

The City of Perth Amboy
Funding Application

CDBG

For Program Year June 1, 2017 – May 31, 2018

**CDBG funding proposals must be submitted to the City of Perth Amboy
no later than 5:00 pm on Monday, February 6, 2017.**

**This Request for Proposal will be available electronically beginning
January 9, 2017 on the City's website and in the Office of Economic and
Community Development in City Hall.**

The signed original and **five (5)** copies of your proposal including all attachments must be hand delivered or received by mail no later than 5:00 p.m. on the deadline date.

Mailed or Hand Delivered Copies should be directed to:

Perth Amboy City Hall
260 High Street
Perth Amboy, N.J. 08861
ATTN: Leigh Anne Hindenlang,
AICP/PP

Faxed and electronic submissions will not be accepted.

Applications that are delivered after 5:00 p.m. will not be accepted.

Applications that are incomplete will not be considered for funding.

Applications should be prepared utilizing 12 point font with 1 inch margins. The application narrative should not exceed 8 pages **not** including all required cover forms and attachments.

If an organization is submitting multiple funding requests, they should prepare a signed original and five copies for each project proposal, but submit only one set of six attachments that are organizational documents and consistent across projects.

Applications will be scored utilizing the evaluation criteria attached.

Except where the City specifically requests additional information, no new information will be accepted by the administration that was not included in the original application. An applicant may be required to revise their proposed project budget based on a recommendation to provide a lesser grant than that which was requested.

Approval by City Council of the City's CDBG annual plan does not constitute specific authorization for work to begin on a particular project. Before work or payment can be authorized, a second City Council resolution authorizing the City to contract with the organization must be adopted, and a contract executed between the City and the organization.

Applicants may contact Leigh Anne Hindenlang, AICP/PP, Executive Director at (732) 826 - 0290 ext. 4028 for more information.

All questions must be answered in full in the application. Failure to do so will result in the application not being reviewed. For any questions, please feel free to contact Leigh Anne Hindenlang to ensure all questions are answered.

2017-2018 Application Checklist

NOTE: This should be the first page for each application.

Organization Name _____

Program Name _____

- _____ Signed Application Cover Page (One original and five copies)
- _____ Program Profile
- _____ Application Narrative
- _____ IRS 501 (c) 3 Tax Determination Letter
- _____ Board List
- _____ Most recent audit *
- _____ IRS 990 *
- _____ Organizational Chart*
- _____ Resumes of key project personnel
- _____ Tax Map

* If an organization is submitting multiple proposals, you need only submit six copies of each of these documents. Please indicate on this checklist if the set is attached with this application or on file.

Application Cover Page (CDBG)

APPLICANT: _____
PROGRAM NAME: _____
FEDERAL TAX ID NUMBER: _____ DUNS #: _____
CONTACT PERSON: _____ TITLE: _____
PHONE: _____ FAX: _____
PROGRAM ADDRESS: _____
MAILING ADDRESS (if different): _____
EMAIL ADDRESS: _____

BRIEF PROGRAM DESCRIPTION: _____

NUMBER OF PEOPLE TO BE SERVED: _____

CDBG FUNDS REQUESTED: _____ TOTAL PROGRAM COST: _____

OTHER FUNDING SOURCES: _____

IF AMOUNT AWARDED IS LESS THAN REQUEST, WILL YOUR ORGANIZATION STILL UNDERTAKE THE PROGRAM/PROJECT?: _____ YES _____ NO

APPLICATION MUST BE SIGNED AND DATED BY PRESIDENT, EXECUTIVE DIRECTOR OR EQUIVALENT OFFICER OF THE AGENCY OR ORGANIZATION:

NAME & TITLE

SIGNATURE

DATE

Program Profile (CDBG/PFA/HOME)

Organization Name _____ Program Name _____

APPLICATION WILL NOT BE REVIEWED IF EVERY QUESTION IS NOT ANSWERED.

The goal of this program is to (MUST check one):

- Benefit to low- and moderate- income (LMI) persons
- Aid in the prevention or elimination of slums or blight
- Meet a need having a particular urgency

The program will do this by providing (MUST check one):

- Suitable Living Environment** – activities designed to benefit communities, families, or individuals by addressing issues in their living environment.
- Decent Affordable Housing** – activities focused on housing programs where the purpose of the program is to meet individual or community needs.
- Creating Economic Opportunities** – activities related to economic development, commercial revitalization or job creation.

The program is targeting low-moderate income (LMI) clientele by using the following method (MUST check one):

- Require documentation on family size and income in order to show at least 51% of the clienteles are LMI
- Have income eligibility requirements limiting the activity to low income persons only
- Be of such a nature and in such a location that it can reasonably be concluded that clients are LMI.
- Benefit a clientele that is generally presumed to be principally LMI and fit into one of the eligible categories below (Check all that apply):
 - Elderly persons
 - Homeless persons
 - Severely disabled
 - Persons living with AIDS
 - Migrant farm workers
 - Illiterate persons
 - Abused children
 - Battered spouses

Which of the following BEST describes the nature of your activities? (MUST check one)

- Availability /Accessibility** – activities that make services, infrastructure, housing, or shelter available and accessible to low and moderate income people, including people with disabilities.
- Affordability** – 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, or services such as transportation or day care.
- Sustainability: Promoting livable or viable communities** – activities aimed at improving communities or neighborhoods, helping to make them livable by providing benefits to low or moderate income people or by removing slums or blight, through multiple activities or services that sustain communities or neighborhoods.

Local Objectives Non-Public Service (MUST check one)

- Objective 1:** To provide loans, grants, training, and/or technical assistance to business owners in order to retain and attract new businesses or expand local hiring.
- Objective 2:** To provide assistance to small business owners for the rehabilitation of facades and/or energy efficiency upgrades.
- Objective 3:** To provide homeowners with assistance in order to make their homes safer (code violations), make their homes healthier, and/or make their homes more affordable through energy efficiency measures.
- Objective 4:** To provide emergency home repair assistance to senior citizens.
- Objective 5:** To provide assistance for projects those address the cultural and historic assets in the city.
- Other:** _____

OR Local Objectives Public Service (MUST check one)

- PS Objective 1:** To provide affordable day care services.
- PS Objective 2:** To provide job readiness services and/or work subsidies for youth and young adults.
- PS Objective 3:** To provide shelter for homeless individuals and families.
- PS Objective 4:** To provide treatment services to individuals with alcohol and substance abuse issues.
- PS Objective 5:** To provide support for neighborhood centers in low income communities.
- Other:** _____

Application Narrative (CDBG Funding)

- I. NEED:** Describe the community problem or need this program/project is designed to address. What plans, studies, or reports support the need? What are the causes and possible solutions to this problem?
- II. PROJECT GOALS AND OBJECTIVES:** State the goals and objectives of your program clearly. The goal and objectives should be related to the need you described above.
- III. PROJECT TIMELINE:** Please include a timetable for your project, indicating your date of completion.
- IV. PROJECT DESCRIPTION:** Provide a detailed description of your program activities for which you are requesting funding. Make clear what tasks are to be done, by whom, and where and how they will be carried out. Is this program/project on-going, an expansion of an existing program, or a start-up? Cover the full range of activities you provide in this program or project.
- V. COMMUNITY BENEFIT/PROGRAM BENEFICIARIES:** Describe how this program will benefit low and moderate income persons residing in Perth Amboy, or how it will prevent or eliminate slums and blight in the community. Discuss the number of people to be served and the characteristics of the program's target group(s) who are anticipated to benefit directly from this program. Indicate how many or what percentage of beneficiaries are anticipated to be low-income. If this program is on-going or an expansion of an existing program, please describe past year's program accomplishments and those of the current year thus far, including, but not limited to, how many people or households are currently benefiting from your services. If this is a start-up project, please project your anticipated level of service and a description of your target population. If your project will serve more Than Perth Amboy Residents, explain what percent and how you will ensure these funds go to Perth Amboy residents.
- VI. DESCRIBE THE ANTICIPATED OUTCOMES OF YOUR PROJECT:** Please describe how your agency will measure your outcomes and what tools will be used to measure your program's effectiveness.
- VII. RELATIONSHIP TO OTHER PROGRAMS:** Describe what relationship (if any) this project is proposed to have with the City of Perth Amboy. Are you collaborating with any other agency or participating in any city initiatives?
- VIII. APPLICANT BACKGROUND:** On separate sheets where necessary, please provide the following information about your agency or organization.
 - A. AGENCY STAFFING:** List all project personnel, indicating whether full time, part- time or volunteer. Attach resumes of key program staff. Attach organizational chart.
 - B. FISCAL ACCOUNTABILITY:** Identify personnel responsible for financial accountability, recordkeeping, etc., including accountant and auditor, where applicable. Attach your agency's most recently filed 990 and most recent audit.

C. **FUNDING:** List all funding currently being received/anticipated for this program/project and amount of each. List substantial in-kind funding sources.

IX. **BUDGET:** Please provide a total project budget below. For each line item requested, provide a brief narrative. If you have been funded for the same project multiple years, please tell us about your sustainability efforts.

	CDBG Request	All Other Sources	Total Project Cost
Salaries			
Fringe Benefits			
Materials/Supplies			
Transportation			
Equipment			
Professional Services			
Other			
TOTAL			

FOR APPLICANT INFORMATION PURPOSES ONLY

Applicant: _____ Program Title: _____

Reviewer: _____ Total Score: _____

Evaluation Criteria (CDBG & PFA)	Score (out of 10)
<p>1. HUD Requirements and Departmental Priorities: Does the project meet HUD requirements (National Objective, eligible beneficiaries, and eligible activity)? Complete proposal?</p>	
<p>2. Need: How well does the applicant establish a need for their services or programs? Did they demonstrate knowledge of the City’s needs? Will your project be meeting a local priority? Do they understand the need of those beneficiaries they serve? Are the needs supported with demographic information or agency data collection?</p>	
<p>3. Goals and Objectives: Has the applicant clearly and concisely established goals and objectives for their project? Are the goals and objectives related to the need demonstrated in Section I of the application? Is it logical to think that these objectives will specifically address this need? Are they specific, measurable, and achievable?</p>	
<p>4. Project Description: How well did the applicant describe the project? Are the activities thoroughly described? Have they included a timetable and described project staffing? Are these activities likely to reach the stated objectives? Is the project based on an evaluated model or best practice? Is the project innovative?</p>	
<p>5. Community Benefit/Program Beneficiary: How well did the applicant articulate the beneficiaries of this project? Is the projected level of service reasonable and realistic? Is the project likely to make an impact on the most needy and vulnerable residents of the city?</p>	
<p>6. Project Outcomes: Does the applicant demonstrate a clear understanding of the anticipated project outcomes? Will the agency be measuring a change in knowledge, behavior or status to their beneficiaries? Are the outcomes meaningful and measurable?</p>	
<p>7. Collaboration: Has the applicant adequately described efforts to collaborate with other organizations and city services?</p>	

<p>8. Staffing: Is the project adequately staffed? Does the staff appear to have appropriate credentials? Are they culturally competent to deliver the proposed services?</p>	
<p>9. Fiscal Accountability: Does the project have diversified sources of funding? Is the CDBG contribution to the project reasonable? Has the agency become less dependent on CDBG funding for this project over time?</p>	
<p>10. Budget: Is the overall request for funding reasonable? Does the applicant propose using the funds to support costs related to the project description? Is the cost per beneficiary reasonable? Is the budget balanced and are all costs allowable? Does the applicant leverage other cash or in-kind funding?</p>	
<p>Other Comments:</p>	<p>Total Score (out of 10)</p>