

Applicant: _____

GRANT APPLICATION CHECKLIST

This checklist includes requirements for completing a grant application for the **FY2014 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – REHABILITATION / CAPITAL IMPROVEMENTS**. This checklist **MUST ACCOMPANY** your submission. Grantees should indicate those items that have been included in the submission by placing an “X” in the appropriate box. Instructions for completing the application are included at the beginning of the packet.

REHABILITATION / CAPITAL IMPROVEMENTS

| DCD Use Only | Submitted by Grantee | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Application Introduction and Instructions Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | Application Cover Sheet (Application: Page 1) |
| <input type="checkbox"/> | <input type="checkbox"/> | Agency Description |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Information / Property History |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Project Description (Color photos must be included) |
| <input type="checkbox"/> | <input type="checkbox"/> | Scope of Work |
| <input type="checkbox"/> | <input type="checkbox"/> | Needs and Objectives of Project / Outcomes |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Control Information / Conformance with Governmental Regulations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Project Schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Schedule A: 2014 CDBG Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Schedule B: Cost Estimate |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Schedule C: Other Sources of Funding |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Site Photos |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Site Location Map |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Board of Directors |
| <input type="checkbox"/> | <input type="checkbox"/> | Articles of Incorporation (New Applicants Only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Organizational Chart |
| <input type="checkbox"/> | <input type="checkbox"/> | IRS Determination Letter (New Applicants Only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Agency By-Laws (New Applicants Only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Most Recent Completed Audit Report |

INTRODUCTION

The City of Jersey City is accepting applications for the FY2014 – 2015 Community Development Block Grant (CDBG – Rehab) Program. CDBG rehabilitation funds are awarded to eligible non-profit organizations and / or developers that provide affordable housing in primarily low / moderate income areas.

APPLICATION REQUIREMENTS

All applications must contain the following documents in order to be complete:

- Introduction and Instructions
- Application Cover Page
- Grant Application Checklist
- Agency Description
- Site Information / Property History
- Detailed Project Description
- Need(s) and Objectives of Project / Outcome(s) Form
- Conformance with Governmental Regulations
- Project Schedule
- Schedule A – 2014 CDBG Budget Form
- Schedule B – Other Sources of Funding Related to this Application Form
- Site Photos
- Site Location Map
- List of Board of Directors
- Articles of Incorporation (New Applicants Only)
- Organizational Chart
- IRS Determination Letter (New Applicants Only)
- By-Laws (New Applicants Only)
- Most Recent Completed Audit Report

INSTRUCTIONS

All applicants must submit an original application and one (1) additional copy of the application to:

Darice Toon, Director
Department of Housing, Economic Development and Commerce
Division of Community Development
30 Montgomery Street, Suite 404
Jersey City, New Jersey 07302

All applications must be received no later than Friday, October 18, 2013 at 4:30 P.M. either by hand delivery or mail. Only typed applications will be accepted. No handwritten applications will be accepted.

AGENCY DESCRIPTION AND DETAILED PROJECT DESCRIPTION

Agency Description

- Concisely describe the purpose of your agency / organization, the proposed project, your target area and what you intend to do and accomplish.

Site Information / Property History

- Provide required information on the property to be assisted, if applicable.

Detailed Project Description

- Provide a detailed description of the proposed scope of work. Clearly spell out the specific work to be performed by the contractor. For example, identify the type of work materials to be used and locations. Provide information on the proposed site and a history of the property(ies) included in the project. Project histories are required for all new projects only.
- Provide a detailed description of your project. Be sure to specify boundaries of your service area, blocks and lots and other information that will make the project easily identifiable. Attach a map identifying the block(s) and lot(s) and site photos. Refer to the following descriptions when responding to inquiries on project benefit:

Scope of Work

Provide a detailed description of the proposed scope of work. Actual cost estimates must be prepared by a professional Cost Estimator.

CDBG Eligibility Requirements

Direct Benefit Activities serve persons specifically enrolled in programs with an intake process that requires information on family size and income which will be used to determine that at least 51% of the clientele are persons whose family income does not exceed the L/M limit e.g., day care program, vocational training, housing rehabilitation loans or grants, youth recreation program, substance abuse counseling. Income limits for participation in CDBG funded programs are established by the U.S. Department of Housing and Urban Development (HUD). Below is a listing of the most current income limits established by HUD:

| 2013 HUD LOW AND MODERATE INCOME GUIDELINES | | | | | | | | |
|---|----------|----------|----------|----------|----------|----------|----------|----------|
| FAMILY SIZE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| MAXIMUM INCOME | \$43,200 | \$49,400 | \$55,550 | \$61,700 | \$66,650 | \$71,600 | \$76,550 | \$81,450 |

Define the neighborhood which the project or facility will serve by boundary street names, or indicate if the activity benefit will be Citywide.

Area Benefit Activities must be located in service areas that have at least 51% low/moderate income residents to be eligible for CDBG funding. These areas have been identified by HUD based on the 2000 Census data. The Community Development office will determine the eligibility of the project based on the information you provide.

If your project is an Area Benefit Activity (i.e., public facility, street repair, sewer repair, tree planting) you must identify the street boundaries (i.e., Bergen Avenue between Montgomery Street and Fairmount Avenue) of the service area.

Elimination of Slums or Blight

Please identify the duly designated redevelopment area (i.e., Morris Canal Redevelopment Area), the date of blight and the specific condition(s) of blight to be addressed.

NEED(S) AND OBJECTIVES OF PROJECT / OUTCOMES

Assessment of Need(s)

- Briefly list the need(s) which document the reason for the project.
- Be able to describe:
 - What is the problem?
 - Who has the problem?
 - Where is the problem?
 - What is the magnitude of the problem?

Objective(s) of Project / Outcomes

- An objective is a specific and measurable statement that summarizes expected achievement in meeting the described need.
- Be able to state / describe the **outcome** of the project:
 - The outcome is a positive benefit, behavior, or change in condition, functioning, or problem accruing to individuals, families and communities resulting from a service or activity.

COMPLIANCE WITH GOVERNMENTAL REGULATIONS (Self-explanatory)

PROJECT SCHEDULE

- Darken the appropriate box(es) for quarters when different tasks will occur. Identify all activities related to the development of the proposed project. Please feel free to copy the schedule if additional space is needed.

SCHEDULE A: 2014 CDBG BUDGET

- This page is to be completed in order to reflect the funding that the grantee is requesting for the proposed project.

SCHEDULE B: COST ESTIMATE

- Provide an itemized cost estimate for work to be performed. Cost estimates must be prepared by a qualified professional.

SCHEDULE C: OTHER SOURCES OF FUNDING RELATED TO THIS APPLICATION

- Indicate all other sources and amounts of funding committed to this project.

SITE PHOTOS (Self-Explanatory)

SITE LOCATION MAP (Self-Explanatory)

Note: All applicants requesting funds for housing rehabilitation must complete a HOME Rental or Ownership application and proforma worksheets. Contact the Division of Community Development if you have any questions.

ADDITIONAL DOCUMENTS

Please provide the following documents in order to have a complete application:

- List of Board of Directors
- Articles of Incorporation (New Applicants Only)
- Organizational Chart
- IRS Determination Letter (New Applicants Only)
- By-Laws (New Applicants Only)
- Most Recent Completed Audit Report

City of Jersey City

| 2013 HUD LOW AND MODERATE INCOME GUIDELINES | | | | | | | | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
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CALENDAR

SEPTEMBER 5, 2013

- Public Hearing to obtain citizen views on housing and community development needs and to inform the public about the availability of funds

SEPTEMBER 13, 2013

- Applications are available for interested organizations and citizens

SEPTEMBER 25, 2013

- Technical assistance for all HUD entitlement grants

SEPTEMBER 26 – OCTOBER 10, 2013

- Individual technical assistance sessions may be scheduled on Tuesdays and Thursdays

OCTOBER 18, 2013

- Applications are due on Friday, October 18, 2012 at 4:30 P.M.

JANUARY 2014

- Public hearing to receive comments on proposed projects and application
- Recommendations are submitted to City Council for authorization

FEBRUARY 17, 2014

- Application is submitted to the U.S. Department of Housing and Urban Development (HUD) for review

APRIL 1, 2014

- Fiscal year begins for all grants
- Actual contract awards projected to occur by June 2014