



CITY OF EASTON

PENNSYLVANIA

Invitation to Apply for a Fiscal Year 2016 City of Easton Community Development Block Grant as funded by the US Department of Housing and Urban Development

August 9, 2016

You are invited to submit an application to the City of Easton for Community Development Block Grant (CDBG) funding for F.Y. 2017. The application is due by **Wednesday, September 7, 2016 at 3:00** to the City of Easton, Department of Community Development, to be eligible for funding consideration. There are no exceptions to this deadline.

The City anticipates receiving approximately **\$800,000** from the Fiscal Year 2017 US Department of Housing and Urban Development (HUD) CDBG Program. Of the total grant award, approximately **\$550,000** will be allocated to projects in the City and to eligible non-profit agencies. No more than 15% of the City grant may be used for public service activities. In making decisions for funding, the City of Easton will consider factors such as the eligibility and national objective to assist low- and moderate-income individuals for each project. The City will also consider whether the project provides substantial community benefits and if the project is ready for implementation. Matching funds are not required however; projects with additional funding sources will be more favorably received.

If you have any questions about eligibility for your activity or need to have an application mailed to you, please contact **Shaquera Martindale at 610-250-6770**.

Projects must serve lower income residents. A map depicting the low-moderate income areas in the City is provided with the application.

Projects serving an area smaller than a Block Group may be qualified by means of an income survey for those families who will benefit from each project. **For surveys, fifty-one percent (51%) of the persons living in the service area must be considered low/moderate income.** Surveys must be undertaken by responsible individuals from the community. Please contact us prior to undertaking a survey, as US HUD must approve the process. Handicap barrier removal projects do not require surveys.

If more than one project is proposed, a separate form must be utilized for each project. If more than one application is submitted, projects must be **numbered by priority** by the applicant at the time of submission.

Please note that Federal wage rates (Davis-Bacon Act) apply to all construction or renovation projects under this program and that **the applicant is responsible for all engineering and traffic control costs.**

The application must include a complete project description, with a cost estimate prepared by an individual knowledgeable in the preparation of such estimates, using Federal construction requirements, including, but not limited to, Federal wage rates.

The City of Easton takes fair housing responsibilities very seriously. Any projects that include a housing component must be in compliance with all City, State and Federal Fair Housing Regulations.

NEED AN APPLICATION?

The application and general list of eligible activities are available on the City of Easton website (www.easton-pa.gov). Just click on the Redevelopment Authority tab along the left side of the website.

*Please Note: The application requires City Council approval all CDBG applications must be signed by an authorized representative of the applicant.

Thank you for considering the submission of an application to the City of Easton Community Development Block Grant Program. We are looking forward to working with you to ensure a successful year of grant applications.

Please do not hesitate to contact our office with any questions concerning the enclosed grant application.

Sincerely,

Christina E. Roseberry
Director, Planning & Zoning

CITY OF EASTON
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION
2017

APPLICATIONS MUST BE RETURNED TO THE
DEPARTMENT OF COMMUNITY & ECONOMIC
DEVELOPMENT

BY SEPTEMBER 7, 2016 AT 3:00 P.M.

123 SOUTH 3RD STREET, 3TH FLOOR

EASTON, PA 18042

PROJECT SELECTION CRITERIA

- Completeness of application
- Detailed project description
- Project eligibility
- Meets a national objective justification (i.e., low/mod benefit rationale)
- Project can be completed within a reasonable time frame
- Provides substantial community benefit

FY 2017 Schedule for CDBG

August 15th, 2016 Wednesday – Send out CDBG Applications.

September 7, 2016 Wednesday – Responses due

September 14, 2016 Wednesday – First Public Hearing 6:00 PM (all applicants should attend)

October 26, 2016 Wednesday -, Second Public Hearing – City council 6:00 PM*

November 9, 2016 Wednesday - Approval of Action Plan by Council*

**Dates and time subject to change depending upon the date of the actual HUD allocation.*

INSTRUCTIONS FOR THE CITY OF EASTON COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

1.	Prepare your FY 2017 CDBG application in a clear, comprehensive and concise manner. Remember to <u>complete all sections</u> and provide sufficient documentation to ensure fair consideration of your application. <u>If possible, please provide a complete electronic version of your application upon submission.</u>
2	When funds are requested for public services that include requests for funding for personnel, provide personnel and job descriptions with detailed salary and wage information
3.	All applicants must provide an <u>area map</u> noting the location of the project. Please provide enough detail to describe your service area. Note streets names and other landmarks for ease of identification.
4.	<u>Project leveraging</u> is not required but is suggested. Please complete the <u>Budget Narrative Attachment</u> , using actual or prospective funding. A written agreement means you have funding approval. Without a written agreement, funding is considered tentative or prospective.
5.	Use the budget page from the application or an equivalent form. Please be advised that the City of Easton CDBG Program funds WILL NOT pay for the following: <ul style="list-style-type: none"> • Salaries of supervisory personnel – only the salaries of direct staff involved in the project are eligible • Overhead – office space, utilities, telephone, etc. will not be paid for unless dedicated EXCLUSIVELY to the use of the CDBG funded activity. There will be no pro-rating of such expenses. • Food – Unless essential to the client services such as nutrition and food preparation classes or a food bank, no food or entertainment may be purchased with CDBG funds. • For public service activities – Facility maintenance or repair is not eligible. • Work that is contracted prior to the execution of the agreement with the City or that has not been competitively procured cannot be paid with CDBG funds. This includes construction as well as professional services. <p>All work paid for with CDBG funds must be competitively bid.</p>
6.	Please ensure that your application has been signed by the appropriate agency official. Approval by your BOARD OF DIRECTORS is required for submission of the application. Please provide a copy of the resolution.

All applications will be reviewed by the staff of the Department of Planning & Zoning to determine eligibility. If additional information is required, you will be contacted by a representative of the department.

APPLICANT INFORMATION AND PROJECT ABSTRACT

1.	Project Name:		
2.	Eligible CDBG Activity #: (See Exhibit A)		
3.	CDBG Funding Year: FY 2017		
4.	Name of Applicant (Municipality or Non-profit):		
5.	Address:		
6.	Telephone:	7.	Facsimile:
8.	Federal Tax ID No.:	8a.	DUNS No.:
9.	Type of Organization: <input type="checkbox"/> Government <input type="checkbox"/> Non-profit		
10.	Name of Principal Contact Person:		
11.	Title:	12.	Email address:
13.	Amount of CDBG funds requested: \$		
14.	Funds committed from other sources: \$		
15.	Total project cost (Line 13 + Line 14): \$		
16.	Will your organization be able to complete your project should you be funded an amount less than requested? <u>Attach additional sheets if necessary.</u> <input type="checkbox"/> YES <input type="checkbox"/> NO		

The applicant certifies that to the best of its knowledge and belief, the information included in this application is true and correct, and that the applicant will comply with all federal requirements should this application be approved for funding.

Signature

Date

Typed Name and Title

PROJECT DESCRIPTION

Briefly describe the proposed project. The narrative should include: 1) the need or problem to be addressed, 2) the population to be served or the area to benefit, 3) the work to be performed, including the activities to be undertaken or the services to be provided, 4) the method of approach, and 5) the implementation schedule. **Attach additional sheets if necessary.**

If the project involves rehabilitation of a building, please attach a photograph of the building and surrounding structures. (Photographs in an electronic/digital format are requested along with print versions).

Check here if the structure is historic Year constructed _____

Check here if the project is located in a flood plain

CDBG ELIGIBLE ACTIVITIES

1. Place a checkmark in one or more of the following boxes that describes your proposed activity.

Public Facilities:

- | | |
|--|--|
| <input type="checkbox"/> Streets, curbs, sidewalks | <input type="checkbox"/> Community centers, senior centers |
| <input type="checkbox"/> Storm and sanitary sewers | <input type="checkbox"/> Parking lots |
| <input type="checkbox"/> Water lines | <input type="checkbox"/> Fire Stations |
| <input type="checkbox"/> Parks | <input type="checkbox"/> Other, specify |

Public Services:

- | | |
|--|---|
| <input type="checkbox"/> Child care | <input type="checkbox"/> Health care |
| <input type="checkbox"/> Recreation programs | <input type="checkbox"/> Education programs |
| <input type="checkbox"/> Public safety services | <input type="checkbox"/> Fair housing activities |
| <input type="checkbox"/> Services for senior citizens | <input type="checkbox"/> Services for homeless people |
| <input type="checkbox"/> Drug abuse counseling | <input type="checkbox"/> Energy conservation counseling and testing |
| <input type="checkbox"/> Welfare | <input type="checkbox"/> Other, specify |
| <input type="checkbox"/> Paying for the cost of operating and maintaining that portion of a facility in which one or more of the above services are provided | |

Other:

- | | |
|---|--|
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Homeownership assistance (down payment and closing costs) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Housing rehabilitation | <input type="checkbox"/> Economic Development |

US HUD CDBG STATUTORY OBJECTIVE JUSTIFICATION *

Low Mod Benefit

Area Benefit – Describe how the proposed activity serves the residents in a primarily residential area and how you determined that the area is predominantly low- and moderate-income.

Limited Clientele – If the proposed activity is a public service and is limited to a specific group of people, at least 51% of whom are low- and moderate-income persons, indicate which of the three categories of limited clientele activities best describes the activity by placing a checkmark in the appropriate box.

Presumed benefit - place a checkmark in the box that describes the beneficiaries of the proposed service: **(NOTE: Handicap Barrier Removal Projects should check Presumed Benefit/Severely Disabled Adults below).**

Abused children

Battered spouses

Elderly persons

Severely disabled adults (use census population report definition)

Homeless persons

Illiterate adults

Persons living with AIDS

Migrant farm workers

Area Veterans

Family size and income – check this box if you intend to utilize household income surveys to document the size and annual income of each person receiving the benefit. Note: at least 51% of the program beneficiaries must be persons whose family income does not exceed the limits summarized in **Exhibit C – Income Limits**.

Nature and location of activity – check this box if the nature and location of the activity are such that it will be used predominantly by low- and moderate-income persons. For example, a day care center designed to serve residents of a public housing development. Attach an explanation of how the activity meets this objective.

Housing – check this box if you will use funds to benefit low – and moderate Income homeowners or renters. Each unit must be occupied by a low- and moderate income household.

Prevention and/or Elimination of Slums and Blight

Only Public Facility building rehabilitation or demolition can be qualified as a “slum and blight” activity.

*See Exhibit B – National Objectives for additional information.

BUDGET NARRATIVE ATTACHMENT

1. Describe your plans to use other funds on this project. In this section, only describe funds that have been secured. Provide the source of funds, amounts, and how these funds will be used. Describe your use of donated goods and services. Estimate the value of these goods and services. (Note: Engineering costs must be paid for by the municipality or agency. All construction projects require an engineer to prepare bid specifications and documents required by federal funding).

2. Explain why you consider your program to be a local priority.

NON-PROFIT APPLICANT ORGANIZATIONAL INFORMATION

Project Administration

Describe the staff, volunteers, consultants, or board members who will be directly associated with this project/service and their responsibilities. Provide an organization chart, including employee names and titles, to characterize how this program/service fits into the overall organizational structure. Describe overall program delivery strategy.

Monitoring

Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.

Insurance/Bonding/Worker's Compensation

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by federal and state laws. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency.

NON-PROFIT APPLICANT ORGANIZATIONAL INFORMATION

CONTINUED

Financial Capacity

Describe the agency's current operating budget, itemizing revenues, and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

Please attach the following information to your application:

Application Checklist: (non-profit applicants only)

- Articles of Incorporation / Bylaws
- Non-profit determinations (tax exempt letter from IRS and/or state)
- List of Board of Directors
- Organizational chart
- Resumes of chief program administrator and chief fiscal officer
- Financial statement and audit

APPLICATION CHECKLIST PUBLIC FACILITIES PROJECTS

	Yes	No	N/A
• Application completed and certification signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Project location map attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Architect / Engineer cost estimates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provide photographs in print and electronic format, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Board Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Questionnaire for Removal of Regulatory Barriers to Fair and Affordable Housing (To be Completed by Municipal entities only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBIT "A" - CDBG BASIC ELIGIBLE ACTIVITIES

The following activities may be funded by the CDBG Program, so long as they meet one or more of the National Objectives.

1. Acquisition of real property by purchase, long-term lease (15+ years), donation, or otherwise, of real property for any public purpose, subject to limitations.
2. Disposition of real property acquired with CDBG funds through a lease or donation, or otherwise; or its retention for public purposes.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, except buildings for general conduct of government. Eligible facilities include those serving persons having special needs such as homeless shelters, convalescent homes, hospitals, nursing homes, battered spouse shelters; half-way houses for runaway children, drug offenders or parolees, group homes for mentally retarded persons; and temporary housing for disaster victims.
4. Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.
5. Provision of public services (including labor, supplies and materials) such as those concerned with child care, health care, education, job training, public safety, fair housing counseling, recreation, senior citizens, homeless persons, drug abuse counseling and treatment, and energy conservation counseling and testing. The services must meet each of the following criteria:
 - A service must either be new or be a quantifiable increase in the level of a service above that which has been provided with state or local funds in the previous twelve calendar months; and
 - The amount obligated for public services shall not exceed 15 percent of the annual grant, plus 15% of the program income received from the previous year.
6. Removal of material and architectural barriers, which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned buildings, facilities, and improvements.
7. Rehabilitation of privately and publicly owned buildings and improvements for residential purposes.
8. Rehabilitation of publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations.
9. Improvements to buildings to increase energy efficiency.
10. Rehabilitation, preservation, or restoration of historic properties.
11. Provision of credit, technical assistance, and general support (including peer support programs, counseling, child care, transportation, etc.) for the establishment, stabilization, and expansion of micro enterprises. A micro enterprise is a business with five or fewer employees, one or more of whom owns the business.
12. Provision of assistance to private for-profit business where appropriate to carry out an economic development project. Any project funded must be able to document the creation or retention of a certain number of jobs, depending on the type of project proposed.

EXHIBIT “B” - National Objective Qualifiers

In order to be considered as benefiting a low or moderate-income person, an activity must fall into one of the categories below.

Area Benefit: City of Easton is an “exception level” community. Census areas with 31% low-moderate income or above qualify for funding. However, smaller areas may qualify based on an income survey. When surveys are needed, at least 51% of the residents within the targeted activity area must be low-moderate income persons. The activity may also be available to all persons in the area regardless of income.

Limited Clientele: To qualify under this subcategory, a limited clientele activity must fulfill one of the following tests.

- Clientele must be one of the following groups:
 - Abused children
 - Elderly persons
 - Battered spouses
 - Homeless persons
 - Adults meeting the US Census Bureau’s definition of severely disabled persons
 - Illiterate living with AIDS
 - Migrant farm workers, or
- At least 51% of the clientele must be low-moderate income persons; or
- The activity must be of such a nature and in such a location that it may reasonably be concluded that the clientele will be low-moderate income persons; or
- The activity must serve to remove material or architectural barriers to the mobility or accessibility of elderly persons or of severely disabled adults; or
- The activity must take the form of micro enterprise assistance carried out in accordance with 24 CFR 570.201 (o); or
- The activity must provide job training and placement and/or other employment support services, including, but limited to peer support programs, counseling, childcare and other similar services, in which the percentage of L/M income persons assisted is less than 51%. This situation qualifies under the limited clientele objective only in the following circumstance:

“In such cases where such training or provision of supportive services assist business(es), and the only use of CDBG assistance received by the business is to provide the job training and/or supportive services; and the proportion of the total cost of the services borne by CDBG funds is no greater than the proportion of the number of persons benefiting from the services who are low-or moderate income”.

Housing – The activity must result in housing that will be occupied by L/M income persons upon completion. The housing can be either owner- or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.

Jobs – “Special economic development” activities may meet the low-moderate Income Benefit national objective only in the following three ways:

- Be located in a predominately low-moderate neighborhood and serve the low-moderate income residents (e.g., a grocery store serving a low-moderate income neighborhood qualifies as area benefit); or
- Involve the employment of persons, the majority of who are low-moderate income persons (e.g., a retail clothing store which creates or maintains jobs principally for low-moderate income persons).

EXHIBIT “C” – Income Limits Fiscal Year 2015

In order to be considered as benefiting a low or moderate-income person/household, the sub-recipient must document the client income. All clientele must be at or below 80% of median family income for the area. These limits are determined by the US Department of Housing and Urban Development and subject to change.

Allentown-Bethlehem-Easton, Pennsylvania HMFA

Household Size	30% MFA	50% MFA	80% MFA
1	14,500	24,150	38,600
2	16,550	27,600	44,100
3	18,600	31,050	49,600
4	20,650	34,450	55,100
5	22,350	37,250	59,550
6	24,000	40,000	63,950
7	25,650	42,750	68,350
8	27,300	45,500	72,750

EXHIBIT “D” - RECORDKEEPING RESPONSIBILITIES FOR NON-PROFITS

Successful applicants will be required to sign a contract with the City, which will state all the requirements to be placed on the applicant. In general, the following will apply to all applicants:

1. Written records to justify all expenditures must be maintained for a period not less than four (4) years after the full amount of the grant is expended. Your records will be subject to review by City of Easton County and US HUD.
2. You will be required to maintain the County's minimum insurance standards, to be evidenced by a copy of the policy provided to City of Easton within 10 days of execution of the contract.
3. You must agree to administer the CDBG program in accordance with OMB Circular A22, “Cost Principles for Non-Profit Organizations,” and Attachment F of OMB Circular A-110.
4. In accordance with the Office of Management and Budget Circular A-133, the federal government requires that organizations expending \$500,000 or more in federal financial assistance in a fiscal year must secure an audit. Agencies requesting \$500,000 or more must choose one of the three ways of meeting this requirement and state which method they choose:
 - a. If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
 - b. If your agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor's written cost estimate.
 - c. If your agency does not have a current audit process in place, your agency will be required to include a 10 percent set-aside in the CDBG project for the provision of an audit.
5. You will be required to provide semi-annual reports stating the total number of persons served, including their ethnic origin, and whether they are female heads of household. These figures are required to be reported by US HUD.
6. You will be required to obtain written proof of income of each person or household which you assist, unless your clients are abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, or migrant farm workers.
7. You must have a written policy designed to ensure your facilities are free from the illegal use, possession, or distribution of drugs or alcohol.
8. If any income is derived from the activities funded by CDBG, that **income must be returned to City of Easton as program income**.
9. In the event that US HUD should determine that CDBG funds were improperly spent, and that money should be reimbursed to the U.S. Treasury, your organization will be responsible for this reimbursement.

EXHIBIT "E" - SAMPLE BOARD APPROVAL RESOLUTION

At a meeting held on the following date _____, the Executive Committee/Board of Directors of the following organization: _____ adopted the following resolution:

The Board of Directors authorizes the application for and use of funds from the City of Easton Community Development Block Grant Program for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable federal, state, and local laws and regulations.

Signature of Board President

Date

Printed Name of Board President

Telephone Number

City of Easton – 2017 Annual Action Plan
Census Low/Mod Percentage Map

CDBG Eligible Areas

