

City of Greeley
Community Development Block Grant
Application Package
Fiscal Year 2012

Community Development Department
GREELEY URBAN RENEWAL AUTHORITY
1100 10th Street, Suite 201
Greeley, Colorado 80631

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INTRODUCTION

Consolidated Plan – The City of Greeley, through the Urban Renewal Authority (GURA), is now initiating its program year 2012 Community Development Block Grant (CDBG) application process. The CDBG application process is part of the Consolidated Plan, which outlines community priorities and activities serving target neighborhoods and populations, and consistent with federal Department of Housing and Urban Development (HUD) standards. The Consolidated Plan must be submitted annually to HUD by any community receiving federal funds. The use of CDBG funds, as well as other federal funds, must be specifically identified in the Consolidated Plan.

Technical Assistance – Applicants for CDBG funds may receive technical assistance from the Greeley Urban Renewal Authority staff throughout the program year. If you have questions regarding any aspect of the application, please contact:

Carol Larsen
Community Development Coordinator

Rebecca L. Safarik
Community Development Director

United Plaza Building – 1100 10th Street, Suite 201
Greeley, Colorado 80631
(970) 350-9380



Application Package – The application package is divided into the following sections:

- Part I** - Timeline and Citizen Participation Process
- Part II**- Criteria for Funding Decisions
- Part III**- Performance Measurement
- Part IV**- CDBG Application
- Part V**- Information Sheet
- Part VI**- Affidavit of Lawful Presence

Part I

Timeline and Citizen Participation Process

June 15, 2011	CDBG Applications available for Fiscal Year 2012 funding.
June 28, 2011	Neighborhood Meeting (technical assistance available) – Recreation Center, 4:00-5:00 p.m.
July 14, 2011	Neighborhood Meeting (technical assistance available) – Rodarte Center, 11:00-12:00.
August 3, 2011	Last day to submit applications to the Greeley Urban Renewal Authority for inclusion in Citizens’ Committee review packet. *
August 17 (or 24), 2011	Review of applications by the Citizen’s Committee. Each application is reviewed and ranked by the committee. The rankings and reasons for those rankings are then forwarded to the Greeley Urban Renewal Authority.
August 23, 2011	Last day to submit application for inclusion in the Greeley Urban Renewal Authority review packet. *
September 14, 2011	First public hearing is held by the Greeley Urban Renewal Authority for CDBG funding requests. Applicants are encouraged to attend the public hearing and explain their funding requests to the Urban Renewal Authority. The Authority reviews all applications and forwards their funding recommendations to City Council. *
September 15, 2011 to October 17, 2011	Thirty (30) day public comment period for the CDBG application requests as part of the Consolidated Plan process.
October 11, 2011	City Council holds work session for preliminary review of 2012 CDBG budget requests.
October 18, 2011	Second public hearing held by City Council for approval of the CDBG budget. Funding requests will be finalized by Council at the meeting. *
November 15, 2011	2012 Annual Action Plan (including budget requests) is forwarded to the U.S. Department of Housing and Urban Development for review and budget approval.
April 2012 (approximate date)	CDBG funds become available for approved 2012 projects.

* *While applications for funding may be submitted any time during this process, greater consideration is generally offered those applications which have been received and ranked from the onset of the public review process.*

Part II

Criteria for Funding Decisions

Funding Decisions Are Based on the Following Factors

Applications submitted for Community Development Block Grant funding will be evaluated based on the following factors.

1. **HUD Requirements** – The applicant must demonstrate that the project meets one of the three National Objectives (•assistance to low-moderate income, •eliminates slum and/or blight, •assists during an emergency). Also, the project must be consistent with the Consolidated Plan.
2. **Impact / Benefit to Neighborhood** – The applicant must describe how the project addresses transitional or long-range housing needs and/or benefits neighborhoods located within the Urban Renewal boundaries.
3. **Financial Information / Funding / Public and Private Commitments** – The applicant must provide evidence of public and/or private commitments. Both the value and viability of commitments will be considered. GURA prioritizes loan requests higher than applications requesting grants.
4. **Capacity and Experience** – The applicant must demonstrate their capacity in carrying out the activities of the proposed project.
5. **Direct Client Benefit** – The applicant must identify how many people the project will be serving, and the income level and type of client to be served.
6. **Project Readiness** – The applicant should indicate the start and completion dates of the project. To maintain compliance with CDBG grant regulations, Greeley Urban Renewal Authority requires that funds be expended in a timely fashion (within one year of annual CDBG grant award). The applicant must describe how this will be accomplished.

Additionally, any project that needs additional capital, particularly through fund raising endeavors, will be expected to have the needed funds in place by the time HUD funds are received in 2012 (usually during May) so that the project can move forward immediately. Provide information on this aspect of the needed funding under Item E2.

Part III

Performance Measurement

Over the last several years, the Department of Housing & Urban Development (HUD) has implemented a Performance Measurement System that grantees, such as the City of Greeley, are required to use. The overall intent of the system is to provide HUD with data to show national results and benefits of the expenditure of federal funds, specifically for the Community Development Block Grant (CDBG) program.

In order to adequately measure activities, the application questions are geared to answer key questions suggested by HUD:

- What is the goal of the activity (intended results)?
- What types of entities will benefit from this activity?
- Does this activity have a physical impact on a site or area?
- Does the activity have a physical impact on a site or area?
- Does this activity create jobs or create/sustain businesses?
- Is the activity targeted at a particular population (e.g., persons with AIDS, homeless persons, disabled persons)?

When completing this application, applicants should be sure to provide answers in great enough detail to adequately address those questions. It is recommended that the Performance Measurement worksheet at the back of the application be completed and returned with the application.

If CDBG funds are awarded to the proposed activity, the applicant will need to provide information on a quarterly basis until the activity closes that will address the following IDIS reporting areas:

- What other funds provided assistance to the activity. (This includes other federal funds, state and/or local funds, private donations, etc. and must be broken down by category of funding and dollar amount.)
- The measurement unit – such as persons, households, housing units, etc. and how many of each unit of measurement were assisted.
- If the unit of measurement is persons or households, the income levels of those receiving assistance by 30%, 50%, or 80% of the area median income.
- Race, ethnicity, family size, unit size (1 bedroom, 2 bedrooms, etc.).

Part IV
City of Greeley
CDBG Funding Application

(Staff Use Only)
Date Received _____

Project Name: _____

A. Applicant Information

Name of Applicant (Company or Non-profit Agency)

Address of Applicant

City State Zip Code

Contact Person (for application questions) Title

Telephone Number Fax Number

Person Authorized to request funds Title

Telephone Number Fax Number

Type of Organization (check one)

- | | |
|---|---|
| <input type="checkbox"/> For Profit Developer | <input type="checkbox"/> Public Housing Agency |
| <input type="checkbox"/> Non-Profit – 501(c)(3) | <input type="checkbox"/> Other (please Specify) |
| <input type="checkbox"/> CHDO | _____ |

Other information?

B. Capacity and Experience

Address the following with regard to agency background: Years in operation, purpose of organization, types of services provided, agency's capabilities, experience with Federal Programs, number/characteristics of clients served, license to operate. Address the following with regard to personnel: Staff positions & qualifications, your policy/procedures manual. Also indicate if agency has: liability insurance pays payroll taxes & worker's compensation, has fidelity bond coverage.

Please attach additional pages as needed.

Audit Provided

Annual Report Provided

C. Project Information

Project Name: _____

Location: _____

Project Type: (Check all activities applicable to project.)

- | | |
|---|---|
| <input type="checkbox"/> Property Acquisition | <input type="checkbox"/> Home Ownership |
| <input type="checkbox"/> Infrastructure Improvements | <input type="checkbox"/> Code Enforcement |
| <input type="checkbox"/> Removal of Architectural Barriers | <input type="checkbox"/> Energy Efficiency Improvements |
| <input type="checkbox"/> Site Development (parking/landscaping) | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Building/Property Rehabilitation | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Other (Please Specify) _____ | |

Project Readiness: Will project be started and completed in a timely fashion?

Start Date _____ Completion Date _____

Zoning Status for Project Site (attach documentation)

- Zoning Appropriate Needs Zoning Not Applicable

Site Control (if applicable – attach documentation)

- Owned Option to Purchase Leased (term) _____ Not Applicable

Project Description: Provide a comprehensive description of the proposed project, including site description, time-line (schedule for completion), need or problem to be addressed, description of work/proposed accomplishments & how it addresses the need, how the project addresses the National Objectives, location (within GURA boundaries?) benefit realized, purpose for funding and specific assistance requested (include attachments, if necessary), how project will be staffed. **Will project require Davis-Bacon wage rates?** (This could substantially increase the cost of the project and should be taken into consideration when doing the proforma and requesting funds.)

Please attach additional pages as needed.

D. Impact to Neighborhood

Please describe the feasibility of the project, including local market conditions or community needs that would justify the proposed project and/or activity. Describe benefit to neighborhood and/or housing needs.

Please attach additional pages as needed.

E. Public and Private Commitment

1. Financial Information

Type of Funding Request Loan Grant

Funding Amount Requested \$ _____

Percent of Project Requested for CDBG Funding Support _____ %

Total Cost of Project \$ _____

Will Project Generate Program Income? Yes No

Who is the intended recipient of the Program Income? _____

(E. Public and Private Commitment continued)

2. Sources and Uses of Funds / Other Commitments

- Describe all proposed and committed sources of funds for the project.
- Describe how each fund source will be used to complete the project.
- Describe commitments for ongoing funding.
- Describe the proposed operating budget & fiscal management (reporting, records, accounting principals).

Please attach additional pages as needed.

(Please Note: Requests that demonstrate leverage with other funds typically receive more favorable consideration.)

- What, if any, additional commitments are needed for the project to be implemented?

Please attach additional pages as needed.

Budget Attached

Proforma Attached

3. Previous Funding

Identify any previous CDBG, HOME, or other funding from the City of Greeley and use of those funds.

- Amounts Received / Year(s) Received / Type of Funding Received

Please attach additional pages as needed.

- Specific Use of Previous Funds

Please attach additional pages as needed.

F. Direct Client Benefit

Will allocation of CDBG funding allow for:

•New Program of Service

Yes

No

•Expansion of an Existing Program/Service

Yes

No

How many clients will you serve? _____

Describe the population to benefit from program. Please include income level and other population characteristics in your description.

Please attach additional pages as needed.

If expansion of Existing Program/service, please describe how agency will increase and maintain program/service levels a minimum of 15% during the next 12 months.

Please attach additional pages as needed.

Identify consequences if request is denied.

Please attach additional pages as needed.

G. Documents for Submission

The following documents are required with submission of application:

- Articles of Incorporation/Bylaws.
- Organizational Chart.
- Brief description of Executive Director's and Chief Fiscal Officer's experience.

If application for funding is approved, the following documents **may** also be required. Submission with application is optional.

- Non-profit determination.
- List of Board of Directors.
- Authorization to Request Funds.
- Abbreviated Financial Statement or Audit.
- Conflict of interest statement.
- Framework for documenting compliance with National Objectives.

H. HUD Regulations and Eligible Activities

If requested, applicant can be provided with the applicable regulations associated with each part of this application. Application questions are based on HUD requirements of a Subrecipient Application for Funding.

Also, a summary of Eligible and Ineligible Activities can be requested for assistance in determining whether or not a project is appropriate for CDBG funding assistance.

Both are available from the Greeley Urban Renewal Authority.

Part V

Information for Applicants

Five-Year Consolidated Plan Priorities

5 YEAR GOALS: *(These goals are for the Consolidated Plan Years 2010-2014.)*

- Create and maintain desirable and affordable single-family housing, including the rehabilitation of houses of low-income families and homeownership opportunities for individuals and families of lower incomes.
- Support the creation and maintenance of affordable multi-family housing by for-profit and non-profit organizations.
- Provide rental assistance, including utility assistance, for low-and moderate-income families and individuals.
- Support and provide assistance to special needs groups, including the homeless, persons with disabilities, the elderly, and children.
- Acquire blighted properties for redevelopment as housing and/or commercial land uses, to accomplish neighborhood revitalization and employment opportunities, as well as housing.
- Support economic development efforts that provide opportunities for families and individuals and neighborhoods of lower incomes.
- Provide support and assistance with the construction and development of needed community facilities, including community centers, health care facilities, and commodity distribution facilities that serve low-and moderate-income families and individuals.
- Enhance or provide infrastructure and environmental improvements in lower income neighborhoods, including the continuation of pro-active code enforcement to address neighborhood stability and other programs for overall neighborhood improvement.
- Support providers of medically at-risk populations that are uninsured or under-insured for the purpose of maintaining independence.

Note: At least 70% of the total annual grant must be spent on activities to benefit low- and moderate-income persons.

CDBG National Objectives

- **Benefits low- and moderate-income persons** (must be documented)
- **Prevents or eliminates slums or blight**
- **Assists during an emergency** (usually a major disaster type situation)

PERFORMANCE MEASUREMENT SYSTEM

Work Sheet for Objectives, Outcomes, and Indicators

(See page four for additional information)

CDBG – 2012

Agency: _____

Proposed Activity: _____

Activity Goal: _____

Objective Choose one of the following: <ul style="list-style-type: none"> ▪ Create suitable living environments ▪ Provide decent affordable housing ▪ Create economic activities 	Outcome Choose one of the following: <ul style="list-style-type: none"> ▪ Availability/accessibility ▪ Affordability ▪ Sustainability 	Indicators What measures will tell whether outcomes are occurring?	Time Frame

Performance Measure Reporting Tools

List all of the items that you will use to track the performance indicators (measure). This could include, but is not limited to surveys, attendance logs, case reports, waiting lists, etc. Indicate how often the data is collected and where it is kept.

Examples of Successful Projects from Previous Years

Project	Description	Agency
Clean-up Weekend	funding assistance for annual Spring & Fall Clean-up Weekends	Street Department
Site Purchase	purchase of permanent site for Eldergarden	Eldergarden
Tree Removal	assistance with cost of Forestry Department initiated tree removal for income-eligible homeowners in the Urban Renewal Boundaries	Forestry Department
Single-Family Housing Rehabilitation	Housing Rehab program for low- and moderate-income homeowners, (primarily within Urban Renewal Boundaries)	Urban Renewal
1 st Time Homebuyer	funding for down payment assistance program for income-qualified first time home buyers	High Plains Housing Development Corp.
A Woman's Place Addition	funding assistance for new addition to current facility	A Woman's Place
Tiemann Village Infrastructure	assistance with provision of infrastructure – sidewalks, fence, water and sewer taps at Habitat's Tiemann Village subdivision	Habitat for Humanity
Out-Patient Treatment Center	assistance with funding for construction of new out-patient treatment facility	Island Grove Regional Treatment Center
Stephens Farm	assistance with site purchase and construction of day-center for brain injured persons	Greeley Center for Independence
Sidewalk Improvements	funding for handicap ramps and sidewalk improvements in the North Downtown Neighborhood	Public Works
Plaza del Milagro	construction of daycare facility at Plaza del Milagro	Catholic Charities Northern
School Access	construction of sidewalks and safe pedestrian access to Billie Martinez school from the west	Public Works
Property Acquisition	acquisition of severely dilapidated properties within the Urban Renewal Boundaries – parcels later used for such projects as Meeker Commons, Stagecoach Gardens and La Casa Rosa apartments; Greeley Transitional House; Monfort Children's Clinic; Sunrise Dental Clinic and more.	Urban Renewal
Food Bank Facility	assistance with funding for construction of new facility to provide adequate freezer and dry-goods storage space	Weld Food Bank

Please remember, at least 70% of the total annual grant must be spent on activities to benefit low- and moderate-income persons.

Part VI

AFFIDAVIT OF LAWFUL PRESENCE

When accepting funding from the City of Greeley, it is strictly up to the subgrantee to determine whether or not HB 1023 (Affidavit of Lawful Presence and SAVE Verification Form) applies to them in relation to the money received from the City of Greeley through the Community Development Block Grant. The following forms are a part of the CDBG grant award agreement between the subgrantees and Greeley Urban Renewal Authority. It is advisable to discuss this matter with an attorney and understand any obligations with regard to HB1023.

The following two pages are provided **for informational purposes only**. The Affidavit must be completed by any of the **applicant's program beneficiaries** at a later date if the subgrantee determines HB 1023 is applicable to its program.

AFFIDAVIT OF LAWFUL PRESENCE

Do not complete as part of application. This is for informational purposes only.

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

___ I am a United States citizen, or

___ * I am a Permanent Resident of the United States, or

___ * I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date

*If Affiant affirms that he/she is either a Permanent Resident or otherwise lawfully present in the United States, Agency must complete the S.A.V.E. verification.

For internal use only:
IDENTIFICATION PROVIDED
___ Current Colorado Driver’s License or Permit
___ Current Colorado Identification Card Issued by Department of Motor Vehicles
___ United States Military Card
___ United States Military Dependent Identification Card
___ United States Coast Guard Merchant Mariner Card
___ Native American Tribal Document

For internal use only:
ALTERNATE I.D. REQUIREMENTS
If applicant can not produce one of the identification documents listed at left, please refer to Attachments A and B of the Department of Revenue’s “Rules for Evidence of Lawful Presence” located at www.Colorado.gov

**ADVISEMENT REGARDING USE OF COLORADO
DEPARTMENT OF REVENUE EMERGENCY RULES FOR
TEMPORARY ADDITIONAL IDENTIFICATION DOCUMENTS
OR PROCEDURES**

**Do not complete as part
of application. This is for
informational purposes
only.**

The Colorado Department of Revenue requires the following advisement if the Applicant chooses to use one of the additional forms of identification authorized by its Executive Director pursuant to § 24-76.5-103(5)(a), C.R.S.:

1. Under current Colorado law, in order to receive benefits beyond July 1, 2007, Applicant must produce one of the following forms of identification: a valid Colorado driver's license or a Colorado identification card issued pursuant to Article 2 of Title 42, C.R.S.; a United States military card or a military dependent's identification card; a United States Coast Guard merchant mariner card; or a Native American tribal document.
2. As soon as possible, Applicant should begin working diligently to secure the appropriate identification document; and
3. A determination of eligibility for benefits based on an Alternative Identification or the Electronic Identification Indicator in no way constitutes a representation that Applicant has provided sufficient information or documentation to support the issuance of one of the forms of identification set forth in § 24-7605-103(4)(a) C.R.S.