

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FISCAL YEAR 2017– 2018
NOTICE OF FUNDING AVAILABILITY (NOFA)
REQUEST FOR APPLICATIONS (RFA)**



City of Columbia
Community Development Department
1225 Lady Street, Suite 102
Columbia, South Carolina 29201
Phone: (803) 545-3373
Fax: (803) 255-8912

www.columbiasc.net

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I. GENERAL INSTRUCTIONS

- ❑ Read the attached document thoroughly before completing application. This Request for Application covers a One (1) year period for CDBG activities as defined in the instructions.
- ❑ **FILL OUT THE APPLICATION COMPLETELY.** All applications must be submitted electronically at ZoomGrants.com. Applications must comply with requirements detailed in this document and the application.
- ❑ Upload only the required documentation. (any information not requested will be disposed of and not considered as part of the application)
- ❑ ****DEADLINE FOR APPLICATION SUBMISSION IS 11:59 P.M. ON DECEMBER 16, 2016 **NO EXCEPTIONS**ELECTRONIC SUBMISSION ONLY.**
- ❑ HARDCOPIES, FACSIMILIES AND EMAILS WILL NOT BE ACCEPTED.
- ❑ City Staff is available to answer questions and provide technical assistance to any organization wishing to submit an application until December 5, 2016. All responses will be addressed in writing and provided to all applicants by December 7, 2016. Please call the Community Development Department at (803) 545-3373 for any technical assistance.
- ❑ **MANDATORY TECHNICAL ASSISTANCE APPLICATION WORKSHOPS:** The City of Columbia will hold technical assistance workshops to provide applicants with technical assistance sufficient to submit competitive applications for this funding. **All applications will be submitted electronically through ZoomGrants. Applications will not be available until October 24, 2016 during the training.** Attendance at one (1) session is required as a condition of submitting an application for funding for all applicants. Applications will not be accepted from any organizations not represented at the workshop.

Locations	Date	Time
Earlewood Park Community Room 1111 Parkside Drive Columbia, SC 29201	October 24, 2016	12:30 pm - 2:30 pm
	October 25, 2016	5:30 pm - 7:30 pm

- ❑ **ALL REQUIRED APPLICATION DOCUMENTS MUST BE UPLOADED WITH THE APPLICATION.** Changes and/or additions to the application will not be accepted after the application deadline.
- ❑ This RFA may be obtained online at <http://www.columbiasc.net/communitydevelopment> OR on Compact Disc (CD) (Microsoft Word). If you have any questions regarding this NOFA you may contact the Community Development Department at (803) 545-3373.

II. INTRODUCTION

A. BACKGROUND

This **Notice of Funding Available (NOFA)** announces the availability of funding for the Program Year (PY) July 1, 2017 - June 30, 2018 for the Community Development Block Grant (CDBG) Program. The CDBG Program is funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and administered locally by the City of Columbia, under the auspices of the Community Development Department. The CDBG

Program is authorized under Title I of the Housing and Community Development Act of 1974. The regulations implementing the CDBG Program are located in the 24 CFR, Part 570.

The City's objectives for this program are in accordance with HUD's National Objectives which seeks the development of a viable urban community through the implementation of the following National Goals, principally for the benefit of low-and moderate-income (LMI) persons:

- ***Benefiting Low and Moderate Income (LMI) Persons***
 - o *LMI - Individual Benefit*
 - o *LMA - Area Benefit*
 - o *LMC - Limited Clientele Benefit*
 - o *LMH - Housing Benefit*
 - o *LMJ - Creates or Retains Job Benefit*
- ***Addressing Slum or Blight; or***
- ***Meeting a Particular Urgent Community Development Need***

And the City of Columbia Priorities:

- ***Improving Affordable Housing Options***
- ***Expanding Economic Opportunities***
- ***Providing Suitable Living Environments***
- ***Improving Capacity of Area Housing and Community Service Providers***

The City of Columbia invites applications from qualified entities to apply for funding under this Request for Applications (RFA). The primary objective is to fund projects and activities that are consistent with locally developed CDBG Program Priorities and to address the federal/local Consolidated Plan objectives.

B. FUNDING AVAILABLE

The City of Columbia is a CDBG "Entitlement" Program city (i.e., for cities with populations over 50,000). As a CDBG Entitlement city, the City of Columbia receives an annual allocation of CDBG funds. The grant amount is determined by the higher of two (2) formulas:

- Data based on overcrowded housing, population and poverty, OR
- Data based on age of housing, population growth lag and poverty.

Because the data used to calculate either formula varies from year to year, the funding amount is not predetermined. It is anticipated that the funds available to the City of Columbia will be approximately **\$1,363,283** in CDBG funds. This is **\$940,783** in new entitlement (Based on last year's FY 2016-2017 funding allocation) and **\$422,500** in program income. **\$1,034,010** is available for non-public service programs, and **\$150,000** for public service/ neighborhood improvement grant programs.

During the 2017-2018 funding cycle, funding for the CDBG Program is available under the **Public Service Category** (the provision of public service includes neighborhood improvement grants) or **Non-Public Service Category** (the provision of non-public services includes but is not limited to economic development, and public facilities and improvements.)

This NOFA/RFA is a one (1) year funding request.

C. THRESHOLD REQUIREMENTS

All application must meet the local and HUD defined threshold requirements as detailed in Application Eligibility below. If an application does not demonstrate that the proposed project meets these threshold requirements, the applicant will be advised that its application will not be considered for funding.

III. APPLICATION ELIGIBILITY

A. The applicant must be a public or private nonprofit agency, authority or organization, or a for-profit entity authorized under 24 CFR 570.201 (o) (micro-enterprises), or a member of the Columbia Council of Neighborhoods (CCN) requesting CDBG funds to undertake eligible costs and activities for assistance of low and moderate-income persons.

B. All proposed projects must serve low and/or low-moderate-income persons, aid in the prevention or elimination of slums and blight, or respond to an urgent need.

C. Proposed projects must address one or more of the program priorities outlined in the Program Priorities section of the RFA.

D. The costs and activities for which funding is being requested must be eligible under the specific service type: **Public Service (Including community Improvement Grants) or Non-Public Service.**

E All proposed projects must be located in, primarily conducted in, or serving the residents of the **City of Columbia, CDBG Redevelopment Areas or the City's Neighborhood Revitalization Strategy Area (NRSA) (See maps).** The Redevelopment Areas include the

- Belvedere Redevelopment Area
- Booker-Washington Heights Redevelopment Area,
- Brandon Acres-Cedar Terrace Redevelopment Area
- Eau Claire Redevelopment Area,
- Edisto Court Redevelopment Area,
- King/Lyon Street Redevelopment Area, and
- Pinehurst Neighborhood Redevelopment Area
- NRSA

F. The proposed project must be categorized as a **Public Service or Non-Public Service** activity as defined by this document.

Eligible Costs and Activities

The following costs and activities are eligible under their specific area of emphasis:

1. Non-Public Service – Total amount available for all request is \$1,034,010.

A. Economic Development

- Assistance to micro-enterprises and other businesses
- Job development
- Technical assistance and other supportive services to micro-enterprises
- Acquisition, construction and rehabilitation of commercial and industrial properties
- Outreach, marketing and other services to assist businesses

B. Public Facilities and Improvement (Capital Improvements)

- Acquisition, installation, construction and rehabilitation of infrastructure (e.g., water, sewer lines, streets, and sidewalks)
- Acquisition, construction or rehabilitation of neighborhood facilities and facilities for persons with special needs (e.g., cultural centers, art centers, homeless shelters, group homes and halfway houses).

C. Acquisition of Real Property for Public Use (real property includes)

- Buildings and other property improvements
- Land
- Air rights
- Easements
- Right-of-ways
- Water rights

D. Clearance - Under this category CDBG funds may be used for:

- Demolition of building and improvements
- Removal of demolition products (rubble) and other debris
- Physical removal of environmental contaminants or treatment of such contaminants to render them harmless; and
- Movement of structures to other sites

2. Public Service (Including Neighborhood Improvement Grants)

There is a **\$ 5,000** minimum for all requests. However, please be mindful that there is only **\$150,000** total available for allocation.

A. Neighborhood and Housing Improvement Projects

- Physical improvement projects that make neighborhoods better places to live, work, play or shop. All neighborhood based activities must be identified on a map at time of application. Please note that organizations proposing landscaping or beautification projects must provide detailed plans of their projects prior to receiving funds. Contingencies and restrictions apply to projects in this category. If any type of tool is requested, please include plans for storing and maintaining tool(s).

- Tree planting
- Community gardens
- Shelters or playground improvements
- Murals
- Graffiti removal
- Neighborhood clean-up events
- Handicap ramps

B. Neighborhood Organization and Organizational Development

- Projects should create new or more broadly representative neighborhood associations. Organizational development projects increase the viability and effectiveness of existing neighborhood associations.
 - Leadership training
 - Board training
 - Goal setting and planning assistance
 - Membership recruitment (outreach)
 - Technical training to develop project implementation capacity
 - Street festivals or block parties (the goal of the street festival must relate to achieving specific goals.)

- Neighborhood newsletters and fliers

C. Crime and Public Safety

- ❑ Projects that reduce crime or increase public safety and awareness are also encouraged. Applicants wanting to post signs must receive prior approval from the City's Planning and Zoning Department.
 - Signs for neighborhood crime watch programs
 - Painting house numbers on curbs
 - Drug awareness programs
 - Fire safety programs
 - Removal of sight obstructions
 - Anti-crime and anti-violence events
 - Projects to discourage loitering

D. Community Public Services, Health, Education, Recreation, and Cultural Arts Initiatives

- ❑ Projects aimed at enhancing the educational, recreational, and cultural opportunities to all neighborhood residents. Projects and activities funded under this category must be completed within twelve (12) months after award unless otherwise agreed upon. If the project is intended to become an ongoing service, the applicant should indicate how the project will be funded in future years.
 - Costs for educational materials; tutoring supplies
 - Books, paper products
 - Transportation (must be essential to the activity)
 - Meeting space
 - Advertising
 - Increasing the availability of daycare, pre-school and after-school activities.
 - Cultural, recreational, and educational activities for youth services
 - Outdoor activities or environmental awareness
 - Tutoring, reading incentive programs, literacy, and mentoring projects
 - Parenting and/or life skills training
 - Health awareness
 - Food banks or food shuttles
 - Services to the homeless, elderly, and disadvantaged youth
 - Services to special needs populations such as the physically or mentally challenged

3. Ineligible Costs and Activities

The general rule is that any cost or activity that is ***not authorized*** under the federal CDBG regulations is ineligible to be assisted with CDBG funds.

In accordance with the U. S. Department of HUD Rule on Faith-Based Organizations (Faith-Based Initiative), September 30, 2003 (24 CFR Part 92 et al):

Faith-Based organizations are able to compete for federal grants for social service programs without having to completely separate their religious tone and mission from the services that

1. Reduce poverty
2. Improve opportunities for low-income children/youth/families.
3. Revitalize low-income communities
4. Empower low-income families and individuals to become self-sufficient

5. Help people who are in need.

Faith-based organizations are eligible to receive HUD funding on an equal footing with any other organization. Federal funds are not to be used to support inherently religious activities such as worship, religious instruction, or proselytization. Faith-based organizations are no longer required to form a separate, secular organization 501 (c) (3) to receive funds as was previously required.

Faith-based organizations may receive HUD funds to acquire, rehabilitate, or repair buildings and other real property, as long as the funds only pay the percentage of the total cost attributable to the HUD activities. However, HUD funds may not be used to acquire or improve sanctuaries, chapels, and other rooms that a congregation uses as its principal place of worship.

In addition, the federal regulations stipulate that the following costs and activities may **NOT** be assisted with CDBG funds:

- Building(s) for the general conduct of government (e.g., city hall)
- General government expenses
- Political activities
- New housing construction except under certain conditions or when carried out by a Community Based Development Organization (CBDO)
- Income payment
- Religious activities

4. Benefit Service Area

Your proposed project must benefit low and/or moderate income persons residing within the City Limits of Columbia. Priority is given to projects that are located within the Target Service Area. **Maps depicting these areas are attached.**

The target areas are:

- Booker-Washington Heights Redevelopment Area
- Eau Claire Redevelopment Area.
- Edisto Court Redevelopment Area
- King/Lyon Street Redevelopment Area
- Neighborhood Revitalization Strategy Area (NRSA)
- Pinehurst Redevelopment Area
- Brandon Acres/Cedar Terrace Redevelopment Area
- Belvedere Redevelopment Area

IV. CITIZEN PARTICIPATION PROCESS & PROGRAM PRIORITIES

A. CITIZEN PARTICIPATION PROCESS

The City of Columbia's Community Development Citizen Participation Plan is the foundation for its CDBG funding allocation system. It is the intent of the City to provide for and encourage citizen participation throughout the funding allocation process. Towards this end, the City has established a Citizens Advisory Committee (CAC) to assist the Community Development Department in allocating and monitoring the use of these funds. The CAC, which consists of seven (7) members. The CAC members represent various segments of the City and community.

The CAC meets on the second Tuesday of each month. All of the CAC meetings are public

meetings, advertised, open to the general public and held in a facility accessible to the handicapped. The CAC has the authority to make formal recommendations to the City Council regarding program selection, the specific level of production and the individual dollar amount needed to support those activities.

B. PROGRAM PRIORITIES

In an effort to assess the City's community development priority needs which include the 2017-2018 Program Year, a review of current socio-economic data was conducted through community outreach efforts. The following four (4) program priorities are consistent with the 2015-2019 Consolidated Plan and approved by the City Council:

1. Improving Affordable Housing
2. Expanding Economic Opportunities
3. Providing for Suitable Living Environments
4. Improving the Capacity of Area Housing & Community Service Providers

V. REQUIRED APPLICATION CONTENTS

THE FOLLOWING INFORMATION IS REQUIRED IN EACH APPLICATION SPECIFICS AND ACTUAL FORMS CAN BE FOUND IN THE APPLICATION.

PART 1 General Information

PART 2 Community Development Goals, Strategies and Outcomes

PART 3 Program Priorities

PART 4 Redevelopment Areas

PART 5 Project Data/Census Information

PART 6 Project Narrative

PART 7 Budget & Budget Narrative

PART 8 Required Exhibits to Application

- Location Map
- Governing Body Authorization
- List of Governing Body/Board of Directors
- Certificate of Incorporation
- Articles of Incorporation
- Non-Profit Designation Status Verification
- Current Financial Statement
- Agency's Operating Budget
- Proposed Program/Project Budget and Narrative (*CDBG Budget Form*)
- Previous 2 Years Financial Statements
- Resume of Key Program/Project Personnel & Job Description/ Responsibilities
- Prior Federal and/or Non-federal Funding Experience

VI. TECHNICAL ASSISTANCE & WORKSHOPS

The City of Columbia will hold technical assistance workshops to provide applicants with technical assistance sufficient to submit competitive applications for this funding. Attendance at One (1) session is required as a condition of submitting an application for funding for all applicants. Applications will not be accepted from any organizations not represented at the workshop.

Technical assistance questions should be directed to the Community Development Department at (803) 545-3373. Technical assistance for application submission through ZoomGrants and Q & A concerning the NOFA will be provided at the following workshops:

Locations	Date	Time
Earlewood Park Community Room 1111 Parkside Drive Columbia, SC 29201	October 24, 2016	12:30 pm - 2:30 pm
	October 25, 2016	5:30 pm - 7:30 pm

2016 CDBG Income Limits (Columbia, SC MSA)									
Medium Income	Number of Persons in Household	1	2	3	4	5	6	7	8
\$64,100	30% Limits Extremely Low	\$13,500	\$16,020	\$20,160	\$24,300	\$28,440	\$32,580	\$36,730	\$40,890
	50% Limits Very Low	\$22,450	\$25,650	\$28,850	\$32,050	\$34,650	\$37,200	\$39,750	\$42,350
	80% Limits Low	\$35,950	\$41,050	\$46,200	\$51,300	\$55,450	\$59,550	\$63,650	\$67,750

VII. EVALUATION CRITERIA AND SELECTION PROCESS

The criteria used in this evaluation process are drawn from the description of project requirements outlined in this document. Each application will be evaluated based on the following criteria and on its own merits for content, responsiveness, conciseness, clarity, relevance and strict adherence to the instructions in this RFA.

A. EVALUATION CRITERIA

1. GENERAL INFORMATION (5 POINTS)

This criterion shall look at the completion of general information for the agency, the project/activity name and address; amount requested; target area served; the project description, and the related program priority(ies).

2. GOALS/STRATEGIES AND OUTCOMES (PERFORMANCE MEASURES) (10 POINTS)

This criterion will assess that the applicant identified strategies and anticipated outcomes that apply to the proposed activity or project. There are three (3) possible

outcomes in which only one strategy should be chosen. Does the narrative describe how the requested activity or project will address the goals, strategies and outcomes? Total # served/benefited? Performance measures are used to assess the proposed qualitative and quantitative outcomes.

3. PROGRAM PRIORITIES AND GOALS (10 POINTS)

This criterion will assess the activity or projects consistency with the four (4) priority needs and thirteen (13) major goals established in the 2015-2019 Consolidated Plan.

4. REDEVELOPMENT AREAS (10 POINTS)

This criterion will identify the redevelopment area the proposed activity or project is located and will serve. Has the applicant clearly identified that the services proposed are needed within the target area? How was this carried out?

5. PROJECT DATA & CENSUS INFORMATION (10 POINTS)

This criterion shall assess the project or activities target population and service area. The focus will be placed on the demographics and who will be served. What are the census tracts for the service area(s). How many persons will participate or be served during the program year?

6. PROJECT NARRATIVE (45 POINTS)

This criterion will assess how well the applicant described the project addressed and explained all of the following components:

- a. *Project Description (15 points) - Does narrative clearly describe the application purpose? Were the what, why, how, who (type of beneficiaries), when (timeline) and where (location map included) of the project/activity addressed? Were the beneficiaries identified?*
- b. *LMI Verification (5) - If serving LMI, what will be the process implemented to collect the federally required low/moderate income verification documentation?*
- c. *Community Outreach/Unmet Needs (10 points) - What is the unmet need or problem that will be addressed by the proposed project; was the target population involved in the development of the proposed project? Was there outreach to other agencies with the same or similar programs within the service area for collaboration?*
- d. *Barriers to Service (5 points) - What barriers to service do you anticipate while implementing this project/activity? How do you plan to overcome the barrier(s)?*
- e. *Administrative Capacity (10 points) - What is the administrative capacity and experience of the organization? Does the applicant have staff capacity, organizational accomplishments, collaboration, and agency policies and procedures, to carry out the proposed project?*

7. BUDGET AND BUDGET NARRATIVE (10 POINTS)

This criterion will look at the proposed budget, other sources of funding and how the funds will be used. Is the budget narrative complete and consistent with the proposed budget? Does the agency have a sustainability/contingency plan for the proposed project?

8. REQUIRED EXHIBITS (0 POINTS)

While no points are awarded for this section ALL required exhibits must be upload before proposed application can be submitted.

B. SELECTION PROCESS

1. EVALUATION PANEL

An evaluation panel comprised of no more than three (3) City staff representing the Community Development Department and members of the Citizens Advisory Committee (CAC) will electronically review and evaluate each application that is deemed eligible and complete.

The evaluation panel will evaluate then rank the applications based on the evaluation criteria detailed in this document. The CAC may ask the applicant for clarification or other supporting documentation. .

2. ORAL INTERVIEWS

Oral interviews with the CAC will be tentatively scheduled during February 2016 (*if necessary*). Each applicant will be scheduled for a fifteen (15) minute oral interview consisting of a 5 minute presentation, 10 minute question/answer period. The primary purpose of the oral interview is to clarify questions that arose during the review of the written application and documentation.

3. PRELIMINARY RECOMMENDATIONS/APPEALS/PUBLIC MEETING

Each applicant will receive notification by via email specifying the amount of funding preliminarily recommended by staff and the CAC prior to the first Public Hearing in April 2017. Based on the proposed funding recommendation, applicants may make a written request to appeal or to make public comments at the CAC's public meeting in support or opposition of the proposed funding recommendations. The applicant's appeal/public comment request must be submitted within ten (10) days from date of notification. The appeal/public comment must be made to the Citizens Advisory Committee.

Appeals/public comment must be based on one of the following:

- Preparation of the Request for Application
- Receipt, or lack of receipt, of technical assistance/advice on request
- Submission of a complete and timely application
- Application Oral Presentation to the CAC and evaluation panel.

4. FUNDING RECOMMENDATION

Funding recommendations will be submitted to Columbia City Council for review and final action at its public hearing on the Annual Action Plan to be held in May 2016.

VIII. PROJECT PERFORMANCE ASSESSMENT DEFINITIONS

Pursuant to the City Council directives, the following Project Performance Assessment Section is added to highlight the applicant's responsibility for the achievement of the stated CDBG project purpose. As such, an ongoing assessment of performance relying principally on the items identified before will be utilized to determine the success and benefits of the proposed project.

The following is a brief definition of each item and how it will be assessed:

- Goal(s):** The intent or purpose to be achieved by the project. The project will be assessed to determine if the stated goal(s) is an integral part of the operation/implementation of the project and if it is being achieved.
- Objectives:** Clear description of what kinds of activities will be undertaken

and/or performed in order to achieve the project's stated goal(s). The objectives, when clearly defined, provide the project with a mechanism by which the project will meet its goals. The focus of the assessment will be on the distinct and clear pattern(s) of activities/events completed and which lead toward the fulfillment of the project's goals.

- ❑ **Unit(s) of Service:** The units of service provided (i.e., the number of hours of counseling, children/families served, houses rehabilitated, etc.). The performance assessment will verify documented evidence and on-site operation of the implementation and delivery of the proposed activities.
- ❑ **Average Cost per Unit:** The average cost per unit of service represents the total CDBG allocation divided by the number of units provided. The performance assessment will examine the reasonableness of the average cost per unit of service provided; based on the number of persons served and activities/services performed in relation to the amount of money, time, effort, etc., expended to render the actual unit of service.
- ❑ **Performance Measures:** Performance measures are quantitative and qualitative indicators which denote the achievement or lack of achievement of the project's stated goals. Emphasis will be placed on assuring the project's achievement of the numeric values specified in each measure.
- ❑ **Performance Schedule:** The performance schedule identifies the major milestones for implementation of the proposed project. It provides the anticipated dates when major activities and events will take place during the program year. The performance assessment will focus on the timely implementation of the major project-related activities.
- ❑ **Expected Outcomes:** The expected outcomes of the project are those results, occurrences and/or benefits which are directly correlated to the activity of the project. The assessment will focus on the identification and documentation of the expected outcomes as a direct/indirect consequence or effect of the project activity. Whenever possible, the project should indicate quantifiable and qualitative results that have been achieved as a result of project activity.
- ❑ **CDBG Allocation:** Part of the overall assessment will examine the amount of the total project allocation of CDBG funds in regard to the services provided and the public benefit to the community.

IX. CONTRACT TERMS AND REQUIREMENTS

A. Sub-Recipient Agreement

If your application is selected and awarded funding, your organization will be required to enter into a Sub-Recipient agreement with the City of Columbia outlining the City's and your organization's terms and conditions of the funding. The Sub-Recipient agreement is a legally binding contract and failure to adhere to its terms and conditions can result in the termination and required repayment of the funding award.

B. Required Documentation

If your application is selected and awarded funding, the following documentation will also be required prior to the execution of your Sub-Recipient agreement.

1. **Scope of Service:** This item provides an overview of the proposed program services as described in the application, goals and objectives, and specific services (i.e., working hours, location of services, numbers to be served).
2. **Project Budget and Budget Narrative:** The proposed project budget lists the total funds requested in the application. The Budget Narrative describes in detail what the funds will be used to support during the duration of the program.
4. **Performance and Activity Schedule:** The projected time per quarter for performance of major activities by expected goals.
5. **Performance Assessment:** The following items will be utilized to assess project performance, and evaluate the outcomes/impacts of CDBG funded activities:
 - Goals(s)
 - Objective(s)
 - Unit(s) of Service
 - Average Cost per Unit
 - Performance Measures
 - Performance Schedule
 - Expected Outcomes
 - CDBG Award

X. GENERAL PROVISIONS AND CONDITIONS

A. Pre-Contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the applicant (s) in: (1) preparing its application in response to this RFA; (2) submitting that application to the City; (3) negotiating with the City any matter related to this RFA, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFA. The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the applicant(s), and applicant(s) shall not include any such expenses as part of their applications.

B. No Commitment to Award

Issuance of this RFA and receipt of applications does not commit the City to award a contract. The City expressly reserves the right to postpone application opening for its own convenience, to accept or reject any or all applications received in response to this RFA, to negotiate with more than one applicant concurrently, or to cancel all or any part of this RFA.

C. Equal Opportunity Contracting Policy

Policy: The City of Columbia is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities and disabled persons are encouraged to submit bids or applications. Applicant expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment, as well as regulations that may be mandated by the source of the funds supporting this contract.

Compliance: To the extent permitted by law, Applicant expressly agrees to establish compliance with the Equal Employment Opportunity Resolution of the City of Columbia Municipal Code, and the Rules and Regulations adopted pursuant to said ordinance.

The successful applicant may be required to submit documentation during the term of the contract to evidence on-going compliance with the City's Contracting Ordinance. Such

documentation may include, but not be limited to certified payroll records and Current Permanent Workforce Utilization reports.

Questions regarding the City of Columbia's Contracting Ordinance and policy should be directed to the Department of Purchasing (803) 545-3470.

D. Joint Offers

Where two (2) or more applicants desire to submit a single application in response to this RFA, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. The City intends to contract with a single organization and not with multiple organizations doing business as a joint venture. (Please note: the prime must attend at least one (1) of the scheduled technical assistance workshops.)

E. Certificate of Insurance

Proof of **liability** insurance is required to be submitted with your application.

F. Adherence to Federal Regulations

Applicants agree to comply with the following federal regulations as found in Subpart K in 24 CFR 570.600-614 as condition of your award:

- Affirmatively Further Fair Housing (570.601)
- Equal Opportunity and Prohibition Against Discrimination (570.602)
- Labor Standards (570.603)
- Environmental Standards (570.604)
- National Flood Insurance Program (570.605)
- Uniform Relocation Act (570.606)
- Employment and Contracting Opportunities (570.607)
- Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135
- Lead-Based Paint (570.608)
- Debarred, Suspended or Ineligible Contractors (570.609)
- Uniform Administrative Requirements (570.610)
- Conflict of Interest (570.611)
- Review and Public Comment for Entitlement Programs (570.612)
- Restrictions for Resident Aliens (570.613)
- Architectural Barriers Act and ADA (570.614)

G. Standard Terms and Conditions

Prior to the award of any work hereunder, City and Applicant shall enter into a written Sub-Recipient Agreement.

H. Instructions and Questions

Questions regarding this RFA should be directed only to the person(s) designated below. Do not contact any other City employee or official regarding this RFA or your applications may be disqualified.

Dollie Bristow, CD Administrator, Phone (803) 545-3371 or ddbristow@columbiasc.net

Andelyn D. Rodriguez, Compliance Officer, Phone (803) 545-3958 or adrodriguez@columbiasc.net

H. Proof of Authority

If the applicant is a non-profit organization or a corporation, formal proof of the authority of the officer signing the application to bind the corporation must be submitted with said application.

I. Withdrawal of Application

Any applicant may withdraw its application by written request at any time following the submission deadline.

XI. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FY 2017 – 2018 ACTION PLAN APPROVAL SCHEDULE

Date	Event	Location/Time
October 10, 2016	Public Notice of Notice of Funding Available	The State Legal Section Application Packets Available
October 24, 2016	Technical Assistance Workshop	Earlewood Park Community Room 1111 Parkside Drive Columbia, SC 29201 12:30p.m. – 2:30p.m.
October 25, 2016	Technical Assistance Workshop	Earlewood Park Community Room 1111 Parkside Drive Columbia, SC 29201 5:30p.m. – 7:30p.m.
October 28 – December 5, 2016	Technical Assistance Period Q & A Period	CD Department 1225 Lady Street, Ste 102, Columbia, SC
December 16, 2016	Electronic Applications Due	Zoomgrants.com – Due no later than 11:59 p.m. Eastern Standard Time
December 19, 2016 - December 31, 2016	Staff Review of Applications	
January 2, 2017- January 20, 2017	Citizens Advisory Committee Monthly Meeting Review of Eligible Applications	CD Department 1225 Lady Street, Ste 102, Columbia, SC 5:30 p.m.
February 14, 2017	Citizens Advisory Committee Monthly Meeting Discuss Application Awards	CD Department 1225 Lady Street, Ste 102, Columbia, SC 5:30 p.m.
March 14, 2017	Citizens Advisory Committee Monthly Meeting	CD Department 1225 Lady Street, Ste 102, Columbia, SC 5:30 p.m.
March 16, 2017	Annual Action Plan Draft for Public Review	CD Department 1225 Lady Street, Ste 102, Columbia, SC 5:00 p.m.
March 23, 2017	<u>Public Forum</u>	CCN Meeting Eau Claire Print Building 3907 Ensore Ave., Columbia, SC 5:30 p.m.
April 11, 2017	Citizens Advisory Committee Monthly Meeting	CD Department 1225 Lady Street, Ste 102, Columbia, SC 5:30 p.m.
April 13, 2017	<u>1st Public Hearing</u>	TBD 6:00 p.m.
May 2, 2017	<u>2nd Public Hearing</u> Action Plan to City Council authorization to submit HUD	City Council Meeting- City Hall, 3rd Floor Council Chambers, 1736 Main St. 6:00 p.m.
May 12, 2017	FY2017-18 Annual Action Plan submitted to HUD Columbia Field Office	
May 31, 2017	Conditional Letters of Award Provided	

XII. NSRA AND TARGET AREA MAPS

BELVEDERE AREA MAP



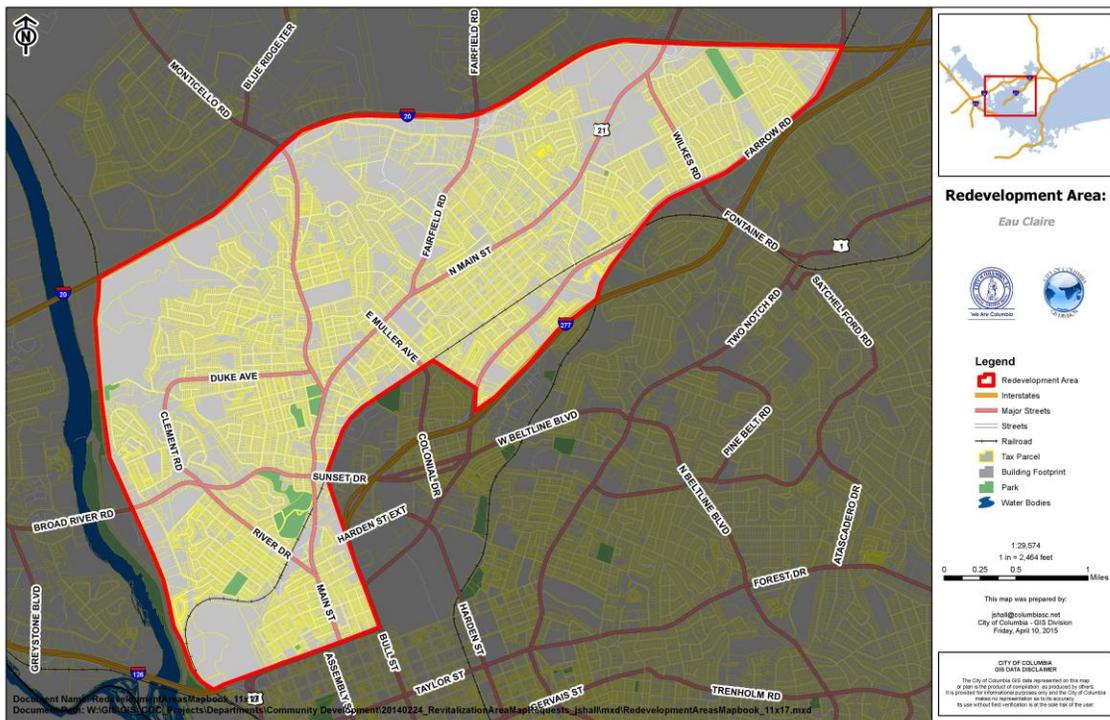
BRANDON ACRES/CEDAR TERRACE REDEVELOPMENT AREA MAP



BOOKER-WASHINGTON HEIGHTS REDEVELOPMENT AREA MAP



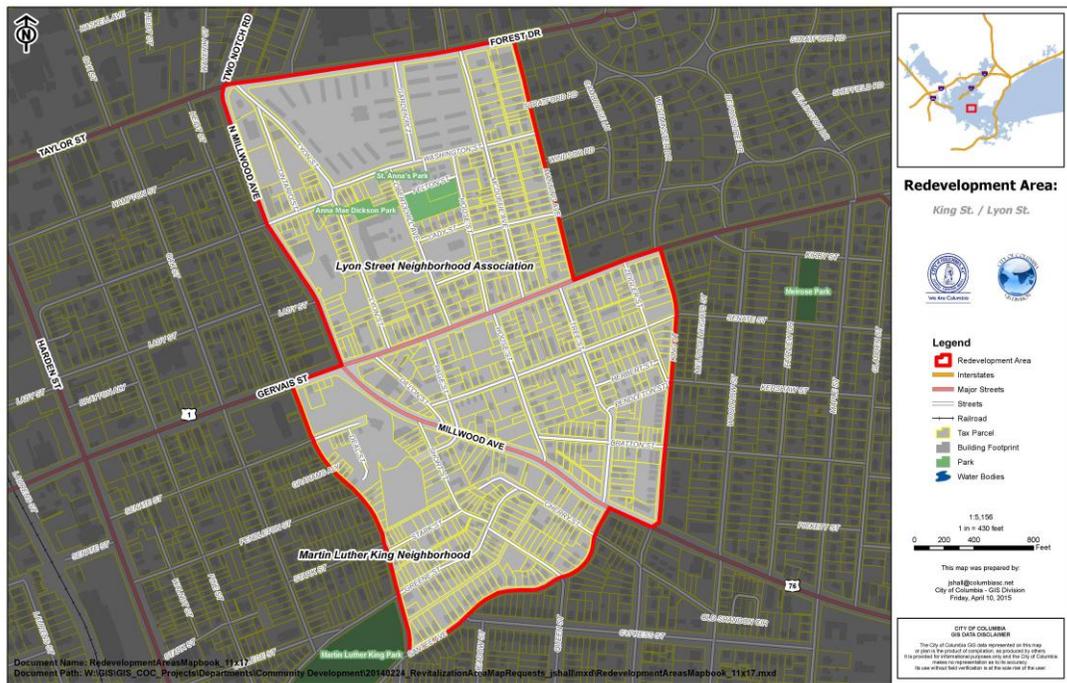
EAU CLAIRE REDEVELOPMENT AREA MAP



EDISTO COURT STREET REDEVELOPMENT AREA MAP



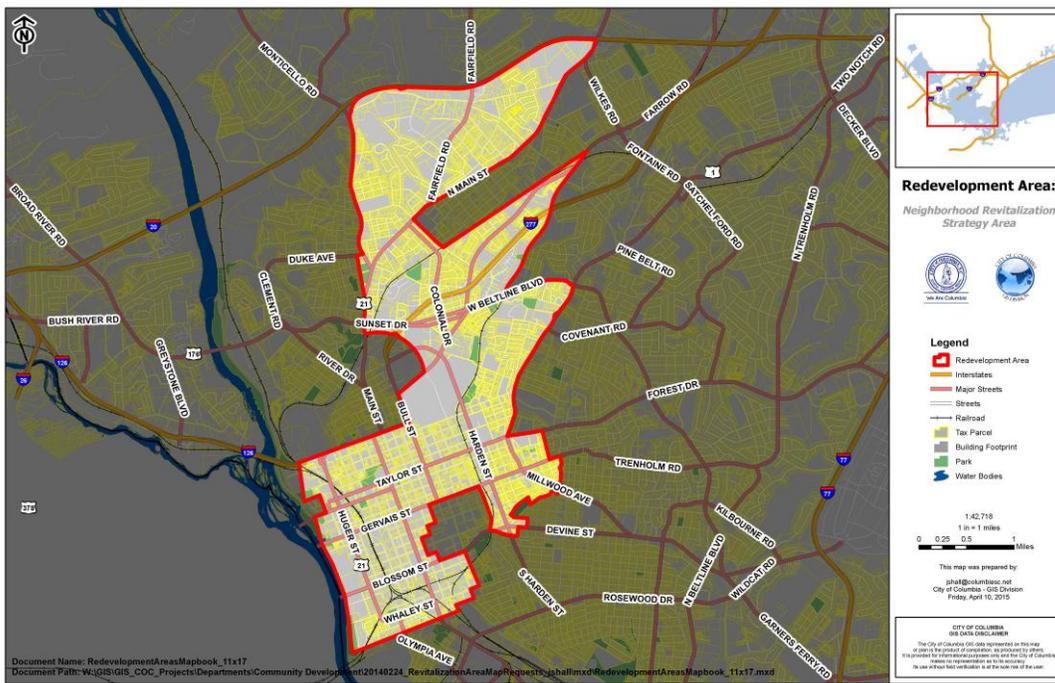
KING/LYON STREET REDEVELOPMENT AREA MAP



PINEHURST REDEVELOPMENT AREA MAP



NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NSRA) MAP



City of Columbia Community Development Department
1225 Lady Street, Suite 102
Columbia, South Carolina 29201
Phone: (803) 545-3373
Fax: (803) 255-8912
www.columbiasc.net