



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

FISCAL YEAR 2012 – 2013

NOTICE OF FUNDING AVAILABILITY (NOFA)

REQUEST FOR APPLICATIONS (RFA)



COMMUNITY DEVELOPMENT DEPARTMENT
1225 LADY STREET, STE 102
COLUMBIA, SOUTH CAROLINA 29201
PHONE (803) 545-3950 FAX (803) 255-8912

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I. GENERAL INSTRUCTIONS

- ❑ Read the attached document thoroughly before completing application. This Request for Application covers a One (1) year period for CDBG activities as defined in the instructions.
- ❑ **FILL OUT THE APPLICATION COMPLETELY.** All applications must be typed using one (1) inch margins and an eleven (11) or twelve (12) pitch font. Handwritten applications will not be accepted. Applications must comply with requirements detailed in this document and the application. **Applications that are incomplete, have inadequate number of copies, exceed the page limitations, or have other content errors or deficiencies will be rejected. Applicants will NOT be given a chance to correct ANY submission errors.**
- ❑ Attach only the required documentation (any information not requested will be disposed of and not considered as part of the application).
- ❑ **SUBMIT ONE (1) ONE ORIGINAL (NOT BOUND) AND TWO (2) COPIES (BOUND) OF THE APPLICATION TO:**

OFFICE LOCATION:

City of Columbia Community Development Department
ATTENTION: DOLLIE BRISTOW, CD ADMINISTRATOR
 1225 Lady Street, Suite 102
 Columbia, South Carolina 29201
 Phone (803) 545-3950

- ❑ ****DEADLINE FOR APPLICATION SUBMISSION IS 4:30 P.M. ON TUESDAY, DECEMBER 20, 2011
 NO EXCEPTIONS**
- ❑ POSTMARKS OR FACSIMILES WILL NOT BE ACCEPTED.
- ❑ City Staff is available to answer questions and provide technical assistance to any organization wishing to submit an application until December 12, 2011. All responses will be addressed in writing and provided to all applicants by December 16, 2011. Please call the Community Development Department at (803) 545-3950 for any technical assistance.
- ❑ **MANDATORY TECHNICAL ASSISTANCE APPLICATION WORKSHOPS;** The City of Columbia will hold technical assistance workshops to provide applicants with technical assistance sufficient to submit competitive applications for this funding. Attendance at one (1) session is required as a condition of submitting an application for funding for all applicants. Applications will not be accepted from any organizations not represented at the workshop.

| Locations | Date | Time |
|---|-------------------|--------------------|
| Eau Claire Print Building 3905 Ensor Avenue, Columbia, SC 29203 | November 16, 2011 | 12:00 pm – 2:00 pm |
| Richland County Public Library 1431 Assembly Street, Columbia, SC 29201 | November 30, 2011 | 5:30 pm - 7:30 pm |

- ❑ **ALL APPLICATION DOCUMENTS (EXCEPT THE ORIGINAL) MUST BE BOUND.** Contextual changes and/or additions to the application after submission will not be accepted.
- ❑ This RFA may be obtained online at <http://www.columbiasc.net/communitydevelopment> OR on Compact Disc (CD) (Microsoft Word). If you have any questions regarding this NOFA you may contact the Community Development Department at (803) 545-3950. Modifications and any changes made to the format of the NOFA will result in the rejection of your application.

II. INTRODUCTION

A. BACKGROUND

This **Notice of Funding Available (NOFA)** announces the availability of funding for the Program Year (PY) July 1, 2012 - June 30, 2013 for the Community Development Block Grant (CDBG) Program. The CDBG Program is funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and administered locally by the City of Columbia, under the auspices of the Community Development Department. The CDBG Program is authorized under Title I of the Housing and Community Development Act of 1974. The regulations implementing the CDBG Program are located in the 24 CFR, Part 570.

The City's objectives for this program are in accordance with HUD's National Objectives which seeks the development of a viable urban community through the implementation of the following goals, principally for the benefit of low- and moderate- income (LMI) persons:

Providing decent housing means helping homeless persons obtain appropriate housing and assisting those at risk of homelessness; preserving the affordable housing stock; increasing availability of permanent housing that is affordable to low- and moderate income persons without discrimination; and increasing the supply of supportive housing.

Providing a suitable living environment entails improving the safety and livability of neighborhoods; increasing access to quality facilities and services; and reducing the isolation of income groups within an area through de- concentration of low- income housing opportunities.

Expanding economic opportunities involves creating jobs that are accessible to low and moderate- income persons; making mortgage financing available for low- and moderate- income persons at reasonable rates; providing access to credit for development activities that promote long- term economic and social viability of the community; and empowering low- income persons to achieve self- sufficiency to reduce generational poverty in federally- assisted and public housing.

The City of Columbia invites applications from qualified entities to apply for funding under this Request for Applications (RFA). The primary objective is to fund projects and activities that are consistent with locally developed CDBG Program Priorities and to address the federal/local Consolidated Plan objectives.

B. FUNDING AVAILABLE

The City of Columbia is a CDBG "Entitlement" Program city (i.e., for cities with populations over 50,000). As a CDBG Entitlement city, the City of Columbia receives an annual allocation of CDBG funds. The grant amount is determined by the higher of two (2) formulas:

- Data based on overcrowded housing, population and poverty, OR
- Data based on age of housing, population growth lag and poverty.

Because the data used to calculate either formula varies from year to year, the funding amount is not predetermined. It is anticipated that the funds available to the City of Columbia will be approximately **\$1,127,901** in CDBG funds, of which **\$730,000** is available for non-public service programs, and **\$100,000** for public service/ neighborhood improvement grant programs. This figure is based on last year's (FY 2011-2012) funding allocation.

During the 2012-2013 funding cycle, funding for the CDBG Program is available under the **Public Service Category** (the provision of public service includes neighborhood improvement grants) or **Non-Public Service Category** (the provision of non-public services includes but is not limited to economic development, and public facilities and improvements.)

This NOFA/RFA is a one (1) year funding request.

C. THRESHOLD REQUIREMENTS

All application must meet the local and HUD defined threshold requirements as detailed in Application Eligibility below. If an application does not demonstrate that the proposed project meets these threshold requirements, the applicant will be advised that its application will not be considered for funding.

III. APPLICATION ELIGIBILITY

A. The applicant must be a public or private nonprofit agency, authority or organization, or a for-profit entity authorized under 24 CFR 570.201 (o) (micro-enterprises), or a member of the Columbia Council of Neighborhoods (CCN) requesting CDBG funds to undertake eligible costs and activities for assistance of low and moderate-income persons.

B. All proposed projects must serve low and/or low-moderate-income persons, aid in the prevention or elimination of slums and blight, or respond to an urgent need.

C. Proposed projects must address one or more of the program priorities outlined in the Program Priorities section of the RFA.

D. The costs and activities for which funding is being requested must be eligible under the specific service type: **Public Service (Including Neighborhood Improvement Grants) or Non-Public Service.**

E All proposed projects must be located in, primarily conducted in, or serving the residents of the **City of Columbia, CDBG Target Areas or the City's Neighborhood Revitalization Strategy area (See maps).** The Target Areas include the Booker-Washington Heights Redevelopment Area, Eau Claire Redevelopment Area, Edisto Court Redevelopment Area, and the King/Lyon Street Redevelopment Area.

F. The proposed project must be categorized as a **Public Service or Non-Public Service** activity as defined by this document.

Eligible Costs and Activities

The following costs and activities are eligible under their specific area of emphasis:

1. Non- Public Service

A. Economic Development

- Assistance to micro- enterprises and other businesses
- Job development
- Technical assistance and other supportive services to micro- enterprises
- Acquisition, construction and rehabilitation of commercial and industrial properties
- Outreach, marketing and other services to assisted businesses

B. Public Facilities and Improvement (Capital Improvements)

- Acquisition, installation, construction and rehabilitation of infrastructure (e.g., water, sewer lines, streets, and sidewalks)
- Acquisition, construction or rehabilitation of neighborhood facilities and facilities for persons with special needs (e.g., cultural centers, homeless shelters, group homes and halfway houses).

2. Public Service (Including Neighborhood Improvement Grants)

There is a **\$ 5,000** minimum for all requests. However, please be mindful that there is only **\$100,000** total available for allocation.

A. Neighborhood and Housing Improvement Projects

- Physical improvement projects that make neighborhoods better places to live, work, play or shop. All neighborhood based activities must be identified on a map at time of application. Please note that organizations proposing landscaping or beautification projects must provide detailed plans of their projects prior to receiving funds. Contingencies and restrictions apply to projects in this category. If any type of tool is requested, please include plans for storing and maintaining tool(s).
 - Landscaping and beautification projects
 - Tree planting
 - Community gardens
 - Neighborhood signs
 - Shelters or playground improvements
 - Murals
 - Graffiti removal
 - Neighborhood clean- up events
 - House painting/fix up repair projects
 - Handicap ramps

B. Neighborhood Organization and Organizational Development

- Projects should create new or more broadly representative neighborhood associations. Organizational development projects increase the viability and effectiveness of existing neighborhood associations.
 - Leadership training

- Board training
- Goal setting and planning assistance
- Membership recruitment (outreach)
- Technical training to develop project implementation capacity
- Street festivals or block parties (the goal of the street festival must relate to achieving specific goals.)
- Neighborhood newsletters and fliers

C. Crime and Public Safety

- Projects that reduce crime or increase public safety and awareness are also encouraged. Applicants wanting to post signs must receive prior approval from the City's Planning and Zoning Department.
 - Signs for neighborhood crime watch programs
 - Painting house numbers on curbs
 - Drug awareness programs
 - Fire safety programs
 - Removal of sight obstructions
 - Anti-crime and anti-violence events
 - Projects to discourage loitering

D. Neighborhood Public Services, Health, Education, Recreation, and Cultural Arts Initiatives

- Projects aimed at enhancing the educational, recreational, and cultural opportunities to all neighborhood residents. Projects and activities funded under this category must be completed within six months after award unless otherwise agreed upon. If the project is intended to become an ongoing service, the applicant should indicate how the project will be funded in future years.
 - Costs for educational materials; tutoring supplies
 - Books, paper products
 - Transportation (must be essential to the activity)
 - Meeting space
 - Advertising
 - Increasing the availability of daycare, pre-school and after-school activities.
 - Cultural, recreational, and educational activities for youth
 - Outdoor activities or environmental awareness
 - Tutoring, reading incentive programs, literacy, and mentoring projects
 - Parenting and/or life skills training
 - Health awareness
 - Food banks or food shuttles
 - Services to the homeless, elderly, and disadvantaged youth
 - Services to special needs populations such as the physically or mentally challenged

3. Ineligible Costs and Activities

The general rule is that any cost or activity that is ***not authorized*** under the federal CDBG regulations is ineligible to be assisted with CDBG funds.

In accordance with the U. S. Department of HUD Rule on Faith-Based Organizations (Faith- Based Initiative), September 30, 2003 (24 CFR Part 92 et al):

Faith-Based organizations are able to compete for federal grants for social service programs without having to completely separate their religious tone and mission from the services that

1. Reduce poverty
2. Improve opportunities for low- income children/youth/families.
3. Revitalize low- income communities
4. Empower low- income families and individuals to become self- sufficient
5. Help people who are in need.

Faith-based organizations are eligible to receive HUD funding on an equal footing with any other organization. Federal funds are not to be used to support inherently religious activities such as worship, religious instruction, or proselytization. Faith-based organizations are no longer required to form a separate, secular organization (501 (c) (3) to receive funds as was previously required.

Faith-based organizations may receive HUD funds to acquire, rehabilitate, or repair buildings and other real property, as long as the funds only pay the percentage of the total cost attributable to the HUD activities. However, HUD funds may not be used to acquire or improve sanctuaries, chapels, and other rooms that a congregation uses as its principal place of worship.

In addition, the federal regulations stipulate that the following costs and activities may ***NOT*** be assisted with CDBG funds:

- Building(s) for the general conduct of government (e.g., city hall)
- General government expenses
- Political activities
- New housing construction except under certain conditions or when carried out by a Community Based Development Organization (CBDO)
- Income payment
- Religious activities

4. Benefit Service Area

Your proposed project must benefit low and/or moderate income persons residing within the Target Service Area. **Maps depicting these areas are attached.** This area is generally defined as City Limits of Columbia.

The target areas are:

- Booker- Washington Heights Redevelopment Area
- Eau Claire Redevelopment Area.
- Edisto Court Redevelopment Area
- King/Lyon Street Redevelopment Area
- Other select census tracts and block groups throughout the City are also considered to be part of the Target Area.

IV. 2012-2013 CDBG ANNUAL PROGRAM PRIORITIES

A. CITIZEN PARTICIPATION PROCESS

The City of Columbia's Community Development Citizen Participation Plan is the foundation for its CDBG funding allocation system. It is the intent of the City to provide for and encourage citizen participation throughout the funding allocation process. Towards this end, the City has established a Citizens Advisory Committee (CAC) to assist the Community Development Department in allocating and monitoring the use of these funds. The CAC, which consists of eight (8) members. The CAC members represent various segments of the City and community.

The CAC meets on the first Thursday of each month. All of the CAC meetings are public meetings, advertised, open to the general public and held in a facility accessible to the handicapped. The CAC has the authority to make formal recommendations to the City Council regarding program selection, the specific level of production and the individual dollar amount needed to support those activities.

B. PROGRAM PRIORITIES

In an effort to assess the City's community development priority needs which include the 2012-2013 Program Year, a review of current socio-economic data was conducted through community outreach efforts. The following program priorities are consistent with the 2010-2014 Consolidated Plan and approved by the City Council:

- Increase decent, safe, and affordable housing for Columbia citizens.
- Revitalize neighborhoods and improve quality of life.
- Provide financial assistance to prevent homelessness and provide housing and supportive services for the homeless.
- Create jobs and business redevelopment to stimulate economic development.
- Provide permanent housing for persons living with HIV/AIDS.
- Provide financial assistance to prevent homelessness for persons living with HIV/AIDS.
- Provide quality supportive services to assist clients with achieving and maintaining housing stability.

V. REQUIRED APPLICATION CONTENTS

THE FOLLOWING INFORMATION IS REQUIRED IN EACH APPLICATION SPECIFICS AND ACTUAL FORMS CAN BE FOUND IN THE APPLICATION.

TRANSMITTAL LETTER

PART I General Information

PART II Community Development Goals, Strategies and Outcomes

PART III Project Data Sheet

PART IV Project Narrative

PART V Certifications

PART VI Exhibits to Application

- Governing Body Authorization
- List of Governing Body/Board of Directors
- Certificate of Incorporation
- Articles of Incorporation
- Non- Profit Designation Status Verification
- Current Financial Statement
- Operating Budget and Narrative
- Previous 2 Years Financial Statements
- Administrative Capacity and Responsibilities
- Prior Federal Funding Experience

VI. TECHNICAL ASSISTANCE & WORKSHOPS

The City of Columbia will hold technical assistance workshops to provide applicants with technical assistance sufficient to submit competitive applications for this funding. Attendance at One (1) session is required as a condition of submitting an application for funding for all applicants. Applications will not be accepted from any organizations not represented at the workshop.

Technical assistance questions should be directed to the Community Development Department at (803) 545- 3950. Technical assistance concerning the NOFA will also be provided at the following workshops:

| Locations | Date | Time |
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| Eau Claire Print Building 3905 Ensor Avenue, Columbia, SC 29203 | November 16, 2011 | 12:00 pm – 2:00 pm |
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| 2011 CDBG Income Limits (Richland County, SC) | | | | | | | | | |
|---|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Medium Income | Number of Persons in Household | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| \$ 63,600 | 30% Limits Extremely Low | \$13,400 | \$15,300 | \$17,200 | \$19,100 | \$20,650 | \$22,200 | \$23,700 | \$25,250 |
| | 50% Limits Very Low | \$22,300 | \$25,450 | \$28,650 | \$31,800 | \$34,350 | \$36,900 | \$39,450 | \$42,000 |
| | 80% Limits Low | \$35,650 | \$40,750 | \$45,850 | \$50,900 | \$55,000 | \$59,050 | \$63,150 | \$67,200 |

VII. EVALUATION CRITERIA AND SELECTION PROCESS

The criteria used in this evaluation process are drawn from the description of project requirements outlined in this document. Each application will be evaluated based on the following criteria and on its own merits for content, responsiveness, conciseness, clarity, relevance and strict adherence to the instructions in this RFA. **Incomplete applications will not be considered for funding.**

A. EVALUATION CRITERIA

1. GENERAL INFORMATION (0 POINTS)

This criterion shall look at the general information for the agency, the amount of the request, the executive summary, the project category, duration and service area, the project description, and the related program priorities. No points are given in this category but all information must be complete in order to be considered for funding.

2. CLIENT POPULATION AND SELECTION PROCESS (10 POINTS)

This criterion shall assess the target population and its related components. The focus will be placed on how the applicant plans to select and maintain service provision to client population. This criterion will also assess the process that will be implemented to collect the federally required low/moderate income verification documentation. Barriers to service will also be looked at when awarding points for this section.

3. UNMET NEEDS AND PROGRAM DEVELOPMENT (15 POINTS)

This criterion will assess the existence of the unmet need or problem that will be addressed by the proposed project; the methods used to verify that this need actually exists and is not currently being adequately met in the community. This criterion will be used to examine how the target population was involved in the development of the proposed project and will also assess similarities and differences between this program and others in the community.

4. GOALS AND OBJECTIVES/ OUTCOME MEASURES/ PERFORMANCE ACTIVITIES SCHEDULES (30 POINTS)

This criterion will assess the proposed goals and objectives for the project along with the activities that will be conducted to achieve the goals and objectives. This criterion will also assess the proposed qualitative and quantitative outcomes along with the performance activities schedule.

5. ADMINISTRATIVE CAPACITY (20 POINTS)

This criterion will measure the administrative capacity and experience of the organization, through the demonstration of staff capacity, organizational accomplishments, collaboration, and agency policies and procedures, to carry out the proposed project.

6. BUDGET AND BUDGET NARRATIVE (20 POINTS)

This criterion will look at the proposed budget, other sources of funding and the status of that funding and will also measure the agency's sustainability/contingency plan for the proposed project.

7. REQUIRED ATTACHMENTS (0 POINTS)

While no points are awarded for this section ALL required attachments must be submitted in order for the proposed project to be considered for funding.

B. SELECTION PROCESS

1. EVALUATION PANEL

An evaluation panel comprised of no more than three (3) City staff members, representing the Community Development Department will review and evaluate each application that is deemed eligible and complete. Each application will be evaluated on its own merits. ***Ineligible and incomplete applications will not be considered.***

The staff review panel will evaluate then rank the applications based on the evaluation criteria detailed in this document and make a funding recommendation to the CAC. Members of the CAC will also receive copies of the applications to assist in their review and evaluation process. The CAC will be asked to review, modify or approve, as appropriate, the staff recommendation.

2. ORAL INTERVIEWS

Oral interviews with the CAC and the evaluation panel will be tentatively scheduled during **February 2012**. Each applicant will be scheduled for a fifteen (15) minute oral interview consisting of a 5 minute presentation, 10 minute question/answer period. The primary purpose of the oral interview is to clarify questions that arose during the review of the written application and documentation.

3. PRELIMINARY RECOMMENDATIONS/APPEALS/PUBLIC MEETING

Each applicant will receive written notification by mail specifying the amount of funding preliminarily recommended by staff and the CAC. Based on the proposed funding recommendation, applicants may make a written request to appeal or to make public comments at the CAC's public meeting in support or opposition of the proposed funding recommendations. The applicant's appeal/public comment request must be submitted within the specified period from receipt of the notification letter. The appeal/public comment must be made to the Citizens Advisory Committee.

Appeals/public comment must be based on one of the following:

- Preparation of the Request for Application
- Receipt, or lack of receipt, of technical assistance/advice on request
- Submission of a complete and timely application
- Application Oral Presentation to the CAC and evaluation panel.

4. FUNDING RECOMMENDATION

Funding recommendations will be submitted to the Columbia City Council for review and final action at its public hearing on the Annual Action Plan to be held in May 2012.

VIII. PROJECT PERFORMANCE ASSESSMENT DEFINITIONS

Pursuant to the City Council directives, the following Project Performance Assessment Section is added to highlight the applicant's responsibility for the achievement of the stated CDBG project purpose. As such, an ongoing assessment of performance relying principally on the items identified before will be utilized to determine the success and benefits of the proposed project.

The following is a brief definition of each item and how it will be assessed:

- ❑ **Goal(s):** The intent or purpose to be achieved by the project. The project will be assessed to determine if the stated goal(s) is an integral part of the operation/implementation of the project and if it is being achieved.
- ❑ **Objectives:** Clear description of what kinds of activities will be undertaken and/or performed in order to achieve the project's stated goal(s). The objectives, when clearly defined, provide the project with a mechanism by which the project will meet its goals. The focus of the assessment will be on the distinct and clear pattern(s) of activities/events completed and which lead toward the fulfillment of the project's goals.
- ❑ **Unit(s) of Service:** The units of service provided (i.e., the number of hours of counseling, children/families served, houses rehabilitated, etc.). The performance assessment will verify documented evidence and on-site operation of the implementation and delivery of the proposed activities.
- ❑ **Average Cost per Unit:** The average cost per unit of service represents the total CDBG allocation divided by the number of units provided. The performance assessment will examine the reasonableness of the average cost per unit of service provided; based on the number of persons served and activities/services performed in relation to the amount of money, time, effort, etc., expended to render the actual unit of service.
- ❑ **Performance Measures:** Performance measures are quantitative and qualitative indicators which denote the achievement or lack of achievement of the project's stated goals. Emphasis will be placed on assuring the project's achievement of the numeric values specified in each measure.
- ❑ **Performance Schedule:** The performance schedule identifies the major milestones for implementation of the proposed project. It provides the anticipated dates when major activities and events will take place during the program year. The performance assessment will focus on the timely implementation of the major project-related activities.

- ❑ **Expected Outcomes:** The expected outcomes of the project are those results, occurrences and/or benefits which are directly correlated to the activity of the project. The assessment will focus on the identification and documentation of the expected outcomes as a direct/indirect consequence or effect of the project activity. Whenever possible, the project should indicate quantifiable and qualitative results that have been achieved as a result of project activity.
- ❑ **CDBG Allocation:** Part of the overall assessment will examine the amount of the total project allocation of CDBG funds in regard to the services provided and the public benefit to the community.

IX. CONTRACT TERMS AND REQUIREMENTS

A. Sub- Recipient Agreement

If your application is selected and awarded funding, your organization will be required to enter into a Sub-Recipient agreement with the City of Columbia outlining the City's and your organization's terms and conditions of the funding. The Sub-Recipient agreement is a legally binding contract and failure to adhere to its terms and conditions can result in the termination and required repayment of the funding award.

B. Required Documentation

If your application is selected and awarded funding, the following documentation will also be required prior to the execution of your Sub-Recipient agreement.

1. **Cost Allocation Plan:** A document identifying how your agency is accumulating and distributing allowable direct and/or indirect costs, and the allocation method used.
2. **Scope of Service:** This item provides an overview of the proposed program services as described in the application, goals and objectives, and specific services (i.e., working hours, location of services, numbers to be served).
3. **Project Budget and Budget Narrative:** The proposed project budget lists the total funds requested in the application. The Budget Narrative describes in detail what the funds will be used to support during the duration of the program.
4. **Performance and Activity Schedule:** The projected time per quarter for performance of major activities by expected goals.
5. **Performance Assessment:** The following items will be utilized to assess project performance, and evaluate the outcomes/impacts of CDBG funded activities:
 - ❑ Goals(s)
 - ❑ Objective(s)
 - ❑ Unit(s) of Service
 - ❑ Average Cost per Unit
 - ❑ Performance Measures

- Performance Schedule
- Expected Outcomes
- CDBG Award

X. GENERAL PROVISIONS AND CONDITIONS

A. Pre- Contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the applicant (s) in: (1) preparing its application in response to this RFA; (2) submitting that application to the City; (3) negotiating with the City any matter related to this RFA, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFA. The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the applicant(s), and applicant(s) shall not include any such expenses as part of their applications.

B. No Commitment to Award

Issuance of this RFA and receipt of applications does not commit the City to award a contract. The City expressly reserves the right to postpone application opening for its own convenience, to accept or reject any or all applications received in response to this RFA, to negotiate with more than one applicant concurrently, or to cancel all or any part of this RFA.

C. Equal Opportunity Contracting Policy

Policy: The City of Columbia is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities and disabled persons are encouraged to submit bids or applications. Applicant expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment, as well as regulations that may be mandated by the source of the funds supporting this contract.

Compliance: To the extent permitted by law, Applicant expressly agrees to establish compliance with the Equal Employment Opportunity Resolution of the City of Columbia Municipal Code, and the Rules and Regulations adopted pursuant to said ordinance.

The successful applicant may be required to submit documentation during the term of the contract to evidence on-going compliance with the City's Contracting Ordinance. Such documentation may include, but not be limited to certified payroll records and Current Permanent Workforce Utilization reports.

Questions regarding the City of Columbia's Contracting Ordinance and policy should be directed to the Department of Purchasing (803) 545- 3470

D. Joint Offers

Where two (2) or more applicants desire to submit a single application in response to this RFA, they should do so on a prime- subcontractor basis rather than as a joint venture or informal team. The City intends to contract with a single organization and not with multiple organizations doing business as a joint venture.

E. Certificate of Insurance

Proof of **liability** insurance is required to be submitted with your application.

F. Standard Terms and Conditions

Prior to the award of any work hereunder, City and Applicant shall enter into a written Sub-Recipient Agreement.

G. Instructions and Questions

Questions regarding this RFA should be directed only to the person(s) designated below. Do not contact any other City employee or official regarding this RFA or your applications may be disqualified.

Dollie Bristow, CD Administrator, Phone (803) 545- 3371 or ddbristow@columbiasc.net

Verdine Gleaton, Compliance Officer, Phone (803) 545- 3952 or vsgleaton@columbiasc.net

H. Proof of Authority

If the applicant is a non-profit organization or a corporation, formal proof of the authority of the officer signing the application to bind the corporation must be submitted with said application.

I. Withdrawal of Application

Any applicant may withdraw its application by written request at any time following the submission deadline.

J. Firm Commitment of Availability of Service

Once an application is opened, an applicant is expected to maintain an availability of service as set forth in its application.

K. Reservations

The City reserves the right to reject any or all applicants and any item or items therein, and to waive any non-conformity of applications with this RFA, whether of a technical or substantive nature, as the interest of the City may require.

L. Documents to be construed Together

The RFA, the application, the Non-Collusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the Applicant and the City, and all modifications of said documents, shall be construed together as one document.

M. Errors and Omissions

Applicant shall not be allowed to take advantage of any errors in or omissions in the Request for Applications. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

N. Request for Application (RFA) not Contractual

Nothing contained in this RFA shall create any contractual relationship between the

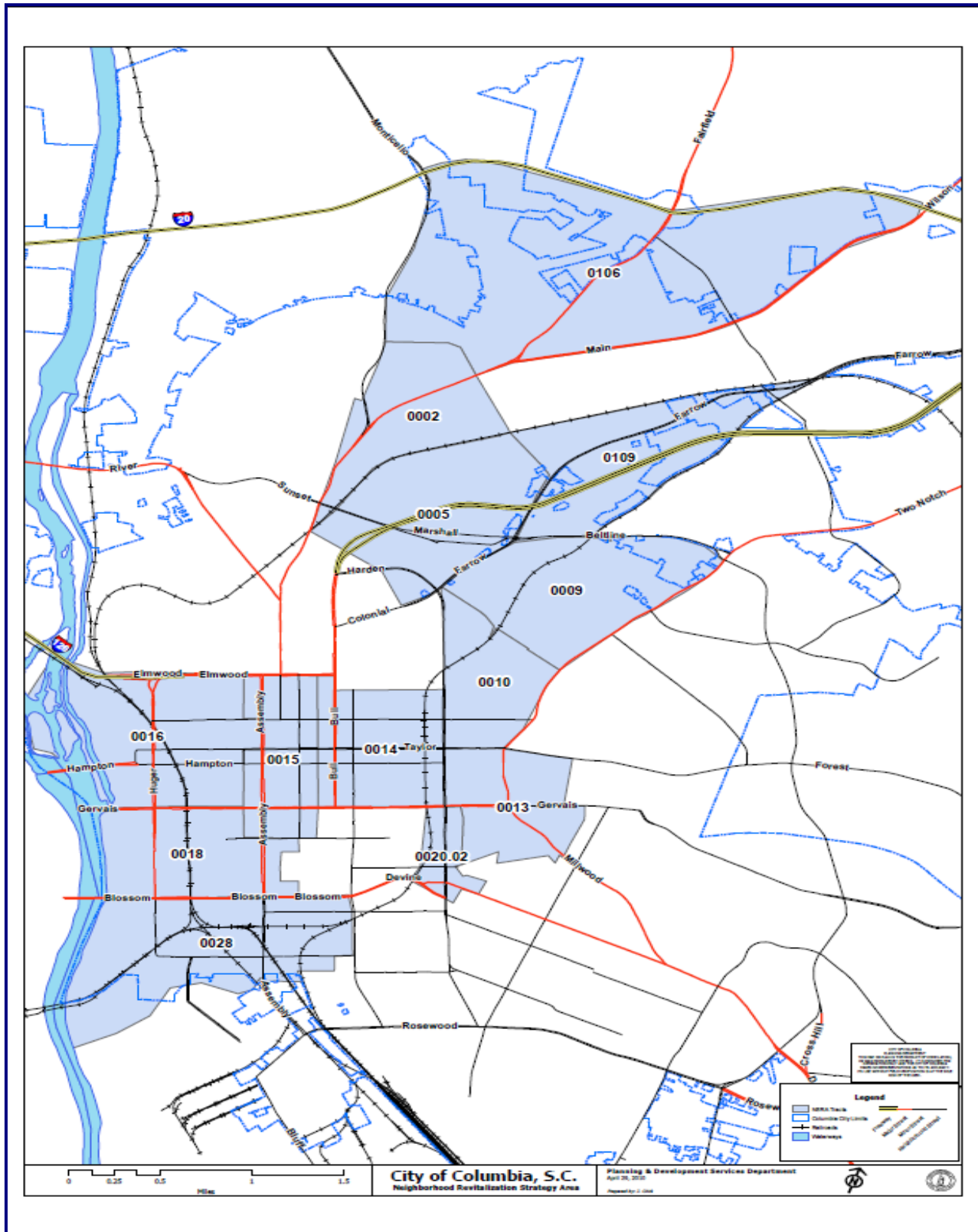
applicant and the City. The City accepts no financial responsibility for costs incurred by any applicant regarding this RFA.

XI. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FY 2012 – 2013 ACTION PLAN APPROVAL SCHEDULE

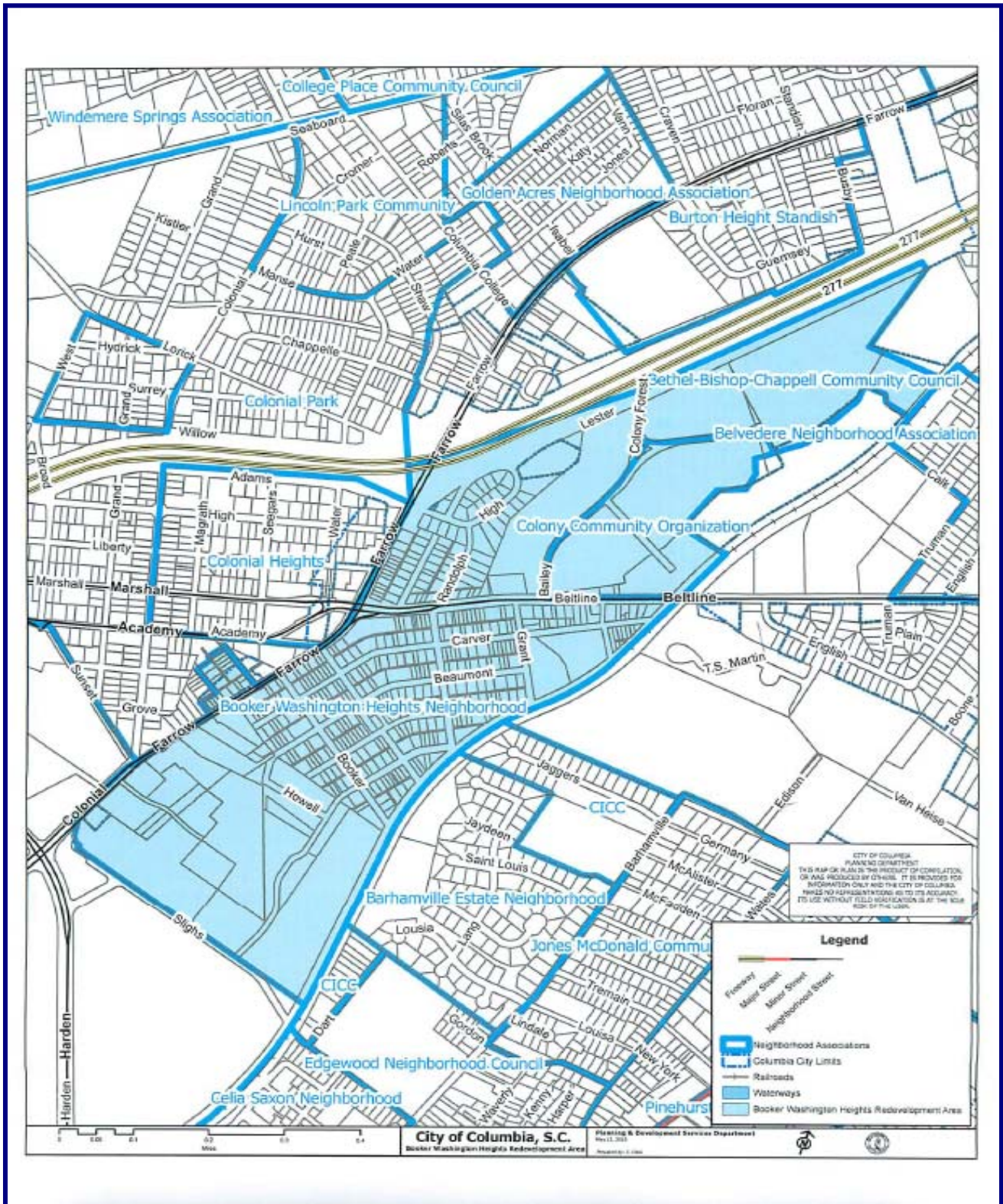
| Date | Event | Location/Time |
|--|--|---|
| November 7, 2011 | Public Notice of Notice of Funding Available | |
| November 16, 2011 | Technical Assistance Workshop | Eau Claire Print Building, 3905 Ensor Avenue, Columbia, SC 12:00 pm – 2:00 pm |
| November 30, 2011 | Technical Assistance Workshop | Richland County Public Library, 1431 Assembly Street, Columbia, SC 5:30 – 7:30 pm |
| November 16 – December 12, 2011 | Technical Assistance Provided and Questions Accepted | CD Department 1225 Lady Street, Ste 102, Columbia, SC |
| December 16, 2011 | Questions & Answers provided to all applicants | CD Department 1225 Lady Street, Ste 102, Columbia, |
| December 20, 2011 | Applications Due | CD Department 1225 Lady Street, Ste 102, Columbia, SC By 4:30 p.m. |
| January 5, 2012 | Citizens Advisory Committee Monthly Meeting Review of Eligible Applications | CD Department 1225 Lady Street, Ste 102, Columbia, SC 5:30 p.m. |
| February 2, 2012 | Citizens Advisory Committee Monthly Meeting | CD Department 1225 Lady Street, Ste 102, Columbia, SC 5:30 p.m. |
| February (TBD) | Interviews of Selected Applicants | CD Department 1225 Lady Street, Ste 102, Columbia, SC |
| March 2012 (TBD) | Public Hearing | |
| April 5, 2012 | Citizens Advisory Committee Monthly Meeting | CD Department 1225 Lady Street, Ste 102, Columbia, SC 5:30 p.m. |
| May 2012 (TBD) | Public Hearing Action Plan to City Council authorization to submit HUD | City Council Meeting City Hall - 1737 Main Street, Columbia, SC 6:00 p.m. |
| May 15, 2012 | 2012 Action Plan submitted to HUD Columbia Field Office | |
| May 2012 (TBD) | Award Letters Provided | |

XII. NSRA AND TARGET AREA MAPS

NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NSRA) MAP



BOOKER-WASHINGTON HEIGHTS REDEVELOPMENT AREA MAP



EDISTO COURT STREET REDEVELOPMENT AREA MAP

