complete an application or to address questions about the content of the applications **only between May 12, 2022 and May 20, 2022.**

Please send questions to askhcd@augustaga.gov or call (706) 821-1797 and ask Mrs. April Smith to make an appointment if further technical assistance is required. Assistance with questions related to the content of the application is only available during the technical assistance period (May 12, 2022 – May 20, 2022).

VII. Other Requirements:

1. Separate Applications for Separate Projects: If you are requesting funds for two different projects, then two different applications should be submitted. (e.g. ESG services and CDBG public services or ESG RRH and ESG Street Outreach).
2. Submitting Applications. Applications for CDBG public services, HOPWA and ESG funding must be completed in full and submitted online (via Neighborly) to the Augusta Housing and Community Development office through the Neighborly Application Portal no later than 5:00 PM on May 30, 2022. Applications sent by mail, FAX or email will not be accepted. Late or incomplete applications will not be considered. Please complete the application in its entirety, meeting minimum threshold requirements, and conforming to Federal regulations for use of funds. Incomplete or inaccurate information in your submission will result in your application being deemed ineligible for funding consideration.
3. Audit/Financial Statements: Applicant must provide one (1) copy of the most recent audit or financial statement (See 3 – “Pre-Qualification Criteria”). These audits/financial statements will be submitted as an attachment in the application.
4. Implementation Timetable: Augusta is required to expend CDBG dollars in a timely manner. Each year, HUD evaluates the City of Augusta’s expenditures and if a jurisdiction has more than 1.5 times its annual grant amount unexpended, HUD will recapture these grant dollars. All applicants should apply for projects that can be completed within a 12-month period. **All financing for the project should be in place and committed except for the amount for which you are requesting local Federal funds.**
5. Contractual Requirements:

Under City of Augusta Policy and Federal laws and regulations, certain requirements must

be met in order to negotiate an agreement and disburse funds. These requirements include the following:

- A. Except for economic development projects and certain types of housing projects, applicants must demonstrate that they are a private non-profit or governmental agency. If non-profit, they must be incorporated under Georgia State law and have a 501 (c) (3) status.
- B. After an application is approved for funding, a Grant Agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for execution. The agreement will specify the amount of the award, the period for which the project is approved, duration dates, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Sub recipients will be required to file regular reports on expenditures, progress toward goals and beneficiaries. Forms for these reports will be provided with the Grant Agreement.
- C. Sub-recipients will be required to obtain adequate insurance covering workmen's compensation, bodily injury, property damage, or automobile liability, and fidelity bond depending on the nature of the project. Also, any necessary licenses for complying with all applicable federal, state and municipal laws, codes and regulations must be obtained.
- D. Sub-recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

GLOSSARY OF TERMS

Acronym	Definition
501(c)(3)	Corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, etc. purposes that receive an exemption from federal taxation under Section 501(c)(3) of the Internal Revenue Code
501(c)(4)	Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational or recreational purposes.
AP	Action Plan – A jurisdiction annual plan that gives specific information about how the jurisdiction will use its Federal funds to work toward reaching the goals set forth in its Consolidated Plan.
CDBG	Community Development Block Grant Program – Federal program authorized for community development as a result of Title I of the Housing and Community Development Act of 1974, as amended.
CBDO	Community Based Development Organization – Agency established for the purpose of providing neighborhood revitalization, community economic development, or energy conservation under the CDBG Program.
CHDO	Community Housing Development Organization – A private, nonprofit organization organized under State or local laws for the specific purpose of developing housing.
CP	Consolidated Plan – A jurisdiction long-term strategic plan (3-5 years) that describes community needs, resources, priorities and proposed activities to be undertaken under certain U.S. Department of Housing programs.
ESG	Emergency Solutions Grant Program – Federal program authorized specifically to assist homeless and at-risk persons as a result of Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, (modified through the HEARTH Act of 2009).
HOPWA	Housing Opportunities for Persons With AIDS – Federal program created through the National Affordable Housing Act of 1990 and authorized by the AIDS Housing Opportunity Act of 1992. Funds are authorized for use for housing and supportive services for persons medically diagnosed with HIV/AIDS.
HOME	HOME Investment Partnerships Program – Federal program authorized for housing activities as the result of Title II of the Cranston-Gonzalez National Affordable Housing Act as amended
Entitlement Jurisdiction	A state or unit of general local government designated by Congress to receive federal funds.
Project Sponsor	Agency applying for funds
Subrecipient	A public agency or Non-profit agency that receives Federal funds to carry out an eligible activity under a federal program.

CONSOLIDATED PLAN PRIORITIES

HOUSING NEEDS

PRIORITY HOUSING NEEDS (households)	Priority Need Level High, Medium, Low		
Renter	Small Related	0-30%	H
		31-50%	M
		51-80%	L
	Large Related	0-30%	H
		31-50%	M
		51-80%	L
	Elderly	0-30%	H
		31-50%	M
		51-80%	L
	All Other	0-30%	H
		31-50%	M
		51-80%	L
Owner	0-30%	H	
	31-50%	M	
	51-80%	L	
Special Needs	0-80%	H	

HOUSING: Homeless and Special Needs Population

		Relative Priority
Individuals		
Example	Emergency Shelter	M
Beds / Units	Emergency Shelter	L
	Transitional Housing	M
	Permanent Housing	H
Estimated Supportive Services Slots	Job Training	H
	Case Management	M
	Substance Abuse Treatment	H
	Mental Health Care	M
	Housing Placement	M
	Life Skills Training	H
	Other	
	- Primary Health Care	M
	- Job Placement	M
	- Homeless Prevention	H
	- Transportation	L
	- Health Care/Vision/Dental	L
	- Food Aid	L
- Clothing	L	
- Furniture/Goods	M	
- Legal Assistance	H	
- Respite Care	H	
- Day shelter services for the homeless	H	
Estimated Sub-populations	Chronic Substance Abusers	M
	Seriously Mentally Ill	H
	Dually – Diagnosed	H
	Veterans	L
	Persons with HIV/AIDS	H
	Victims of Domestic Violence	H
	Youth	H
	Other	M

- **Though this is a list of local priorities, HUD has also identified Rapid Re-housing activities as a high priority at the national level.**

CURRENT COMMUNITY DEVELOPMENT NEEDS

PRIORITY COMMUNITY DEVELOPMENT NEEDS	Priority Need Level High, Medium, Low, No Such Need
PUBLIC FACILITY NEEDS (projects)	
Senior Centers	H
Handicapped Centers	M
Homeless Facilities	H
Youth Centers	M
Child Care Centers	M
Health Facilities	M
Neighborhood Facilities	H
Parks and/or Recreation Facilities	H
Parking Facilities	M
Non-Residential Historic Preservation	L
Other Public Facility Needs	L
INFRASTRUCTURE (projects)	
Water/Sewer Improvements	M
Street Improvements	M
Sidewalks	M
Solid Waste Disposal Improvements	M
Flood Drain Improvements	H
Other Infrastructure Needs: - Privately Owned Utility Connections	H
PUBLIC SERVICE NEEDS (people)	
Senior Services	H
Handicapped Services	H
Youth Services	H
Child Care Services	H
Transportation Services	M
Substance Abuse Services	H
Employment Training	H
Health Services	H
Homeless Services	H
Victims of Domestic Violence	H
Abused & Neglected Children	H
Lead Hazard Screening	L
Crime Awareness	H
Other Public Service Needs: - Emergency Financial Assistance	H
- Fair Housing	H
- Legal	M
- Mental	M
- Other	L
ECONOMIC DEVELOPMENT	
ED Assistance to For-Profits(businesses)	H
ED Technical Assistance(businesses)	H
Micro-Enterprise Assistance(businesses)	H
Rehab; Publicly- or Privately-Owned Commercial/Industrial (projects)	M
C/I* Infrastructure Development (projects)	L
Other C/I* Improvements(projects)	L

PRIORITY COMMUNITY DEVELOPMENT NEEDS	Priority Need Level High, Medium, Low, No Such Need
OTHER COMMUNITY DEVELOPMENT NEEDS	
Energy Efficiency Improvements	M
Lead-Based Paint/Hazards	H
Code Enforcement	H
Clearance & Demolition	H
PLANNING	
Planning:	
- General	M
- Fair Housing	H

*Commercial/Industrial