

*Luzerne County Office
of Community Development*



NON-PROFIT REHAB PROGRAM APPLICATION

County Commissioners:

Maryanne C. Petrilla, Chairman
Gregory A. Skrepenak
Stephen A. Urban

LUZERNE COUNTY OFFICE OF COMMUNITY DEVELOPMENT

NON-PROFIT REHAB PROGRAM APPLICATION INSTRUCTIONS

Applications must be typed. Handwritten applications will be returned. All sections should be completed in their entirety, inserting "N/A" in any section that is not applicable to your project.

Applications will be accepted by the Luzerne County Office of Community Development on a continuing basis. There is a minimum of 30 days for administrative review by the Office of Community Development. If your application is incomplete or does not meet program guidelines, you will be contacted by the Office of Community Development. Application determined to preliminarily meet program requirements will be placed on the agenda for consideration by the Board of Commissioners at a public meeting. The OCD may also hold a public meeting prior to Commissioners action. Contingent upon approval by the Commissioners, a preliminary approval letter will be issued to the applicant, which must be executed and returned to the County, following which an agreement will be prepared and a closing will be scheduled. County funds will not be released until a closing has been held.

Applications must contain the following information in order to be considered complete:

- Original application, completed in entirety
- Evidence of commitments from other funding sources, if applicable
- Evidence of Non-profit Status
- Deed or Lease Agreement for property to be assisted

All applications should be submitted to:

Luzerne County Office of Community Development
54 West Union Street
Wilkes-Barre, PA 18711

**Luzerne County Office of Community Development
Non-Profit Rehab Program**

Purpose

The goal of the Non-profit Rehab Program is to insure safe and reasonable access to non-profit public facilities, which primarily serve persons of low- and moderate- income. Funds must be used to carry out activities that will meet one of the three National Objectives. The governing regulation in the Code of Federal Regulations, Title 24, Part 570-Community Development Block Grant can be found at www.hud.gov/offices/cpd/lawsregs/index.cfm

Eligible Activities

Funds will be provided to:

- remove material and architectural barriers that restrict mobility and accessibility in compliance with Americans with Disabilities Act (ADA);
- eliminate specific conditions detrimental to public health and safety; or
- enable utilization of the facility by additional low- and moderate- income persons.

National Objectives

The proposed project must comply with applicable regulations and give maximum priority to activities that met one or more of the following national objectives.

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slums or blight; or
- Meet community development needs having a particular urgency.

Performance Measurement Standards

The proposed project must be able to be measured according to the following objectives and outcomes.

Outcomes → Objectives ↓	Availability/Accessibility	Affordability	Sustainability
Suitable Living Environment	Enhance suitable living environment through improved/new accessibility	Enhance suitable living environment through improved/new affordability	Enhance suitable living environment through improved/new sustainability
Decent Housing	Create decent housing with improved/new availability	Create decent housing with improved/new affordability	Create decent housing with improved/new sustainability
Economic Opportunity	Provide economic opportunity through improved/new accessibility	Provide economic opportunity through improved/new affordability	Provide economic opportunity through improved/new sustainability

Objectives:

Create Suitable Living Environments

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. It relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.

Provide Decent Housing

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.

Create Economic Opportunities

This objective applies to the type of activities related to economic development, commercial revitalization, or job creation.

Outcomes:

Availability/Accessibility

Availability/Accessibility 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 basics of daily living available and accessible to low- and moderate-income people where they live.

Affordability

Affordability applies to activities that provide affordability in a variety of ways to low- 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. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.

Sustainability

Sustainability applies to 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, through multiple activities or services that sustain communities or neighborhoods.

LUZERNE COUNTY OFFICE OF COMMUNITY DEVELOPMENT

NON-PROFIT REHAB PROGRAM APPLICATION

PART I – GENERAL INFORMATION

Applicant Name: _____

Applicant Address: _____

Organization CEO: _____

Contact Person: _____

Phone: _____ **Fax:** _____ **Email:** _____

Project Name: _____

Project Address: _____

(If different from above)

Show project location on a municipal map

Organizational Overview

1. Provide a brief narrative **as an attachment** to this Application which gives an overview of your organization with regard to the following:
 - Description of the history and purpose of the organization, including scope of services
 - Year of incorporation
 - Years active
 - Years of direct experience
 - Organizational and project personnel
 - Federal grant management experience
 - Financial capacity
2. Provide an organizational chart as an attachment to this Application.
3. Provide your Non-Profit determination letter.

- 7. Current facility size: _____ sq. feet
- 8. If rehabilitating existing facilities, will the activity change the size or capacity of the facilities by more than 20%?
 Yes No
- 9. Number of years the organization has occupied this facility: _____
- 10. Is facility Owned or Leased
 If owned, attach copy of Deed; if leased, attach copy of Lease Agreement
- 11. Is the project site located in the 100 yr. floodplain? No Yes (attach evidence of flood insurance.)

B. PROJECTED # TO BE SERVED BY THIS ACTIVITY

- 1. Total number of persons that are served at this facility: _____
- 2. Indicate the percentage of persons served that are low- and moderate- income (earning at or below 80% of the area median income per the attached guidelines): _____

Is the low/moderate income percentage based on

_____ estimate or _____ actual documented numbers

If based on documented numbers, what is your agency's intake process for determining such?

NOTE: Prior to approval of this application, the County may provide the organization with a survey form to be completed by all persons as verification of low/mod percentages.

PART III – PROGRAM FINANCING

- A. County Funds Requested \$ _____
- B. Other Sources \$ _____
- C. Total Project Cost \$ _____

Provide detailed cost estimates and identify the date the estimate was prepared, the person who prepared it, his/her address and telephone number.

Davis Bacon wage rates will apply to all construction work. Prior to publicly advertising for bids for construction, your agency must contact the Office of Community Development for a bid packet which contains specific wage requirements for your project. However, Davis Bacon requirements need to be taken into consideration when preparing your budget.

PART IV - PROJECT BUDGET

A. PROPOSED SOURCES & USES OF FUNDS

Identify all sources and amounts in the chart below. Attach commitment letters from all other funding sources.

SOURCES OF NON-COUNTY FINANCING

ACTIVITY	COUNTY FUNDS REQUESTED	NON-PROFIT FUNDS	OTHER SOURCE a.	OTHER SOURCE b.	OTHER SOURCE c.	TOTAL
Removal of Architectural Barriers						
Rehabilitation						
Architect/Engineer Fees						
Legal Fees						
Miscellaneous (advertising, inspection, other fees, etc.)						
TOTAL PROJECT COST						

Identify All Other Sources of Financing (other federal, state, local and private):

- a.
- b.
- c.

B. PROPOSED PROJECT PERFORMANCE SCHEDULE

Activity	Commence Work	Complete Work
Removal of Architectural Barriers		
Rehabilitation		

PART V – PERFORMANCE MEASUREMENT STANDARDS

A. Describe your goals and objectives for this project:

B. Describe what outcomes will be achieved. Outcomes are changes you expect to in occur in client's lives and/or the community as a result of the proposed activity.

ASSURANCES

The Applicant hereby assures and certifies that:

1. The undersigned has been duly authorized by the officers of the applicant and hereby certify that the filing of this application was authorized by its Board of Directors (if applicable); that the statements made in the foregoing application and in all exhibits and documents submitted in connection herewith are true and correct to the best information and belief of the undersigned, and are submitted as a basis of the loan.
2. This application and all exhibits and documents submitted in connected herewith, comply; and all activities contemplated hereunder comply with:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations issued pursuant thereto (24 CFR, Part I), which provides that no person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives funding under the Non-profit Rehab Program;
 - b. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended, administering all programs and activities relating to Housing and Community Development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provisions of brokerage services;
 - c. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR, Part 570.601), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under the Non-profit Rehab Program;
 - d. Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal assistance;
 - e. Executive Order 11246, and the regulations issued pursuant thereto (24 CFR, Part 130 and 141, CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federally assisted construction contracts. Contractors and sub-contractors on federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training and apprenticeship.
4. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible, opportunities for training and employment to be given to lower-income residents of the project area, and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part, by persons residing in the area of the project.
5. It will, to the greatest extent practicable under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions of 24 CFR, Part 42, and all other pertinent subsections pertinent to the project.
6. It will give the County, HUD, and the Comptroller General, through any authorized representatives, access to, and the right to examine all records, books, papers, or documents related to the project.
7. It will insure that the facilities funded under the Non-profit Rehab Program, which shall be utilized in the accomplishments of the program, are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities, and that it will notify the Department of Housing and Urban Development of the receipt of any communication from the Director of the EPA Office of Federal Activities, indicating that a facility to be used in the project is under consideration for listing by the EPA.
8. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234, 84 Stat. 975) approved December 31, 1973. Section 102(a) requires, on or after March 2, 1974, the purchase of flood insurance in communities where such insurance is available, as a condition for the receipt of any Federal financial assistance for the construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.
9. It will require every building or facility designed, constructed or altered with funds provided under the Non-profit Rehab Program to comply with The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
10. It will comply with the provisions of Executive Order 11296, relating to evaluation of flood hazards; and Executive Order 11288, relating to the prevention, control, and abatement of water pollution.
11. It will comply with all applicable laws, ordinances, and codes of the Commonwealth of Pennsylvania and local governments, and shall commit no trespass on any public or private property in performing any of the work embraced by this Application.
12. It will comply with HUD Lead Based Paint regulations, 24 CFR, Part 35, as it applies to the rehabilitation or construction of residential structures.

13. It will comply with the Pennsylvania Steel Products Procurement Act (No. 1978-3), in that any steel used or supplied in the performance of the application shall be produced in the United States. This provision shall not apply, in any case, where the County, in writing, determines that the type of steel products necessary to the performance of the application are not produced in the United States in sufficient quantities to meet the requirements of the application.

14. It will comply with all mandatory standards and policies relating to energy efficiency, which are contained in the State Emergency Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

15. It will comply with requirements pertaining to the retention of records, in that all financial records, supporting documents, statistical records, the environmental review records required by 24 CFR 58.11, and all other records pertinent to the application, be retained for a period of four (4) years from the date of the loan.

16. Full compliance with the regulations, policies, guidelines, and requirements of OMB Circulars A-110, A-122 and A-133, as they relate to this project.

17. It will comply with the County's requirements, in order that the applicable labor standard requirements shall be in force, as set forth in 24 CFR 570.605, and HUD regulations issued to implement such requirements.

18. It will comply with the County, in order that all requirements imposed by HUD, concerning special requirements of law, program requirements and other administrative requirements, approved in accordance with OMB Circular A-110, revised, will be adhered to.

19. The applicant certifies that it has not been cited by any governmental agency for causing pollution in the Commonwealth, and the project has been designed so as not to cause pollution in violation of existing standards.

20. No member of, or delegate to the Congress of the United States, and no resident Commissioner, has been nor shall be admitted to any share or part of this Agreement, or to any benefit to arise from same.

21. The assistance provided for under this Agreement shall not be used in the payment of any bonus or commission for the purpose of obtaining approval of the application for such assistance, or approval of applications for additional assistance, or any other approval or concurrence required under this Agreement; provided, however, that reasonable fees or bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.

22. No member, officer, or employee of the Public Body, or its designees or agents; no member of the governing body of the locality in which the program is submitted; and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under the Agreement.

23. The applicant certifies that it has not knowingly and willfully made or used a document or writing containing any false, fictitious, or fraudulent statement or entry, subject to fine or imprisonment, or both.

24. The applicant recognizes that none of the following actions by the County constitutes a commitment by the County to provide Non-Profit Rehab Program Funds:

1. Acceptance by the Luzerne County Office of Community Development of this application;
2. Application approval by the Board of Commissioners;
3. Completion of the Office of Community Development's processing requirements.

By: _____, (CEO, Chairperson or President)
(Signature)

(Typed Name and Title) (Date)

Attest: _____
(Secretary)

HUD INCOME LIMITS

Effective March 19, 2009

# of Family Members	Maximum Income Amount
1	\$31,700
2	36,250
3	40,750
4	45,300
5	48,900
6	52,550
7	56,150
8	59,800