



**CHEROKEE COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT [CDBG] PROGRAM
PY 2024 CAPITAL PROJECT APPLICATION INTRODUCTION**

Step One – Overview

Please reference the Application Handbook

- Review Introduction to Federal Grant Programs [Part 1]
- 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 30, 2023. **Applications shall be mailed to or dropped off at the CDBG Program Office. Emailed or faxed applications will not be accepted. 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: lcalfree@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.***
- Applicants should submit an original and one (1) copy.
- Applications bindings should be restricted to a clip or staple to allow for easy copying.
- Submissions by facsimile (fax) machine or by e-mail will not be accepted.
- Sign application and return to Laura Calfee at 884 Univeter Road, Canton, GA 30115. **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 and current status of corporate registration
- 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]



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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/UEI #: _____

Section 2 – Project

Project Name: _____
Project Location: _____
Total Project Cost: \$_____ CDBG Funds Requested: \$_____
Other Funding [Match]: Source: _____ \$_____
Source: _____ \$_____
Source: _____ \$_____

Project Description:

*In narrative form, please address the following: 1) description of the project, including what the project will do, who it will serve, where it will be located, photos, 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; 5) description of what measurable results (outcomes) will be achieved by this project; and, finally, 6) a map with the activity boundaries.*

(enter narrative in shaded box below)



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Project Budget:

Utilize and amend the table below, as needed, and please provide a line item project budget. Include a cost allocation schedule showing all proposed sources and uses of funds. **Please note that match funds at a minimum of 25% of the total project cost are required from the applicant.** The match funds cannot be other federal funds. If your project is selected, a Resolution from the applicant's governing body certifying availability of match funds will be required. Indicate the source of cost estimates for any line item amount over \$5,000.

Budget

Amount of CDBG Funds Requested: _____
 Applicant's Match Funds: _____
 Other Funding: _____
 Total Project Cost: _____

| Project Activities | Requested CDBG Funds | Applicant's Match Funds | Other Funding | | | | Total |
|---------------------------------|----------------------|-------------------------|---------------|----------------|-----------------|----------------|-------|
| | | | Other Federal | State or Local | Other / In-Kind | Program Income | |
| A. Acquisition Costs | | | | | | | |
| 1. Land | | | | | | | |
| 2. Existing Structures | | | | | | | |
| 3. Other: | | | | | | | |
| Appraisals, Soil Tests, Surveys | | | | | | | |
| B. Arch./Engineering Fee | | | | | | | |
| 1. Architect Fee | | | | | | | |
| 2. Engineering Fee | | | | | | | |
| 3. Other | | | | | | | |
| C. Construction | | | | | | | |
| 1. Building Fee | | | | | | | |
| 2. Infrastructure/On-Site | | | | | | | |
| 3. Landscaping | | | | | | | |
| 4. Labor/Materials | | | | | | | |
| 5. Other | | | | | | | |
| D. Rehabilitation | | | | | | | |
| 1. Building Fee | | | | | | | |
| 2. Infrastructure/On-Site | | | | | | | |
| 3. Landscaping | | | | | | | |
| 4. Labor/Materials | | | | | | | |
| 5. Other | | | | | | | |



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| | | | | | | | |
|--------------------------------------|--------|--------|--------|--------|--------|--------|--------|
| E. Project Management | | | | | | | |
| 1. Project Management | | | | | | | |
| 2. Project Operating Expense | | | | | | | |
| a. | | | | | | | |
| b. | | | | | | | |
| c. | | | | | | | |
| 3. Supplies | | | | | | | |
| a. | | | | | | | |
| b. | | | | | | | |
| c. | | | | | | | |
| 4. Audit | | | | | | | |
| 5. Other | | | | | | | |
| F. Other Activities (specify) | | | | | | | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| SUB TOTAL (A - F only) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | | | | | |
| G. General Administration | | | | | | | |
| 1. Salaried Positions: | | | | | | | |
| (job titles) | | | | | | | |
| a. | | | | | | | |
| b. | | | | | | | |
| c. | | | | | | | |
| 2. Fringe Benefits: specify | | | | | | | |
| a. | | | | | | | |
| b. | | | | | | | |
| c. | | | | | | | |
| SUB TOTAL (G - only) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | | | | | |
| GRAND TOTAL (A - G) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

1. What is the timeline for completion of project?
2. Provide a Budget Narrative on any line item over \$5,000.
3. Will this project incur ongoing operating costs? ____Yes ____No
4. Describe plans for funding this project in subsequent years.
5. Would you accept partial funding for this project? ____Yes ____No



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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: June 15, 2022**

| No. of Persons | Extremely Low (30% MFI) | Very Low (50% MFI) | Low Income (80% MFI) |
|----------------|-------------------------|--------------------|----------------------|
| 1 | 20,250 | 33,750 | 54,000 |
| 2 | 23,150 | 38,600 | 61,700 |
| 3 | 26,050 | 43,400 | 69,400 |
| 4 | 28,900 | 48,200 | 77,100 |
| 5 | 32,470 | 52,100 | 83,300 |
| 6 | 37,190 | 55,950 | 89,450 |
| 7 | 41,910 | 59,800 | 95,650 |
| 8 | 46,630 | 63,650 | 101,800 |

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 (Ethnicity) | |

If Applicable, the number of:

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



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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

Mark each document that you have attached.

- ☐ 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/UEI Number on application form [SAM.gov]



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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: _____
(Signature)

Date: _____

Printed/Typed Name & Title _____

Approved By: _____
(Signature)

Date: _____

Printed/Typed Name & Title _____

AN UNSIGNED APPLICATION WILL NOT BE ACCEPTED FOR FUNDING