

**City of Erie
Department of Economic &
Community Development**

**FY2012 CDBG
Application Instructions**

This packet contains application instructions. Do not return this material with the application.

**Application Deadline
For July 1, 2012 Funding Round:**

4:00 p.m. January 31, 2012

Applications received or post marked after the application deadline will not be considered for the current funding round.

Submit application to:
City of Erie
Department of Economic & Community Development
Attention: Debra Smith
626 State Street, Room 404
Erie, PA 16501
(814) 870-1274/870-1271

City of Erie
Department of Economic & Community Development (DECD)
CDBG Application Process

The Consolidated Plan

The Consolidated Plan (CP) is developed every five years by the City of Erie, an entitlement community, and must be approved by the Housing and Urban Development (HUD) regional office. Through a collaborative planning process, involving a broad spectrum of public and private agencies, the City developed the FY2010 CP to strategically implement federal programs such as the Community Development Block Grant (CDBG) Program, Emergency Shelter Grant (ESG) Program, and the HOME Investment Partnership (HOME) Program.

The Annual Plan

Each year, the City develops an Action Plan (AP) that must be consistent with the strategies and objectives listed in the City's CP. The AP includes the objectives of all projects receiving CDBG, ESG, and HOME funding. Applications for these grants are accepted on a yearly basis. A copy of the AP may be found at the following locations:

City of Erie	626 State Street
Martin Luther King Center	312 Chestnut Street
Booker T. Washington Center	1720 Holland Street
John F. Kennedy Center	2021 East 20 th Street
Blasco Library	160 East Front Street

Citizen Input

To encourage citizen input of the Consolidated and Annual Plan, the City will conduct a needs public hearing. The purpose of this hearing is to allow citizens to review, comment, give input, and make Consolidated and Annual Plan recommendations. The date of that hearing is listed below:

Tuesday, March 6, 2012
10:00 AM – 12:00 PM

City Hall
City Council Chambers
626 State Street
Erie, PA 16501

Activity Eligibility

Determining whether proposed projects are eligible involves the following considerations:

- Eligibility information is a simplified guide and will not provide a definitive answer as to whether or not an activity is CDBG eligible.
- Proposed project must be an objective of the Consolidated Plan.
- Proposed projects are reviewed for eligibility, and referred to the DECD Director and Mayor for review.
- City Council has final approval for all funding allocation recommendations.

Proposed projects must meet one of the following HUD National Objectives:

1. Benefit Primarily Low and Moderate (L/M) Income Residents. Generally, 51% of people served must be at or below 80% of the median income defined by HUD.
2. Prevent or Eliminate Slums or Blight. This activity is reserved for only a few projects which arrest the decline of slum and blight.

A minimum of 70% of all projects awarded must primarily benefit L/M-income residents and must fit within one of HUD's eligible categories. Commonly awarded CDBG grant categories include:

- Real Property Acquisition, Clearance & Disposition
- Housing Rehabilitation, Code Enforcement
- Economic Development
- Public Facilities & Improvements
- Public Services
- Removal of Architectural Barriers (handicapped accessibility)

Other categories are used less frequently because of their extensive requirements. For additional information, you may download the CDBG regulations at www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/index.cfm#regulations.

Once awarded, agencies must comply with all applicable federal regulations and city requirements including: Affirmative Action, Equal Opportunity, procurement, income guidelines, project location, Davis Bacon and Related Acts requirements. Agencies must have a demonstrated capacity to administer all proposed CDBG activities.

DECD will evaluate and assess the stability, experience, fiscal capability and the feasibility of the proposed CDBG activities. Projects and activities must be carried out within the City of Erie. Priority areas, time lines of start ups, level of collaboration with other agencies, extent of leveraging, and ability to meet stated goals will receive considerable review.

Application Rating

Applicants will be rated in the following areas:

1. Benefit to Low- and Moderate-income persons
2. Program Description/Benefit to Target Areas
3. Linkages (collaborations, partnerships)
4. Cost reasonableness and effectiveness
5. Agency/management history
6. Application items:
 - Agency Budget
 - Program Budget
 - Personnel Characteristics Sheet
 - Audited Financial Statement
 - Agency Mission Statement
 - Map
7. Leveraging
8. Overall application
9. **Additional Points Available for Public Service Applicants:**
 - a. Describe how you will link with other community organizations, local churches and faith-based groups, parents and families within the community?
 - b. Describe the outcome of this funding in measurable terms towards your goals and objectives.
10. **Mandatory Interview for Public Service Applicants:** All agencies applying for public service funds or summer recreation funds will be required to attend a mandatory interview to discuss their agency, programs and application. Interviews will be held the week of February 13, 2012 at the Department of Economic and Community Development, City Hall, 626 State Street, Room 04, Erie, Pa. You will be contacted to schedule an interview time.

City of Erie
Department of Economic and Community Development (DECD)
CDBG Application Instructions

Information should be submitted in the order that it is outlined, which includes:

- A) First page of application
- B) Second page of application
- C) Project Description (two page maximum)
- D) Project Map (one page maximum)
- E) Agency History (two page maximum)
- F) Agency Mission Statement (one page maximum)
- G) Financial Information (two pages maximum)
10 pages maximum (A-G)

Overall Agency Budget
Program Budget
Personnel Characteristic Sheets
Audit
IRS 501C3 (Non-profit)
List of Board of Directors (Non-profit)

Please return two typewritten copies of the application to:

**City of Erie
Department of Economic & Community Development
Attention: Grant Administrator
626 State Street, Room 404
Erie, PA 16501**

Note: All documents must be on 8½ x 11 paper with no staples.

Failure to comply with application procedures may result in the rejection of the application.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Agencies submitting more than one application at the same time need not submit duplicate information. The Agency Information, Overall Budget, and Financial Information Sections may contain the same information for multiple projects. When applicable, merely note: Provided in a previous application and name the application.

Please review the following line-by-line instructions. Should you have questions you may contact the Office of Economic and Community Development (DECD) at (814) 870-1271 or 870-1274.

- State the current date.
- State the amount you are requesting.
- Mark an X on the appropriate category.

A. ORGANIZATION INFORMATION

List all agency information requested.

Fiscal Year Beginning Date: Generally, July 1 and the year in which you are applying.

Eligibility: If your agency is a non-profit, **you must provide your 501(c) designation** and a list of your Board of Directors **at the end of your submission**. If your agency is neither a 501(c) nor a for-profit, list your classification beside Other.

Short Program Description: List a short description of your project. Do not include extra pages. A more extensive description is required in Part C.

B. PROJECT OBJECTIVES

- 1) Select or state the population that your organization targets.
 - 2) Select or state your organization's primary services.
 - 3) Select **one** of the following HUD National Objectives and review of the documentation you must be able to provide:
 - (LMA) – Your project has a service that is available to all the residents of a certain area and 51% of the people residing in that area are Low-to-Moderate (L/M) income. *Must maintain the following documentation: definition of the service area, the basis for determining that area, % of L/M income persons of the area, and the source of the %. (The City will provide % of L/M persons & the source.)*
 - (LMC) – Your project services a certain population (clientele) of which 51% are L/M income. *Must maintain one of the following types of documentation: 1.) that the facility or service is designed exclusively for the following populations: abused children, elderly, battered spouses, homeless, disable adults by Bureau of Census definition, illiterate adults, persons with AIDS or migrant farm workers. These people are "presumed" L/M; or 2.) size and annual income of the family of each person receiving the benefit; or 3.) description of how the nature and location of the facility or service established that it is used predominantly by L/M persons (Currently the City does not accept this option); or 4.) that it is a service to remove barriers for the elderly or handicapped.*
 - (LMH) – Your activities provide or improve permanent housing which will be occupied by L/M income households. *Must maintain written agreement with each landlord or developer indicating total units and the number that will be occupied by L/M households; total cost including CDBG and non-CDBG funding; size and income for each household; rent and the affordable units for rental housing; other information at 24 CFR 506(b)(4)(v-viii) when applicable.*
 - (LMJ) – Your activities are designed to create or retain permanent jobs, at least 51% of which are employed by L/M income persons. *Must maintain written agreement stating the business will make 51% of the jobs available to L/M persons and will provide training for special skilled jobs; a listing by job title of the jobs to be created or retained and those which require special skill and which are for L/M persons; description of the actions to be taken to ensure that L/M persons receive first consideration.*
 - (SBA) – Slum/blight area: activities that address prevention or elimination of S/B in a designated area. *(These projects are identified and documented by the City.)*
 - (SBS) – Slum/blight spot basis: activities that address S/B conditions on a spot basis not located in the designated area. *(These projects are identified and documented by the City.)*
- An Income chart is provided on the applications. 80% is considered L/M.
- 4) Indicate the City's Consolidated Plan Strategy that your project will address:
 - Housing opportunities for L/M income **homebuyers**. *Includes projects that involve the purchase of a home, accompanying counseling or projects that address predatory lending.*
 - Housing **rehabilitation** for L/M single-family, owner-occupied households. *Includes rehabilitation projects for homeowners or emergency repair.*
 - Housing rehabilitation for L/M and/or special needs **tenant** households. *Includes projects that address rental rehabilitation.*
 - Services/facilities for **homeless** and/or **special needs** population. *Includes projects that address the needs of the homeless or special needs population.*
 - Projects preserving/expanding supply of affordable housing through **acquisition**/rehabilitation. *Includes projects that involve acquisition in conjunction with rehabilitation.*

- Community **economic development** needs. *Includes economic development projects that may assist businesses or create jobs.*
- Non-housing community development needs such as **public facility** improvements or **public services**. *Includes all public service and public facility projects such as summer recreation projects or public facility renovations. Please note: A minimum amount of funds are reserved for the public services category as this is subject to a HUD maximum for the City.*
- **Planning** services that have been authorized by the DECD Director. *Organizations requesting funds for planning services should request authorization from the Director or Assistant Director of Economic and Community Development before submitting an application. Planning service funds are limited.*

C. PROJECT DESCRIPTION (Two page maximum)

The following information must be provided:

- 1.) Describe your project. Public Service applicants must answer the questions provided on the application.
- 2.) Include how you will measure your accomplishments and the way in which you will record them. CDBG activities typically report the number of people served or jobs created. In addition, income, race, and other demographic information are collected on a Direct Benefit Record or New Employment Status Sheet. (See attached forms).
- 3.) Include a list of all other funding sources for your project including the agency and contribution amount. In addition, explain how your organization will fund the project if you do not receive CDBG funds.
- 4.) Identify the number of units your organization will serve such as the number of jobs you will create or the number of people you will serve, and identify the cost per unit.
- 5.) Provide a brief time-line.

D. PROJECT MAP (One page maximum)

Outline your service area on the map provided or on the map located at www.erie.pa.us/pdf/city.of.erie.map.with.census.tract.information.pdf. The service area should include all census tracts your project will serve. Areas should be designated by census tracts where possible. For smaller projects (i.e. neighborhood playground) that may serve a smaller area, block groups may be used.

E. AGENCY HISTORY (Two page maximum)

The following information must be provided:

- 1.) Self-Explanatory (S/E)
- 2.) S/E
- 3.) Applicants who have received CDBG and/or HOME funding in the past must list the grants received, contract goals listed on the grant contract; achievements; and reasons for lack of progress. The format must be as stated on the application.

F. AGENCY MISSION STATEMENT (One page maximum)

- 1.) Briefly state the Agency Mission.

G. FINANCIAL INFORMATION (Two page maximum)

Provide the following information:

- 1.) S/E
- 2.) S/E
- 3.) Provide a brief description of unusual circumstances or other reasons your agency did not spend previous CDBG funds by year-end.
- 4.) Complete the Agency Budget, Program Budget and Personnel Characteristic forms. The Agency Budget should reflect your Overall Agency Budget in its entirety. The Personnel Characteristics Sheet should include your

entire agency's employees. (Renovation projects need not provide the Personnel Characteristics Sheet). The Budget must be signed by the President of the Board of Directors for the Chairman of the Board and the Executive Director. You will be required to complete additional forms if you are awarded funding.

- 5.) Attach an unbound copy of your agency's annual audited financial statements for the past two years.

**FOR EMPLOYEES HIRED
JULY 1, 2012 - JUNE 30, 2013**

Company Name: _____

Is this a newly created
job? yes no

Job Title: _____

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
NEW EMPLOYEE DATA SHEET**

INSTRUCTIONS: ALL JOB APPLICANTS ARE REQUIRED TO COMPLETE THIS FORM AT TIME OF APPLICATION. THE JOB FOR WHICH YOU ARE BEING CONSIDERED WAS CREATED IN PART WITH FEDERAL ASSISTANCE THROUGH THE CITY OF ERIE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM. INFORMATION IS REQUIRED RELATIVE TO YOUR INCOME PRIOR TO PERMANENT EMPLOYMENT. BY COMPLETING THIS FORM, YOU WILL BE ASSISTING THE EMPLOYER IN PROCESSING THIS APPLICATION.

NAME: _____
 ADDRESS: _____
 ZIP CODE: _____
 TELEPHONE: _____ SOCIAL SECURITY NUMBER: _____

RACE: White Black/African American American Indian/Alaskan Native Asian & White
 Native Hawaiian//Other Pacific Islander Black/African American & White
 American Indian/Alaskan Native & Black African American
ETHNIC: Hispanic Yes No

YOUR EMPLOYMENT STATUS PRIOR TO THIS JOB: Employed Unemployed

DID THE PENNSYLVANIA JOB SERVICE REFER YOU TO THIS JOB OPPORTUNITY? Yes No

DO YOU RESIDE IN CENSUS TRACT 1, 7, 8, 12, 13, 14, 15, 18, OR 19? Yes No
 IF SO, DO NOT COMPLETE THE FAMILY SIZE AND INCOME. YOU ARE PRESUMED L/M AS PER 24 CFR 570.208(a)(4)(iv)(A)(2). (See attached Census Tract Map)

PLEASE INDICATE THE NUMBER OF PERSONS IN YOUR FAMILY (Household): _____
 NUMBER OF FAMILY MEMBERS EMPLOYED: _____

FAMILY (Household) INCOME INCLUDES ALL HOUSEHOLD INCOME INCLUDING WAGES, PENSION, SOCIAL SECURITY, DIVIDENDS AND INTEREST. INCOME FROM TEMPORARY EMPLOYMENT OF FAMILY MEMBERS UNDER 21 YEARS OF AGE MAY BE EXCLUDED. CIRCLE YOUR FAMILY SIZE/CIRCLE ONE OF THE THREE INCOMES LISTED BELOW YOUR FAMILY SIZE. SELECT THE CLOSEST INCOME WHICH EXCEEDS YOUR INCOME.
Circle an Income under the Appropriate Family Size

Family Size:		1	2	3	4	5	6	7	8
Your Income	80%	\$32,450	\$37,050	\$41,150	\$45,700	\$49,400	\$53,050	\$56,700	\$60,350
Is Below:	50%	20,300	23,200	25,700	28,550	30,850	33,150	35,450	37,700
	30%	12,150	13,750	15,450	17,150	18,550	19,900	21,300	22,650

SIGNATURE OF APPLICANT: _____

 DATE

WARNING

SECTION 1001 OF TITLE 18 OF THE UNITED STATES CODE MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY FALSE STATEMENT OR MISREPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE U.S. AS TO ANY MATTER WITHIN ITS JURISDICTION

TO BE COMPLETED BY EMPLOYER

DATE APPLICANT HIRED _____ APPLICANT LOW/MODERATE INCOME PRIOR TO EMPLOYMENT? Yes No SIGNATURE OF EMPLOYER REPRESENTATIVE _____

Date: _____