

City of Columbia
Community Development Department
FY2024 – 2025 Notice of Funding Available (NOFA)
Community Development Block Grant (CDBG)



Presented by:

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Contents

City of Columbia.....	1
Community Development Department	1
FY2024 – 2025 Notice of Funding Available (NOFA)	1
Community Development Block Grant (CDBG).....	1
Presented by:	1
I. GENERAL INSTRUCTIONS.....	4
II. INTRODUCTION	5
A. BACKGROUND	5
B. FUNDING AVAILABLE	6
C. THRESHOLD REQUIREMENTS	6
III. APPLICATION ELIGIBILITY	7
A.....	7
B.....	7
C.....	7
D.....	7
E.....	7
F.....	7
G.....	7
1. Eligible Costs and Activities.....	7
2. Ineligible Costs and Activities	8
3. Benefit Service Area	9
IV. CITIZEN PARTICIPATION PROCESS & PROGRAM PRIORITIES	9
A. CITIZEN PARTICIPATION PROCESS.....	9
B. PROGRAM PRIORITIES & GOALS	9
V. REQUIRED APPLICATION CONTENTS	10
VI. TECHNICAL ASSISTANCE & WORKSHOPS	11
VII. PROGRAM INCOME LIMITS	11
VIII. EVALUATION CRITERIA AND SELECTION PROCESS.....	11
A. EVALUATION CRITERIA	12
B. SELECTION PROCESS	13
IX. PROJECT PERFORMANCE ASSESSMENT DEFINITIONS.....	14
X. CONTRACT TERMS AND REQUIREMENTS	14
A. Sub-Recipient Agreement	14

B. Required Documentation	15
XI. GENERAL PROVISIONS AND CONDITIONS	15
A. Pre-Contractual Expenses	15
B. No Commitment to Award.....	15
C. Equal Opportunity Contracting Policy.....	15
D. Joint Offers.....	16
E. Certificate of Insurance.....	16
F. Adherence to Federal Regulations	16
G. Standard Terms and Conditions	17
H. Instructions and Questions	17
I. Proof of Authority.....	17
J. Withdrawal of Application.....	17
XII. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FY 2024-2025 ANNUAL ACTION PLAN APPROVAL SCHEDULE	18
XIII. REDEVELOPMENT AREA MAPS	19
BELVEDERE AREA MAP	19
BOOKER-WASHINGTON HEIGHTS REDEVELOPMENT AREA MAP.....	19
BRANDON ACRES/CEDAR TERRACE REDEVELOPMENT AREA MAP	20
EAU CLAIRE REDEVELOPMENT AREA MAP.....	20
EDISTO COURT STREET REDEVELOPMENT AREA MAP	21
KING/LYON STREET REDEVELOPMENT AREA MAP.....	21
NRSA REDEVELOPMENT AREA MAP.....	22
PINEHURST REDEVELOPMENT AREA MAP.....	22

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 15, 2023**

****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 submitting an application until December 8, 2023. Please call the Community Development Department at (803) 545-3373 for any technical assistance.
- **MANDATORY TECHNICAL ASSISTANCE APPLICATION WORKSHOP:** The City of Columbia will hold a technical assistance workshop to provide public service applicants with technical assistance sufficient to submit competitive applications for this funding. **All applications will be submitted electronically through ZoomGrants. Applications will be available January 19, 2023.** Attendance 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.

Location	Date	Time
Earlewood Park Community Center 1113 Recreation Dr. Columbia, SC 29203	November 9, 2023	10:00 a.m.

- **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.

II. INTRODUCTION

A. BACKGROUND

This **Notice of Funding Available (NOFA)** announces the availability of funding for the Program Year (PY) July 1, 2024 - June 30, 2025 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

- *LMI – Individual Benefit*
- *LMA – Area Benefit*
- *LMC – Limited Clientele Benefit*
- *LMH – Housing Benefit*
- *LMJ – Creates or Retains Job Benefit*

- Addressing Slum or Blight; or

- Meeting a Particular Urgent Community Need

In addition, the City of Columbia Priority Needs:

- 1. *Expand/Improve Public Infrastructure & Facilities***
- 2. *Preserve & Develop Affordable Housing***
- 3. *Public Services & Quality of Life Improvements***
- 4. *Housing & Supportive Services for Persons with HIV/AIDS***
- 5. *Provide for Increased Economic Opportunities***

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. The City estimates receiving **\$1,889,715** in CDBG revenue, (\$1,025,943) in new entitlement, and estimated \$163,772 in Program Income (PI) and \$700,000 in Revolving Loan Fund (RLF).

A total of **\$245,000** is available for **Public Service Activities** located in the City’s redevelopment areas. The Public Service funds for FY2024-2025 will focus on providing services to Rapid Shelter Columbia (RSC), which has the chronically unsheltered as its target population. Collaboration of community partners with RSC proposes to increase placement of the chronically unsheltered into permanent housing with continued services. Applications should focus on the following identified service areas:

- Health Care services
 1. Dental Health
 2. Eye Care
- Mental Health services
- Substance Use Prevention
- Home Health assistance
- Financial Literacy
- Employment Training
- Life Skills
 1. Household Management
 2. Effective Communication

The City has designated **\$1,644,715 to Community Development Planning and Administration, Housing, and Non-Public Service Activities** for City projects located within the targeted redevelopment areas as defined by City Council and identified in the 2020-2024 Consolidated Plan.

During the 2024-2025 funding cycle, competitive applications are limited to CDBG Public Service Activities only.

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

C. THRESHOLD REQUIREMENTS

All applications 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 for **Public Service** eligible activities 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 that assists low and moderate-income persons.

B. To utilize CDBG funds for a public service, the service must be either:

- A new service; or
- A quantifiable increase in the level of an existing service that the grantee or another entity has provided on its behalf through State or local government funds in the 12 months preceding the submission of the grantee's Consolidated Plan Annual Action Plan HUD.
 - *(An exception to this requirement may be made if HUD determines that any decrease in the level of service was the result of events not within the control of the local government.)*

C. 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.

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

E. The costs and activities for which funding is requested must be eligible under the Public-Service service type.

F. Public Service projects proposed must serve LMI persons living within the incorporated city limits of Columbia and the agency receiving CDBG funds must be located within the incorporated city limits of Columbia.

G. Any proposed project must be categorized as a **Public Service** activity as defined by this document, and the defined service area must be at least 51% LMI.

1. *Eligible Costs and Activities*

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

-Public Service

There is a **\$5,000** minimum for all requests. There is a maximum of **\$245,000** total available for allocation.

A. *Community Public Services, Health, Education Initiatives*

- Projects aimed at enhancing increased placement of the chronically unsheltered into permanent housing with continued services. The projects and activities funded under this category must be completed within the defined grant period (July 1 – June 30) of the award year. The applicant must document how the program will be sustained after the one year of funding.
- Examples of eligible costs include the following items, but not limited to:
- Educational materials; tutoring supplies, books, paper
- Transportation (must be essential to the activity)
- Cultural, recreational, and educational activities

- Tutoring, reading incentive programs, literacy, and mentoring projects
- Job training
- Youth/Senior Services
- Parenting and/or life skills training
- Health services/awareness
- Food banks or food shuttles
- Services to the homeless
- Meals for Homeless
- Operating Costs Homeless
- Mental Health Services

B. *Faith-Based Organizations*

- 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 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.

2. *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.

Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that a programmatic purpose, and are authorized either in the approved budget. (2 CFR Part 200.438)

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

3. Benefit Service Area

Your proposed project must benefit low and/or moderate-income persons residing within the city limits of Columbia. Projects for all targeted redevelopment areas and citywide projects are eligible. Maps depicting all redevelopment areas are included in this document. (Page 17)

- Booker Washington Heights Redevelopment Area Map (eligible for public service applications)
- Farrow Road Business Corridor (eligible for public service applications)
- Eau Claire Redevelopment Area (eligible for public service applications)
- Edisto Court Redevelopment Area (eligible for public service applications)
- King/Lyon Streets Redevelopment Area (eligible for public service applications)
- Belvedere Redevelopment Area (eligible for public service applications)
- Brandon Acres/Cedar Terrace Redevelopment Area Map (eligible for public service applications)
- Pinehurst Redevelopment Area (eligible for public service applications)
- Neighborhood Revitalization Stabilization Area (NRSA) (eligible for public service applications)

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 CAC meetings are public meetings, advertised, open to the general public and held in a facility accessible to persons with disabilities. 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 & GOALS

To assess the City’s priority needs, including the 2024-2025 Program Year, a review of current socio-economic data was conducted through community outreach efforts. The following five (5) program priority needs and program goals are consistent with the 2020-2024 Consolidated Plan. All funded activities, programs or projects must be consistent with the priority needs and goals of the Consolidated Plan.

Priority Needs

1. Expand/Improve Public Infrastructure & Facilities
2. Preserve & Develop Affordable Housing
3. Public Services & Quality of Life Improvements
4. Housing & Supportive Services for Persons with HIV/AIDS
5. Provide for Increased Economic Opportunities

Program Goals

- 1A. Expand Public Infrastructure
- 1B. Improve Public Infrastructure Capacity
- 1C. Improve Access to Public Facilities
- 2A. Increase Homeownership Opportunities
- 2B. Increase Affordable Rental Housing Opportunities
- 2C. Provide Code Enforcement in LMI Neighborhoods
- 2D. Provide Removal of Residential Slum & Blight
- 2E. Provide for Owner Occupied Housing Rehab
- 3A. Provide Supportive Services for Special Needs
- 3B. Provide Vital Services for LMI Households
- 4A. Provide Housing Opportunities for Persons with HIV/AIDS
- 4B. Provide Medical & Support Services for Persons with HIV/AIDS
- 5A. Provide Support to New & Expanding Businesses

V. REQUIRED APPLICATION CONTENTS

The following sections are required to be completed for application submission in ZoomGrants:

Tab 1 - Application Summary

- General and contact information

Tab 2 - Application Questions

Tab 3 - Budget & Budget Narrative

Tab 4 – Documents

- All required documents listed below must be uploaded and submitted with application:
 - Governing Body Authorization
 - List of Governing Body/Board of Directors
 - Certificate of Incorporation
 - Articles of Incorporation
 - Non-Profit Designation Status Verification
 - Current/Previous 2 Years Financial Statements (990)/Audit
 - Agency's Operating Budget
 - Proposed Program/Project Budget and Narrative
 - Resume of Key Program/Project Personnel & Job Description/ Responsibilities
 - Prior Federal and/or Non-federal Funding Experience
 - Any state/local licenses or certifications required to perform services for funds requested
 - Certifications
 - Environmental Review Sheet Certification
 - Official Minutes from Community Outreach Meetings with Neighborhoods/Organizations

VI. TECHNICAL ASSISTANCE & WORKSHOPS

The City of Columbia will hold a technical assistance workshop to provide applicants with technical assistance sufficient to submit competitive applications for this funding. Attendance 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:

Location	Date	Time
Earlewood Park Community Center 1113 Recreation Dr. Columbia, SC 29203	November 9, 2023	10:00 a.m.

Additionally, individual TA sessions are available for scheduling during the TA period, November 9 – December 8, 2023.

VII. PROGRAM INCOME LIMITS

2023 CDBG Income Limits (Columbia, SC MSA)

These limits are subject to change when the 2024 Income Limits are released

2023 CDBG Income Limit by Household Size <small>Effective July 1, 2023</small>								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% Limit	\$17,650	\$20,150	\$22,650	\$25,150	\$27,200	\$29,200	\$31,200	\$33,200
50% Limit	\$29,400	\$33,600	\$37,800	\$41,950	\$45,350	\$48,700	\$52,050	\$55,400
80% Limit	\$47,000	\$53,700	\$60,400	\$67,100	\$72,500	\$77,850	\$83,250	\$88,600

VIII. EVALUATION CRITERIA AND SELECTION PROCESS

The criteria used in this evaluation process are drawn from the project requirements described in this document. Evaluation of each application will be 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 consider the completion of general information for the agency, the project/activity name, address, amount requested, target area served, the project description, and 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? Are performance measures used to assess the proposed qualitative and quantitative outcomes?

3. *PROGRAM PRIORITIES AND GOALS (10 POINTS)*

This criterion will assess the activity or project consistency with the five (5) priority needs and major goals established in the 2020-2024 Consolidated Plan.

4. *REDEVELOPMENT AREAS/PRIORITY TARGET AREA (5/10 POINTS)*

This criterion will identify the redevelopment/priority target 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 (40 POINTS)*

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

A. Project Description (10 points) – Does the narrative clearly describe the application purpose? Is the what, why, how, who (type of beneficiaries), when (timeline) and where (location map included) of the project/activity addressed? Are 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 the proposed project will address; was the target population involved in developing the proposed project? Was there outreach to other agencies with the same or similar programs within the service area for collaboration?

B. 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 (15 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 uploaded before the proposed application is 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 March 2024 (if necessary). Each applicant will be scheduled for a fifteen (15) minute oral interview consisting of a 5-minute presentation and a 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 via email specifying the amount of funding preliminarily recommended by staff and the CAC before the first Public Hearing in April 2024. 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 the 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 2024.

IX. PROJECT PERFORMANCE ASSESSMENT DEFINITIONS

Pursuant to the City Council directives, the following Project Performance Assessment Section is added to highlight the applicant's responsibility to achieve the stated CDBG project purpose. As such, we will utilize 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. 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 assessment will focus 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, 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 that denote the achievement or lack of achievement of the 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 the 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 projects expected outcomes are those results, occurrences and/or benefits that are directly correlated to the project's activity. The assessment will focus on identifying and documenting 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 regarding services provided and the public benefit to the community.

X. 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 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.
3. **Performance and Activity Schedule:** The projected time per quarter for the performance of major activities by expected goals.
4. **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

XI. 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 convenience, accept or reject any or all applications received in response to this RFA, negotiate with more than one applicant concurrently, or 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 agrees 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 as evidence of 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 Procurement & Contracts (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 the scheduled technical assistance workshop.)

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)
- Environmental Standards (570.604)
- National Flood Insurance Program (570.605)
- Employment and Contracting Opportunities (570.607)
- 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)
- 49 CFR Part 24 - Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs

Including 2 CFR Part 200- Uniform Administrative Requirements, Cost Principles and Audit

- Internal control procedures required
- Financial records must be maintained 4 years
- Client data must demonstrate eligibility for services
- Time Activity cards or payroll logs must be included
- Monthly Reimbursement Requests
- Monthly, Quarterly and annual progress reporting/Beneficiary reporting

- Annual Compliance/Program Management/Financial Monitoring

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 Herron, Community Development Administrator, Phone (803) 545-3371
Dollie.Herron@ColumbiaSC.gov

Addie Roberson, Program Compliance Specialist, Phone (803) 545-3958
Adeline.Roberson@ColumbiaSC.gov

Nicolette Parker, Program Compliance Specialist, Phone (803) 545-4121
Nicolette.Parker@ColumbiaSC.gov

I. 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.

J. Withdrawal of Application

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

**XII. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FY 2024-2025
ANNUAL ACTION PLAN APPROVAL SCHEDULE**

Date	Event	Location/Time
October 23, 2023	Public Notice of NOFA	The State Legal Section City Website
November 9, 2023	CDBG Application Workshop <i>*Mandatory</i>	TDB
November 10, 2023	CDBG Application Available - ZoomGrants	Online City Website
November 9 – December 8, 2023	Technical Assistance Available	Virtual/In-person
December 15, 2023	Electronic Applications Due	ZoomGrants Online By 11:59 p.m. Eastern Standard Time
December 18-20, 2023	Staff Review of Applications	ZoomGrants Online
December 20, 2023 – January 12, 2024	Citizens Advisory Committee (CAC) Review of Applications	ZoomGrants Online
January 9, 2024	Citizens Advisory Committee Monthly Meeting Review/Discussion of Applications	Community Development Department/Virtual
February 13, 2024	Citizens Advisory Committee Monthly Meeting Review/Discussion of Applications	Community Development/Virtual
March 12, 2024	Citizens Advisory Committee Monthly Meeting Application Award Discussion and Funding Recommendations	Community Development Department Designated Location TBD
April 8, 2024	AAP Draft Available for Public Review 30-Day Public Comment Period Begins	City Website & CD Department
April 9, 2024	Citizens Advisory Committee Monthly Meeting	Community Development Department/Virtual
April 11, 2024	1st Public Hearing	TBD
April 24, 2024	Annual Action Plan Due to City Clerk	MinuteTraq by 5:00pm
May 7, 2024	2nd Public Hearing Action Plan to City Council authorization to submit HUD	City Council Meeting Virtual
May 9., 2024	30-Day Public Comment Period Ends	
May 13, 2024 Due: May 15, 2024	2024-2025 Annual Action Plan submitted to HUD Columbia Field Office	CD Department Staff
May 31, 2024	Conditional Letters of Award Provided	CD Department Staff

XIII. REDEVELOPMENT AREA MAPS

BELVEDERE AREA MAP



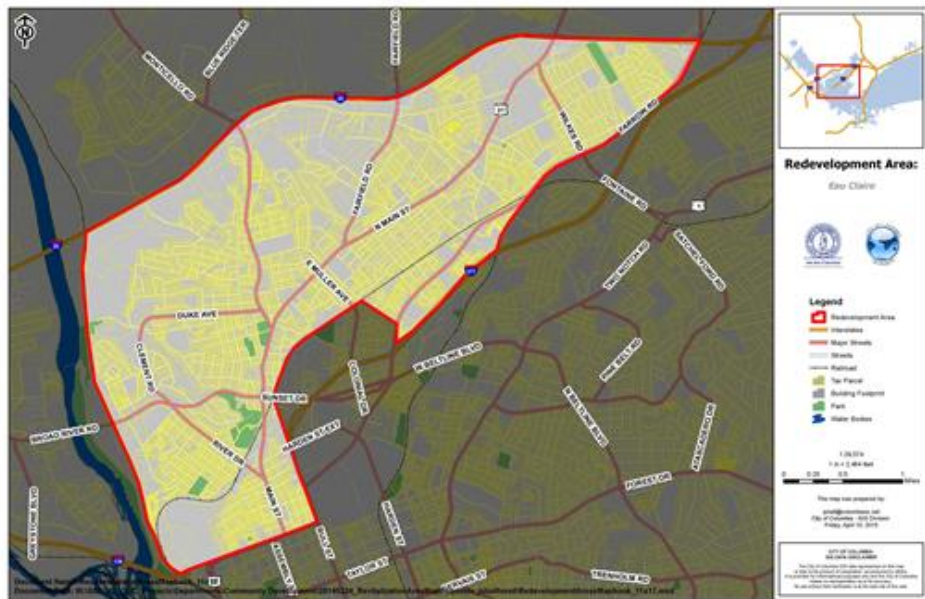
BOOKER-WASHINGTON HEIGHTS REDEVELOPMENT AREA MAP



BRANDON ACRES/CEDAR TERRACE REDEVELOPMENT AREA MAP



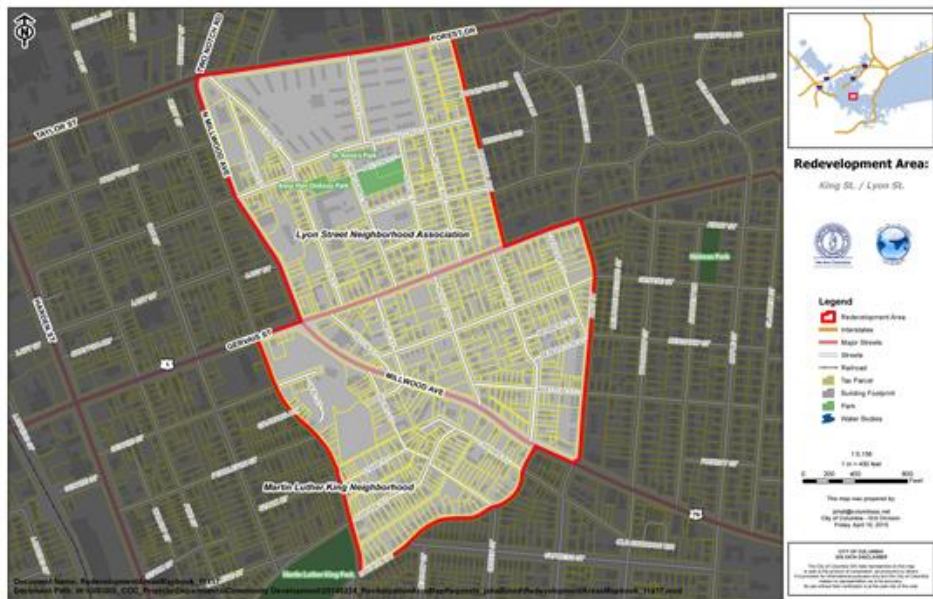
EAU CLAIRE REDEVELOPMENT AREA MAP



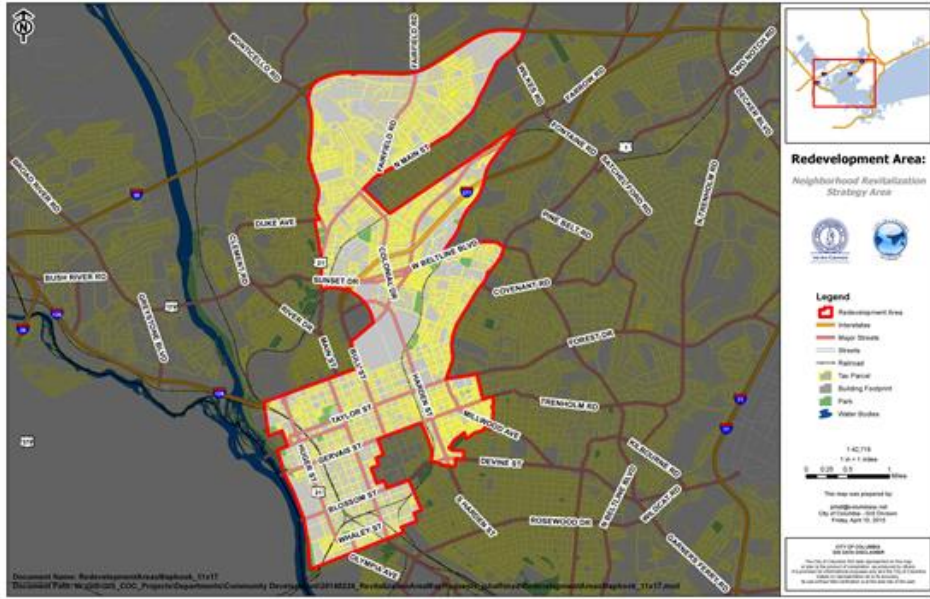
EDISTO COURT STREET REDEVELOPMENT AREA MAP



KING/LYON STREET REDEVELOPMENT AREA MAP



NRSA REDEVELOPMENT AREA MAP



PINEHURST REDEVELOPMENT AREA MAP



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CITY OF COLUMBIA

COMMUNITY DEVELOPMENT DEPARTMENT

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