



City of Dunkirk
FY 2016 Community Development Block Grant Application

A. Applicant Information

Agency Name: _____

Address: _____

Telephone: _____

Contact Person & Title: _____

Email: _____

Date Incorporated: _____ Tax ID #: _____

Amount Requested: \$ _____ Total Program Budget: \$ _____

Project Title: _____

Brief Description of Project: _____

Target Population: _____ Program Start/End Dates: _____

Location of Proposed Project: _____

Checklist of Required Documents

- Narrative Data (See Pages 2-4 for required narrative questions)
- Income Verification Form
- Goal/Outcome Measurement Form
- Attachment A: Budget Summary and Attachment B: Detailed Project Budget
- Articles of Incorporation and Bylaws
- State and Federal Tax Exemption Determination Letter
- List of Board of Directors
- Board of Directors' authorization to request funds
- Board of Directors' designation of authorized official
- Organizational Chart
- Resumes of Program Administrator and Program Staff
- Resume of Fiscal Officer
- Financial Statement and most recent Audit

I hereby certify and swear that the information contained in this application is true and that the organization named above has authorized the submission of this application, as shown in the attached board resolution.

Signature Title Date

DUE: Friday, December 4, 2015 by NOON.
Please mail completed application and required attachments to: Department of Development, Attn: CDBG Administrator, 342 Central Avenue, Dunkirk, NY 14048.

B. Narrative (Your narrative should be typed and not exceed 5 pages)

I. Project Summary

Definition of Low- and Moderate-Income: "The law defines 'low and moderate income' individuals and families as those with incomes below 80% of the median income for the entire metropolitan area (the Metropolitan Statistical Area, MSA). The law allows the meaning of the term to be adjusted for size of the household; 'lower income' is less for a two-person household and greater for a seven-person household. The term 'low income' means individuals and households with income below 50% of the median income for the entire metropolitan area. 'Moderate income' means those with incomes above 50% but below 80%. [Law, Sect 102(a)(201)]

The City of Dunkirk's low- and very low-income levels are based on the following table:

Chautauqua County								
Persons in Household	1	2	3	4	5	6	7	8
Very Low Income	\$19,850	\$22,650	\$25,500	\$28,300	\$30,600	\$32,850	\$35,100	\$37,400
Low Income	\$31,750	\$36,250	\$40,800	\$45,300	\$48,950	\$52,500	\$56,200	\$59,800

Briefly describe the proposed project. The narrative should include whether this is a new or existing program, the need or problem to be addressed, as well as the target population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and measurable objectives, method of approach, and the implementation schedule. Attach a copy of each form that will be used to track and measure goals and outcomes.

In your project summary, further:

- Indicate which CDBG National Objective this project/program meets: *Area benefit activities* [24 CFR 570.208(a)]; *Limited clientele activities* [24 CFR 570.208(a)(2)(i)]; *Housing activities* [24 CFR 570.208(a)(3)]; *Job creation or retention activities* [24 CFR 570.208(a)(4)]. Criteria for National Objectives (24 CFR 570.280) has been attached to this application.
- Indicate how you will identify and verify the income of clients. Attach a copy of the form that will be used to verify incomes of clients. Provide an estimate for the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.
- Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, and the frequency with which the activities will be carried out, and the frequency with which services will be delivered. List key staff and their role/responsibility in this program.
- For service programs, include how you propose to coordinate your services with other community agencies and leverage resources.

- Describe the site where the program will be implemented. How will clients get to the facility? What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements regarding accessibility.

II. **Project Budget**

Discuss all funding sources, proposed and confirmed. Describe your plans to use other funds on this project. In this section only describe funds that are secured. Provide the source of funds, amounts and how these funds will be used. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought and the proposed use of those funds. For all Personnel listed in the budget, explain its relevancy to the project, approximate hours, and rate per hour. Describe your use of donated goods and services. Estimate the value of these services and describe how you arrive at these amounts. Please provide an explanation for any unusual budget expenditures listed in the detailed project budget. Explain why you consider your program costs to be reasonable.

Complete [Attachment A: Budget Summary](#) and [Attachment B: Detailed Project Budget](#).

III. **Agency Information**

Background

Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency (Mission Statement), and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and license to operate (if applicable).

Personnel

Briefly describe the agency's existing staff positions and qualifications, its capacity to carry out this activity, and state whether or not the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

Financial

Describe the agency's current operating budget. Describe the agency's fiscal management including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

Monitoring

Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.

Audit Requirements

Organizations receiving \$500,000 or more in Federal financial assistance in a fiscal year must secure an audit. Agencies requesting CDBG funding must choose one of the two ways of meeting this requirement and state which method they chose:

- 1) If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
- 2) If your agency does not have a current audit process in place, your agency will be required to include a 10-percent set aside in the CDBG project for the provision of an audit.

Insurance/Bonding/Worker's Compensation

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and state laws. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency.

Attachment A: Budget Summary

Budget Line	Total Budget	Applicant Budget	Applicant In-kind Services	Other Sources	CDBG Funds Requested
<i>Program Administration (Not to exceed 10% of total project budget)</i>					
Administrative Personnel (lines 1-7)					
Administration Fringe Benefits (lines 1-7)					
<i>Maintenance and Operation Costs</i>					
Consumable Supplies (line 8)					
Maintenance/Equipment Repairs (line 9)					
Equipment Rentals (lines 10 – 12)					
Equipment Purchases - (lines 13 – 15)					
Space Rentals (lines 16 – 17)					
Travel (1,000) miles x \$.37 per mile (line 18)					
Insurance – (line 19 - 20)					
Utilities – telephone (line 21)					
Utilities – gas (line 22)					
Utilities – electric (line 23)					
Utilities – water (line 24)					
Utilities – Internet (line 25)					
Other costs – (lines 26-29)					
<i>PROGRAM PERSONNEL (NOT TO EXCEED 10% OF TOTAL BUDGET INCLUDING ADMINISTRATION)</i>					
Program Personnel Salaries (lines 30 - 36)					
Project Personnel Fringe Benefits (lines 30 - 36)					
<i>CONTRACT PERSONNEL – CONTRACTED SERVICES, STIPEND PAYMENTS, CONSULTANTS</i>					
Contract Personnel (lines 37 - 43)					
Total Project Budget	\$				\$

Attachment B: Detailed Project Budget

Budget Line	Total Budget	Applicant Budget	Applicant In-kind Services	Other Sources	CDBG Funds Requested
ADMINISTRATIVE PERSONNEL Position Title* (attach job descriptions and resumes for each position)					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
<i>* a copy of each employee's official time card must be submitted when requesting reimbursement for salaries</i>					
ADMINISTRATIVE FRINGE BENEFITS -- Position Title*					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
MAINTENANCE AND OPERATION COSTS					
8. Consumable Supplies					
9. Maintenance/Equipment Repairs					
10. Equipment Rentals					
11. Equipment Rentals					
12. Equipment Rentals					
13. Equipment Purchases					
14. Equipment Purchases -					
15. Equipment Purchases -					
16. Space Rentals					
17. Space Rentals					
18. Travel (1,000 miles at \$.38 per mile) -					
19. Insurance -					
20. Insurance -					
21. Utilities - telephone					
22. Utilities - gas					
23. Utilities - electric					
24. Utilities - water					
25. Utilities - Internet					
Budget Line	Total Budget	Applicant Budget	Applicant In-kind	Other	CDBG Funds

			Services	Sources	Requested
26. Other costs -					
27. Other costs -					
28. Other costs -					
29. Other costs -					
PROJECT PERSONNEL -- Position Title*					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
<i>* a copy of each employee's official time card must be submitted when requesting reimbursement for salaries</i>					
PROJECT PERSONNEL FRINGE BENEFITS -- Position Title*					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
CONTRACT PERSONNEL - Title and Type of Service* [CONTRACTED SERVICES, STIPEND PAYMENTS, CONSULTANTS]					
Paving contract awarded through bidding process					
<i>* a copy of each individual's detailed contract must be submitted when requesting reimbursement for contract personnel.</i>					
Total Project Budget	\$				\$

Attachment C: Criteria for National Objectives (24 CFR 570.208)

Activities benefiting low- and moderate-income persons [24 CFR 570.208(a)].

Activities meeting the criteria in paragraph (a) (1), (2), (3), or (4) of this section as applicable, will be considered to benefit low and moderate income persons unless there is substantial evidence to the contrary. In assessing any such evidence, the full range of direct effects of the assisted activity will be considered. (The recipient shall appropriately ensure that activities that meet these criteria do not benefit moderate income persons to the exclusion of low income persons.)...

Area benefit activities [24 CFR 570.208(a)(1)]

An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low and moderate income persons. Such an area need not be coterminous with census tracts or other officially recognized boundaries but must be the entire area served by the activity. An activity that serves an area that is not primarily residential in character shall not qualify under this criterion...

Limited clientele activities [24 CFR 570.208(a)(2)(i)].

An activity which benefits a limited clientele, at least 51 percent of whom are low- or moderate-income persons. (The following kinds of activities may not qualify under paragraph (a)(2) of this section: activities, the benefits of which are available to all the residents of an area; activities involving the acquisition, construction or rehabilitation of property for housing; or activities where the benefit to low- and moderate-income persons to be considered is the creation or retention of jobs, except as provided in paragraph (a)(2)(iv) of this section.) To qualify under paragraph (a)(2) of this section, the activity must meet one of the following tests:

(A) Benefit a clientele who are generally presumed to be principally low and moderate income persons. Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are low- and moderate-income: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or

(B) Require information on family size and income so that it is evident that at least 51 percent of the clientele are persons whose family income does not exceed the low and moderate income limit; or

(C) Have income eligibility requirements which limit the activity exclusively to low and moderate income persons; or

(D) Be of such nature and be in such location that it may be concluded that the activity's clientele will primarily be low and moderate income persons...

Housing activities [24 CFR 570.208(a)(3)].

An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. This would include, but not necessarily be limited to, the acquisition or rehabilitation of property by the recipient, a subrecipient, a developer, an individual homebuyer, or an individual homeowner; conversion of nonresidential structures; and new housing construction. If the structure contains two dwelling units, at least one must be so occupied, and if the structure contains more than two dwelling units, at least 51 percent of the units must be so occupied. Where two or more rental buildings being assisted are or will be located on the same or contiguous properties, and the buildings will be under common ownership and management, the grouped buildings may be considered for this purpose as a single structure. Where housing activities being assisted meet the requirements of paragraph § 570.208 (d)(5)(ii) or (d)(6)(ii) of this section, all

such housing may also be considered for this purpose as a single structure. For rental housing, occupancy by low and moderate income households must be at affordable rents to qualify under this criterion. The recipient shall adopt and make public its standards for determining “affordable rents” for this purpose...

Job creation or retention activities [24 CFR 570.208(a)(4)].

An activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full time equivalent basis, involve the employment of low- and moderate-income persons. To qualify under this paragraph, the activity must meet the following criteria:

(i) For an activity that creates jobs, the recipient must document that at least 51 percent of the jobs will be held by, or will be available to, low- and moderate-income persons.

(ii) For an activity that retains jobs, the recipient must document that the jobs would actually be lost without the CDBG assistance and that either or both of the following conditions apply with respect to at least 51 percent of the jobs at the time the CDBG assistance is provided:

(A) The job is known to be held by a low- or moderate-income person; or

(B) The job can reasonably be expected to turn over within the following two years and that steps will be taken to ensure that it will be filled by, or made available to, a low- or moderate-income person upon turnover...