

The City of Perth Amboy
Improvement Grant Application

HOME

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

**HOME 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 use of these funds 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.

All rehab will be conducted in accordance with the City's written rehab standards and local codes.

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

* 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.

HOME Project Attachments (Please check all items included as attachments):

- _____ Tax Maps
- _____ Color Photos of Proposed Project
- _____ Design, Site Plans, Dimensioned Building Plans, Renderings
- _____ Fifteen Year Pro-Forma (rental housing)

Application Cover Page (HOME)

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
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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 clientele 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 bight, through multiple activities or services that sustain communities or neighborhoods.

Local Objectives Housing (MUST check one)

- Housing Objective 1:** To provide subsidies to first time homeowners (low and moderate income) in order to make the purchase of their home affordable.
- Housing Objective 2:** To create more affordable housing through developer subsidies, which includes for-profit and non-profit developers, for the purpose of acquisition, rehabilitation and/or construction.
- Housing Objective 3:** To provide permanent supportive housing for individuals with special needs, such as developmental disabilities and/or mental health issues.
- Housing Objective 4:** To provide rental assistance to LMI residents.
- Housing Objective 5:** To provide homeowners with assistance in order to make their homes safer (code violations), make their homes healthier, make their homes more efficient, and/or make their homes more affordable through housing rehabilitation measures.
- Other:** _____

Application Narrative (HOME Funding)

- I. **CHDO STATUS:** Is your agency currently a Community Housing Development Organizations (CHDO)? If so, please describe your history and accomplishments as a CHDO. If you are not a CHDO, please proceed to the next question.
- II. **PROJECT DESCRIPTION:** Please provide a detailed project description. Please include name and location, if available and what type of eligible HOME activity you are proposing? Will it be a rental or homeownership? Will the project include acquisition and/or rehabilitation?
- III. **PROJECT TIMELINE:** Please include a timetable for your project, indicating your date of completion.
- IV. **PROJECT DEVELOPER/PROJECT TEAM:** Briefly describe the background, experience, and accomplishments of the project developer and the project team for this activity?
- V. **TARGET BENEFICIARY AND AFFORDABILITY:** Please describe the target beneficiary in the program. What is the target income for the average beneficiary? How will your project make their housing affordable? What subsidies are you providing?
- VI. **PROJECT FINANCING:** Please detail your project cost estimate, the uses of funds, and all other financing available for the project? Please indicate which sources are proposed and which are confirmed for the project.
- VII. **PROJECT READINESS:** Please describe your project's readiness to proceed. Are there environmental and/or relocation issues? Do you have the necessary approvals and certificates in place? Please provide a project timetable.
- VIII. **PROPERTY DESCRIPTION:** When was the structure built? What type of structure is the building? How many units are in the building?
- IX. **PROJECT ATTACHMENTS (Please check all items included as attachments):**
 - ___ Tax Maps
 - ___ Color Photos of Proposed Project
 - ___ Design, Site Plans, Dimensioned Building Plans, Renderings
 - ___ Fifteen Year Pro-Forma (rental housing)

FOR APPLICANT INFORMATION PURPOSES ONLY

Applicant: _____ Program Title: _____

Reviewer: _____ Total Score: _____

Evaluation Criteria (HOME)	Score (Out of 20)
Project Description: Is this a project that seems reasonable in its approach? Is the agency offering a project that meets the community's needs? Is the agency proposing a project consistent with plans for the city, the area, and/or the neighborhood where it is being proposed? Complete proposal?	
Project Developer/Project Team: Does the developer have the capacity and experience to see this project through completion? Is the project team complete and have the capacity to meet the objectives of the project?	
Target Beneficiary and Affordability: How well does the applicant understand the target beneficiary and HOME program regulations pertaining to income and cost limits? Does the applicant demonstrate the project's reasonableness as it relates to subsidy, cost, income, and affordability?	
Project Financing: Does the project cost seem reasonable and appropriate? Does the applicant have a clear financing strategy for the project?	
Project Readiness: Has the applicant thoroughly considered the regulatory requirements for the project to proceed? Does the project timetable seem reasonable and manageable?	
Other Comments:	Total Score (Out of 20)