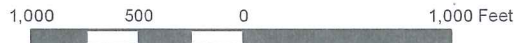
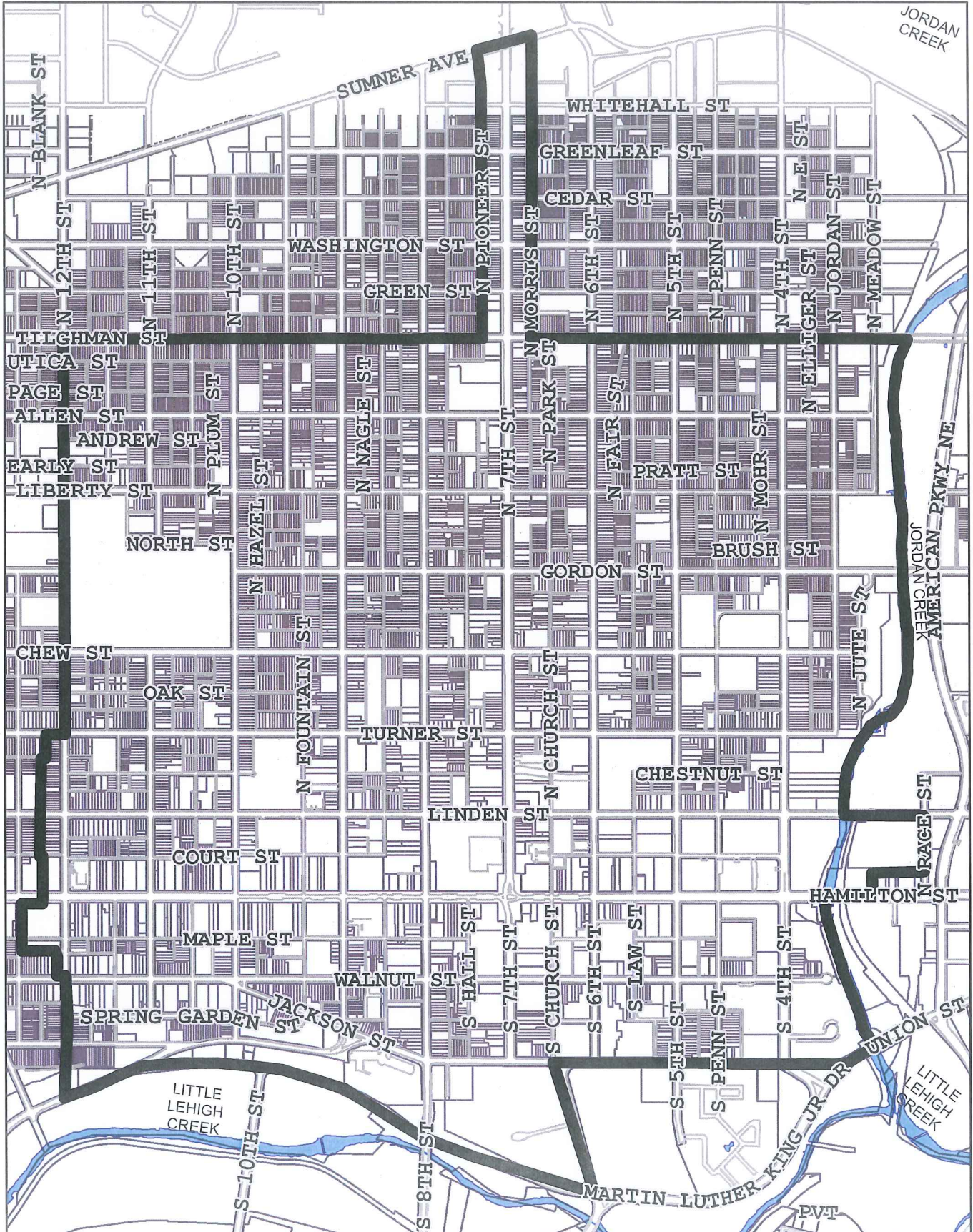


Appendix

Focus Area Map



# UPSIDE ALLENTOWN



**Legend**

- Program Area
- Tax Parcels

Appendix  
2017 PIT Count

## 2017 Point-in-Time Count PA-509 Eastern Pennsylvania CoC

Inventory Count Date: 1/25/2017

Population: Sheltered and Unsheltered Count

### Total Households and Persons

	Sheltered		Unsheltered	2017 Total	2016 Total	Change
	Emergency	Transitional				
Total Number of Households	667	420	340	1,427	1,665	-238
Total Number of Persons	1,004	761	405	2,170	2,599	-429
Number of Children (under age 18)	302	297	13	612	743	-131
Number of Persons (18 to 24)	84	102	34	220	344	-124
Number of Persons (over age 24)	618	362	358	1,338	1,512	-174

### Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	2017 Total	2016 Total	Change
	Emergency	Transitional				
Total Number of Households	134	165	7	306	387	-81
Total Number of persons (Adults & Children)	448	488	25	961	1,208	-247
Number of Persons (under age 18)	285	297	12	594	726	-132
Number of Persons (18 - 24)	22	53	1	76	129	-53
Number of Persons (over age 24)	141	138	12	291	353	-62

### Persons in Households with only Children

	Sheltered		Unsheltered	2017 Total	2016 Total	Change
	Emergency	Transitional				
Total Number of Households	17	0	1	18	17	1
Total Number of children (under age 18)	17	0	1	18	17	1

### Persons in Households without Children

	Sheltered		Unsheltered	2017 Total	2016 Total	Change
	Emergency	Transitional				
Total Number of Households	516	255	332	1,103	1,261	-158
Total Number of persons (Adults)	539	273	379	1,191	1,374	-183
Number of Persons (18 - 24)	62	49	33	144	215	-71
Number of Persons (over age 24)	477	224	346	1,047	1,159	-112

### Veterans Experiencing Homelessness

	Sheltered		Unsheltered	2017 Total	2016 Total	Change
	Emergency	Transitional				
Total Number of Veterans	28	38	16	82	111	-29
Number of Veterans in Households with at least one Adult and one Child	1	0	0	1	11	-10
Number of Veterans in Households without Children	27	38	16	81	100	-19

### Households/Persons Experiencing Chronic Homelessness

	Sheltered		Unsheltered	2017 Total	2016 Total	Change
	Emergency	Transitional				
Total Number of Chronically Homeless	104	n/a	52	156	159	-3
Number of Chronically Homeless in Households with at least one Adult and one Child	3 HH, 8 people	n/a	0	3 HH, 8 people	5 HHs, 16 people	-2 HHs, - 8 people
Number of Chronically Homeless in Households without Children	96	n/a	52	148	143	5

### Youth Experiencing Homelessness

	Sheltered		Unsheltered	2017 Total	2016 Total	Change
	Emergency	Transitional				
Total Number of Youth	90	92	24	206	304	-98
Number of Parenting Youth	17	47	0	64	95	-31
Number of Unaccompanied Youth	73	45	24	142	209	-67

## Appendix

### Application, Rubric, and Scoring Sheet

CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM  
January 1, 2018 – December 31, 2018

**APPLICATION CHECKLIST**

Please submit a digital copy of your application, sent to [brett.stout@allentownpa.gov](mailto:brett.stout@allentownpa.gov). Should you not want to email your IRS 990 report or Single Audit, you may hand deliver to 435 Hamilton Street, Allentown, PA 18101 – Floor 3, Community and Economic Development. 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)**
- Section VIII. Bonus Section

Reminder: All applications must be received by DATE TO BE DETERMINED.

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

CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM  
REQUEST FOR PROPOSALS CRITERIA  
January 1, 2018 – December 31, 2018

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 of the needs of neighborhood residents are being addressed.

Emergency Solutions Grants (ESG) Program funds may be used for street outreach, emergency shelter, homelessness prevention 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.

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

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 only fund Shelter Operations and Rapid Re-Housing programs at this time.

**Proposed HOME 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 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. Funding may also be used for other necessary and reasonable activities related to the development of affordable housing.
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. Please complete supplemental HOME program application in addition to this application.

**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 in 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, 2015 to June 30, 2020.
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).

CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM  
January 1, 2018 – December 31, 2018

PROPOSAL FORMAT

Organizations requesting funds under the City of Allentown's Consolidated Grants Program must address the following items using no more than the maximum number of pages indicated, please be brief and concise. The proposal should be formatted using the following outline. Please remember you must submit an original and five copies of the entire application as listed below.

- 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 (five pages 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 2015 – 2020 (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.
  - 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 be quantifiable whenever possible. 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 2015 – 2020 (Strategic Plan section).
  
- III. Agency Information (two pages 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 pages) – Briefly state what steps will be taken to monitor and evaluate the objectives noted in Section IID. **In particular, the City is interested in the long-term impact of the program and how the sponsoring organization will measure the impact.** 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 particular 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 2018. **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 (only two copies)
- 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).

CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM  
JULY 1, 2017 – JUNE 30, 2018

SECTION I – BASIC INFORMATION FORM

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

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

PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

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

FAX NUMBER: \_\_\_\_\_

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

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

ORGANIZATION CONTACT PERSON: \_\_\_\_\_

E-MAIL OF CONTACT PERSON: \_\_\_\_\_

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: \_\_\_\_\_

PROPOSAL SUMMARY

(Please limit summary to this page only)

NAME OF AGENCY:

NAME OF PROGRAM:

SUMMARY OF PROGRAM:

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

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

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

Please Do Not Double Side this page

SECTION V A PROGRAM BUDGET (Whole Dollars Only)

	(A) Program Total (A)=(B)+(C)	(B) Funds Requested	(C) Other Resources*
PERSONNEL			
Salaries – list by position			
Payroll Taxes			
Social Security			
Unemployment Insurance			
Benefits			
Health			
Pension			
<b>Sub-Total</b>			
OPERATIONS			
Rent/Mortgage			
Utilities			
Telephone			
Insurance			
Office Supplies			
Program Supplies			
Maintenance Supplies			
Postage			
Professional Service Fees			
Training and Development			
<b>Sub-Total</b>			
EQUIPMENT PURCHASE/RENTAL			
<b>Sub-Total</b>			
Total			

\*List Other Resources by Source and Amount.

ORGANIZATIONAL BUDGET SUMMARY

	2015-2016*	2017*	2018*
1. Total Expenses			
2. Total Income			
3. Surplus/Deficit			

Explain any major differences between income and expenses.

**Please attach a copy of complete agency budget and sources of revenue for 2018 fiscal year. PLEASE INCLUDE A LISTING OF SALARIES OF ALL PROGRAM STAFF.**

\*Organization's Fiscal Year: From \_\_\_\_\_ (Month) \_\_\_\_\_ (Month)

CITY OF ALLENTOWN  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
LOW AND MODERATE INCOME GUIDELINES  
2017

FAMILY SIZE	MAXIMUM GROSS FAMILY INCOME 80% AMI
1	\$41,100
2	\$47,000
3	\$52,850
4	\$58,700
5	\$63,400
6	\$68,100
7	\$72,800
8	\$77,500



## 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. In general, income 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.
- II. The subgrantee is required to submit monthly 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.

CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM APPLICATION

Rating Criteria and Explanations

1. Need/Extent of the Problem (20 points)

- a. The extent of the need for the project. Has the applicant demonstrated the need in a satisfactory manner? (10 points maximum)
  - i. 10 points – Response is complete – applicant has used current statistics and cited their source. The need is demonstrated for Allentown. Applicant’s perception of demonstration of need is plausible and reviewer are not surprised or conflicted with proposal.
  - ii. 7 points – Incomplete response. Statistics are outdated and/or unrelated to Allentown.
  - iii. 4 points – Response does not use statistics or citations and evidence is ambivalent to question.
  - iv. 0 points – Response does not answer question and/or no response.

\_\_\_\_\_ Points

- b. The applicant has documented consistency with the Consolidated Plan (5 points)
  - i. 5 points – Response has cited strategy and means of satisfying needs of Consolidated Plan.
  - ii. 3 points – Response does cite strategy, but does not correlate with Consolidated Plan.
  - iii. 0 points – Response does not answer question and/or no response.

\_\_\_\_\_ Points

- c. The applicant describes the population served in a satisfactory manner (5 points)
  - i. 5 points – Response clearly defines the population/beneficiaries served and specifically states where they reside.
  - ii. 3 points – Response defines the population/beneficiaries served or states where they reside, but does not answer both.
  - iii. 0 points – Response does not answer question and/or no response.

\_\_\_\_\_ Points

**Total Points for Section 1** \_\_\_\_\_

2. Soundness of Approach/Outcomes (20 points)

- a. The applicant has submitted clearly defined outcome based objectives (10 points)
  - i. 10 points – Response clearly defines outcome based objectives, as they demonstrate an end result. (Example – test scores)
  - ii. 7 points – Response has outcome based objectives, but they do not support need of program.
  - iii. 4 points – Response has processed based objectives, but can be modified to create outcomes.
  - iv. 0 points – Response does not provide objectives to be measured.

\_\_\_\_\_ Points

- b. The outcomes are quantifiable (6 points)
  - i. 6 points – Response defines specific number of CDBG eligible participants/beneficiaries to be served in program.
  - ii. 3 points – Response defines number of participants and beneficiaries served, but does not state if they are CDBG eligible.
  - iii. 0 points – Response does not provide participants and beneficiaries served.

\_\_\_\_\_ Points

- c. The outcomes are measurable (4 points)
  - i. 4 points – Response demonstrates that outcomes are measurable and the agency has ability to fulfill outcomes.
  - ii. 2 points – Response demonstrates there are outcomes but no ability to fulfill or outcomes are not measurable.
  - iii. 0 points – Response does not provide outcomes.

\_\_\_\_\_ Points

**Total Points for Section 2 \_\_\_\_\_**

3. Capacity of the applicant and relevant organizational staff and/or volunteers (20 points)
- a. The scope, extent and quality of the applicant's experience in providing the services of the proposed program/project (8 points)
    - i. 8 points – Response provides evidence that staff/volunteers have more than nine years of experience (combined).
    - ii. 4 points – Response provides evidence that staff/volunteers have more than five years of experience, but less than ten years (combined).
    - iii. 0 points – Response provides evidence that staff/volunteers have less than five years of experience (combined).

\_\_\_\_\_ Points

- b. The extent to which the applicant's staff are qualified to provide the services provided (5 points)
  - i. 5 points – Response shows staff/volunteers are trained to provide services for program/project and will continue education to further methods/techniques used.
  - ii. 3 points – Response shows staff/volunteers are trained to provide services for program/project, but there is no evidence of continuing education.
  - iii. 0 points – Response provides no evidence of education or experience with staff/volunteers.

\_\_\_\_\_ Points

- c. The applicant provides evidence of a personnel manual that includes an affirmative action plan, equal employment opportunity statement, drug-free workplace statement, and a grievance procedure (2 points)
  - i. 2 points – Yes, there is a response for each.
  - ii. 1 points – There is evidence for at least one, but not all.
  - iii. 0 points – Response provides no evidence of personnel manual that includes an affirmative action plan, equal employment opportunity statement, drug-free workplace statement, and a grievance procedure.

\_\_\_\_\_ Points

- d. The applicant's audit clearly demonstrates the applicant's fiscal capability (5 points)
  - i. 5 points – Response provides a clear audit and has a sound fiscal policy. There were no findings within the audit report.
  - ii. 3 points – Response provides an audit with minor management issues and concerns/weaknesses to be addressed.
  - iii. 0 points – Response provides an audit with significant management issues and at least one finding to be addressed.

\_\_\_\_\_ Points

**Total Points for Section 3** \_\_\_\_\_

4. Monitoring and Recordkeeping (10 points)

a. The applicant has a clearly defined plan for monitoring and recordkeeping (5 points)

- i. 5 points – Yes
- ii. 0 points – No

\_\_\_\_\_ Points

b. The applicant has demonstrated adequate capacity for necessary recordkeeping including documented measurable outcomes (5 points)

- i. 5 points – Response provides evidence the staff/volunteers have skill set to accurately record and keep appropriate records.
- ii. 0 points – Response does not provide evidence of how staff/volunteers will accurately record and keep appropriate records.

\_\_\_\_\_ Points

**Total Points for Section 4** \_\_\_\_\_

5. Leveraging Resources (20 points)

- a. The extent of the applicant's activities in the community, including previous experience in serving the area where the program/project is located, the applicant's demonstrated ability to enlist volunteers and evidence of community support (10 points)
  - i. 10 points – Response provides a history of working with community where program/project is proposed. Response provides evidence of ability to enlist volunteers. Response provides evidence of support from community. (Support letters dated no earlier than the current year).
  - ii. 7 points – Response provides a history of working with community where program/project is proposed. Response provides evidence of ability to enlist volunteers. Response does not provide any evidence of support from community.
  - iii. 4 points – Response provides no history of working with community where program/project is proposed. Response provides evidence of working in similar community.
  - iv. 0 points – Response provides no history of working with community where program/project is proposed. There is no evidence of working in a similar community.

\_\_\_\_\_ Points

- b. The extent of the applicant's ability to raise additional funds for the program/project (10 points)
  - i. 10 points – Response has documented that CDBG funds will provide less than 25 percent of program/project costs. Response also provides documentation of other resources committed to the program/project.
  - ii. 7 points – Response has documented that CDBG funds will provide more than 25 percent, but less than 50 percent of program/project costs. Response also provides documentation of other resources committed to the program/project.
  - iii. 4 points – Response has documented that CDBG funds will contribute to program/project costs. Response does not state any other resources committed to the program/project.
  - iv. 0 points – Response has documented that CDBG funds will solely contribute to program/project cost.

\_\_\_\_\_ Points

**Total Points for Section 5** \_\_\_\_\_

6. Comprehensiveness and Coordination (10 points)

- a. The extent to which the applicant coordinated its applications with other organizations to complement and/or support the proposed program/project (5 points)
  - i. 5 points – Response provides evidence that program/project collaborates and cooperates with other service providers.
  - ii. 0 points – Response provides no evidence that program/project will collaborate and cooperate with other service providers.

\_\_\_\_\_ Points

- b. The extent to which the applicant addresses a need not being met by other agency. Is the agency duplicating another program? (5 points)
  - i. 5 points – Response provides evidence that there is a need for the program/project and there is no other agencies which currently provide similar program/project.
  - ii. 0 points – Response provides evidence that there is a need for the program/project, but another agency provides a similar program/project.

\_\_\_\_\_ Points

**Name of other Agency & Program** \_\_\_\_\_

**Total Points for Section 6** \_\_\_\_\_

**Application Points Total** \_\_\_\_\_

CITY OF ALLENTOWN - CONSOLIDATED GRANTS PROGRAM  
2018 STANDARD RATING CRITERIA

Organization Name	Project Name		
Location of Project	Funding Requested		
Rating Factors and Bonus Points			
1. Need/Extent of the Problem	(20 POINTS)		Points
A. The extent of the need for the project. Has Applicant demonstrated the need in a satisfactory manner?		10 points	
B. The Applicant as documented consistency with Consolidated Plan Priorities.		5 points	
C. The Applicant has described the population to be served in a satisfactory manner.		5 points	
2. Soundness of Approach/Outcomes	(20 POINTS)		
A. The Applicant has submitted clearly defined outcome-based objectives.		10 points	
B. The outcomes are quantifiable.		6 points	
C. The outcomes are measurable.		4 points	
3. Capacity of the Applicant and Relevant Organizational Staff.	(20 POINTS)		
A. The scope, extent and quality of the applicant's experience in providing the services of the proposed program/project.		8 points	
B. The extent to which the applicant's staff is qualified to provide the services proposed.		5 points	
C. The applicant has a personnel manual with an affirmative action plan and grievance procedure.		2 points	
D. The audit clearly demonstrates the applicant's fiscal capability. (Ability to manage funds)		5 points	
4. Monitoring and Recordkeeping	(10 POINTS)		
A. The applicant has a clearly defined plan for monitoring and recordkeeping.		5 points	
B. The applicant has demonstrated adequate capacity for necessary recordkeeping including documented measurable outcomes		5 points	
5. Leveraging Resources	(20 POINTS)		
A. The extent of the Applicant's activities in the community, including previous experience in serving the area where the program/project is located, the applicant's demonstrated ability to enlist volunteers and evidence of community support of the program/project.		10 points	
B. The extent of the applicant's ability to raise additional funds for the program/project.		10 points	
6. Comprehensiveness and Coordination	(10 POINTS)		
A. The extent to which the Applicant coordinated it application with other organizations to complement and/or support the proposed program/project.		5 points	
B. The extent to which the Applicant addresses a need not being met by another agency/program. Is the program duplicative?		5 points	
Deduction Points - Lateness		(10)	
Deduction Points - Incomplete Application		(10)	
Total Base Points		100	
TOTAL POINTS			



## Appendix

### Resale/Recapture Policy

City of Allentown  
HOME Investment Partnerships Program  
RESALE/RECAPTURE GUIDELINES

Updated May 12, 2016

**RESALE/RECAPTURE RESTRICTIONS**

HOME-assisted units carry occupancy restrictions for varying lengths of time, known as the affordability period. The HOME Program requires a minimum affordability period for all projects receiving HOME funds, depending on the amount of HOME funds invested in each unit and the type of activities performed using HOME funds. The HOME-assisted housing must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after project completion.

Homeownership assistance HOME amount per-unit	Minimum period of affordability in years
Under \$15,000	5
\$15,000 to \$40,000	10
Over \$40,000	15

To ensure affordability, the City of Allentown must impose either resale or recapture requirements as its option. Community Housing Development Organization's (CHDO) and non-profit housing developers providing Acquisition/Rehabilitation/Resale, and New Construction activities will use resale provisions. In the event the City will budget HOME funds for the City's Down Payment and Closing Cost assistance program, (Community Partnership Program), this program will use a recapture provision.

**Resale**

This option ensures that the HOME assisted units remain affordable over the entire affordability period. The Resale method is used in cases where HOME funding is provided directly to the developer to reduce development costs, thereby making the price of the home affordable to the buyer. Referred to as a "Development Subsidy", these funds are not repaid by the developer to the Participating Jurisdiction (City of Allentown), but remain with the property for the length of the affordability period.

**Notification to Prospective Buyers:** The resale policy is explained to the prospective homebuyer(s) prior to signing a contract to purchase the HOME assisted unit. The

prospective homebuyer(s) sign an acknowledgement that they understand the terms and conditions applicable to the resale policy as they have been explained.

**Enforcement of Resale Provisions:**

The resale policy is enforced through the use of a Mortgage/Deed restriction. This restriction will specify

1. The length of the affordability period (based on the amount of HOME funds invested in the unit, either 5, 10 or 15 years);
2. That the home remain the Buyer's principal residence throughout the affordability period;
3. The conditions and obligations of the Owner should the Owner wish to sell before the end of the affordability period, including
  - a. The Owner must contact the City of Allentown Department of Community and Economic Development's HUD Grants Manager, in writing, if intending to sell the home prior to the end of the affordability period.
  - b. The subsequent purchaser must be low income, which is defined by HUD as household income at or less than 80% of the Area Median Income (AMI), and occupy the home as his/her primary residence for the remaining years of the affordability period. (However, if the new purchaser receives direct assistance through a HOME-funded program, the affordability period will be re-set according to the amount of assistance provided); and
  - c. The sales price must be affordable to the subsequent purchaser; affordable is defined as limiting the Principal, Interest, Taxes and Insurance (PITI) amount to no more that 30 % of the new purchaser's monthly income.

**Fair Return on Investment:** The City of Allentown will administer its resale provisions by ensuring that the owner receives a fair return on investment and that the home will continue to be affordable to a specific range of incomes. Fair Return on Investment means the total homeowner investment which includes the total cash contribution plus the approved capital improvements credits, plus the increased value per the Housing Price Index as described below:

1. The amount of the down payment;
2. The cost of any capital improvements, documented with receipts provided by the homeowner, including but not limited to:
  - a. Any additions to the home such as bedroom, bathroom or garage;
  - b. Replacement of heating, ventilation, and air conditioning systems;

- c. Accessibility improvements such as bathroom modifications for disabled or elderly, installation of wheel chair ramps and grab bars, any and all of which must have been paid directly by the Owner and which were not installed through a federal, state, or locally funded grant program; and
- d. Outdoor improvements such as a new driveway, walkway, retaining wall or fence.

NOTE: All capital improvements will be visually inspected to verify their existence.

- 3. The percentage of change as calculated by the Housing Price Index (HPI) Calculator of the Federal Housing Finance Agency. The HPI Calculator is currently located at [www.fhfa.gov/DataTools/Tools/Pages/HPI-Calculator.aspx](http://www.fhfa.gov/DataTools/Tools/Pages/HPI-Calculator.aspx) and projects what a given house purchased at a point in time would be worth today if it appreciated at the average appreciation rate of all homes in the area. The calculation should be performed for the Allentown-Bethlehem-Easton PA-NJ Metropolitan Statistical Area (MSA).

**Affordability to a Range of Buyers:** The City will ensure continued affordability to a range of buyers, particularly those whose total household incomes do not exceed 80 percent of the Area Median Income (AMI).

Sales prices shall be set such that the amount of Principal, Interest, Taxes and Insurance does not exceed 30 percent of the new Buyer's annual income.

Example:

A home with a 10-year affordability period was purchased six years ago by a person (the "original homeowner") who now wishes to sell. The original homeowner's mortgage was \$52,250 at 6.75% interest for 30 years, and has made payments for 72 months. The current mortgage balance is \$48,270. The principal amount paid down so far is \$3,980.

Calculating Fair Return on Investment

**Down Payment:** The original homeowner was required to put down \$1,000 in earnest money at the signing of the sales contract.

**Cost of Capital Improvements:** The original homeowner had a privacy fence installed four years ago at the cost of \$1,500 and has the receipts to document the improvement. A visual inspection confirmed the fence is still in place.

Percentage of Change: The original purchase price for the home was \$55,000 and the amount of developer subsidy was \$25,000, thus requiring the 10 year affordability period.

For the purpose of using the Federal Housing Agency's Housing Price Index calculator, the home was purchased in the third quarter of 2009 and will be calculated using the most recent quarter available, 2nd Quarter 2105. Using the Housing Price Index Calculator, the house would be worth approximately \$61,112. (not the true figure, just for illustrative purposes)

#### Calculating the Fair Return to the Original Owner

Down Payment	\$1,000	
Capital Improvements	\$1,500	
Principal Paid	\$3,980	
Increase in value per HPI	<u>\$6,112</u>	
	<u>\$12,592</u>	Fair Return on
<u>Investment</u>		

In order to realize a fair return to the original homeowner, the sales price must be set at roughly \$61,000 (i.e. \$55,000 [\$3,980 in principal payments made plus remaining mortgage balance of \$48,270] + \$1,000 down payment + \$1,500 capital improvements plus \$6,112 HPI increase = \$60,862.

Affordability for a range of buyers. If the original homeowner sets the sales price at \$61,000 to get a fair return on investment, and if current (2015) assumptions are used for front/back ratios, interest rates, insurance, taxes, and 80% Loan to Value (LTV) Ratio, etc, the monthly PITI would be approximately \$483.

The PITI of \$483 could, in theory, be supported by an annual household income of a household under 80% AMI and not exceed 30% of the subsequent homeowner's monthly income.

The affordability period would end in four years and the subsequent homeowner could sell the property to any buyer at any price.

#### Recapture

In the event the City of Allentown would fund downpayment and closing cost assistance using HOME funds, which is considered to be a direct subsidy, the following policy would apply.

The City of Allentown's downpayment and closing cost assistance program, if funded, could provide up to \$4,000 in downpayment and closing cost assistance to eligible first time homebuyers with incomes that do not exceed 80% of the AMI. Monthly principal and interest payments are not required. The recapture restriction will be recorded as a second or third mortgage on the property that will only be due and payable upon sale of the property within the first five years of ownership.

1. For the first five years after the first time homebuyers' purchase, any resale will require 100% of the HOME subsidy dollars committed to the unit, plus the cost of satisfying the lien placed on the property. No interest or penalties will be assessed.

The amount recaptured during the first five years will be taken out of the sales proceeds net of settlement costs and first mortgage pay off.

2. The City will not provide over \$15,000 in HOME subsidy for the downpayment and closing cost program. Therefore, the affordability period will never exceed five years.