

CITY OF ASBURY PARK 2016 APPLICATION

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
(CDBG)**

2016 CDBG Application and Instructions for 2017 Funding

Department of Community Development
1 Municipal Plaza, Asbury Park, New Jersey 07712
T 732.502.5753 F 732.775.1483
www.cityofasburypark.com

CITY OF ASBURY PARK 2016 APPLICATION

Dear CDBG Applicant:

All 2017 applications for **Capital Improvement** funding are due to the City of Asbury Park no later than Friday, August 12, 2016. Please submit applications to the Department of Community Development, 1 Municipal Plaza, Asbury Park, second floor.

1. Please provide **1 original and 1 copy** of the application, provide a separate application for each project. All applications must be **typed**; all photos must be in **color** including the copies. Please paper clip all applications. **No staples**

2. Include a separate sheet labeled Scope of Services and a separate budget sheet signed by the Director of the agency. The Scope of Services describes the project.

3. If improving a facility, please provide photos of the interior, exterior of the facility including views down the street on each side of the facility. All photos must be in color.

4. **Capital Improvement Projects must include color pictures and Quadrangle Maps.**

5. Start date for 2017 CDBG projects is July 2017 and the scheduled completion date is June 2018.

For your convenience 2017 applications are available on the City of Asbury Park's website at the following link www.cityofasburypark.com.

Sincerely,

Cassandra Dickerson, Department of Community Development-Department Head

CITY OF ASBURY PARK 2016 APPLICATION

TABLE OF CONTENTS

Application Requirements	5
Program Description	5
Program Guidelines	5
Program Goals	6
Part 1 – General	6
Part II – Project Schedule	6
Part III – Activity Summary	6
Part IV – Certification	6
Part V – Project Details	6
Part VI – Performance Measurement	7
Part VII – Federal Requirements	7
Part VIII – Financial Details	7
Part IX – Scope of Services	8
Scoring Criteria	9
Application	10
Requested Documentation	14
• Financial Statement	
• Property Insurance	
• Non-profit certificate	

CITY OF ASBURY PARK 2016 APPLICATION

John Moor, Mayor
Amy Quinn, Deputy Mayor
B. Yvonne Clayton, Councilwoman
Jesse Kendle, Councilman
Eileen Chapman, Councilwoman

Michael Capabianco
City Manager

Cassandra Dickerson
Community Development Department Head
732.502.5753

CDBG Committee Members

Amy Quinn
Michael Capabianco
Cassandra Dickerson
Janice Malloy
Norman Robertson
Leesha Floyd
Susan Maynard

Community Development Staff

Denise Brown
732.502.5730
Carrie Jeannot
732.502.4580

CITY OF ASBURY PARK 2016 APPLICATION

The City of Asbury Park's Department of Community Development reserves the right to reject any application that is not completed in accordance with the following instructions.

Application Requirements

The application must be filled out in its entirety with all attachments and exhibits completed and submitted by the due date. If the organization fails to submit the application by the due date on the form, the application will not be accepted. Any application form that has been altered will be rejected and returned. The charts in the application must be completed on the application form; any attachments that are not asked for in the application will not be considered in the ranking of your application. **Binders and staples will not be accepted.**

A separate application is required for each project or activity. In addition, only typed applications will be accepted. All infrastructure improvement projects must contain separate cost estimates for each area to be completed.

Program Description

In 1974, the federal government enacted the Federal Housing and Community Development Act. Title I of the Act combined several funding programs into a single program called, "Community Development Block Grant" (CDBG). Congress designed the CDBG program to enhance and maintain the viability of urban communities. The CDBG program accomplishes these goals by providing decent housing, suitable living environments and expanded economic opportunities; principally for low-and moderate-income persons. The U.S. Department of Housing and Urban Development (HUD) administers the CDBG program through state and local governments.

Communities receiving CDBG block grants are free to develop their own programs and funding priorities based on local community development needs. However, these "entitlement communities" must promote the national CDBG objectives by giving the highest funding priority to activities which benefit low-and moderate-incomes persons, or which aid in the elimination and prevention of slums and blight. Under certain circumstances, CDBG funds may be used as needed to address an immediate threat to public health and safety. CDBG activities must adhere to federal eligibility requirements to ensure consistency with the national objectives.

Program Guidelines

Federal regulations define the parameters for using CDBG funds according to the national objectives. They also specify eligible program activities. Copies of these regulations are available on HUD's website at <http://www.hud.gov/offices/cpd/lawsregs/>

Project Eligibility – only projects listed under Eligible Activities will be considered for funding. National Objective – CDBG statute mandates that funded activities must meet one of three National Objectives. In order to meet CDBG objectives, the City gives highest priority to activities that benefit low and moderate-income residents.

1. Benefit to low-and moderate-income persons
 - a. Area Benefit: Service area for the activity has a predominantly lower income population

CITY OF ASBURY PARK 2016 APPLICATION

- b. Presumed benefit: Removal of Architectural Barriers – such projects are presumed to meet a low-mod objective.
2. Elimination of Slums and Blight
 - a. The designated area must meet the definition of a slum, blighted, deteriorated or deteriorating area under state and local law.
 - b. Demolition or Rehabilitation of properties that qualify under this category.
3. Urgent Need – Qualified activities must meet the following conditions: Existing conditions:
 - a. Must pose a serious and immediate threat to health or welfare of the community;
 - b. Are of recent origin or recently became urgent (generally within 18 months);
 - c. Grantee is unable to finance the activity on its own; AND
 - d. Other sources of funding are **not** available.

The following is a listing of general categories of eligible activities:

- Public Facilities Improvements
- Barrier Free ADA Improvements
- Street Improvements
- Sidewalks
- Flood Drain Improvements
- Water/Sewer Improvements
- Demolition of Blighted/Condemned Properties
- Park & Recreation Projects
- Asbestos Removal Activities

The CDBG Committee will review all proposals for eligibility and rate them based on their consistency with the national CDBG objectives and the strategies and goals of the adopted Consolidated Plan. The highest ranking proposals will be forwarded to the Governing Body for funding approval.

Program Goals

The City funds organizations who exemplify the capacity to promote benefit to low and moderate income persons with the City of Asbury Park, to eliminate and prevent slums and blight and in times of emergent urgent needs for the City.

Part I – General

The applicant must type the amount of funds you are applying for and the Data Universal Numbering System (DUNS) Number. The DUNS Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. The DUNS Number was incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities. DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. To obtain a free DUNS Number

CITY OF ASBURY PARK 2016 APPLICATION

go to the following link:

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=FD870483927F21B2A709C88F3E7977E9>

Type the organization's permanent title and physical location. Then type in the telephone number, fax number, physical address and the email address for the contact person.

Type in the project title and the address where the proposed project will be located. Select what site control you currently have on the proposed property for your project and attach the supporting document as **Attachment 1**. Type in what is the square footage for the proposed project. Then check the line, (yes) or (no) if the site is located in a floodplain and type in the census tract, block and lot of the property for your proposed project.

Part II - Project Schedule

Type in the start date for the project (i.e. July 2017) and the scheduled completion date (i.e. June 2018).

Part III – Activity Summary

Section 1 – Check only one line for the national objective which will be met with your proposed project.

Section 2 – Check only one line for the type of activity you are proposing to complete with the application.

Part IV – Certification

Type in the name of the organization and then an authorized responsible person of the organization (i.e. CEO, president, principal, etc). Must handwrite the next part. Sign and date the application.

Part V – Project Details

Section 1 – Type in the number of households and persons to benefit from your project. Then check the line that explains what type of benefit the proposed project will provide. Then check the line that describes the source where your data came from and attach the supporting documentation as **Attachment 2**. Attach a census map of the area to be served as **Attachment 3**.

Section 2 – check off all required permits and permits which you have obtained and type in the date the permit was given or the expected date of approval. Attach a copy of each permit and/or approval as **Attachment 4**.

Section 3 – Attach a cost estimation write up of the proposed project and an itemized budget for the proposed project as **Attachment 5**.

Note: Engineering and architectural design fees will only be eligible if the professional services are competitively procured. CDBG will assist in the procurement process only if

CITY OF ASBURY PARK 2016 APPLICATION

necessary. If the City elects not to undertake this Request for Proposal process, such fees will not be eligible costs. All projects must comply with federal and local requirements, including but not limited to, Davis-Bacon prevailing wage requirements, Equal Employment Opportunity (EEO), and Environmental Review.

Once a project is selected for inclusion in the Annual CDBG program, **NO** change of activity will be permitted. No project substitution will be allowed.

Part VI – Performance Measurement

Section 1 – Check the line which describes the national objective which your proposed project will fulfill. **List in the space provided** the special population which you will serve. **Type in the space provided** how your proposed project will fit the needs of the 1 population you plan to serve (i.e. removal of ADA barriers). **Type in the space provided** how your proposed project will assess the needs of your target population (i.e. the removal of ADA barriers will create an avenue for disabled citizens to receive services). **Type in the space provided** how you will measure the success of the proposed project (i.e. the organization regularly monitors the status of the population served by performing annual income certifications, financial documentation, etc). **Type in the space provided** the way that your proposed project satisfies any of the priorities set forth by the City of Asbury Park's 2016 One (1) Year Action Plan.

Section 2 – Check the line of the national outcome which will be satisfied with the completion of your proposed project.

Part VII – Federal Requirements

Section 1 – Provide on a separate sheet as **Attachment 7** the proof of insurance obtained if the proposed projects site is located within a flood plain. Check the lines (yes) or (no) for the environmental questions provided and **do not add attachments**.

Section 2 – Provide as **Attachment 8**, a Quadrangle map showing the location and service area for the proposed project.

Section 3 – Provide as **Attachment 9**, six (6) colored copies of the site and/or structure. **No Polaroids are accepted.**

One (1) facing down the street – One (1) facing up the street – One (1) facing the front of the property – One (1) in front facing away from site.

Section 4 – Check (yes) or (no) if your proposed project is contingent with any other governmental requirements. If yes, then attach supporting documentation as **Attachment 10**.

Part VIII – Financial Details

Section 1 – List in the space provided any form of legal issues against your organization.

Section 2 – Type in the required matching funds for the proposed project. Then list the other funding sources which your organization has applied for and/or has already received and **add as Attachment 11** the supporting documents.

Section 3 – Check the lines for the budgeting questions provided and attach the budget for the proposed project stating estimated timelines for milestones. Add as **Attachment 12**.

CITY OF ASBURY PARK 2016 APPLICATION

Part IX – Scope of Services

Section 1 – Describe the project, its implementation strategies and quantity (i.e., for new storm drains will be installed, street will be resurfaced with 600 linear feet of asphalt, etc.) the work to be performed for the proposed project with the requested CDBG funds.

Section 2 – Type in the name of the organization and then an authorized responsible person of the organization (i.e. CEO, president, principal, etc.) must handwrite the next part. Sign and date the scope of services. Use **Attachment 5**.

Part X – Requested Documentation

As **Attachment 13** – Provide Financial Statement (see page 14); Proof of Property Insurance; and Non-profit status.

Part XI – Timeliness

Provide details about CDBG grant allocation of prior years

CITY OF ASBURY PARK 2016 APPLICATION

The CDBG Committee will score applications based on a weighted scale of 100 points and the following criteria:

Capital Applications will be scored as follows:

Timeliness	20 Points
• Demonstrate ability to Complete in 1 Year	10 Points
• Bid Specifications	5 Points
• Itemized Budget Completed	5 Points
Environmental Assessment	20 Points
• State Historic Preservation Office (SHPO) Results	5 Points
• No Hazardous Materials	10 Points
• No Environmental Justice Issues	5 Points
Performance Goals	20 Points
• Number of Low/Mod Individuals benefiting from project	
Less than 100 Individuals – 5 points	
100-499 – 10 points	
500+ - 20 points	
Past Performance (Based on past 5 years)	20 Points
• Number of extensions required to complete projects	10 Points
Past individual extensions will reduce your scoring by 1 point	
• For New Agencies provide past grant funded capital projects	
Provide previous funder certification letter of good standing	10 points
Completion of Application	20 Points
• Complete application including all required supporting documents.	
• Signed activity specific Scope of Service is required for application to be scored.	

*****Each missing item will reduce your scoring by 2 points**

Application

Application begins on the next page.

CITY OF ASBURY PARK 2016 APPLICATION

_____ CDBG Funds Requested

_____ DUNS #

Part I.

General

Applicant Name: _____

Applicant Address: _____

Tel: _____ Fax: _____

Contact Person: _____

Contact Address: _____

Tel: _____ Fax: _____

Project Title: _____

Site Address: _____

Site Control: _____ Owned _____ Option _____ Lease _____ Other (Specify) _____

ATTACH SUPPORTING DOCUMENTATION AS **ATTACHMENT 1**

Size: _____ Sq. Ft. _____ Is the site in a floodplain? _____ Yes _____ No

Census Tract: _____ Block: _____ Lot: _____

Part II.

Project Schedule

Beginning Date: _____ Completion Date: _____ Total Implementation Time: _____

Part III.

Activity Summary

1. NATIONAL OBJECTIVE-PROJECT ELIGIBILITY – Check only one

Benefit to Low/Mod Income Persons _____ Elimination of slums and blight _____ Urgent Needs _____

2. TYPE OF ACTIVITY – Check only one

Public Improvement _____ Public Facility _____ Housing _____

Part IV.

Certification

1, _____, hereby certify that all parts of this project application and all required attached documents are accurate to the best of my knowledge.

Please submit one (1) original and one (1) copy of each application to:

City of Asbury Park

Department of Community Development

1 Municipal Plaza, Asbury Park, New Jersey 07712

DUE NO LATER THAN FRIDAY, AUGUST 12, 2016 @ 12:00 P.M.

For Office Use Only: HUD Matrix Code: _____ Rank #: _____ Funding Approved: _____

HUD Project Title: _____

National Objective: _____

CITY OF ASBURY PARK 2016 APPLICATION

Part V.

PROJECT DETAILS

1. PERFORMANCE GOALS

Total number of persons and households benefitting from the proposed project: ___ households ___ Persons

Project Benefit: ___ Area Benefit ___ Direct Benefit

Source of Data: ___ 2010 Census ___ Income Survey ___ Other (Limited Clientele, specify): _____

Check only one and provide supporting documentation, **add as Attachment 2**

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

List Census Information:

Census Tract	Block Group	Percent

Attach a census map for the area to be served by the proposed project as, **Attachment 3**

2. PLANNING/ZONING APPROVALS

Check required permits and include copies of completed approvals, **as Attachment 4**

	Permit/Variance	Date Approved/Anticipated Approval
	Use/Area Variance	
	Parking Variance	
	Rezoning	
	Site Plan Approval	
	Building Permit	
	Stream Encroachment	
	Special Permit	
	Architectural Drawings	

Part VI.

Performance Measurement

1. OBJECTIVE

Select one:

___ Create a suitable living environment ___ Provide decent affordable housing ___ Create economic opportunities.

List any special population (i.e., chronically homeless, handicapped, etc.) that the project will target for assistance.

CITY OF ASBURY PARK 2016 APPLICATION

How does the proposed project fit the needs of the population to be served?

How are the target population's needs assessed?

Describe performance measures used to evaluate the success of the proposed project?

Describe how the proposed project adheres with the priorities set forth by the City of Asbury Park's 2015-2019 Consolidated Plan: Priority 1: Affordable Housing Needs, Priority 2: Homeless Needs, Priority 3: Infrastructure Needs, Priority 4: Public Facility Needs. Choose only one.

DO NOT ADD ATTACHMENTS TO ANY OF THE ABOVE ENTRIES.

2. OUTCOME

Availability/Accessibility _____ Affordability _____ Sustainability _____

Part VII.

Federal Requirements

1. ENVIRONMENTAL HAZARDS

If the site for the proposed project is located within a flood plain, do you participate in the National Flood Insurance Program or do you have private flood insurance. **Provide supporting documents as Attachment 7.**

Will the proposed project have any groundwater impact? _____ Yes _____ No

Will the proposed project impact a historical or archeological structure or site? _____ Yes _____ No

CITY OF ASBURY PARK 2016 APPLICATION

Are there any other known environmental hazards by the proposed project? Yes No
 If yes, please explain below. **Do Not Add Attachments**

2. LOCATION – For capital projects only

Attach Quad maps showing the location and service area of the proposed project, **as Attachment 8.**

3. PHOTOGRAPHS – For capital projects only

Attach four (4) 4" x 6" colored photos (no Polaroids) of the site and/or structure, **as Attachment 9.**

One (1) facing down the street One (1) facing up the street One (1) facing the front of site/structure

One (1) in front facing away from site/structure

4. REGULATIONS – For capital projects only

Is the project contingent upon other federal, state or local government requirements? Yes No

If yes, **Add as Attachment 10** (i.e. approvals, grant matching, etc.)

Part VIII.

Financial Details

1. LEGAL ISSUES

List any judgement, lien, bankruptcy, litigation, indictment, debarment or criminal conviction below. Listing the items below will not necessarily disqualify you. However, failure to inform the City of Asbury Park of these items will likely cause your application to be rejected. List docket no. or any identification number for item(s). **Please Add as Attachment 6.**

2. FUNDING SOURCES

List the other funding sources below. **Provide supporting Documents as Attachment 11.**

Source	Status	Amount
	Total:	

3. BUDGETING REQUIREMENTS

Is the source of other funds from a municipality? Yes No

If so, are the necessary funds contained in the capital or current budget? Capital Budget Current Budget

If funds are contained in a Capital Budget, when will the municipality introduce a bonding ordinance? _____

Attach supporting documentation along with a budget for the proposed project as Attachment 12.

CITY OF ASBURY PARK 2016 APPLICATION

Part XI.

Timeliness

What is the status of CDBG grant allocations for the prior awarded years?

YEAR:	Provide Expenditures	Contract Status Awarded:		Project Status: (% or N/A)
		YES	NO	
2015	\$			
2014	\$			
2013	\$			
2012	\$			
2011	\$			

SIGNATURE

I, _____ CERIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MIS-REPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

Print Name: _____ Title: _____

Signature: _____ Date: _____

CITY OF ASBURY PARK 2016 APPLICATION

Note: A Certified Payroll must be provided from the contractor for all rehabilitation work exceeding \$2,000 in accordance with Davis Bacon.

Davis-Bacon Wage Rates:

Davis-Bacon wage rates are "prevailing" minimum wage rates that contractors must pay to their employees on any construction project over \$2,000 to which the United States is a party. These rates are set and enforced by the U.S. Secretary of Labor. In addition, many other statutes require the use of Davis-Bacon wage rates where the U.S. is not a party but where certain federal funds are being used. Among these statutes is Section 12 of the 1937 Housing Act (42 U.S.C. 1437 et seq.), which states that "any contract for loans, contributions, sale or lease pursuant to this Act shall contain" Davis-Bacon wage provisions. Davis-Bacon wage rates also apply, under certain conditions, to the construction of housing units funded through the CDBG and HOME programs, among others.

A Davis Bacon Labor Standards Guide is available.

FY2016 Household Income Limits

Household Size Max	Gross Income
1 person	\$46,300
2 people	\$52,900
3 people	\$59,500
4 people	\$66,100
5 people	\$71,400
6 people	\$76,700
7 people	\$82,000
8 people	\$87,300