

# Application Guidelines

## Capital Projects Program Funding

2019-2020

City of Elmira

Community Development

Block Grant Program



Department of Community Development  
City Hall  
317 East Church Street – 3<sup>rd</sup> Floor  
Elmira, NY 14901

Phone: 607-737-5691 / Fax: 607-737-5696

# ***Table of Contents***

Table of Contents .....	1
Introduction .....	2
General Program Guidelines .....	3
Application Guidelines .....	4
Priorities and Review of Applications .....	6
National Objectives and Income Eligibility .....	8
HUD Measurement System .....	11
Application Format .....	12
Application Submission .....	14

Attachments:

Title Page .....	1
Program Narrative .....	2
Proposed Budget .....	3
Budget Narrative .....	4
Conflict Interest Questionnaire .....	5

## ***Introduction***

The City of Elmira is an entitlement community under U.S. Department of Housing and Urban Development's (HUD), Community Development Block Grant (CDBG) and HOME programs. Funds received from HUD are administered by the Department of Community Development. The purpose of the Community Development Program is to promote sound community development, to revitalize distressed cities, to reverse urban decay, to promote programs for housing rehabilitation and neighborhood revitalization, and to assist low and moderate income persons. The City's CDBG/HOME Fiscal Year runs from July 1<sup>st</sup> to June 30<sup>th</sup>. During the current Program Year, the City received an allocation of \$1,184,538 in CDBG funds and \$396,153 in HOME funds. HUD requires that no more than 15% of the total CDBG funding be spent on public service activities and HOME funds are only allowed for activities directly related to affordable housing. Although we do not know what our 2019 CDBG and HOME allocations will be, our Annual Action Plan must be completed and submitted to HUD by May 15, 2019.

For program year 2019-2020, the City of Elmira is allocating funds for a limited-term program for Capital Improvements for Community Based Organizations providing services within the City of Elmira. The City estimated available funds totaling approximately \$150,000. The limited funding will support projects or a project of a minimum of \$25,000 and maximum of \$150,000. **The program will not support public services programs.**

The Application Guidelines outline the application process and the public service activities eligible for funding. The application itself is straightforward; it requires a title page, a brief narrative and a line item budget and an optional budget narrative. The application deadline is **Monday, March 4th, 2019 by 4:00 p.m.** If the application meets the threshold requirements set by HUD for use of CDBG and HOME funds, project proposals will be presented to Elmira City Council.

The sections, which follow, define the program areas eligible for funding, the application format, and the review and selection process.

If you have any questions about the RFP process, please call or email Emma Miran, Director, at 607-737-5692 or [emiran@cityofelmira.net](mailto:emiran@cityofelmira.net).

## ***General Program Guidelines***

1. The CDBG funding serves low and moderate income City of Elmira residents only. Records must indicate that the project address is located within the City boundaries. Please, note that postal boundaries do not conform to municipal boundaries. The Elmira zip code extends outside of the City. Therefore, there are some people with an “Elmira” address who are not eligible for assistance under CDBG because of where they live.
2. All organizations that receive funding must make all documents germane to the project readily available for inspection by the City. In addition, all organizations will be subject to on-site inspections. City staff will also be measuring agency progress toward contract goal and performance measurements.
3. All funded through this program will be required to provide State Environmental Quality Review Act (“SEQRA”) and State Historic Preservation Office (SHPO), and other NYS Site Specific Documentation, as applicable to each individual project.
4. Certificate of Occupancy or Documentation of Project completion must be provided to the City before full disbursement of funds will be expended.
5. The City will enter into an agreement in September, 2019 or later, as long as the City has received authorization from HUD to draw on its 2019-2020 Entitlement Allocation. The agreement will include a detailed budget. Funding will be made available on a reimbursement basis for budgeted and fully documented expenses.
6. All organizations that receive funding will be required to submit an annual audit and management letter. For agencies that receive a total of more than \$750,000 in federal funding (including CDBG and all other federal sources) during its fiscal year, the audit must comply with the guidelines of the Single Audit Act.

## ***Application Guidelines***

1. Please be sure to read the Guidelines, Application and Title Page carefully. Failure to not answer all program narrative question, meet the requirements and complete the required Title Page and Budget Sheet may result in your application not being reviewed.
2. If there are any questions regarding this RFP please contact Emma Miran at 607-737-5692 or [emiran@cityofelmira.net](mailto:emiran@cityofelmira.net).
3. Applications are due on **Monday, March 4<sup>th</sup>, 2019** by 4:00 p.m. Two copies of the applications should be mailed to:

City of Elmira  
Department of Community Development  
Attn: CDBG Program Application  
317 East Church Street – 3<sup>rd</sup> Floor  
Elmira, NY 14901

4. Applicants eligible to submit proposals include:
  1. Faith-based organizations: HUD has revised the CDBG and HOME regulations to include a new rule offering faith-based organizations the opportunity to apply with the following guidelines:
    - a. The faith-based organization may not engage in inherently religious activities such as worship, religious instruction, or proselytization as part of the program or services provided with CDBG/HOME funds;
    - b. Faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scriptures or other religious symbols; They may use religious terms in their organizations name, select their boards on a religious basis and include religious reference in their mission statements and other governing documents;
    - c. Faith-based organizations may not discriminate against a program beneficiary based on his/her religious beliefs or lack thereof nor provide services only to members of their particular organization/faith;
    - d. Funds may not be used for the acquisition, construction, or rehabilitation of structures that are used for inherently religious activities. Funds, however, can be used only to the extent the structures are used for conducting eligible activities.
  2. Private, not-for-profit organizations providing services meeting at least one (1) of the statutory objectives of the program; or

3. Neighborhood-based not-for-profit organizations, which are an association or corporation, duly organized to promote and undertake community development activities on a not-for-profit basis within a neighborhood. An organization is considered to be neighborhood based if the majority of its membership, clientele, or governing body is residents of the neighborhood where activities assisted with CDBG funds are to be carried out.
4. A Section 301(d) Small Business Investment Company organized pursuant to section 301(d) of the Small Business Investment Act of 1958, including those which are profit making.
5. Local Development Corporations. A local development corporation is defined as: An entity organized pursuant to Title VII of the Headstart, Economic Opportunity, and Community Partnership Act of 1974 or the Community Economic Development Act of 1981.
6. An entity eligible for assistance under Section 502 or 503 of the Small Business Investment Act of 1958.
7. A state development entity eligible for assistance under section 501 of the Small Business Investment Act of 1958.

***Proof of applicant eligibility in accordance with the above MUST be submitted with the application in order to be considered eligible for funding.***

## ***Priorities and Review of Applications***

### **Rehabilitation/Public Improvements/Facilities/Projects for Consideration to Meet Priority Needs in the City of Elmira, include, but are not limited to:**

- Housing Services – which may include Homeless Services, Rental Assistance, Foreclosure Counseling, Fair Housing Counseling, Tenant Relations and Legal Services
- Youth Services/Programming
- Child Care and/or Parenting Programming
- Transportation
- Counseling Services – which may include Mental Health, Drug and Alcohol Education/Prevention
- Senior and/or Disabled Support Services
- Health Services
- Downtown Revitalization/Streetscape
- Economic Development/Job Training
- Public Safety/Crime Awareness

The final decision rests with the City Council of the City of Elmira. Recommendations on final budgets are made to the City Council by the City Manager and Director of Community Development. Spending priorities are determined by the Department of Community Development and the Elmira City Council. Preference will be given to organizations that propose innovative ways to carry out their programs by partnering with other agencies and consolidating their efforts. This is especially important given significant cuts to program funding.

Evidence of the ability to use CDBG funds to leverage funds, in-kind contributions and financing will be carefully evaluated especially with limited CDBG funds.

Organizations which address one of the priorities set forth in the HUD approved Five-Year Consolidated Plan will be considered for funding. A copy of the City's 2015-2019 Consolidated Plan can be found at: <http://www.cityofelmira.net/community-development> . The Application should clearly set forth how a priority for the Community is being addressed.

### **The Application Review Committee**

For the purpose of this limited funding opportunity, the Elmira City Council and the Department of Community Development will serve as the application review committee.

### **Public Hearing and Citizen Participation**

Additionally, citizen input is obtained through a public hearing which is tentatively scheduled for the week of March 4, 2019 at 5:30pm on the 2nd floor of Elmira City Hall, 317 E. Church Street, Elmira, NY 14901.

Each year, the City of Elmira CDBG program encourages citizen participation and gathers input from persons of low or moderate income through community meetings and surveys. Community participation not only identifies priority needs among low to moderate income persons and areas in the City of Elmira, but also provides guidance to the Review Committee.

- **Fund Cannot be Used for the Following:**
  - **Equipment - Construction Equipment, Fire Equipment, Furnishing and Personal Property, etc.**
  - **General Operating and Maintenance Expenses**
  - **Furnishings and Personal Property – equipment, motor vehicles, furnishings, or other structural fixtures**
  - **Income Payments**



## ***National Objectives and Income Eligibility***

It is a statutory requirement that all programs selected for funding meet at least one of the US Department of Housing and Urban Development's National Objectives, in order to be eligible for funding by the Community Development Block Grant Program. An explanation of the National Objectives follows.

### **National Objectives and Income Eligibility**

All programs applying for funding must meet at least one of the three US Department of Housing and Urban Development's National Objectives to be eligible to receive funding. The three National Objectives are:

1. Benefit to low/moderate income persons
2. Elimination of slums and blight
3. Urgent need

Before an agency applies for the City of Elmira CDBG funding, it is imperative that the agency understands these National Objectives. A summary explanation of the National Objective follows.

#### ***Benefit to Low-and Moderate-Income Persons***

This is the primary objective for the CDBG program. Almost all of the public services will fall under the National Objective of "benefit low/moderate income persons". This benefit can be documented in a number of ways, but the documentation method must be clearly defined in the application and documented during program implementation.

One way to document benefit to low and moderate income persons is through an Area Benefit. An area benefit would be satisfied if there was a way to document that the proposed program primarily served persons residing in an area of the City in which more than 51% of the residents are either low- or moderate-income. (An Area Benefit example would be how the City funds public improvements through CDBG. The City conducts the annual CDBG ADA sidewalk repair and replacement project as an area benefit for example, by running the project only in low-and moderate-income neighborhoods.) Please see attached Low/Moderate Income Map of the City of Elmira.

A second way to document benefit to Low-and moderate-income persons is through a Direct Benefit Activity. A direct benefit activity documents that a proposed program primarily benefits low-and moderate-income persons by requesting income verification from program participants, verifying that more than 51% of those served are low or moderate income, and keeping the income documentation on file.

A third method for documenting benefit low or moderate income persons is to provide a Limited Clientele Activity that serves group of participants which HUD presumes to be low or moderate income. Presumed Benefit populations include the following:

1. Abused Children
2. Battered Spouses
3. Severely Disabled Adults
4. Homeless Persons
5. Illiterate Adults
6. Persons with AIDS
7. Migrant Farm Workers
8. Elderly Persons

HUD's definition of "Homeless" is relatively strict. According to Title 42, chapter 119, Subchapter I, homeless is defined as:

1. An individual who lacks a fixed regular, and adequate nighttime residence; and
2. An individual who has a primary nighttime residence that is –
  - a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - b. An institution that provides a temporary residence for individuals intended to be institutionalized; or
  - c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Therefore, individuals and families presenting with these characteristics may be considered homeless and may receive homeless assistance from the CDBG funded activities.

**Please Note: Those who request funding for homeless services will be expected to participate in the Chemung County Homeless Management Information System (HMIS).**

### ***Elimination of Slums and Blight***

This National Objective is usually associated with the rehabilitation of properties, the demolition of structures and, in some cases, site reclamation and improvement. It is unlikely that any public services programs will satisfy the requirements of this National Objective.

### ***Urgent Need***

This does not mean that your program urgently needs funding! The National Objective of Urgent Need relates to the use of CDBG funding to address emergency situations brought about by natural and other disasters such as flooding, hurricanes etc. Staff does not anticipate any programs falling under this National Objective.

***Income Eligibility***

The City uses income guidelines, created for our area by the US Department of Housing and Urban Development (HUD), to determine the relative low and moderate income status of program participants and areas of the City. These guidelines are:

<b>FY 2018 Income Limit</b>	<b>1 Person</b>	<b>2 Persons</b>	<b>3 Persons</b>	<b>4 Persons</b>	<b>5 Persons</b>	<b>6 Persons</b>	<b>7 Persons</b>
<b>80% of Median Family Income (MFI)</b>	\$39,800	\$45,450	\$51,150	\$56,800	\$61,350	\$65,900	\$70,450

## ***HUD Measurement System***

Project Proposals will be reviewed to ensure that they meet a HUD allowable category. See attached Community Development Block Grant Program Guidelines. Some allowable activities include:

- Acquisition of Real Property
- Rehabilitation of Property
- Public Facilities and Improvements –construction, acquisition, rehabilitation
- Construction of Housing
- Homeownership Assistance
- Disposition of Property
- Clearance – demolition, removal of environmental contaminants

If you have questions about the eligibility of your project please contact, Emma Miran, Director, at 607-737-5692 or [emiran@cityofelmira.net](mailto:emiran@cityofelmira.net).

## ***Application Format***

The Annual Action Plan will allocate approximately \$150,000 in total funding for **limited Capital Funds for Community Based Organizations**. This amount is subject to change based upon the City's 2019 allocations from HUD. Grant amounts will be awarded at a minimum of \$25,000 and maximum of \$150,000 depending on project proposals submitted. **Projects that have leveraged other funding sources and are ready to start construction during fiscal program year 2019-2020 will be prioritized.**

The City anticipates that agencies and organizations will base their funding requests on a well-defined project plans and the impact on specific community needs that the project will be able to address with the requested funding. Projects that address serious needs and propose substantial positive impact on the quality of life within the community will be strongly considered for funding.

Please prepare your application for funding using the format below. Respond completely to all items that apply to the project/program for which you are requesting funding. Incomplete applications will not be reviewed.

### ***A. Title Page and Project Description (500-800 words)***

Please use the attached Title Page to complete the contact information for your application.

Please provide a description of the project for which you are requesting funds. Narratives should be clear and to the point.

It is required that applicants describe the following in the narrative:

1. Description of the project and location of the site
2. Identify how the low and moderate income status and residency of the population will be documented.
3. Describe what priority community need(s) will be addresses by the project.
4. Provide a project timeline and schedule. – Please describe status of the project and timeframe from start to finish. If contractors or consultants have been hired, please include within the description or as an attachment.
5. Define the community population to be served by the organization and the project.

### ***B. Program Budget and Budget Justification***

The Review Committee will look more favorably upon applications that have additional funds already secured for the project. This funding will not support administrative costs - defined as staff costs, include rent, telephone, consultants, postage, etc. Additionally, the funding cannot support equipment expenses and non-permanent project fixtures. Proposals must also demonstrate that CDBG funds are leveraged with other funds.

**1. Line Items**

Include a **line item** budget for the total program. In each line item, indicate the CDBG funding requested in one column and other agency resources or funding sources contributing to that line item in the column headed “other resources”. **Please identify the source of the other funding.**

**2. Budget Narrative**

Explanations should include discussion of any potentially unsecured funds and plans to raise these funds. Additionally, organizations should explain their ability and organizational capacity to manage the CDBG/HOME program funds.

## ***Application Submission***

The Department of Community Development will receive all applications. **The deadline for submission of completed applications is Monday, March 4th, 2019 at 4:00 p.m.**

The **Application Checklist** below lists all of the information required for a complete application.

- 1. Title Page
- 2. Project Narrative
- 3. Budget and Budget Narrative

**Optional: However, the following documentation that must be provided, if organization is awarded a grant**

*(Please note – Only one copy is needed of these annual documents.)*

- a. List of Board of Directors
- b. Board of Directors' authorization to request funds
- c. Financial statement and/or most recent audit \* If an organization expends less than \$750,000 a year in federal awards, it is exempt from audit requirements for that year.
- d. Conflict of Interest Questionnaire (attached)
  
- a. Article of Incorporation and Bylaws
- b. Organization's Mission Statement
- c. Agency policies related to non-discrimination
- e. State and Federal Tax Exemption Determination Letter
- f. Organizational Chart

Two (2) original copies of application and all required attachments of the application must be provided.

Application should be sent to:

City of Elmira- Department of Community Development

317 East Church Street – 3<sup>rd</sup> Floor

Elmira, NY 14901 and made to the attention of CDBG Program Applications.

City of Elmira Application for Funding  
Community Development Block Grant Funds 2019-2020

**Title Page**

Name of Agency: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Project/Program Name: [Click here to enter text.](#)

Area to be served: [Click here to enter text.](#)

Contact Person & Email: [Click here to enter text.](#)

DUNS #: [Click here to enter text.](#) Tax ID #: [Click here to enter text.](#)

**Priority Need the CBO addresses** (please check only one box):

- |   |   |
|---|---|
| <input type="checkbox"/> Housing Services                             | <input type="checkbox"/> Youth Services/Programming                       |
| <input type="checkbox"/> Child Care and Parenting Programming         | <input type="checkbox"/> Transportation                                   |
| <input type="checkbox"/> Coordination/Consolidation of Human Services | <input type="checkbox"/> Counseling Services                              |
| <input type="checkbox"/> Senior and/or Disabled Support Services      | <input type="checkbox"/> Health Services                                  |
| <input type="checkbox"/> Downtown Revitalization/Streetscape          | <input type="checkbox"/> Economic Development/Job Training                |
| <input type="checkbox"/> Public Safety Services/Crime Awareness       | <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a> |

**National Objective the Program will meet:**

- |   |  |
|---|--|
| <input type="checkbox"/> Benefit to low-and moderate-income person  | <input type="checkbox"/> Elimination of slums and blight |
| <input type="checkbox"/> Urgent Need (response to natural disaster) |  |

Total Agency Budget: \$[Click here to enter text.](#)

Total Program Budget: \$[Click here to enter text.](#)

CDBG Assistance: \$[Click here to enter text.](#)

Other Funding Sources: \$[Click here to enter text.](#)

Total estimated number of unique, unduplicated clients to be served by the program: [Click here to enter text.](#)

Of the above number, estimated number of **CDBG-Eligible** clients to be served: [Click here to enter text.](#)

Does this application have approval of the Board of Directors? [Click here to enter text.](#)

Signatures: \_\_\_\_\_

Please Print: [Click here to enter text.](#)  
Executive Director

[Click here to enter text.](#)  
Chairman, Board of Directors

City of Elmira Application for Funding  
Community Development Block Grant Funds 2019-2020



## ***Project Narrative and Timeline***

Provide a description of the project. Include site location, potential vendors/contractors, estimates of project activities and timeframe for completion of the project.

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Click here to enter text.

City of Elmira Application for Funding  
Community Development Block Grant Funds 2019-2020

### ***Proposed Project Budget***

Name of Agency: [Click here to enter text.](#)

Principal Contact: [Click here to enter text.](#)

Total Program Budget: \$ [Click here to enter text.](#)      CDBG Request: \$ [Click here to enter text.](#)

**Please indicate total program expenses, except for the last column which represents the grant request.**

Expenses	Project Costs July 1, 2019 – June 30, 2020	Funds Requested From City of Elmira
<b>TOTAL Project Costs</b>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

Provide any additional explanation of the **Budget here**. Explanations should include discussion of any potentially unsecured funds and plans to raise these funds. Explain the capacity of the organization, and the ability to successfully manage these funds.

City of Elmira Application for Funding  
Community Development Block Grant Funds 2019-2020

### ***Budget Narrative***

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Click here to enter text.

City of Elmira Application for Funding  
Community Development Block Grant Funds 2019-2020

CDBG Request for Proposal 2019-2020

## ***Conflict of Interest Questionnaire***

**Federal, State and City law prohibits employees and public officials of the city of Elmira from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for the City funds. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors would be in conflict of Interest.**

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1. Is there any member(s) of the applicant's staff or any member(s) of the Applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this questionnaire (a) a City employee or (b) a member of City Council?

Yes       No

If yes, please list the name(s) below:

[Click here to enter text.](#)

*On a separate piece of paper, please indicate the job title or role each person listed above has with respect to the applicant. State whether each person listed above is a City employee, consultant, or member of City Council, and identify the City Department in which he/she is employed.*

2. Will the City funds, requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a City employee, consultant, or member of City Council?

Yes       No

If yes, please list the name(s) below:

[Click here to enter text.](#)

3. Is there any member(s) of the applicant's staff or members of the applicant's Board of Directors of other governing body who are business partners or family members of a City employee, consultant, or member of City Council?

Yes       No

If yes, please list the name(s) below:

[Click here to enter text.](#)

If yes, please identify on a separate sheet of paper the City employee, consultant or member of City Council with whom each individual has family or business ties.

**Name of applicant:** [Click here to enter text.](#)

**Signature of applicant's representative:** \_\_\_\_\_

**Date:** [Click here to enter text.](#)

City of Elmira Application for Funding