



**CITY OF HAGERSTOWN, MARYLAND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROJECT/PUBLIC SERVICE FUNDING REQUESTS
FOR FISCAL YEAR 2019-2020 FUNDS**

Application Deadline:

January 11, 2019

APPLICATION CHECKLIST

Completeness Checklist:

Cover Page

- Certification
- Federal I.D Number

Executive Summary

Community Need

Project Description

- Project Location (map if appropriate)

Organizational Information & Capability

- Board of Directors
- 501(c) 3 Certification
- Certificate of Good Standing
- Articles of Incorporation
- By-laws

Community Development (Collaboration)

Action Plan

- Estimated Project Budget
- Timeline

Leveraging

- Evidence of other funding commitments

Capital Projects Information

- Zoning compliance
- Evidence of site control
- Evidence of balance of financing in place
- Absence of Environmental impact
- Absence of outstanding legal issues

**Section 1: Cover Page
City of Hagerstown
Community Development Block Grant
(CDBG) FY: 2019/2020**

(For City Use Only)
APPLICATION NUMBER
01-_____

Type of Funding Requested:

- Public Service Funding
- Capital Project:
 - Housing
 - Public Facility (If yes, indicate interest in funding in the form of a loan: Interested Not Interested)
 - Other: _____
- Housing/Home Ownership Services

Project Title: _____

CDBG Eligible Activity: _____

Amount of CDBG Funds Requested: \$ _____

Amount of Total Project Budget: \$ _____

Applicant Information:

Legal Name of Applicant/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Fax (____) _____

E-mail: _____

Federal I.D. # _____ DUNS # _____

Certification

I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided in the application is true.

Signature of Authorized Representative

Date

Print Name

Title

Section 2: Executive Summary
City of Hagerstown
Community Development Block Grant (CDBG)
FY: 2019/2020

Provide a project summary that identifies the services to be provided and/or the improvements to be made as well as the population to be served. The summary should also indicate the needs the proposed project will address and the outcomes or goals it is intended to achieve. Outcomes should be S.M.A.R.T. (Specific, Measurable, Achievable, Realistic & Time Bound).

4b. Number of City Residents to be Served/Documentation of Income and City Residence

Approximately how many **City of Hagerstown** residents will be served by the proposed project? _____

Approximately what percentage of those will be of low or moderate income (see the City's FY19 Fact Sheet and Funding policy definitions of "low" & "moderate" income)?

Please provide the following information on benefit to low-and-moderate income (LMI) person

Total estimated number of beneficiaries: _____

Total estimated LMI persons: _____

Percent of LMI beneficiaries: _____ %

CDBG dollars per LMI beneficiary: \$ _____

Describe who will benefit from the project specifically:

How will you document:

- The income of those served (e.g., income tax returns, affidavit, etc.) or members of special needs population (see list page 7)?
- The residence (City or non-City) of those served (e.g., street address)?

4c. Location of Project/Primary Service Area(s)

If applicable, please provide the street address for the proposed project: *(All projects must benefit primarily Hagerstown residents and should be located in the city, if the project location is not in the City, provide documentation that shows the project will serve primarily Hagerstown residents.)*

Describe the primary service area(s) for the proposed project—that is, the geographic area from which most of the clients will come. If the service area is Citywide, please state that; however if expected beneficiaries live in certain neighborhoods, areas, or parts of the City please identify those areas by street, neighborhood, community or Census tract.

4d. Special Needs Population

Please identify any special needs populations (see list below) to be served by your project. More than one group may be identified. For any special needs population identified, estimate the number of persons your project will serve.

Special Needs Population	Number
Persons who are homeless	
Persons with physical disabilities	
Persons with mental disabilities	
Elderly Persons (62 or older)	
At-risk children and youth (type of risk: _____)	
Other (specify: _____)	
Persons with multiple special needs as listed above (specific: _____)	

4e. Racial/Ethnic Category

Approximately what percentage of those persons served by the proposed project fall within each of the following racial/ethnic categories:

Racial/Ethnic Category	% of Persons Served
Non-Hispanic White	
African American	
Hispanic	
Asian/Pacific Islander	
American Indian/Alaskan Native	
Total	100%

Section 5: Organization Experience & Capability
City of Hagerstown
Community Development Block Grant (CDBG)
FY: 2019/2020

5a. Background

1. On what date was your organization incorporated?
2. Number of paid staff in your organization: Full-time: _____ Part-time: _____
3. Number of paid staff currently with your organization who will work on the proposed project: Full-time: _____
Part-time: _____
4. Number of new staff who will be hired to work on the proposed project, if funded: Full-time: _____ Part-time: _____
5. Will consultants be hired to help implement the project?
Yes _____ No _____
If Yes, please describe the services the consultants will offer:

Note: If your organization is funded, all subcontracts executed to carry out this project must be approved by the City.

6. What is the amount of your current annual operating budget? \$ _____
List your major sources of funding and indicate the level of funding each provides:

5b. Mission and Activities

Describe your organization's mission and how the proposed project fits within this mission and current activities.

Describe your organization's most recent key accomplishments (awards, recognition, certifications, etc.)

5c. Attachments

Please provide the following information as an attachment:

- A. List of names of your Board of Directors, with addresses, phone numbers, years on the board and when their term is due to expire.
- B. Copy of your latest audited financial statement and current operating budget.
- C. Copies of the last three (3) year's IRS Form 990.
- D. Documentation that your agency is a certified 501(c) 3 non-profit.
- E. Certificate of Good Standing from the Maryland State Department of Assessment and Taxation.
- F. Articles of Incorporation
- G. Copy of By-Laws

Section 6: Community Development (Collaboration)

City of Hagerstown

Community Development Block Grant (CDBG)

FY: 2019/2020

Describe how you will work with area organizations and agencies to ensure that services provided through the proposed project do not overlap and are coordinated with other services being delivered in the community.

List any State, County or local networking or coordinating groups that you belong to:

Section 7: Action Plan
City of Hagerstown
Community Development Block Grant (CDBG)
FY: 2019/2020

7a. Budget (Note: this form seeks information only for the project for which you are requesting funds. Do NOT include your organization's total operating budget.)

	CDBG	Other	Sources of Other funds	Total
Salaries				
Fringe Benefits				
Travel				
Mileage				
Conferences				
Contractual Services				
Professional Services				
Service Contracts				
Rent and Utilities				
Facilities Rental				
Telephone				
Gas & Electric				
Postage				
Equipment Rental				
Supplies and Materials				
Office Supplies				
Reproduction and Printing				
Other (Specify)				
TOTAL				

7b. Partial Funding

By providing partial funding for multiple projects, rather than full funding for a few projects, the City may be able to address numerous requests. Please describe in detail specific changes to your project or scope of services that could be made if your project were partially funded. Explain how such changes could be made and whether additional funds could be obtained from other sources.

7c. Timing

Any CDBG funds awarded should be fully expended within 12 months of the date of the contract signing. Indicate below how activities will be undertaken and how funds will be spent each quarter to meet this timeframe requirement:

Quarter	Activities Undertaken and/or Results Achieved	Estimated CDBG Costs	Other Project Costs
1st Three Months			
2nd Three Months			
3rd Three Months			
4th Three Months			

7d. Key Staff and Resumes

List the key staff members who would be responsible for carrying out the proposed project. For each, provide a name and/or title, telephone number, and e-mail. For each, also indicate the number of years with the organization, job responsibilities relevant to the proposed project, and the percentage of his or her time to be devoted to the project.

If new staff will be hired to carry out this project, indicate for each the proposed job title, responsibilities, and the percentage of time the staff person will spend on the project.

*At the end of your completed application, please attach resumes of your chief administrative executive, and/or financial officers and any other key staff members who will work on the proposed project.

**Section 8: Leveraging
City of Hagerstown
Community Development Block Grant (CDBG)
FY: 2019/2020**

8a. Have you applied for funding from other sources for the proposed project? Yes ___ No ___

If "yes," please list the organization (s) from which you have requested funding and the amount of funding request/secured:

Total amount of funds leveraged with the use of CDBG funds: _____

8b. Explain the use of any volunteers or in-kind contributions for this project:

8c. Do you anticipate the project will need federal funds after this year? Yes ___ No ___

If yes, how much? \$ _____ For how long? _____

Why is continued federal funding necessary?

8e. Explain *in detail* how you will continue this project if CDBG funds are no longer available:

Section 9: Capital Projects Information
City of Hagerstown
Community Development Block Grant (CDBG)
FY: 2019/2020

If this is a capital project, please provide documentation of zoning compliance, site control, the balance of financing in place, absence of potential environmental impact and absence of outstanding legal issues.