



CDBG-NR PRE-APPLICATION CONFERENCE

Presented by

Nancy Williams, Community Development Program Manager

Matthew Cable, Community Development Division Manager



BUNCOMBE COUNTY'S COMMUNITY DEVELOPMENT DIVISION

- Matthew Cable, Community Development Division Manager
- Nancy Williams, Community Development Program Manager
- Jonathon Jones, Lead Community Development Analyst
- Matt Card, Community Development Analyst
- Jake Ekberg, Community Development Grants Manager
- Homelessness Program Manager – Position is posted until May 11



CDBG-NR RFP SCHEDULE

- April 24 Request for Project Proposals
- May 9 Questions Due @ 5pm
- May 16 RFP Responses Posted @ 5pm
- **May 23 Applications Due @ 12pm**
- May/June Review of Proposals
- June Award and Contract
- July/August Report Awards to AHC

CDBG-NR PROGRAM DESCRIPTION

NEW Neighborhood Revitalization \$400,000 Award

- Federal funds, per CDBG regulations 24 CFR Part 570, are
- Granted to North Carolina Department of Commerce
 - Rural Economic Development Division
- Awarded to Buncombe County Community Development Division
- For single-family homeowner repairs

CDBG-NR PROGRAM GOALS

- Repairs to homes of low- and moderate-income homeowners at less than 80% AMI
- Allows partners to identify needed repairs to better resident's health, safety, well-being, and improve energy efficiency of homes; and ultimately
- Preserves the supply of Naturally Occurring Affordable Housing (NOAH)

CDBG-NR PROGRAM REQUIREMENTS

- Minimum repair investment is \$15,000 per unit
- Maximum Assistance: \$30,000 per unit
- Must benefit homeowners who reside in the home
 - With clear title to the property
 - With no delinquent taxes

CDBG-NR PROGRAM REQUIREMENTS

Repairs from \$15,000 up to \$30,000

- Must have a forgivable loan secured with a Note and Deed of Trust
- Recapture period is based on loan amount

| | |
|---------------------|---------|
| \$15,000-\$16,000 | 6 Years |
| \$16,001 - \$20,000 | 7 Years |
| \$20,000 or more | 8 Years |

CDBG-NR APPLICANT REQUIREMENTS

- Be classified as a tax exempt 501(c)(3) nonprofit organization by the IRS, municipal corporation, or other public body.
- Not have SAMS debarment, including any team member, executive director, or any board member with fiscal responsibility, otherwise the organization's application is disqualified.
- Have technical capacity and experience to manage eligible residential construction projects with federal CDBG funds;
- Deliver proposed projects in accordance with state, local and federal guidelines and requirements.
- Create a Selection Committee with bylaws & meeting minutes

HOW TO APPLY

www.buncombecounty.org/apply



BUNCOMBE COUNTY
NORTH CAROLINA

Logon

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)



BUNCOMBE COUNTY

CDBG-NR APPLICATION



Search

Tools

Communications

Reporting



Application

Preview As Applicants

Question List

Process Manager / CDBG-NR 2023 Home Repair Program / Application - CDBG-NR Home Repair 2023 / Preview

Fields with an asterisk (*) are required.

> Overview

> I. Applicant Information

> II. Proposed Project Summary

> III. Populations Served



> IV. Past Program Experience

> V. Conflicts of Interest

> VI. Attachments

> VII. Organization Attachments

> VIII. Optional Attachments



CDBG-NR APPLICATION



Apply



Organization History

1. Applicant Type*

- Private Incorporated Non-Profit Agency with IRS 501(c)(3) Designation
- Public non-profit Agency
- Governmental Agency

2. Doing Business As*

6. Tax Identification Number (TIN)*

3. Applicant Established Date*

4. Applicant Established State*

5. Applicant Organization Principal Contact Name, Title*

7. Provide your Unique Entity Identifier (UEI) Number*

Registration at SAM.Gov

8. Federal Debarment*

Has your organization, its project managers, owners or board members been debarred, suspended, disqualified, ineligible otherwise excluded programs as reported through SAM.gov ? *

- No
- Yes

8a. SAM.GOV Documentation



CDBG-NR FEDERAL REQUIREMENTS

Federal Pass Thru Funds

- Granted to North Carolina Department of Commerce Rural Economic Development Division & passed through to Buncombe County
- Governed by HUD CDBG regulations 24 CFR Part 570
- CDBG funds must be spent in a timely manner
- Project activities, expenditures, and reimbursement draw requests must be complete before April 2025

CDBG-NR FEDERAL REQUIREMENTS

Federal Pass Thru Requirements

- Federal Uniform Guidance 2 CFR 200 is followed
 - Subrecipients are subject to all the same compliance requirements as recipients
 - The applicant will need an UEI – A Unique Entity Identifier
 - Verify no Suspension and Debarment from use of federal funds at SAM.gov
- Environmental reviews are required, including review by the State Historic Properties
- Each repair will document accomplishments to include homeowner information:
 - Race
 - Age: +55
 - Female Head of Household
 - Disabled (not elderly)
- Minority/Women-Owned Business Entity or Section 3 subcontractors will be reported for each project

CDBG-NR FEDERAL REQUIREMENTS

Federal Pass Thru Requirements: Section 3

Per the Buncombe County Section 3 Plan grantees will to the greatest extent feasible

- Encourage rehabilitation contractors to hire local low-income people;
- Utilize businesses located in or owned in substantial part by persons residing in the area;
- Contract with local contractors to perform housing rehabilitation activities;
- Utilize businesses located in or owned in substantial part by persons residing in the area
- Encourage all contractors to purchase supplies and materials from the local hardware and supply stores
- When in need of a service, NC Commerce and any of its sub-recipients will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.
- The State of North Carolina and any of its sub-recipients will include the Section 3 clause and this plan in all contracts executed under this Community Development Block Grant (CDBG) Program.

CDBG-NR FEDERAL REQUIREMENTS

Federal Pass Thru Requirements: Lead Paint

- Lead Safe Housing Rule 24 CFR Part 35 & Lead Disclosure Rule 24 CFR 35 Subpart A
- Projects involving rehabilitation of residential structures require compliance with the federal Lead-Based Paint Hazard Reduction Act of 1992



SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

Occupant Confirmation Pamphlet Receipt

I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner-occupant _____

Signature of Owner-occupant _____ Signature Date _____

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

Declined – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

Unavailable for signature – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by fill in how pamphlet was left) _____

Printed Name of Person Certifying Delivery _____ Attempted Delivery Date _____

Signature of Person Certifying Lead Pamphlet Delivery _____

Unit Address _____

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.



SAM.GOV: System for Award Management UEI: Unique Entity Identification

Home Search Data Bank Data Services Help



Official U.S. Government Website
100% Free

The Official U.S. Government System for:

Contract Opportunities

(was fbo.gov)

Contract Data

(Reports ONLY from fpds.gov)

Wage Determinations

(was wdol.gov)

Federal Hierarchy

Assistance Listings

(was cfda.gov)

Entity Information

Entities, Disaster Response Registry,

Exclusions, and Responsibility/

Qualification (was fapiis.gov) **NEW**

Entity Reporting

CFR and Dis. Preferred Reporting

Register Your Entity or Get a Unique
Entity ID

Register your entity or get a Unique Entity ID to get
started doing business with the federal government.

Get Started

Renew Entity

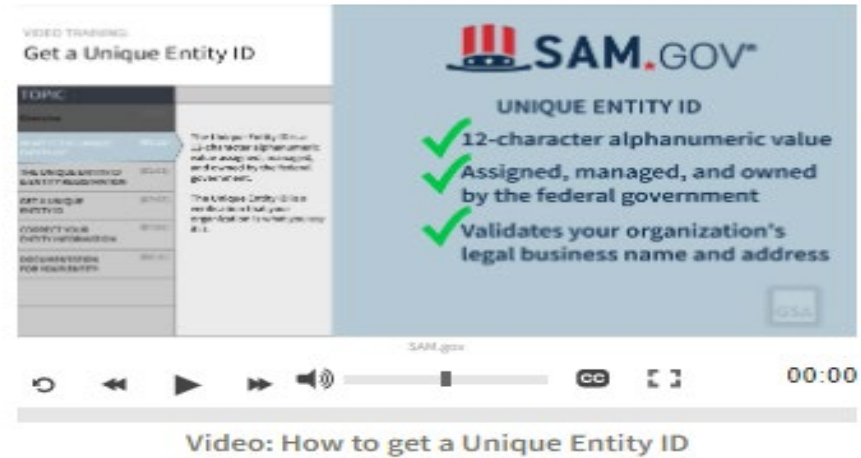
SAM.GOV & UEI
What & Why?

Getting a Unique Entity Identifier (UEI)

For Sub-awardees.: to get a Unique Entity ID only

Purpose - validates your organization's legal business name and address

Have Questions about SAM.gov?



Frequently Asked Questions

- 🔍 [Do I need a user account?](#)
- 🔍 [What's the difference between signing up and registering?](#)

SAM.gov

Registering

VS.

Signing Up

Register: to do business with the government.

Sign up: to sign-in to your account to use many of the SAM.GOV features

- check for debarment of contractors or organizations
- creating a report

You can also save searches, follow records, and view standard reports.

Search

All Words

e.g. 1606N020Q02



Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Any Words

All Words

Exact Phrase

e.g. 123456789, Smith Corp

"Mountain Housing Opportunities"



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results

[Go Back](#)

Using
SAM.gov

Create a report on a contractor who bids on a job to determine that it is not 'excluded' or 'debarred' from receiving federal funds.

ADDITIONAL RFP QUESTIONS

RFP questions contact:

Nina Alexander

Nina.Alexander@buncombecounty.org

Application portal questions contact:

Angelyn Johnson

Angelyn.Johnson@buncombecounty.org



QUESTIONS?



THANK YOU

FOR YOUR
COMMUNITY DEVELOPMENT WORK

