



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

**Due Date: Wednesday, 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):			

\_\_\_\_\_  
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 - Activity budget (non-construction)
- 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 - Job description with salary (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 the full details of the activity being undertaken with CDBG funds (who, what, when, where, and how). Max 3,000 Characters

b. What are your goals and objectives for this program? Please only include one to four objectives and ensure that you use SMART objectives (Specific, Measurable, Achievable, Realistic, and Timely).

Max 2,000 Characters

c. How will your objectives be tracked and measured? Max 2,000 Characters

d. Why are CDBG funds needed to support the project? Max 1,500 Characters

**PART 4 - SUSTAINABILITY PLAN**

a. What are the organization's plans for sustaining the proposed activity? Max 1,500 Characters

b. If this grant is not approved, what alternative plan will the organization follow? Max 1,000 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. What is the target population? Explain how the population is selected and monitored.  
Max 1,000 Characters

b. Describe the process of collecting data for individuals or households and explain what documentation your organization collects to determine income status (i.e., pay stubs, tax forms, bank statements, sworn statements, etc). Max 1,000 Characters

**PART 7 - AGENCY DESCRIPTION & EXPERIENCE**

a. What is the mission of the organization? How does this project fit into that mission?

Max 1,500 Characters

b. How much experience does the organization have in carrying out the proposed activities/services, specifically including the length of time? Max 1,500 Characters

c. Does your organization market its services directly to clients/consumers? If so, how? How do clients access your services and programs? Max 1,500 Characters







**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