

APPLICATION REVIEW CRITERIA

Staff will use the following criteria, in addition to eligibility requirements and the City's Consolidated Plan priorities, in evaluating the applications submitted for CDBG funding:

Impact on Consolidated Plan Priority Needs

Applications must provide a clear explanation of how the project meets a Consolidated Plan priority need. High-priority needs include housing programs, youth and senior facilities, street/sidewalk and accessibility improvements, and public services targeting seniors and youth and childcare needs. See “City of Haverhill Priorities”

Benefit to Low-and Moderate-Income Persons

Activities providing a clear benefit to at least 51 percent low- and moderate-income persons or households will be given funding preference.

New or Increased Service

Applications for public services funding must document a quantifiable increase in the number of persons to be served, the provision of a new service, or the expansion of an existing service into a new area.

Project Description and Budget

Project descriptions will be evaluated for feasibility of implementation, overall and within the allotted time frame. Budgets will be reviewed to determine completeness and reasonableness of all costs related to the request for CDBG funding. All budgets should factor in the most recent cost estimates available.

Capacity

Applicants must demonstrate the ability to carry out the proposed activities. Each applicant will be evaluated on experience, administrative capacity, and financial management. For organizations currently receiving CDBG funding, preference will be given to providers with exemplary performance records in managing their grants and meeting their accomplishment goals.

Leveraged Funds

Consideration will be given to the amount of non-CDBG funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG funds will have on meeting local community needs. Documentation must be provided (i.e. firm commitment or award letters) with the application to verify the availability of leverage/match resources.

Other Application Factors

Applicants are encouraged to develop a program that has a substantial and comprehensive impact on the needs of the target population or the neighborhood or building conditions identified in their application. City staff will also evaluate applications based on the availability of other funding sources, the long-term effects of the activity, and the applicant’s collaboration with other organizations.

CITY OF HAVERHILL COMMUNITY DEVELOPMENT

Community Development Block Grant Application

Please type

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:	Brief 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	

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

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

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

CITY OF HAVERHILL PRIORITIES

The program/project must meet one or more of the priorities established by the City of Haverhill in the Housing Element/Consolidated Plan 2005-2010 (please indicate priority on the cover sheet):

PRIORITY GOAL #1 - EXPAND THE SUPPLY AND TYPES OF AFFORDABLE HOUSING

- 1.1 Build the capacity of area non-profit housing developers to further affordable housing production goals.
- 1.2 Acquisition and Rehabilitation of rental housing for occupancy by very low income individuals and families.
- 1.3 Support and strengthen the city's housing rehabilitation program so it can expand programming.
- 1.4 Construction of rental housing on vacant infill properties in Target Area.
- 1.5 Update and/or create city ordinances to create additional financial resources for affordable housing production.
- 1.6 Provide TA and support for the development and rehabilitation of permanently affordable rental housing.
- 1.7 Provide homebuyer counseling and downpayment and closing cost assistance to LMI first time homebuyers.
- 1.8 Assess city owned properties for the potential to be converted to affordable housing.

PRIORITY GOAL #2 - MAINTAIN AND PRESERVES PRESENT HOUSING STOCK

- 2.1 Rehabilitation of owner occupied inner city target housing units in one to four family dwellings.
- 2.2 Support and provide financing for multi-family housing developments, expedite city approval process.
- 2.3 Lead Abatement activities in one to four family dwellings and reduction in childhood lead hazards.
- 2.4 Rehabilitation of structures for homeless and special needs populations.
- 2.5 Lead Abatement activities in investor owned multi family properties.
- 2.6 Rehabilitation of rental housing projects with the cooperation of MHP.

PRIORITY GOAL #3 - BASIC SHELTER AND SERVICE NEEDS FOR HOMELESS INDIVIDUALS AND FAMILIES

- 3.1 Improve outreach and access to supportive services.
- 3.2 Increase coordination among Haverhill service providers of resources.
- 3.3 Stabilize the number of individuals and families at risk of becoming homeless.
- 3.4 Provide rental assistance to homeless and special needs populations.
- 3.5 Reduce the number of individuals who are hungry and without shelter.
- 3.6 Increase families accessing child care and transportation services.
- 3.7 Increase individuals completing job training programs and accessing employment.

PRIORITY GOAL #4- PROMOTE NEIGHBORHOOD STABILIZATION

- 4.1 Acquisition and Rehabilitation of rental housing for homeless individuals and special needs populations.
- 4.2 Construction of rental housing in vacant infill properties in the Target Area
- 4.3 Development of Rental housing/ Assisted Living with supportive services for low income elderly.
- 4.4 Provide public health and safety improvements in the Target Area.

PRIORITY GOAL #5- PROVIDE NEEDED PUBLIC SAFETY AND SERVICES

- 5.1 Improvement in crime statistics.
- 5.2 Increased ability for community police communication.
- 5.3 Reduction in the number gang related activities.
- 5.4 Provide improvements in inner city infrastructure including drainage, sewers, and schools.

PRIORITY GOAL # 6- ENCOURAGE ECONOMIC DEVELOPMENT ACTIVITY IN INNER CITY NEIGHBORHOODS

- 6.1 Assist for-profit businesses and non-profit organizations to create or retain jobs for LMI individuals.
- 6.2 Development of economic development projects and micro-enterprise activities in the Target Area.
- 6.3 Make sites suitable for business expansion ready and available for development.
- 6.4 Conduct assessment for hazardous substances and petroleum on identified Brownfield sites.
- 6.5 Rehabilitate blighted buildings and sites to improve appearance and public health and safety.

Copies of the Combined Housing Element/Consolidated Plan 2005-2010 may be obtained from the Community Development Department, City of Haverhill, 4 Summer St., Haverhill, Ma 01830 for \$10 per copy.

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 2005-2010 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.
- 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 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. Please list all other jurisdictions to which you are currently applying for CDBG funds, including the amount and proposed program.
- 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 indicates 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	Resume of Fiscal Officer
✓	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	Board of Directors' Authorization to Request Funds - documentation may consist of a copy of the minutes of the meeting in which your governing body's resolution, motion or other official action is recorded.
✓	1	Financial Statement and most recent Audit
✓	1	Articles of Incorporation and Bylaws
✓	1	State and Federal Tax Exemption Determination Letters

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