

Application Guidelines

COVID-19 Program Funding

City of Elmira
Community Development
Block Grant Program



Department of Community Development
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Introduction

This application is for funding authorized by the **Coronavirus Aid, Relief, and Economic Security Act (CARES Act)**, Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of the Covid-19 historic public health crisis.

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 CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, \$2 billion based on the fiscal year 2020 CDBG formula was allocated. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the Care Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. The City of Elmira will receive **\$727,586**.

To ensure that funds granted through the CDBG Program leverage and provide as much impact in the community as possible, grant amounts will be awarded at a minimum of \$5,000 and maximum of \$25,000, depending on program needs.

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 program/narrative, a line item budget and a budget narrative.

The sections, which follow, define the program areas eligible for public service 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; or Suzanne Rundell, Grant Administrator, at 607-737-5695 or srundell@cityofelmira.net for assistance.

General Program Guidelines

1. Funds must be used to address the COVID-19 Crisis or associated needs, this can include economic loss, food and emergency shelter needs, medical needs, emergency planning. The ***Urgent Need*** national object set by HUD will be utilized for these funds.
2. All organizations that receive funding must make all documents germane to program administration 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. The City will enter into an agreement with each sub recipient in May, 2020 or later, as long as the City has received authorization from HUD to draw on its COVID-19 Allocation. Each sub recipient agreement will include a detailed budget. Funding will be made available on a reimbursement basis for budgeted and fully documented expenses.
4. 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 emiran@cityofelmira.net
3. Applications should be e-mailed to Emma Miran emiran@cityofelmira.net and srundell@cityofelmira.net
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 once the organization has been awarded funding.

Priorities and Review of Applications

Proposed activities must be shown to address COVID-19 related needs within the community

- Emergency Planning
- Housing Services – which may include Homeless Services, Rental Assistance, Foreclosure Counseling, Fair Housing Counseling, Tenant Relations and Legal Services
- Health Services– providing community to masks/gloves and other supplies
- Emergency Food Services
- Counseling Services – which may include Mental Health, Drug and Alcohol Education/Prevention
- Senior and/or Disabled Support Services
- Public Safety/Crime

The final decision on the types of projects and activities to be funded 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 a Review Committee 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.

The Application Review Committee

The Department of Community Development will bring together a group of individuals from the community to assist the Department of Community Development in the review and evaluation of applications for funding of public service programs. As part of the review process the committee will be evaluating the application of the proposed program, assessing the needs (priority) of the proposed program in the community, how the program will benefit low to moderate income persons, leveraged funds agency collaboration, past performances by agencies who have requested funding in the past. This review of performance measurements of the agencies is in place in order to satisfy HUD requirements of reaching the goals of the program. Review committee members will have the opportunity of reviewing past performances of agencies and could make recommendations for future funding based on past performances. The Citizen Advisory Committee is meant to add another objective view to the process.

Public Hearing and Citizen Participation

Additionally, citizen input is obtained through a public hearing which is tentatively scheduled for the week of May 11, 2020 at 5:30pm via phone call.

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.

Technical Assistance

Please e-mail emiran@cityofelmira.net or srundell@cityofelmira.net to setup a time to discuss your application.

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 – (Should be utilized for the Emergency COVID-19 Funds)**

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 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

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

THE COVID-19 EMERGENCY ALLOCATION will be allowed to utilized this objective.

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.

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:

FY 2019 Income Limit	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
80% of Median Family Income (MFI)	\$41,450	\$47,400	\$53,300	\$59,200	63,950	\$68,700	\$73,450

Application Format

Grant amounts will be awarded at a minimum of \$5,000 and maximum of \$25,000 depending on program needs.

The City and the Review Committee anticipate that agencies and organizations will base their funding requests on a well-defined scope of services and the impact on specific community needs that the program will be able to address with the requested funding. Programs 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 Program Narrative

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

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

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

1. Define the population to be served.
2. Describe how the program will address COVID-19 crisis or will support persons impacted by the pandemic.
3. Describe what priority need(s) will be addresses by the program. Use qualified and verifiable statistical data to support why the program is necessary.
4. If funding is being requested for a capital project, provide a schedule and timeline.
5. Program Goals and Measurable Results

In narrative form, please list two (2) or three (3) goals you anticipate to achieve with the proposed program. Goals should include the number of clients the proposed program intends on reaching and how the program will impact clients' lives as well as the City of Elmira community.

B. Program Budget and Budget Justification

The Review Committee will look more favorably upon those programs, which have more funding allocated for direct service delivery, and less for administration and overhead in their budget.

Administrative costs are defined as staff costs, other than those individuals involved in direct service delivery, including supervision, financial, secretarial and clerical. Overhead costs include rent, telephone, consultants, postage, etc. Proposals should 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.** Again, it is highly recommended to list other funding sources that support the proposed program.

2. Budget Narrative

If you expect a budget item to be funded, it must be included as a line item and described in the budget narrative. Please describe how the amounts included in each of the budget line items listed were derived. With regards to the leveraged monies your program will be using, please include a description of any sources of supplemental funding, including in-kind contributions. If you are using other grant/foundation monies please provide when the monies will be available. A Budget Summary Sheet is included in this packet.

In addition, the agency must demonstrate administrative and financial capacity to deliver the proposed program and meet the requirements of the Community Development Block Grant Program.

Application Submission

The Department of Community Development will receive all applications for funding for public services programs and prepare the applications for distribution to members of the Application Review Committee.

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

- 1. Title Page
- 2. Proposed Project /Program Narrative
- 3. Budget and Budget Narrative

- 4. Documents that must be submitted on an annual basis
(Please note – THESE ARE NOT NEEDED FOR THE APPLICATION; MUST PROVIDE AFTER AN AWARD.)
 - a. List of Board of Directors
 - b. Board of Directors' authorization to request funds
 - c. Board of Directors' designation of authorized official
 - d. Minutes from the last three board meetings
 - e. 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.
 - f. Conflict of Interest Questionnaire (attached)
- 5. One Time Submissions or Needed Updates*
(Please note – THESE ARE NOT NEEDED FOR THE APPLICATION; MUST PROVIDE AFTER AN AWARD.)
 - a. Article of Incorporation and Bylaws
 - b. Organization's Mission Statement
 - c. Agency policies related to non-discrimination
 - d. If a current program, a copy of the program brochure
 - e. State and Federal Tax Exemption Determination Letter
 - f. Organizational Chart
 - g. Copies of form tracking program participants to be used in report to City/HUD

City of Elmira Application for Funding
Community Development Block Grant Funds

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 Program will address (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: Click here to enter text. |

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 checked="" type="checkbox"/> Urgent Need | |

Please identify the Performance Measure that you believe the project most closely aligns to (please check only one box in both the Objective and Outcome category):

Objective:

- Suitable Living Environment
- Decent Housing
- Creating Economic Opportunities

Outcome Category:

- Availability/Accessibility
- Affordability
- Sustainability

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

Program Narrative

As part of the narrative, please justify the number of program participants you are anticipating. Also if you are anticipating an increase or decrease from last year provide an explanation. How does the agency determine where clients reside?

[Click here to enter text.](#)

City of Elmira Application for Funding
Community Development Block Grant Funds 2020-2021

Program Goals and Measurable Results

In narrative form, please list program goals you anticipate to achieve with the proposed program. Goals should include the **number of clients** the proposed program intends on reaching and how the program will impact clients as well as the City of Elmira community.

How does your agency promote continuous learning and improvements? Please explain how these results of these goals will be measured.

[Click here to enter text.](#)

City of Elmira Application for Funding
Community Development Block Grant Funds

Personnel Assigned to Scope of Work

Sub-Grantee shall assign the following staff as Key Personal to this Project:

Staff Member/Title	General Program Duties	Time Allocation

City of Elmira Application for Funding
Community Development Block Grant Funds

Proposed Budget

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

Name of Program: [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	Program Expenditures May 1, 2020- October 2020	Funds Requested From City of Elmira
Salaries	Click here to enter text.	Click here to enter text.
Benefits	Click here to enter text.	Click here to enter text.
Office Supplies	Click here to enter text.	Click here to enter text.
Rent	Click here to enter text.	Click here to enter text.
Utilities	Click here to enter text.	Click here to enter text.
Repair and Maintenance	Click here to enter text.	Click here to enter text.
Insurance	Click here to enter text.	Click here to enter text.
Postage & Shipping	Click here to enter text.	Click here to enter text.
Printing & Advertising	Click here to enter text.	Click here to enter text.
Telephone	Click here to enter text.	Click here to enter text.
Equipment	Click here to enter text.	Click here to enter text.
Conference/Travel/Training	Click here to enter text.	Click here to enter text.
Dues & Fees	Click here to enter text.	Click here to enter text.
Professional Fees & Contracts	Click here to enter text.	Click here to enter text.
Direct Assistance to Individual.	Click here to enter text.	Click here to enter text.
Administrative Costs	Click here to enter text.	Click here to enter text.
Other (specify below)	Click here to enter text.	Click here to enter text.

Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
TOTAL EXPENSES	Click here to enter text.	Click here to enter text.

Please indicate total program revenues.

Revenues	2020 Anticipated Income	Date Application Submitted/To be Submitted	Status
Federal	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.	Click here to enter text.
State	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.	Click here to enter text.
County	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.	Click here to enter text.
Foundations	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.	Click here to enter text.

On a separate piece of paper, please justify each expense listed in a Budget Narrative. A justification includes describing what each line item will pay for and, where appropriate, how that cost will provide a direct benefit to the client. Identification of additional funding sources should be included in the budget narrative as well as how the budget will be impacted in the full request for CDBG funds is not granted.

City of Elmira Application for Funding
Community Development Block Grant Funds

Budget Narrative

Click here to enter text.

City of Elmira Application for Funding
Community Development Block Grant Funds

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.

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.](#)