

Cumberland County, Pennsylvania
APPLICATION FOR FUNDING
CDBG-CV Program
May 2020

Background

The CARES Act provides \$5 Billion in CDBG funds (CDBG-CV) for COVID-19 relief-related activities to communities and states across the country. Cumberland County was allocated \$727,510. **To receive HUD CDBG-CV funding, each activity must prepare, prevent, or respond to the effects of the COVID-19 pandemic.** The programmatic requirements for CDBG-CV are the same as those for the CDBG program unless otherwise noted. All CDBG-CV activities must meet one of two National Objectives: 1) Benefit principally low-income and moderate-income (LMI) persons or 2) Prevent or eliminate a condition of slum or blight. The Public Service Cap is suspended.

CDBG-CV funds are a gap-filler designed to mitigate the effects of the COVID-19 emergency, rather than create longstanding new programs. The applicant must prevent duplication of benefits and may not use CDBG-CV funds to pay costs if there are other sources of financial assistance available to pay that cost (e.g., FEMA or SBA loans).

Submission Requirements:

Deadline: 4:00 PM, June 8, 2020
Late submissions will not be accepted.

Submit two (2) originals to the address listed below:

Cumberland County Housing & Redevelopment Authorities
114 N. Hanover St.
Carlisle, PA 17013

Submit one (1) PDF version of application to crafferty@cchra.com.

Submission Documents:

CDBG-CV Application
501(c)(3) IRS Letter of Tax Determination Status
Most recent financial audit
List of Board/Council Members
Agency Budget

Date of Application: _____

APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Type of Organization:

_____ Municipal Government _____ Private Non-Profit - 501(c)(3) or 501(c)(4)
_____ Private For-Profit _____ CHDO _____ Other

Name of Applicant's Chief Executive Officer: _____

Signature of CEO: _____

Staff Contact Person/Title: _____

Telephone: _____ **Fax:** _____ **E-Mail:** _____

Applicant's Fiscal Year: from _____ **to** _____

Applicant's Federal Employer Identification Number (FEIN): _____

Applicant's DUNS Number: _____

PROJECT INFORMATION

Project Name: _____

Project Site/Location: _____

Eligible CDBG Activities: (Choose one)

See CDBG – CV Guide for more information on eligible activities.

_____ Acquisition of Property

_____ Rehabilitation of Housing Units (Single-Family)

_____ Rehabilitation of Housing Units (Multi-Family)

_____ Emergency Assistance (rent, mortgage, and utility payments for up to three months)

_____ Public Facility (e.g., community center; recreational facility; streets; streetscape; curbs & sidewalks; water, sewer, and stormwater systems)

_____ Economic Development; Direct Assistance to a For-Profit (loans and/or grants to businesses for acquisition, rehabilitation, equipment, and working capital)

_____ Removal of Architectural Barriers (e.g., curb cuts, ramps, accessibility)

_____ Removal of a Blighting Influence (rehabilitation, demolition, clearance)

_____ Code Enforcement in a LMI Revitalization Area

_____ Public Services (e.g., counseling, childcare, crime prevention, homeless services)

Which of the following National Objectives is the proposed project intended to achieve?

_____ Benefit principally LMI persons

_____ Prevent or eliminate a condition of slum or blight

Amount of Funding Requested

On the worksheet below, provide basic budget information on the funds that you are requesting for the proposed activity. On a separate sheet, attach a detailed budget showing how each budget line item amount was determined.

Public Services Activities:

- 1) Personnel Costs \$ _____
- 2) Operating Cost \$ _____
- 3) Client Services \$ _____

Public Facility Improvements:

- 1) Construction Costs \$ _____
- 2) Engineering \$ _____
- 3) Acquisition \$ _____

Emergency Grant Payments for Families/Individuals:

- 1) Rental or Mortgage Payments \$ _____
- 2) Utility Payments \$ _____
- 3) Food/Clothing \$ _____
- 4) Personnel Costs \$ _____
- 5) Operating Costs \$ _____

Housing:

- 1) Acquisition \$ _____
- 2) Rehabilitation \$ _____
- 3) Public Facility Improvements \$ _____

Total Amount Requested: \$ _____

Other Funds Available For This Project:

- Source: _____ Amount: \$ _____

Total Project Costs (Amount Requested + Other Available): \$ _____

Narratives

Provide a narrative that addresses the following points on a separate sheet of paper:

REQUIRED IN ALL APPLICATIONS:

- Describe activity/program.
- Explain how the activity will prepare, prevent, or respond to COVID-19.
- Explain how the activity will prevent duplication of benefits.
- Explain why other sources of funding are not available to cover the cost of the activity.
- Describe the unmet critical need that the proposed project addresses.
- Describe how the project will have an identifiable and measurable impact on the need; include a description of the anticipated outcomes.
- Explain why County funding is necessary.
- Describe the capacity of the applicant to complete the project satisfactorily.
- Describe the timetable to complete the project.

INCLUDE AS APPLICABLE:

- If the project is to benefit LMI persons, explain if it will be a direct benefit to persons or families, or will it benefit an area where LMI persons/families reside? If direct benefit, state the types and numbers of LMI persons you expect will be served by the project and the procedures to be used to verify and record LMI status of clients and the services provided to them. If the project will benefit a LMI area, describe the service area, and explain how you determined the area.
- If the project is intended to address slum or blight, describe the condition to be corrected and the method to be used (repair, demolition). Attach pictures.
- If the proposal is for an economic development project, state how many jobs will be created, and show how you will make them available to LMI persons. Provide a proforma.
- If the project is a housing rehabilitation project, fully describe the proposed program: the type of properties to be rehabilitated (owner-occupied, rental, vacant-for-resale); whether it is a grant or loan program; the terms of sale or of repayment or of forgiveness loans; any proposed subsidies to buyers.

- **If the project is for property acquisition, state final use of property. Provide evidence of due diligence and site control or plans for same.**
- **If the project is a Public Service, provide proof that the project is a new service or a quantifiable increase of an existing service.**
- **If the project is Code Enforcement, provide information on the area experiencing deterioration and on any other improvement activities to be undertaken in the area in conjunction with the code enforcement.**
- **Provide available maps, drawings, sketches, plans, studies, surveys, etc. as available, which will show the location and scope of the proposed project and demonstrate the feasibility of the project.**