



NON-PROFIT CAPITAL IMPROVEMENT ASSISTANCE PROGRAM COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) INSTRUCTIONS AND APPLICATION

Applications must be typed in entirety. No applications with any handwritten entries will be accepted excluding signatures and check boxes.

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.

Applications under this program will be accepted on a rolling basis, depending upon the availability of funds. This is a competitive application process for limited funding. Applicants submitting an eligible request are not guaranteed an award.

What is a Capital Improvement?

For the purposes of this program, a *Capital Improvement* is any addition or alteration to real property that meets all three (3) of the following conditions:

- It substantially adds to the value of the real property, or appreciably prolongs the useful life of the real property.
- It becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself.
- It is intended to become a permanent installation.

For example, replacing a roof, installing a hot water heater, replacing windows, upgrading a commercial kitchen, or removing architectural barriers are all capital improvement projects. Repairing a broken step, replacing a thermostat on a hot water heater, or painting are examples of repair and maintenance work and are not considered *Capital Improvements* under this program.

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:

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

IMPORTANT INFORMATION RELATIVE TO APPLICATION

1. Successful applications may be funded for less than the amount requested based on the availability of funds (e.g., number of applications, programmatic changes, budgetary revisions, etc.).
2. Non-profit agencies awarded assistance under this program must sign a subrecipient agreement. No subrecipient agreements will be executed, and no grant assistance costs may be incurred until the City has completed all environment review requirements.
3. Non-profit agencies that currently receive CDBG/HOME funds from the City, who are applying for assistance under this program, must be in compliance with all terms of their current agreement(s) and must not have any outstanding audit findings, monitoring findings, or concerns as determined by the City or HUD.
4. Non-profit 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 submit your application in a folder or notebook.
7. Applicants must submit one (1) original copy of their application. The original copy must contain original signatures and not duplications.
8. Applications are to be submitted to the Department of Community and Economic Development located at 401 Main Street, Johnstown, PA 15901 during normal business hours.
9. For additional information on the Community Development Block Grant (CDBG) Program, visit HUD's website at: www.hud.gov/offices/cpd.
10. The Davis-Bacon Act prevailing wage applies to contractors and subcontractors performing construction work funded under the CDBG Program.
11. All construction work funded under the CDBG Program must be competitively solicited by obtaining at least three (3) quotes or bids.
12. If property to be improved is located in a floodplain, grant recipients will be required to submit documentation of current flood insurance coverage.
13. If the property to be improved is not owned by the applicant, grant recipients must submit a letter from the property owner agreeing to the proposed improvements as well as a copy of the applicant's current lease agreement.

APPLICATION PREPARATION

1. All forms (attachments and exhibits) must be completely filled out according to instructions
2. If an area does not apply, state N/A, do not leave a question blank.
3. **Please “Tab” all sections and use the following application format:**
 - Cover Letter / Letter of Transmittal
 - Section I – Application Form
 - Section II – Financial Information
 - Section II – Description of the Capital Improvement Project
 - Section III – Scope of Work and Cost Estimates
 - Section IV – Project Accomplishments
 - Section V – Outcome Performance Measurement
 - Section VI – Certifications
4. **ACCEPTANCE OF TERMS:** By submitting this application, the applicant accepts all terms, conditions, and requirements of this application. The applicant’s proposal will become part of the subrecipient agreement in the event the applicant is awarded funds under this program. 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.**
5. 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.
6. **The City takes no responsibility for content, or any incomplete submissions. All costs of submitting an application and responding to requests for additional information and/or documentation are the responsibility of the applicant.**

SECTION I

Application Form

FOR OFFICE USE ONLY			
Date Received:		Amount Approved:	\$
Amount Requested:	\$	Leverage:	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE 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>	Attach SAM Registration System for Award Management http://www.sam.gov

CONTACT INFORMATION	
Name/Title:	
Telephone:	
Fax:	
E-mail:	

PROJECT FUNDING REQUEST	
CDBG Funds Requested: \$	
Funding Leveraged from Other Sources: \$	

**CHECK ALL THE PROGRAMS OFFERED FROM THE FACILITY TO BE IMPROVED
UNDER THIS FUNDING REQUEST**

- | | |
|---|--|
| <input type="checkbox"/> Child Care Program | <input type="checkbox"/> Services for Homeless Persons |
| <input type="checkbox"/> Fair Housing Program | <input type="checkbox"/> Homebuyer Counseling |
| <input type="checkbox"/> Legal Service | <input type="checkbox"/> Drug Abuse Counseling / Treatment Program |
| <input type="checkbox"/> Recreation Program | <input type="checkbox"/> Job Training |
| <input type="checkbox"/> Energy Conservation Counseling/Testing | <input type="checkbox"/> Services for Seniors |
| <input type="checkbox"/> Services for the Disabled | <input type="checkbox"/> Food / Nutrition Program |
| <input type="checkbox"/> Education Program | <input type="checkbox"/> Rent/Mortgage/Utility Assistance |
| <input type="checkbox"/> Health Care Program | |
| <input type="checkbox"/> Other _____ | |

PLEASE PROVIDE AN ESTIMATE OF THE NUMBER OF JOHNSTOWN RESIDENTS WHO WILL BE SERVED FROM THE FACILITY TO BE IMPROVED UNDER THIS FUNDING REQUEST

	Estimated Number of Persons to be Served from this Facility
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 from this Facility
Elderly	
Family	
Youth	
Disabled	
Homeless	
Domestic Violence	
Other (specify):	

SECTION II Financial Information

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

COMPLETE THE FOLLOWING TABLE

Source	Amount	% of Total Project Cost	Funding Type	Status
CDBG	\$	%	<input type="checkbox"/> Grant <input type="checkbox"/> Loan	<input type="checkbox"/> Pending <input type="checkbox"/> Committed
Local Funds (Specify):	\$	%	<input type="checkbox"/> Grant <input type="checkbox"/> Loan	<input type="checkbox"/> Pending <input type="checkbox"/> Committed
State Funds (Specify):	\$	%	<input type="checkbox"/> Grant <input type="checkbox"/> Loan	<input type="checkbox"/> Pending <input type="checkbox"/> Committed
Other Federal Funds (Specify):	\$	%	<input type="checkbox"/> Grant <input type="checkbox"/> Loan	<input type="checkbox"/> Pending <input type="checkbox"/> Committed
Private Financing (Specify):	\$	%	<input type="checkbox"/> Grant <input type="checkbox"/> Loan	<input type="checkbox"/> Pending <input type="checkbox"/> Committed
Other (Specify):	\$	%	<input type="checkbox"/> Grant <input type="checkbox"/> Loan	<input type="checkbox"/> Pending <input type="checkbox"/> Committed
Totals	\$	100%		

LEVERAGE – Consideration will be given to the amount of non-CDBG funds committed to the project. CDBG can be used as gap financing that is necessary to help make a project cost effective. The City of Johnstown encourages applicants to report as much leverage as possible and probable when completing this application.

PROJECT DESCRIPTION

Please answer each of the following questions:

- A.** Demonstrate that the *Capital Improvement* proposal is economically feasible and can be implemented in a timely cost-effective manner. Please attached a timeline for the *Capital Improvement* proposal.

- B.** Oftentimes activities/projects that receive an award of CDBG funding are actually awarded less than the amount originally requested. The required submission of a revised budget and a description of how it will carry out the proposed *Capital Improvement* proposal with reduced funding prior to commitment of any funding. Please indicate below whether the *Capital Improvement* proposal could be undertaken with a reduced commitment of CDBG funding and if so, please highlight how that would affect the project.

- C. Attach a succinct description of the *Capital Improvement* proposal addressing each of the following:
- A description of the need(s) for and objective(s) of the *Capital Improvement* proposal.
 - A description of the benefit(s) of completing the *Capital Improvement* proposal.
 - The scope of work of the *Capital Improvement* proposal.
 - A description of how the *Capital Improvement* project budget was prepared and the basis and source(s) of the proposed project costs.
 - A description of how quotes/bids will be solicited from contractor(s) and subcontractor(s).
 - Photographs of existing conditions of area(s) proposed to be improved. Also includes, photographs of front façade of building where improvements are proposed.
 - If applicable, provide conceptual drawings of proposed improvements (i.e., floor plan, site plan, etc.).

PROJECT BUDGET

- A. Attach a detailed and itemized budget for the proposed *Capital Improvement* project addressing each of the following:
- Itemized list of all proposed materials, equipment, etc. with per unit cost, number of units, and total unit cost.
 - Proposed labor cost(s) based on current Davis-Bacon Wage Determination Rates (rates and fringes) for applicable construction work classifications.
 - Total proposed project material cost.
 - Total proposed project labor cost.
 - Proposed contingency amount and percentage.
 - Total proposed project cost.

SECTION III Project Eligibility

A. The facility proposed for *Capital Improvement* is located in: Census Tract: _____

Block Group: _____

B. Does the facility proposed for *Capital Improvement* serve persons in the Downtown Central Business District?

Yes No

C. The *Capital Improvement* proposal meets at least ONE of the HUD National Objectives listed below (*please check all applicable*):

- 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).

D. Check all statements that describe HOW the *Capital Improvement* proposal 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.

SECTION IV
Proposed Project Accomplishments

In the space below, briefly describe proposed *Capital Improvement* project accomplishments if funding is awarded. Accomplishments must be described in terms of the number of households served or the number of people served by the facility to be improved under this funding request.

SECTION V

Outcome Performance Measurement

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

Project <u>OBJECTIVE</u>	Select only one (X)
<u>Create Suitable Living Environment.</u> In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.	<input type="checkbox"/>
<u>Provide Decent Affordable Housing.</u> 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.	<input type="checkbox"/>
<u>Create Economic Opportunity.</u> This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.	<input type="checkbox"/>
Project <u>OUTCOME</u>	Select only one (X)
<u>Availability/Accessibility.</u> 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.	<input type="checkbox"/>
<u>Affordability.</u> 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.	<input type="checkbox"/>
<u>Sustainability.</u> 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.	<input type="checkbox"/>

PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed project is needed and what outcomes will be achieved from the proposed project. Outcomes are the changes expected to occur in clients' lives and/or the community as a result of the proposed *Capital Improvement* project.

	Outcome 1: Availability/Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
Objective #1 Suitable Living Environment	Accessibility for the purpose of creating Suitable Living Environments	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
Objective #2 Decent Housing	Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
Objective #3 Economic Opportunity	Accessibility for the purpose of creating Economic Opportunities	Affordability for the purpose of creating Economic Opportunities	Sustainability for the purpose of creating Economic Opportunities

A complete Outcome Statement includes:

Output (quantified) + Outcome (from categories above) + Activity (description) + National Objective.

Example: One (1) non-profit agency facility providing job training for physically challenged adults will be rehabilitated for purposes of increasing accessibility to economic opportunity.

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

SECTION VI Certifications

For applications under this program to be determined complete, the following items must be included in the application packet submission.

- 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 \$750,000 in aggregate Federal funds expended), or
 - b. Financial statements audited by a CPA (only if not qualified for A-133)
- 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
- Organizational Chart
- An Executed Statement of Applicant Form
- An Executed Signature Authorization Form
- DUNS Number
- SAM Registration Attached

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 an 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 _____, 2021.

Authorized Signature / Title: _____ Date: _____

SIGNATURE AUTHORIZATION FORM

The Board of Directors of _____ (name of organization) hereby applies to the City of Johnstown Department of Community and Economic Development for funding consideration under the Non-Profit Capital Improvement Assistance Program 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) hereby proposes to undertake the *Capital Improvement* project as described in this application for CDBG funds. If this application is approved and this organization receives CDBG 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 assistance application:

Printed Name: _____ Title: _____

Printed Name: _____ Title: _____

President/Board of Directors:

Printed Name: _____ Title: _____

Signature: _____ Date: _____