

# Application Guidelines

## Public Services Program Funding

2021-2022

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 Performance Measurement System .....	11
Application Format .....	13
Application Submission .....	15
Attachments:	
Title Page .....	17
Program Narrative .....	18
Program Goals and Measurable Results .....	19
Personnel Assigned .....	20
Proposed Budget .....	21
Budget Narrative .....	22
Conflict Interest Questionnaire .....	24
Success Story .....	25

## **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 \$1,236,642 in CDBG funds and \$331,374 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 2021 CDBG and HOME allocations will be, our Annual Action Plan must be completed and submitted to HUD by May 15, 2021 in which, the City of Elmira will be allocating CDBG funding for public service activities and projects.

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 \$10,000 and maximum of \$25,000, depending on program needs. Such funding will be made available on a **highly competitive** and limited basis for programs that provide public services to low- and moderate-income City of Elmira residents.

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 application deadline is **Monday, March 1<sup>st</sup>, 2021 by 4:00 p.m.**

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](mailto:emiran@cityofelmira.net); or Suzanne Rundell, Grant Administrator, at 607-737-5695 or [srundell@cityofelmira.net](mailto:srundell@cityofelmira.net) for assistance.

## ***General Program Guidelines***

1. The CDBG funding must provide public services to low- and moderate-income City of Elmira residents only. Records must indicate that each person served has an address 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 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 September, 2021 or later, as long as the City has received authorization from HUD to draw on its 2021-2022 Entitlement Allocation; however, funding is retroactive to July 1<sup>st</sup>, which is the start of the 2021 program year. 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.
5. All agencies that are recommended for 2021-2022 funding will be required to attend training. This training will likely take place in the summer of 2021, after the City's submission of the 2021 Action Plan to HUD for approval. This training is required by all program and/or fiscal staff as part of the City's monitoring process.

## ***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 Suzanne Rundell at 607-737-5695 or [srundell@cityofelmira.net](mailto:srundell@cityofelmira.net).
3. Applications are due on **Monday, March 1, 2021 at 4:00 p.m.** Submission requirements are discussed on page 15. Five 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***

### **Public Services/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 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.

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. Last year, public service allocations ranged from \$10,000- \$25,000 per award.

Only programs 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 2020-2024 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 by the application.

### **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 March 22, 2021 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.

### Technical Assistance

The City of Elmira encourages applicants, especially groups organized by and/ or serving low income residents to contact the Department of Community Development at (607) 737-5692 if they have any questions about the application. A technical assistance workshop is scheduled for **Friday, January 29, 2021 at 3:00 pm via ZOOM. Phone: 1-929-205-6099. Meeting ID: 828-0281-1550 and Passcode: 121601. Please call 607-737-5691 to register for this meeting.**



## ***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 2020 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>	\$41,250	\$47,150	\$53,050	\$58,900	63,650	\$68,350	\$73,050

## ***HUD Performance Measurement System***

HUD requires that the City of Elmira determine, when setting up a public service activity, which of three objectives – Suitable Living Environment, Decent Housing, or Creating Economic Opportunities – best describes the purpose of the public service activity.

- Suitable Living Environment: Public service activities that benefit communities and individuals by addressing issues that impact their living environment, such as establishing an after school program for high school kids to prevent/reduce crime in a target neighborhood.
- Decent Housing: Housing counseling activities that assist low and moderate income individuals or households resolve tenant/landlord disputes.
- Creating Economic Opportunities: Activities that expand economic opportunities for low-and moderate-income persons, such as offering job training and placement for persons with disabilities.

Once the objective is selected, the City will choose one of the three outcome categories that best describe what the City seeks to achieve by funding the public service activity – Availability/Accessibility, Affordability and Sustainability.

- Availability/Accessibility activities make service, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate income people. For instance, opening a day care center for students in a neighborhood high school so that educational opportunities remain available and accessible to young mothers.
- Affordability activities provide affordability to low and mod income persons. For instance, providing free housing counseling to low and moderate income families to enable them to obtain such assistance without charge.
- Sustainability activities are aimed at improving communities, to make them more livable or viable. For instance, establishing programs in a local community center to provide neighborhood children with structured activities after school.

The table below provides suggestions about which objectives and outcomes might be selected for typical CDBG public service activities. Some activities can fall into more than one category. The City will base its selection of the appropriate objective and outcome on the purpose of the activity when it is funded. **Please note that we are asking that applicants describe the outcome and objective that best matches your project in the program narrative sections as well as on the title page. The City will also review to make sure that the program matches HUD guidelines.**

**Suggestions for Choosing Objectives and Outcomes: Public Services**

Outcome →	Availability/Accessibility	Affordability	Sustainability
Objective ↓			
Sustainable Living Environment	Public Service activities funded to provide access to a suitable living environment.  <i>Example: An afterschool program designed to address crime or juvenile delinquency in target neighborhoods</i>	Public service activities funded to support housing opportunities in a target neighborhood.  <i>Example: A housing counseling program</i>	Public service activity aimed at improving communities or neighborhoods.  <i>Example: Community policing program</i>
Decent Housing	Public service activities funded to increase accessibility to housing.  <i>Example: Fair housing counseling program</i>	Public service activities funded to make housing more affordable.  <i>Example: Energy conservation training or education program focused on reducing energy costs for low- and moderate-income people</i>	Public service activities funded to sustain housing in neighborhoods.  <i>Example: Housing counseling program for existing low and moderate income homeowners to help them avoid predatory lending</i>
Economic Opportunity	Public service activities funded to provide access to economic opportunities.  <i>Example: Operating costs for a jobs transportation program, job training program, literacy program</i>	Public service activities funded to support economic opportunities.  <i>Example: Free job training program for low- and moderate-income people</i>	Public service activities funded to sustain economic opportunities.  <i>Example: Child care programs or day care centers, health services</i>

## ***Application Format***

The Annual Action Plan will allocate approximately \$110,000 in total funding for all Public Services activities and non-profit sponsored projects. This amount is subject to change based upon the City's 2021 allocations from HUD. Grant amounts will be awarded at a minimum of \$10,000 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. Identify how the low and moderate income status and residency of the population will be documented.
3. Describe what priority need(s) will be addressed by the program. Use qualified and verifiable statistical data to support why the program is necessary.
4. Describe the performance measurements to be met (see guidance on page 11), as identified by HUD.
5. If funding is being requested for a project, provide a schedule.
6. 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.
7. Identify ways in which your application will collaborate with other community groups/agencies. Does anyone else in the community provide similar services? If so, how will your program address the priority need differently, in what ways will you collaborate if applicable?
8. Success story

Please provide a success story that best illustrates your program outcomes. The story should illustrate the difference that your program has made on a single individual or family. This information will not only add a personal dimension to your funding request, but it may be used as an input to the development of campaign materials.

## *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 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.** 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 deadline for submission of completed applications is Monday, March 1st, 2021 at 4:00 p.m.**

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

- 1. Title Page
- 2. Proposed Project /Program Narrative
  - a. Program Goals and Measurable Results
  - b. Success Story
- 3. Budget and Budget Narrative
- 4. Documents that must be submitted on an annual basis with the RFP  
(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 and apply for 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)
  - g. Resolution from your Board allowing your Agency to submit application to the City of Elmira.
- 5. Items to submit after awarded a grant:
  - 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
  - h. Resume of program administrator
  - i. Resume of fiscal officer
  - j. Optional: letters of support for this application from constituent base
  - k. Letter from financial officer designated the institution CDBG funds will be deposited
  - l. List of who is authorized to sign checks
  - m. Provide information: what financial institution CDBG funds will be deposited into



One (1) original of application and all required attachments and five (5) copies (checklist 1-4) of the application must be provided for distribution to the Review Committee and staff.

Application should be mailed 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 2021-2022

**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: <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) |  |

**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 2021-2022

***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?

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[Click here to enter text.](#)

City of Elmira Application for Funding  
Community Development Block Grant Funds 2021-2022

***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 2021-2022

***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 2021-2022

***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 July 1, 2021 – June 30, 2022	Funds Requested From City of Elmira
Salaries	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Benefits	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Office Supplies	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Rent	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Utilities	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Repair and Maintenance	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Insurance	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Postage & Shipping	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Printing & Advertising	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Telephone	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Equipment	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Conference/Travel/Training	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Dues & Fees	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Professional Fees & Contracts	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Direct Assistance to Individual.	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Administrative Costs	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Other (specify below)	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

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.
<b>TOTAL EXPENSES</b>	Click here to enter text.	Click here to enter text.

**Please indicate total program revenues.**

<b>Revenues</b>	<b>2021 Anticipated Income</b>	<b>Date Application Submitted/To be Submitted</b>	<b>Status</b>
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 2021-2022

***Budget Narrative***

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Click here to enter text.



City of Elmira Application for Funding  
Community Development Block Grant Funds 2021-2022

### ***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  
Community Development Block Grant Funds 2021-2022

***Success Story***

In the space provided below, please relay a success story that best illustrates your program outcomes. The story should illustrate your program's effect on a single individual or family. Limit your response only to this page.

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[Click here to enter text.](#)