

**CITY OF ALTOONA,
PROGRAM YEAR 2023 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 12TH 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 2023 (July 1, 2023 thru June 30, 2024) 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 on Friday, **January 10, 2023**. 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.

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.

Applications for CDBG/HOME funding must be completed in its entirety and submitted to the City of Altoona **no later than 4:30 P.M., March 17, 2023. Submit one original and two copies** of your application to the location below and please do not include the instruction section of the application packet with your submission.

City of Altoona
Department of Community Development
1301 12th 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.

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 \$1,677,636.00 in CDBG funding for Program Year 2023 for use beginning July 1, 2023 through June 30, 2024. 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 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, 2023. 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 \$401,924.00 in HOME funding for Program Year 2023 for use beginning July 1, 2023 through June 30, 2024. 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 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, 2023. 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 Program Years starting July 1, 2020 through June 30, 2025 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 Strategy
 - Housing Construction
 - Housing Rehabilitation
 - Emergency Rental Assistance
 - Fair Housing
- Community Development Strategy
 - Community Facilities
 - Infrastructure
 - Public Services
 - Clearance/Demolition
 - Accessibility Improvements
 - Transportation
- Economic Development Strategy
 - Employment
 - Development
 - Financial Assistance
 - Access to Transportation
- Administration, Planning and Management Strategy
 - Overall Coordination

LOW PRIORITY PROJECTS:

- Homeless Strategy
 - Housing
 - Operation/Support
 - Prevention and Re-Housing
- Other Special Needs Priority
 - Housing
 - Social Services

Community Development Staff is responsible for pre-screening all CDBG and HOME 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 2023 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, 2023. 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 2021 APPLICATION
(JULY 1, 2022 THRU JUNE 30, 2023)

DUE DATE: **March 17, 2023** by 4:30 P.M.

APPLICANT/ORGANIZATION:

Agency/Organization Name: _____

Address: _____ City: _____ State: _____ Zip+4: _____
16601

Email Address: _____

Contact Person: _____ Title: _____

Business Telephone: _____ Cell #: _____

Tax ID #: _____ UEI #: _____

Non-Profit ☐ Government ☐ For-Profit ☐

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

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

PROJECT DESCRIPTION: Summarize concisely the project for which you are requesting funds.
Include a site-plan/drawings, if applicable

FUNDING SOURCE REQUESTED: Check **one source** and report amount requested

Community Development Block Grant ☐ Amount Requested: \$ _____

HOME Investment Partnership Grant ☐ Amount Requested: \$ _____

BUDGET INFORMATION:

List Other Funding Sources that will be available to leverage CDBG Funds to carry out this project.

Funding Source	Amount	% of Total Budget
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Project Funding Anticipated for FY2023	\$	100%

*****PLEASE ATTACH AN ITEMIZED PROJECT BUDGET*****
REQUIRED

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:** An activity that benefits a specific group of persons rather than everyone in an area generally. Also choose one of the following types of "limited Clientele"

☐ Presumed – Exclusively benefits a clientele by HUD to be principally low/moderate income (e.g., elderly, abused children, battered spouses, homeless, severely disabled adults, etc.)

☐ Income Eligibility – Requires the collection of information on family Size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the low/moderate income limits. This includes the case where the activity is restricted exclusively to low/moderate income persons.

☐ Nature/Location – Be of such nature and in such location that it may reasonable be concluded that the activity's clientele will primarily be low/moderate income (e.g., day care center that is designed to serve residents of a public housing complex)

Total persons who would benefit from the activity/project:

☐ **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-moderate income persons.

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

2. ☐ Prevent or Elimination Slums or Blight (select one)

- ☐ Spot Blight – Addressing slums/blight on a spot basis
- ☐ Area Blight – Addressing slums/blight on an area basis

3. ☐ Urgent need (select one) (Disaster Related Project - ONLY)

- ☐ Serious, immediate threat to the health or welfare of the community
- ☐ Critical within 18 Months
- ☐ Limited to Urgent Condition
- ☐ Local/Other Funds Insufficient

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

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

1. Objective:

- ☐ Suitable Living Environment- relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- ☐ Decent Affordable Housing -covers the wide range of housing activities that are generally undertaken with HOME or CDBG funds. Focuses on housing activities whose purpose is to meet individual, family or community housing needs.
- ☐ Creating Economic Opportunities – activities related to economic development, commercial revitalization, or job creation.

Describe how the project addresses the objective selected above:

2. Outcome: An outcome represents a specific result a program is intended to achieve.

☐ Improve Availability/Accessibility-activities that make the basics of daily living available and accessible to low and moderate income people.

☐ Improve Affordability – making activities affordability in a variety of ways to low and moderate income people. Such as lowering the cost, improving the quality or increasing the affordability of a product or service to benefit a low-income household.

☐ Improve Sustainability – activities that 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.

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.):

PRIMARY PURPOSE:

Is the Primary Purpose of the activity/project to...

Help Persons with Disabilities? ☐ Yes ☐ No

Will the activity generate Program Income? ☐ Yes ☐ No

SECTION 504 AMERICANS WITH DISABILITY ACT

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

☐ Yes ☐ No