



**City of Youngstown
36th Year (2010/2011) CDA Application Instructions**

CDBG and HOME

Community Development Block Grant (CDBG) is a federal grant to the City of Youngstown from the U. S. Department of Housing and Urban Development (HUD). The funds are provided to the City to enable the development of a viable community by providing decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income persons.

The HOME Investment Partnership Grant (HOME) is also a federal grant from HUD. The eligibility criteria is much the same as that of CDBG, however HOME funds are restricted for housing and housing related activities only.

The Emergency Shelter Grant (ESG) is the third federal grant the City receives from HUD. This small grant is strictly limited to funding activities directly related to homelessness or the prevention thereof and can be applied for through a separate application.

Although they have three distinct titles and differing criteria, these three sources of funding are often collectively referred to as the widely recognized Community Development Block Grant, which provides the most flexibility in its use. On the front page of the application you will be asked to indicate under which source of funding you wish to be considered. The final determination will be made by the Community Development Agency.

In order to be eligible for funding, the activity must qualify as meeting one of three national objectives: which benefit

- LOW- MODERATE- INCOME PERSONS
- SLUM & BLIGHT PREVENTION AND REMOVAL
- URGENT NEED (Used only in the situation of disasters)

The CDBG Program is designed to allow the City to determine how best to meet the needs of its low- and moderate-income residents. The City of Youngstown established nine main priorities within its 5-Year Consolidated Plan submitted to HUD. Within each of these nine main priorities, several goals were established. The priorities and goals established in the Consolidated Plan are intended to be the guiding principals of how funds are awarded.

The City's Consolidated Planning Priorities and Goals are:

1. **Housing** – has five objectives for housing:
 - a. **LMI Homeowner Rehab**
 - b. **Homebuyer Assistance**
 - c. **New Construction Owner/Occupied Housing**
 - d. **New Construction Rental**
 - e. **Homeless Assistance**
2. **Public Facilities** – Support improvements to parks, neighborhood, health, and other public facilities to improve the sustainability of the community
3. **Infrastructure** – Support for street, sidewalk, water/sewer, and other infrastructure improvements to improve the sustainability of the community.
4. **Public Services** – Support fair housing, code enforcement, demolition and other public service activities to increase the availability, affordability and accessibility or promote a viable community.
5. **Anti-Crime** – Provide support in crime awareness and prevention programs to improve the sustainability of the community.
6. **Youth Programs** – Provide support for youth centers, activities and programs to reinforce school curriculum.
7. **Senior Programs** – Provide support to senior services or centers when necessary.
8. **Economic Development** – Continue to support job creation activities and business development to include downtown office buildings and parking, business park development, business façade improvement and 108 loans or float loans when appropriate or necessary to improve the availability and accessibility to jobs.
9. **Planning** – Completion and implementation of the city's comprehensive plan Youngstown 2010, the creation of a new zoning code, and neighborhood revitalization planning activities.

Proposals submitted to the City must address at least one of the Priority/Goal areas identified in the Consolidated Plan. While other proposals will be accepted, only those aligned with the Consolidated Plan will be given preference for funding. Proposals will be evaluated based on the “scoring system” located on page 9.

CDBG Regulations specify that activities must address a national objective. This can be achieved in a number of ways and is dependent upon the type of activity proposed.

LOW- AND MODERATE-INCOME BENEFIT

An activity could qualify as benefiting low-and moderate income households, if certain of the following conditions are met:

- a. Area Benefit- Benefits all residents where at least fifty-one percent (51%) are L/M income.
- b. Limited Clientele- Benefit a limited number of people as long as at least fifty-one percent (51%) are L/M.
- c. Housing- Provides or improves residential structures which house L/M income persons.
- d. Jobs- Creates or retains permanent jobs of which at least fifty-one percent (51%) are available to or held by L/M income persons.

The HUD definition of low and moderate income by family size for our area in FY 2009 follows:

HUD LMI INCOME DETERMINATION

Income	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Extremely Low 30%	\$11,400	\$13,050	\$14,650	\$16,300	\$17,600	\$18,900
Very Low 50%	\$19,000	\$21,700	\$24,450	\$27,150	\$29,300	\$31,500
Low/ Moderate 80%	\$30,400	\$34,750	\$39,100	\$43,450	\$46,950	\$50,400

SLUM AND BLIGHT BENEFIT

An activity could qualify as addressing a slum and blight benefit, if either of the following conditions is met:

- a. Area Basis- Eliminates or prevents slums or blight in a designated area.
- b. Spot Basis- Eliminates specific conditions on a spot basis not located in a slum or blighted area.
- c. Urban Renewal- Activities in a designated Urban Renewal Project.

APPLICATION INSTRUCTIONS

The application is being provided on an IBM compatible diskette in Microsoft Word format. If possible the application should be completed on a computer. You will print out the completed application and keep the diskette in case you need to modify your proposal. For agencies unable to complete the application by PC, it may be completed by hand, however, must be printed and legible.

Be careful when moving through the application. The gray sections are the questions. You should type your answers in the white spaces provided. Some questions only require you to put an "X" in the Yes or No box.

Read each part of the application very carefully, some questions may or may not apply depending on the type of activity that you are proposing. Throughout the application certain additional attachments may be required. Also, be sure to review the checklist at the end of the application.

Applicants should be direct and concise in responding to all questions. If necessary, you may attach appropriate additional information to the back of the application, **not to exceed (2) pages.**

Following are additional instructions to some questions in the application. Please review these instructions and those on the application carefully.

PART I

COVER PAGE

This section provides general information about your organization and the program and activities that you are proposing. You should also indicate which source of funds you are applying for based on the eligibility criteria discussed on the first page of this package. The Program Source of Funds provides an overview of your budget and the figures must correspond with the information given on your budget sheets.

Activity Summary is a listing of each activity under the Program. List the activity, the total CDA funds you are requesting for it and the projected measurable units of service you project you will achieve, if funded.

NOTE: The "Total Activity Budget" amount that you have listed on page one (1) of the application under Program Source of Funds must equal the total of the amounts you have indicated on the Program Budget Worksheet under "36^h Year CDA Request"

Explanation of “Units of Service”

Units of service typically represent the number of people, households, housing units, jobs, businesses or organizations your program will serve over the period of the program. The “unit” may vary slightly depending on nature of the program and the type of service provided. Some programs serve households, while others serve individuals. In either event, whether it is a five-person household that was provided with a new furnace or one youth that participated in a twelve-week learning program, each represents one (1) unit of unduplicated service.

Example: In a 12-week summer youth program, each child participating in the program represents one unit of unduplicated service. It does not matter if a child comes only six weeks or eight weeks or all twelve weeks. When they register for the program each represents one unit of unduplicated service. The unit of service is not how many times a child comes, but rather how many children come and receive the service.

Example: In a housing rehabilitation program, a unit of unduplicated service would typically represent a household. You would count how many households were provided with service. If it were a fully occupied duplex with a family in each unit and a roof was put on the duplex, this would represent two (2) units of unduplicated service. If it were a single-family home that was provided with a new furnace, it would represent one (1) unit of unduplicated service.

Example: In a homeless program a unit of unduplicated service would typically represent each homeless person who was provided with shelter, meals, or etc. It does not matter if the homeless person stays one night or three nights, each person served represents one unit of unduplicated service.

Example: You’re proposing an economic development initiative that will create employment. The unit of measure would be the number of jobs created or retained. You will have to report the total number of jobs created or retained and the number of jobs that went to LMI persons.

PART II

GENERAL PROGRAM INFORMATION

The questions under Part II should address the program proposed, therefore, applicants will respond to the questions only once, even if the applicant is proposing more than one activity under the program area.

- A. Agency Background - Give a brief description of your agency including purpose/mission, years in operation, type of services provided, type of clients served etc.
- B. Problem/Need Identification - Describe the conditions that need to be addressed. **Specifically state the national objective that qualifies this program to be considered for funding.**

- C. Strategy Statement – Describe how your program will address the need described above. Provide a measurable outcome, work schedule and/or other information that will define the specific activity.
- D. Evaluation – Describe how your program meets CDBG goals. How will your organization measure the effectiveness of the activity? What time frame is utilized for evaluation?
- E. Map – Use a highlighter to indicate the area of the City that your proposed activity will take place.

PART III

ACTIVITY INFORMATION

Complete Part III for each activity listed in Part I for which CDA funding is being requested.

Program Income: Is income received that was directly generated from the use of CDA funds. Program income must be used in accordance with the grant agreement or returned at the expiration of the agreement.

PART IV

The Excel Budget Worksheet has been automated for your convenience. The areas shaded in gray are the only areas where you can input information into the budget. You simply put the appropriate dollar amount in the appropriate line item and the rest is done for you. However, if you are completing this application by hand, you will need to manually add of the figures in the budget.

If you need to list an item in your budget that is not already identified within the budget categories, simply enter the description of that budget item in one of the fields titled “Other” within the appropriate section of the budget.

PROGRAM BUDGET WORKSHEETS – Pages A, B, and C

Item A. Personnel Services – Personnel services are for the program and activity for which you are requesting CDA Funding. List the job titles of each staff person involved in the program and the number of hours per week that they spend on the program. If the staff person is a part time employee, provide the total number of hours per week this person works and the number of hours per week that this staff persons works on the proposed activity. Place a “FT” next to each full-time employee.

List each staff person’s total annual salary and fringe benefit costs attributed to the program and the amount attributable to the CDA request.

FOR ITEMS B THROUGH D, PROVIDE PROGRAM TOTALS ONLY, NOT FIGURES FOR THE ENTIRE ORGANIZATION.

Item B. Operating/Administrative Expenses – List the total expenses related to the operation/administration of your program and the amount you are requesting to be funded from CDA.

Item C. Capital Expenditures – Capital Expenditures are assets purchased at a cost over \$300.00. Please describe the asset, total cost, and CDA funding request for the asset.

Item D. Direct Program/Activity Costs – Describe any additional costs other than salaries that are directly attributable to the program/activity that you are proposing.
Program Totals – List the totals for each of the items from the prior budget worksheet pages.

Program Revenue Sources 36^h Year – This section requests information on the funding sources for your program. Please list all sources and be sure that the total of the funding sources and the program budget total match.

A. Budget Narrative. Answer each of these questions completely.
In question 2, be sure to address each of the budget sources listed on the Program Revenue Sources.

PART V

ECONOMIC DEVELOPMENT ACTIVITY

Complete this section only if you are proposing an Economic Development activity as indicated on page 2 of these instructions under Goals a, b, and c for Economic Development.

PART VI

NEIGHBORHOOD REVITALIZATION / HOUSING ACTIVITY

Complete this section only if you are proposing a neighborhood revitalization/ housing activity as indicated on page 2 of these instructions under Goals a, b, c, d, and e and b for neighborhood revitalization and housing.

PART VII

PUBLIC/SOCIAL SERVICE ACTIVITY

Complete this section only if you are proposing a Public Services activity as indicated on page 2 of these instructions under Goals a and b for Public/Social services.

PART VIII

INSURANCE/WORKER'S COMPENSATION/PAYROLL TAXES/AUDITS

PART IX

ATTACHMENT CHECKLIST

Ensure that all applicable attachments are included with your application.

PART X

CERTIFICATION

An original signature of an authorized representative of your organization must be on one of the applications being submitted.

Do not send the computer diskette used to complete the application. Keep it in case you have to modify your proposal. Submit one (1) original with all attachments and three (3) additional copies of the application only (no attachments) to:

City of Youngstown
Community Development Agency
9 West Front St.
Youngstown, Ohio 44503
(330) 744-0854

Applicants are encouraged to call Sherry Moore at (330) 744-0854 with any questions concerning their application.

**APPLICATIONS ARE DUE TO THE COMMUNITY
DEVELOPMENT AGENCY NO LATER THAN 2:00 P.M.
ON FRIDAY, March 19, 2010.**

**ANY APPLICATIONS RECEIVED AFTER THIS DEADLINE
WILL BE RETURNED UNOPENED TO THE RESPONDENT.**

Application Scoring System

1. Benefit to Low-Moderate Income (LMI) Persons (Maximum Points 10)

Ten points will be awarded to activities that benefit at least 51% LMI persons. No points will be awarded to activities that do not benefit at least 51% LMI.

2. Benefit to Target Area (Maximum Points 10)

Activities located in a Consolidated Plan Target Area or Neighborhood Planning District will receive ten points. Activities adjacent to target or planning districts will receive six points, all other applications will receive three points.

3. Activity Need/Consolidated Plan Priority (Maximum Points 20)

Points will be awarded to applicants that effectively document and justify the need for the proposed activity. A maximum of 20 points will be awarded to activities meeting a high priority need of the consolidated plan, a maximum of 15 points for a medium priority of the consolidated plan and a maximum of 10 points for a low priority of the consolidated plan.

4. Reasonableness of Cost/Effectiveness (Maximum Points 20)

The activity will be evaluated in terms of its implementation costs and funding request relative to its financial and human resources. This evaluation will include the cost incurred per unit or person benefiting from the funding.

5. Activity Management/Experience (Maximum Points 20)

A maximum of 20 points will be awarded to applicants based on documentation showing that the resources needed to manage the proposed activity are available and ready. The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity will be evaluated. In addition its past performance in relation to past CDA projects or program years will be considered.

6. Matching Contributions (Maximum Points 20)

Points will be awarded based on the amount of matching funds to the amount of funds requested. In-kind contributions will not be used for this calculation:

2 – 1 or greater	20 points
1.5 – 1	16 points
1 – 1	12 points
.75 – 1	8 points
.50 – 1	4 points
Less than .5	2 points
No Match	0 points

Only complete applications received prior to the deadline will be considered for evaluation. Applications must receive a score of 50 points or greater to be considered for funding. All applications receiving 50 points or greater, will be further evaluated and ranked by the CDA staff. Funding recommendations will be made to City Council and awarded based on priorities and funding availability.

Administration

After a proposal is determined to be eligible, scored, and approved for funding the following requirements will apply:

Environmental Review - As part of HUD requirements and regulations, an environmental review must be completed before executing a contract. Most of our recently funded activities have been classified, by their nature as exempt. With these activities we are not required to complete an environmental assessment. **Please note that no organization will be reimbursed for any charges that were incurred prior to the environmental review.**

Contract – Following approval for funding and the environmental review, CDA staff will prepare contracts for all approved activities. Each contract will contain the terms and conditions of the funding, a description of the approved activity and related costs, and performance time schedule. The contract will also specify applicable City insurance requirements including comprehensive general liability and other insurance as deemed necessary. The authorized person will be required to sign the contract and return it to the City. **Please note that no organization will be reimbursed for any charges that were incurred prior to a signed contract being returned to the City.**

Payment of Funds – Funds are paid for actual costs related to the implementation of the project as approved. Payment will be made only for the costs described in the sub-recipient contract upon submittal of a payment request (provided by CDA) and all required documentation (i.e. receipts, invoices, appropriate time-sheet documentation, accomplishment reports, etc.) The program operates on a reimbursement system, in which sub-recipients document eligible expenditures for which they are reimbursed. This procedure takes approximately 15 days.

Reporting Requirements and Monitoring – It is the CDA’s responsibility to ensure that sub-recipients receiving funds are in compliance with all HUD regulations. Sub-recipients must provide all information requested to assist CDA compliance staff in having all needed documentation in a timely manner. Sub-recipients are further required to submit quarterly and annual progress/accomplishment reports regarding the funded activity. The format for these reports will be discussed with each sub-recipient. Noncompliance with any rules or regulations could result in suspension or termination of the contract and reallocation of funds. Unresolved compliance issues will affect a sub-recipient’s ability to obtain future funding.

CDA staff may schedule periodic on-site monitoring (performance and financial) of all funded activities. We will provide technical assistance regarding program administration and training on HUD rules and regulations as needed. Each sub-recipient is responsible for maintaining written records as required by the contract.