



BERKELEY
COUNTY SC

**COMPETITIVE
Community Development Block Grant Program (CDBG)
LOCAL GOVERNMENT APPLICATION**

**Consolidated Plan 2020 – 2024
Program Year 1**

Applications due – Thursday, December 12, 2019 at 12:00 p.m.

Submittal of an application does not guarantee funding

Berkeley County
1003 Highway 52
Moncks Corner, SC 29561



I. Applicant Information

Berkeley County Department	Director Name
Direct Telephone #	E-Mail
OR	
Town/City	Mayor
Mailing Address	Direct Telephone #
Street Address	E-Mail
City / Zip	Project Manager
Main Telephone #	Title
Federal Tax ID #	Direct Telephone #
DUNS # (required)	E-Mail

Location:

- Unincorporated Berkeley County
 Town of Bonneau
 City of Goose Creek
 City of Hanahan
 Town of Jamestown
 Town of Moncks Corner
 Town of St. Stephen

Is this project shovel ready? Yes No

Is this a phased project? Yes No *If yes, how many phases are anticipated to complete the project? _____*

Is the project located in an Opportunity Zone (census tract #201.02; 202.01; 203.02; or 205.06)?

Will this activity create a conflict of interest? Yes No

IF YES, attach an explanation of how your community selected this planned activity. If any elected official will directly benefit from this activity, he/she should abstain from voting on it and this should be reflected in the approved public hearing minutes.

Project Funding Request:

Total CDBG funding requested in this application	\$
Other leveraged funds	\$
Total cost to complete project	\$

II. Project Specific Information

Project Title:

Scope of Work:

Does the project have any potential environmental impacts (i.e. flood plain, wetlands) or any other environmental issues you wish to bring attention to? Yes No

If yes, attach Environmental Review Record, Environmental Assessment or Environmental Impact Statement and documentation.

What are the long-term plans for the project’s sustainability after CDBG funding has been exhausted?

Project Address(es):	Census Tract	Block Group
Describe the Service Area of the Project:		
Project Category:	Category 1 <input type="checkbox"/> Demolition	Category 2 <input type="checkbox"/> Public Facilities
	Category 3 <input type="checkbox"/> Housing	Category 4 <input type="checkbox"/> Economic Development

III. Project Criteria, Performance, and Outcomes by Project Category:

CDBG Criteria: Which CDBG criterion below does your project meet? (Check one only)	Performance Measures: Complete for the category applicable to the proposed project.
<input type="checkbox"/> Area benefit: At least 51% of residents within the targeted activity area is low-to-moderate income (LMI). <i>Attach HUD census tract/block map or household income survey of the area.</i>	_____ Proposed Number of LMI Persons to be served or assisted
<input type="checkbox"/> Elimination of Slums and Blight (select subpart): <input type="checkbox"/> Area Basis <input type="checkbox"/> Spot Basis	_____ Proposed Number of LMI Households to be served or assisted
<input type="checkbox"/> Housing (select subpart): <input type="checkbox"/> Single family (all must be LMI) <input type="checkbox"/> Multi-unit (more than half must be LMI)	_____ Proposed Number of Businesses to be served or assisted
<input type="checkbox"/> Job creation: At least 51% of jobs for LMI persons: Number of FTE jobs to be created. _____	_____ Proposed Number Housing Units to be assisted
<input type="checkbox"/> Limited clientele (Select subpart): <u>Special needs groups</u> <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons 62 years or older <input type="checkbox"/> Survivors of domestic violence <input type="checkbox"/> Severely disabled adults <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with HIV/AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Homeless persons	_____ Proposed Number of Public Facilities to be assisted
<input type="checkbox"/> At least 51% of individuals/households to be served <u>will be documented as LMI</u>	_____ Proposed Number of Beds in overnight emergency shelter

Consistency with the Berkeley County Five-Year Consolidated Plan				
	Priority Needs	Performance Indicator	5 - Year Con Plan Goal	Proposed # to be served with your application
Public Facilities				
<input type="checkbox"/>	Improve access to public facilities that will benefit low-to-moderate income persons, households, and special needs population.	LMI Persons Assisted	50,000	
Slum & Blight				
<input type="checkbox"/>	Reduce slum and blight in the County through demolition of buildings, housing code enforcement, and foreclosed property care.		25	

Category 1: For all proposed **Residential Demolition Projects:**

a. Check one of the following HUD-specified performance measurement outcomes:

- The proposed activity will eliminate slum and blight and create a neighborhood park, and/or playground for a predominantly residential low-to-moderate income neighborhood.
- The proposed activity will eliminate slum and blight for the health and welfare of the public.
- The proposed activity will eliminate slum and blight for development of affordable housing.

b. Explain how the project will achieve the specific outcome selected:

Category 2: For all proposed **Public Facility or Infrastructure Projects:**

a. Check one of the following HUD-specified performance measurement outcomes:

- The proposed activity will provide **new access** to a service, facility or an infrastructure benefit (i.e., the proposed program, service, facility, or infrastructure did not previously exist and is being provided for the first time).
- The proposed activity will provide improved access to a service, facility or infrastructure benefit (i.e., an existing program, service, facility, or infrastructure is being **improved or expanded**, in terms of its size, capacity, or location).

b. Explain how the project will achieve the specific outcome selected:

Category 3: For all proposed **Housing Activities:**

a. Check one of the following HUD-specified performance measurement outcomes:

- The proposed activity will provide decent affordable housing for low-to-moderate income homebuyers through direct financial assistance to homebuyers or through the development of homebuyer housing units (through new construction-Community Based Development Organization (CBDO) or the acquisition/rehabilitation/ sale of existing housing).
- The proposed activity will provide decent affordable housing for low-to-moderate income homeowners through housing rehabilitation, including emergency repairs, accessibility, energy efficiency and other targeted housing improvements.
- The proposed activity will provide decent affordable rental housing for low-to-moderate income households. (Through acquisition, rehabilitation or construction - CBDO of rental housing; there are tenant income requirements and rent restrictions for projects.)

b. Explain how the project will achieve the specific outcome selected:

Category 4. For all proposed **Economic Development Activities:**

a. Check one of the following HUD-specified performance measurement outcomes:

- The proposed economic development activity will directly result in the creation or retention of jobs for low-to-moderate income persons. The applicant will be required to report on the total number of jobs created or retained, the number of jobs with employer sponsored health care benefits, the number of persons who were prior unemployed, and the type of jobs created and retained.
- The proposed economic development activity will assist businesses (through rehabilitation or infrastructure improvements). The agency will be required to report on the number of new and existing businesses assisted, the number of businesses expanding or relocating, the number of businesses assisted with commercial façade treatment or exterior building rehabilitation, and the number of assisted businesses that provide goods or services meeting the needs of a defined service area or neighborhood. **(DUNS numbers will be required for all businesses assisted.)**

b. Explain how the project will achieve the specific outcome selected:

IV. ORGANIZATIONAL CAPACITY

Function	Name	Title	# Years of Relevant Experience	Email
Oversight of the proposed project				
Financial oversight				
Day-to-day operations				
Recordkeeping				
Site control				
Section 3 enforcement				
Procurement				
Procure services and materials from MBE, WBE, or other Disadvantaged Business Enterprises				
Onsight inspections				
Compliance & reporting				

- 1. Explain how the proposed activity is financially feasible and can be implemented and completed within the proposed one-year project timeline.**

V. PROPOSED PROJECT BUDGET

(CDBG funds are paid on a reimbursement basis for actual costs expended and reported. The County will not make advance payments)

USE OF FUNDS

Davis Bacon Wage Rates shall be included in all estimates

Describe source of funding for this column in the space on next page

BUDGET ITEM	COUNTY CDBG	OTHER RESOURCES	TOTAL
PERSONNEL			
Wage & Salaries – list titles below			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Fringe Benefits Total	\$	\$	\$
TOTAL Personnel	\$	\$	\$
DELIVERY COSTS			
Acquisition	\$	\$	\$
Development	\$	\$	\$
Rehab Hard Costs	\$	\$	\$
Inspections	\$	\$	\$
Architectural/Engineering	\$	\$	\$
Permits & Fees	\$	\$	\$
Insurance	\$	\$	\$
Legal Fees	\$	\$	\$
Appraisal Costs	\$	\$	\$
Other (Be Specific)	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL Delivery Costs	\$	\$	\$
CONTRACT SERVICES (List each intended contracted service (i.e. subcontractors, consultants, etc.)			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL Contract Services	\$	\$	\$
TOTAL PROJECT COST			

Please Note: Explain all sources of other funds committed to project.

Identify sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, grants applied for, anticipated service billing, etc.) Attach award letters or funding commitment letters if available.

Leveraged Funds:

Funding Source	Grant Request/Award	Status of Request
	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Awarded
	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Awarded
	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Awarded
	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Awarded
	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Awarded
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	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Awarded
	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Awarded
	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Awarded
	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Awarded

1. **Leverage:** ____%. Add the amount of funds committed and documented from sources other than CDBG, including in-kind contribution and divide by the total project cost.

2. **Has your office received and managed a federal grant award in the past?**

Yes No

If yes, in what year was the most recent award received? _____*

(*attach most recent federal grant monitoring letter)

3. **What evaluation tools does your office plan to employ to track and monitor the spending timeliness of funds related to this project?**

4. **Describe contingency plans for activity delivery in the event that a CDBG grant is less than requested or not awarded.**

VI. IMPLEMENTATION PLAN – Each project activity must be listed and an estimated time of completion identified.

M I L E S T O N E S

**PLEASE NOTE: Estimated CONTRACT SCHEDULE
September 1, 2020 – August 31, 2021**

Work Activity (List)	Sept. - Nov.	Dec. - Feb.	Mar. - May	June - Aug.	Sept. 15 th
Environmental Assessment	x				
Quarterly Request for Reimbursement Due	x	x	x	x	
Quarterly Project Report Due	x	x	x	x	
FINAL Request for Reimbursement					x
FINAL Project Report Due					x
Most Current Fiscal Year Audit			x		

VII. ANNUAL FAIR HOUSING LAW COMPLIANCE REQUIREMENT

1. Does your office plan to update its Fair Housing Ordinance in the upcoming year?

Yes No

2. How are Fair Housing issues addressed by your office?

Charleston Trident Urban League is used

South Carolina Human Affairs is used

3. Are you aware of any unresolved Fair Housing litigation or complaints involving your office?

Yes No

4. Select at least one activity your office will undertake in the upcoming year to create and promote a greater choice of housing in Berkeley County.

<input type="checkbox"/>	Solicit input from your residents about affordable or fair housing challenges and opportunities in your municipality.
<input type="checkbox"/>	Disseminate fair housing information to your community via printed materials, training sessions, a fair housing page on your website, or other methods.
<input type="checkbox"/>	Meet with disability advocates and/or residents with disabilities to better understand disability challenges that may be present in your municipality.
<input type="checkbox"/>	Review and/or update zoning codes to remove barriers to affordable housing.
<input type="checkbox"/>	Attend a fair housing seminar or educational opportunity
<input type="checkbox"/>	Explore partnership with South Carolina Housing Authority to encourage local landlords, especially those in high opportunity areas to participate in the Housing Choice Voucher Program.
<input type="checkbox"/>	Partner with an organization to offer fair housing outreach and education to landlords.
<input type="checkbox"/>	Participate in regional housing initiatives and collaborative efforts.
<input type="checkbox"/>	Partner with an organization to train elected government officials and volunteers serving on the planning commission, board of appeals, and other bodies impacting housing in fair housing laws and the requirement to affirmatively further fair housing.
<input type="checkbox"/>	Develop and integrate appropriate diversity awareness information into staff training.
<input type="checkbox"/>	Train "first point of contact" staff to ensure that persons requesting assistance for possible fair housing violations obtain timely and accurate information from anyone who may answer a phone or field fair housing inquiries from the public.
<input type="checkbox"/>	Support and work with organizations providing job training programs designed to raise the skill levels or area residents to match employment opportunities with better pay in that area.
<input type="checkbox"/>	Create a Mixed Income Housing Investment, capitalized by lenders, to provide incentive financing to developers who construct sustainable mixed-income housing in your municipality.
<input type="checkbox"/>	Other activity: <i>(explain)</i>

5. Funded applications will report related accomplishments on the request for payment / performance progress report during the grant period. Please describe how your agency and or community will accomplish the Annual Fair Housing metric(s) selected on the previous page.

6. Provide a summary of any fair housing trainings completed within 12 months of application submission including dates, names of staff that participated, name of conference/presentation/webinar with name of presenter and/or agency, if applicable.

VIII. CONFLICT OF INTEREST DISCLOSURE

Applicant affirms that, to the best of its knowledge, its application does not present a conflict of interest with any party or entity, which may be affected by the terms of a contract resulting from this Request for Applications. The applicant agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the County of the conflict or potential conflict, and will advise the County whether it will or will not resign from the other engagement or representation. Further, the County may make reasonable efforts to avoid, mitigate, or neutralize an organizational conflict of interest by an applicant in all competitive procurements. To avoid an organizational conflict of interest by an applicant, the County may utilize methods including disqualifying an applicant from eligibility for a contract award or canceling the contract if the conflict is discovered after a contract has been issued. To mitigate or neutralize an organizational conflict of interest by an applicant, the County may use methods such as revising the scope of work to be conducted, allowing applicant to propose the exclusion of task areas that create a conflict, or providing information to all applicants to assure that all facts are known to all applicants. The County may, at its sole and absolute discretion, waive any conflict of interest.

1. Is there any member(s) of the applicant’s staff or any member(s) of the applicant’s governing body who are business partners or family members of a Berkeley County employee, consultant, member of the Berkeley County Community Development Advisory Board or County Council?

Yes No

If yes, list name, position, relation:

2. Will the CDBG funds dedicated to this project be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been, within one year of the date of this application, a Berkeley County employee, consultant, member of the Berkeley County Community Development Advisory Board or County Council?

Yes No

If yes, list name(s):

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	NAME AND TITLE
APPLICANT ORGANIZATION	DATE

IV. CERTIFICATION AND ASSURANCES

The Governing Body Certifies that all the information provided in this application is correct to the best of their knowledge.

Official Resolution

The Governing Body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the application to act in connection with the application and to provide such additional information as may be required.

Access to Information

The Governing Body assures that it will give Berkeley County Grants Administration, and the U. S. Department of Housing and Urban Development (HUD), through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the activity; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Conflict of Interest

The Governing Body certifies that no persons described as an employee, agent, consultant, officer, or elected official or appointed official of the governing body, or of any designated public agencies, or Subrecipients which are receiving funds under a Subrecipient Agreement, who exercise or have exercised any functions or responsibilities with respect to Community Development Block Grant activities assisted under a Subrecipient Agreement; or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Nondiscrimination

The Governing Body certifies that it will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
- (b) Title IX of the Education Amendments of 1972, as amended (20 USC §§1681-1686), which prohibits discrimination on the basis of sex;
- (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 USC §794), which prohibits discrimination on the basis of handicaps;
- (d) the Age discrimination Act of 1975, as amended (42 USC §§ 6101-6107), which prohibits discrimination on the basis of age;
- (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
- (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- (g) §§523 and 527 of the Public Health Service Act of 1912 (42 USC 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;

- (h) Title VIII of the Civil Rights Act of 1968 (42 USC §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
- (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made;
- (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Equal Opportunity

Section 109 of the Housing and Community Development Act of 1974, P.L. 93-383 (42 USC 5309) and the regulations issued pursuant thereto (24 CFR part 570.602), which provide that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under this Part.

Fair Housing

Title VIII of the Civil Rights Act of 1968, as amended by Fair Housing Amendments act of 1988 (42 USC 3601-20) and implementing regulations at 24 CFR part 100, which states that no person shall be subjected to discrimination because of race, color, religion, sex, disability, familial status, or national origin in the sale, rental, or advertising of dwellings, in the provision of brokerage services, or in the availability or residential real estate-related transactions; and requires that grantees administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing. Actions that the application or subrecipient undertake to affirmatively further fair housing will be consistent with action identified in any locally adopted fair housing analysis.

Uniform Relocation Assistance

The Governing Body assures that it will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted program. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in the purchase.

Hatch Act

The Governing Body assures that it will comply with the provisions of the Hatch Act (5 USC §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Labor Standards

The Governing Body assures that it will comply, as applicable, with the provision of the Davis-Bacon Act (40 USC §§276a to 276a-7), the Copeland Act (40 USC §276c and 18 USC §874), and the Contract Work Hours and Safety Standard Act (40 USC §§327-333), regarding labor standards for federally assisted construction sub-agreements.

Environmental Clearance

The Governing Body will comply with the environmental laws and authorities at 24 CFR parts 50 and 58 and will 1) supply the Berkeley County Grants Administration Office with information necessary for it to perform any necessary environmental review of each activity; 2) carry out mitigating measures required by Housing and Community Development 3) not acquire or otherwise carry out any program activities with respect to any eligible project until Berkeley County approval is received.

Release of Funds

The Governing Body acknowledges that receipt of any Grant is subject to the release of funds by the U. S. Department of Housing and Urban Development, and that release of payments will be subject to documenting compliance with all requirements listed in the Grant Agreement to be executed with Berkeley County.

Environmental Standards

The Governing Body assures that it will comply with environmental standards which may be prescribed pursuant to the following:

- (a) institution of environmental quality control measures under the Nation Environmental Policy act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
- (b) notification of violating facilities pursuant to EO 11738;
- (c) protection of wetlands pursuant to EO 11990;
- (d) evaluation of flood hazards in floodplain in accordance with EO 11988;
- (e) assurance of project consistency with the approved State management program developed un the Coastal Zone Management Act of 1972 (16 USC §§1451 et seq.);
- (f) conformity of Federal actions to State (Clear Air) Implementation Plan under Section 176(c) of the Clear Air Act of 1955, as amended (42 USC §7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

Historic Preservation

The Governing Body assures that it will assist in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 USC 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 USC 469a-1 et seq.).

Lead-Based Paint

The Governing Body assures that it will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R and the Lead-Based Paint Poisoning Prevention Act (42 USC §4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation or residence structures.

Financial Requirements

The Governing Body assures that it will cause to be performed the required financial and compliance audits in accordance with the 2 CFR Part 200.

The Governing Body acknowledges that the Federal Programs will not be responsible for any project costs incurred prior to the full execution of a Subrecipient Agreement.

Procurement

The Governing Body acknowledges that the Berkeley County Grants Administration Office must approve and verify that all procurement requirements have been meet in accordance with the Program Regulations. The Grants Administration Office must approve any purchases or the awards of any contracts to be funded in full or in part with any Federal funds granted through the CDBG Program.

Other Program Requirements

The Governing Body agrees that implementation of any project funded in full or in part will not proceed without full execution of the program requirements as described in the Subrecipient Agreement.

The Governing Body certifies that it will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Lobbying

The Governing Body certifies that to the best of its knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,
3. It will require that the language of paragraph (n) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Section 3

The Governing Body certifies that it will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Excessive Force

The Governing Body has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and,
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Drug-Free Workplace

The Governing Body certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 1;

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days, after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	NAME AND TITLE
APPLICANT ORGANIZATION	DATE

VIII. THRESHOLD CRITERIA/APPLICATION CHECKLIST

Applications must meet threshold criteria by the submission due date/time to be considered for funding.

1. Project is eligible under the CDBG Program regulations ([24 CFR 570](#)) – eligible activity and meets a national objective
2. Environmental Review; Environmental Assessment; or Environmental Impact Statement related to the project (*Environmental package must have been approved and accepted by HUD within the last year.*)
3. Printout of Active DUNS # (www.sam.gov)
4. Documentation of Public Notice/Public Hearing for CDBG application
 - A. Copy of advertisement in the local newspaper
 - B. Public Hearing sign-in sheet
 - C. Public Hearing minutes
 - D. Public Hearing minutes will follow on _____
 - E. Written Comments – Check all that apply
 - Comments are attached
 - No comments were submitted
 - Comments were not incorporated into final application. Attach explanation.
5. Conflict of Interest Statement explanation, if applicable.
6. Copy of most recent Fair Housing Ordinance
7. Certification and Assurances signed by Chief Elected Official
8. Conflict of Interest Disclosure signed by Chief Elected Official
9. Signed Application by Chief Elected Official
10. **Submit signed application(s) with attachments to webgra@berkeleycountysc.gov by Thursday, December 12, 2019 at 12:00 p.m. Late applications will not be accepted.**
11. Mail one (1) originally signed “hard copy” of the application(s) **no later than December 12, 2019** to:

Berkeley County Grants Administrator
P. O. Box 6122
Moncks Corner, SC 29461-6120.

Low to Moderate Income Area Maps – Appendix A

Documentation if Slum/Blight – Appendix B

- Demolition Ordinance
- Full address and TMS# of the property
- Census Tract/Block Map with property(ies) marked
- GIS Location map with property marked
- 360° photos of entire structure/property to be demolished
- Spot Slum/Blight Certification or Slum/Blight area Resolution
- Signed release to demolish by property owner
- Provide specific location(s) or addresses on where the activity will take place. “Various locations throughout the community” will not be accepted
- Environmental Assessment package for each property

Documentation if Construction Activity – Appendix C

- Documentation of minimum 51% low-to-moderate income households on the street or in the project area (Area map or door – to – door survey)
- Photographs of the project location
- Census Tract/Block Map with project marked
- GIS Location map with project marked
- Architect/Engineer estimate(s). **Federal prevailing wages MUST be included in cost estimates** (Section 3), if applicable.
- Provide specific location(s) or addresses on where the activity will take place. “Various locations throughout the community” will not be accepted.
- Environmental Assessment package for the project

IX. AUTHORIZED SIGNATORY

I certify that all the items listed above are contained in the CDBG Application. I understand that failure to include any of the above items and/or if there are any errors will result in an incomplete application.

I certify that this government office possesses the legal authority to proceed with this project if it is awarded CDBG funds, that the information contained herein is true and correct and that the submittal of this application has been duly authorized. If CDBG funding is granted, the agency, by submitting this application, agrees to comply with all Department of Housing and Urban Development policies and regulations.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	NAME AND TITLE
APPLICANT ORGANIZATION	DATE

**Notice of Public Hearing PY 2020
Community Development Block Grant (CDBG) Funds**

The _____ intends to apply to Berkeley County for funding under the Community Development Block Grant (CDBG) Program, a federally funded program administered by Berkeley County. The _____ is eligible to apply for approximately \$1 million of Program Year (PY) 2020 CDBG funding available throughout the County, providing the _____ meets applicable program requirements. The first of two (or more) public hearings will be held on _____, _____, 2019 at _____ a.m/p.m. in the _____

_____ to provide citizens with pertinent information about the CDBG Program including an explanation of eligible activities, program requirements and application deadlines. The CDBG Program can fund a broad range of activities. The activities must be designed to primarily benefit low-and-moderate income persons, aid in the prevention or elimination of slums and blight, or meet an urgent need of the community.

The public hearing is to inform citizens about the _____ PY 2020 Community Development Block Grant Program and to discuss the submittal of a grant application to Berkeley County for the CDBG Program. The County application deadline for the Community Development Block Grant Program is December 12, 2019.

Citizens are encouraged to attend this public hearing on _____, _____, 2019 to provide their input on the _____ CDBG Program.

[Insert typical language regarding building accessibility and aids for disabled individuals here for Public Notice].



