PROGRAM REQUIREMENTS
AND
PROJECT APPLICATION INSTRUCTIONS

CITY OF LARGO CDBG PROGRAM
2012-2013 PROGRAM YEAR

Submission:
Submit Eight (8) hard copies to:

City of Largo
Community Development Department
Attn: Terry E. Buyers, Housing Grant Specialist
201 Highland Avenue
P. O. Box 296
Largo, FL 33779-0296

and

Submit One (1) electronic copy to:
housing@largo.com

For assistance, call Ms. Buyers at (727) 586-7489 ext. 7212
or email: housing@largo.com
The deadline for proposals is **January 31, 2012, at 5:00 p.m**.

Objectives of the Program:

Proposed projects should meet one or more of the City of Largo's Community Development Block Grant (CDBG) Program objectives. Submitted projects must provide services and/or benefit City of Largo residents. The City of Largo 2011-2016 CDBG Consolidated Plan Objectives are stated below:

AFFORDABLE HOUSING OBJECTIVES

1. Establish public/private partnerships with non-profit groups, developers, and affordable housing providers for the creation/preservation of affordable housing units.

    a. Create/preserve affordable rental housing units.

    b. Create/preserve affordable owner-occupied housing units.

2. Provide housing assistance for foreclosure prevention, relocation, fair housing, and first time homeownership.

    a. Provide down payment assistance to first-time homebuyers.

    b. Acquire, rehab/construct and sell homestead houses to low-income first-time homebuyers.

3. Revitalize older housing and replace unsafe structures.

    a. Rehabilitate renter or owner occupied housing units.

HOMELESS/NON-HOMELESS SPECIAL NEEDS OBJECTIVES

1. Provide housing assistance for foreclosure prevention, homeless prevention, relocation, and fair housing.

    a. Assist income-eligible clients from becoming homeless due to eviction from their rental units.

b. Assist income-eligible clients with rental start-up fees and utility connection deposits to avoid homelessness.

c. Provide funding to support public services for organizations serving the homeless.

HOMELESS/NON-HOMELESS SPECIAL NEEDS - PUBLIC FACILITIES OBJECTIVES

1. Support capital improvements for homeless facilities.

2. Support capital improvements to facilities that address critical social service needs, and services for senior, children and people with special needs.

COMMUNITY DEVELOPMENT/PUBLIC IMPROVEMENTS OBJECTIVES

1. Focus community investment in revitalization/redevelopment areas and other income eligible neighborhoods.

2. Provide infrastructure to support economic development and neighborhood revitalization projects.

COMMUNITY DEVELOPMENT/PUBLIC SERVICES OBJECTIVES

1. Provide housing assistance for foreclosure prevention, relocation, fair housing, and first time homeownership.

a. Provide housing counseling (fair housing, foreclosure prevention, homebuyer, legal assistance) to low income households.

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT OBJECTIVES

1. Expand economic opportunities through job creation, business preservation, and private investment.

EMERGENCY OBJECTIVES

1. Address community needs before, during, and after an emergency from life threatening conditions.

a. Utilizing available funding, be prepared to address community needs before, during and after an emergency, if the need arises.

Additionally, innovative proposals are invited in response to housing needs of low and moderate income persons and special populations.

Eligible Activities:

The project must be an eligible activity under the regulations of the CDBG Program. Generally, these are rehabilitation of residential and non-residential structures; acquisition and disposition of real property; acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements such as senior centers, neighborhood facilities, roads, water lines, etc.; removal of architectural barriers; historic preservation; public services; and provision of special economic development activities that are appropriate in carrying out neighborhood revitalization or economic development projects. Activities must also meet the national objectives of either principally benefiting low and moderate-income households, or assisting in the elimination of slums and blight.

This is not an all-inclusive list of eligible activities, and additionally some activities are ineligible. For example, new construction of permanent housing is ineligible; and equipment, furnishings, operations and maintenance are not eligible costs for capital improvements projects (such as construction of a building) and, therefore, must be provided by the agency rather than by the CDBG Program.

Projects Selected for Funding:

The agency will be notified during August 2012 as to whether your project has been selected for funding. Agencies receiving project funding are expected to enter into an agreement with the City on the scope, implementation plan, and general requirements of the project. Legal contracts are required for nonprofit organizations, and liability insurance is mandatory. Ordinarily, CDBG Funds will be provided on a reimbursement basis; however, direct payment may be made if special arrangements are made in advance.

Projects not associated with physical improvements will be administered on a reimbursement basis for utility expenses, or on a "fee for service basis". Applications should specifically justify reimbursement based upon documentation of costs.

Program Compliance:

Projects which will include permanent relocation of residents will be subject to the Federal Uniform Relocation Act (URA).

Projects which will include property acquisition or major construction will be subject to environmental review before funds can be released. Environmental review includes: (1) completion of the U.S. Department of Housing and Urban Development's (HUD) Environmental Checklist; and (2) Attaining Approval for Release of Funds through HUD's Environmental Review Department (when applicable).

Projects which will include construction/renovation in which over $2,000 of the project costs will be paid through CDBG funding are subject to the Davis Bacon Act for wage reporting as further explained in Appendix A Federal Labor Standards Provisions (HUD-4010).

Instruction for Completing the Application Form:

Separate applications must be submitted for each project.

Definitions:

"Project" includes all activities necessary to complete the objective regardless of the funding source. For example, your objective may be to acquire a facility in order to provide training to handicapped individuals. Your project may then include acquisition of a facility, renovation of the facility, hiring staff, purchasing materials, and, finally, providing the training classes. Though you may only be requesting CDBG funding to assist with renovation of the facility, the project consists of all the activities listed.

"Low and moderate-income" refers to persons or families whose incomes do not exceed 80% of the median family income set for Largo. Median family income for a family of four is currently $55,700. A sliding scale adjusts for family size:

Gross Annual Income	Family Size (Number of Persons)							
	1	2	3	4	5	6	7	8
80%	$31,650	$36,200	$40,700	$45,200	$48,850	$52,450	$56,050	$59,700
50%	$19,800	$22,600	$25,450	$28,250	$30,550	$32,800	$35,050	$37,300

**Income levels are subject to change. New figures are released by HUD every spring.*

"Special populations" is defined as a subgroup of low- and moderate-income persons with special needs, such as single-parent households, homeless, elderly (defined as 62+ years old), developmentally disabled, physically handicapped, substance abusers.

"Slum and blighted area" is defined as a delineated area which meets a definition of a slum, blighted, deteriorated, or deteriorating area under state or local law, and where there is a substantial number of deteriorating or dilapidated buildings or improvements throughout the area. Projects proposed under this criteria must be designed to address one or more of the conditions which qualify the area as slum and blight.

"Largo CDBG Target Area:" see attached map.

Cover Page:

Complete all sections. Give your project a brief title and enter as requested. The application must be signed and dated by a person authorized to submit the application. In the section, "CDBG Funds will be Used to Provide, or Assist in Providing, New or Improved", please check the item(s) that pertain only to the portion of your project for which you are requesting CDBG funding.

Questions 1-13:

Please complete all items that pertain to your project. Each section and/or subsection denotes which types of projects must complete the (sub)section in ***bold italics***. However, please read every section/subsection to ensure it does not pertain to the proposed project. If you are unsure whether or not a section should be completed, contact Terry Buyers, Housing Grant Specialist (727) 586-7489 ext. 7212, or by email at: housing@largo.com.

CDBG funding is an annual grant from the U.S. Department of Housing and Urban Development (HUD). All the information requested in this application is necessary in order for the City to determine project eligibility according to HUD regulations.

Question 8:

Flood Zones: A project located in a flood plain must meet Federal Flood Insurance Program Requirements, which can substantially increase costs. When possible, a project should not be located in a flood plain. No housing rehabilitation in a flood plain will be funded through the City's CDBG Program.

Land Use Designations: Determine whether you have the correct land use plan designations for the type of use you wish to make of your property. Changes to the land use map can take as long as six months, if approved, and will seriously impact the length of time necessary to complete the project.

Other directions are provided within the body of the application.

CITY OF LARGO
COMMUNITY DEVELOPMENT BLOCK GRANT
PROJECT APPLICATION FORM
FY 2012-2013
Applications are due by January 31, 2012, at 5:00 p.m.

Submit 8 hard copies (with attachments) to:

City of Largo
Community Development Department
ATTN: TERRY E. BUYERS
201 Highland Avenue
P. O. Box 296
Largo, FL 33779-0296

Submit 1 electronic copy to: housing@largo.com

See instructions for completing the form. For assistance, call Ms. Buyers at (727) 586-7489 ext. 7212 or email: housing@largo.com

If the project is approved, funds will be available approximately **October 1, 2012**.

NAME OF AGENCY: _____

TYPE: ___ Corporation ___ 501(c)3 Nonprofit Corp.
___ Partnership ___ Other Nonprofit (Specify): _____
___ Other _____

MAILING ADDRESS: _____
_____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE: _____ E-MAIL: _____

PROJECT TITLE: _____

CITY OF LARGO CDBG FUNDS REQUESTED $_____

TYPE OF PROJECT: (check all that apply)

___ Permanent Housing
___ Transitional Housing
___ Emergency Housing
___ Other
___ Handicapped Accessibility
___ Historic Preservation
___ Other
___ Community Facility
___ Economic Development
___ Neighborhood Revitalization
___ Acquisition
___ Conversion
___ Rehabilitation/Reconstruction
___ Construction (not eligible for permanent housing)

TYPE OF FUNDING REQUESTED:

___ Loan ___ Grant ___ Guarantee ___ Other (explain)

Signature: _____ _____ _____
Agency Authorized Agent Title Date

INCLUDE ADDITIONAL SHEETS AS NECESSARY TO COMPLETE THE QUESTIONS.

PURPOSE:

1. The proposed project will involve the following activities. (This is intended to detail all the component activities of the proposed project regardless of the funding source. Check all that describe the project, including activities that will be funded through other revenue/grant sources.). ***(All applicants complete this section)***

____ Acquisition of real property
____ Rehabilitation of building(s) and related parking, landscaping, etc.
____ Construction of building(s) and related parking, landscaping, etc.
____ New construction of infrastructure (e.g. roads, sewer, drainage)
____ Reconstruction of infrastructure
____ Relocation
____ Provision of services
____ Other. Specify _____

2. PROJECT PURPOSE AND DESCRIPTION ***(All applicants complete this section)***:
Describe the project and explain why it is needed. If necessary, attach additional sheets or submit architectural, site, or construction plans. This description should be the entire project, not limited to the portion for which funding is requested. (e.g. renovate a transitional housing facility with 25 units, etc.)

3. Describe the use that will be made of requested CDBG funds from the City of Largo (e.g. renovate five transitional housing units, Add a 150 square foot room; acquire a building; reconstruct 600 linear feet of road; provide the following services). ***(All applicants complete this section)***

4. Describe how the project meets one or more of the City of Largo 2011-2016 CDBG Consolidated Plan Objectives (listed on pages 1 and 2 of the application instructions).

Provide information to substantiate the project as an "Eligible Activity" (described in the application instructions). Describe how one of the following qualifying criteria are addressed by the project:

- The project, or that part of the project funded by CDBG, principally benefits low- and moderate-income persons, or

- The project presents or eliminates slum and blight.

5. PROJECT AREA *(Submitted projects must provide services and/or benefit City of Largo residents)*:

a) Describe the project area and client base that will benefit from this project (e.g. Citywide, countywide, Community Redevelopment District, homeless population, persons with HIV/AIDS, etc.) ***(All applicants complete this section)***

b) Provide the **total number** of clients/households served by your agency last year for the same or similar service as the current project will provide, and the percentage of low- and moderate income clients served ***(Existing Facilities/Agencies complete this section).***
_____ clients _____% low/mod clients

c) Provide the number of **Largo** clients/households served by your agency last year for the same or similar service as the current project will provide, and the percentage of low- and moderate income clients served ***(Existing Facilities/Agencies complete this section).***
_____ clients _____% low/mod clients

d) Provide the **total** estimated number of clients/households to be served on an annual basis through the completion of this project, and the percentage of low- and moderate income clients served ***(All applicants complete this section).***
_____ clients _____% low/mod clients

e) Provide the estimated number of **Largo** clients/households to be served on an annual basis through the completion of this project, and the percentage of low- and moderate income clients served **(All applicants complete this section).**
_____ clients _____% low/mod clients

6. RELOCATION:

a) Will any residents be permanently displaced as part of this project? If yes, explain ***(All applicants complete this section).***

b) Residential Projects ***(Applicants for residential projects only complete this section)***:

- Do/will residents pay rent? _____ Yes ____ No
- If yes, how much and how are residents determined?
- Will residents receive rental subsidy/housing assistance?
- If residents will not pay rent, state the reason.
- List the residential facilities presently operated by your agency.

7. SPECIFIC SITE LOCATION ***(All applicants complete this section)***:

a) Is the project site selected? ___ Yes ____ No

b) If yes, provide the address. For educational classes/seminars, please list the location(s) where the classes will be held:

Name (if applicable): _____

Address: _____

City: _____ Zip: _____

8. LAND USE/FLOOD ZONE ***(This section should be completed for all acquisition, construction, and rehabilitation projects).***

a) The National Flood Insurance Program (NFIP) flood zone designation of the property is: _____ *(Obtain from insurance agent or Engineering Division of the Community Development Department).*

b) Current Land Use Plan designation of the property is: _____ *(Obtain from Community Development Department.)*

c) Applicable Municipality(s): _____

9. PROJECT ADMINISTRATION ***(for construction-related projects only)***:

a) Who will perform the following tasks?

- Prepare construction specifications: _____ Agency _____ Architect _____ Other
- Construction: _____ Agency Employees _____ Licensed Contractor _____ Volunteers
- Monitor construction activity: _____ Agency _____ Architect _____ Community Development staff

10. Provide your preliminary estimate of project costs. **Include all costs and not just the portion for which CDBG funding is being requested *(all applicants complete this section).***

	COSTS
Acquisition	$_____
Design	_____
Construction	_____
Services*	_____
_____	_____
_____	_____
TOTAL	$_____

If CDBG Funding is being requested for services, attach a detailed budget of all costs related to performing those services. If the services offered are classes, provide a copy of the program material (e.g. mortgage class material), class schedule(s), and list of class locations.

11. List all funding sources for the project. If other grant funds have/will be applied for, but the final allocation has not been determined, put these amounts in the **"Funds Requested"** Column.

	Funds Requested	**Funds Allocated**
Largo CDBG Funding Requested	$_____	
Other Sources:		
_____	$_____	$_____
_____	$_____	$_____
_____	$_____	$_____
_____	$_____	$_____
SUBTOTAL:	$_____	$_____

TOTAL (Requested + Allocated): $_____

12. Provide an implementation schedule. Include all project phases. (In order to ensure that project costs are reimbursable, or are eligible for direct payment, no costs should be incurred until the a formal agreement has been made based on the CDBG award).

	DATES	
	BEGINNING	**ENDING**
Acquisition	_____	_____
Design	_____	_____
Bidding	_____	_____
Construction	_____	_____
Program/Services	_____	_____
_____	_____	_____

13. Please include the following submissions with your application:
    a) Map with project location(s) marked ***(all applicants)***

    b) A summary of the applicant agency(s) annual budget ***(all applicants)***

    c) Seminar/course material ***(if applicable)***

    d) Informational pamphlets on services provided by the agency ***(if applicable)***

    e) "Existing Conditions" photos ***(for construction/renovation projects only)***

-END OF APPLICATION-