

CITY OF NORTHAMPTON

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2019-2020

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

1. Download the PDF application from the website and **save prior to completing it**. If it is completed prior to downloading and saving to the computer, it will not save and all information will be lost.
2. Complete the application in its entirety. Do not substitute your own format. Applications are available at:
<http://ma-northampton.civicplus.com/969/Funding-Applications>
3. **If submitting paper:** HAND DELIVER one (1) single-sided original and five (5) double-sided copies of the proposal and budget form to the address below along with one (1) copy of the latest agency audit and five (5) copies of the agency budget for each proposed activity.

If submitting electronically: no hard copies are required to be submitted. Send electronic applications to: cleon@northamptonma.gov

All applications (hard copy or on-line submission) must be received no later than by 4:30 p.m. on February 28, 2019.

Housing and CDBG Office
2nd Floor City Hall - 210 Main Street
Northampton, MA

4. There are two application templates. One is for public service/social service type projects and the other is for “bricks and mortar” projects such as new construction, rehabilitation and public infrastructure activities. Submit the one that is most pertinent to your project. Staff is available for consultation and direction.

CDBG PROGRAM ELIGIBILITY

Consistent with the Primary Objective of Title I of the Housing and Community Development Act of 1974, as amended, at least seventy percent (70%) of CDBG funds to be expended during the program year shall be for activities that benefit

people with low and moderate incomes. People with low and moderate incomes are defined as those individuals or families whose annual income does not exceed 80% of the area median income as determined by the U.S. Department of Housing and Urban Development.

Activities which prevent or eliminate slums and blight or activities that address an urgent community development need are also eligible. Spot blight projects addressing conditions of physical deterioration, decay and environmental contamination are eligible for funding. In order for projects to qualify as an urgent community development need, existing conditions for a site or area must pose a serious and immediate threat to the health and welfare of the community.

Subject to the above, eligible activities include:

Public Facilities and Improvements - acquisition, construction or rehabilitation of municipally owned facilities, except as noted below and facilities used by the public such as homeless shelters, domestic violence shelters, halfway houses, group homes, temporary shelters for disaster victims. Handicap accessibility improvements at those facilities are also eligible for funding.

Public Services – programs that assist eligible populations with services such as job training and employment, child care, health care, drug abuse, education, fair housing, energy conservation, recreation and crime prevention.

Removal of Architectural Barriers - special projects to increase accessibility for those with disabilities.

Housing - projects involving acquisition, construction, rehabilitation, energy conservation, water conservation, housing program delivery costs and code enforcement are eligible.

Historic Preservation – not eligible except for buildings utilized for the general conduct of government.

Economic Development- acquisition, construction, rehabilitation of commercial or industrial buildings or structures, assistance to for-profit and non-profit entities which is necessary and appropriate, special or community economic development activities that provide a public benefit, loans/grants, job creation/retention, job training, micro-enterprise

assistance.

INELIGIBLE ACTIVITIES:

These include activities which neither benefit low and moderate income persons nor address slums or blight, or fall into the following categories:

- Improvements to buildings or portions thereof used for the general conduct of government, except for removal of architectural barriers or historic preservation.
- General government expenses, including operation and maintenance.
- Political activities.
- Rental assistance or other direct income payments to individuals.

Project Eligibility

- *L/M Area Benefit:* the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons according to the US Census Bureau. The benefits of this type of activity are available to all persons in the area regardless of income. *Examples:* street, park, and other infrastructure improvements.
- *L/M Limited Clientele:* the project benefits a specific group of people (rather than all residents of a designated area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M, per HUD: abused children, elderly persons, battered spouses, homeless, handicapped, and illiterate persons. *Examples:* all public services are L/M limited clientele.
- *L/M Housing:* the project adds or improves permanent residential housing structures that will be occupied by L/M income households upon completion. Housing can be either rental or owner-occupied units in either single or multi-family buildings; rental units for L/M income persons must be available at affordable rents. *Examples:* acquisition of property, rehabilitation of existing housing, conversion of non-residential structures into housing. Note: New housing construction is generally not an eligible activity, although site acquisition and site improvements are eligible.
- *L/M Jobs:* the project 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. *Examples:* loans to new businesses, assistance to existing businesses to expand operations.

- *Micro-Enterprise 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 L/M persons or 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 clearance, historic preservation, and rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Instructions for Completing the Project Description

In accordance with U.S. Department of Housing and Urban Development (HUD) regulations regarding project descriptions, the following information is included to assist you in describing your proposed activity. Applicants are encouraged to discuss proposed projects with CDBG staff prior to submitting your application.

Provide a detailed description of the proposed project, how your project meets the HUD national objective(s) and community needs identified in the City's Consolidated Plan located on the City's website:

<http://ma-northampton.civicplus.com/965/Community-Development> . If the project is new, describe why it is needed. If the activity is on-going, please explain the importance of on-going funding.

PUBLIC FACILITIES AND IMPROVEMENTS

Public facilities and improvements are eligible under 24 CFR 570.201 (c). Project descriptions must include the nature of the work to be undertaken and the location(s). Project descriptions must identify the ***specific*** activities to be carried out with CDBG funds to meet HUD regulatory requirements.

Examples: **Acceptable:** Street improvements consisting of sidewalk, paving, curb and gutters will be carried out at the following locations.

Unacceptable: Funds will be used to support an array of capital improvements in low-income neighborhoods to rejuvenate properties and create open space.
(Description is too general)

PUBLIC SERVICES

Public services are eligible under 24 CFR 570.201(e). Public services are required to provide a direct benefit to low and moderate income persons; therefore, each proposal must describe how low and moderate income populations will be targeted and documented. Intake forms that collect the required information to determine eligibility will be reviewed and approved by the Community and Economic Development Office.

Public services do ***not*** include political activities, payments to individuals for their food, clothing, rent, utilities or other income payments; physical improvements or any other activity qualifying as eligible under another category. Please describe the ***exact*** nature of the service to be provided and its targeted clientele. It is not acceptable to substitute the intent of the activity as its description.

Examples: **Acceptable:** Senior Meals: Noon meals will be delivered Monday through Friday to approximately 80 senior citizens residing at Shady Manor.

Unacceptable: Senior Services: A variety of services will be offered to meet the needs of low and moderate-income elderly.
(Description is too general)

Acceptable: Youth Recreation: Sports activities and art classes will be conducted on Saturday mornings for low-income teens residing in the (name) neighborhood.

Unacceptable: Youth Recreation: Recreational activities will be offered to low and moderate income youth to raise their self-esteem. ***(Location information not provided, insufficient description of activities)***

HOUSING ACTIVITIES

Housing activities may be eligible under several regulatory citations depending on the nature of the activity (acquisition, rehabilitation, construction, etc.). Housing activity descriptions must include information on the targeted population or areas (e.g., elderly, very-low income); the type(s) of units that qualify or will be affected (e.g., single-family, multi-family); and whether the assistance is for owner-occupied, renter-occupied or publicly-owned units.

Examples: Acceptable: Low-interest loans will be provided to low and moderate income residents for elimination of code violations and for other improvements.

Unacceptable: A variety of housing programs will be offered to improve the quality of housing for the City's disadvantaged population.
(Description is too general)

ECONOMIC DEVELOPMENT ACTIVITIES

Economic Development activities are eligible under 24 CFR 570.203, 570.204, and 570.209. Criteria include: the project must be a "wise public investment" and provide a "public benefit"; the project costs must be reasonable and the project must be financially feasible; must meet the area benefit, create/retain jobs, or benefit L/M clientele. Some economic activities may be eligible under public improvements or planning/administration activities.

Examples: Acceptable: Business counseling and advocacy services to develop business and financial plans and operating procedures will be provided to 20 microenterprise businesses meeting the L/M benefit criteria located or seeking to locate in Northampton.

Unacceptable: A variety of business services will be provided to Northampton businesses. ***(Description is too general)***

Outcome Performance Measurements

HUD requires recipients of Federal funding to assess the outcomes of programs and activities. A Performance Measurement System has been designed to establish and track measurable goals and objectives. All applicants selected for funding will be required to comply with the Performance Measurement System. Choose one objective and one outcome.

OBJECTIVES: The proposed activity meets which of the following goals?
(select only one)

Note: When selecting an objective ask: 1) what is the purpose of the activity?
2) what is the larger community need to be addressed?

Create a suitable living environment

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services

Provides 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

Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation

OUTCOMES: The proposed program will provide (select only one):

Note: When selecting an outcome ask: 1) what changes are expected to occur in clients' lives and/or the community as a result of this activity?

Availability / Accessibility

This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility not only refers to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live

Improve affordability

This category applies to activities that provide affordability in a variety of ways in the lives of 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

Improve sustainability

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or

blighted areas through multiple activities or services that sustain communities or neighborhoods

Performance Measurement Outcome Statement

Summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project. Outcomes are the changes you expect to occur in clients' lives and/or community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from above) + activity (description) + objective

Examples: 52 households will have new access to public sewer for the purposes of creating a suitable living environment

7 households will be able to afford to live in rental housing units which will be created through conversion of a former mill building to a residence for the purpose of creating decent housing

250 unduplicated uninsured or under-insured persons will receive affordable outpatient health care through provision to provider agency of a grant to assist with subsidy for the purpose of creating a more suitable living environment

1 public facility providing job training for handicapped adults will be rehabilitated for purposes of increasing accessibility to economic opportunity

Provide an Outcome Statement for your project using the above format.

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For questions, contact Peg Keller, CDBG Administrator/Housing and Community Development Planner at 587-1288 pkeller@northamptonma.gov or Cam Leon, Assistant CDBG Administrator at 587-1286 cleon@northamptonma.gov