

**SHELBY URBAN COUNTY
CDBG APPLICATION WORKSHOP
PROGRAM YEAR 2024**

**PRESENTED BY
SHELBY COUNTY DEVELOPMENT SERVICES**

INTRODUCTIONS

Development Services Team

- Christie Hester (Director, Development Services)
- Josh Osborne (Manager, Planning & Community Development)
- Eric Womack (Community Development Programs Specialist)

SECTIONS

- **Shelby Urban County**
- Eligible Activity and Beneficiary
- Quality and Complete Application
- Understanding Federal Requirements
- LMI Jobs (Economic Development)



Applications -

[PY 2024 Application Handbook](#)

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Shelby Urban County

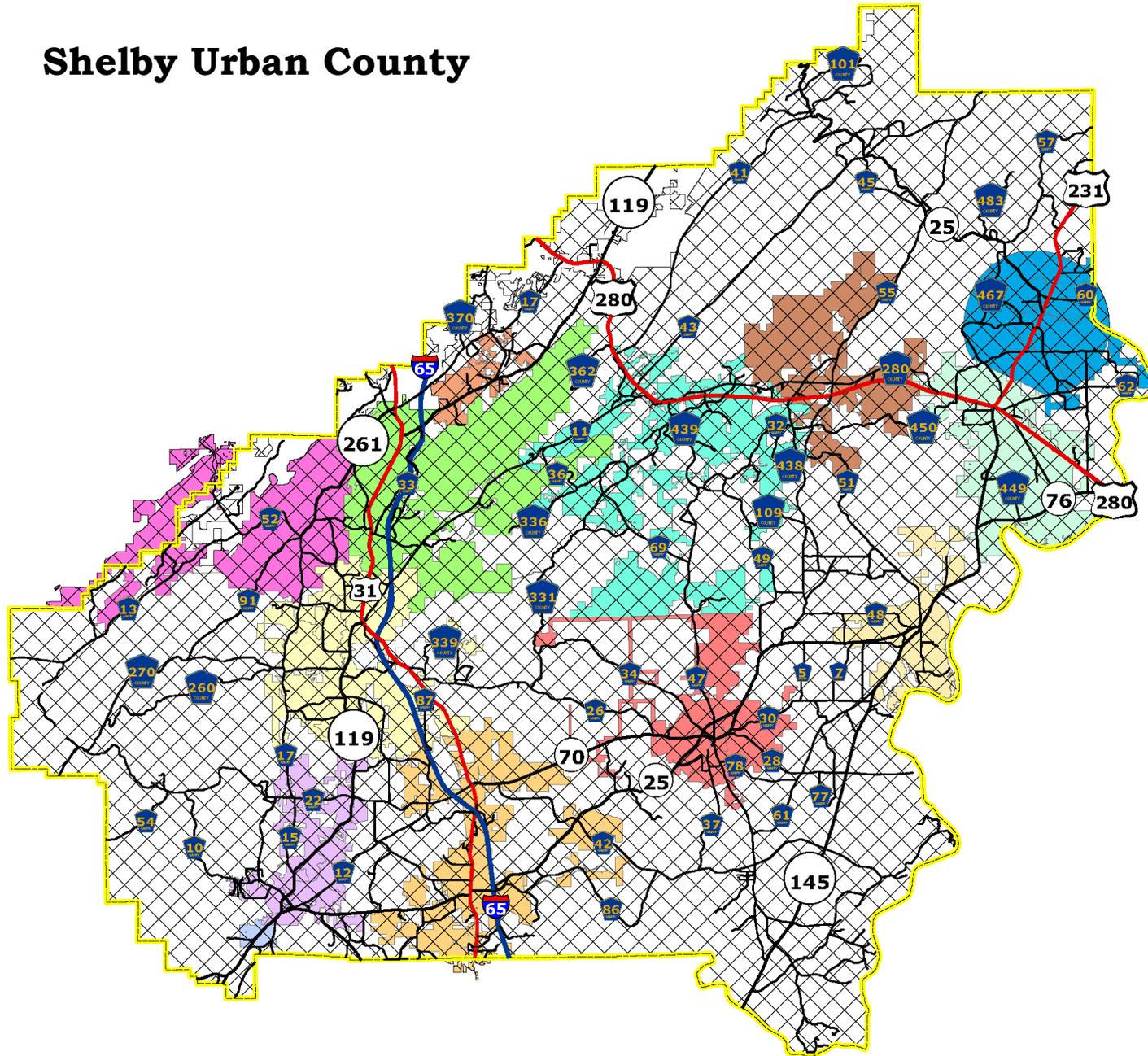
Shelby County has qualified as an entitlement jurisdiction for Fiscal Years 2024-2026 which means it is eligible to receive Community Development Block Grant (CDBG) funding from the Department of Housing and Urban Development (HUD). The County signed cooperation agreements with the following participating municipalities to create the Urban County: Alabaster, Calera, Chelsea, Columbiana, Harpersville, Helena, Indian Springs Village, Montevallo, Pelham, Vincent, Westover, Wilsonville, and Wilton. The geographic area of the Shelby Urban County covers the unincorporated areas of Shelby County and the full corporate boundaries of these municipalities. Thus, the geographic area of the Shelby Urban County includes portions of Chilton County (Calera), Jefferson County (Helena), St. Clair County (Vincent), and Talladega County (Vincent). Shelby County's program year will run from October 1 through September 30.

A Policy Board comprised of fourteen representatives (County and each participating municipality) has been created to guide the development of the CDBG planning process and recommend actions to the Shelby County Commission. Final responsibility and authority lie with the Shelby County Commission.

The CDBG Program is intended to address the needs for public facilities, economic development, housing, public services, and other eligible activities in unincorporated areas and within participating municipalities in the Shelby Urban County. All activities funded through this program are designed to support HUD's National Objectives that:

- Benefit to low- and moderate-income (LMI) persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet an urgent need.

Shelby Urban County



ADOPTED GOALS AND STRATEGIES

1. **Infrastructure**

- a) Expand / Improve Public Infrastructure within Low- and Moderate-Income Areas
- b) Expand / Improve Public Infrastructure that Benefits Low- and Moderate-Income or Special Needs Populations

2. **Public Facilities**

- a) Develop and Improve Public Facilities within Low- and Moderate-Income Areas
- b) Develop and Improve Public Facilities that Benefit Low- and Moderate-Income or Special Needs Populations

3. **Public Services**

- a) Support Programs that Provide Essential Services to Low- and Moderate-Income Populations
- b) Support Programs that Provide Essential Services to Special Needs Populations

4. **Affordable Housing**

- a) Eliminate and Prevent the Spread or Blight on a Spot Basis in Low- and Moderate-Income Neighborhoods
- b) Rehabilitate Existing Owner-Occupied Housing Stock for Low- and Moderate-Income / Special Needs Populations

5. **Fair Housing**

- a) Educate the Public on the Fair Housing Act
- b) Promote Fair Housing Practices

6. **Economic Development**

- a) Target Economic Activities that Promote Job Creation and Retention within Low- and Moderate-Income Areas
- b) Target Economic Activities that Promote Job Creation and Retention for Low- and Moderate-Income / Special Needs Populations

PRIORITY NEEDS

- Community Center
- **Mental Health Services**
- Parks / Recreational Facilities
- Senior Center
- Senior Services
- **Sewer System**
- Streets
- **Water System**
- Youth Services

SECTIONS

- Shelby Urban County
- **Eligible Activity and Beneficiary**
- Quality and Complete Application
- Understanding Federal Requirements
- LMI Jobs (Economic Development)

HUD NATIONAL OBJECTIVES

The project or activity shall address at least one of the following three National Objectives:

1) Benefiting Low- and Moderate-Income (LMI) Persons

- a) This is referred to as the **primary** objective since **at least 70 percent of the CDBG funds awarded shall benefit low- and moderate-income persons**. LMI persons are those with household incomes at or below 80 percent of the median family income (MFI). **Projects generally must benefit at least 51 percent of LMI individuals.**

Subcategories are:

- i. Area Benefit**
- ii. Limited Clientele**
- iii. Job Creation or Retention
- iv. Housing

2) Preventing or Eliminating Slums or Blight

- 3) Meeting an Urgent Need (i.e. natural disaster such as flood or tornado within an **18 month period** immediately preceding application deadline)**

No more than 30 percent of the CDBG funds awarded shall be used for items 2 and 3.

CDBG ACTIVITIES

Rule of Thumb: An activity not specifically included as eligible is excluded.

www.shelbyal.com/1213/CDBG-Resources - Chapter 2 Categories of Eligible Activities

ELIGIBLE

- Acquisition of real property
- Demolition of blighted / unsafe structures
- **Economic development activities**
- Housing rehabilitation
- **Public facility improvements**
- **Public infrastructure**
- **Public service projects**
- **In Shelby Urban County**

INELIGIBLE

- **Buildings used for the general conduct of government**
- Direct income payments
- General government expenses
- **New housing construction**
- Operation and maintenance of public facilities / improvements
- Political activities
- Purchase of equipment

USING CDBG TO FUND PUBLIC SERVICES

- Applicants **cannot use CDBG to replace municipal funds**. This means that the service could not have been provided by the municipality **since August 2023**. For example, CDBG funds cannot be used for the salary of a youth services coordinator if the municipality allocated that salary in its annual budget the year before.
- The public service **must be a new or expanded service**. To qualify as an expanded service, applicants must demonstrate that there has been a **quantifiable increase** in the level of an existing service that has been provided by the applicant or another entity on its behalf with government funding **since August 2023**. If an applicant wanted to fund an existing meal program for seniors, it likely would not be eligible for CDBG assistance. However, if the applicant wanted to expand the meal program to include a job training component to train people in meal preparation and cooking, then the job training component could be eligible.
- Paying for the operation and maintenance of an entire public facility that is only **partially used** by a CDBG assisted activity **is not permitted**.

USING CDBG TO FUND PUBLIC SERVICES

- When qualifying beneficiaries of these programs, **grantees** must document the income of the persons assisted by the service and demonstrate that at least **51%** of the clientele are persons whose household income does not exceed the LMI income limit. Each person assisted **(except those Limited Clientele - Presumed Benefit)** must go through an income qualification process and provide documentation, such as pay stubs, bank statements and income tax returns, to certify that their income meets the low or moderate income threshold.

PUBLIC SERVICE GRANT EXAMPLE

The town has a growing **senior population**. The number of elderly residents has increased 15% since the last U.S. Census. The Senior Center Director has been getting an increasing number of requests from seniors and their families for services to help them continue to live independently in their homes. These services include food delivery, ride services, home health care and financial counseling services. Overwhelmed by the demand, she calls the community development director, for help. He knows that whatever service they'd design they would serve seniors -- **a presumed low to moderate income population**—and will meet the national objective of **benefiting low and moderate income** people. They just need to make sure the activity is CDBG eligible and that it is a **new or expanded service** that **has not been funded with CDBG or municipal funds in the last 12 months**. Also, they will need to ensure that funding the new activity **will not displace previously allocated municipal funds**. He reviews the available community services and verified that food delivery, home health care, and financial counseling would all be **new** services in their community. Ride services were previously available, but only offered on an ad-hoc basis to limited locations. They plan to **expand** ride services to a regular, more frequent schedule and to a greater number of destinations, so this is also an **eligible** service.

LIMITED CLIENTELE BENEFICIARY DETERMINATION

- Benefit a clientele that is generally presumed to be principally LMI. This presumption covers abused children, battered spouses, **elderly persons**, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers; or
- Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI; or
- Have income eligibility requirements limiting the activity to LMI persons only; or
- Be of such a nature and in such a location that it can be concluded that clients are primarily LMI. An example is a day care center that is designed to serve residents of a public housing complex.

LIMITED CLIENTELE BENEFICIARY DETERMINATION

- The following guidance should be used for the purpose of reporting on LMI beneficiaries who are **Limited Clientele – Presumed Benefit**:
- Abused children - **extremely low income**
- Battered spouses - **low income**
- Severely disabled adults - **low income**
- Homeless persons - **extremely low income**
- Illiterate adults - **low income**
- Persons with AIDS - **low income**
- Migrant farm workers - **low income**
- **Elderly** assistance is to acquire, construct, convert, and/or rehabilitate a **senior center** or to pay for providing center-based senior services, report the beneficiaries as **moderate income**. If assistance is for other services (**not center-based**), report the elderly beneficiaries as **low income**.

SECTIONS

- Shelby Urban County
- Eligible Activity and Beneficiary
- **Quality and Complete Application**
- Understanding Federal Requirements
- LMI Jobs (Economic Development)

APPLICATION BASICS

- **Grant Program Year**
 - **October 1, 2024 – September 30, 2025**
- **Grant Application Cycle**
 - **March 14, 2024 – May 8, 2024 (noon)**
- **Download Applications (*Available March 14*)**
 - **www.shelbyal.com/1201/Shelby-Urban-County**

SCHEDULE

- MARCH 13, 2024 **WORKSHOP**
- MARCH 14, 2024 **APPLICATIONS AVAILABLE ONLINE**
- MAY 8, 2024 (NOON) **APPLICATIONS DUE**
- MAY 9-17, 2024 **STAFF THRESHOLD CRITERIA REVIEW PERIOD / STAFF SCORES APPLICATIONS**
- MAY 18-22, 2024 **POLICY BOARD REVIEWS SCORED APPLICATIONS / SELECTS PROJECTS FOR ANNUAL ACTION PLAN / RECOMMENDS PLAN TO SHELBY COUNTY COMMISSION**
- JUNE 21-JULY 22, 2024 **PUBLIC COMMENT PERIOD FOR DRAFT CONSOLIDATED AND ANNUAL ACTION PLANS**
- JULY 22, 2024 **PUBLIC HEARING / APPROVAL FOR 2024-2028 CONSOLIDATED PLAN AND 2024 ANNUAL ACTION PLAN**
- AUGUST 16, 2024 **HUD SUBMISSION DEADLINE FOR PLANS**

ELIGIBLE APPLICANTS

Shelby Urban County Participating Member

- 1) Alabaster
- 2) Calera
- 3) Chelsea
- 4) Columbiana
- 5) Harpersville
- 6) Helena
- 7) Indian Springs Village
- 8) Montevallo
- 9) Pelham
- 10) Vincent
- 11) Westover
- 12) Wilsonville
- 13) Wilton
- 14) Shelby County

**An incorporated non-profit organization with
501(c) (3) tax-exempt status**

APPLICATION GUIDELINES

- **Application Limit per Entity**
 - Two applications allowed (**Primary and Secondary**)
- **Maximum CDBG Funds Requested**
 - Public Service Applications up to **15%** of allotment (**HUD CAP**)
 - Capital Service Applications up to 100% of allotment
- **Minimum CDBG Funds Requested**
 - A minimum of **\$100,000** has been set
- **Match Required**
 - Projects up to and including \$250,000 **10% Match**
 - **Projects greater than \$250,000** **15% Match**

APPLICATION FORMAT

Applications should be prepared in a digital format and a readable font size. All pages shall be single-sided 8.5 x 11 sheets of paper. **Applications should be either clipped with large or extra-large binder clip or bound using pressboard binders – no spiral binders or staples allowed.** A table of contents should be used with corresponding section tabs.

APPLICATION SUBMISSION

Applicants shall **hand-deliver** one (1) **application with original signatures** **AND** include one (1) **digital copy via USB or email** (ewomack@shelbyal.com) to the Shelby County Department of Development Services, located at 1123 County Services Drive, Pelham, Alabama 35124 by **12:00 noon on Wednesday, May 8, 2024**. A timestamp will be applied to all accepted applications noting arrival date and time. Applications dropped off after the abovementioned date or time will not be eligible for funding consideration. **Applications, both hardcopy and digital, must be received by noon on the abovementioned date and time.** No facsimiles accepted.

**SHELBY URBAN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
PY 2024 CAPITAL PROJECT APPLICATION**

APPLICATION (select one): PRIMARY SECONDARY

SECTION 1: APPLICANT

ENTITY NAME:

ENTITY TYPE (select one): COUNTY MUNICIPALITY NON-PROFIT

UEI #: FEIN (Tax ID) #:

All correspondence will be mailed and / or emailed to the Primary Contact Person and copied to a Secondary Contact Person, if provided.

PRIMARY CONTACT PERSON:

TITLE:

MAILING ADDRESS:

CITY:

STATE: ZIP CODE:

TELEPHONE NUMBER:

EMAIL ADDRESS:

PREFERRED CORRESPONDENCE (select one): EMAIL MAIL

SECONDARY CONTACT PERSON:

UNIQUE ENTITY IDENTIFIER (UEI)

- The unique entity identifier **changed from the DUNS Number to the Unique Entity ID.**
- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by **SAM.gov.**
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID.
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.
- **The Unique Entity ID does not expire.** However, registrations must be updated and renewed each year to remain in the “active registration” status.
- **If you do not update or renew your registration, it will be in an “inactive” status.**
- **No awards or payments can be processed while the registration is in "inactive" status.**

SECTION 2: PROJECT

PROJECT NAME:

SITE ADDRESS:

MUNICIPALITY:

COUNTY:

CENSUS TRACT(S) / BLOCK GROUP(S):

TOTAL PROJECT COST:

\$

CDBG FUNDS REQUESTED:

\$

LOCAL FUNDS:

\$

OTHER FUNDS:

\$

SECTION 2: PROJECT

PROJECT NAME:

TYPE (select one):

NEW

EXPANSION

CONTINUATION

ADDRESS:

MUNICIPALITY:

COUNTY:

CENSUS TRACT(S) / BLOCK GROUP(S):

TOTAL PROJECT COST:

S

CDBG FUNDS REQUESTED:

S

LOCAL FUNDS:

S

OTHER FUNDS:

S

Provide either the number of LMI persons and total (LMI + non-LMI) persons benefiting from the proposed project OR the number of LMI housing units or households and total (LMI + non-LMI) housing units or households benefiting from the proposed project; and the percentage of the selection (LMI / TOTAL) in the corresponding boxes:

LMI PERSONS

TOTAL PERSONS

LMI % (LMI / TOTAL)

LMI HOUSING UNITS / HOUSEHOLDS

TOTAL HOUSING UNITS / HOUSEHOLDS

LMI % (LMI / TOTAL)

DATA SOURCE (select one):

HUD

INCOME SURVEYS (attach with application)

SERVICE AREA OF A CDBG-FUNDED ACTIVITY

- The service area is the entire area to be served by the CDBG-funded activity.
- One of the crucial aspects of qualifying an activity as principally benefiting LMI persons on an area basis is the proper identification of the (boundaries of the) service area.
- The boundaries of the service area must be defined before deciding which data to use to determine the percentage of LMI persons and not vice versa.
- HUD will generally accept the service area determined by applicants unless there is substantial evidence to the contrary.
- In assessing such evidence, the full range of direct effects of the assisted activity will be considered. **(The activities when taken as a whole must not benefit moderate income persons to the exclusion of low income persons.)**
- Also, the area to be served by a CDBG-funded activity does not need to be coterminous with census tracts or other officially recognized boundaries, but it is critical that the service area be the entire area served by the activity.

SERVICE AREA OF A CDBG-FUNDED ACTIVITY

Nature of the activity

In determining the boundaries of the area served by a facility, one must consider whether the facility is adequately equipped to meet the needs of the residents. A park that is expected to serve an entire neighborhood cannot be too small or have so little equipment (number of swings, slides, etc.) that it would only be able to serve a handful of persons at a time.

Conversely, a park that contains three ball fields or a ball field with grandstands that can accommodate hundreds of spectators cannot reasonably be said to be designed to serve a single neighborhood.

Such would apply to the case of assisting a small two-lane street in a residential neighborhood versus that of assisting an arterial four-lane street that may pass through the neighborhood but is clearly used primarily by commuters.

Location of the activity

Where an activity is located may affect its capacity to serve particular areas, especially when the location of a comparable activity is considered. A library cannot reasonably benefit an area that does not include the area in which it is located.

When a facility is located near the boundary of a particular neighborhood, its service area would be expected to include portions of the adjacent neighborhoods as well as the one in which it is located.

Accessibility issues

If a geographic barrier such as a river or an interstate highway separates persons residing in an area in a way that precludes them from taking advantage of a facility that is otherwise nearby, that area should not be included in the service area. Language barriers might also constitute an accessibility issue in some circumstances.

LMI PERSONS DOCUMENTATION

AREA BASIS DATA SOURCE

HUD OPTION

- Applicants should use **HUD-provided** Low Moderate Income Summary Data (LMISD) if **both** the project's service area is municipality-wide **AND** the municipality is at least 51% LMI. LMISD can be used if the service area is generally residential, matches census data, and services are available to all.
 - **Low Moderate Income Summary Data (LMISD)**
 - LMI percentages are determined for each block group, **municipality**, and CDBG grantee based on the **2011-2015 American Community Survey ACS 5-year estimate**.
 - Annually there are changes to the list of Entitlement CDBG grantees as communities' eligibility status change and geographic boundaries of existing grantees change. On a **fiscal year-basis**, HUD publishes the list of block groups with the name of the associated **grantee (Shelby County)**. In these updates, the LMI percentage by block group is **NOT** changing, but the block groups associated with the grantee may change.
 - Currently, this data is not yet available for FY 2024.

LMI PERSONS DOCUMENTATION

AREA BASIS DATA SOURCE

INCOME SURVEY OPTION

- Applicants **SHALL** use an **income survey** if the service area is not generally residential, does not match census data, or services are not available to all.
 - **Income Survey**
 - CDBG regulations require that the results of the survey meet standards of statistical reliability comparable to that of the ACS. A statistically reliable survey entails the following:
 - The applicant must clearly document the survey method used: mail questionnaire, face-to-face or telephone interviews, etc. (Each method has advantages and disadvantages.)
 - Participants must be selected through a random sampling process, and replacements for non-respondents must be selected through the same random sampling process.
 - The results of the survey shall result in a service area which meets or exceeds the 51% LMI threshold.

HUD INCOME LIMITS
SHELBY COUNTY (BIRMINGHAM-HOOVER METRO)
EFFECTIVE JUNE 15, 2023

<u># of Persons</u>	<u>Extremely Low (30% MFI)</u>	<u>Very Low (50% MFI)</u>	<u>Low (80% MFI)</u>
1	\$ 18,900	\$ 31,450	\$ 50,300
2	\$ 21,600	\$ 35,950	\$ 57,500
3	\$ 24,860	\$ 40,450	\$ 64,700
4	\$ 30,000	\$ 44,900	\$ 71,850
5	\$ 35,140	\$ 48,500	\$ 77,600
6	\$ 40,280	\$ 52,100	\$ 83,350
7	\$ 45,420	\$ 55,700	\$ 89,100
8	\$ 50,560	\$ 59,300	\$ 94,850

SAMPLE SIZE CALCULATOR EXAMPLES

// surveysystem.com/sscalc.htm

Sample Size

- Confidence Level: 95%
- Confidence Interval: 5
- Population: 10
- Sample size needed: 10

Sample Size

- Confidence Level: 95%
- Confidence Interval: 5
- Population: 50
- Sample size needed: 44

Sample Size

- Confidence Level: 95%
- Confidence Interval: 5
- Population: 200
- Sample size needed: 132

Sample Size

- Confidence Level: 95%
- Confidence Interval: 5
- Population: 2000
- Sample size needed: 322

CDBG BENEFICIARY SURVEY FORM

The (Town/City) intends to apply for a Community Development Block Grant to _____.

In order to determine if this project meets eligibility criteria, the following information must be obtained from a representative sample of proposed beneficiaries.

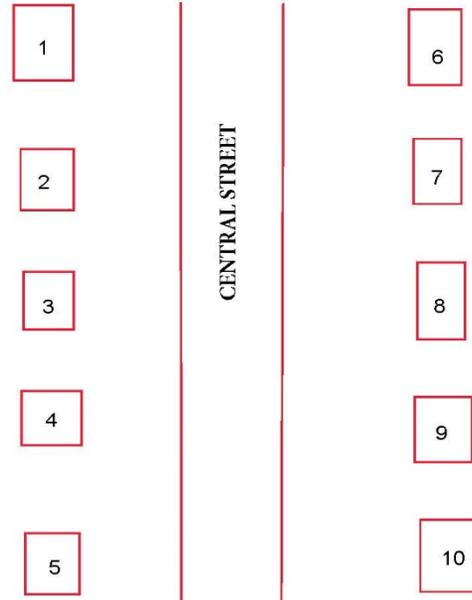
Name/Address of Occupant _____
 Name of Person Giving Information _____

Survey Map Reference Number _____ Homeowner _____

Number of Persons in Household _____ Tenant _____
 Female Headed Household _____ Yes _____ No
 Number of Handicapped Persons in Household _____

Is the Ethnicity of this HH Hispanic or Latino? _____ Yes _____ No

Race of HH _____
 White _____
 Black/African American _____
 Asian _____
 American Indian/Alaskan Native _____
 Native Hawaiian/Other Pacific Islander _____
 Am. Indian/Alaskan Native and White _____
 Asian and White _____
 Black/African American and White _____
 Am. Indian/Alaskan Native and Black _____
 Other Multi-Racial _____



Household Size	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Very Low-Income	\$0 to \$18,900	\$0 to \$21,600	\$0 to \$24,860	\$0 to \$30,000	\$0 to \$35,140	\$0 to \$40,280	\$0 to \$45,420	\$0 to \$50,560
Low-Income	\$18,901 to \$31,450	\$21,601 to \$35,950	\$24,861 to \$40,450	\$30,001 to \$44,900	\$35,141 to \$48,500	\$40,281 to \$52,100	\$45,421 to \$55,700	\$50,561 to \$59,300
Moderate-Income	\$31,451 to \$50,300	\$35,951 to \$57,500	\$40,451 to \$64,700	\$44,901 to \$71,850	\$48,501 to \$77,600	\$52,101 to \$83,350	\$55,701 to \$89,100	\$59,301 to \$94,850
High-Income	Over \$50,300	Over \$57,500	Over \$64,700	Over \$71,850	Over \$77,600	Over \$83,350	Over \$89,100	Over \$94,850

 Surveyor's Signature

 Date

CDBG BENEFICIARY SURVEY FORM

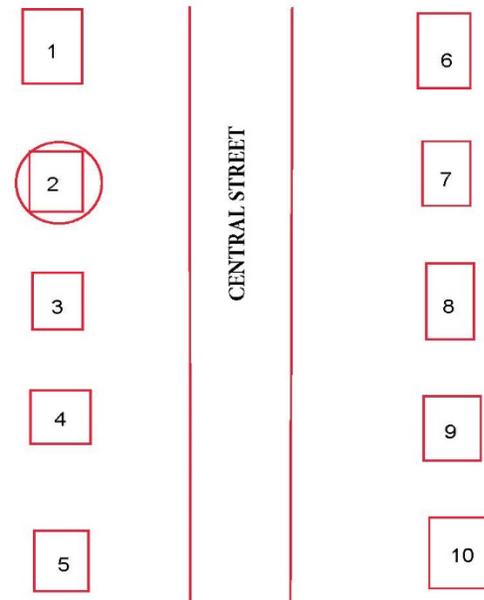
The **Town of Shelby** intends to apply for a Community Development Block Grant to **construct a sidewalk**.

In order to determine if this project meets eligibility criteria, the following information must be obtained from a representative sample of proposed beneficiaries.

Name/Address of Occupant John Doe / 123 Central Street
 Name of Person Giving Information Mary Hart
Town Clerk

Survey Map Reference Number 2 Homeowner Yes
 Number of Persons in Household 3 Tenant _____
 Female Headed Household _____ Yes X No
 Number of Handicapped Persons in Household 1

Is the Ethnicity of this HH Hispanic or Latino? _____ Yes X No
 Race of HH
 White _____
 Black/African American 3
 Asian _____
 American Indian/Alaskan Native _____
 Native Hawaiian/Other Pacific Islander _____
 Am. Indian/Alaskan Native and White _____
 Asian and White _____
 Black/African American and White _____
 Am. Indian/Alaskan Native and Black _____
 Other Multi-Racial _____



Household Size	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Very Low-Income	\$0 to \$18,900	\$0 to \$21,600	\$0 to \$24,860	\$0 to \$30,000	\$0 to \$35,140	\$0 to \$40,280	\$0 to \$45,420	\$0 to \$50,560
Low-Income	\$18,901 to \$31,450	\$21,601 to \$35,950	\$24,861 to \$40,450	\$30,001 to \$44,900	\$35,141 to \$48,500	\$40,281 to \$52,100	\$45,421 to \$55,700	\$50,561 to \$59,300
Moderate-Income	\$31,451 to \$50,300	\$35,951 to \$57,500	\$40,451 to \$64,700	\$44,901 to \$71,850	\$48,501 to \$77,600	\$52,101 to \$83,350	\$55,701 to \$89,100	\$59,301 to \$94,850
High-Income	Over \$50,300	Over \$57,500	Over \$64,700	Over \$71,850	Over \$77,600	Over \$83,350	Over \$89,100	Over \$94,850

Mary Hart
 Surveyor's Signature

3/13/2024
 Date

SECTION 2: PROJECT

PROJECT NAME: South Calera Water Main Replacement

SITE ADDRESS: 3000-4000 US Hwy 31 South

MUNICIPALITY: Calera

COUNTY: Talladega County

CENSUS TRACT(S) / BLOCK GROUP(S):
Census Tract 604.02, Block Group 4

TOTAL PROJECT COST: \$ 500,000.00

CDBG FUNDS REQUESTED: \$ 425,000.00

LOCAL FUNDS: \$ 75,000.00

OTHER FUNDS: \$

Provide either the number of LMI persons and total (LMI + non-LMI) persons benefiting from the proposed project OR the number of LMI housing units or households and total (LMI + non-LMI) housing units or households benefiting from the proposed project; and the percentage of the selection (LMI / TOTAL) in the corresponding boxes:

55 LMI PERSONS

100 TOTAL PERSONS

55.00% LMI % (LMI / TOTAL)

LMI HOUSING UNITS / HOUSEHOLDS

TOTAL HOUSING UNITS / HOUSEHOLDS

0.00% LMI % (LMI / TOTAL)

DATA SOURCE (select one):

- HUD
- INCOME SURVEYS (attach with application)



Step 2. Pick Just One LMISD Layer

- Layers
- LMISD by Block Group
 - LMISD by Place & Consolidated City
 - LMISD by County Subdivision
 - LMISD by County

(1 of 2)

LMISD by Block Group: Block Group 4, Census Tract 604.02, Chilton County, Alabama

Source	2015ACS
geoname	Block Group 4, Census Tract 604.02, Chilton County, Alabama
Stusab	AL
Countyname	Chilton County
State	01
County	021
Tract	060402
Blckgrp	4
Low	610
Lowmod	880
Highmod	1150

[Zoom to](#)

SECTION 3: NATIONAL OBJECTIVES

Select which objective(s) your project will address:

BENEFITING LOW- AND MODERATE-INCOME PERSONS

PREVENTING OR ELIMINATING SLUMS OR BLIGHT

MEETING AN URGENT NEED

SECTION 4: SHELBY URBAN COUNTY GOAL

Select which goal(s) your project will address.

INFRASTRUCTURE

PUBLIC FACILITIES

PUBLIC SERVICES

ECONOMIC DEVELOPMENT

AFFORDABLE HOUSING

FAIR HOUSING

SECTION 5: PROJECT DESCRIPTION

Fully describe your project to include, but not be limited to, the following if applicable:

**Description; project type; location; applicable measurement of project scope; who it will serve;
Completion timeline; unique or innovative aspects; any cooperative or collaborative efforts;
Conditions warranting the project; public health or safety hazards to be remedied;
How project was identified and how it will address the identified needs; deficiencies to be corrected;
Location impact; quantify the work to be performed; and intended outcomes.**

Include location maps, service area maps, photos, letters of support, and any other information that you can provide to clearly and succinctly support this project. Add additional pages as necessary.

SECTION 6: COST ESTIMATE

Please provide a detailed cost estimate including all additional funds that will be used for the project. A cost estimate from an architect or engineer is preferred. Use additional pages if needed.

PRELIMINARY ENGINEERING REPORT

- **Existing Conditions**
 - Describe in a nutshell the complete system
 - Describe the problem this application would address
 - Current pictures of the problem area
 - Any charts or graphs that technically describe the issue
- **Proposed Solutions**
 - What is the plan to fix the problem
 - How will the plan address the problem
 - What is the life expectancy of the solution
- **Project Maps / Drawings (Scaled, Detailed, & Labeled)**
 - Project location map
 - Project area photo location map
 - Project service area map
 - Existing conditions drawing (overlaid on an aerial image)
 - Proposed construction drawing (overlaid on an aerial image)
 - Decimal Degrees coordinates (longitude, latitude)

PRELIMINARY ENGINEERING REPORT

- **Cost Estimate**

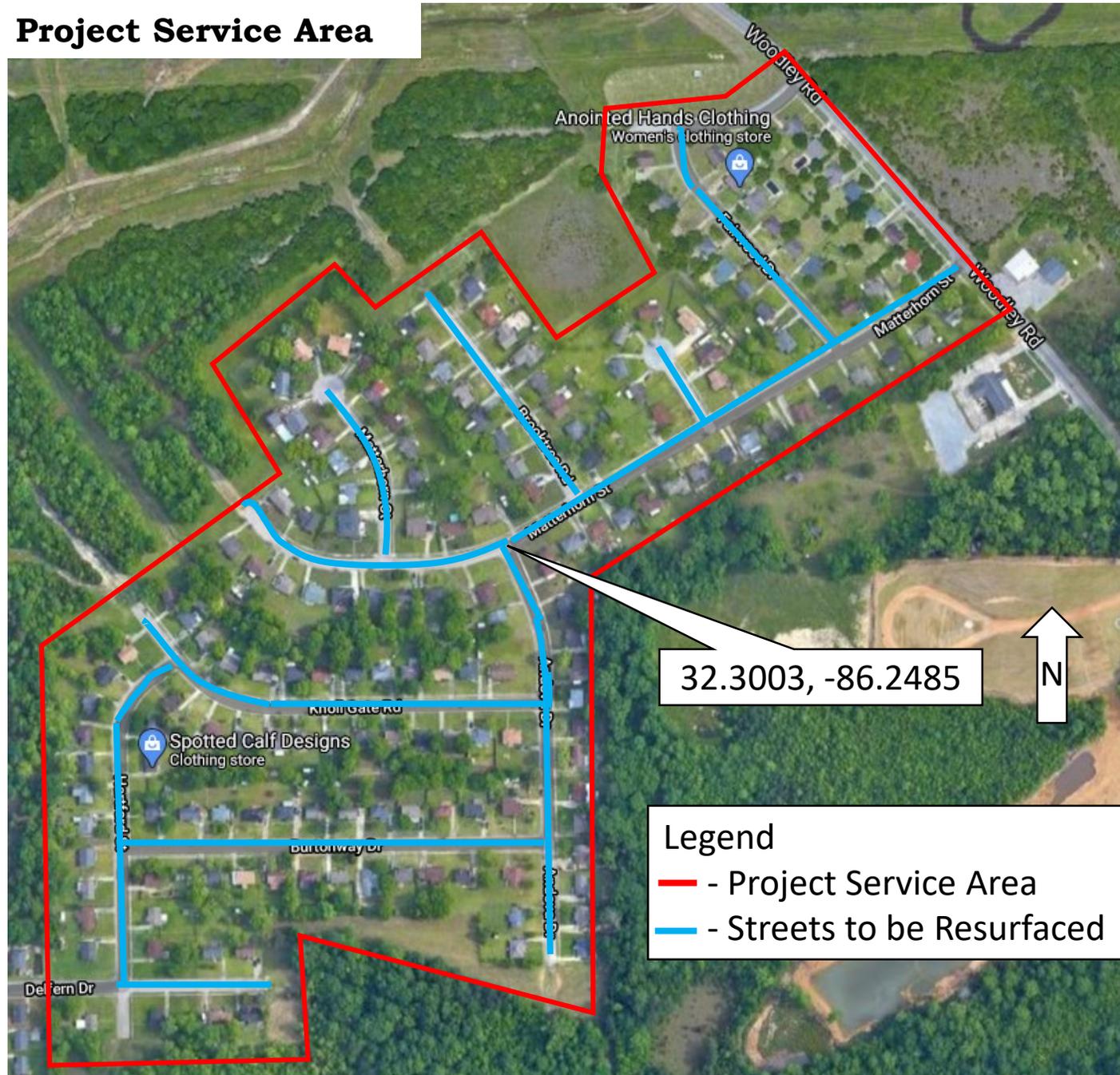
- Reasonable for the time of year construction is planned
- Reasonable for the quantities estimated
- Sufficiently detailed
- Engineering Fees
 - USDA Rural Development Chart (to nearest 1/100 of a percent)
 - Design (Tables I-III)
 - Inspection (Table IV)
- Architectural Fees
 - State of Alabama Building Commission

	Item	Qty	Unit	Unit Price	Amount Bid
1.	Mobilization	1	LS	\$ 15,000.00	\$ 15,000.00
2.	Asphalt Patching, 3/4" Max Agg Size Mix	100	TON	\$ 115.00	\$ 11,500.00
3.	Asphalt Leveling, 1/2" Max Agg Size Mix	100	TON	\$ 120.00	\$ 12,000.00
4.	Asphalt Wearing Surface, 1/2" Max Agg Size	1450	TON	\$ 150.00	\$ 217,500.00
5.	Crushed Agg Base, Type B	60	TON	\$ 200.00	\$ 12,000.00
6.	Concrete Curb, Type N	265	LF	\$ 25.00	\$ 6,625.00
7.	Concrete Flume	10	CY	\$ 35.00	\$ 350.00
8.	Slope Paved Headwall	2	EA	\$ 2,500.00	\$ 5,000.00
9.	Rip-Rap Class 2	25	TON	\$ 2,000.00	\$ 50,000.00
10.	Traffic Control Markins, Class 2, Type A	210	LF	\$ 1.50	\$ 315.00
11.	Topsoil	100	CY	\$ 40.00	\$ 4,000.00
12.	Seeding & Mulching	1	LS	\$ 2,500.00	\$ 2,500.00
13.	Traffic Control	1	LS	\$ 2,500.00	\$ 2,500.00
14.	Materials Testing	1	LS	\$ 3,500.00	\$ 3,500.00

Construction Subtotal: **\$ 342,790.00**

Engineering Design (8.53%): \$ 29,236.00
 Engineering Inspection (4.91%): \$ 16,846.00

Project Service Area

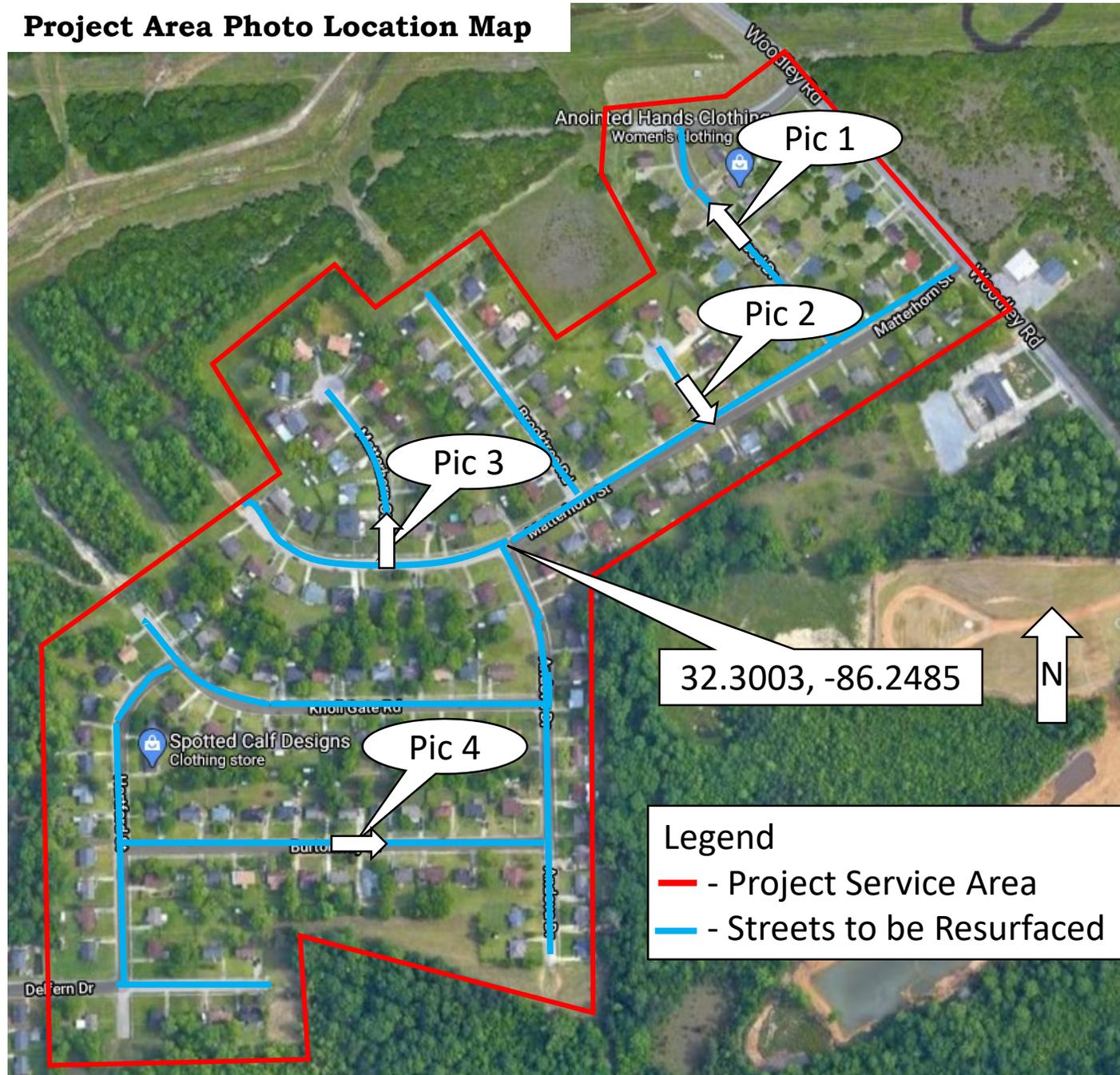


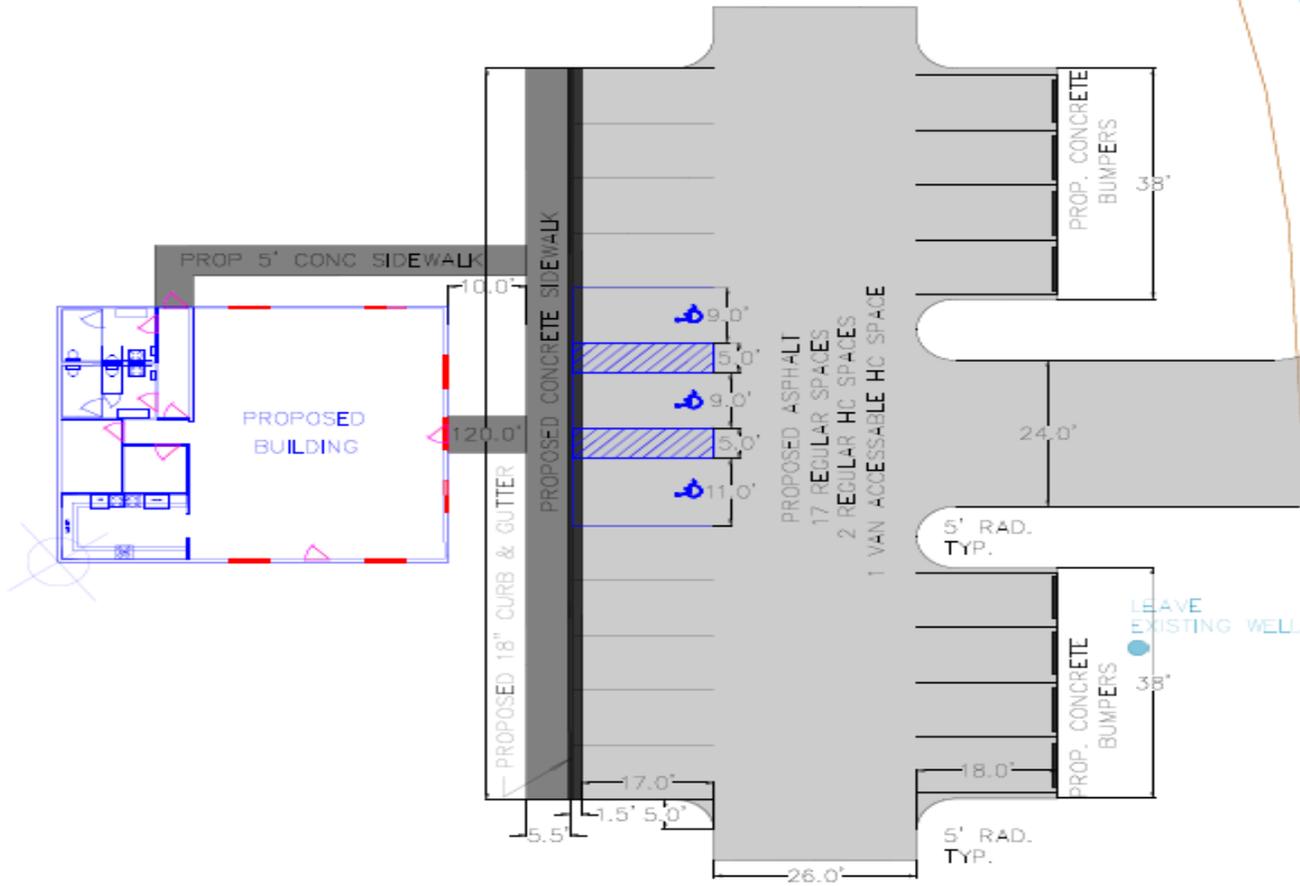
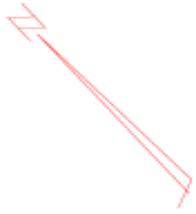
32.3003, -86.2485



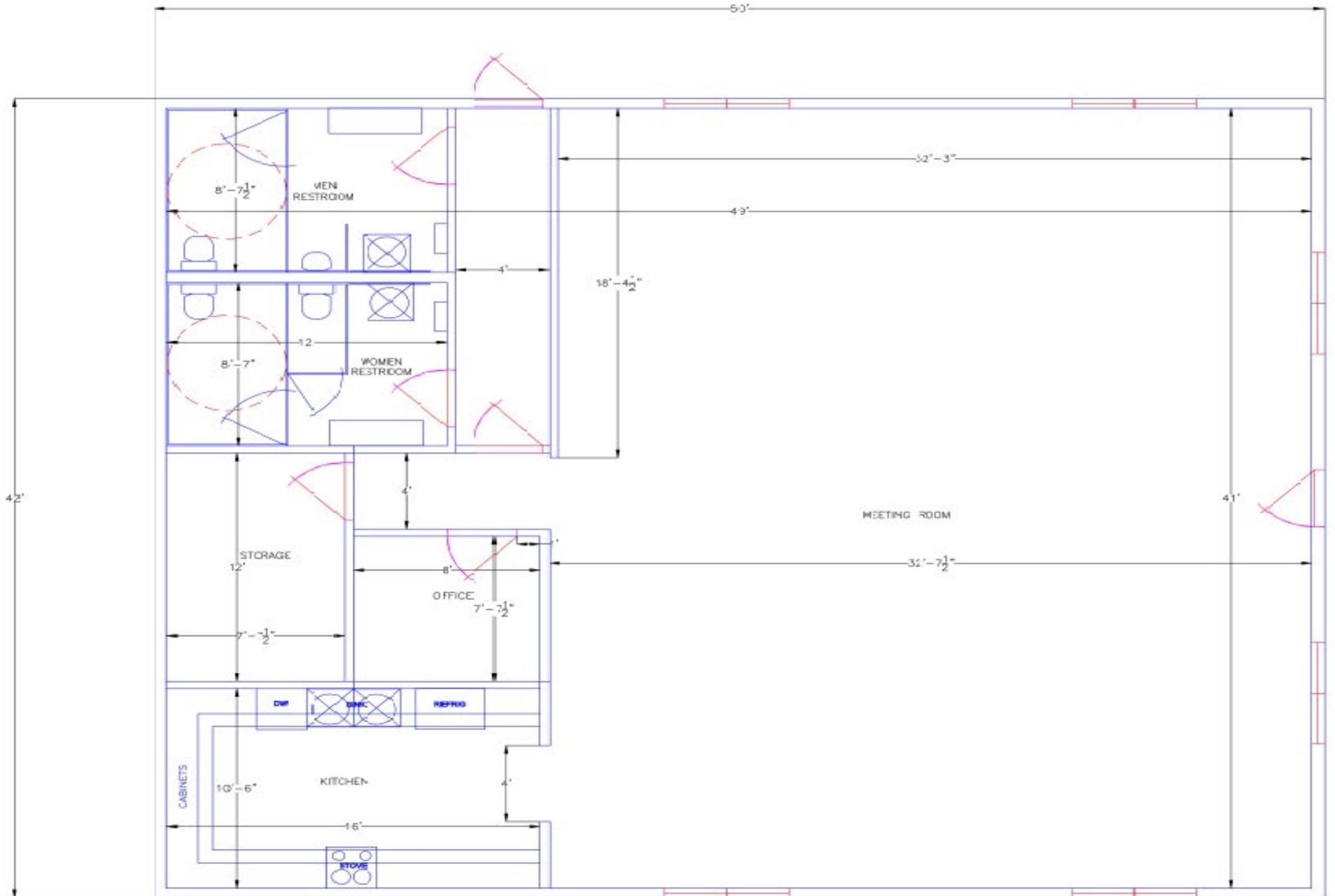
Legend
— - Project Service Area
— - Streets to be Resurfaced

Project Area Photo Location Map





-  TOILET
-  URINAL
-  SINK
-  HAND DRYER
-  CHANGING TABLE
DROP DOWN
-  MIRROR
-  36° DOOR
-  5' DIAMETER
TURNING SPACE
-  DOUBLE WINDOW



SECTION 7: SIGNATURES

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

Prepared by:

(Signature)

Date:

(Print/Type Name)

(Title)

Approved by:

(Signature)

Date:

(Print/Type Name)

(Title)

SECTION 8: SUPPLEMENTAL REQUIRED DOCUMENTS

All applicants (government and non-profit) shall provide the following supplemental documents:

- 1. Council or Board resolution(s) authorizing application and match for CDBG funds, and**
- 2. Most recent financial audit or financial statement, and**
- 3. HUD 424-B Assurances and Certifications form.**

Non-profit applicants shall provide the following supplemental documents:

- 1. Current 501 (c) (3) Tax-Exempt Certification, and**
- 2. Articles of Incorporation, and**
- 3. Bylaws, and**
- 4. Organization's history, mission, and / or strategic plan.**

APPLICATION QUALIFICATION CHECKLIST

#	YES	NO	THRESHOLD CRITERIA FOR ALL
1	<input type="radio"/>	<input type="radio"/>	Was Application Submitted by Wednesday, May 8, 2024 at 12:00 Noon?
2	<input type="radio"/>	<input type="radio"/>	Have One (1) Application and One (1) Digital Application been Submitted?
3	<input type="radio"/>	<input type="radio"/>	Has Primary or Secondary Application been checked?
4	<input type="radio"/>	<input type="radio"/>	Is Applicant an Eligible Participant? (Section 1)
5	<input type="radio"/>	<input type="radio"/>	Are the UEI # and FEIN Provided? (Section 1)
6	<input type="radio"/>	<input type="radio"/>	Is Site or Service Area wholly within the Urban County? (Section 2)
7	<input type="radio"/>	<input type="radio"/>	Does Project Address a National Objective? (Section 3)
8	<input type="radio"/>	<input type="radio"/>	Does Project Address an Urban County Goal? (Section 4)
9	<input type="radio"/>	<input type="radio"/>	Is Project a CDBG Eligible Activity? (Section 5)
10	<input type="radio"/>	<input type="radio"/>	Has Application been Signed? (Section 7)
11	<input type="radio"/>	<input type="radio"/>	Is HUD 424-B Assurances and Certifications Form Provided? (Section 8)
12	<input type="radio"/>	<input type="radio"/>	Is Resolution Authorizing Application and Match Provided? (Section 8)
13	<input type="radio"/>	<input type="radio"/>	Is the Application Complete?

#	YES	NO	ADDITIONAL THRESHOLD CRITERIA FOR NON-PROFITS
14	<input type="radio"/>	<input type="radio"/>	Is Current 501 © (3) Tax Exempt Certification Provided? (Section 8)
15	<input type="radio"/>	<input type="radio"/>	Are Articles of Incorporation Provided? (Section 8)
16	<input type="radio"/>	<input type="radio"/>	Are Bylaws Provided? (Section 8)
17	<input type="radio"/>	<input type="radio"/>	Is Most Recent Financial Audit or Financial Statement Provided? (Section 8)

SCORING CRITERIA

CAPITAL PROJECT MANAGEMENT (60 POINTS AVAILABLE)

Timeliness (30 Points)

- 12 Month Completion
- Itemized Budget
- Itemized Project Plan

Project Evaluation (10 Points)

- Scope of Work

Project Maturity (10 Points)

- Funding in Place
- Completed Architectural Plans / Engineering Designs
- Architect / Engineer Named
- Project Manager Named

Error-Free Application (5 Points)

Workshop Attendance (5 Points)

SCORING CRITERIA

PUBLIC SERVICE PROJECT MANAGEMENT (60 POINTS AVAILABLE)

Proposed Activity (20 Points)

- New
- Expansion
- Continuation

Project Evaluation (20 Points)

- Specific, Measurable, Achievable, Relevant, & Time-Bound (**SMART**) Goal Used

Agency Capacity (10 Points)

- Past Performance
- Expertise / Experience
- Documented Financial Capacity
- Clean Audit

Error-Free Application (5 Points)

Workshop Attendance (5 Points)

S.M.A.R.T. GOAL

- **Specific**

- **Who will benefit?**
- What will be accomplished?
- What is the **unduplicated** numeric goal that you will try to reach?
- What actions will you take?

- **Measurable**

- What is the measurement of success?
- What **methodology** will you use to measure it?
- Identify the tool to be used to measure.
- What data will measure the goal?
- How much and how well?

- **Achievable**

- What is the **outcome**?
- Is the goal doable?
- Do you have the necessary skills & resources?

- **Relevant**

- What are you doing?
- How does the goal align with broader goals?
- Why is the result important?

- **Time-Bound**

- What is the time-frame for the measurement?
- What is the time-frame for accomplishing the goal?

SCORING CRITERIA

PERFORMANCE GOALS USING NUMBERS (10 POINTS AVAILABLE)

LMI Persons / Households Benefiting

100 or More	10 Points
99 – 50	8 Points
49 – 20	6 Points
< 20	4 Points

PERFORMANCE GOALS USING % (10 POINTS AVAILABLE)

% of Persons / Households are LMI

100 – 85%	10 Points
84.99 – 75%	8 Points
74.99 – 65%	6 Points
64.99 – 51%	4 Points

SCORING CRITERIA

CAPITAL FACILITY

PRIORITY NEED (20 POINTS AVAILABLE)

Sewer System	20 Points
Water System	20 Points
Community Center	16 Points
Senior Center	16 Points
Parks / Recreational Facility	10 Points
Streets	10 Points

PUBLIC SERVICES

PRIORITY NEED (20 POINTS AVAILABLE)

Mental Health	20 Points
Senior Services	16 Points
Youth Services	16 Points

BONUS POINTS

TIEBREAKER (10 POINTS AVAILABLE)

Documented Public Health Issue	5 Points
Multiple Agency Coordination	5 Points

SCORING CRITERIA SAMPLE

SOUTH CALERA PROJECT EXAMPLE

<u>LMI Persons / Households Benefiting</u>	
100 or More	10 Points
99 – 50	8 Points
49 – 20	6 Points
< 20	4 Points

<u>% of Persons / Households are LMI</u>	
100 – 85%	10 Points
84.99 – 75%	8 Points
74.99 – 65%	6 Points
64.99 – 51%	4 Points

Capital Facility

Sewer System	20 Points
Water System	20 Points
Community Center	16 Points
Senior Center	16 Points
Parks / Recreational Facility	10 Points
Streets	10 Points

This project scored 32 points from just three criteria factors.

How could it have improved? What if you could reduce total persons benefiting from 100 to 70 and still keep 55 LMI persons? You would still keep the 8 points from LMI persons but would get 8 points from 79% in the LMI%. This would increase the score from 32 to 36 points.

SECTIONS

- Shelby Urban County
- Eligible Activity and Beneficiary
- Quality and Complete Application
- **Understanding Federal Requirements**
- LMI Jobs (Economic Development)

HUD 424-B ASSURANCES AND CERTIFICATIONS

- 1. Applicant has legal authority to apply for Federal assistance.**
- 2. Applicant will comply with Title VI of the Civil Rights Act of 1964 and implementing regulations (24 CFR Part 1).**
- 3. Applicant will comply with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing regulations (24 CFR Part 8); the American Disabilities Act and implementing regulations (28 CFR Part 35 or 36 as applicable); and the Age Discrimination Act of 1975, as amended, and implementing regulations (24 CFR Part 146).**
- 4. Applicant will comply with the Fair Housing Act, as amended, and implementing regulations (24 CFR Part 100) and will affirmatively further fair housing.**
- 5. Applicant will comply with all applicable Federal nondiscrimination requirements.**
- 6. Applicant will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations (49 CFR Part 24) and as applicable, Section 104 (d) of the Housing and Community Development Act of 1974 and implementing regulations (24 CFR Part 42, Subpart A).**
- 7. Applicant will comply with the environmental requirements of the National Environmental Policy Act.**
- 8. Applicant shall complete / submit Standard Form LLL, Disclosure Form to Report Lobbying if required.**

FEDERAL REGULATIONS

- **24 CFR PART 570**
 - Recordkeeping and retention requirements
 - Monitoring and reporting requirements
 - Conflict of interest policy
- **2 CFR PART 200 COST PRINCIPLES**
 - Financial audit and review requirements
 - Uniform administrative requirements
 - Allowable costs
- **Procurement**
- **24 CFR PART 58**
 - **Environmental Review (No expenses prior to completion)**
- **SECTION 3**
- **DAVIS BACON ACT**
- **UNIFORM RELOCATION ACT**
 - 49 CFR PART 24
 - HUD Handbook 1378
- **BUILD AMERICA, BUY AMERICA (BABA) ACT**
 - 2 CFR PART 184
- **Avoiding Conflicts of Interest**
- **Equal Opportunity**
- **Drug Free Workplace**

SECTION 3

- The Section 3 program requires recipients of HUD funding to direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons within their community. Section 3 is a provision of the HUD Act of 1968 and is found at 12 U.S.C. 1701u. The regulations are found at 24 CFR Part 75.
- Per this statutory language, recipients of HUD funds (i.e. grantees and contractors) ensure that “to the greatest extent feasible,” when certain HUD funds are used to assist housing and community development projects, preference for construction-related training, jobs, and contracting opportunities go to low- and very-low income people and to businesses that are owned by low- and very-low income persons or businesses that hire them. These opportunities are both gender and race neutral.

BUILD AMERICA, BUY AMERICA ACT (BABA)

- The Build America, Buy America Act (BABA) requires that all iron and steel, construction materials, and manufactured products used in federally-funded infrastructure projects are produced in the United States. This requirement, known as the "Buy America Preference" (BAP), is detailed in the [Infrastructure Investment and Jobs Act, Pub. L. 117-58](#) and [2 CFR 184](#).
- Community Planning and Development (CPD) grantees must work closely with subrecipients, developers, and contractors to ensure that products used in HUD-funded infrastructure projects are produced in the United States as required.

SECTIONS

- Shelby Urban County
- Eligible Activity and Beneficiary
- Quality and Complete Application
- Understanding Federal Requirements
- **LMI Jobs (Economic Development)**

ECONOMIC DEVELOPMENT SPECIAL REQUIREMENT FOR PUBLIC FACILITIES / INFRASTRUCTURE

The use of two standards for evaluating public benefit is mandatory. Grantees are responsible for ensuring a minimum level of public benefit is obtained when CDBG funds are used for public facility and improvement projects undertaken.

Standards for Individual Activities

An activity is considered to provide **insufficient** public benefit and cannot be assisted with CDBG funds if the amount of CDBG assistance exceeds \$50,000 per full-time equivalent (FTE), permanent job (created or retained).

Aggregate Standards

Activities must create or retain at least one FTE, permanent job per \$35,000 of CDBG funds used.

LMI: JOB CREATION & RETENTION

- Activities related to economic development
 - Typical activities: business loans, commercial rehabilitation, **infrastructure** to a business
- To meet this:
 - Activities must create or retain jobs **AND**
 - **51%** of jobs must be held by or available to LMI persons (**FTE basis**)

LMI: JOB CREATION & RETENTION

Job must be “available to” LMI person

- No special skill/ train or education beyond H.S.
- Employer agrees to give first consideration to LMI
- Written agreement with employer
- Reasonable application process, pool of applicants, no logistic barriers

Jobs must be “held by” or “taken by” LMI

- Documentation that employee was LMI at time of hiring
 - Self certification of income information from individuals
 - Qualification/referral through qualifying program/agency
 - Evidence can presume LMI
- Must have a written agreement with business

Document that jobs would be lost without CDBG

- Job is currently held by LMI person
- Job expected to turn over in 2 years and will be filled by or available to LMI person

LMI: JOB CREATION & RETENTION

Job can be presumed LMI if either:

- **Job holder resides in:**

- Census tract with 20% poverty rate OR
- Census tract/block group with 70% LMI

- **Business and job located in:**

- Census tract with 20% poverty OR
- CBD and Census tract with 30% poverty

For Further Assistance

Eric Womack

Community Development Programs Specialist

205-620-6629

ewomack@shelbyal.com