

*Luzerne County Office
of Community Development*



**Community Development Block Grant Program
Emergency Shelter Grants Program
Application for Funding**

County Commissioners:

Gregory A. Skrepenak, Chairman
Todd A. Vonderheid
Stephen A. Urban

LUZERNE COUNTY OFFICE OF COMMUNITY DEVELOPMENT

GENERAL 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.

Deadline for submission of all applications is November 2, 2007. Projects approved under this application will be funded for the period March 1, 2008 through February 28, 2009.

Applications must contain the following information:

- Original application, completed in entirety with an original signature, in blue ink
- Evidence of commitments from other funding sources
- Evidence of Non-profit Status

All applications are to be submitted to:

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

Luzerne County Office of Community Development

Community Development Block Grant Program (CDBG) Emergency Shelter Grants Program (ESG)

CDBG General Policies - §570.200

The primary objective of the Community Development Block Grant 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 to carry out activities that will meet one of the three National Objectives. At least 70 percent of the total CDBG funds expended must be used for activities that benefit low- and moderate-income persons.

CDBG Eligible Activities – §570.201, 570.202 & 570.205

This is a summary of certain activities that are eligible for assistance under the CDBG program. For a more complete description, the governing regulation in the Code of Federal Regulations, Title 24, Part 570 – Community Development Block Grant should be consulted at www.hud.gov/offices/cpd/lawsregs/index.cfm.

- A. Acquisition or disposal of real property
- B. Acquisition, construction, rehabilitation or installation of public facilities and improvements, *except buildings for the general conduct of government.*
- C. Clearance Activities
- D. Provision of Public Services (including labor, supplies and materials) such as those concerned with employment, crime prevention, child care, health care, education, homebuyer down payment assistance, public safety, fair housing counseling, recreation, senior citizens, homeless persons, drug abuse counseling and treatment, and energy conservation counseling and testing.
- E. Historic Preservation
- F. Planning

National Objectives - §570.208

The proposed project/program 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.

ESG Purpose §576.1

The Emergency Shelter Grants Program is designed to be the first step in a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness.

ESG Eligible Activities §576.21

This is a summary of certain activities that are eligible for assistance under the ESG program. For a more complete description, the governing regulation in the Code of Federal Regulations, Title 24, Part 576 – Emergency Shelter Grants Program: Stewart B. McKinney Homeless Assistance should be consulted at www.hud.gov/offices/cpd/lawsregs/index.cfm.

- A. Renovation, major rehabilitation, or conversion of buildings for use as an emergency shelter for the homeless.
- B. Provision of essential services to the homeless, including services concerned with employment, health, drug abuse and education.
- C. Payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food and furnishings.
- D. Homeless Prevention activities.

Performance Measurement Standards

The proposed project/program 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

APPLICATION FOR FUNDING

PART I – GENERAL INFORMATION

Applicant Name: _____

Applicant Address: _____

Organization CEO: _____

Contact Person: _____

Phone: _____

Fax: _____

Email: _____

Project Name: _____

Project Address: _____

(If different from above)

Type of Activity:

Acquisition or Disposal of Real Property

Clearance

Public Facilities & Improvements of:

Handicapped Centers

Neighborhood Facilities

Parks/Recreational Facilities

Senior Centers

Youth Centers

Other _____

Provide Public Service:

Abused & Neglected Children

AIDS Patients

Battered & Abused spouses

Child Care Services

Crime Awareness

Education programs

Fair Housing Activities

Handicapped Services

Health Services

Homeless Services

Public Safety Services

Recreation Programs

Senior Services

Substance Abuse Services

Tenant/Landlord Counseling

Transportation Services

Youth Services

Other _____

Planning

Removal of Architectural Barriers

Activity Status (check one)

New

Continuation

4. Describe the impact this project is expected to have on the community.

5. Are you aware of services or activities similar to your project provided by other organizations in Luzerne County?
 No Yes, please explain.

6. Describe how you propose to coordinate your services with other community agencies.

7. Will the proposed activity:	Help prevent homelessness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Help the homeless?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Help those with HIV or AIDS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Primarily help persons with disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No

B. PROJECT SERVICE AREA

1. Is the service area of this project exclusively within the limits of Luzerne County? Yes No, provide a brief explanation.

2. Identify the project site by providing the physical address and/or legal description and identify the location on a municipal map.

3. Is the facility Owned or Leased

If owned, attach a copy of Deed; if leased, attach a copy of the Lease Agreement

C. PROJECT DELIVERY

1. Describe the work to be performed, including who will carry out the activities to be undertaken or the services to be provided.

2. Describe your implementation schedule.

3. Hours of Operation:

PART IV - PROJECT BUDGET

SOURCES AND USE OF FUNDS

BUDGET ITEM	CDBG FUNDS REQUESTED	ESG FUNDS REQUESTED	NON-PROFITS FUNDS	OTHER SOURCE	OTHER SOURCE	OTHER SOURCE	TOTAL
PERSONNEL							
OPERATING COSTS							
CONTRACT SERVICES							
OTHER (identify)							
OTHER (identify)							
TOTAL PROJECT COST							

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

LINE ITEM BUDGET FORM

Please use the following format to present your proposed line item budget. In column A, list the items for which you anticipate the need for CDBG/ESG funds. In column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In column C, provide the projected request for CDBG funds. In column D, provide the projected request for ESG funds, if applicable.

A Budget Item	B Calculation	C CDBG Request	D ESG Request
PERSONNEL			
Salaried Positions – Job Titles	Provide rate of pay (hourly/salary) and hours per week spent on the project		
Salaries Total			
Fringe Benefits			
PERSONNEL TOTAL	Total of Personnel & Fringe Benefits		
OPERATING COSTS	Provide description of how you arrive at total for each line item		
Insurance			
Utilities			
Travel			
Other (identify)			
TOTAL OPERATING			
CONTRACT SERVICES			
TOTAL CONTRACT SERVICES			
BUDGET TOTAL			

Supplemental Budget Information

1. Describe your plans to seek new funding to supplement CDBG/ESG funding. Describe the sources to which you will apply, the amounts sought and the proposed use of those funds.

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 Community Development Block Grant 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 Community Development Block Grant 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 Community Development Block Grant 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 Community Development Block 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 Community Development Block Grant 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 20, 2007

# of Family Members	Maximum Income Amount
1	\$30,050
2	34,300
3	38,600
4	42,900
5	46,350
6	49,750
7	53,200
8	56,650