



**City of Charleston**  
**Mayor's Office of Economic and Community Development (MOECD)**  
**Community Development Block Grant (CDBG)**  
**Renovation, Construction, or Acquisition Application**  
**FY July 1, 2025 - June 30, 2026**

**Due Date: Friday, January 31, 2025 no later than 4:00 PM**

APPLICANT INFORMATION			
Organization Name:			
Director/CEO:			
Title:			
Email:			
Chief Financial Officer:			
Email:			
Project Contact:			
Title:			
Email:			
Mailing Address:			
City, State, and Zip:			
Phone Number:		Alt Phone Number:	
Tax ID:		DUNS Number:	
SAM Registration Expires?		Unique Entity ID:	

PROJECT DESCRIPTION & BUDGET			
Project Name:			
Brief Project Summary: Max 500 Characters			
Project Address:			
Project Start Date:		Project End Date:	
Total Cost of Proposed Activity:		Total CDBG Funding Request:	
This request as % of total activity cost (CDBG request/Total Activity):			
<div style="display: inline-block; width: 100px; height: 20px; background-color: yellow; border: 1px solid black;"></div>			

\_\_\_\_\_  
SIGNATURE OF DIRECTOR/CEO

\_\_\_\_\_  
DATE SUBMITTED

**PART 1 - APPLICATION CHECKLIST**

- Part 1 - Completed application checklist
- Part 2 - National objectives
- Part 3 - Description of project & grant request
- Part 4 - Sustainability plan
- Part 5 - Project service area
- Part 6 - Describe the clientele you intend to serve
- Part 7 - Agency description & experience
- Part 8 - Client data
- Part 9 - Other funding sources
- Part 10 - Project construction budget
- Part 11 - Budget narrative
- Part 12 - Signatures - chair/president & executive director
- Attachment 1 - Financials - 990 and most recent audit
- Attachment 2 - Current board of directors
- Attachment 3 - Affirmative action plan
- Attachment 4 - Code of standards of conduct
- Attachment 5 - W-9
- Attachment 6 - SAM registration (showing expiration date)
- Attachment 7 - 501(c)3 Letter
- Attachment 8 - Map of proposed location (including streets and points of interest)
- Attachment 9 - Map showing lot boundaries, size in acres, location of building(s), and other site features
- Attachment 10 - Floor plan and sketch of finished building(s)
- Attachment 11 - Copy of deed or lease
- Attachment 12 - Copies of any preliminary bids received
- Attachment 13 - Any photos, renderings, or additional information that will help us understand the project. (If applicable)

**PART 2 - SELECT ONE NATIONAL OBJECTIVE BELOW THAT BEST MEETS THIS PROJECT**

- Benefits Low-and Moderate-Income Persons
- Aids in the Prevention or Elimination of Slums & Blight; or
- Meets another Community Development need of particular urgency

**PART 3 - DESCRIPTION OF PROJECT & GRANT REQUEST**

a. Describe in detail the facility and project for which renovation, construction, or acquisition funds are being requested and the work that is planned. For example, include elements of the activity such as type of materials/dimensions; linear feet of road surface; dimensions of building/expansion; etc.

Max 3,000 Characters

b. Why are CDBG funds needed for this project? Max 1,500 Characters

c. Site control: If you already own the site or property, describe all existing liens or deeds of trust on the property. If you do not own the property, identify the owner, list their contact information (mailing address and phone number), and describe any steps taken thus far to acquire the property.

Max 1,450 Characters

d. Is the structure ADA accessible? ADA accessibility includes the following features: an at-grade or ramped entrance to the main floor or the capability to easily install a ramp later on; all doorways and passageways on the main floor at least 32" wide; and a bathroom or half-bath on the main floor that will accommodate a wheelchair. If the structure is not already ADA accessible, will this project make the structure meet requirements? Max 1,450 Characters

e. Will the activity require the relocation of any individuals, families or businesses? If yes, please describe your procedures for relocation and the amount/source of funding to accomplish this portion of the activity.

Max 1,500 Characters

f. Has a Phase I Environmental Site Assessment or an environmental review been conducted?

g. Has the State Historic Preservation Office been contacted about the proposed activity?

h. Were Davis-Bacon wage rates used when getting preliminary quotes?

**PART 4 - SUSTAINABILITY PLAN**

a. After the project is completed, what long-term upkeep will be needed? Does the organization have a plan to fund the cost of that upkeep? Does the organization have sufficient staff to provide upkeep?

Max 2,000 Characters

b. If this grant is not approved, or if the amount granted will not cover the total cost of the project, what is the organization's backup plan? Max 1,500 Characters

**PART 5 - PROJECT SERVICE AREA**

a. Area served by this project:

<input type="checkbox"/>	Citywide	<input type="checkbox"/>	East End	<input type="checkbox"/>	North Charleston
<input type="checkbox"/>	West Side	<input type="checkbox"/>	Other	<input type="checkbox"/>	

b. If the area served is anything other than citywide, describe the Project Service Area using street boundaries, census tracts or counties (please see attached map for reference).

**PART 6 - DESCRIBE THE POPULATION YOU INTEND TO SERVE**

a. How does this project impact low- to moderate-income individuals? Max 1,500 Characters

b. In order to meet the CDBG requirements, your organization will have to provide information on the income status of program participants. Please describe the data your organization gathers on income and family size and how that data will be stored and compiled in order to provide accurate quarterly reports.

Max 2,000 Characters

**PART 7 - AGENCY DESCRIPTION & EXPERIENCE**

a. What is the mission of the organization? How does this facility/project impact that mission?

Max 1,500 Characters



PART 10 - PROJECT CONSTRUCTION BUDGET			
Item	Amount requested	Amount from other sources	Total line item amount
Acquisition - Land and /or Building			
Land			
Building			
Site Work			
On-Site work			
Off-Site Work			
Rehabilitation/Construction			
New construction cost			
Rehabilitation cost			
Construction contingency			
Fees and permits			
Professional Fees			
Architect fees			
Engineering			
Accounting/real estate			
Appraisal, market study			
Consulting cost certification,			
Other Contingency ( )%			
Developer's Fees			
Developer fees			
General partner			
Interim Costs			
Construction interest			
Construction loan fee			
Insurance, title fee			
Tax performance premium,			
Any Other Costs			
<b>TOTAL BUDGET</b>			

**Be advised that when CDBG funds are used in construction activities, subrecipients will be required to consult with MOECD prior to the start of any such activity, and those over \$2,000 must adhere to Davis-Bacon wage regulations.**



**Part 11 - BUDGET NARRATIVE**

Provide a written budget narrative for this project only that describes in detail, and in the same order presented in the budget above, how each line item expense was derived.

**Note: Purchases in excess of \$5,000 will require 3 written quotes and approval by the City Manager before purchase. Purchases in excess of \$25,000 will require a sealed bidding process through the City, including advertising, which will be charged to the grant awarded to the organization.**

Max 5,000 Characters

**PART 12 - SIGNATURES - CHAIR/PRESIDENT & EXECUTIVE DIRECTOR**

We have carefully read the information provided for the CDBG Grant Application form. We understand that the information provided in this application may be shared among other funding organizations. If we receive a grant, we agree to use the funds as specifically granted and spend the money within the time period allocated by the funder. We allow funders to use the information provided in this request for public relations and will mention the funders' support in any publicity our organization generates regarding the activity. (Sign and date below **IN BLUE INK** to verify that the board of directors has approved the submission of this proposal.)

---

Chair/President of Board of Directors

---

Date

---

Executive Director of Organization

---

Date

## 2025-2026 Community Development Block Grant (CDBG) Information

The CDBG program will be continuing its ongoing focus on addressing homelessness and helping low-to-moderate income individuals.

Completed grant applications can be submitted electronically or by hand. All applicable attachments are required. Failure to fill in all fields or tables may result in the application being rejected. MOECD staff members are available from 8 am - 4 pm to accept CDBG applications, answer questions, and provide assistance.

Completed applications can be submitted or mailed to the address below or emailed to:

**Paige.Hill@CityofCharleston.org** and must be received **no later than 4:00 pm Friday, January 31, 2025.**

Applications received after the deadline will **NOT** be accepted.

After the application is received, the MOECD office may schedule an interview to learn more about the proposed project and organization. Interviews may require an in-person meeting, virtual presentation, or a phone consultation.

For more information, please contact MOECD staff at:

Andrew Backus, MOECD Director	<a href="mailto:Andrew.Backus@CityofCharleston.org">Andrew.Backus@CityofCharleston.org</a>	(304)348-8000 Ext. 320
Paige Hill, CDBG Program Manager	<a href="mailto:Paige.Hill@CityofCharleston.org">Paige.Hill@CityofCharleston.org</a>	(304)348-8000 Ext. 319
Tiffany Hicks, Grants Specialist	<a href="mailto:Tiffany.Hicks@CityofCharleston.org">Tiffany.Hicks@CityofCharleston.org</a>	(304)348-8000 Ext. 322