

CITY OF ALTOONA  
PROGRAM YEAR 2016 CDBG/HOME  
GRANT APPLICATION



APPLICATION AND INFORMATION PACKET  
FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS  
HOME INVESTMENT PARTNERSHIP GRANT (HOME) FUNDS

**CITY OF ALTOONA  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
1301 12<sup>TH</sup> STREET SUITE 400  
ALTOONA, PA 16601  
(814) 949-2470**

## APPLICATION INTRODUCTION AND PROCEDURES

The City of Altoona invites all interested and eligible parties to submit proposals for Program Year 2016 (July 1, 2016 thru June 30, 2017) Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs funded by the U.S. Department of Housing and Urban Development (HUD).

The CDBG/HOME application will be posted on the City of Altoona's web site at: [www.altoonapa.gov](http://www.altoonapa.gov) on Wednesday, January 20, 2016. You may also request to have an electronic copy of this application packet sent to you by email. Requests for electronic copies should be sent to [mjohnson@altoonapa.gov](mailto:mjohnson@altoonapa.gov).

The following sections include information for potential applicants on the federal and local guidelines to qualify for the CDBG/HOME Programs, followed by the City's application.

CDBG funded projects must comply with strict eligibility criteria. **Prior to submission, please carefully review this information package to determine if your request for funds will qualify under the federal CDBG regulations.** While City of Altoona staff is available to provide technical assistance, it is the responsibility of the applicant to become fully educated on the federal regulations that govern the CDBG program. For more detailed information on HUD guidelines, go to [www.hud.gov](http://www.hud.gov).

Applications for CDBG funding must be completed in full and submitted to the City of Altoona **no later than 4:30 P.M., Friday, March 4, 2016**. When complete, submit one original and two copies of your application to the following location:

City of Altoona  
Department of Community Development  
1301 12<sup>th</sup> Street, Suite 400  
Altoona, PA 16601  
Attn: Mary Johnson

**APPLICATIONS SENT BY FAX OR EMAIL WILL NOT BE ACCEPTED.  
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

### Technical Assistance

Community Development Department staff is available to answer questions regarding CDBG regulations, applicant and project eligibility and the City's application process. All potential applicants, including previously funded agencies, are invited and encouraged to attend the CDBG/HOME Application Public Hearing identified below:

**CDBG/HOME Public Hearing  
Wednesday, February 3, 2016  
5:00 P.M.  
City Hall Conference Room, 4<sup>th</sup> Floor  
City Hall  
Altoona, PA 16601**

At this public hearing, we will review HUD CDBG/HOME eligibility guidelines, information on the Consolidated Plan, the Annual Plan and eligible activities and to accept comments on identified community needs, programs and projects.

## **I. WHAT IS THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM?**

The United States Department of Housing and Urban Development (HUD) administers the Community Development Block Grant (CDBG) Program. The primary purpose of the CDBG Program is to assist low and moderate-income persons. The primary objective of the HUD CDBG Program is the development of viable communities by providing decent housing, a suitable living environment, and expanded economic opportunities primarily for low- and moderate-income residents. The national objectives of the CDBG program were established to assist local communities with activities focused on:

- Eliminating slum and blight, preventing deterioration of property, providing needed neighborhood community facilities, provision of supportive services;
- Preserving and improving the supply of affordable housing through improvement of low- and moderate-income housing;
- Acquisition, design, construction, and installation of needed public facilities, improvements, and accessibility measures;
- Creation and retention of jobs for low- and moderate-income persons through the expansion of business opportunities and the provision of financial incentives to businesses.

### **A. HOW CAN FUNDS BE USED?**

Federal regulations require that CDBG funds be used for eligible activities that meet one of three national objectives:

- Benefit to low- and moderate-income persons;
- Aid in the prevention or elimination of slum or blight; and
- Meet a need having a particular urgency (example: natural disaster)

The City of Altoona uses its annual CDBG allocation to fund projects and activities undertaken by city departments and community-based non-profit agencies; specifically, to address the housing and community development needs of low- and moderate-income persons in the City of Altoona.

Under HUD regulations, at least 51% of those benefiting from the CDBG funded activities must be low and moderate-income persons. Agencies and organizations receiving CDBG funding must be able to document that the individuals or households it serves fall within the HUD income limits.

The City of Altoona anticipates receiving approximately \$1,348,000.00 in CDBG funding for Program Year 2016 for use beginning July 1, 2016 through June 30, 2017. All applicants and proposed activities must meet HUD CDBG eligibility guidelines to be considered for funding. Not more than 15% of these funds can be used for public service activities.

**FINAL ALLOCATION OF CDBG FUNDS IS CONTINGENT UPON CITY COUNCIL ACTION, HUD AWARD OF FUNDS AND FULL EXECUTION OF SUB-RECIPIENT CONTRACT AGREEMENT. IF APPLICANT IS SELECTED TO RECEIVE A GRANT, THEN UNDER NO CIRCUMSTANCES WILL THE CITY REIMBURSE THE APPLICATION FOR COSTS INCURRED PRIOR TO JULY 1, 2016.** Completion and submission of this application does not obligate the City of Altoona to allocate CDBG funds to your activity.

## **B. ELIGIBLE APPLICANTS**

Applicants for CDBG funding must be federally registered 501(c)(3) or non-profit organizations, governmental entities or educational institutions.

## **C. ELIGIBLE AND INELIGIBLE ACTIVITIES**

The City of Altoona will consider funding proposals for CDBG eligible activities that serve primarily low- and moderate-income persons residing in the City of Altoona. Funded activities or facilities must be available to all eligible persons in the general public. The following are examples of eligible CDBG activities. Please note this list is not inclusive of all types of activities that may be eligible under the CDBG Program.

- Acquisition, construction or rehabilitation of neighborhood facilities for public use
- Acquisition, construction or rehabilitation of facilities for persons with special needs (e.g. homeless persons, battered spouses, frail elderly, disabled adults, abused children, etc.)
- Construction or rehabilitation of housing units for low-moderate-income persons
- Economic development activities that create full-time jobs for low- and moderate income persons
- Health care and substance abuse services
- Child care and after-school programs
- Transitional housing and supportive services for the homeless
- Crime prevention activities
- Parks, playgrounds, and recreational facilities
- Senior and disabled centers, except 24-hr care facilities
- Removal of architectural barriers, which restrict mobility of persons with disabilities

The following activities are examples of ineligible CDBG activities. Please note that this list is not exclusive of all types of services that may be ineligible under the CDBG Program.:

- General government expenses
- Political activities
- Religious activities
- Purchase of construction equipment
- Purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property that is not a permanent structural fixture

## **II. WHAT IS THE HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM?**

The HOME Program is part of the National Affordable Housing Act of 1990. HOME funds are allocated to State and local government to strengthen public-private partnerships to provide more affordable housing. These funds are administered by the City through its Department of Community Development. All activities must benefit low-income families at or below 80% of median income. 15% of the allocation is obligated to the City's Community Housing Development Organization.

The City of Altoona anticipates receiving approximately **\$184,527.00** in HOME funding for Program Year 2016 for use beginning July 1, 2016 through June 30, 2017. All applicants and proposed activities must meet HUD HOME eligibility guidelines to be considered for funding.

**FINAL ALLOCATION OF HOME FUNDS IS CONTINGENT UPON CITY COUNCIL ACTION, HUD AWARD OF FUNDS AND FULL EXECUTION OF SUB-RECIPIENT CONTRACT AGREEMENT. IF APPLICANT IS SELECTED TO RECEIVE A GRANT, THEN UNDER NO CIRCUMSTANCES WILL THE CITY REIMBURSE THE APPLICATION FOR COSTS**

INCURRED PRIOR TO JULY 1, 2016. Completion and submission of this application does not obligate the City of Altoona to allocate HOME funds to your activity.

All HOME activities require a 25% match. HUD strongly encourages leveraging of non-federal sources (i.e. State or private). **Due to the City of Altoona's distressed status, declared by the Federal government, match requirements have been waived.**

Community Housing Development Organizations (CHDO) receive 15% of the total HOME allocation.

#### **A. Eligible HOME Activities**

- |                             |                                   |
|-----------------------------|-----------------------------------|
| 1) Rental Rehabilitation    | 3) First-Time Homebuyer           |
| 2) Homeowner Rehabilitation | 4) Tenant-Based Rental Assistance |

The following activities must fall under Eligible HOME Activities:

- Develop and support affordable housing
- Assistance to homebuyers and existing homeowners
- Property acquisition
- New construction/reconstruction
- Moderate and substantial rehabilitation
- Site improvements
- Demolition
- Relocation expenses
- Other reasonable and necessary expenses related to the development
- Purchase and placement of elder cottage housing opportunity units and the refinancing of certain existing owner-occupied units
- Program administration and management - maximum 10%

#### **B. Ineligible HOME Activities**

- Public housing modernization
- Rent subsidies for special mandated purposes under Section 8
- Matching funds for other Federal programs
- Annual contributions contracts
- Activities under the Low-Income Housing Preservation Act
- Acquisition of certain real property owned by a State recipient and operating subsidies for rental housing

### **III. 5-YEAR CONSOLIDATED PLAN PRIORITIES**

The City of Altoona has established its priorities for the next 5 years July 1, 2015 through June 30, 2019 as identified below:

**High Priority** – Activities are assigned a high priority if the City expects to fund them during the Five Year Consolidated Plan period.

**Low Priority** – Activities are assigned a low priority if the activity may not be funded by the City during the Five Year Consolidated Plan period. The City may support applications for other funding if those activities are consistent with the needs identified in the Five Year Consolidated Plan.

## **HIGH PRIORITY PROJECTS:**

- Housing Priority
  - Housing Rehabilitation
  - Housing Construction
  - Fair Housing
  - Housing Counseling
- Community Development Priority
  - Community Facilities
  - Accessibility
  - Public Services
  - Public Safety
  - Code Enforcement
  - Slum and Blight
- Administration, Planning and Management Priority
  - Overall Coordination
  - Special Studies/Management

## **LOW PRIORITY PROJECTS:**

- Homeless Priority
  - Operations/Support
  - Prevention and Housing
  - Continuum of Care
- Other Special Needs Priority
  - Housing
  - Social Services
- Economic Development Priority
  - Employment
  - Business Development
  - Redevelopment Program

Community Development Staff is responsible for pre-screening all CDBG Grant Applications in order to determine eligibility with Federal regulations. The eligible applications are then selected for recommendation based on a number of factors including, but not limited to: priority needs and local objectives as outlined in the City's Five-Year Consolidated Plan, community input gathered through the public participation process, cost effectiveness of the proposed project including leveraging of CDBG funds with other resources, and past grant performance by the applicant (if applicable).

Community Development Staff forwards their recommendations to City Council for their consideration. A final public hearing is then held on the proposed list of projects to receive funding for comments before a final determination on the allocation of CDBG/HOME funding for the 2016 Program Year is adopted by City Council.

Once City Council and HUD has approved the list of proposed projects, applicants will be informed of the status of their applications. All applicants awarded funding will be required to execute a standard HUD CDBG/HOME Sub-recipient Agreement prior to implementation of their project/activity. No funds shall be disbursed to a contract sub-recipient until HUD provides a final award letter to the City of Altoona, and a contract is fully executed by the respective parties. Under no circumstances will the applicant be reimbursed for any costs incurred prior to July 1, 2016. Through the program year City staff will monitor the performance of the grant applicant to ensure compliance with the provisions of the approved contract.

**CITY OF ALTOONA, PA  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)  
FISCAL YEAR 2016 APPLICATION  
(JULY 1, 2016 THRU JUNE 30, 2017)**

**DUE DATE: March 4, 2016 by 4:30 P.M.**

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**APPLICANT/ORGANIZATION:**

Agency/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ DUNS#: \_\_\_\_\_

Non-Profit       Government       For-Profit

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**PROJECT NAME:** Specific project or undertaking for which funds are being requested

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**PROJECT ADDRESS:** Exact location, address, or area of the project

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**PROJECT DESCRIPTION:** Summarize concisely the project for which you are requesting funds

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**FUNDING SOURCE REQUESTED:** Check one source and report amount requestedCommunity Development Block Grant  HOME Investment Partnership Grant 

Amount Requested:\$ \_\_\_\_\_ Amount Requested:\$ \_\_\_\_\_

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**BUDGET INFORMATION:**

List Other Funding Sources:

Funding Source	Amount	% of Total Budget
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Project Funding Anticipated for FY2016	\$	100%

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**NATIONAL OBJECTIVE:** Choose only one of the three national objectives**1.  Benefit Low/Moderate Income Persons (select one)**

- Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate income persons.

Area Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Limited Clientele:** Presumed , Income Eligibility , or Nature/Location

How many clientele would be served: \_\_\_\_\_

- Housing Activity** (Select one and provide unit information)  
Rehabilitation  New Construction

Housing Units/Households Only	Total #	# Occupied	# Low/Mod
Units at Start			
Units Expected at Completion			

- Job Creation/Retention:** An activity designed to create or retain permanent jobs, at least 51% of which will be made available and held by low- and moderate income persons.

Number of Jobs	# Low/Mod Income Jobs	% Low/Mod Income Jobs
Created:	Created:	Created:
Retained:	Retained:	Retained:

**2.  Prevent or Eliminate Slums or Blight (select one)** Spot Blight Area Blight

3.  Urgent need (select one)

- Serious, Immediate Threat     Critical within 18 Months  
 Limited to Urgent Condition     Local/Other Funds Insufficient

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**OTHER PROJECT INFORMATION:** (Project management, critical benchmarks, timeframe)

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**OUTCOME PERFORMANCE MEASUREMENT:** (select one objective and one outcome)

**1. Objective:**

- Suitable Living Environment
- Decent Affordable Housing
- Creating Economic Opportunities

Describe how the project addresses the objective selected above:

**2. Outcome:**

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

Describe how the outcome selected above benefits the community/people served:

**3. Outcome Indicator:**

Enter the outcome indicator that best describes the data that will be collected and reported as project outcomes. Provide a description of the measurement reporting tool or evaluation process that will be utilized to determine project outcome (i.e. client surveys, statistical data from a verifiable source, etc.):

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**PRIMARY PURPOSE:**

Is the Primary Purpose of the activity to...

Help Persons with Disabilities?  Yes  No

Will the activity generate Program Income?  Yes  No

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**SECTION 504 AMERICANS WITH DISABILITY ACT**

Is the location of the project or building accessible to persons with disabilities?

Yes  No