



**2020 HUD CARES Act CDBG-CV
Rent/Utility/Mortgage Program Assistance Grant
DUE: Friday, February 26, 2021 by 5:00p.m.
to icarroll@scrantonpa.gov**

Organization Information

Organization Name: _____

Organization Mailing Address: _____

City: _____ State: _____ Zip: _____

Duns Number: _____ Tax ID Number: _____

Contact Name: _____

Position/Title: _____

Contact Phone: _____ Contact Email: _____

Location of Proposed Project: _____

Does your organization have experience managing federal HUD funding (CDBG, HOME, HESG, etc.)? _____

Does this program demonstrate how the proposed activity will prevent, prepare for, and/or respond to Coronavirus, with a prioritization for extremely low, low, and moderate-income families/ businesses? _____

Program Details

Rent/Utility/ Mortgage Assistance Grant

If awarded, can your organization begin the proposed project and expend it within 24 months?
If no, please explain:

Estimated number of persons you plan to serve (low- moderate income): _____

What are your systems for monitoring? _____



If funded by the City of Scranton's Office of Economic and Community Development in the past years; do you have funds remaining and in which project: _____

Is this organization a public a Non-Profit/ Not-For-Profit Agency? _____

Is there a plan (as needed) for sustaining the project once funding is expended (not required)?

Please provide a brief description of how your agency would implement the Technology Assistance funding:

The City of Scranton reserves the right to approve or deny any applications

***PLEASE NOTE: IF YOU ARE APPROVED FOR FUNDING THROUGH THE CITY OF SCRANTON'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT (OECD), YOU WILL BE NOTIFIED. ONCE AWARDED, THE INFORMATION BELOW WILL BE REQUESTED.**

The following information is required upon award and will be accepted as digital attachment to the OECD Dropbox. Additional information or documentation may be requested upon award.

(Please place in this order)

- List of Board of Directors
- Organizational Chart
- Resume of program administrator
- Resume of fiscal officer
- Tax Exemption Determination Letter
- Articles of Incorporation
- Resolution (See Exhibit A – Sample Resolution)
- By-Laws
- Equal Opportunity Employment Statement & Grievance Procedure
- Financial statement and/or most recent audit
- Audit Requirements (if applicable)
- Statement of Insurance -State whether or not the agency has liability and property insurance coverage, in what amount, and with what insuring agency. State

Additional information may include (but is not limited to):

- Narratives regarding: unmet needs, leveraging of other funds, meeting CDBG national objectives, eligible CDBG activity, CDBG objectives-Outcomes-Indicators, Performance Outcome Measurement Statement, Compliance with Scranton's Consolidated Plan, Program Income
- Itemized budgets
- Environmental Review
- Davis Bacon Requirements/ Bonds (if applicable)
- Certifications such as Equal Opportunity/Accessibility Certifications