

Appendix C
FACT SHEET
CITY OF YORK

2024, 2025 & 2026 COMMUNITY DEVELOPMENT PROGRAM

A. PURPOSE:

An Annual budget and Plan for FY 2024 must be prepared and submitted to HUD for Community Development Block Grant (CDBG) and HOME funding by November 13, 2023. A Three-Year Budget for years 2024 through 2026 will form the framework for the future Annual Action Plans.

B. SUBMISSION REQUIREMENTS AND TIMING:

The city adopted a Citizen Participation Plan that outlines the procedures that the City will follow to give citizens the opportunity to provide input in the development of the Annual Action Plan submission to HUD.

Public Hearings must be held, and surrounding municipalities and local agencies must be consulted in the development of the Annual Action Plan.

Based on the City's analysis of trends and conditions, housing and non-housing goals will be developed as part of the Housing and Community Development Annual Action Plan. Each activity that the city will undertake during the next fiscal year will contribute to meeting these goals.

C. THE CDBG PROGRAM:

The CDBG Program is authorized by Title I of the Housing and Community Development Act of 1974. This act states that it's primary objective "the development of viable urban communities, by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income." This overall objective may be achieved through eligible activities designed to benefit low- and moderate-income families, aid in the prevention or elimination of slums or blight, or meet other Community Development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, where other financial resources are not available to meet such needs.

D. THE HOME PROGRAM:

The HOME Program is authorized by the Cranston-Gonzales National Affordable Housing Act. The objective of this act is to: "reaffirm the long-established national commitment to decent, safe, and sanitary housing for every American by strengthening a nationwide partnership of public and private institutions..."

E. THREE YEAR BUDGET PLAN:

The City of York/Bureau of Housing Services (BHS) is implementing and preparing a Three-Year Budget for years 2024 through 2026. BHS is inviting non-profits, for-profits, public agencies, and others to submit applications for projects during these years. The CDBG activities selected for 2024 through 2026 will form the

framework for the Annual Actions Plans during those years. However, the number of activities carried out will depend upon the amount of funds received for the specific year.

F. FUNDING AVAILABLE:

The City of York expects to receive in FY 2024 approximately **\$1,378,403.00** in CDBG, and an estimated as the result of having funded certain activities over the past several years. The HOME Allocation is anticipated to be **\$549,431.00**.

G. ELIGIBLE ACTIVITIES UNDER THESE PROGRAMS:

A CDBG attachment provides a description of the types of activities that are eligible for CDBG funding. The activities must meet one of the three federal statutory objectives in order to be eligible for funding. These objectives are: benefit to low and moderate-income persons; prevention or elimination of blight; and urgent need.

The uses of HOME funds are described in an attachment, which accompanies this document. A set-aside of 15% is required for eligible housing activities undertaken by a Community Housing Development Organization, or CHDO.

H. LOW INCOME BENEFIT:

The City anticipates expending at least 70% (the statutory minimum) on activities that benefit low and moderate-income people. Activities that fall under this category are given first priority in order to ensure compliance with HUD requirements. In each of the preceding years, the City has met the statutory requirements and expects to repeat this pattern in FY 2024, 2025 & 2026.

I. RELOCATION/DISPLACEMENT:

The City is committed to following the Federal Uniform Relocation Act (URA) and the City's Relocation Plan in the event of such activities, in which relocation is required.

J. CITIZEN INPUT ON HOUSING AND COMMUNITY DEVELOPMENT NEEDS:

The City will accept comments on community needs relating to housing and community development. Comments will be accepted through **October 6, 2023**. The City has placed a strong emphasis in the past on the rehabilitation of existing facilities, services, and housing in order to maintain and improve the quality of life. The City shall continue to strive to upgrade existing facilities and housing, opportunities to improve the level of service through new facilities and the creation of new housing.

TECHNICAL BULLETIN NO. 1

RANGE OF CDBG ELIGIBLE ACTIVITIES

ELIGIBLE USES OF FUNDS

In general, funds received under this title may be used to assist the type of activities, which were eligible under the prior community development programs.

OVERALL LIMITATIONS ON USE OF FUNDS. All projects and activities must either principally benefit low and moderate-income persons or aid in the prevention or elimination of slums and blight or meet other community development needs having a particular urgency.

The community development program shall be subject to an examination by HUD to determine whether the activities programmed are inappropriate because of the nature and severity of the needs of low and moderate-income persons in relation to general needs of the community. HUD has placed the responsibility on grantees for ensuring that each activity to be carried out with CDBG funds is eligible and meets the above stated statutory requirements.

Not less than 70 percent of the aggregate Federal Assistance received during a period specified locally of not more than a three-year period shall be used for activities that benefit low and moderate income.

Grantees are reminded that HUD's desire to simplify the grant process does not reduce the grantee's program accountability. Grantees must continue to ensure that they meet their certifications and maintain adequate records.

SPECIFIC ACTIVITIES MAY INCLUDE:

1. The acquisition of real property (including air rights, water rights, and other interests therein) that is:
 - (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth;
 - (B) appropriate for rehabilitation or conservation activities;
 - (C) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development;
 - (D) to be used for the provision of public works, facilities and improvements eligible for assistance under this title; or
 - (E) to be used for other public purposes.
2. The acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;

3. Code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public improvements and services to be provided, may be expected to arrest the decline of the area;
4. Clearance, demolition, removal and rehabilitation including rehabilitation, which promotes energy efficiency of buildings and improvements including interim assistance, and financing public or private acquisition for rehabilitation, and rehabilitation of privately owned properties, and including the renovation of closed school buildings;
5. Special projects directed to the removal of material and architectural barriers, which restrict the mobility, and accessibility of elderly and handicapped persons;
6. Payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title;
7. Disposition (through sale, lease, donation, or otherwise) of any real property acquired pursuant to this title or its retention for public purposes;
8. Provision of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by such unit, or received by such unit from the State in which it is located) during any part of the twelve-month period immediately preceding the date of submission of the statement with respect to which funds are to be made available under this title, and which are to be used for such services, unless the Secretary finds that the discontinuation of such services was the result of events not within the control of the unit of general local government, except that not more than 15 per centum of the amount of any assistance to a unit of general local government under this title may be used for activities under this paragraph unless such unit of general local government used more than 15 percent of the assistance received under this title for fiscal year 1982 or fiscal year 1983 for such activities (excluding any assistance received pursuant to Public Law 98-8), in which case such unit of general local government may use not more than the percentages or amount of such assistance use for such activities for such fiscal year, whichever method of calculation yields the higher amount;
9. Payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of the activities assisted under this title;
10. Payment of the cost of completing a project funded under Title 1 of the Housing Act of 1949;
11. Relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate;
12. Activities necessary -
 - (A) to develop a comprehensive community development plan; and
 - (B) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively: (i) determine its needs, (ii) set long term goals and short term objectives, (iii) devise programs and activities to meet these

goals and objectives, (iv) evaluate the progress of such programs in accomplishing these goals and objectives, (v) carry out management, coordination, and monitoring of activities necessary for effective planning implementation.

13. Payment of reasonable administrative costs related to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to (A) administering the HOME program under Title 11 of the Cranston-Gonzalez National Affordable Housing Act-, and (B) the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities and including the carrying out of activities as described in Section 701 (e) of the Housing Act of 1954 on the date prior to the date of enactment of the Housing and Community Development Amendments of 1981;
14. Provision of assistance including loans and grants for activities that are carried out by public or private nonprofit entities, including:
 - (A) acquisition of real property;
 - (B) acquisition, construction, reconstruction, rehabilitation, or installation of (i) public facilities (except for buildings for the general conduct of government), site improvements and utilities, and (ii) commercial or industrial buildings or structures and other commercial or industrial buildings or structures and other commercial or industrial real property improvements;
 - (C) planning.
15. Assistance to neighborhood based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of communities in non-entitlement areas, or entities organized under Section 301 (d) of the Small Business Investment Act of 1958 to carry out a neighborhood revitalization or community economic development project in furtherance of the objectives of section 101(c), and assistance to neighborhood-based nonprofit organizations, or other private or public nonprofit organizations, for the purpose of assisting, as part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in Section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing;
16. Activities necessary to the development of energy use strategies related to a recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as -
 - (A) an analysis of the manner in, and the extent to, which energy conservation objectives will be integrated into local government operations, purchasing and service delivery, capital improvements budgeting, waste management, district heating and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions; and
 - (B) a statement of the actions the recipient will take to foster energy conservation and the use of renewable energy resources in the private sector, including the enactment and

enforcement of local codes and ordinances to encourage or mandate energy resources, financial and other assistance to be provided (principally for the benefit of low-and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities.

17. Provision of assistance to private, for-profit entities, when the assistance is appropriate to carry out an economic development project that -
 - (A) creates or retains jobs for low- and moderate-income persons.
 - (B) prevents or eliminates slums or blight.
 - (C) meets urgent needs.
 - (D) creates or retains businesses owned by community residents.
 - (E) assists businesses that provide goods or services needed by, and affordable to, low- and moderate-income residents; or
 - (F) provides technical assistance to promote any of the activities under subparagraph (A) through (E).
18. The rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937.
19. Provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities, which assistance shall not be considered a planning cost as defined in paragraph (12) or administrative cost as defined in paragraph (13).
20. Housing services, such as housing counseling in connection with tenant based rental assistance and affordable housing projects assisted under Title 11 of the Cranston-Gonzalez National Affordable Housing Act, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in housing activities assisted under title 11 of the Cranston-Gonzalez National Affordable Housing Act;
21. Provisions of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities.
22. Provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by -
 - (A) providing credit (including providing direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs) for the establishment, stabilization, and expansion of microenterprises.

- (B) providing technical assistance, advice, and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in microenterprise activities) to owners of microenterprises and persons developing microenterprises; and
 - (C) providing general support (such as peer support programs and counseling) to owners of microenterprises and persons developing microenterprises.
23. Activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low- and moderate-income neighborhoods; and
24. Provision of direct assistance to facilitate and expand homeownership among persons of low and moderate income (except that such assistance shall not be considered a public service for purposes of paragraph (8)) by using such assistance to -
- (A) Subsidize interest rates and mortgage principal amounts for low- and moderate-income homebuyers.
 - (B) Finance the acquisition by low- and moderate-income homebuyers of housing that is occupied by the homeowners.
 - (C) Acquire guarantees for mortgage financing obtained by low- and moderate-income homebuyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees);
 - (D) Provide up to 50 percent of any down payment required from low- or moderate-income homebuyer; or
 - (E) Pay reasonable closing costs (normally associated with the purchase of a home) incurred by low- or moderate-income homebuyers.
25. Lead-based paint hazard evaluation and reduction, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992.
26. Provide matching funds may be contributed to qualified Individual Development Accounts for lower income individuals. These accounts may be used to purchase a home, receive education and job training or capitalize a microenterprise.

In any case in which an assisted activity described in paragraph 14. or 17. is identified as principally benefiting persons of low and moderate income, such activity shall -

- A. be carried out in a neighborhood consisting predominantly of persons of low and moderate income and provide services for such persons; or
- B. involve facilities designed for use predominantly by persons of low and moderate income; or

- C. involve employment of people, a majority of whom are persons of low and moderate income.

In any case in which an assisted activity is designed to serve an area generally and is clearly designed to meet identified needs of persons of low and moderate income in such area, such activity shall be considered to principally benefit persons of low and moderate income if not less than 51 percent of the residents of such area are persons of low and moderate income.

The requirements of the preceding paragraph do not prevent the use of assistance for the development, establishment, and operation for not to exceed 2 years after its establishment of a uniform emergency telephone number system if the Secretary determines that –

- (i) such a system will contribute substantially to the safety of the residents of the area served by such system.
- (ii) not less than 51 percent of the use of the system will be by persons of low and moderate income; and
- (iii) other Federal funds received by the grantee are not available for the development, establishment, and operation of such system due to the insufficiency of the amount of such funds, the restrictions on the use of such funds, or the prior commitment of such funds for other purposes by the grantee.

The percentage of the cost of the development, establishment, and operation of such a system that may be paid from assistance under this title and that is considered to benefit low- and moderate-income persons is the percentage of the population to be served that is made up of persons of low and moderate income.

Any assisted activity that involves the acquisition or rehabilitation of property to provide housing, shall be considered to benefit persons of low and moderate income only to the extent such housing will, upon completion, be occupied by such persons.

The above listing of eligible activities is based on Section 105(a) of the Housing and Community Development Act as amended through August 2001.

2024 -2026

CITY OF YORK, PENNSYLVANIA

COMMUNITY DEVELOPMENT BLOCK GRANT

APPLICATION PROCESS

GENERAL PROGRAM INFORMATION

The City of York (City) receives a grant from the United States Department of Housing and Urban Development (HUD) on an annual basis. In 2024, the City expects to receive \$1,378,403.00 in Community Development Block Grant Funds (CDBG). This application will be for fiscal years 2024, 2025 and 2026. The activities selected for 2024-2026 CDBG three-year project plan will form the framework for Annual Action Plans for three years. However, the number of CDBG activities carried out will depend upon the availability of funds for the program years.

The city utilizes its CDBG program to address the priorities of affordable housing and supportive services with a focus on Neighborhood Revitalization and Community and Economic Development to the primary benefit of low- to moderate-income persons and households. Examples of eligible activities are found in the CDBG attachment, and includes such activities as Public Improvements, Housing Rehabilitation and Development, Demolition, Economic Development, Health and Safety public services, and Administration and Planning.

For further information about these programs, please contact the Bureau of Housing Services at (717) 849-2264.

GENERAL PROGRAM CRITERIA

When developing project proposals, public service agencies are urged to become familiar with the City's Community Vision Objectives, the National Objectives (benefit to low-moderate income persons or neighborhoods, slum and blight or Urgent Need) and, the categories of CDBG Eligible Activities.

To assure equitable and efficient use of Community Development Block Grant funds, past performance of subrecipients will be evaluated as well as the capacity of agencies to carry out the proposed activity. For subrecipients currently or previously under contract, the performance assessment will also include an evaluation of compliance with the terms and conditions of these contracts.

During the proposal development period, City staff will be available to provide technical assistance in preparing the proposal. The staff will not, however, prepare an application on behalf of an agency.

Please keep in mind that funding is being requested for the 12-month period beginning January 1, 2024. Funds may not be obligated, committed, or expended prior to the expressed authorization of the City – which will be granted only after that date.

ELIGIBILITY CRITERIA

The demand for annual CDBG funds always exceeds the amount of funds available. Therefore, the Bureau of Housing Services has developed a rating system. Projects that best meet the local and federal program objectives will be recommended for funding.

The eligibility criteria for applications will go as follow:

If applicable, to qualify for funding, all real estate owned by the applicant must be current in sewer and real estate taxes.

Completeness

The City of York /Bureau of Housing Services (BHS) staff will be reviewing application completeness including all supporting documentation required.

Eligibility

BHS staff will review each proposed activity to see if it's eligible under HUD requirements for CDBG.

When developing project proposals, public service agencies are urged to become familiar with the City's Community Vision Objectives, the National Objectives (benefit to low-moderate income persons or neighborhoods, slum and blight or Urgent Need) and, the CDBG categories of Eligible Activities.

The City will consider the following factors when reviewing applications:

- ▶ Activities that Principally benefit the low-moderate income persons
- ▶ Activities with leveraged funds
- ▶ Activities that collaborated with other organizations

The city will give priority to activities addressing one or more of the local priority goals as stated in the Five Year Consolidated Plan:

By the year 2024 we want to become, once again, a vibrant, urbanized community, in which people will want to live, work, play and visit. We want to:

- ❑ Provide housing opportunities for an economically and culturally diverse community,
- ❑ Provide safe and efficient access to and within the city for all modes of transportation,
- ❑ Create healthy, safe, and attractive neighborhoods,
- ❑ Enhance the quality of life by providing quality public services, and
- ❑ Create a healthy local and regional economy.

Economic Vision – By the year 2024, we want a healthy local economy by creating:

- ❑ Investment opportunities in the downtown for a variety of uses such as entertainment, shopping, business services, cultural facilities, tourism, and housing

- Implementing investment incentives and the necessary infrastructure improvements in the Rail Corridor for light and heavy manufacturing facilities, incubators, and business expansions,
- adequate public services, facilities, and infrastructure to stabilize, preserve, redevelop, and enhance special districts such as the George Street and College special Planning Districts,
- a competitive labor force, and
- cooperation within the region.

Neighborhood Vision – By the year 2024, we want an enhanced quality of life in the city and surrounding region by:

- strengthening and connecting residential neighborhoods by providing cleaner, greener, safer streets, pathways/greenways, and parks,
- developing aesthetic gateways at city borders,
- promoting and expanding historic preservation efforts and quality architectural design,
- upgrading and maintaining public spaces, recreation, and park facilities,
- providing expanded and alternative educational opportunities,
- providing a variety of desirable housing types and styles,
- protecting the investment of those who own property,
- providing employment and services within the city, and
- providing quality and affordable public services.

◆ Please answer all questions and fill all blanks

B. FUNDING HISTORY

Please check and complete one of the following:

- Name and amount of existing program funded by City CDBG
2023 \$ _____
Anticipated unexpended grant funds as of 12/31/2023 \$ _____
- Is this an expansion of the existing program not funded by City CDBG. If so, total program funding from other sources during this 2023 fiscal year: \$ _____
- New program

Has the agency received past City CDBG funding for other programs? YES NO
If yes, please indicate the name program(s), year and amount funded _____

C. Please state the **Agency's** (not the program for which funding is requested) overall mission and purpose. You may attach a **ONE PAGE** description and any relevant brochures or flyers.

Section I: PROJECT ELIGIBILITY SECTION/ MEETING A CDBG NATIONAL OBJECTIVE Section 101(c) of the authorizing statute sets forth the primary objective of the Community Development Block Grant program as the development of viable communities by the provision of decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low to moderate income. The statute further states that this is to be achieved in the CDBG program by ensuring that each funded activity meets one of three named national objectives as indicated below:

Please indicate which specific National Objective your proposal will meet by checking only one of the following subcategories:

A. This project meets at least one of the HUD national objectives listed below:

- Benefits low/moderate income individuals/ households
- Addresses the prevention or elimination of slums or blight
- Meets a particularly urgent community development need.

B. HOW THIS PROJECT OR ACTIVITY MEETS ONE OF THE NATIONAL OBJECTIVES
(check statements that apply)

L/M AREA BENEFIT: THE PROPOSED ACTIVITY SERVES A DELINEATED AREA IN WHICH 51% OF THE AREA RESIDENTS ARE LOW AND MODERATE INCOME (Example: street improvements, water/sewer lines, neighborhood facilities, and façade improvements in neighborhood commercial districts) (For projects qualified under this eligibility criteria, the applicant must provide the rationale/basis for the service area designated)

◆ Please answer all questions and fill all blanks

The actual percentage is _____%, which is based on:

_____ Income surveys

_____ Most Recent census data

Identify the area served on the attached map. Make sure to attach a map.

This project is in _____ Census Tract(s) (identified tract by number)

(Website Factfinder.census.gov)

___ **L/M LIMITED CLIENTELE:** THE PROJECT BENEFITS A SPECIFIC GROUP OF PEOPLE, RATHER THAN ALL THE RESIDENTS IN AN AREA, WHERE AT LEAST 51% ARE LOW- AND MODERATE-INCOME PERSONS. *(THE FOLLOWING GROUPS ARE PRESUMED TO BE L/M INCOME PERSONS: ABUSED CHILDREN, ELDERLY PERSONS, BATTERED SPOUSES, HOMELESS, HANDICAPPED, ILLITERATE PERSONS. (Example: construction of job training facilities for the handicapped, construction of a senior center, public services for the homeless)*

___ **L/M HOUSING:** THE PROJECT ADDS OR IMPROVE PERMANENT RESIDENTIAL STRUCTURES THAT WILL BE OCCUPIED BY L/M HOUSEHOLD UPON COMPLETION. HOUSING CAN BE EITHER OWNER OR RENTER OCCUPIED UNITS IN EITHER ONE FAMILY OR MULTI-FAMILY STRUCTURES. Rental units for L/M income persons must be occupied at affordable rents. (Example: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.)

___ **L/M JOBS:** THE PROJECTS CREATES OR RETAINS PERMANENT JOBS, AT LEAST 51% OF WHICH ARE TAKEN BY L/M INCOME PERSONS OR CONSIDERED TO BE AVAILABLE TO L/M INCOME PERSONS. Example: loan to pay for an expansion of a factory, assistance to a business which has publicly announce its intention to close w/resultant loss of jobs, of which are held by L/M persons.

___ **MICROENTERPRISE ASSISTANCE:** THE PROJECT ASSISTS IN THE ESTABLISHMENT OF A MICROENTERPRISE OR ASSISTS PERSONS DEVELOPING A MICROENTERPRISE. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business) THIS ACTIVITY MUST BENEFIT LOW/MODERATE INCOME PERSONS, AREA OF JOBS AS DEFINED IN PREVIOUS SECTIONS.

___ **SLUM OR BLIGHTED AREA:** THE PROJECT IS IN A DESIGNATED SLUM/BLIGHT AREA AND THE RESULT OF THIS PROJECT ADDRESSES ONE OR MORE OF THE CONDITIONS THAT QUALIFIED THE AREA.

___ **SPOT BLIGHT:** THE PROJECT WILL PREVENT OR ELIMINATE SPECIFIC CONDITIONS OF BLIGHT OR PHYSICAL DECAY OUTSIDE A SLUM AREA. ACTIVITIES ARE LIMITED TO CLEARENACE, HISTORIC PRESERVATION, REHABILITATION OF BUILDINGS BUT ONLY TO EXTENT NECESSARY TO ELIMINATE PRESERVATION OF A PUBLIC FACILITY THREATENING PUBLIC SAFTETY, DEMOLITION OF A DETERIORATED, ABANDONED BUILDING.

C. PROJECT CATEGORY [check one]

- | | |
|---|---|
| <input type="checkbox"/> Acquisition of real property | <input type="checkbox"/> Disposition of real property |
| <input type="checkbox"/> Public Facilities and Improvements | <input type="checkbox"/> Public Services |
| <input type="checkbox"/> Housing Rehabilitation | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Special Economic Development or assistance to micro-enterprise | |

D. IMPACT ON CONSOLIDATED PLAN PRIORITY NEEDS

The five-year Consolidated Plan identifies both priority needs in the community and strategies to address these needs. The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs.

Therefore, applications should provide a clear explanation of how the project impacts upon the adopted consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet the Consolidated Plan Priority Needs.

◆ **Please answer all questions and fill all blanks**

Please identify the category and activity applicable to your proposal using the below table:

Example: Public Services

Activity: Youth Transportation

Homeless	Activity _____
Infrastructure	Activity _____
Public Services	Activity _____
Youth Programs	Activity _____
Economic Development	Activity _____
Housing	Activity _____
Public Facilities	Activity _____
Senior Programs	Activity _____
Other	Activity _____

Section II: Activity Description: PROPOSED DESCRIPTION OF PROJECT AND SCOPE OF SERVICES:

1) Provide a detailed description of the proposed activity; including how the activity will address the community need you have indicated. If you are requesting funds for more than one activity, please provide a separate Section II and III for EACH Activity.

2) Identify who benefit from the proposed activity (e.g. homeless, youth, seniors, disabled, etcetera). If designed to benefit persons of L/M income, describe process you will use to identify these persons and ensure that the activity meets this objective.

3) **GOALS AND OBJECTIVES OF THE PROPOSED ACTIVITY:** Please be as specific as possible in your description. Outcome based goals and objectives, stated numerically, must be used. These will be used in your contract, and you will monitor beneficiaries and performance accordingly. Identify how goals and objective accomplishments will be measured.

Example:	
GOAL [1]: Provide literacy training to 50 people.	
Objective: Increase reading proficiency to 6 th grade level for 50% of persons served	Measurement: Participant will have pre/post testing
GOAL [1]:	
Objective:	Measurement:
GOAL [2]:	
Objective:	Measurement:
GOAL [3]:	
Objective:	Measurement:
GOAL [4]:	
Objective:	Measurement:
GOAL [5]:	
Objective:	Measurement:

4) **PROJECT MANAGER and staff:** Please list names, titles, attach the job descriptions of persons involved in the delivery of the activity/service. State percentage of time staff is involved in the activity and level of compensation.

Staff Position	% of time involved in this activity	Salary per year including all costs – benefits, taxes, etc.	Total salary for this position (% of time x Salary)	Amount of Funds requested to support salary
EX: case manager	50%	\$35,000.00	\$17,500.00	\$10,000.00

5) **TIMETABLE FOR PROJECT IMPLEMENTATION:** Please provide 12-month timeline of tasks based on funding year January 1 - December 31, 2024.

Example: Hired and trained ESL Instructor	January, 2023- ongoing

◆ Please answer all questions and fill all blanks.

6) SOURCES OF FUNDS List all sources of other funding obtained/committed/sought for this activity in the following table (e.g. state funds, local funds, etc):

Source of Funds	Amount	Work/Item to be Accomplished. With Funds	Status* (Circle)	Contingent Upon CDBG Funding?
1. _____			Secured Pending Denied	___ YES ___ NO
2. _____	\$ _____		Secured Pending Denied	___ YES ___ NO
3. _____	\$ _____		Secured Pending Denied	___ YES ___ NO

TOTAL

*If secured, attach confirmation letter. If denied, attached denial letter stating the name of the source, the date funds were sought, and the reason for the denial.

If no other funding sources are involved in this activity, please explain why:

SECTION III – FUNDING STRATEGY

It is important for your organization to help offset the demand for the limited amount of **City** dollars available by using these funds to leverage other funding. If your project relies on a renewal of funds every year, the City cannot guarantee that renewal. **In the space provided below:**

- 1. If you did not receive 100% of funding requested in this application, what would be the impact on services?

- 2. Provide a SPECIFIC PLAN to replace **City** dollars over a period of time.

◆ **Please answer all questions and fill all blanks**

- 3. Identify the names of entities or individuals responsible for implementing the Funding strategy.

- 4. What issues impact the program's ability to be self-sufficient and self-sustaining?

SECTION IV – BUDGET

1) BUDGET DETAIL All schedules must be completed.

- a. Complete **Schedule A**, a listing of all sources of revenue used by the agency **FOR ALL ACTIVITIES** or attach agency budget providing comparable information.
- b. Complete **Schedule B**, providing a **program** budget, by source to operate **only the proposed program** for a twelve (12) month period beginning January 1, 2024 and ending December 31, 2024. The last column on Schedule B requests % of the AGENCY Budget for each activity for the Program year beginning January 1, 2024 and ending December 31, 2024.

- c. **Complete Schedule C**, narrative-presenting support for individual line items in Schedule B for **EACH Activity**. Explanations for budget increases from the previous fiscal year, which exceeds 10%, must be provided.

2) FINANCIAL STATEMENTS

Date of last financial audit: _____

Were there any findings? _____ Yes _____ No

If findings were issued, summarize the findings and provide a brief explanation of the agency's response to the findings. You must attach a copy of the agency's most recent audit, a copy of the management letter and the agency's response to the letter, unless you have submitted an audit as a result of funds received from the City during the past 24 months

Schedule A: AGENCY OVERALL BUDGET

Agency Name: _____ Contact person: _____

Revenue Source	Amount Anticipated	Amount Received for Current Year	Contract Cycle of Source (Dates)	Funding Approved (Date)	Funding Request Pending (Expected Approval Date)	Request Not Yet Submitted (Expected Submission Date)
City CDBG						
County CDBG	\$	\$				
United Way	\$	\$				
Client Fees	\$	\$				
Agency Fund-raising	\$	\$				
Other (Please List)	\$	\$				
Other (Please List)	\$	\$				
GRAND TOTAL		\$				

Schedule B: Projected Expenditures by Funding Source for EACH Proposed ACTIVITY Only - Use additional copies for additional activities

Agency Name:

Program Name:

Item	Description of Expenditures	City CDBG	City HOME	Other City Funds	County CDBG	Other County Funds	Unified Way	Agency Funds/ Client Fees	All Other Funds	Total	% of AGENCY BUDGET Totals
A	Salaries	\$	\$	\$	\$	\$	\$	\$	\$	\$	
B	Employee Benefits										
C	Professional Fees/Consultants										
D	Office Supplies										
E	Postage and Shipping										
F	Telephone										
G	Office Rent										
H	Utilities: Electric/Gas/Oil										
I	Utilities: Sewer & Water										
J	Equipment Rent/Lease/Purchase										
K	Printing & Artwork										
L	Travel (staff)										
M	Conferences/Training										
N	Subscriptions/Publications										
O	Audit Costs										
P	Insurance										
Q	Advertising										
R	Legal Services										
S	Office Repair/Maintenance										
T	Indirect Costs Charge										
U	Other: ER Tax										
V	Wages to Students										
	GRAND TOTAL	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Schedule C: BUDGET Narrative for Proposed Program Only

Agency Name: _____

Program Name: _____

ITEM	DESCRIPTION	TOTAL	NARRATIVE
	Example:		
G	Office Rent	\$78,000	1,000 square feet at \$6.50 per square foot. \$6,500 per month, a 15% increase over last year.
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
TOTAL		\$	

NOTE: (1) Item letter should correspond with item letter on Schedule B.

(2) If additional space is needed please make another copy of this Schedule and continue providing your information. Place totals on the second page.

(3) If your proposed budget for a line item in 2021 exceeds the current year budget for that line item, you must provide an explanation here.

SECTION XII - CERTIFICATIONS

A. The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of City funds for this program, if approved for funding. Also the Applicant gives assurances and certifies with respect to the grant that:

- a. It possesses the legal authority to make a grant submission and execute a Grant Contract to undertake the proposed program.
- b. Its governing body has adopted or passed as an official act a resolution, motion, or similar action authorizing the submission of the Funding Request Application.
- c. The Applicant will administer the grant, if provided, in accordance with Community Development Block Grant Program regulations defined in 24 CFR Part 570, and other Federal regulations, policies, guidelines, and requirements, including those outlined in OMB Circular Nos. A-87, A-110, A-122, and A-133 as they relate to the acceptance and use of federal funds under this federally assisted program; and the Uniform Administrative and Program Management Standards and Cost Principles contained in 24 CFR Part 84 and Part 85.
- d. No member, officer, or employee of the Applicant, or its designees or agents, and no other public official who exercises any functions or responsibilities with respect to the program during his/her tenure in office or employment 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 this grant, if approved;
- e. It will give HUD, the City of York, or any other authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant, if approved.
- f. The City of York reserves the right not to fund any submittals received.
- g. That the City of York may request or require changes in the information submitted, and may substitute figures, which deems reasonable for any or all figures provided. That the applicant will participate in the required interview for project assessment and cooperatively assist in the review process.
- h. That if the program is funded a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements circumstances that would trigger grant suspensions and termination a, and reversions of assets would be required between the organization and the City.

To the best of my knowledge and belief, the data and statements presented in this application are true and correct, the document has been duly authorized by the governing body of the applicant, and the Applicant will comply with the certifications listed above if the application is approved.

Certifying Representative(s):

NAME (TYPE)

SIGNATURE

DATE

NAME (TYPE)

SIGNATURE

DATE

B. The Board of Directors of _____ does hereby resolve that on _____ (date) the Board reviewed that Application for Community Development Block Grant Funds CDBG Funds to be submitted to the City of York/Bureau of Housing Services for funding consideration for the fiscal year _____ and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application.

_____ (Name of organization requesting CDBG (funds) hereby proposes to provide the services or project identified in the scope of services in accordance with this application for Community Development Block Grant Funds (CDBG). If this application is approved and this organization receives CDBG funding from the City of York, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City. Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete.

I also authorize the following person(s) to have signatory authority regarding this grant:

Name	Title
------	-------

Name	Title
------	-------

President Board of Directors (or authorized person)

date

C. Application Format

- ◆ Please submit one(1) original and five (5) copies of each application.
- ◆ Please do not submit applications in folders or binders.
- ◆ You may include attachments to your application (i. E. agency brochures, maps, photographs, newspaper articles, etc.).
- ◆ **DEADLINE FOR SUBMISSION IS JULY 28,2023 AT 4:00 PM at the Bureau of Housing Services, 101South George Street 2nd floor York, PA 17401**

In order for your application to be accepted in addition to the application itself, your organization must submit the following items/attachments to the City of York/Bureau of Housing Service

ARTICLES OF INCORPORATION/BYLAWS:	_____
NON-PROFIT DESIGNATION:	_____
BOARD OF DIRECTORS:	_____
AUTHORIZATION TO REQUEST FUNDS:	_____
LOCAL OFFICIAL DESIGNATION:	_____
ORGANIZATIONAL CHART:	_____
CHIEF PROGRAM ADMINISTRATOR'S RESUME:	_____
CHIEF FISCAL OFFICER'S RESUME:	_____
FINANCIAL STATEMENT & AUDIT:	_____
CONFLICT OF INTEREST QUESTIONNAIRE:	_____
CURRENT FISCAL YEAR AGENCY BUDGET, INCLUDING ALL FUNDING SOURCES	_____

I HEREBY CONFIRM THAT THIS PACKET CONTAINS ALL MATERIAL REQUIRED

Signature and Printed name of Authorized Signer