

**CITY OF HAVERHILL
COMMUNITY DEVELOPMENT**

Community Development Block Grant Application

Date:	Agency Name:
Project/Program Title:	Agency Address:
Target Population or Service Area of Project/Program:	Name and Title of Person Submitting Application:
Project/Program Contact Person (Name and Title):	Phone Number:
Address:	Fax Number:
Phone Number:	e-mail address:
Fax Number:	<u>Brief</u> Description of Project/Program:
e-mail address:	
Amount Requested from City of Haverhill:	
Total Project/Program Budget:	
City of Haverhill Priority Number (see City of Haverhill Priorities) EX: #3.4 for rental assistance for homeless and special needs populations	

Applicant Certification.

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Typed Name and Title

Signature

***Your application will not be accepted unless it is submitted with all of the
ADDITIONAL required documentation attached (see Page 4).***

NATIONAL OBJECTIVE(S)

The proposed project/program must comply with applicable regulations and give maximum priority to activities that meet one or more of the following national objectives.

- Benefit a majority (51%) of low/moderate income residents (*low/moderate income residents earn at or below 80% of the area median income, adjusted by family size*);
- Alleviate a serious and immediate threat to the health and/or welfare of the community. Threat must be recent in origin or urgency (previous 18 months) and no other source of funds is available for the program/project;
- Serves to prevent or eliminate conditions of slum and blight.

PERFORMANCE MEASUREMENT STANDARDS

The proposed project/program must be able to be measured according to the following objectives and outcomes:

Outcomes → Objectives ↓	Availability/ Accessibility	Affordability	Sustainability
Suitable Living Environment	Enhance suitable living environment through improved/ new accessibility	Enhance suitable living environment through improved/ new affordability	Enhance suitable living environment through improved/ new sustainability
Decent Housing	Create decent housing with improved/ new availability	Create decent housing with improved/ new affordability	Create decent housing with improved/ new sustainability
Economic Opportunity	Provide economic opportunity through improved/ new accessibility	Provide economic opportunity through improved/ new affordability	Provide economic opportunity through improved/ new sustainability

COMMUNITY DEVELOPMENT PRIORITY OBJECTIVES

1. MAKE NEIGHBORHOOD IMPROVEMENTS

- a. Improvement in infrastructure including drainage, sewers, sidewalks, lighting, shade trees serving the CDBG Target Area population.**
- b. Installation of ADA-compliant facilities throughout the City.**
- c. Overall strategy for improving the lives of the youth in the CDBG Target Area, including health and wellness initiatives.**
- d. Foreclosure prevention and reduction initiatives for low-mod households offered by and through the Community Development Department.**
- e. Rehabilitate blighted buildings and sites to improve appearance and public health and safety.**
- f. Renovation of area parks and facilities that serve the low-income populations of the CDBG Target Area.**

2. PROVIDE SOCIAL SERVICES

- a. Improve outreach and access to supportive services for homeless individuals and their families.**
- b. Increase coordination among Haverhill services providers of resources.**
- c. Increase access to child care and transportation services.**
- d. Increase individuals completing job training programs for employment.**
- e. Reduction in the number of gang-related activities.**
- f. Informational resource on housing and services to low-income residents of the Target Area.**

3. PROMOTE ECONOMIC DEVELOPMENT

- a. Assist for-profit businesses and non-profit organizations where appropriate to create or retain jobs for low/moderate income people.**
- b. Creation of a storefront and façade program to enhance the residential and business areas of the City, where the population of the Target Area shop and congregate.**
- c. Develop economic development projects and micro-enterprise activities in the Target Area.**
- d. Provide improvements in inner city infrastructure.**
- e. Create sites suitable for business expansion and available for development.**
- f. Conduct assessment for hazardous substances and petroleum on identified Brownfield sites.**

ON A SEPARATE SHEET, PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS, AS THEY PERTAIN TO YOUR PROJECT AND/OR ORGANIZATION. USE NO MORE THAN THREE SINGLE SPACED SHEETS TO ANSWER THE QUESTIONS.

I. Project/program Summary

- A. Briefly describe the proposed project or program.
- B. Describe the need or problem to be addressed in relation to the population served and how this project/program fulfills the following three issues:
 - 1. What percentage of the target population is low/moderate (earning at or below 80% of the area median income), and how will this be measured?
 - 2. Which objective (suitable living environment, decent housing, or economic opportunity) does this project/program address, and what outcome is desired (availability/accessibility, affordability, or sustainability)?
 - 3. Which identified priority from the City of Haverhill's Combined Housing Element/Consolidated Plan 2010-2015 does this project/program focus upon?
- C. Outline the population to be served or the area to be benefited. Include the number of Haverhill residents and the total number of individuals or households who benefit from the program/project.
- D. Describe the work to be performed, including the activities to be undertaken or the services to be provided.
- E. Please describe the goals and objectives and method of approach to accomplish these goals and objectives.
- F. Describe your implementation schedule. Please note all funds must be expended by June 30th of the forthcoming year (6/30/14).
- G. If applying for funds to purchase equipment or any capital item, include justification of the purchase to the operation of your program.
- H. If the project includes rehabilitation of residential units, please indicate how your agency will comply with the lead-based paint regulations.

II. Agency Information

A. Background

- 1. Outline the background of your agency, including the length of time your agency has been in operation, the date of incorporation, and the type of corporation.
- 2. Describe the type of services provided.
- 3. List the average number of clients assisted by your program in a typical year and the general characteristics of your clients.
- 4. Describe your agency's capabilities of assisting these clients.
- 5. Indicate any prior CDBG grants obtained including which fiscal year and from what jurisdiction.

B. Personnel

- 1. Outline the intended staffing pattern, existing staff positions and qualifications and describe experience of program staff.
- 2. Please state whether or not your agency has a personnel policy manual with an affirmative action plan and grievance procedure.

C. Financial

- 1. Please explain your proposed budget specifying line items costs such as personnel, supplies, equipment, travel, etc.
- 2. Describe your agency's current operating budget, itemizing revenues and expenses.
- 3. Identify commitments and sources for ongoing funding.
- 4. Describe the agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

D. Audit Requirements

In accordance with the Office of Management and Budget Circulars A-133, A-128, and A-110, the Federal Government requires that organizations receiving a cumulative amount of \$300,000 or more in Federal financial assistance in a fiscal year must have an audit prepared at the end of the fiscal year. Agencies that fall into this category must choose one of the three following ways of meeting this requirement and state which method is chosen:

1. If your agency already conducts audits of all its funding sources including CDBG, you must submit a copy of your most recent audit, and may, at your discretion, include the CDBG portion of the audit cost in your CDBG project budget.
2. If your agency already conducts audits of its other funding sources but has neither received nor included CDBG funds in the past, the scope of the audit should be modified to incorporate CDBG audit requirements. The associated audit cost of the addition of CDBG funds could then be included in your CDBG project budget, accompanied by the auditor's written cost estimate.
3. If your agency does not have a current audit process in place, your agency will be required to include a 10% set-aside in the CDBG project budget for the provision of an audit.

E. Insurance

1. Please list the amount of your liability insurance coverage and the name and address of your insurance agency.
2. Please state whether your agency pays all payroll taxes and worker's compensation insurance as required by Federal and State law.
3. Please state whether your agency has fidelity bond coverage for principal staff who handle your agency's accounts. If so, please indicate the amount of coverage and the insuring agency.
4. Please list your insurance carrier.

Check list of Required Documents		
✓	# copies	Item
✓	1	Items requested in narrative section above. (I, A through H and II, A through E)
✓	1	Proposed Budget, and also a copy of the Current Year Budget
✓	1	Implementation Schedule
✓	1	List of Board of Directors - include the name, telephone number, address, occupation or affiliation of each member and identify the principal officers of your governing body.
✓	1	Board of Directors' Designation of Authorized Official -documentation of your governing body's action authorizing the representative of your agency to negotiate for and contractually bind your agency. Documentation may consist of a signed letter from the Chairperson of your governing body providing the name, title, address and telephone number of each authorized individual.
✓	1	Organizational Chart - describe your agency's administrative framework and staff positions which indicate where your proposed project will fit into your organizational structure, and which identifies any staff positions of shared responsibility.
✓	1	Resume of Program Administrator
✓	1	Conflict of Interest Statement - please identify any member, officer, or employee of your organization who is an officer or employee of the City or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any actions taken in execution of this application.
✓	1	Financial Statement and most recent Audit
✓	1	Articles of Incorporation and attestation of Bylaws (bylaws not needed to be submitted)
✓	1	State and Federal Tax Exemption Determination Letters
✓	1	
✓	1	

Please Note: Your application will not be accepted unless it is submitted with all the required documentation attached.