

THE CITY OF YORK

PENNSYLVANIA



C. Kim Bracey, Mayor

PUBLIC HEARING

June 26, 2014

FY 2015, 2016, & 2017

**U.S. HOUSING AND URBAN DEVELOPMENT
(HUD)**

COMMUNITY DEVELOPMENT BLOCK GRANT

AND

HOME INVESTMENT PARTNERSHIP

PROGRAMS

PUBLIC HEARING

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Executive Summary

The Department of Community Development, Bureau of Housing Services administers two federal grant programs on behalf of the City of York, Pennsylvania. The two grant programs are the Community Development Block Grant Program (CDBG) and the HOME Investment Partnership Program. These program funds are allocated based on the Community Development goals and objectives the City articulated in its 5-Year Consolidated Plan. York's Consolidated Plan, published in 2010, contained a description of York's housing and community development needs, priorities, and proposed strategies on how best to use these resources for accomplishing the intended goals.

The CDBG Program

The City will channel CDBG funds toward public improvements, housing rehabilitation and home ownership, economic development, as well as health and safety services. In the past, the City has distributed its CDBG funding allocation to the following areas:

- Public Service Agencies
- Public Improvements
- Housing/Community Development
- RDA Blight Abatement
- Economic Development
- Health/Safety
- Administration
- Program Delivery

The HOME Program

The City will allocate HOME funds for continuing its First Time Homebuyers Down Payment and Closing Cost Assistance Program. HOME funds will also be used to address the need for safe and affordable housing. Fifteen percent of these funds will be set-aside for projects developed by Community Housing Development Organizations (CHDO's).

The past distribution pattern for HOME funds included:

- First Time Homebuyers
- CHDO
- Rental Rehab
- HOME Administration

**CITY OF YORK
PUBLIC HEARING**

JUNE 26, 2014

FY 2015, 2016 & 2017

CDBG/HOME

AGENDA

- I. INTRODUCTION –
Implementation Schedule
James E Crosby, Deputy Director, Bureau of Housing Services**
- II. York 5-Year Consolidated Plan - Goals and Objectives
M&L Consultants**
- III. Annual Plan and CDBG/HOME Overview
M&L Consultants**
- V. COMMENTS**
- VII. CLOSING**

CITY OF YORK
COMMUNITY DEVELOPMENT
BLOCK GRANT FUNDS
NOTICE OF PUBLIC HEARING
AND NON-PROFIT AGENCY FUNDING OPPORTUNITIES

Notice is hereby given, that the City of York, in accordance with the City's Citizen Participation Plan, will hold a public hearing, **Thursday, June 26, 2014**. This hearing will be held **at 2:00 p.m. in the City Council Chambers, 101 South George Street, York, PA**. The purpose of this hearing will be:

1. To obtain the views, suggestions and comments from individuals and organizations regarding the City's housing and community development needs. This information will be used in preparing the City's FY 2015 Action Plan for the Community Development Block Grant (CDBG), HOME Investment Partnership Program, and 2015-2019 Consolidated Plan, respectively.
2. To provide an opportunity for citizens, organizations, non-profits and City Departments to request funding for projects, or to suggest activities that could be funded with CDBG funds meeting specific community needs.
3. To participate in a discussion of community goals and objectives to be included in the next Consolidated Plan.

All interested individuals and organizations are invited to attend this hearing to offer their views, suggestions and comments on the housing and community development needs of York.

Persons or organizations who request funding should prepare an application to submit to the York City Department of Economic and Community Development, Bureau of Housing Services, 101 South George Street, P.O. Box 509, York, PA 17405, no later than 4:00p.m. Monday, July 28, 2014. Individuals requiring special accommodations to participate in this hearing, may call the Office of Community Development, Bureau of Housing Services (717) 849-2264 (PA Relay Center TDD: 7-1-1).

By Order of: **C. Kim Bracey Mayor**
City of York

RUN AS DISPLAY AD Tuesday, June 10, 2014

NEED PROOF OF PUBLICATION

BILL TO: City of York
Bureau of Housing Services
P.O. Box 509
York, PA 17405

Appendix A

City of York CDBG & HOME Program 2015 Annual Action Plan Implementation Schedule

1. **Friday, June 6, 2014** - Provide Schedule and Fact Sheet to Mayor and City Council members
2. **Thursday, June 26, 2014 @ 2 p.m. City Council Chambers - Public Hearing to discuss 2015 Action Plan and Consolidated Plan**

Must be advertised as a **display ad in newspapers at least 15 days prior to the meeting. (Run advertisement Monday, June 9th). Note: email ad to newspapers at least one week in advance – June 2nd.*
3. **Monday, July 28, 2014 @ 4p.m.** - Deadline for submitting 2015 CDBG & HOME Program funding application requests
4. **Tuesday, Wednesday, Thursday July 29, July 30, 31st** – Staff review of agencies requests
5. **Wednesday and Thursday, August 13th and 14th** - Staff and Community Advisory Committee representatives application review and recommendations. Site visits (if needed)
6. **Friday, August 22, 2014** – Recommendations to Mayor
7. **Wednesday, September 24, 2014 – Public Hearing at 2 p.m. at City Council Chambers.**

Must be advertised as a **display ad in newspapers at least 15 days prior to the meeting. (Run advertisement Monday September 8th). Note: email ad to newspapers at least one week in advance – September 1st*
8. Publish **display ad** in York newspapers summarizing Annual Action Plan October 1, 2014.
 - Allow for a 30-day public comment period. Deadline for public comments will be Friday October 31, 2014 (See section IV. C of the Citizen Participation Plan).
 - Distribute a draft copy of the Annual Action Plan to the City Clerk's Office, City Hall, and Martin Memorial Library prior to October 1st. Also, put a copy at the Bureau of Housing Services' reception counter.
9. All comments received must be summarized and included with submission to HUD.
10. **Wednesday November 5, 2014** – 2015 Annual Action Plan submitted to City Council for approval. *(A resolution must be prepared for signature by Council to accompany plan to HUD).*
 - Send Agenda Item request to Dianna/City Clerk on Wednesday October 29, 2014.
 - Attend City Council meeting on Wednesday November 5, 2014.
11. Forward document (1 original and 2 copies), overnight delivery to HUD, keep receipt. (Plan must be received by November 13, 2014) *Note: HUD will not accept prior to November 12, 2014 – 45 days before start of Program Year.*
12. **Monday January 5th, 2015** - HUD Approves 2015 Annual Action Plan

Appendix B

ANNUAL SCHEDULE JAN 1 ENTITLEMENTS

<p style="text-align: center;">JANUARY</p> <ul style="list-style-type: none"> • 1st – Federal Program Year Starts • Comprehensive Annual Performance Report (CAPER) process begins • Publish FONSI and RROF • 31st – Quarterly Cash Management Report • 15th – Submit DCED Home Report 	<p style="text-align: center;">JULY</p> <ul style="list-style-type: none"> • 28th Deadline for funding applications • 30th – Quarterly Cash Management
<p style="text-align: center;">FEBRUARY</p> <ul style="list-style-type: none"> • Set up IDIS Projects and Activities • Finalized and execute Subrecipient Agreements • Review program income and actual entitlement against projections, reprogramming of prior year funds from closed out activities and prepare Program Amendment/Modifications as appropriate 	<p style="text-align: center;">AUGUST</p> <ul style="list-style-type: none"> • Review & Evaluate Applications • Site visits • Review expenditures/Timeliness • Review admin expenditures, adjust as needed • Funding recommendations to Mayor
<p style="text-align: center;">MARCH</p> <ul style="list-style-type: none"> • Complete CAPER • 13th – Publish Notice for Public Hearing and CAPER availability for review • Hold Public Hearing on the CAPER • 20th – Receive Written comments on CAPER due • 27th – Mail CAPER to HUD (90 days after Dec. 31) 	<p style="text-align: center;">SEPTEMBER</p> <ul style="list-style-type: none"> • Public Hearing for Annual Action Plan on proposed use of funds • Publish Synopsis of Annual Plan and Notice of Public Hearing & 30 day public comment period
<p style="text-align: center;">APRIL</p> <ul style="list-style-type: none"> • 1th – Semi-Annual Labor Standards Enforcement Report due • 30th – Quarterly Cash Management Report to HUD • LOC arrives from HUD complete set up of IDIS activities • Release of funds received 	<p style="text-align: center;">OCTOBER</p> <ul style="list-style-type: none"> • 30 day public comment period • 9th – Semi-Annual Labor Standards Enforcement Report due • 24th – Contractor/Sub-Contractor Report due to HUD • 30th – Quarterly Cash Management Report
<p style="text-align: center;">MAY</p> <ul style="list-style-type: none"> • Review Consulting and Engineering contracts. If expiring, start new RFP process • Begin Annual Action Plan process (2015) (Action Plan) • 1st – Update mailing list • 15th – Prepare applications for subrecipients 	<p style="text-align: center;">NOVEMBER</p> <ul style="list-style-type: none"> • Resolution approving Action Plan • Submit Action Plan to HUD via FEDEX by 13th Due Date – 45 days prior to Jan 1 • Start Environmental Review Process – send letter to agencies • Send decision letters to applicants
<p style="text-align: center;">JUNE</p> <ul style="list-style-type: none"> • Public Hearing to be held for community development & housing needs for Annual Plan • Prepare and Mail applications to Subrecipients and interested parties • Publish request for applications • Publish Application and Public Notice on Website & Cable Channel 	<p style="text-align: center;">DECEMBER</p> <ul style="list-style-type: none"> • Complete budget transfers to close 2014 program year • Prepare Environmental Review Record • Prepare Subrecipient Agreements • Set up files for new year – statutory benefit, rationale service areas, certification of continuation or new Public Services

Appendix B

ANNUAL SCHEDULE JAN 1 ENTITLEMENTS

FACT SHEET

CITY OF YORK

2015, 2016 & 2017 COMMUNITY DEVELOPMENT PROGRAM

A. PURPOSE:

An Annual budget and Plan for FY 2015 must be prepared and submitted to HUD for Community Development Block Grant (CDBG) and HOME funding by November 13, 2014. A Three Year Budget for years 2015 through 2017 will form the framework for the future Annual Action Plans.

B. SUBMISSION REQUIREMENTS AND TIMING:

The City adopted a Citizen Participation Plan that outlines the procedures that the City will follow to give citizens the opportunity to provide input in the development of the Annual Action Plan submission to HUD.

Public Hearings must be held and surrounding municipalities and local agencies must be consulted in the development of the Annual Action Plan.

Based on the City's analysis of trends and conditions, housing and non-housing goals will be developed as part of the Housing and Community Development Annual Action Plan. Each activity that the City will undertake during the next fiscal year will contribute to meeting these goals.

C. THE CDBG PROGRAM:

The CDBG Program is authorized by Title I of the Housing and Community Development Act of 1974. This act states that it's primary objective "the development of viable urban communities, by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income." This overall objective may be achieved through eligible activities designed to benefit low and moderate income families, aid in the prevention or elimination of slums or blight, or meet other Community Development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, where other financial resources are not available to meet such needs.

D. THE HOME PROGRAM:

The HOME Program is authorized by the Cranston-Gonzales National Affordable Housing Act. The objective of this act is to: "reaffirm the long-established national commitment to decent, safe, and sanitary housing for every American by strengthening a nationwide partnership of public and private institutions..."

E. THREE YEAR BUDGET PLAN:

The City of York/Bureau of Housing Services (BHS) is implementing and preparing a Three Year Budget for years 2015 through 2017. BHS is inviting non-profits, for-profits, public agencies and others to submit

applications for projects during these years. The CDBG activities selected for 2015 through 2017 will form the framework for the Annual Actions Plans during those years. However the number of activities carried out will depend upon the amount of funds received for the specific year.

F. FUNDING AVAILABLE:

The City of York expects to receive in FY 2015 approximately **\$1,200,000.00** in CDBG, and an estimated as the result of having funded certain activities over the past several years. The HOME Allocation is anticipated to be **\$ 350,000.**

G. ELIGIBLE ACTIVITIES UNDER THESE PROGRAMS:

A CDBG attachment provides a description of the types of activities that are eligible for CDBG funding. The activities must meet one of the three federal statutory objectives in order to be eligible for funding. These objectives are: benefit to low and moderate-income persons; prevention or elimination of blight; and urgent need.

The uses of HOME funds are described in an attachment, which accompanies this document. A set-aside of 15% is required for eligible housing activities undertaken by a Community Housing Development Organization, or CHDO.

H. LOW INCOME BENEFIT:

The City anticipates expending at least 70% (the statutory minimum) on activities that benefit low and moderate-income people. Activities that fall under this category are given first priority in order to ensure compliance with HUD requirements. In each of the preceding years, the City has meet the statutory requirements and expects to repeat this pattern in FY 2015, 2016 & 2017.

I. RELOCATION/DISPLACEMENT:

The City is committed to following the Federal Uniform Relocation Act (URA) and the City's Relocation Plan in the event of such activities, in which relocation is required.

J. CITIZEN INPUT ON HOUSING AND COMMUNITY DEVELOPMENT NEEDS:

The City will accept comments on community needs relating to housing and community development. Comments will be accepted through **October 1, 2014.** The City has placed a strong emphasis in the past on the rehabilitation of existing facilities, services, and housing in order to maintain and improve the quality of life. The City shall continue to strive to upgrade existing facilities and housing, opportunities to improve the level of service through new facilities and the creation of new housing.

TECHNICAL BULLETIN NO. 1
RANGE OF CDBG ELIGIBLE ACTIVITIES
ELIGIBLE USES OF FUNDS

In general, funds received under this title may be used to assist the type of activities, which were eligible under the prior community development programs.

OVERALL LIMITATIONS ON USE OF FUNDS. All projects and activities must either principally benefit low and moderate-income persons or aid in the prevention or elimination of slums and blight or meet other community development needs having a particular urgency.

The community development program shall be subject to an examination by HUD to determine whether the activities programmed are inappropriate because of the nature and severity of the needs of low and moderate-income persons in relation to general needs of the community. HUD has placed the responsibility on grantees for ensuring that each activity to be carried out with CDBG funds is eligible and meets the above stated statutory requirements.

Not less than 70 percent of the aggregate Federal Assistance received during a period specified locally of not more than a three-year period shall be used for activities that benefit low and moderate income.

Grantees are reminded that HUD's desire to simplify the grant process does not reduce the grantee's program accountability. Grantees must continue to ensure that they meet their certifications and maintain adequate records.

SPECIFIC ACTIVITIES MAY INCLUDE:

1. The acquisition of real property (including air rights, water rights, and other interests therein) that is:
 - (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth;
 - (B) appropriate for rehabilitation or conservation activities;
 - (C) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development;
 - (D) to be used for the provision of public works, facilities and improvements eligible for assistance under this title; or
 - (E) to be used or other public purposes.
2. The acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;

3. Code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public improvements and services to be provided, may be expected to arrest the decline of the area;
4. Clearance, demolition, removal and rehabilitation including rehabilitation, which promotes energy efficiency of buildings and improvements including interim assistance, and financing public or private acquisition for rehabilitation, and rehabilitation of privately owned properties, and including the renovation of closed school buildings;
5. Special projects directed to the removal of material and architectural barriers, which restrict the mobility, and accessibility of elderly and handicapped persons;
6. Payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title;
7. Disposition (through sale, lease, donation, or otherwise) of any real property acquired pursuant to this title or its retention for public purposes;
8. Provision of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by such unit, or received by such unit from the State in which it is located) during any part of the twelve-month period immediately preceding the date of submission of the statement with respect to which funds are to be made available under this title, and which are to be used for such services, unless the Secretary finds that the discontinuation of such services was the result of events not within the control of the unit of general local government, except that not more than 15 per centum of the amount of any assistance to a unit of general local government under this title may be used for activities under this paragraph unless such unit of general local government used more than 15 percent of the assistance received under this title for fiscal year 1982 or fiscal year 1983 for such activities (excluding any assistance received pursuant to Public Law 98-8), in which case such unit of general local government may use not more than the percentages or amount of such assistance use for such activities for such fiscal year, whichever method of calculation yields the higher amount;
9. Payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of the activities assisted under this title;
10. Payment of the cost of completing a project funded under Title 1 of the Housing Act of 1949;
11. Relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate;
12. Activities necessary -
 - (A) to develop a comprehensive community development plan; and
 - (B) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively: (i) determine its needs, (ii) set long term goals and short term objectives, (iii) devise programs and activities to meet these goals and objectives, (iv) evaluate the progress of such programs in accomplishing these

goals and objectives, (v) carry out management, coordination, and monitoring of activities necessary for effective planning implementation.

13. Payment of reasonable administrative costs related to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to (A) administering the HOME program under Title 11 of the Cranston-Gonzalez National Affordable Housing Act-, and (B) the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities and including the carrying out of activities as described in Section 701 (e) of the Housing Act of 1954 on the date prior to the date of enactment of the Housing and Community Development Amendments of 1981;
14. Provision of assistance including loans and grants for activities that are carried out by public or private nonprofit entities, including:
 - (A) acquisition of real property;
 - (B) acquisition, construction, reconstruction, rehabilitation, or installation of (i) public facilities (except for buildings for the general conduct of government), site improvements and utilities, and (ii) commercial or industrial buildings or structures and other commercial or industrial buildings or structures and other commercial or industrial real property improvements;
 - (C) planning.
15. Assistance to neighborhood based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of communities in non-entitlement areas, or entities organized under Section 301 (d) of the Small Business Investment Act of 1958 to carry out a neighborhood revitalization or community economic development project in furtherance of the objectives of section 101(c), and assistance to neighborhood-based nonprofit organizations, or other private or public nonprofit organizations, for the purpose of assisting, as part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in Section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing;
16. Activities necessary to the development of energy use strategies related to a recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as -
 - (A) an analysis of the manner in, and the extent to, which energy conservation objectives will be integrated into local government operations, purchasing and service delivery, capital improvements budgeting, waste management, district heating and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions; and
 - (B) a statement of the actions the recipient will take to foster energy conservation and the use of renewable energy resources in the private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy resources, financial and other assistance to be provided (principally for the benefit of low-and

moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities;

17. Provision of assistance to private, for profit entities, when the assistance is appropriate to carry out an economic development project that -
 - (A) creates or retains jobs for low- and moderate income persons;
 - (B) prevents or eliminates slums or blight;
 - (C) meets urgent needs;
 - (D) creates or retains businesses owned by community residents;
 - (E) assists businesses that provide goods or services needed by, and affordable to, low- and moderate-income residents; or
 - (F) provides technical assistance to promote any of the activities under subparagraph (A) through (E);
18. The rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937;
19. Provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities, which assistance shall not be considered a planning cost as defined in paragraph (12) or administrative cost as defined in paragraph (13);
20. Housing services, such as housing counseling in connection with tenant based rental assistance and affordable housing projects assisted under Title 11 of the Cranston-Gonzalez National Affordable Housing Act, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in housing activities assisted under title 11 of the Cranston-Gonzalez National Affordable Housing Act;
21. Provisions of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities;
22. Provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by -
 - (A) providing credit (including providing direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs) for the establishment, stabilization, and expansion of microenterprises;
 - (B) providing technical assistance, advice, and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in microenterprise activities) to owners of microenterprises and persons developing microenterprises; and

- (C) providing general support (such as peer support programs and counseling) to owners of microenterprises and persons developing microenterprises;
23. Activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low and moderate income neighborhoods; and
24. Provision of direct assistance to facilitate and expand homeownership among persons of low and moderate income (except that such assistance shall not be considered a public service for purposes of paragraph (8)) by using such assistance to -
- (A) Subsidize interest rates and mortgage principal amounts for low- and moderate-income homebuyers;
 - (B) Finance the acquisition by low- and moderate-income homebuyers of housing that is occupied by the homeowners;
 - (C) Acquire guarantees for mortgage financing obtained by low- and moderate-income homebuyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees);
 - (D) Provide up to 50 percent of any down payment required from low- or moderate-income homebuyer; or
 - (E) Pay reasonable closing costs (normally associated with the purchase of a home) Incurred by a low- or moderate-income homebuyers.
25. Lead-based paint hazard evaluation and reduction, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992.
26. Provide matching funds may be contributed to qualified Individual Development Accounts for lower income individuals. These accounts may be used to purchase a home, receive education and job training or capitalize a microenterprise.

In any case in which an assisted activity described in paragraph 14. or 17. is identified as principally benefiting persons of low and moderate income, such activity shall -

- A. be carried out in a neighborhood consisting predominantly of persons of low and moderate income and provide services for such persons; or
- B. involve facilities designed for use predominantly by persons of low and moderate income; or
- C. involve employment of persons, a majority of whom are persons of low and moderate income.

In any case in which an assisted activity is designed to serve an area generally and is clearly designed to meet identified needs of persons of low and moderate income in such area, such activity shall be considered to principally benefit persons of low and moderate income if not less than 51 percent of the residents of such area are persons of low and moderate income.

The requirements of the preceding paragraph do not prevent the use of assistance for the development, establishment, and operation for not to exceed 2 years after its establishment of a uniform emergency telephone number system if the Secretary determines that –

- (i) such system will contribute substantially to the safety of the residents of the area served by such system;
- (ii) not less than 51 percent of the use of the system will be by persons of low and moderate income; and
- (iii) other Federal funds received by the grantee are not available for the development, establishment, and operation of such system due to the insufficiency of the amount of such funds, the restrictions on the use of such funds, or the prior commitment of such funds for other purposes by the grantee.

The percentage of the cost of the development, establishment, and operation of such a system that may be paid from assistance under this title and that is considered to benefit low and moderate income persons is the percentage of the population to be served that is made up of persons of low and moderate income.

Any assisted activity that involves the acquisition or rehabilitation of property to provide housing, shall be considered to benefit persons of low and moderate income only to the extent such housing will, upon completion, be occupied by such persons.

The above listing of eligible activities is based on Section 105(a) of the Housing and Community Development Act as amended through August, 2001.

2015 -2017

CITY OF YORK, PENNSYLVANIA

COMMUNITY DEVELOPMENT BLOCK GRANT

APPLICATION PROCESS

GENERAL PROGRAM INFORMATION

The City of York (City) receives a grant from the United States Department of Housing and Urban Development (HUD) on an annual basis. In 2015, the City expects to receive \$1,200,000.00 in Community Development Block Grant Funds (CDBG).

The City utilizes its CDBG program to address the priorities of affordable housing and supportive services with a focus on Neighborhood Revitalization and Community and Economic Development to the primary benefit of low- to moderate-income persons and households. The City of York is inviting all interested non-profits, for-profit organizations, public agency, and others to submit applications for projects they will like to undertake during the a Three Year Project Plan.

The activities selected for 2015–2017 CDBG Three Year Project Plan will form the framework for the Annual Action Plans for those years. However, the number of CDBG activities actually carried out will depend upon availability of the funds for the specific program year.

ELIGIBILITY CRITERIA

The demand for annual CDBG funds always exceeds the amount of funds available. Therefore, the Bureau of Housing Services has developed a rating system. Projects that best meet the local and federal program objectives will be recommended for funding.

The eligibility criteria for applications will go as follow:

If applicable, to qualify for funding, all real estate owned by the applicant must be current in sewer and real estate taxes.

Completeness

The City of York /Bureau of Housing Services (BHS) staff will be reviewing application completeness including all supporting documentation required.

Eligibility

BHS staff will review each proposed activity to see if it's eligible under HUD requirements for CDBG.

When developing project proposals, public service agencies are urged to become familiar with the City's Community Vision Objectives, the National Objectives (benefit to low-moderate income persons or neighborhoods, slum and blight or Urgent Need) and, the CDBG categories of Eligible Activities.

The City will consider the following factors when reviewing applications:

- ▶ Activities that Principally benefit the low-moderate income persons
- ▶ Activities with leveraged funds
- ▶ Activities that collaborated with other organizations

In order to assure equitable and efficient use of Community Development Block Grant funds, a ranking form has been developed, past performance of sub-recipients will be evaluated as well as the capacity of agencies to carry out the proposed activity. For sub-recipients currently or previously under contract, the performance assessment will also include an evaluation of compliance with terms and conditions of these contracts.

During the proposal development period, City staff will be available to provide technical assistance in preparing the proposal. The staff will not, however, prepare an application on behalf of an agency.

Funds may not be obligated, committed or expended prior to the expressed authorization of the City - which will be granted only after the City has received the allocation for the specific year and the release of funds authorization from HUD.

The City will give priority to activities addressing one or more of the local priority goals as stated in the Five Year Consolidated Plan:

By the year 2019 we want to become, once again, a vibrant, urbanized-community, in which people will want to live, work, play and visit. We want to:

- ❑ Provide housing opportunities for an economically and culturally diverse community,
- ❑ Provide safe and efficient access to and within the city for all modes of transportation,
- ❑ Create healthy, safe and attractive neighborhoods,
- ❑ Enhance the quality of life by providing quality public services, and
- ❑ Create a healthy local and regional economy.

Economic Vision – By the year 2019, we want a healthy local economy by creating:

- ❑ Investment opportunities in the downtown for a variety of uses such as entertainment, shopping, business services, cultural facilities, tourism, and housing
- ❑ Implementing investment incentives and the necessary infrastructure improvements in the Rail Corridor for light and heavy manufacturing facilities, incubators and business expansions,
- ❑ adequate public services, facilities and infrastructure to stabilize, preserve, redevelop, and enhance special districts such as the George Street and College special Planning Districts,
- ❑ a competitive labor force, and
- ❑ cooperation within the region.

Neighborhood Vision – By the year 2019, we want an enhanced quality of life in the city and surrounding region by:

- ❑ strengthening and connecting residential neighborhoods by providing cleaner, greener, safer streets, pathways/greenways and parks,
- ❑ developing aesthetic gateways at city borders,
- ❑ promoting and expanding historic preservation efforts and quality architectural design,
- ❑ upgrading and maintaining public spaces, recreation and park facilities,
- ❑ providing expanded and alternative educational opportunities,
- ❑ providing a variety of desirable housing types and styles,
- ❑ protecting the investment of those who own property,
- ❑ providing employment and services within the city, and
- ❑ providing quality and affordable public services.



City of York
2015-2017 PROPOSAL APPLICATION
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

1. Program Title: _____
2. Agency Name: _____
3. Agency Address: _____
4. Agency Director: _____
5. Staff Contact: _____
6. Phone Number: _____ Fax Number: _____
7. E-Mail Address: _____ IRS ID Number: _____
8. Type of Organization: ☐ Public Agency ☐ Private Non-Profit (501(c)(3))
(Attach supporting documents)
☐ Private For-Profit ☐ Other

A. PROJECT FUNDING REQUEST

CDBG FUNDS REQUESTED

2015 \$	_____
2016 \$	_____
2017 \$	_____

Check the category, which describes the type of funding, requested:

<input type="checkbox"/> HOUSING	<input type="checkbox"/> PUBLIC FACILITY	<input type="checkbox"/> INFRASTRUCTURE
<input type="checkbox"/> ECONOMIC DEVELOPMENT	<input type="checkbox"/> PUBLIC SERVICE	<input type="checkbox"/> OTHER

BRIEF PROJECT DESCRIPTION: Please provide a one-sentence statement about your project –not your organization.

FOR FUNDERS USE ONLY

DATE RECEIVED:	TIME:	SIGNATURE:	APPLICATION COMPLETED:
----------------	-------	------------	------------------------

B. FUNDING HISTORY

Please check and complete one of the following:

- ☐ Name and amount of existing program funded by City CDBG
2014 \$ _____
Anticipated unexpended grant funds as of 12/31/14 \$ _____
- ☐ Is this an expansion of existing program not funded by City CDBG. If so, total program funding from other sources during this 2014 fiscal year: \$ _____
- ☐ New program

Has the agency received past City CDBG funding for other programs? ☐ YES ☐ NO

If yes, please indicate the name program(s), year and amount funded _____

- C.** Please state the **Agency's** (not the program for which funding is being requested) overall mission and purpose. You may attach a **ONE PAGE** description and any relevant brochures or flyers.

Section I: PROJECT ELIGIBILITY SECTION/ MEETING A CDBG NATIONAL OBJECTIVE Section 101(c) of the authorizing statute sets forth the primary objective of the Community Development Block Grant program as the development of viable communities by the provision of decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low to moderate income. The statute further states that this is to be achieved in the CDBG program by ensuring that each funded activity meets one of three named national objectives as indicated below:

Please indicate which specific National Objective your proposal will meet by checking only one of the following subcategories:

A. This project meets at least one of the HUD national objectives listed below:

- ___ Benefits low/moderate income individuals/ households
- ___ Addresses the prevention or elimination of slums or blight
- ___ Meets a particularly urgent community development need.

B. HOW THIS PROJECT OR ACTIVITY MEETS ONE OF THE NATIONAL OBJECTIVES
(check statements that apply)

- ___ **L/M AREA BENEFIT:** THE PROPOSED ACTIVITY SERVES A DELINEATED AREA IN WHICH 51% OF THE AREA RESIDENTS ARE LOW AND MODERATE INCOME (Example: street improvements, water/sewer lines, neighborhood facilities, and façade improvements in neighborhood commercial districts) (For projects qualified under this eligibility criteria, the applicant must provide the rationale/basis for the service area designated)

The actual percentage is _____ %, which is based on:

_____Income surveys _____2010 census data

Identify the area served on the attached map. Make sure to attach map. This project is located in _____ Census Tract(s) (identified tract by number) (Website: Factfinder.census.gov)

_____ **L/M LIMITED CLIENTELE:** THE PROJECT BENEFITS A SPECIFIC GROUP OF PEOPLE, RATHER THAN ALL THE RESIDENTS IN AN AREA; WHERE AT LEAST 51% ARE LOW AND MODERATE INCOME PERSONS. *(THE FOLLOWING GROUPS ARE PRESUMED TO BE L/M INCOME PERSONS: ABUSED CHILDREN, ELDERLY PERSONS, BATTERED SPOUSES, HOMELESS, HANDICAPPED, ILLITERATE PERSONS. (Example: construction of job training facilities for the handicapped, construction of a senior center, public services for the homeless)*

_____ **L/M HOUSING:** THE PROJECT ADDS OR IMPROVE PERMANENT RESIDENTIAL STRUCTURES THAT WILL BE OCCUPIED BY L/M HOUSEHOLD UPON COMPLETION. HOUSING CAN BE EITHER OWNER OR RENTER OCCUPIED UNITS IN EITHER ONE FAMILY OR MULTI-FAMILY STRUCTURES. Rental units for L/M income persons must be occupied at affordable rents.
(Example: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.)

_____ **L/M JOBS:** THE PROJECTS CREATES OR RETAINS PERMANENT JOBS, AT LEAST 51% OF WHICH ARE TAKEN BY L/M INCOME PERSONS OR CONSIDERED TO BE AVAILABLE TO L/M INCOME PERSONS. Example: loan to pay for an expansion of a factory, assistance to a business which has publicly announce its intention to close w/resultant loss of jobs, of which are held by L/M persons.

_____ **MICROENTERPRISE ASSISTANCE:** THE PROJECT ASSISTS IN THE ESTABLISHMENT OF A MICROENTERPRISE OR ASSISTS PERSONS DEVELOPING A MICROENTERPRISE. (A micro-enterprise is defined as having five or fewer employees, one or more of whom owns the business) THIS ACTIVITY MUST BENEFIT LOW/MODERATE INCOME PERSONS , AREA OF JOBS AS DEFINED IN PREVIOUS SECTIONS.

_____ **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 CLEARENACE, HISTORIC PRESERVATION, REHABILITATION OF BUILDINGS BUT ONLY TO EXTENT NECESSARY TO ELIMINATE PRESERVATION OF A PUBLIC FACILITY THREATENING PUBLIC SAFETY, DEMOLITION OF A DETERIORATED, ABANDONED BUILDING.

C. PROJECT CATEGORY [check one]

_____Acquisition of real property

_____Public Facilities and Improvements

_____Housing Rehabilitation

_____Special Economic Development or assistance to micro-enterprise

_____Disposition of real property

_____Public Services

_____Historic Preservation

D. IMPACT ON CONSOLIDATED PLAN PRIORITY NEEDS

The five-year Consolidated Plan identifies both priority needs in the community and strategies to address these needs. The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Therefore, applications should provide a clear explanation of how the project impacts upon the adopted consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how project will meet the Consolidated Plan Priory Needs.

Please identify the category and activity applicable to your proposal using the below table:

Example: Public Services

Activity: Youth Transportation

Homeless	Activity_____
Infrastructure	Activity_____
Public Services	Activity_____
Youth Programs	Activity_____
Economic Development	Activity_____
Housing	Activity_____
Public Facilities	Activity_____
Senior Programs	Activity_____
Other	Activity_____

Section II: Activity Description: PROPOSED DESCRIPTION OF PROJECT AND SCOPE OF SERVICES:

1) Provide a detailed description of the proposed activity; including how the activity will address the community need you have indicated. If you are requesting funds for more than one activity, please provide **a separate Section II and III for EACH Activity. For Multi- year activities please provide description per year.**

Year 2015: Project Description/ Phase I

Total estimate for year

Year 2016: Project Description/ Phase II

Total estimate for year

Year 2017: Project Description/ Phase III

Total estimate for year

2) Identify who benefit from the proposed activity (e.g. homeless, youth, seniors, disabled, etcetera). If designed to benefit persons of L/M income, describe process you will use to identify these persons and ensure that the activity meets this objective.

3) **GOALS AND OBJECTIVES OF PROPOSED ACTIVITY:** Please be as specific as possible in your description. *Outcome based goals and objectives, stated numerically must be used.* These will be used in your contract and you will monitor beneficiaries and performance accordingly. Identify how goals and objective accomplishments will be measured.

Example: GOAL [1]: Provide literacy training to 50 people.	
Objective: Increase reading proficiency to 6 th grade level for 50% of persons served	Measurement: Participant will have pre/post testing
GOAL [1]:	
Objective:	Measurement:
GOAL [2]:	
Objective:	Measurement:
GOAL [3]:	
Objective:	Measurement:
GOAL [4]:	
Objective:	Measurement:
GOAL [5]:	
Objective:	Measurement:

4) **PROJECT MANAGER and staff:** Please list names, titles, attach the job descriptions of persons involved in the delivery of the activity/service. State percentage of time staff is involved in the activity and level of compensation.

Staff Position	% of time involved in this activity	Salary per year including all costs – benefits, taxes, etc.	Total salary for this position (% of time x Salary)	Amount of Funds requested to support salary
EX: case manager	50%	\$35,000.00	\$17,500.00	\$10,000.00

5) TIMETABLE FOR PROJECT IMPLEMENTATION: Please provide month timeline for each year of tasks based on **funding** year. Please be as detail as possible. Note: If applicable, Please estimated prevailing wage for any activity that involving any type of public facility and/or rehab for more than \$2,000.

Single year project.	Activity	Estimated Cost
Example: Architectural/ Engineering	January,2015-December 2015	\$10,000

Single year project	Activity	Estimated Cost
Example: Acquisition of two structures	January,2016-December 2016	\$15,,000

Single year project.	Activity	Estimated Cost
Example: Rehabilitation and completion	January,2017-November 2017	\$25,000

Summary of Phases estimated cost	Activity	Estimated Cost
Example: Architectural/ Engineering: Acquisition of two structures Rehabilitation and completion	January,2015-November 2015	50,000

6) SOURCES OF FUNDS List all sources of other funding obtained/committed/sought for this activity in the following table (e.g. state funds, local funds, etc):

Source of Funds	Amount	Work/Item to be Accomplished With Funds	Status* (Circle)	Contingent Upon CDBG Funding?
1.	\$		Secured Pending Denied	___ YES ___ NO
2.	\$		Secured Pending Denied	___ YES ___ NO
3.	\$		Secured Pending Denied	___ YES ___ NO

TOTAL \$

***If secured, attach confirmation letter.** If denied, attached denial letter stating the name of the source, the date funds were sought, and the reason for the denial.

If no other funding sources are involved in this activity, please explain why:

Total of funding sources (including CDBG request

	Phase 1/Single Year	Phase 2	Phase 3
OTHER SOURCES AMOUNT (FROM ABOVE)	\$ _____	\$ _____	\$ _____
CDBG fund requested	\$ _____	\$ _____	\$ _____
Total all sources	\$ _____	\$ _____	\$ _____

*** Total for all years \$ _____**

* Please make sure that all funding sources are included in all the estimates and/or budgets. Total should always match for consistency .

SECTION III – FUNDING STRATEGY

It is important for your organization to help offset the demand for the limited amount of **City** dollars available by using these funds to leverage other funding. If your project relies on a renewal of funds every year, the City cannot guarantee that renewal. **In the space provided below:**

1. If you did not receive 100% of funding requested in this application, what would be the impact on services?

2. Provide a SPECIFIC PLAN to replace **City** dollars over a period of time.

3. Identify the names of entities or individuals responsible for implementing the Funding strategy.

4. What issues impact the program's ability to be self-sufficient and self-sustaining?

SECTION IV – BUDGET

1) BUDGET DETAIL All schedules must be completed FOR EACH YEAR YOU ARE APPLYING FOR.

- a. **Complete Schedule A**, a listing of all sources of revenue used by the agency FOR ALL ACTIVITIES or attach agency budget providing comparable information.
- b. **Complete Schedule B**, providing a **program** budget, by source to operate **for each proposed program** for a twelve (12) month period beginning January 1, 2015 and ending December 31, 2017. The last column on Schedule B requests % of the AGENCY Budget for each activity for the Program year beginning January 1, 2015 and ending December 31, 2017.
- c. **Complete Schedule C**, narrative-presenting support for individual line items in Schedule B **for EACH Activity and /or year**. Explanations for budget increases from the previous fiscal year, which exceeds 10%, must be provided.

2) FINANCIAL STATEMENTS

Date of last financial audit: _____

Were there any findings? ____ Yes ____ No

If findings were issued, summarize the findings and provide a brief explanation of the agency's response to the findings. You must attach a copy of the agency's most recent audit, a copy of the management letter and the agency's response to the letter, unless you have submitted an audit as a result of funds received from the City during the past 24 months.

Schedule A: AGENCY OVERALL BUDGET

Agency Name: _____

Contact person: _____

Revenue Source	Amount Anticipated	Amount Received for Current Year	Contract Cycle of Source (Dates)	Funding Approved (Date)	Funding Request Pending (Expected Approval Date)	Request Not Yet Submitted (Expected Submission Date)
City CDBG	\$	\$				
County CDBG	\$	\$				
United Way	\$	\$				
Client Fees	\$	\$				
Agency Fund-raising	\$	\$				
Other (Please List)	\$	\$				
Other (Please List)	\$	\$				
GRAND TOTAL	\$	\$				

Schedule B: Projected Expenditures by Funding Source for EACH Proposed ACTIVITY Only - Use additional copies for additional activities

Agency Name:

Program Name:

Item	Description of Expenditures	City CDBG	City HOME	Other City Funds	County CDBG	Other County Funds	United Way	Agency Funds/ Client Fees	All Other Funds	Total	% of AGENCY BUDGET Totals
A	Salaries	\$	\$	\$	\$	\$	\$	\$	\$	\$	
B	Employee Benefits										
C	Professional Fees/Consultants										
D	Office Supplies										
E	Postage and Shipping										
F	Telephone										
G	Office Rent										
H	Utilities: Electric/Gas/Oil										
I	Utilities: Sewer & Water										
J	Equipment Rent/Lease/Purchase										
K	Printing & Artwork										
L	Travel (staff)										
M	Conferences/Training										
N	Subscriptions/Publications										
O	Audit Costs										
P	Insurance										
Q	Advertising										
R	Legal Services										
S	Office Repair/Maintenance										
T	Indirect Costs Charge										
U	Other: Identify										
V											
	GRAND TOTAL	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Schedule C: BUDGET Narrative for Proposed Program Only

Agency
Name: _____

Program Name: _____

ITEM	DESCRIPTION	TOTAL	NARRATIVE
	Example:		
G	Office Rent	\$78,000	1,000 square feet at \$6.50 per square foot, \$6,500 per month, a 15% increase over last year
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
TOTAL		\$	

NOTE: (1) Item letter should correspond with item letter on Schedule B.

(2) If additional space is needed please make another copy of this Schedule and continue providing your information. Place totals on the second page.

(3) If your proposed budget for a line item in 2015 exceeds the current year budget for that line item, you must provide an explanation here.

SECTION XII - CERTIFICATIONS

A. The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of City funds for this program, if approved for funding. Also the Applicant gives assurances and certifies with respect to the grant that:

- a. It possesses the legal authority to make a grant submission and execute a Grant Contract to undertake the proposed program;
- b. Its governing body has adopted or passed as an official act a resolution, motion, or similar action authorizing the submission of the Funding Request Application;
- c. The Applicant will administer the grant, if provided, in accordance with Community Development Block Grant Program regulations defined in 24 CFR Part 570, and other Federal regulations, policies, guidelines, and requirements, including those outlined in OMB Circular Nos. A-87, A-110, A-122, and A-133 as they relate to the acceptance and use of federal funds under this federally assisted program; and the Uniform Administrative and Program Management Standards and Cost Principles contained in 24 CFR Part 84 and Part 85.
- d. No member, officer, or employee of the Applicant, or its designees or agents, and no other public official who exercises any functions or responsibilities with respect to the program during his/her tenure in office or employment for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this grant, if approved;
- e. It will give HUD, the City of York, or any other authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant, if approved.
- f. The City of York reserves the right not to fund any submittals received.
- g. That the City of York may request or require changes in the information submitted, and may substitute figures, which deems reasonable for any or all figures provided. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
- h. That if the program is funded a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements circumstances that would trigger grant suspensions and termination a, and reversions of assets would be required between the organization and the City.

To the best of my knowledge and belief, the data and statements presented in this application are true and correct, the document has been duly authorized by the governing body of the applicant, and the Applicant will comply with the certifications listed above if the application is approved.

Certifying Representative(s):

NAME (TYPE)

SIGNATURE

DATE

NAME (TYPE)

SIGNATURE

DATE

B. The Board of Directors of _____ does hereby resolve that on _____ *(date)* the Board reviewed that Application for Community Development Block Grant Funds CDBG Funds to be submitted to the City of York/Bureau of Housing Services for funding consideration for the fiscal years _____, _____, _____ and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application.

_____ *(Name of organization requesting CDBG (funds))* hereby proposes to provide the services or project identified in the scope of services in accordance with this application for Community Development Block Grant Funds (CDBG). If this application is approved and this organization receives CDBG funding from the City of York, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City. Furthermore as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete.

I also authorize the following person(s) to have signatory authority regarding this grant:

_____ Name	_____ Title
_____ Name	_____ Title

President Board of Directors (or authorized person)

date

C. Application Format

- ◆ Please submit one (1) original and five (5) copies of each application.
- ◆ Please do not submit applications in folders or binders
- ◆ You may include attachments to your application (i. E. agency brochures, maps, Photographs, newspaper articles, etc.).
- ◆ **DEADLINE FOR SUBMISSION IS THURSDAY, JULY 28, 2014 AT 4:00 PM**
at the Bureau of Housing Services, 101 S. George St. York, PA 17401

In order for your application to be accepted in addition to the application itself, your organization must submit the following items/attachments to the City of York/Bureau of Housing Service

ARTICLES OF INCORPORATION/BYLAWS:	_____
NON-PROFIT DESIGNATION:	_____
BOARD OF DIRECTORS:	_____
AUTHORIZATION TO REQUEST FUNDS:	_____
LOCAL OFFICIAL DESIGNATION:	_____
ORGANIZATIONAL CHART:	_____
CHIEF PROGRAM ADMINISTRATOR'S RESUME:	_____
CHIEF FISCAL OFFICER'S RESUME:	_____
FINANCIAL STATEMENT & AUDIT:	_____
CONFLICT OF INTEREST STATEMENT:	_____
CURRENT FISCAL YEAR AGENCY BUDGET, INCLUDING ALL FUNDING SOURCES	
LIST OF ALL REAL ESTATE OWN BY APPLICANT IN THE CITY OF YORK	_____

I HEREBY CONFIRM THAT THIS PACKET CONTAINS ALL MATERIAL REQUIRED

Signature and Printed name of Authorized Signer/Date

