



**Community Development Block Grant  
Program Year 2016-2017  
Application Instruction Booklet**

**Horry County Community Development  
Block Grant Office**  
1515 Fourth Avenue – Conway, SC 29526  
[www.horrycounty.org](http://www.horrycounty.org)  
**843-915-7033**

## **CDBG GRANT PURPOSES**

The Horry County Community Development Block Grant (CDBG) funds come from an entitlement community grant from the U.S. Department of Housing and Urban Development (HUD). These funds are granted to Horry County CDBG for a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

A municipality may qualify as an entitlement community based on factors such as population and the number of low-income individuals within a given area. In order to qualify as an Urban Entitlement County, Horry County Government joined together with the City of Myrtle Beach and the City of Conway through an Intergovernmental Agreement. As a part of this agreement, a percentage of funds are provided from the Horry County CDBG annual allocation for programs designated by the two sub-recipient municipalities.

Horry County CDBG is required to give maximum feasible priority to activities which benefit low- and moderate-income persons. The program may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, federal guidelines allow that grantees, such as Horry County CDBG, may fund activities when the grantee certifies that the activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet these broad national objectives.

### **Eligible Activities**

CDBG funds may be used for activities which include, but are not limited to:

- acquisition of real property;
- relocation and demolition;
- rehabilitation of residential and non-residential structures;
- construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- public services, within certain limits;
- activities relating to energy conservation and renewable energy resources; and
- provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

### **Ineligible Activities**

Generally, the following types of activities are ineligible:

- acquisition, construction, or reconstruction of buildings for the general conduct of government;
- political activities;
- certain income payments; and
- construction of new housing by units of general local government.

*Source: U.S. Department of Housing and Urban Development. More information is available from [www.hud.gov](http://www.hud.gov).*

# HORRY COUNTY CDBG 2016 APPLICATION INSTRUCTIONS

Please check the appropriate box(es) to indicate from which of the three governmental entities you are requesting 2016 Horry County CDBG funding.

## 1) GENERAL INFORMATION:

- Print the name of the non-profit organization requesting this CDBG grant and give the organization's DUNS number.
- (If you don't know the DUNS number, you can call Dun & Bradstreet toll-free at 1-866-705-5711 to obtain one. The Federal Employer I.D. number can be obtained from the Internal Revenue Service. See [www.irs.gov](http://www.irs.gov) for more information.)
- Include the name of the contact person for the proposed project, along with his/her title, street & mailing address, telephone number, fax number and e-mail address.

## 2) PROJECT INFORMATION:

- For projects of all types, provide the title by which the project will be known and its location. Additionally, provide the specific area to be served by your projects. Include directions to the project's physical location from Conway, SC.
- Provide the total project cost, the amount of leveraged funding from other sources, and the amount of funds requested from CDBG.

## 3) USE OF FUNDS:

- Briefly, describe the specific use of the requested CDBG funds for this project. This should be a summary of your narratives and should be between 100-150 words in length. It should identify the basic who, what, where and when of the project as well as the intended uses of CDBG funds.

## 4) NARRATIVE QUESTIONS:

- Provide complete narrative responses to each question. Applications with inadequate responses will not be processed. Attach additional sheets, if needed.

## 5) PROJECT DATES:

- Provide anticipated begin and end dates for each project. Note that funding year begins July 1, 2016.

## 6) GRANT ADMINISTRATION:

- Give the name and contact information for the person(s) who will administer the funding and be held responsible for compliance issues relevant to the project.
- Briefly describe any experience they have had in administering CDBG projects.

## 7) ACTIVITY ELIGIBILITY:

- Select the one most applicable activity that your project will meet from the CDBG Matrix Code table at the end of these instructions. If you select "Other" then you must clearly specify the nature of the eligible project.

## 8) NATIONAL OBJECTIVES:

- Check all of the statements that apply to describing how your project or activity will meet one of these National Objectives.

-Benefit to low-to-moderate income persons— (See *income guidelines chart in the appendix section of this document.*)

- Area Benefit – Check this if the overall service area of your proposed project is comprised predominately (51% or more) of low-moderate income (LMI) persons. (This must be identified through existing census data or by another survey method acceptable to HUD.)
  - If using Census data method, identify the Census tract and/or block areas that apply to the service area for the project. Then, identify the percentage of Low-to-Moderate income persons within that area. Provide the specific webpage or other source from which this data is retrieved. Contact Community Development Specialist if assistance is needed with identifying Census information.
  - If proposing to use a survey method instead, indicate this on the application and attach a detailed description of survey methodology and a copy of the intended survey. (HUD must grant approval of this method.)
- Limited Clientele – Check this if the project will serve a limited group of low-to-moderate individuals. Then, check the method for which you will document this.
- Jobs – Check this if the project will create or contribute to retaining permanent jobs, of which at least 51% are taken by or are available to LMI persons OR note if jobs would otherwise be lost without CDBG funding.
- Housing – Check this if the project will assist in acquiring, improving or constructing housing that will be occupied by low-to-moderate income households.
- Microenterprise Assistance – Check this if the project will assist in the establishment of Microenterprise or persons developing a Microenterprise. Provide explanation.

-Aid in the prevention or elimination of slum or blight— In order to use this category, there must be documentation that an area or a property qualifies as a slum or blight. Attach a narrative identifying the expected project impact and the method for which you will document this.

- Area basis – Check this if the project is in a designated slum-bligh area and will address one or more of the conditions that qualified the area as slum / blight.
- Spot basis – Check this if the project will help to prevent or eliminate slum or blight in a specific low-to-moderate income location.

#### **9) BENEFIT DATA:**

- Give the total number of people you expect to directly benefit from this project.
- Identify the method used to come up with your calculations.

#### **10) PROJECT OBJECTIVES:**

- Indicate the one most applicable primary objective.
- Indicate the one most applicable outcome of this project.
- Indicate the purpose(s) of this activity. Check all that apply.

#### **11) HUD STRATEGIC GOALS:**

- Check the one that best applies to the goal of this project.

#### **12) Horry County PRIORITIES:**

- Check the Horry County priority need area that your project most promotes.

**13) PROJECT BUDGET:**

- Indicate project budgets for all projects. (Use additional copies as needed for multiple projects.)
- Complete cost information and attach documentation to support the calculation of costs.

**14) OTHER FUNDING SOURCES:**

- List all project funding from sources other than Horry County CDBG. Indicate source of funding from any other entity (including any other Horry County Government funds) and check box to indicate “committed” or “pending”.
- Provide documentation of ALL funding sources.
- Identify all funding awards from Horry County, the City of Myrtle Beach or the City of Conway that have been made on or after July 1, 2008. Provide grant amounts and requested information regarding the status of these grants.

**15) COST ESTIMATE AND REASONABLENESS:**

- Give the name and title of the person who prepared the cost estimates as well as the date they were prepared.
- Give the basis for determining these estimates reasonable and accurate.

**16) CONFLICT OF INTEREST:**

- Disclosure of all potential conflicts of interest is required. Failure to disclose conflicts may result in automatic denial of funding request or the termination of any granted assistance and the demand for immediate repayment of grant funds.
- Check all persons that apply and provide the name and title of each one, attaching additional pages if needed.
- Check all situations that apply and describe in detail each potential conflict.

**17) ADDITIONAL REQUIRED DOCUMENTS:**

- Attach the following additional documentation to your application package:
  - A) A City/County level map that identifies the general location of your project
  - B) A Street-level map that specifically identifies the location of your project
  - C) Copy of your organization’s signed Articles of Incorporation and Bylaws
  - D) Documentation of your non-profit status (if-applicable), ie. 501(c)(3) designation
  - E) A listing of your Board of Directors with contact information for each member
  - F) Your organizational chart
  - G) Resumes of your Chief Administrator and Chief Fiscal Officers
  - H) Your organization’s most current financial statements
  - I) Your organization’s most recent audit (if it has one)

**18) OPTIONAL ADDITIONAL DOCUMENTATION**

- List any letters of support or additional documentation supplied.

**19) CERTIFICATION:**

- The application must be signed by the organization’s official who is authorized to request funds on behalf of the organization.
- Type that person’s name and title and the date of his/her signature.

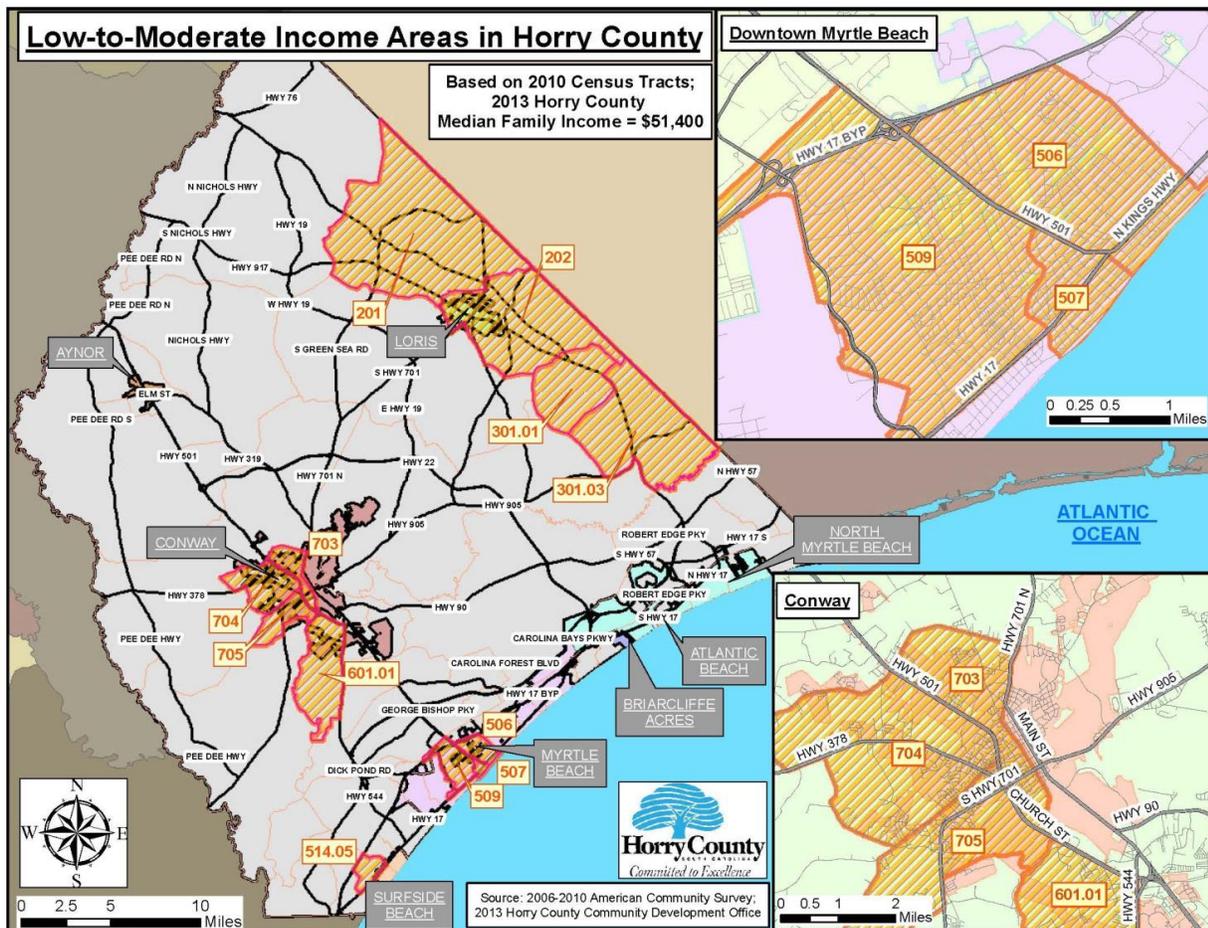
## Horry County 2015\* Low-to-Moderate Income Guidelines

Myrtle Beach – North Myrtle Beach – Conway, SC Metropolitan Statistical Area  
Median Income \$50,800

Income Category	Household Size							
	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Extremely Low Income Upper Limit (30% of AMI)	\$11,770	\$15,930	\$20,090	\$24,250	\$27,450	\$29,500	\$31,500	\$33,550
Very Low Income Upper Limit (50% of AMI)	\$17,800	\$20,350	\$22,900	\$25,400	\$27,450	\$29,500	\$31,500	\$33,550
Low Income Upper Limit (80% of AMI)	\$28,500	\$32,550	\$36,600	\$40,650	\$43,950	\$47,200	\$50,450	\$53,700

Source: U.S. Department of Housing and Urban Development (HUD). \*Horry County 2016 Guidelines available in Jan. 2016.

### Map of Census-designated LMI areas within Horry County, SC (2010 Census)



## CDBG Activity Matrix Codes

### Acquisition, Disposition, Clearance, Relocation

- 01 Acquisition of Real Property
- 02 Disposition of Real Property
- 04 Clearance and Demolition
- 04A Cleanup of Contaminated Sites
- 08 Relocation

### Administration and Planning

- 20 Planning
- 21A General Program Administration
- 21B Indirect Costs
- 21C Public Information
- 21D Fair Housing Activities (subject to Admin cap)
- 21E Submission of Applications for Federal Programs
- 21H CDBG Funding of HOME Admin
- 21I CDBG Funding of HOME CHDO Operating Expenses
- 14H Rehab: Administration

### Economic Development

- 14E Rehab: Publicly or Privately Owned Commercial/Industrial (CI)
- 17A CI: Acquisition/Disposition
- 17B CI: Infrastructure Development
- 17C CI: Building Acquisition, Construction, Rehabilitation
- 17D CI: Other Improvements
- 18A ED: Direct Financial Assistance to For-profits
- 18B ED: Technical Assistance
- 18C ED: Micro-Enterprise Assistance

### Housing

- 12 Construction of Housing
- 13 Direct Homeowner Assistance
- 14A Rehab: Single Unit Residential
- 14B Rehab: Multi-Unit Residential
- 14C Rehab: Public Housing Modernization
- 14D Rehab: Other Publicly Owned Residential Buildings
- 14F Rehab: Energy Efficiency Improvements
- 14G Rehab: Acquisition
- 14H Rehab: Administration
- 14I Lead-Based Paint/Lead Hazards Testing/Abatement
- 16A Residential Historic Preservation
- 19E Operation/Repair of Foreclosed Property

### Public Facilities and Infrastructure Improvements

- 03A Senior Centers
- 03B Handicapped Centers
- 03C Homeless Facilities (not operating costs)
- 03D Youth Centers
- 03E Neighborhood Facilities
- 03F Parks, Recreational Facilities
- 03G Parking Facilities
- 03H Solid Waste Disposal Improvements

- 03I Flood Drainage Improvements
- 03J Water/Sewer Improvements
- 03K Street Improvements
- 03L Sidewalks
- 03M Child Care Centers
- 03N Tree Planting
- 03O Fire Stations/Equipment
- 03P Health Facilities
- 03Q Facilities for Abused and Neglected Children
- 03R Asbestos Removal
- 03S Facilities for AIDS Patients (not operating costs)
- 03 Other Public Facilities/Improvements

### Public Services

- 05A Senior Services
- 05B Handicapped Services
- 05C Legal Services
- 05D Youth Services
- 05E Transportation Services
- 05F Substance Abuse Services
- 05G Services for Battered and Abused Spouses
- 05H Employment Training
- 05I Crime Awareness/Prevention
- 05J Fair Housing Activities (subject to Public Services cap)
- 05K Tenant/Landlord Counseling
- 05L Child Care Services
- 05M Health Services
- 05N Services for Abused and Neglected Children
- 05O Mental Health Services
- 05P Screening for Lead Poisoning
- 05Q Subsistence Payments
- 05R Homeownership Assistance (not direct)
- 05S Rental Housing Subsidies
- 05T Security Deposits
- 05U Housing Counseling
- 03T Operating Costs of Homeless/AIDS Patients Program
- 05 Other Public Services

### Repayment of Section 108 Loans

- 19F Planned Repayments of Section 108 Loans
- 19G Unplanned Repayments of Section Loans

### Other

- 06 Interim Assistance
- 07 Urban Renewal Completion
- 09 Loss of Rental Income
- 11 Privately Owned Utilities
- 15 Code Enforcement
- 16B Non-residential Historic Preservation
- 19C Non-Profit Organization Capacity Building
- 22 Unprogrammed Funds