Step One – Overview

***Please reference the Application Handbook***

* Review Introduction to Federal Grant Programs [Part I]
* Review Introduction to Cherokee County CDBG Programs [Part 2]
* Review Applicant/Project Eligibility [Part 3]

Step Two – Applications

* Applications must be received no later than 4:00 p.m., Friday, June 22, 2018. **Applications received after the deadline will not be considered for funding.**
* Agencies or organizations must be authorized to submit applications by their respective governing boards, or from their agency directors, if so authorized by the governing boards.
* Obtain application by contacting:

Laura Calfee, CDBG Manager

Cherokee County CDBG Program

Telephone: (770) 721-7807

Email: lcalfee@cherokeega.com

* Applications should be prepared on a word processor or typed and should be in a readable type size. ***This template is a fillable form in the shaded boxes when accessed as a MS Word document.***
* Applications bindings should be restricted to a clip or staple to allow for each copying.
* Applicants should submit an original and one (1) copy.
* Submissions by facsimile (fax) machine or by e-mail will not be accepted.
* Sign application and return to Laura Calfee at 1130 Bluffs Parkway, Canton, GA 30114. **An unsigned application will not be considered for funding.**

Step Three – Supplemental Application Documents

All applications must provide the following supplemental documents:

* Organization’s history, mission and/or strategic plan
* Current 501(c)(3) tax-exempt certification
* Incorporation approval from the Georgia Secretary of State
* Articles of Incorporation and By-Laws
* Current listing of Officers and Board of Directors
* Most recent Financial Audit/Statement
* Board Resolution authorizing application and match for CDBG funds
* Key staff resumes
* E-verify Affidavit [SAVE Affidavits are completed for beneficiaries, once project is awarded funding for public service projects]

**Section 1 – Applicant**

Applicant Name [Agency or Organization]:

Applicant Mailing Address:

 City:  State:  Zip Code:

Contact Person:

Telephone Number:  E-mail Address:

DUNS #:       EIN/TIN#      CAGE #:

**Section 2 – Project**

Project Name:

Project Location:

Total Project Cost: $ CDBG Funds Requested: $

Other Funding [Match]: Source:  $

 Source:  $

 Source:  $

Project Description:

*(In narrative form, address the following: 1) description of the project, including what the project will do, who it will serve, where it will be located, whether it is a new service or an expansion of an existing service, and the timeline for completion; 2) description of the national objective the project addresses; 3) description of any unique or innovative elements of the project and, if the project duplicates other projects, what sets it apart; 4) description of any cooperative or collaborative efforts to implement the project; and, 5) description of the measurable results (outcomes) achieved by this project.)*

*(If the proposed project is for the purchase of equipment the narrative should include the type of equipment (recreation, transportation, health services or other equipment) and describe in detail the specifications, quantities, and unit prices.)*

*(enter narrative in shaded box below)*

*Please include a line-item budget detailing total project costs (see next page).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget |  |  | Amount of CDBG Funds Requested:  |   |
|  |  |  |  | Applicant's Match Funds:  |   |
|  |  |  |  | Other Funding:  |  |
|  |  |  |  | Total Project Cost:  |   |
|  |  |  |  |  |  |  |  |
|  | **Requested CDBG Funds** | **Applicant's Match Funds** | **Other Funding** | **Total** |
| **Project Activities** | **Other Federal** | **State or Local** | **Other / In-Kind** | **Program Income** |
|   |   |   |   |   |   |   |   |
| **I.e. Salaried Positions:** |   |   |   |   |   |   |   |
|  **( job titles )** |   |   |   |   |   |   |   |
|  **a.** |   |   |   |   |   |   |   |
|  **b.** |   |   |   |   |   |   |   |
|  **c.** |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  **SUB TOTAL**  | $0.00  | $0.00  | $0.00  | $0.00  | $0.00  | $0.00  | $0.00  |
|  |   |   |   |   |   |   |   |
|  **GRAND TOTAL** | $0.00  | $0.00  | $0.00  | $0.00  | $0.00  | $0.00  | $0.00  |

**Section 3 - Measures**

National Objective:

Total Number of Persons to Benefit:

Total Number of Low to Moderate Income Persons Who Will Benefit:

Explain How the Above Data Was Obtained:

**Cherokee County CDBG Maximum Household Income Limits\***

 **Effective: April 14, 2017**

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Persons | Extremely Low (30% MFI) | Very Low (50% MFI) | Low Income (80% MFI) |
| 1 | 14,650 | 24,400 | 39,050 |
| 2 | 16,750 | 27,900 | 44,600 |
| 3 | 20,420 | 31,400 | 50,200 |
| 4 | 24,600 | 34,850 | 55,750 |
| 5 | 28,780 | 37,650 | 60,250 |
| 6 | 32,960 | 40,450 | 64,700 |
| 7 | 37,140 | 43,250 | 69,150 |
| 8 | 41,320 | 46,050 | 73,600 |

 Source: U.S. Department of Housing & Urban Development [HUD]

 \*Maximum household income limits are revised annually by HUD.

Racial/Ethnic Breakdown Projects by Number of Persons

|  |  |
| --- | --- |
| White |       |
| African-American |       |
| American Indian |       |
| Asian/Pacific Islander |       |
| Hispanic |       |

If Applicable, the number of persons who will benefit:

|  |  |
| --- | --- |
| Senior Citizens |       |
| Adults with Disabilities |       |
| Abused Spouses |       |
| Abused/Neglected Children |       |
| Homeless Persons |       |
| Female-Headed Households |       |

**Section 4 – Performance Measurement Outcomes & Objectives**

Which of the following Performance Measurement Outcomes does your project best exemplify? If you feel that all three are relevant, list in the order of importance with “1” being the most relevant and “3” being the least relevant.

      Improving Availability/Accessibility

      Improving Affordability

      Improving Sustainability

What Performance Measurement “Objective” does your project best exemplify?

      Suitable Living Environment

      Decent Housing

      Creating Economic Opportunity

**Section 5 – Supplemental Application Documents Checklist**

Mark each document that you have attached *(double-clicking will allow marks in the boxes).*

[ ]  Organization’s history, mission and/or strategic plan

[ ]  Current 501(c)(3) tax-exempt certification

[ ]  Incorporation approval from the Georgia Secretary of State

[ ]  Articles of Incorporation and By-Laws

[ ]  Current listing of Officers and Board of Directors

[ ]  Most recent Financial Audit/Statement

[ ]  Board Resolution authorizing application and match for CDBG funds

[ ]  Key staff resumes

[ ]  E-verify Affidavit

[ ]  Provided CAGE Number on application form [SAM.gov]

**Section 6 - Signatures**

I certify that to the best of my knowledge, data in this application is true and correct and the governing body of the applicant has duly authorized the application for submission.

Prepared By: Date:

 (Signature)

Printed/Typed Name & Title

Approved By: Date:

Printed/Typed Name & Title

**AN UNSIGNED APPLICATION WILL NOT BE ACCEPTED FOR FUNDING**