



# **CITY OF BETHLEHEM**

FISCAL YEAR 2018

COMMUNITY DEVELOPMENT BLOCK GRANT  
AND  
HOME INVESTMENT PARTNERSHIPS PROGRAM  
(Reimbursable Grants)

APPLICATION PACKAGE

**DUE BY SEPTEMBER 8, 2016 at 4:00 pm**

## Introduction

This application package includes all the materials needed to either recommend a project or request funding for a project from the City of Bethlehem's FY 2018 Community Development Block Grant and/or FY 2018 HOME Investment Partnerships Programs.

The following materials are enclosed:

1. **Review Criteria for FY 2018 Programs:**

Please read these documents to gain an understanding of the program requirements and eligible activities.

2. **Application Checklist, Request for Proposals, Funding Request**

3. **Attachments: I. Minimum Standards for Monitoring and Recordkeeping, II. Low to Moderate Income Guidelines, III. Map of Low/Moderate Income Census Tracts, IV. Standard Rating Criteria**

4. **Project Recommendation Form:**

The Project Recommendation Form should be used to recommend a specific project within the City, i.e. a street to be reconstructed, a park to be improved, etc.

**Questions concerning this application package should be directed to Allyson Lehr, J.D., Housing and Community Development Planner at (610) 997-5731 or [alehr@bethlehem-pa.gov](mailto:alehr@bethlehem-pa.gov).**

## REVIEW CRITERIA FOR 2018 PROGRAM

### PROGRAM INTENT –

1. Activities benefiting low- and moderate-income persons.
2. Activities eliminating conditions of blight or deterioration.

### PROGRAM ELIGIBILITY –

1. Activities serving local housing needs
2. Activities encouraging local economic development
3. Activities relating to neighborhood revitalization needs
4. Activities providing needed public facilities or services
5. Citizen sponsored projects, which serve one or more of the aforementioned criteria and which would not proceed except with block grant funding.

### LOCAL PRIORITIES –

Any project considered for funding must be: (a) achievable, (b) fiscally sound, and (c) not have an adverse environmental impact.

Higher priority will be given to those requests for which there are prior public commitments as well as for those projects, which leverage other public and private investments. In addition, the following policies will also be applied:

1. The City is committed to providing financing assistance for rehabilitation of housing, provided the beneficiaries are principally low and moderate income.
2. The City is willing to undertake economic development activities such as: commercial rehab loan programs, or technical assistance for enabling businesses to start-up or to properly operate, provided the enterprise principally serves low- and moderate- income areas or retains/hires employees, the majority of which are low and moderate income.
3. An item of the City's capital budget program, which could be funded by CDBG, will be given higher consideration than projects not on the City's capital budget.
4. Both non-profit as well as for-profit applicants to the program must make or obtain other public or private commitments if requesting CDBG funds for a facility that has a direct benefit to a private entrepreneur. In addition the administration will be guided by the overall relationship of the activity to the City's community development program objectives.

**CITY OF BETHLEHEM  
CONSOLIDATED GRANTS PROGRAM**

**JANUARY 1, 2017-DECEMBER 31, 2018**

**APPLICATION CHECKLIST**

Please submit an original and three copies of your application, which must contain the following information. Check below that your application is complete.

- \_\_\_\_\_ Section I.      Basic Information Form and Proposal summary
- \_\_\_\_\_ Section II.     Project Narrative
- \_\_\_\_\_ Section III.    Agency Information
- \_\_\_\_\_ Section IV.    Plan for Monitoring and Recordkeeping
- \_\_\_\_\_ Section V.     Budget Request Forms
  - \_\_\_\_\_ Program Budget
  - \_\_\_\_\_ Budget Narrative and Timetable
  - \_\_\_\_\_ Listing of Other Resources
  - \_\_\_\_\_ Funding Commitment Letters
  - \_\_\_\_\_ Organization Budget Summary
  - \_\_\_\_\_ Organization Budget and Sources of Revenue
- \_\_\_\_\_ Section VI.    Standard Required Documents
  - \_\_\_\_\_ IRS 501 (C) Determination Letter
  - \_\_\_\_\_ Copy of most recent audit
  - \_\_\_\_\_ List of Board Members
  - \_\_\_\_\_ Agency Budget

\* HOME applicants may be required to submit additional information prior to a funding commitment from the City in accordance with new program rules.

**All applications must be received by 4:00 P.M., September 8, 2017. LATE APPLICATIONS WILL NOT BE CONSIDERED.** Please submit **one original and *three* copies** of the completed application to the City of Bethlehem, Department of Community and Economic Development, Bureau of Housing and Community Development, 10 East Church Street, Bethlehem, PA 18018.

**PLEASE DOUBLE CHECK YOUR SUBMISSION TO ENSURE IT IS COMPLETE AND IT CONTAINS ALL THE ABOVE NOTED INFORMATION.**

Note: Reproducing the application forms with various word processing programs is permitted. However, please verify that your agency is providing all information requested on each page.

**CITY OF BETHLEHEM  
CDBG AND HOME PROGRAMS  
REQUEST FOR PROPOSALS**

**INTRODUCTION**

Each year, the City of Bethlehem receives funding from the United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant Program (Title I of the Housing and Community Development Act of 1974, as amended), and the HOME Investment Partnerships Program (Title II of the National Affordable Housing Act of 1990, as amended).

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, by providing decent housing and a suitable living environment as well as expanding economic opportunities, principally for persons of low- and moderate-income. The City utilizes these funds primarily for the revitalization of low- and moderate-income neighborhoods through the rehabilitation of the existing housing stock and physical improvements to public facilities. In addition, the City funds economic development activities, purchases, and law enforcement activities, which complement the usual “bricks and mortar” approach to revitalization. This strategy is to ensure that all of the needs of neighborhood residents are being addressed through improving the quality of life for our citizens.

Finally, included among the objectives of the HOME Investment Partnerships (HOME) Program is the expansion of the supply of decent and affordable housing for low- and very low-income households and the strengthening of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

**ELIGIBILITY CRITERIA**

**Proposed CDBG activities must meet the following criteria:**

1. The beneficiaries of the proposed activities must be residents of the City of Bethlehem with annual incomes at or below 80 percent of the area median.
2. The proposed activities must be an eligible use of CDBG funds as defined by federal regulations (24 CFR §570 Subpart C).
3. The proposed activities must be directed towards improving the community’s public services and facilities including but not limited to, those concerned with the housing, employment, crime prevention, child care, health, drug abuse, education, welfare, energy conservation or recreation needs of low- and moderate-income residents and low- and moderate-income areas of the City.
4. Agencies receiving funds for public services for the first time must document that the proposed activity is either a new service or the funding will allow a substantial increase in the level of service (substantial is defined as a 25% increase in service) above that which was provided during the 12 calendar months preceding the grant period.

**Proposed HOME activities must meet the following criteria:**

1. The beneficiaries of the proposed activities must be residents of the City of Bethlehem with annual incomes at or below 80 percent of the area median for homeowner programs. For rental programs, the beneficiaries must be residents of the City of Bethlehem with annual incomes at or below 50 percent of the area median income, with exception when determined necessary by the Department.

2. The proposed activities must be an eligible use of HOME funds as defined by federal regulations (24 CFR §92 Subpart E).
3. Proposed activities must be directed towards housing rehabilitation, tenant-based assistance, assistance to homebuyers, acquisition of housing, and new construction of housing. Funding may also be used for other necessary and reasonable activities related to the development of non-luxury housing.
4. At least 15 percent of HOME funds must be set-aside for Community Housing Development Organizations (CHDOs). A CHDO is a not-for-profit, community-based organization that has, or intends to retain, staff with the capacity to develop affordable housing for the community it serves. The organization must be controlled by, and provide service to, low-income communities (i.e. a majority of the households have annual incomes at or below 80 percent of the area median). Only projects in which the CHDO acts as a developer, sponsor and/or owner of housing are eligible set aside activities. **Please note if you are interested in applying to become a CHDO as a separate certification process must be completed.**

**All applications, regardless of funding source, must meet the following criteria:**

1. The proposed activities must be carried out in a cost-effective manner.
2. The proposed activities must result in a significant decrease of funds from other public or private sources.
3. The proposed activities must have broad-based community support, which may be demonstrated by letters of support.
4. The proposed activities must not duplicate other services in operation or known to be in development.
5. The sponsoring organization must have the experience and expertise to meet the proposed objectives in the defined time period.
6. The sponsoring organization must have the fiscal accountability and the commitment of other resources necessary to accomplish the proposed objectives.
7. The sponsoring organization must have established any necessary relationships with other organizations to meet the proposed objectives.

**CITY OF BETHLEHEM  
CDBG AND HOME PROGRAMS  
APPLICATION FOR FUNDING**

**PROPOSAL FORMAT**

Organizations requesting funds under the City of Bethlehem's CDBG and HOME Programs must address the following items using no more than the maximum number of pages indicated; please be brief and concise. The proposal should be formatted using the following outline. Please remember you must submit **one original and three copies** of the **entire** application as listed below.

- I. Basic Information Form and Proposal Summary (one page each) – Please complete the attached forms. Keep in mind that complete applications are reviewed by the City staff most involved in the application process. The remaining staff involved in the process (as well as elected officials) see only the proposal summary. Therefore, we recommend you summarize your proposal in the most complete and succinct manner possible.
  
- II. Project Narrative (five pages maximum)
  - A. Need/Problem to be Addressed – Demonstrate the need for the program. Support this description with facts and statistics, indicating their sources. Identify the problems the program will address.
  - B. Population/Area Served – discuss the population and the area to be served, including the applicable streets, census tracts, neighborhood or addresses impacted. Please see the attached map for low/moderate census tracts within the City.
  - C. Statement of Outcome-Based Objectives – Briefly state the purpose of the program. Outline the specific outcome-based objectives that you hope to accomplish during the grant year. These objectives must be quantifiable whenever possible. These objectives form the basis of your contract and performance will be measured against these objectives.
  - D. Project Timeline – Briefly state the schedule for completion of the project.
  
- III. Agency Information (two pages maximum)
  - A. Background – Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency 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 appropriate).
  - B. Key Personnel – Briefly describe the agency's existing staff positions and qualifications, and state whether the agency has a personnel policy manual with an affirmative action plan, conflict of interest statement and grievance procedure.
  - C. Any additional information.
  
- IV. Plan for Monitoring or Recordkeeping (two pages) – Briefly state what steps will be taken to monitor and evaluate the objectives noted in Section I. In particular, the City is interested in the long-term impact of the program and how the sponsoring organization will measure the impact. In addition, the City is required by HUD to monitor and evaluate a recipient's performance. The City's requirements for recordkeeping by a subrecipient vary with each program due to the diverse nature of the activities.

The general reporting requirements involve the collection of demographic information regarding the beneficiaries of the program.

Construction project over \$2,000 are subject to federal labor compliance regulations, including Davis Bacon regulations which set a certain wage for workers performing the work. Additional reporting requirements are mandated. The City will assist all subrecipients with these processes, but the subrecipient must be fully able and willing to comply with these additional requirements.

V. Budget Request Forms

- A. Complete the Attached Program Budget Form. For each line item, round to the nearest whole dollar.
- B. Include a Budget Narrative that specifically explains each line item.
- C. Include a listing of Other Resources for the program, by source and amount. Please indicate whether each funding source is committed or pending. Include letters of commitment for funding sources that are committed.
- D. Complete the attached Organizational Budget Summary.
- E. Include a copy of the organization's budget and sources of revenue for fiscal year 2017.

VI. Standard Required Documents and Forms if applicable

- A. IRS 501(C) determination letter
- B. Copy of most recent audit or financial statements
- C. List of Board Members



**CITY OF BETHLEHEM  
JANUARY 1, 2017 – DECEMBER 31, 2018  
CDBG AND HOME PROGRAMS  
FUNDING REQUEST**

**SECTION A – BASIC INFORMATION**

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONGRESSIONAL DISTRICT: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

FED ID NO.: \_\_\_\_\_ DUNS NO: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_

ORGANIZATION BOARD PRESIDENT: \_\_\_\_\_

PROGRAM/PROJECT TITLE: \_\_\_\_\_

PRIMARY PROGRAM/PROJECT LOCATION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**PRIMARY CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

THIS GRANT IS FOR: \_\_\_\_\_ Public Service Funds (personnel, rental assistance, operations, etc.)

\_\_\_\_\_ Physical improvements (construction, materials, permanent equipment,  
etc.)

\_\_\_\_\_ Economic Development Activities

\_\_\_\_\_ Affordable housing rehabilitation/development (HOME funds)

AMOUNT OF FUNDS REQUESTED: \$ \_\_\_\_\_

AMOUNT OF OTHER FUNDS NEEDED/AVAILABLE: \$ \_\_\_\_\_

TOTAL PROGRAM/PROJECT BUDGET: \$ \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PROPOSAL SUMMARY**  
**(Please limit summary to one full page)**

NAME OF AGENCY:

NAME OF PROGRAM:

SUMMARY OF PROGRAM:

AMOUNT OF CDBG/HOME FUNDS REQUESTED: \_\_\_\_\_

AMOUNT OF OTHER FUNDS NEEDED/AVAILABLE: \_\_\_\_\_

TOTAL PROGRAM/PROJECTED BUDGET: \_\_\_\_\_

**PROGRAM BUDGET** (whole dollars only)

	<b>(A) Program Total (A)=(B)+(C)</b>	<b>(B) Funds Requested</b>	<b>(C) Other Resources</b>
PERSONNEL -Salaries – list by position*			
Payroll Taxes			
Social Security			
Unemployment Insurance			
Benefits			
Health			
Pension			
Sub-Total	\$	\$	\$
OPERATIONS			
Rent/Mortgage			
Utilities			
Telephone			
Insurance			
Office Supplies			
Program Supplies			
Maintenance Supplies			
Postage			
Professional Service Fees			
Training & Development			
Other (specify)			
Sub-Total	\$	\$	\$
EQUIPMENT PURCHASE/RENTAL			
Sub-Total	\$	\$	\$
Total	\$	\$	\$ **

\* For each position, please list the number of hours and pay rate that will be paid by the City of Bethlehem

\*\* On a separate page, list other resources by source and amount.



## ATTACHMENT I

### MINIMUM STANDARDS FOR MONITORING AND RECORDKEEPING

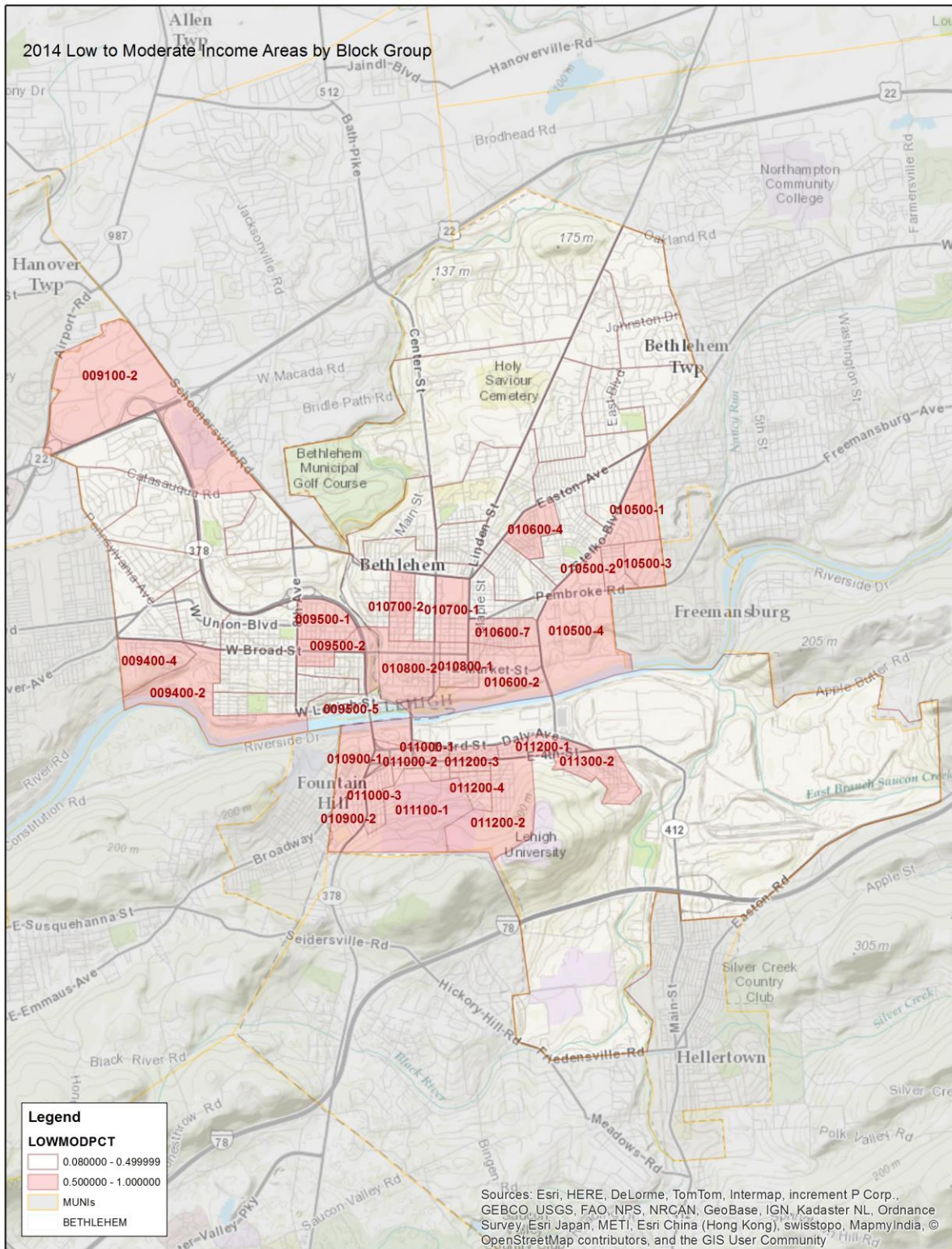
1. All programs must be designed to meet the needs of low and moderate income residents of the City. All subgrantees are required to document basic information on the clientele served, including income documentation. In general, income verification may consist of certifications signed by the client, copies of income tax returns, medial assistance cards or pay stubs. The specific requirements will vary depending upon the source of federal funds and the type of activity. All income documentation must be maintained by the agency in confidence. HOME recipients must use two source documents to verify income of program participants.
2. The subgrantee is required to submit quarterly progress reports with related metrics.
3. The subgrantee is required to provide an **annual progress report** containing information as required by City staff.
4. The subgrantee is required to allow periodic site visits by City staff to review project progress, effectiveness and contract compliance.
5. The subgrantee must remit all supporting documentation with all requests for funding drawdowns.
6. *Construction projects over \$2,000 are subject to federal labor compliance regulations, including Davis Bacon regulations which set a certain wage for workers performing the work. Additional reporting requirements are mandated. The City will assist all subrecipients with these processes, but the subrecipient must be fully willing to comply with these additional requirements.*

## ATTACHMENT II

### City of Bethlehem- Low to Moderate Income Limits for F.Y. 2017

<u>Household Size</u>	<u>0-30% AMI</u>	<u>31-50% AMI</u>	<u>51-80% AMI</u>
1 person	\$0 - \$15,400	\$15,401 - \$25,700	\$25,701 - \$41,100
2 people	\$0 - \$17,600	\$17,601 - \$29,400	\$29,401 - \$47,000
3 people	\$0 - \$20,420	\$20,421 - \$33,050	\$33,051 - \$52,850
4 people	\$0 - \$24,600	\$24,601 - \$36,700	\$36,701 - \$58,700
5 people	\$0 - \$28,780	\$28,781 - \$39,650	\$36,701 - \$58,700
6 people	\$0 - \$32,960	\$32,961 - \$42,600	\$42,601 - \$68,100
7 people	\$0 - \$37,140	\$37,141 - \$45,550	\$45,551 - \$72,800
8 people	\$0 - \$41,320	\$41,321 - \$48,450	\$48,451 - \$77,500

# ATTACHMENT III MAP OF LOW/MODERATE INCOME CENSUS TRACTS



**ATTACHMENT IV  
CITY OF BETHLEHEM – CDBG AND HOME PROGRAMS STANDARD RATING CRITERIA**

<b>Organization Name</b>	<b>Project</b>
<b>Location of Project</b>	<b>\$ Requested</b>
<b>Rating Factors and Points:</b>	<b>POINTS</b>
<b>1. Need/Extent of the Problem (35 points maximum)</b>	
a. The extent of the need for the project. Has applicant demonstrated the need for the project in the community in a satisfactory manner? (10 points)	
b. The applicant has documented consistency with the City’s goals of augmenting services and housing for the low/moderate income population. (10 points)	
c. The applicant has described the population to be served using census tract information, demographic information or other specific data. (10 points)	
d. The applicant demonstrates how the program results in self-sufficiency/increased independence for participants. (5 points)	
<b>2. Soundness of Approach/Outcomes (15 points maximum)</b>	
a. The applicant has submitted clearly defined outcome-based objectives. (5 points)	
b. The outcomes clearly show benefit to the low/moderate income population. (5 points)	
c. The project approach is consistent with the end goals of the project. (5 points)	
<b>3. Capacity of the applicant and Relevant Organizational Staff (20 points maximum)</b>	
a. The scope, extent and quality of the applicant’s experience in providing the services of the proposed program / project. (5 points)	
b. The scope of applicant’s experience managing federally funded programs. (5 points)	
c. The applicant has the organizational capacity to carry out the program. (5 points)	
d. The applicant has the ability to spend the full award within 18 months from the date of funding. (5 points)	
<b>4. Monitoring and Record Keeping (10 points maximum)</b>	
a. The applicant has the ability to collect and report client or project data. (5 points)	
b. The applicant clearly demonstrates understanding of program requirements including procurement, labor standards and other regulations. (5 Points)	
<b>5. Leveraging Resources (10 points maximum)</b>	
a. The extent of applicant’s activities in the community (including past program administration, volunteers, fundraising support) that demonstrate support for the project. (5 points)	



b. The extent of the applicant's ability to carry out the program if not awarded the full requested amount. (5 points)	
<b>6. Comprehensiveness and Coordination (10 points maximum)</b>	
a. The extent to which the applicant coordinated its application with other organizations to complement and/or support the proposed program / project. (5points)	
b. The extent to which the applicant addresses a need not being met by another agency / program. Is the program duplicative? (5points)	
<b>Total Points</b>	