

APPLICATION INSTRUCTIONS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
AND HOME INVESTMENT PARTNERSHIP (HOME) PROGRAMS
Program Year 2015
January 1, 2015 – December 31, 2015

Applications Must Be Typed In Entirety – No Applications With Any Handwritten Entries Will Be Accepted Excluding Signatures and Check Boxes

A separate application must be submitted for each federally funded program and category

APPLICATIONS DUE: Friday, September 5, 2014 by 4:00PM

PLEASE NOTE: No applications will be accepted after Friday, September 5, 2014 at 4:00PM

Only non-profit agencies, public or private, with current 501(c)(3) or (c)(4) non-profit status, are eligible to apply for CDBG funds.

CDBG AND HOME NATIONAL OBJECTIVES AND ELIGIBLE ACTIVITIES

The primary objective of the U.S. Housing and Urban Development (HUD) Title I of the Housing and Community Development Act of 1974, as amended, is the development of viable communities by the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for persons of low- and moderate-income. The City of Johnstown receives an annual federal entitlement of Community Development Block Grant Funds (CDBG) and HOME Investment Partnership (HOME) to implement the Act locally. The Department of Community and Economic Development staff ensures that projects recommended meet federal CDBG and HOME eligibility criteria and are consistent with City, County, State and Federal laws and regulations.

Up to 15% of the annual federal CDBG allocation may be used for Public Services that provide assistance to the community in accordance with the priorities set through community input relating to the upcoming program year.

The following types of activities may be eligible for funding under the **CDBG Program**: acquisition of property; disposition costs; improvements to public facilities, including the removal of architectural barriers; demolition and environmental clean-up; public services that are new or a quantifiable increase in the level of service; interim assistance; relocation payments for persons displaced as a result of a CDBG activity; rehabilitation of houses; code enforcement; special economic development activities; special activities undertaken by a community based development organization; home ownership assistance for purchase; planning; environmental; review; program administration; audit; and other miscellaneous activities. A minimum of 15% of the annual Federal HOME allocation has to go to a CHDO activity.

The following types of activities may be eligible for **HOME Program**: acquisition of property, rehabilitation of housing; new construction of housing; down payment and closing costs; tenant based rental assistance; administration; and other miscellaneous activities

APPLICATION DUE

Please submit 2 original copies (one should be unbound) of your grant application to the Department of Community and Economic Development located at 401 Main Street, Johnstown, PA 15901 no later than 4:00 PM on Friday, September 5, 2014.

If you have any questions or would like technical assistance or guidance in completing this application, please contact the following at the number listed below:

Katherine Purelli – Webb, MBA
Fiscal Officer
kpurelliwebb@cojtn.com
(814) 533-2055

Please Note: The City of Johnstown Department of Community and Economic Development has established that it will not be accepting applications after the posted deadline. The posted deadline for this application is September 5, 2014. This means that the application must be received by 4:00 PM on Friday, September 5, 2014. Applications postmarked by September 5, 2014, but not received by September 5, 2014, will not be considered for funding. Any exceptions to the above can be waived at the discretion of the Department of Community and Economic Development.

Thank you for submitting this grant request. The exact dollar amount of the CDBG and HOME allocation is not available at this time. This is a competitive application process for limited funding. HUD mandates that only 15% of the City's CDBG allocation may be used for Public Service, which makes these funds very competitive and a minimum of 15% for CHDO Activities under the HOME Program.

Please Note: Applicants that submit an eligible request are not guaranteed an award.

IMPORTANT INFORMATION RELATIVE TO APPLICATION

1. Successful applications may be funded for less than the amount requested based on the number of applications received which are for eligible projects and the cut back in Federal funds.
2. Funding provided by this process will be awarded for the FY 2015, however, no contracts can be executed until the City has completed any necessary environmental assessments and executed funding agreements with HUD. Due to the fact that the City generally receives its funding agreement from HUD around September or October, the contract dates will be from January 1, 2015 through December 31, 2015. You will be notified in writing once the City receives its funding agreement from HUD as to when we can execute your contract and the amount of the award.
3. Agencies that currently receive CDBG/HOME funds from the City, who are also applying for FY 2015 funds, must be in compliance with all terms of their current agreement and must not have any outstanding audit findings, monitoring findings or concerns as determined by the City or HUD.
4. Nonprofit agencies must have an active Board and must submit a list of the current Board Members and a copy of their bylaws with the application.
5. Applications must be signed by the Chair or President of the Board. In the case of an application submission by a department of a community service organization, the application must be signed by the Director or Chief Executive Officer of the organization.
6. All applications must be bound with clips. Please do not staple, bind, secure with rubber bands, or put your application in a folder or notebook.
7. Each applicant must submit one (1) original and one (1) copy of their application. Original copies must contain original signatures and not duplications.
8. **All Applications must be received by the Department of Community and Economic Development no later than 4:00 PM on Friday, September 5, 2014.**
9. For additional information on the Community Development Block Grant Program, visit HUD's website at www.hud.gov/offices/cpd.
10. If you have any questions regarding this application, please contact Katherine Purelli-Webb (kpurelliwebb@cojtn.com) at (815) 533-2055.
11. If you are applying for HOME funds, please complete the attached CHDO Check List. (Exhibit "A")

APPLICATION PREPARATION

All forms (attachments & exhibits) must be completely filled out according to instructions.

Please “Tab” all sections and use the following application format:

- Cover Letter/Letter of Transmittal
- Section I – Application Form – pages 13 & 14 of this packet
- Section II – Financial Information – page 15 of this packet
- Section III – Project Eligibility – page 16 of this packet
- Section IV – Project Accomplishments – page 17 of this packet
- Section V – Outcome Performance Measurement – pages 18 & 19 of this packet
- Section VI – Description of the Project/Program – pages 20-23 of this packet
- Section VII – Certification w/attachments – pages 24-27 of this packet
- Exhibit A – CHDO Checklist.

If an area does not apply, state N/A, do not leave a question blank

- All Exhibits and Attachments must be typed and single sided
- All Exhibits and Attachments must be letter size, (8½ x 11)

ACCEPTANCE OF TERMS: By submitting an application, the applicant accepts all terms, conditions and requirements of this application. The applicant’s proposal will become part of the grant agreement in the event the applicant is awarded funds. The applicant will be bound by what is in the proposal, unless otherwise approved in writing by the City of Johnstown. **Applicant understands and accepts that the most restrictive conditions may apply.**

The applicant’s proposal and other materials submitted in response to the application process becomes the property of the City of Johnstown and may be returned only at the City’s discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed, rated and approved for funding by the City. Financial statements included in the application may also be considered public information.

The City takes no responsibility for content, or any incomplete submissions. All costs of responding to this Request for Proposal are the responsibility of the applicant.

Please count households by the anticipated number to be assisted, not by the number in the household.

**City of Johnstown
 Proposal Application For
 Community Development Block Grant (CDBG) /
 HOME Investment Partnership Grant (HOME)
 Program Year 2015
 Funding Dates: January 1, 2015 – December 31, 2015**

FOR OFFICE USE ONLY	
Date Received:	Eligibility/Nat'l Obj.: <input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Requested: \$	Amount Approved: \$
Checklist Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Leverage: <input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE PRINT OR TYPE
Organization Name:
Project Name:
Project Address:
Telephone:
Fax:
E-mail:
Website:
DUNS Number: <i>[Dun & Bradstreet, Inc. provides this number at no charge and it is required for federal funding recipients. See http://www.dnb.com/US/duns_update/]</i>
CONTACT INFORMATION
Name/Title:
Telephone:
Fax:
E-mail:
PROJECT FUNDING REQUEST
CDBG Funds Requested: \$
Funding Leveraged from Other Sources: \$

CHECK THE PROGRAM/PROJECT FOR THIS FUNDING REQUEST

<input type="checkbox"/> Child Care Program	<input type="checkbox"/> Educational Program	<input type="checkbox"/> Drug Abuse Counseling/Treatment Program
<input type="checkbox"/> Fair Housing Program	<input type="checkbox"/> Health Care Program	<input type="checkbox"/> Job Training
<input type="checkbox"/> Legal Service	<input type="checkbox"/> Multi-Family Rehabilitation	<input type="checkbox"/> Single Family Rehabilitation
<input type="checkbox"/> Recreation Program	<input type="checkbox"/> Services for Homeless Persons	<input type="checkbox"/> Services for Seniors
<input type="checkbox"/> Energy Conservation Counseling/Testing	<input type="checkbox"/> Homebuyer Counseling and Downpayment Assistance	<input type="checkbox"/> Public Safety Program
<input type="checkbox"/> Services for the Disabled	<input type="checkbox"/> Other	

CHECK THE ELIGIBLE ACTIVITY CATEGORY

<input type="checkbox"/> Acquisition of Real Property	<input type="checkbox"/> Disposition	<input type="checkbox"/> Public Facilities/Improvements
<input type="checkbox"/> Clearance	<input type="checkbox"/> Public Services	<input type="checkbox"/> Privately-Owned Utilities
<input type="checkbox"/> Relocation	<input type="checkbox"/> Loss of Rental Income	<input type="checkbox"/> Code Enforcement
<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Construction of Housing	<input type="checkbox"/> Homeownership Assistance
<input type="checkbox"/> Special Economic Development	<input type="checkbox"/> Microenterprise Assistance	<input type="checkbox"/> Community-Based Development Organizations (CBDO)

Please provide estimate of the number of Johnstown residents who will receive assistance from the use of CDBG and/or HOME funds for this activity/project/program.

	Estimated Number
Total number of persons estimated to be serviced	
At or below 30% of median income	
At or below 50% of median income, but above 30%	
At or below 80% of median income, but above 50%	

Service Group:

Service Group:	Estimated Number of those to be served
Elderly	
Family	
Disabled	
Homeless	
Domestic Violence	
Other (specify):	

FINANCIAL

The City of Johnstown Department of Community and Economic Development encourages all applicants to utilize CDBG and HOME funds as gap funding. A gap is defined as the amount of funding necessary to run a program after all other funding sources have been identified, thus leveraging is very important in the application process. Leveraging signifies that the program is not dependent on one source of income. Identify all funding sources, including CDBG and HOME funds anticipated, other federal, state, county, local and private grants or loans, committed or applied. If funds are committed by other funding sources, a letter must be submitted verifying this commitment.

A. Please complete chart below:

Source	Amount	% of Total Project Cost	Grant / Loan	Status Pending/Committed
CDBG				
HOME				
Local Funds (Specify):				
State Funds (Specify):				
Other Federal Funds (Specify):				
Private Financing (Specify):				
Other (Specify):				
Totals				

B. Please attach a detailed copy of your budget.

Per Office of Management and Budget (OMB) regulations, costs of amusement, diversion, social activities, ceremonials, and sots relating thereto, such as meals, lodging, rentals, transportation, and gratuities are not allowable.

PLEASE NOTE:

LEVERAGE

Consideration will be given to the amount of non-CDBG or HOME funds committed to the project. CDBG/HOME funds may not be used to displace other available City, State or Federal funds. CDBG/HOME can be used as gap financing that is necessary to help make a project or program cost effective for the intended low-to-moderate income beneficiary. We encourage you to report as much leverage as possible and probable when you fill out this application.

PROJECT ELIGIBILITY SECTION

- A. This project is located in Census Tract _____.
• Is this project going to services person in the Kernville Neighborhood Revitalization Strategy Area (NRSA)? Yes No (*See Attached Map*)
• Is this project going to services person in the Downtown Central Business District?
 Yes No (*See Attached Map*)
- B. This project meets at least ONE of the HUD National Objectives listed below (*please check all applicable; discussion and definitions available on page 3 of application packet*)
 Benefits low/moderate income individuals/households
 Addresses the prevention or elimination of slums or blight
 Meets a particularly urgent community development need. (only used for major disasters)
- C. Check **all** statements that describe HOW this project or activity meets one of the National Objectives above:
 Low/Moderate (L/M) Area Benefit: the project meets the identified needs of L/M income persons residing in area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. Examples: street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.
 L/M Limited Clientele: the project benefits a specific group of people rather than all residents in a particular area, at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: elderly persons, battered spouses, homeless, disabled persons and illiterate persons.
 L/M Housing: the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.
 L/M Jobs: the project creates or retains **permanent** jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. Examples: loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close w/resultant loss of jobs, a majority of which are held by L/M persons.
 MicroEnterprise Assistance: the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. A microenterprise is defined as having five or fewer employees, one or more of whom owns the business. This activity must benefit L/M income persons, area or jobs as defined in previous sections.
 Slum or Blighted Area: the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
 Spot Blight: the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to extent necessary to eliminate conditions

detrimental to public health and safety. Examples: historic preservation of a public facility threatening public safety, demolition of a deteriorated abandoned building.

PROPOSED PROJECT ACCOMPLISHMENTS

Please briefly describe proposed accomplishments if funding is awarded:

(Accomplishments must be described in terms of households served, people served, business created, housing units created, jobs created or public facilities undertaken. Example: This program will serve 50 Low/Moderate income individuals or this program will create 25 jobs, etc.)

Clients' income will be verified by:

OUTCOME PERFORMANCE MEASUREMENT SECTION

HUD now requires recipients of federal funding to assess the outcomes of programs and activities. A new Performance Measurement System has been designed to establish and track measurable goals and objectives for the CDBG and HOME programs. All applicants selected for program/project funding will be required to comply with the Performance Measurement System.

Program/Project OBJECTIVE	Select only one (X)
<p style="text-align: center;"><u>Create suitable living environment</u></p> <p>In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.</p>	<input type="checkbox"/>
<p style="text-align: center;"><u>Provide decent affordable housing</u></p> <p>The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME, CDBG, HOPWA or ESG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.</p>	<input type="checkbox"/>
<p style="text-align: center;"><u>Create Economic Opportunity</u></p> <p>This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.</p>	<input type="checkbox"/>

Program/Project OUTCOME	Select only one (X)
<p style="text-align: center;"><u>Availability/Accessibility</u></p> <p>This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low-and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people where they live.</p>	<input type="checkbox"/>
<p style="text-align: center;"><u>Affordability</u></p> <p>This outcome category applies to activities that provide affordability in a variety of ways in the lives of low-and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.</p>	<input type="checkbox"/>
<p style="text-align: center;"><u>Sustainability</u></p> <p>This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low-and moderate-income or by removing or eliminating slums or blighted area, through multiple activities or services that sustain communities or neighborhoods.</p>	<input type="checkbox"/>

PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + national objective.

- Accessibility for the purpose of creating suitable living environments
- Accessibility for the purpose of providing decent affordable housing
- Accessibility for the purpose of creating economic opportunities
- Affordability for purpose of creating suitable living environments
- Affordability for purpose of providing decent affordable housing
- Affordability for purpose of creating economic opportunities
- Sustainability for the purpose of creating suitable living environments
- Sustainability for the purpose of providing decent affordable housing
- Sustainability for the purpose of creating economic opportunity

Examples:

- 52 households will have new access to public sewer for the purposes of creating a suitable living environment.
- 7 households will be able to afford to live at units of rental housing, which will be created through conversion of former mill building to a residence for the purpose of creating decent housing.
- 250 unduplicated uninsured or under-insured persons will receive affordable outpatient health care through provision to provider agency of grant to assist with subsidy for the purpose of creating a more suitable living environment.
- 1 public facility providing job training for physically challenged adults will be rehabilitated for purposes of increasing accessibility to economic opportunity.

Please provide an Outcome Statement for your project using the above format:

DESCRIPTION OF PROJECT

Please answer the following questions:

- A. Please provide a detailed description of the proposed activity including how the activity will address the community need you have indicated. Identify whether the activity is new, ongoing, or expanded from previous years. (*Attach additional sheet if necessary*)**

- B. Identify who will benefit from the proposed activity (e.g., homeless, youth, seniors, disabled, etc.) Because one of the requirements is that the project benefit Low/Moderate income persons, describe the process you will use to identify these persons and ensure that the activity meets this objective. (*Please attach a copy of your client application*)**

C. Identify the accomplishments you intend to achieve with this activity. Provide an activity timeframe/schedule (include start, completion dates, and other significant stages).

D. Identify any other agencies/partners for this activity/project and define the roles and responsibilities of these partners.

E. Demonstrate that the proposed activity/project is economically feasible and can be implemented in a timely cost effective manner within the proposed program year. Please attach a timeline for the activity/project.

F. Oftentimes activities/projects that receive an award of CDBG and/or HOME funding are actually awarded less than the amount originally requested. This required the submission of a revised budget and a description of how it will carry out the proposed activity with reduced funding prior to the commitment of any funding. Please indicate here whether your proposed activity/project could be undertaken with a reduced commitment of funding and if so, please highlight how that would affect the scope of services your are proposing.

G. How will program/project be evaluated?

AGENCIES OR OTHER ENTITIES SEEKING CAPITAL ASSISTANCE (CONSTRUCTION/REHAB)

PROPOSED SCHEDULE OF PROJECT IMPLEMENTATION

TASK

DATE

What is the status of site control? (i.e., do you own the land or under contract)

CERTIFICATIONS

In order for your application to be accepted, in addition to the application itself, your organization must submit the following items to the Department of Community and Economic Development **no later than 4:00 PM on Friday, September 5, 2014.**

- 1 original and 1 copy of the application with **all** questions completed. ***If an area does not apply, state N/A, do not leave a question blank.***
- Articles of Incorporation and By Laws
- Current List of Board of Directors
- Certified Organization Audit/Financial Statements of most recent year
 - a. Copy of OMB A-133 Audit (required if \$500,000 in aggregate Federal funds expended), or
 - b. Financial statements audited by a CPA (only if not qualified for A-133), or
- IRS 501(c)(3) Designation Letter (Pending letters will not be accepted)
- Copy of IRS Form 990 filed for most recent year
- Form W-9 (can be obtained at www.irs.gov)
- Current Fiscal Year Agency Budget, including all funding sources
- Job Descriptions for this activity/project
- Organizational Chart
- An Executed Statement of Applicant Form
- An Executed Signature Authorization Form

I hereby confirm that this packet contains all materials requested.

Printed Name of person completing this application

Signature of person completing this application

Date

STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
3. That the City of Johnstown Department of Community and Economic Development may request or require changes in the information submitted, and may substitute its own figures, which it deems reasonable for any or all figures provided. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
4. That, if the project(s) is recommended and approved by the selection committee, the Department of Community and Economic Development reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
5. The Department of Community and Economic Development reserves the right not to fund any submittals received.
6. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program
7. By submission of this application, the organization agrees to abide by the Department of Community and Economic Development's locally established policies and guidelines.
8. That past program and financial performance will be considered in reviewing this application.
9. That services are to be provided at no cost to citizens during the grant period. All program income (i.e., fees, repayments, foreclosures, etc.) must be remitted to the Department of Community and Economic Development.
10. That, if the project is funded, the Department of Community and Economic Development, or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
11. That, if the project is funded, the Department of Community and Economic Development will perform an environmental review prior to the obligation of funds.
12. That, if a project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the Department of Community and Economic Development.
13. That a project's funding does not guarantee its continuation in subsequent action plans.
14. Provide written signatory authority from the organization's governing body indicating who can execute contracts and amendments on its behalf.
15. Disclosure by attached memo of matters that may give the appearance of a conflict of interest. (i.e., Department of Community and Economic Development and the City of Johnstown staff members/employees, elected officials, staff members' families, elected officials' families, etc.

By signature below, the applicant acknowledges the above in its name on this _____ day of _____, 2014.

Authorized Signature / Title: _____ Date: _____

SIGNATURE AUTHORIZATION FORM

The Board of Directors of _____ hereby applies to the City of Johnstown Department of Community and Economic Development for funding consideration for the Fiscal Year 2015 and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax-exempt and incorporated in the State of Pennsylvania.

_____ (*Name of organization requesting CDBG and/or HOME funds*) hereby proposed to provide the services of project identified in the Scope of Services in accordance with this application for CDBG and/or HOME funds. If this application is approved and this organization receives CDBG and/or HOME funding from the Department of Community and Economic Development, on behalf of the City of Johnstown, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City. Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete.

I also authorize the following person(s) to have signatory authority regarding this grant:

Printed Name: _____ Title: _____

Printed Name: _____ Title: _____

President/Board of Directors:

Printed Name: _____ Title: _____

Signature: _____ Date: _____

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.