



CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM  
January 1, 2024 – December 31, 2024

**APPLICATION CHECKLIST**

Please submit a digital copy of your application, sent to [HUD.Grants@allentownpa.gov](mailto:HUD.Grants@allentownpa.gov).  
Check below that your application is complete.

- Section I. Basic Information Form and Proposal Summary
- Section II. Project Narrative
- Section III. Agency Information
- Section IV. Plan for Monitoring and Recordkeeping
- Section V. Budget Request Forms
  - A.  Program Budget
  - B.  Budget Narrative
  - C.  Listing of Other Resources
  - D.  Funding Commitment Letters
  - E.  Organization Budget Summary
  - F.  Organization Budget and Sources of Revenue
- Section VI. Standard Required Documents
  - A.  IRS 501 (c) Determination Letter
  - B.  Single Audit
  - C.  List of Board Members
  - D.  Most recent IRS 990 report
- Section VII. Statement of Increased Services Due CDBG Funding  
**(only if applicable)**

Reminder: All applications must be received by **November 15th, 2023**, at **4:00pm**.

**PLEASE DOUBLE CHECK YOUR SUBMISSION TO ENSURE IT IS COMPLETE.**

CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM  
REQUEST FOR PROPOSALS CRITERIA  
January 1, 2024 – December 31, 2024

INTRODUCTION

Each year, the City of Allentown receives funding from the United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant Program (Title I of the Housing and Community Development Act of 1974, as amended), the Emergency Solutions Grants Program (Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act) of 2009, as amended), and the HOME Investment Partnerships Program (Title II of the National Affordable Housing Act of 1990, as amended).

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, by providing decent housing and a suitable living environment as well as expanding economic opportunities, principally for persons of low and moderate income. The City utilizes these funds primarily for the revitalization of low- and moderate-income neighborhoods through the rehabilitation of the existing housing stock and physical improvements to public facilities. In addition, the City funds economic development activities and human services which complement the usual “bricks and mortar” approach to revitalization. This strategy is to ensure that all the needs of neighborhood residents are being addressed.

Emergency Solutions Grants (ESG) Program funds may be used for emergency shelter and rapid re-housing assistance. Finally, included among the objectives of the HOME Investment Partnerships (HOME) Program is the expansion of the supply of decent and affordable housing for low- and very low-income households and the strengthening of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing. For HOME program applicants, please submit additional supplemental application as required.

ELIGIBILITY CRITERIA

**Proposed CDBG activities must meet the following criteria:**

1. The beneficiaries of the proposed activities must be residents of the City of Allentown with annual incomes at or below 80 percent of the area median (please see Attachment I for income guidelines).
2. The proposed activities must be an eligible use of CDBG funds as defined by federal regulations (24 CFR 570 Subpart C).
3. The proposed activities must be directed towards improving the community’s public services and facilities including, but not limited to, those concerned with the housing, employment, crime prevention, education, welfare, energy conservation or recreation needs of low- and moderate-income residents of the city.
4. For new programs, public service agencies receiving funds for a particular program must document that the proposed activity is either a new service or a 40 percent increase in the

level of service above that which was provided during the 12 calendar months preceding the grant period.

5. The proposed activities must demonstrate a goal of strategic investment. Priority will be given to those sponsoring organizations who can demonstrate a larger scale project that will directly benefit the residents or community in the geographic area bound by Linden to Chew, North Law to North Fountain Streets.

**Proposed ESG activities must meet the following criteria: MUST ADD MATCH (100%)**

1. The beneficiaries of the proposed activities must be residents of the City of Allentown who are homeless or at-risk of becoming homeless.
2. The proposed activities must be an eligible use of ESG funds as defined by federal regulations (24 CFR 576). The City will fund Shelter Operations, Essential Services, and Rapid Re-Housing programs at this time.
  - a. Shelter Operations – The City will fund the following under Shelter Operations: maintenance, rent, repair, security, equipment, insurance, utilities, furnishings, and supplies for operations.
  - b. Essential Services – The City will fund the following under Essential Services: Case Management, Educational Services, Employment Assistance, Job Training, and Life Skills Training.

**Proposed HOME activities must meet the following criteria: MUST ADD MATCH (25%)**

1. The beneficiaries of the proposed activities must be residents of the City of Allentown with annual incomes at or below 80 percent of the area median for homeowner programs. For rental programs, the beneficiaries must be residents of the City of Allentown with annual incomes at or below 60 percent of the area median (please see Attachment I for income guidelines).
2. The proposed activities must be an eligible use of HOME funds as defined by federal regulations (24 CFR 92 Subpart E).
3. Proposed activities must be directed towards housing rehabilitation, tenant-based assistance, assistance to homebuyers, acquisition of housing and new construction of housing. The city is looking for creativity of projects. A proposal for an adaptive re-use project, full gut rehabilitation, and new construction will receive higher consideration. The City will fund up to a 4% developer fee.
4. At least 15 percent of HOME funds must be set aside for Community Housing Development Organizations (CHDOs). A CHDO is a not-for-profit, community-based organization that has, or intends to retain, staff with the capacity to develop affordable housing for the community it serves. The organization must be controlled by, and provide service to, low-income communities (i.e., a majority of the households have annual incomes at or below 80 percent of the area median income). Only projects in which the CHDO acts as a developer, sponsor and/or owner of housing is eligible for set aside activities.

5. In order for the City to Commit to a contract, please see 'Commitment Checklist for Specific Local Projects'. The City will under no circumstance provide a contract unless all requirements are met.

**All applications, regardless of funding source, must meet the following criteria:**

1. The proposed activities must be carried out in a cost-effective manner.
2. The proposed activities must include a significant flow of funds from other public or private sources.
3. The proposed activities must have broad-based community support, which may be demonstrated by letters of support.
4. The proposed activities must address Priorities and Goals listed in the City's Consolidated Plan for the period July 1, 2020, to June 30, 2024,
5. The proposed activities must not duplicate other services in operation or known to be in development.
6. The sponsoring organization must have the experience and expertise to meet the proposed objectives in the defined time period.
7. The sponsoring organization must have the fiscal accountability and the commitment of other resources necessary to accomplish the proposed objectives.
8. The sponsoring organization must have established the necessary linkage with other organizations to meet the proposed objectives.
9. The sponsoring agency must be a charitable organization, as determined by the Internal Revenue Services under Section 501(c).
10. Once an application is considered, it is essential for all Subrecipients to adhere to all applicable rules and regulations as it relates to compliance as stated in your contract. Any organization that is not in compliance may be subjected to repaying funds, losing funding, or possibly ineligible for future funding.
11. The sponsoring agency must submit a Diversity, Equity, and Inclusion Statement that includes but not limited to; The organization will not discriminate against any employee or applicant for employment because of the following classifications: race; color; religion; national origin; ancestry; sex; gender identity; sexual orientation; marital status; familial status; veteran status; political opinions or affiliations; lawful activity in any employee organization; age; or economic background.

The organization will take affirmative action to ensure that applicants and employees are treated fairly during employment without regard to the above classifications. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer,

recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

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PROPOSAL FORMAT

Organizations requesting funds under the City of Allentown’s Consolidated Grants Program must address the items below. Please be brief and concise. Format must follow this guideline.

- I. **Basic Information Form and Proposal Summary** (one page each) – Please complete the attached forms. Keep in mind that complete applications are reviewed by the City staff most involved in the application process. The remaining staff involved in the process as well as elected officials review only the proposal summary. Therefore, we recommend you summarize your proposal in the most complete and succinct manner possible. City staff will not edit the Proposal Summary.
  
- II. **Project Narrative (two page maximum)**
  - A. **Need/Problem to be addressed** – Demonstrate the need for the program. Support this description with facts and statistics, indicating their sources. Identify the problems the **program** (NOT YOUR AGENCY) will address – **note specifically how this is consistent with priorities and goals outlined in the Consolidated Plan for 2020 – 2024 (Strategic Plan section)**. You must specifically document which Priority and goal the program will address and give a detailed description explaining how the Priority will be addressed and the outcome to be documented/achieved.
  
  - B. **Population/Area Served – discuss the population and the area to be served**

This year’s applicants are asked to focus on services and programs that have S.M.A.R.T goals, measurable objectives, are in alignment with the city’s Consolidated Plan (P. 143-183) and show a strategic investment in the residents. This year emphasis will be placed on larger scale projects with bigger measurable goals. The city will move away from the smaller, supplemental funds that do not have a measurable impact within the community. To achieve these goals, the \$10,000 cap per agency will be removed. Programs that can demonstrate this strategic investment within the geographic area that is bound by Linden and Chew, North Law to North Fountain streets will receive priority consideration for funding.

S.M.A.R.T goals should be:

    - Specific - clear, and unambiguous
    - Measurable - Progress can be measured by observation or results
    - Achievable - Goal can be realistically attained
    - Relevant - Goal matters to the employee, manager, and organization
    - Time-Based - Goal is to be accomplished within a certain period or by a certain date
  
  - C. **Statement of Outcome Based Objectives** – Briefly state the purpose of the program. Outline the specific outcome-based objectives that you hope to accomplish during the grant year. These objectives must have measurable goals for stronger community investment. These objectives form the basis of your contract and performance will be

measured against these objectives. Describe how your outcomes will specifically address a Priority identified in the Consolidated Plan for 2020 – 2024 (Strategic Plan section). Additionally, if applicable, describe how your outcomes will address the needs of those residents specifically living in the identified geographic area that is bound by Linden and Chew, North Law to North Fountain.

### III. Agency Information (one page maximum)

- A. Background – Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency and the type of corporation. Describe the type of services provided, the agency’s capabilities, the number and characteristics of clients served and license to operate (if appropriate).
- B. Key Personnel – Briefly describe the agency’s existing staff positions and qualifications, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.
- C. Any other additional information.

IV. Plan for Monitoring or Recordkeeping (two page) – Briefly state what steps will be taken to monitor and evaluate the objectives noted in Section IIC. **In particular, the city is interested in the long-term impact of the program and how the sponsoring organization will measure the impact through smart goals with measurable outcomes.** In addition, the city is required by HUD to monitor and evaluate a subrecipient’s performance. The city’s requirements for recordkeeping by a subrecipient vary with each program due to the diverse nature of the activities. However, the minimum requirements of all subrecipients are included as Attachment II. Please discuss how your agency will monitor and keep records for the program for which you seek funding.

### V. Budget Request Forms

- A. Complete the Attached Program Budget Form. For each line item, **round to the nearest whole dollar.**
- B. Include a Budget Narrative that specifically explains each line item.
- C. Include a listing of other resources for the program, by source and amount. Please indicate whether each funding source is committed or pending. Include letters of commitment for funding sources which are committed.
- D. Funding Commitment Letters
- E. Complete the attached Organizational Budget Summary.
- F. Include a copy of the organization’s budget and sources of revenue for the fiscal year 2023. PLEASE INCLUDE SALARIES FOR EACH STAFF PERSON IN THE ORGANIZATION, NOT GROUPED TOGETHER.

- VI. Other Required Documents and Forms
- A. IRS 501(c) determination letter
  - B. Copy of the most recent audit along with the management letter (one copy)
  - C. List of Board members
  - D. Copy of most recent IRS 990 report.
- VII. Letter of New Services or Increased Services Due to CDBG Funding for Public Services (**only required for public service agencies not funded in the previous program year**).

If your organization is applying for CDBG funding for the **first time to support a public service activity**, your application must include either a letter indicating that CDBG will be used

- to support a **new** program.
- or**
- to afford a quantifiable increase in the program's service of at least 40 percent.

**In addition**, please state in the letter that CDBG funding will not be used to replace other lost government funding (city, state or federal).



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SECTION I – BASIC INFORMATION FORM

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

ORGANIZATION DUNS NUMBER: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_

ORGANIZATION BOARD PRESIDENT: \_\_\_\_\_

WHO WILL BE THE PERSON RESPONSIBLE FOR THE OVERALL OVERSIGHT OF THE PROPOSED PROJECT?

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_ EMAIL: \_\_\_\_\_

WHO WILL BE THE ALTERNATIVE PERSON RESPONSIBLE FOR THE OVERALL OVERSIGHT OF THE PROPOSED PROJECT?

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_ EMAIL: \_\_\_\_\_

WHO WILL BE THE PERSON RESPONSIBLE FOR THE FINANCIAL OVERSIGHT OF THE CDBG EXPENDITURES AND FISCAL COMPLIANCE?

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROGRAM/PROJECT TITLE: \_\_\_\_\_

PRIMARY PROGRAM/PROJECT LOCATION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

AMOUNT OF FUNDS REQUESTED: \$ \_\_\_\_\_

AMOUNT OF OTHER FUNDS NEEDED/AVAILABLE: \$ \_\_\_\_\_

TOTAL PROGRAM/PROJECT BUDGET: \$ \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Please Do Not Double Side this page**

**ATTACHMENT I**  
**CITY OF ALLENTOWN**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**LOW- AND MODERATE-INCOME GUIDELINES**  
**2023**

FAMILY SIZE	MAXIMUM GROSS FAMILY INCOME 80% AMI
1	\$53,700
2	\$61,400
3	\$69,050
4	\$76,700
5	\$82,850
6	\$89,000
7	\$95,150
8	\$101,250

**ATTACHMENT II**  
**MINIMUM STANDARDS FOR MONITORING AND RECORDKEEPING**

- I. All programs must be designed to meet the needs of low- and moderate-income residents of the city. All subgrantees are required to document basic information on the clientele served, including income documentation, and demographic information. In some cases, income verification will have to be verified, verification can consist of certifications signed by the client, copies of income tax returns, medical assistance cards or pay stubs. The specific requirements will vary depending upon the source of federal funds and the type of activity. All income documentation must be maintained by the agency in confidence for a minimum of five years.
- II. The subgrantee is required to submit quarterly progress reports prior to the distribution of any funds.
- III. The subgrantee is required to allow periodic site visits by City staff to review project progress, effectiveness, and contract compliance.
- IV. The subgrantee agrees to comply with Title VI of the Civil Rights Act of 1964, as amended; Title VIII of the Civil Rights Act of 1968, as amended; Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Age Discrimination Act of 1975, as amended; Executive Order 11063; and Executive Order 11246 as amended by Executive Orders 11375 and 12086.
- V. The Subgrantee agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 706), which prohibits discrimination against the handicapped in any federally assisted program.