

Housing & Community Development Program Funding Application

City of Altoona
Planning & Community Development Department

The purpose of this packet is to provide an outline of the general and technical information required in all applications submitted for funding under the Housing & Community Development Programs administered by the City of Altoona. All applications should provide as much information about the proposed project as possible. Please read the application instructions with care.

The application will be the sole determination of eligibility and prioritization of funding. Furnish all information requested within the spaces provided on the application form. Do not use any additional pages. If attachments are included in your application, they should only contain supplemental information, as they will be reviewed at the staff level.

“Incomplete applications will be returned to the applicant”

An original and two copies of the application form MUST be submitted to the Planning and Community Development Department located at 1301 12th Street, Suite 400, Altoona, PA 16601 by **March 1, 2010 at 4:30 P.M.** Any attachments or supplemental information shall be included with only the original application.

If you have any questions concerning the information requested in the application, please contact the Planning and Community Development Department at (814) 949-2470.

APPLICATION INSTRUCTIONS

- I. Applicant/Organization Name: Agency requesting funding**
- II.** Check appropriate box according to organization/agency. Include Tax ID and Dun and Bradstreet number (DUNS#)
- III. Project Name:** The name of the specific project or undertaking for which funds are being requested.
- IV. Project Address:** The exact location, address, area, etc. of the project. Answered specifically and in detail, especially if it is a physical activity being performed in a widespread area or neighborhood.
- V. Project Description:** Summarize concisely the project for which you are requesting funds. This paragraph should discuss why the project is needed and what the project will entail.
- VI. Contact Person/Telephone No.:** The officer of the organization or staff person who can be reached to answer any questions or provide additional information regarding the application.
- VII. Mailing Address:** The address where the application/organization making the request receives its regular mail.
- VIII. Funding Source Requested:** Check the box indicating which City funding program is being requested.
 - A. Budget Funding Information:** Enter the amount of funding being requested from the City and the percentage the City's money plays a part of the project. Enter the total amount of funding coming from other sources. Then enter total project cost. (An overall agency budget can be provided as an attachment)
- IX. National Objective (Choose only one national objective):** Grant recipients under the Entitlement and HUD-administered Small Cities programs must certify that their project has been developed so as to give maximum feasible priority to activities which will carry out one of the three national objectives. Select one National Objective and answer the subsequent questions under that category. If you check 1. you must select i., ii., iii., **or** iv., and provide the information requested within that category.
 1. Benefit Low/Moderate Income Persons – means a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD.

- i. **Area Benefit** – an activity, the benefits of which are available to all the residents in a particular area, where at least 51% of the residents are low-and moderate income persons.
 - ii. **Limited Clientele** – at least 51% of total persons served with the activity are low or moderate income persons.
Presumed – Presumption of low/mod (i.e. abused children, battered spouses, elderly persons, severely disabled, homeless persons, illiterate adults, persons living with aids and migrant farm workers).
Income Eligibility – Evidence that at least 51% percent of the clientele are persons whose family income does not exceed the low and moderate income limit.
Nature/Location – Be of such nature and be in such location that it may be concluded that the activity’s clientele will primarily be low and moderate income persons.
 - iii. **Housing Activity** – An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion will be occupied by low and moderate income households.
Rehabilitation – Rehabilitation of a residential structure
New Construction – Construction of a new residential structure
 Number of Units – Insert number of housing units to be rehabbed or constructed.
 - iv. **Job Creation/Retention** – An activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full time equivalent basis, involve the employment of low and moderate income persons.
2. Prevent or Eliminate Slums and Blight – means aid in the prevention or elimination of slums or blight by acquisition, demolition, clearance, relocation, historic preservation and building rehabilitation activities which eliminate specific conditions of blight or physical decay.
Spot Blight – Elimination of blight on a spot basis not located in a slum or blighted area.
Area – Substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration in a specified area meeting the definition of slums or blighted under State or local law.
 3. Urgent Need – means activities designed to meet community development needs having a particular urgency. An activity will be considered to address this objective if the recipient certifies that the activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the

community, which are of recent origin or which recently became urgent.

X. Other Project Information:

1. Explain how the project will be managed and administered. Identify critical benchmarks, staff responsibilities, interagency coordination and the need for any third part contracts.
2. This is the timeframe necessary to complete the project.

XI. Outcome Performance Measurement

The outcome will be based on the result the applicant hopes to achieve by funding the activity. The indicators will describe, in numerical terms, any particular benefit that the activity produced. Choose one of the following objectives which best describes your activity.

NOTE: ESG Guidance –

For homeless assistance activities (Emergency Shelter and Transitional Shelters) the preferred **objective** is suitable living environment. The preferred **outcome** for homeless assistance activities is availability/accessibility.

For ESG homeless prevention activities the preferred **objective** is decent affordable housing and the preferred **outcome** for homeless prevention activities is affordability.

1. **Objective** - Based on the intent when funding an activity, grantees will determine which of the three objectives best describes the purpose of the activity. The three objectives are:

Suitable Living Environment – In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

Decent Housing – The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME, CDBG, or ESG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.

Creating Economic Opportunities – This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

2. **Outcome** - The applicant will choose which of the three outcome categories best reflects what they are seeking to achieve by funding this activity.

Improve Availability/Accessibility – This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing or shelter available or accessible to low- and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people where they live.

Improve Affordability – This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve Sustainability – (Promoting Livable or Viable Communities) This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Outcome Indicators -

1) Public facility or infrastructure activities

Number of persons assisted:

- With new access to a facility or infrastructure benefit
- With improved access to a facility or infrastructure benefit
- Where activity was used to meet a quality standard or measurably improved quality, report the number that no longer have access to a substandard facility or infrastructure

2) Public service activities

Number of persons assisted:

- With new access to a service
- With improved access to a service
- Where activity was used to meet a quality standard or measurably improved quality, report the number that no longer only have access to substandard service

3) Activities are part of a geographically targeted revitalization effort (Y/N)?

If yes (check one)

- a) Comprehensive
- b) Commercial
- c) Housing
- d) Other

Choose all the indicators that apply, or at least 3 indicators if the effort is (a) Comprehensive.

- Number of new businesses assisted
 - Number of businesses retained
 - Number of jobs created or retained in target area
 - Amount of money leveraged (from other public or private sources)
 - Number of low- or moderate-income (LMI) persons served
 - Slum/blight demolition
 - Number of LMI households assisted
 - Number of acres of remediated brownfields
 - Number of households with new or improved access to public facilities/services
 - Number of commercial façade treatment/business building rehab
 - Optional indicators a grantee may elect to use include crime rates, property value change, housing code violations, business occupancy rates, employment rates, homeownership rates (optional)
- 4) Number of commercial faced treatment/business building rehab (site, not target area based)
- 5) Number of acres of brownfields remediated (site, not target area based)
- 6) New rental units constructed per project or activity

Total number of units:

Of total:

- Number affordable
- Number section 504 accessible
- Number qualified as Energy Star

Of the affordable units:

- Number occupied by elderly
- Number subsidized with project-based rental assistance (federal, state, or local program)
- Number of year of affordability
- Number of housing units designated for persons with HIV/AIDS, including those units receiving assistance for operations
 - Of those, number of units for the chronically homeless
- Number of units permanent housing designated for homeless persons and families, including those units receiving assistance for operations
 - Of those, number of units for the chronically homeless

7) Rental units rehabilitated

Total number of units:

Of total:

Number affordable

Number section 504 accessible

Number of units created through conversion of nonresidential buildings to residential buildings

Number brought from substandard to standard condition (HQS or local code)

Number qualified as Energy Star

Number brought into compliance with lead safe housing rule (24 CFR part 35)

Of those affordable:

Number occupied by elderly

Number subsidized with project-based rental assistance (federal, state or local program)

Number of years of affordability

Number of housing units designated for persons with HIV/AIDS, including those units receiving assistance for operations

Of those, the number of units for the chronically homeless

Number of units of permanent housing for homeless persons and families, including those units receiving assistance for operations

Of those, number of units for the chronically homeless

8) Homeownership Units Constructed, Acquired, and/or Acquired with Rehabilitation (per project or activity)

Total number of units:

Of Those

Number of affordable units

Number of years of affordability

Number qualified as Energy Star

Number section 504 accessible

Number of households previously living in subsidized housing

Of those affordable:

Number occupied by elderly

Number specifically designated for persons with HIV/AIDS

Of those, the number specifically for chronically homeless

Number specifically designated for homeless

Of those, number specifically for chronically homeless

9) Owner occupied units rehabilitated or improved

Total number of units:

Number occupied by elderly

Number of units brought from substandard to standard condition (HQS or local code)

Number qualified as Energy Star

Number of units brought into compliance with lead safe housing rule (CFR part 35)

Number of units made accessible for persons with disabilities

10) Direct Financial Assistance to homebuyers

Number of first-time homebuyers

Of those, number receiving housing counseling

Number receiving down-payment assistance/closing costs

11) Tenant-Based Rental Assistance

Total number of Households

Of those:

Number with short-term rental assistance (less than 12 months)

Number of homeless households

Of those, number of chronically homeless households

12) Number of homeless persons given overnight shelter

13) Number of beds created in overnight shelter or other emergency housing

14) Homelessness Prevention

Number of households that will receive emergency financial assistance to prevent homelessness

Number of households that will receive emergency legal assistance to prevent homelessness

15) Jobs created

Total number of jobs

Employer-sponsored health care (Y/N)

Type of jobs created (use existing Economic Development Administration (EDA classification))

Employment status before taking job created:

Number of unemployed

16) Jobs retained

Total number of jobs

Employer-sponsored health care benefits

17) Businesses assisted

Total businesses assisted

New businesses assisted

Existing businesses assisted

Of those:

Business expansions

Business relocations

DUNS number(s) of businesses assisted

- 18) Does assisted business provide a good or service to meet needs of service area/neighborhood/community (to be determined by community)?

XII. Primary Purpose

Check which box applies to the project (if applicable)