

Dear Potential CDBG Public Service Applicants:

I am writing to notify you that the 2019 CDBG Application is currently available and can be accessed by going to <http://www.cityofelmira.net/community-development> . I have attached a Microsoft Word copy of the application for your convenience. Please make sure to use this year's application as it has been updated. We have added form fields to the document so you will only be able to type text in the form fields. In addition, to the CDBG Application, I have also attached a map showing low/moderate income areas (shaded in red) within the City of Elmira. The deadline for applications is **Monday, February 25th**.

At this time, the City of Elmira has **not** been provided with an estimate as to what our 2019 CDBG allocation will be but we are anticipating that funding will remain at the same level as last year. Last year, awards to non-profit agencies ranged from \$5,000 to \$25,000. As always organizations are urged not to rely on CDBG funding and seek additional sources to carry out programs. Please demonstrate that other funds have been sought in your application and if possible, it is always helpful to show any funds that have been committed. Your applications will be carefully reviewed and ranked according to the following criteria:

1. Consistency with the City's Consolidated Plan and established priorities

Found at: <http://www.cityofelmira.net/usr/Community%20Development/2015%20Consolidated%20Plan%20and%20First%20Year%20Annual%20Action%20Plan.pdf>

2. Clearly defined community need and how project/program meets that need
3. Clearly defined and measurable accomplishments
4. Leveraging of non-CDBG funds and carefully developed budget
5. Management capability of organization
6. Demonstrates cooperation or collaboration with other agencies and programs including with other local or state-wide initiatives.
7. Past performance

I have also included a link to HUD's Basically CDBG Training Manual which was updated by HUD in May 2014. The section that is most pertinent to this application includes Chapter 7 (Public Services), however some of you may also submit a project that falls under Chapter 4 (Housing Activities) or Chapter 6 (Public Facilities). These sections outline eligible and ineligible items under the different categories.

<https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>

We greatly appreciate the work that all of you do to assist our residents and understand the financial pressures that impact your organizations.

A grant technical assistance workshop will be held on Friday, January 25th at 3:00pm in the City Hall Third Floor Law Library (317 E. Church Street, Elmira). If you have any questions or would like to discuss your application, you may contact me at 737-5692 or send an email to emiran@cityofelmira.net or also Suzanne Rundell @ srundell@cityofelmira.net, 737-5695 If you have any questions while preparing your application, it is recommended that a conversation with either myself or Suzanne Rundell be initiated as soon as possible.

Sincerely,
Emma

