

FY 2017
Community Development Block Grant
Application Kit



City of Atlantic City
Department of Planning and Development
Division of Community and Economic Development
City Hall, Room 505
1301 Bacharach Boulevard
Atlantic City, NJ 08401-4603
Elizabeth A. Terenik, PP, AICP, Director

(609) 347- 5330

*****Must have an active 501 (c)(3) or equivalent status*****

Content Revised on 7/24/2016

APPLICATION INSTRUCTIONS

APPLICATION DEADLINE

Applications must be received in the CDBG Office no later than

4:00 PM on October 7, 2016

Complete all forms and narratives included in this application package. Attach supporting documentation as required.

Submit two (2) copies of the application in a format ready for copying. Submissions should be unbound (stapling permitted), on white paper, in a loose leaf format, with pages numbered. Do not attach tabs. Please do not submit any more than the requested information; brevity and clarity are appreciated. Incomplete applications may delay consideration of your request.

All applicants are encouraged to call Donna Harris, Assistant Director of Redevelopment at (609) 347-5330 or by email at dharris@cityofatlanticcity.org for assistance with questions regarding the preparation of your application.

- STAFF MAY REQUIRE ADDITIONAL INFORMATION to consider application request and/or require applicant to perform work not specifically stated in this application.
- PREMATURE COMMITTING OR EXPENDING FUNDS. Project costs are not eligible for CDBG reimbursement if they have been committed or spent prior to Environmental Clearance and execution of the sub recipient agreement.
- AN ENVIRONMENTAL REVIEW IS REQUIRED FOR EACH PROJECT RECEIVING CDBG FUNDING. Depending on the type of project, this process takes 120 days or more to complete and can be a significant impact on the time required to implement a project.
- CONSTRUCTION OR REHABILITATION PROJECTS MAY REQUIRE THAT CONSTRUCTION WORKERS BE PAID IN ACCORDANCE WITH DAVIS-BACON WAGE REGULATIONS (D/B). A determination of the D/B applicability will be made prior to entering into a contract and the start of work. If D/B applies to the project, labor costs for the project may increase.
- THE CITY OF ATLANTIC CITY WILL PLACE A MORTGAGE ON ACQUISITION AND/OR REHAB CONSTRUCTION PROJECTS FUNDED BY THE CDBG PROGRAM. The type and duration of liens will depend on the type and amount of the project being funded.
- A SITE VISIT MAY BE CONDUCTED. The City's community development staff may request a tour of the agency. Notification will be given to the applicant prior to the site visit.
- ALL CDBG-FUNDED PROJECTS MUST BE ACCESSIBLE TO PERSONS WITH DISABILITIES. Information, participation, communications, and services regarding your project must be accessible to persons with disabilities in compliance with the Americans with Disabilities Act (ADA).

I have read and understand the above information:

AGENCY NAME	
AUTHORIZED AGENCY SIGNATURE	
NAME AND TITLE	

ATLANTIC CITY'S COMMUNITY DEVELOPMENT GOALS

In its Consolidated Plan, the City of Atlantic City has identified four goals for implementation. Proposed projects that will assist in meeting these goals will be especially welcomed, and will be more likely to be funded. It is the City's desire to utilize CDBG funding primarily for housing and neighborhood related needs. These goals are:

1. To increase the supply of affordable housing.
 - a. Existing homeownership must be maintained and new homeownership opportunities must be expanded in Atlantic City
 - b. Disperse and mainstream public housing within stabilized neighborhoods
 - c. Improve the quality and affordability of Atlantic City's rental housing stock
2. To address the economic needs of low- and moderate-income residents.
 - a. Expand Atlantic City's job base and improve access to these jobs for Atlantic City residents
 - b. Promote continued neighborhood stabilization
 - c. Expand educational opportunities for Atlantic City school children, especially low- and moderate-income children.
3. To maintain a suitable neighborhood living environment. To increase the availability of supportive housing for persons with special needs.
 - a. Provide improved and affordable housing opportunities for people with special needs
 - b. Provide supportive services for individuals with special needs including the elderly, at risk children, the handicapped, and the homeless
4. Address the social service needs of low- and moderate-income residents.

CDBG GENERAL POLICIES

(24 CFR 570.200)

The primary objective of the CDBG Program is the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income. Funds must be used so as to give maximum feasible priority to activities that will carry out one of the three broad national objectives of: (1) benefit to low- and moderate-income families; (2) aid in the prevention or elimination of slums or blight; or (3) activities designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

At least 70% of the total CDBG funds must be used for activities that benefit low- and moderate-income persons over a one-, two-, or three- year period; and at least 51% of the beneficiaries of individual activities designed to benefit low- and moderate-income persons must be shown to be low- and moderate-income.

PROJECT SELECTION CRITERIA

- Completeness of application
- Detailed project description
- Adequacy of project eligibility documentation
- Adequacy of national objective justification (i.e., low/mod benefit rationale) ~ Project fits into the community priorities set out by the Consolidated Plan ~ Project can be completed within a reasonable time frame
- Performance in carrying out previously awarded CDBG funds
- Prior experience with CDBG related activities, and/or
- Prior experience with other grant programs, and proven record carrying out similar projects in the community
- Financial capacity as indicated by audited financial statements and banking/credit references
- Financial stability (not total dependence on CDBG funds) as indicated by other funding sources and amounts, over time
- Adequate staffing (number of staff and qualifications)
- Organizational strength, including:
 - Recordkeeping methods
 - Filing system
 - Financial system
 - Existence of a written procedures manual for financial management

APPLICANT INFORMATION & PROJECT ABSTRACT

1	Project Name			
2	Eligible CDBG Activity (See Exhibit A)			
3	CDBG Funding Year	FY 2017		
4	Legal Name of Applicant Organization			
5	Address			
6	Telephone		7	Fax Number
8	Federal Tax ID Number		9	Hours of Operation
10	Type of Organization			
11	Name of Contact		12	Title
13	Email Address			
14	Amount of CDBG Funds requested	\$		
15	Funds committed from other sources	\$		
16	Total Project Costs (Line 14 + Line 15)	\$		
17	Location of proposed project (Street Address)			

The applicant certifies that to the best of its knowledge and belief, the information included in this application is true and correct, and that the applicant will comply with all federal requirements should this application be approved for funding.

Signature	Date	Typed Name and Title

PROJECT DESCRIPTION

Briefly describe the proposed project. The narrative should include the need or problem to be addressed in relation to the Consolidated Plan or other community development priorities, as well as the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, and the implementation schedule.

Attach additional sheets if necessary.

Indicate how you will identify clients. Provide an estimate as the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.

PROJECT DESCRIPTION

(Continued)

Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, and the frequency with which the activities will be carried, and the frequency with which services will be delivered.

Describe the site where the program will be implemented. How will clients get to the facility? What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements regarding accessibility.

PERFORMANCE MEASUREMENT

Describe what you expect to accomplish with your service in terms of

1 **OUTPUT** (ex. 25 participants in literacy)

2 **OUTCOME** (ex. 50% will reach 6th grade reading level)

CDBG ELIGIBILITY OF PUBLIC SERVICE ACTIVITIES

If the project involves a public service activity, check all the boxes that describe your proposed activity

- | | |
|---|---|
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Recreation Programs | <input type="checkbox"/> Education Programs |
| <input type="checkbox"/> Public Safety Services | <input type="checkbox"/> Fair Housing Activities |
| <input type="checkbox"/> Services for Senior Citizens | <input type="checkbox"/> Services for Homeless People |
| <input type="checkbox"/> Drug Abuse Counseling | <input type="checkbox"/> Energy Conservation Counseling and Testing |
| <input type="checkbox"/> Welfare | <input type="checkbox"/> Homebuyer Down Payment Assistance |
| <input type="checkbox"/> Paying for the cost of operating and maintain that portion of a facility in which one or more of the above services are provided | |

Describe how your proposed activity is either a **new** public service or a **quantifiable increase** in the level of an existing public service

CDBG STATUTORY OBJECTIVE JUSTIFICATION

LOW AND MODERATE INCOME BENEFIT

Area Benefit – Describe how the proposed project is available to all of the residents in a primarily residential area and how you determined that at least 51% of those residents are low- and moderate-income persons.

NOTE: Public service activities CANNOT be qualified as an Area Benefit Activity.

Presumed benefit - place a checkmark in the box that describes the beneficiaries of the proposed service:

	Abused children		Battered spouses
	Elderly persons		Severely disabled adults (use census population report definition)
	Homeless persons		Illiterate adults
	Persons living with AIDS		Migrant farm workers

Limited Clientele – If the proposed public service activity is limited to a specific group of people, at least 51% of whom are low- and moderate-income persons, indicate which of the three categories of limited clientele activities best describes the activity by placing a checkmark in the box.

	<p>Family size and income – check this box if you intend to utilize household income surveys to document the size and annual income of each person receiving the benefit. Note: at least 51% of the program beneficiaries must be persons whose family income does not exceed the limits in Exhibit C</p>
	<p>Nature and location of activity – check this box if the nature and location of the activity are such that it will be used predominantly by low- and moderate-income persons. For example, a day care center designed to serve residents of a public housing development.</p>
	<p>Prevention and/or Elimination of Slums and Blight – Only the capital cost of building rehabilitation or demolition can be qualified as a slums and blight activity.</p>

LINE ITEM BUDGET FORM

PUBLIC SERVICE PROJECTS

(CONTINUED)

APPLICANT		PROJECT NAME	
<p>Instructions: Please use the following format to present your proposed line item budget.</p> <ol style="list-style-type: none"> 1. In column A, list the items for which you anticipate the need for CDBG funds. 2. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. 3. In Column C, provide the projected request for CDBG funds. 4. On Attachment C, provide description of other funds, volunteer and donated services/resources to be used 			
A	B	C	
Budget Item	Calculation	CDBG Request	
CONTRACT SERVICES			
CONTRACT SERVICES TOTAL	\$	\$	

Budget Worksheet		
PERSONNEL TOTAL <small>(From Page 10)</small>	\$	\$
OPERATIONS TOTAL <small>(From Page 10)</small>	\$	\$
CONTRACT SERVICES TOTAL <small>(From Above, Page 11)</small>	\$	\$
BUDGET TOTAL	\$	\$

LINE ITEM BUDGET FORM

HOUSING/ACQUISITION PROJECTS

APPLICANT		PROJECT NAME	
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- Instructions:** Please use the following format to present your proposed line item budget.
1. In column A, list the items for which you anticipate the need for CDBG funds.
 2. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item.
 3. In Column C, provide the projected request for CDBG funds.
 4. On Attachment C, provide description of other funds, volunteer and donated services/resources to be used

A Budget Item	B Calculation	C CDBG Request
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Detail Scope of Work and Cost Estimate for Each Item		
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Other Contract Services		

Budget Total	\$	\$
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BUDGET NARRATIVE ATTACHMENT

1	<p>Describe your plans to use other funds on this project. In this section, only describe funds that are secured. Provide the source of funds, amounts, and how these funds will be used.</p>
2	<p>Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds.</p>
3	<p>Describe your use of donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.</p>

BUDGET NARRATIVE ATTACHMENT

(CONTINUED)

4	Please provide an explanation for any unusual budget expenditures listed in the line item budget on the previous page
5	Explain why you consider your program costs to be reasonable

APPLICATION ORGANIZATIONAL INFORMATION

1 FINANCIAL CAPACITY

Describe the agency's current operating budget, itemizing revenues, and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

2 MONITORING

Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.

3 INSURANCE/BONDING/WORKER'S COMPENSATION

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by federal and state laws. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency.

APPLICATION ORGANIZATIONAL INFORMATION

(CONTINUED)

4

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION

- Articles of Incorporation / Bylaws
- Non-profit determinations (tax exempt letter from IRS and/or state)
- List of Board of Directors
- Organizational chart
- Resumes of chief program administrator and chief fiscal officer
- Financial statement and audit
- Banking reference

Private agencies that have applied in the past three years or are currently funded by the Office of Community Development do not need to submit Articles of Incorporation, tax exemption letters, an organization chart, and resumes of the program administrator and fiscal officer if they are on file in this office and they have not been changed since initially submitted.

EXHIBIT “A” – CDBG BASIC ELIGIBLE ACTIVITES

The following activities may be funded by the CDBG Program, so long as they meet one or more of the National objectives

1. Acquisition of real property by purchase, long-term lease (15+ years), donation, or otherwise, of real property for any public purpose, subject to limitations.
2. Disposition of real property acquired with CDBG funds through a lease or donation, or otherwise; or its retention for public purposes.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, except buildings for general conduct of government. Eligible facilities include those serving persons having special needs such as homeless shelters, convalescent homes, hospitals, nursing homes, battered spouse shelters; half-way houses for runaway children, drug offenders or parolees, group homes for mentally retarded persons; and temporary housing for disaster victims.
4. Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites
5. Provision of public services (including labor, supplies and materials) such as those concerned with child care, health care, education, job training, public safety, fair housing counseling, recreation, senior citizens, homeless persons, drug abuse counseling and treatment, and energy conservation counseling and testing. The services must meet each of the following criteria:
 - a. A service must either be new or be a quantifiable increase in the level of a service above that which has been provided with state or local funds in the previous twelve calendar months; and
 - b. The amount obligated for public services shall not exceed 15 percent of the annual grant, plus 15% of the program income received from the previous year.
6. Removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned buildings, facilities, and improvements
7. Rehabilitation of privately and publicly owned buildings and improvements for residential purposes.
8. Rehabilitation of publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations.
9. Improvements to buildings to increase energy efficiency.
10. Rehabilitation, preservation, or restoration of historic properties.
11. Provision of credit, technical assistance, and general support (including peer support programs, counseling, child care, transportation, etc.) for the establishment, stabilization, and expansion of micro enterprises. A micro enterprise is a business with five or fewer employees, one or more of whom owns the business.
12. Provision of assistance to private for-profit business where appropriate to carry out an economic development project. Any project funded must be able to document the creation or retention of a certain number of jobs, depending on the type of project proposed.

EXHIBIT “B” – RECORDKEEPING RESPONSIBILITIES

Successful applicants will be required to sign a contract with the City which will state all the requirements to be placed on the applicant. In general, the following will apply to all applicants:

1. Written records to justify all expenditures must be maintained for a period not less than three (3) years after the full amount of the grant is expended. Your records will be subject to review by the City and HUD.
2. You will be required to maintain the City’s minimum insurance standards, to be evidenced by a copy of the policy provided to the City within 10 days of execution of the contract.
3. You must agree to administer the CDBG program in accordance with OMB Circular A22, “Cost Principles for Non-Profit Organizations,” and Attachment F of OMB Circular A-110.
4. In accordance with the Office of Management and Budget Circular A-133, the federal government requires that organizations expending \$300,000 or more in federal financial assistance in a fiscal year must secure an audit. Agencies requesting \$300,000 or more must choose one of the three ways of meeting this requirement and state which method they choose:
 - a. If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
 - b. If your agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor’s written cost estimate.
 - c. If your agency does not have a current audit process in place, your agency will be required to include a 10 percent set aside in the CDBG project for the provision of an audit.
5. You will be required to provide semi-annual reports stating the total number of persons served, including their ethnic origin, and whether they are female heads of household. These figures are required to be reported by HUD.
6. You will be required to obtain written proof of income of each person or household which you assist, unless your clients are abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, or migrant farm workers.
7. You must have a written policy designed to ensure your facilities are free from the illegal use, possession, or distribution of drugs or alcohol.
8. If any income is derived from the activities funded by CDBG, that income must be returned to the City as program income.
9. In the event that HUD should determine that CDBG funds were improperly spent, and that money should be reimbursed to the U.S. Treasury, your organization will be responsible for this reimbursement.

EXHIBIT "C" – 2016 LOW AND MODERATE INCOME LIMITS

CDBG/HOME PROGRAMS

Size of Household	Maximum Household Income
1	\$ 37,600.00
2	\$ 43,000.00
3	\$ 48,350.00
4	\$ 53,700.00
5	\$ 58,000.00
6	\$ 62,300.00
7	\$ 66,600.00
8	\$ 70,900.00