

City of Suffolk
Fiscal Year 2020-2021
General Fund Local Contribution and CDBG Program Application

The City of Suffolk is accepting funding requests from city government established boards and commissions and non-profit organizations as part of the FY 2020-2021 Operating & Capital Budget development process. Local funding is available through the City's General Fund Local Contributions and Community Development Block Grant (CDBG) Program for organizations that provide services to the citizens of Suffolk that are more comprehensive in nature or would not otherwise be made available by the City. All city government established boards and commissions and non-profit organizations that are interested in submitting a funding request should carefully review the application instructions that follow.

I. Eligibility

An applicant is eligible to apply for General Fund Local Contributions and CDBG Program funding from the City of Suffolk if it meets the following criteria:

- The applicant must be a nonprofit 501(c)(3) organization or City established Board or Commission, meeting the legal requirements of the Commonwealth of Virginia, the Internal Revenue Service (IRS), and the City of Suffolk.
- If a 501(c)(3) organization, an IRS determination letter must be provided as an attachment to the application.
- The applicant must provide direct services to the citizens of Suffolk.
- In accordance with Section 15.2-953 of the Code of Virginia, the applicant cannot be controlled in whole or in part by a church or sectarian society.

II. Planning and Submission

A. Organizations interested in applying for funding through General Fund Local Contributions or the CDBG Program may obtain an application package on the City's website at www.suffolkva.us.

B. All application materials must be received by **5:00 p.m., Friday, December 20, 2019. Applications received after this time will not be considered.** Applicants must submit the following with their application packages:

- One (1) original and one (1) copy of the application form to include Attachment A if the organization is applying for CDBG Program funding.
- One (1) copy of all other attachments
 - 501(c)(3) IRS Determination Letter
 - List of Current Board of Directors to include residential status
 - Current Year's Adopted Operating Budget
 - Most Recent Audited Financial Statements and Audit Report

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- C. Staff Contact – Please contact Yvonne Gwaltney, Budget Analyst, at (757) 514-4006 for questions regarding the application process.

Applications should be submitted to Yvonne Gwaltney, Division of Budget and Strategic Planning, City of Suffolk, 442 West Washington Street, Suffolk, Virginia 23434.

III. Request for Funding Application Instructions

An application is required for all projects for which the applicant proposes to receive funding. Please read the following section before submitting a request for funding.

- A. An Application Checklist has been developed to ensure that applicants prepare and submit a completed application package to the City.
- B. One (1) original and one (1) copy of the application form to include Attachment A if the organization is applying for CDBG Program funding.
- C. One (1) copy of all other attachments
- 501(c)(3) IRS Determination Letter
 - List of Current Board of Directors to include residential status
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Failure to submit all required attachments with the application may result in your organization’s application not being considered.

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IV. Evaluation and Criteria

All applications will be reviewed for funding consideration based upon the following criteria:

Criteria
Nature of service provided aligns with local government purpose
Demonstrated prudent financial management including prepared budget plans and operations absent of material audit findings
Capacity of the organization/feasibility of the project, program, or service
Percent of local contribution requested to % of the local customer base to be served
City contribution leverages a multiplied funding match in services to Suffolk residents
Achievement of prior year goals and objectives supported by local funding
Board membership representation proportionate to Suffolk resident base

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Name of Organization:

Contact Person:

Title:

Telephone Number:

E-mail Address:

Signature of Authorized Official

Typed Name of Authorized Official

Date

Please indicate which funding source that your organization is applying for and the amount of funding being requested from the City:

- | | |
|---|----------|
| <input type="checkbox"/> City General Fund Local Contribution Funding | \$ _____ |
| <input type="checkbox"/> CDBG Program Funding | \$ _____ |
| TOTAL | \$ _____ |

Please provide a brief overview of your organization's mission, goals, and objectives.

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Please provide a description of the scope of services that your organization intends to provide to the citizens of Suffolk. (If applying for CDBG funding, also complete Attachment A)

Please provide an overview of the experience the organization has providing the services that are proposed in this application.

How many citizens will your organization serve in the City of Suffolk? (The number of citizens should be an unduplicated count whereby the same person is not counted more than one time.)

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What outcomes will be achieved and how will the organization measure success?

Provide a description of how the requested funding will be utilized and complete the chart below.

Salaries	
Fringe Benefits (FICA, Health Insurance, etc.)	
Supplies	
Equipment	
Building Space	
Travel	
Food and Drinks	
Other	
TOTAL	

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What other funding sources will be committed to the project?

If your organization received funding from the City of Suffolk in the past year, how are those funds being used and is the project on target/successful?

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Attachment A (CDBG Applications Only)

CDBG Funding Request: \$ _____

Please be advised that the City of Suffolk disburses CDBG funding on a reimbursement basis.

Introduction

Community Development Block Grant (CDBG) funds have been provided to the City of Suffolk, an entitlement community, to be used for the purpose of revitalizing neighborhoods, expanding affordable housing and economic opportunities, and/or improving community facilities and services to benefit low-and moderate-income persons. The CDBG Program is designed to support projects that:

- Principally benefit low-and moderate-income persons (persons below 80% of the Area Median Income)
- Link with other stakeholders to reduce poverty and homelessness
- Create and retain jobs/expand economic development opportunities
- Are integrated in a long range community strategy
- Provide for further public and private investment
- Enhance deteriorated residential and business districts
- Promote partnerships and leveraging of funds with local, state, federal, and private sources

Section 1: Project / Activity Eligibility

Type of CDBG Project: (choose only one):

- Acquisition of real property
- Acquisition, construction, reconstruction, rehabilitation of housing and/or installation of public facilities and improvements
- Clearance, demolition, removal, and/or moving of buildings and improvements
- Code Enforcement
- Disposition, through sale, lease, donation or otherwise, of any real property
- Public services (includes but not limited to those concerned with services to the homeless, child care, health, education, energy conservation, drug abuse. *(The total amount of CDBG funds allocated to the City by HUD for public service projects cannot exceed 15%)*)
- Neighborhood-based revitalization efforts

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- Public facilities
- Rehabilitation (includes smoke detector, rehabilitation projects)
- Planning & Administration *(The total amount of CDBG funds allocated to the City by HUD for planning & administration cannot exceed 20%)*

Identify the primary beneficiaries of the proposed project/service (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Adults (18-60) | <input type="checkbox"/> Persons with HIV/AIDS |
| <input type="checkbox"/> Adults, Illiterate | <input type="checkbox"/> Physically Disabled |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Renters |
| <input type="checkbox"/> Domestic Violence Victims | <input type="checkbox"/> Special Needs |
| <input type="checkbox"/> Elderly (60+) | <input type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Homeless Persons | <input type="checkbox"/> Toddlers/Children (0-13) |
| <input type="checkbox"/> Homeowners | <input type="checkbox"/> Youth (14-18) |
| <input type="checkbox"/> Housing Units | <input type="checkbox"/> Other |
| <input type="checkbox"/> Mentally Disabled | _____ |
| | _____ |

Please explain how your agency will monitor and document this project to ensure the beneficiaries selected above are served:

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Is this project? **New** **Existing project/program for continuation of funding**

If the activity is to be funded under public services, the service must be new. If not new, **there must be an increase in the level of service** which is above that which was provided in the 12 months preceding the submission of the action plan.

If this project is an **existing public services project**, in the space below, please explain the increase in level of service for the new funding cycle:

Section 2: National Objective Requirements

Please indicate which eligible activity categories the program falls under.

This project meets at least ONE of the HUD national objectives listed below *(please check only one)*:

- 1. Activities that will benefit low/moderate income individuals/households
- 2. Activities that aid in the prevention or elimination of slums or blight; and
- N/A 3. Activities that meet needs having a particular urgency.

Check all statements that describe HOW this project or activity meets one of the National Objectives above: *(please check only one)*:

L/M Area Benefit: The project serves only a limited area which is proven by 2000 census data or survey to be a low-income area. *To locate census tract numbers, enter the numerical and street address and follow the prompts at the following U.S. Census Bureau webpage:*

http://factfinder.census.gov/servlet/AGSGeoAddressServlet?_lang=en&_programYear=50&_treeId=420

L/M Limited Clientele: The project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. Note: If choosing this category, you must provide income verification for clients or documentation showing services are provided to a presumed L/M group. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses,

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homeless persons, adults meeting census definition of severely disabled, illiterate adults, persons living with AIDS and migrant farm workers.

L/M Housing: The project adds or improves permanent residential structures that will be occupied by L/M income households upon completion.

L/M Jobs: The project creates or retains **permanent** jobs, at least 51% of which are taken by L/M income persons or considered available to L/M income persons.

Slum or Blighted Area: The project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.

Spot Blight: The project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to extent necessary to eliminate conditions detrimental to public health and safety.

Please explain how your agency will monitor and document this project to ensure the National Objective is met:

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Section 3: Performance Outcomes

OUTCOME PERFORMANCE MEASUREMENT SECTION

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. All approved applicants will be required to comply with the Performance Measurement System. For more information, visit the U. S. Department of Housing & Urban Development website: <http://www.hud.gov/offices/cpd/about/performance>.

Performance measurement is a program tool that assists housing and community development staff in collecting data, tracking progress, and reporting on program results in a way that reflects the impact a program had on a community and the lives of its residents. Performance measurement provides a means to capture program outcomes. *The below information is entered in HUD's Integrated Disbursement and Information System (IDIS). IDIS is the mechanism HUD uses to disburse grant funds to the City.*

OUTCOMES - (Results of Program)

Check one of the objective categories and outcomes. Please see the following page for assistance with choosing your agency's objective category and objective outcome.

OBJECTIVE CATEGORY (Check only one)		
<input type="checkbox"/> Goal #1 - Suitable Living Environment	<input type="checkbox"/> Goal #2 - Decent Affordable Housing	<input type="checkbox"/> Goal #3 -Creating Economic Opportunities
OBJECTIVE OUTCOMES (Check only one)		
AVAILABILITY/ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved affordability	<input type="checkbox"/> Enhance suitable living environment through new/improved sustainability
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved affordability	<input type="checkbox"/> Create decent housing with new/improved sustainability
<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved affordability	<input type="checkbox"/> Provide economic opportunity through new/improved sustainability

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GOALS: *The proposed activity is aligned with which of the following long term community goals?*

Goal I: To provide decent affordable housing for low-to-moderate-income persons residing in the City of Suffolk.

DECENT HOUSING

1. Develop and support affordable housing stock preservation and accessibility programs to enable homeowners to remain in their homes.
2. Support the efforts of nonprofit organizations seeking to undertake housing-related projects in the City of Suffolk.
3. Develop and support activities and initiatives designed to keep homeowners from losing their homes and work to revitalize deteriorating neighborhoods affected by high foreclosure and vacancy rates.
4. Increase the number of first-time homebuyers over 5 years with the provision of down payment and closing cost assistance and support efforts to create additional quality affordable homeownership units in the City of Suffolk.
5. Continuously assess the status of affordable housing issues and related services for low-to-moderate-income senior citizens to identify gaps and unmet needs and seek to develop initiatives to address those needs.
6. Serve the at-risk and homeless populations by collaborating with the Task Force to End Homelessness and other appropriate entities to identify and implement the housing and supportive services required to mitigate homelessness.
7. Expand the supply of permanent supportive housing.

Goal II: To provide a suitable living environment, public facilities, infrastructure, and expanded community services, principally benefiting low-to-moderate-income persons.

SUITABLE LIVING ENVIRONMENT

1. Collaborate with other City departments and non-profit agencies to renovate, or build facilities for children and families that use an intergenerational service delivery model for expanded services that principally benefit low-to-moderate-income persons.
2. Collaborate with the Public Works Department to facilitate infrastructure improvements in low-to-moderate-income neighborhoods on a case by case basis.
3. Collaborate with the Parks and Recreation Department to facilitate the renovation or development of recreation centers and parks that primarily serve low-to-moderate-income areas.
4. Collaborate with the Public Works Department to encourage the development of sidewalks that are user friendly for the elderly and physically challenged, and to provide safety improvement efforts in areas with a high concentration of low-to-moderate-income citizens.
5. Continue to work within the City to provide assistance in the implementation of community development initiatives that benefit low-to-moderate-income neighborhoods.
6. Assist in the efforts to provide training, consumer education and awareness, pre and post purchase homeowner counseling.
7. Assist in the demolition of dilapidated structures beyond rehabilitation to arrest the spread of blighting conditions in low-to-moderate-income areas.

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Goal III: To expand economic opportunities, increase and retain new and existing jobs, and revitalize economically depressed areas that principally serve low-to-moderate-income areas.

EXPANDED ECONOMIC OPPORTUNITIES

1. Collaborate with the Economic Development Department, on an as needed basis, to improve economic opportunities, through targeted activities, participation in international import/export markets, economic development growth, cultivating a viable employment market, and increasing consumer demand.
2. Coordinate/work with the Economic Development Department to develop new and innovative business incentives to recruit and or maintain diverse small to medium size businesses in the City of Suffolk.
3. Collaborate with stakeholders and City departments to assist in implementing community focused economic opportunities as requested.
4. Encourage low-to-moderate-income individuals to access job training and skills development from the City of Suffolk Workforce Development, Virginia Labor Department.

OBJECTIVES

Improve availability/accessibility

This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Improve affordability

This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve sustainability

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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HUD Median Income for Fiscal Year 2019

*30%: Extremely Low-Income | 50%: Very Low-Income | 80%: Low-Income

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Percentage	One	Two	Three	Four	Five	Six	Seven	Eight
30%	\$16,700.00	\$19,050.00	\$21,450.00	\$25,750.00	\$30,170.00	\$34,590.00	\$39,010.00	\$43,430.00
50%	\$27,800.00	\$31,750.00	\$35,700.00	\$39,650.00	\$42,850.00	\$46,000.00	\$49,200.00	\$52,350.00
80%	\$44,450.00	\$50,800.00	\$57,150.00	\$63,450.00	\$68,550.00	\$73,650.00	\$78,700.00	\$83,800.00

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Application Checklist

- One (1) original and one (1) copy of the application form to include Attachment A if the organization is applying for CDBG Program funding
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