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BACKGROUND

Prince William County was designated by the U.S. Department of Housing and Urban Development (HUD) as an urban county beginning July 1, 1992 (FY 93) based upon 1990 census data. Prince William County became eligible to receive annual Community Development Block Grant funding under Title I of the Housing and Community Development Act of 1974. The grant funds are to be used primarily for activities that benefit low- and moderate-income persons.

Planning for addressing the housing needs of the Prince William Area (Prince William County, City of Manassas and City of Manassas Park) was enhanced in July 1992 with the development of the Area's (5) year Comprehensive Housing Affordability Strategy (CHAS). The CHAS development process included much citizen input and involvement. The primary need identified in the CHAS was the shortage of adequate housing that is affordable to low- and moderate-income residents including the rehabilitation of existing housing units. The CHAS also identified the need for a local housing entity to focus and direct resources, including infrastructure development, homeless facilities and homeownership opportunities.

The CHAS document was replaced effective July 1995 by a new unified process called the Consolidated ("Housing and Community Development") Plan. This Plan satisfied the minimum statutory requirements for four Community Planning and Development (CPD) formula programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). The Plan is the result of a collaborative process whereby the community establishes a unified vision for community development activities. Projects to be funded through the Area's annual Community Development Block Grant will serve as a resource to meet the housing needs identified in the Prince William Area Consolidated ("Housing and Community Development") Plan.

The Prince William County Office of Housing and Community Development (OHCD) will be responsible for administering the Area's Program Year XI CDBG annual allocation which will include 1) non-competitive funding pools for several prioritized County initiatives, and 2) formula-based subrecipient allocations to the two independent cities (Manassas and Manassas Park).

Competitive CDBG funding pools have also been established which will provide opportunities for non-profit, for-profit and governmental entities to access CDBG funds for creative projects that will serve the housing and community development needs of low- and moderate-income persons in Prince William County and Manassas City.

The competitive funding pools are as follows:



Prince William County

◆ Non-Profit, For-Profit and Governmental Entity: **\$600,000**
Governmental Entity includes incorporated Towns, County and Regional Governmental entities when all activities occur in the County.

Manassas City

◆ Non-Profit, For-Profit and Governmental Entity: **\$40,000**

Funding levels are based upon anticipated allocations. Dollar amounts may be adjusted based upon actual allocation to Prince William Area.

NATIONAL OBJECTIVES

Title I of the Housing and Community Development Act of 1974 requires that any activity funded under the Community Development Block Grant program must meet at least one of the three national objectives:

- 1) provide benefit to low- and moderate-income persons, 2) aid in the prevention or elimination of slums and blight, or 3) address an urgent community need.

In order to demonstrate that at least one of the three national objectives will be met, applicants submitting proposals must meet the following test, as appropriate:

I. Projects providing primary benefit to low- and moderate-income persons.

Activities considered to benefit low-and-moderate income persons are divided into four categories:

- A) **Area Benefit Activities** - An area benefit activity is an activity which meets the identified needs of LMI persons residing in an area where at least 51% of the residents are LMI persons. The benefits of this type of activity are available to all persons in the area regardless of income. Examples of potentially eligible activities include street improvements, water and sewer lines, neighborhood facilities and park renovations. Area benefits can be determined based upon census tracts or a neighborhood survey. See Attachment F on how to compete a survey.



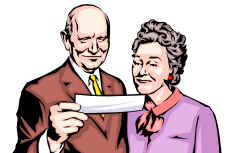
- B) **Limited Clientele Activities** - A limited clientele activity is an activity which benefits a specific group of people (rather than all the residents in a particular area), at least 51% are LMI persons. To qualify under this category, the activity must meet one of the three (3) following tests:

- 1) Benefit a clientele who are generally presumed to be principally LMI. The following groups are presumed by HUD to meet this criterion:



Abused children
Elderly persons
Battered spouses
Homeless persons

Handicapped persons
Illiterate persons
Migrant farm workers; **or**



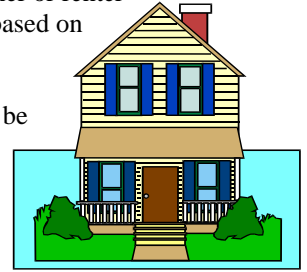
- 2) Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the LMI limits; **or**
- 3) Have income eligibility requirements, which limit the activity exclusively to LMI persons.

Some examples of limited clientele activities include construction of senior centers, public services for the homeless, meals on wheels, remedial reading or tutorial projects and construction of job training facilities for the handicapped.

- C) **Housing Activities** - A housing activity adds or improves permanent, residential structures that will be occupied by LMI persons upon completion. The housing can be either owner or renter occupied. Rental units occupied by LMI persons must be at affordable rents based on established standards.

Occupancy of housing shall be determined using the following rules and shall be maintained for a period of at least fifteen (15) years:

- ◆ Residential rehabilitation: Compliance is based upon household income of occupants.
- ◆ Housing construction: Compliance is based on the same rules as for residential rehabilitation with the following exception:
Non-elderly, multi-family rental structures must have at least 20% of the units occupied by LMI persons. Where LMI occupancy is between 20% and 50%, the CDBG portion of the total development cost may not be greater than the portion of units occupied by LMI persons. Total development costs include the cost of all work from design and engineering through completion of the physical improvements and, if integral to the project, the cost of acquisition.
- ◆ Acquisition of property or conversion of buildings for permanent housing: Compliance is based on household income of the occupants in the structures, according to the applicable rules listed above for residential rehabilitation and new housing construction.



Any residential unit that is to be rehabilitated must, at a minimum, be brought into conformance with HUD Section 8 Housing Quality Standards. Any non-residential structure that is to be rehabilitated must, at a minimum, be brought into conformance with the BOCA minimum property standards. All properties built before 1978 must be evaluated for lead-based paint.

- D) **LMI Jobs** - A LMI jobs activity creates or retains permanent jobs, at least 51% of which are either taken by LMI persons or considered to be available to LMI persons.

- ◆ Jobs are considered to be "available to" LMI person only when both:

Special skills that can only be acquired with substantial (i.e., one year or more) training or work experience or education beyond high school are not a prerequisite to fill such job, or the business nevertheless agrees to hire unqualified persons and train them; **and,**

Local government or the assisted business takes actions that would ensure that LMI persons receive "first consideration" for filling such jobs.

- ◆ Principles involved in providing "first consideration":

The business must use a hiring practice that in all likelihood will result in over 51% of persons hired being LMI persons; **and,**

The business must seriously consider a sufficient number of LMI jobs applicants to meet this intent; **and,**



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The distance from residence and availability of transportation to job site must be considered in determining whether a particular LMI person can be seriously considered an applicant for the job.

- ◆ In counting jobs, the following policies apply:

Part-time jobs must be converted to full-time equivalents; **and,**

Only **permanent** jobs count -- temporary jobs may not be included; **and,**

Seasonal jobs may be counted only if the season is long enough for the job to be considered as the employee's principal occupation; **and,**

All permanent jobs created by the activity must be counted even if the activity has multiple sources of funding; **and,**

Jobs indirectly created by an assisted activity (i.e., trickle-down jobs) may not be counted.

- ◆ Examples of potentially eligible activities include:

Construction of a business incubator which is designed to offer both space and assistance to new firms to help them become viable small business; **and,**

Loans to pay for the expansion of a plant or factory; **and,**

Assistance to a business which has publicly announced its intention to close with a resultant loss of jobs, a majority of which are either held by LMI persons or could be expected to turn over to LMI persons during the next two years.

II. Projects which aid in the prevention or elimination of slums and blight. An activity will be considered to address prevention or elimination of slums and blight in an area if:

- ◆ The deteriorated area meets the definition of slums, blight, or deteriorated or deteriorating area and is formally designated a slum or blighted area in accordance with State Law. In Virginia, this definition and procedure for designation is available in Title 36, Article 7 of the Code of Virginia, **and**
- ◆ Be in an area with a substantial number of deteriorated buildings or improvements, **and**
- ◆ Be in an area designated by the local government as in need of physical improvements due to blighted effects, with clearly delineated boundaries, **and**
- ◆ Address at least one or more of the conditions which contributed to the deterioration.



III. Projects which address an urgent community development need. An activity will be considered to address this objective if the following conditions are met:

- ◆ The activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health, safety or welfare of the community, **and**
- ◆ The conditions are of recent origin or recently became urgent. Recent is defined as being within an 18 months period immediately preceding the application deadline, **and**
- ◆ Have no other funds available to address the problem, **and**
- ◆ There exists a current declaration of emergency by the Governor of Virginia or of a health threat by the State Health Commissioner.

Major catastrophes or emergencies such as floods or earthquakes are examples of urgent needs.



**PROJECTS THAT CANNOT DEMONSTRATE THAT AT LEAST ONE OF
THE THREE NATIONAL OBJECTIVES OF THE PROGRAM WILL BE MET
WILL NOT BE CONSIDERED FOR FUNDING.**

APPLICANT ELIBIBILITY

- ◆ Non-profit organizations with IRS 501 (c) tax-exempt status
- ◆ For-profit organizations must hold State and County/City business license.
- ◆ Governmental Entity - including incorporated Towns, County/City and regional governmental entities only when all activities occur in the County/City.

MAXIMUM AWARD

Awards for projects shall not exceed the following amounts:

Prince William County:

- ◆ Non-Profit, For-Profit and Governmental Entity: \$270,000
- ◆ No project sponsor shall receive more than \$20,000 of the \$60,000 available for Public Service projects.

Manassas City:

- ◆ Non-Profit, For-Profit and Governmental Entity: \$10,000
- ◆ No funds available for Public Service projects.



Funding Levels

- ◆ New projects must not have received CDBG funding for past two years.
- ◆ Second year funded projects will be funded no more than 50% of first year funding level for the same project. Any project that received CDBG funding during the past two years is considered at the second year funding level.
- ◆ Third year funded projects will be funded no more than 25% of first year funding level.
- ◆ Fourth year projects are not eligible for funding.
- ◆ No more than three (3) projects or a maximum of \$270,000 County or \$10,000 City, shall be awarded to any one project sponsor for the program funding year.

TYPES OF ASSISTANCE AND TERMS

Non-Profits and Governmental Entities

- ◆ Forgivable Loans (Grants)
- ◆ The Program Year shall be July 1, 2005 to June 30, 2006. Project activities shall take place over a period not to exceed one (1) year, terminating by June 30, 2006. Forgivable loans for non-construction, operating projects shall be fully forgiven at the end of the Program Year if the project has completed its specified purpose.
- ◆ Funds used for acquisition, rehabilitation or construction will require a fifteen-(15) year forgivable loan (if a dollar-for-dollar match is provided) and/or a repayable loan with zero percent interest payable with principal only, over 15 to 30 years with payments beginning July 2006. Both types of loans are secured by a Deed of Trust and Promissory Note if assistance provided is more than \$25,000.

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For-Profit

- ◆ Loans only with 5% interest, payable over 15 years beginning July 2006.
- ◆ Funds used will require a fifteen-(15) year loan note.

No pre-payment penalty if loan pay-off occurs after year five

THRESHOLD REQUIREMENTS

- ◆ Organizations must have been in business for at least two (2) years.
- ◆ Applications will not be considered for funding if not completed on application form provided (Attachment D) and/or same format with attachments.
- ◆ Applications will not be considered for funding which cannot demonstrate benefit to 51% LMI or if the project is not an eligible CDBG activity.
- ◆ Applications will not be considered for funding if proposed project does not address measurable Priority Needs Objectives found in the 5-Year Consolidated Plan FY2001-2005.
- ◆ Applications will not be considered for funding if they score less than 150 points (75%).
- ◆ Applications will not be considered for funding if they request funding above the maximum level (\$270,000 for County and \$10,000 Manassas City).
- ◆ Public service applications are limited to \$20,000 per organization for County projects. There are no public service funds available for Manassas City projects. **All public service applications must demonstrate that project is a new or increased level of service for first year funding request.**
- ◆ Applications requesting a forgivable loan or for subsequent year funding must provide a dollar-for-dollar funding match labeled Attachment IV to the application.
- ◆ All projects must provide a Board Resolution to authorize application submission labeled as Attachment V to the application.

ELIGIBLE ACTIVITIES

- A. **Acquisition of Real Property** - CDBG funds may be used to acquire real property in whole or in part by purchase, long-term lease (15 years) or donation provided the acquisition meets a national objective of the CDBG program.



Example: The real property acquired may be:

- Land
- Air Rights
- Easements
- Water Rights
- Right-of -Ways
- Building and other Real Property Improvements

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- B. **Disposition** - CDBG funds may be used to pay cost incidental to disposing of real property acquired with CDBG funds, provided the property will be used to meet a national objective of the CDBG program.

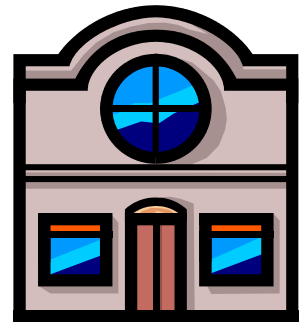
Example: Disposition cost includes fees paid for:

- Appraisals
 - Surveys
 - Marketing
 - Legal Services
 - Financial Services
 - Transfer Taxes
- and other cost involved in the sale of property

- C. **Public Facilities and Improvements** - CDBG funds may be used for acquisition, construction, reconstruction, rehabilitation or installation of public improvements or facilities, provided such improvements or facilities meet a national objective of the CDBG program.

Example: Public facilities and improvements include, but are not limited to:

- Shelters for the Homeless
- Water and Sewer Facilities
- Flood and Drainage Improvements
- Fire Protection Facilities/Equipment
- Community, Senior and Health Centers
- Parking, Streets, Curbs, Gutters, Sidewalks, Parks and Playgrounds and expenses involved in the transfer of property.



- D. **Public Services** - CDBG funds may be used to provide public services (including labor, supplies and materials), provided the public services meet a national objective of the CDBG program and provided that each of the following criteria is met:

- 1) The public service must be either a new or quantified increase in the level of service.
- 2) The amount of CDBG funds obligated to support public service activities is \$60,000 with a maximum of \$20,000 per project sponsor for County projects. No public service funding is available for Manassas City projects.



Example: Public services include, but are not limited to:

- Child Care
- Health Care
- Job Training
- Recreational Programs
- Educational Programs
- Services for Senior Citizens
- Services for Homeless Population
- Drug Abuse Counseling & Treatment
- Fair Housing Activities

- E. **Removal of Architectural Barriers** - CDBG funds may be used to remove material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons to publicly or privately owned buildings, facilities and improvements. The regulations provide that removal of architectural barriers qualifies as meeting a national objective. This is based upon data showing that, on a national basis, a majority of handicapped persons are LMI.



Example: Architectural barrier removal includes the installation of:

- Ramps
- Curb Cuts
- Wider Doorways
- Elevators
- Physical Modifications to Buildings, Facilities and Improvements to Make Them Accessible

- F. **Housing Rehabilitation** - CDBG funds may be used to finance the rehabilitation of any publicly or privately-owned residential property, including the conversion of non-residential property for housing, provided such rehabilitation meets a national objective of the CDBG program.

Housing rehabilitation does not include:

- 1) Creation of a secondary housing unit attached to a primary unit
- 2) Installation of luxury items, such as swimming pools
- 3) Cost of equipment, furnishings, or other personal property not an integral structural fixture, or
- 4) Labor cost for homeowners to rehabilitate their own property.

- G. **New Housing Construction** - CDBG funds may be used to finance or subsidize the construction of new permanent residential structures under the following limited circumstances, provided such new construction meets a national objective of the CDBG program.

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The funds can only be used by a:

- 1) Local development company
- 2) Small Business Investment Company; or,
- 3) Neighborhood-based nonprofit organization

These development organizations must demonstrate that the construction of housing is affordable to LMI persons. Several activities, which support new housing, may be carried out using CDBG funds even if they do not fall within the limited circumstances under which new housing construction is eligible. These activities are eligible under other categories (e.g., Acquisition of Real Property, Public Facilities and Improvements) provided they meet a national objective.

INELIGIBLE ACTIVITIES

The following activities may not be assisted with CDBG funds:

- ◆ Buildings used for the general conduct of government. (Except removal of architectural barriers).
- ◆ General government expenses required to carry out the regular responsibilities of local government.
- ◆ Political activities.
- ◆ New construction of housing units in most cases.
- ◆ Purchase of construction equipment, fire protection equipment, furnishings and personal property.
- ◆ Planning and feasibility studies not initiated by the Office of Housing and Community Development.
- ◆ Projects that do not address a measurable objective found within the 5-Year Consolidated Housing and Community Development Plan FY 2001-2005.

This is not an exhaustive list of ineligible activities; other considerations may need to be given on a project by project basis.

LEVERAGE/MATCH

A dollar-for-dollar match is required for activities undertaken with CDBG funding to receive a forgivable loan. Applicants must provide verifications in form of Board Match Resolution or in-kind contribution letter (s) for professional services. Match funds cannot be other Federal dollars. For non-profits, for-profits or governmental entities that have Board of Directors, they must provide Board Resolution as to availability of match. For non-profits, for-profits or governmental entities that do not have Board of Directors, verification can be letter from Executive Director.

LEAD-BASED PAINT REQUIREMENTS

All projects must follow Lead-Based Paint regulations which deal with notification of occupants about the existence of lead hazards, identification of lead-based paint and control of lead-based paint hazards to limit lead exposure to residents. Regulations affect rehabilitation, homebuyer programs, special needs housing, acquisition and tenant-based rental assistance. Properties built after 1978 are exempt from these regulations. For more information about how these requirements might affect your proposed project, contact Bill Lake, 703-792-7532

PROGRAM SCHEDULE

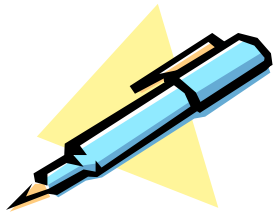
The funding cycle shall be Program Year XII (July 1, 2003 to June 30, 2004)

Applications Available	July 29, 2004
Application Workshop <i>Ferlazzo Building, Locust Shade Conf. Room</i>	July 29, 2004 9:00 a.m. – 11:00 a.m.
Application Workshop <i>Manassas City Dept. of Social Services</i>	August 3, 2004 7:00 p.m. – 9:00 p.m.
Deadline for Receipt of Application	September 23, 2004
Completion of Scoring	November 2, 2004
Official Announcements of Awards	April 1, 2005
Contract Negotiations	May 1 - June 2005
Subrecipient Agreements Signed	July 1, 2005
Funds Available	July 1, 2005

(These are target dates subject to change)

SUBRECIPIENT AGREEMENTS

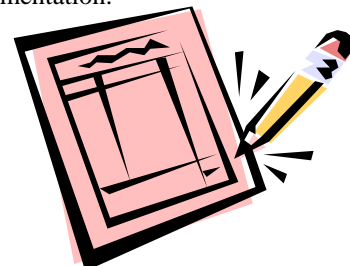
The Office of Housing and Community Development (OHCD) will enter into Subrecipient Agreements with non-profit and for-profit sponsors or Memorandum of Agreements with County/City agencies, based on competitive selection and availability of funds. OHCD may de-obligate and re-allocate funds if the subrecipient fails to adhere to the terms and conditions outlined in the Agreement or for other unacceptable performance. The CDBG project Agreements shall:



- Stipulate the total amount of the award;
- Stipulate a specified contract period;
- Indicate the method of funds disbursement; and
- Set forth performance requirements and production schedule.

FUNDS DISBURSEMENT

Funds disbursement shall be made on a reimbursement basis as outlined in the Subrecipient Agreement or Memorandum of Agreement, and will be approved based on eligible expenditures and documentation.

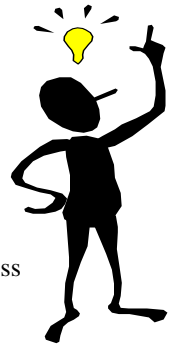


PROJECT SELECTION CRITERIA

Applications will be ranked competitively; a total of 200 points will be available. If an application scores less than 150 points (75%) it will not be considered for funding. The following are the criteria upon which applications will be evaluated.

I. PROJECT DESCRIPTION - 110 POINTS MAXIMUM

The content and soundness of an applicant's project design will be evaluated. Narrative should answer who will administer the project, how the project affects the Consolidate Plan, what are the measurable outcomes, where is the project located and why, how will lead-based paint requirements be addressed, type of loan (if a repayable loan indicated period of repayment and if forgivable loan where will the match come from). This evaluation shall include a review of proposed project activities set forth in the narrative and the budget to support these activities. Several factors will be considered when reviewing a project's CDBG budget. Budget considerations include methods used to derive cost estimates, completeness and date of cost estimates, the relationship between cost and the activities to be undertaken. If this is a public service project is there an increase level of service? Describe the project not your agency.



Estimates for cost must be documented by statements from experts (i.e., contractor statement, price quotes, salary structure, supply catalog, etc.) and labeled as "Attachment I, Cost Estimates".

- 40 points ■ Overall soundness and content of project design in addressing all issues relevant to project implementation and management.
- 30 points ■ Clarity and reasonableness of proposed administrative and project related procedures, and the identification of staff to carry out same.
- 20 points ■ Reasonable, realistic project costs and ability to start project within first quarter.
- 10 points ■ Does the proposed project adequately address Consolidated Plan Priority Needs?
- 10 points ■ Does the proposed project address Consolidated Plan Priority Needs not met? **Bonus Points**

II. BENEFIT TO LOW- AND MODERATE-INCOME (LMI) - 15 POINTS MAXIMUM

Considerations for scoring applications under the low- and moderate-income criterion include: LMI benefit category "activity" selected; how LMI persons will be determined; the absolute number of persons to be served; the percent of qualifying LMI persons to be served; and how the low- and moderate-income persons will benefit.

The CDBG program goal, in part is to provide assistance "...benefitting persons of low- and moderate-income." All projects will be required to benefit low- and moderate-income persons (See Attachment B), and must not be designed to exclude participation by such persons. A project will be considered to benefit low- and moderate-income persons if it meets one of the four requirements listed below:



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- 1) The activities are carried out in a neighborhood consisting predominantly of persons of low- and moderate-income and provide services for such persons "**Area Benefit Activities**"; or
- 2) Involve facilities or services designed for use predominantly by persons of low- and moderate-income "**Limited Clientele Activities**" (*public services, acquisition of housing for target population, transitional housing*); or
- 3) Involve activity(ies) which adds or improves permanent residential structures occupied by persons of low- and -moderate income "**Housing Activities**" (*residential rehabilitation, new housing construction, acquisition for permanent housing*); or
- 4) Involve employment of persons, a majority of whom are persons of low- and moderate-income "**LMI Jobs**".

For the purpose of evaluating project applications 51% of benefiting persons must be LMI. **Projects that cannot demonstrate benefit to 51% LMI will not be funded.**

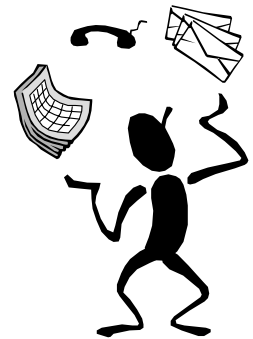
- 0 points ■ Benefit to 51-65% LMI persons, **or**
- 0 points ■ Benefit to 66-80% LMI persons, **or**
- 10 points ■ Benefit to 81-100% LMI persons.
- 5 points ■ Methodology used to determine activity category to benefit LMI persons and how the number of persons served was derived.

III. SPONSOR CAPACITY - 75 POINTS MAXIMUM

Project sponsors must demonstrate the ability to carry out the proposed activities. Project sponsors will be evaluated on experience, administrative capacity, and financial management. Include "Attachment II, Current Budget" and "Attachment III, Audit".

Responses will be evaluated based on the following factors:

- 25 points ■ Current or previous experience with related program or project activity.
- 25 points ■ Adequacy of existing/proposed staff to carry out the project.
- 25 points ■ Appropriateness and adequacy of financial management system.



IV. LEVERAGE/MATCH REQUIRED

The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG funds will have on meeting local community needs. Therefore, projects requesting forgivable loans or subsequent year funding, must provide documentation of a dollar-for-dollar leverage/match. Match funds cannot be from Federal dollars. Label as "Attachment IV, Leverage/Match".

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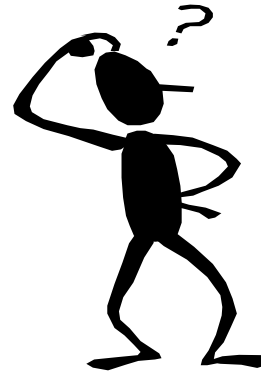
Documentation to verify the availability of one-to-one ratio leverage/match resources. The evidence must state the dollar value and verify the availability of resources for project by Board Resolution or signed statement of in-kind contribution to project for professional services.

For non-profits, for-profits or governmental entities that have governing Board of Directors, provide Board Resolution as to availability of match. For non-profits, for-profits or governmental entities which do not have a Board of Directors, verification can be letter from Executive Director. For PWC governmental agencies a letter from the County Executive will act as a Board Resolution. The evidence MUST state the dollar value and verify the availability of match resources for the Project. Identify verification of Leverage/Match as "Attachment IV, Leverage Match."

V. BOARD AUTHORIZATION RESOLUTION

All applicants must provide a Board Resolution that authorizes the organization to make application for CDBG funds for project(s). For non-profit or governmental entities, which do not have Board of Directors, verification can be letter from Executive Director. For PWC governmental agencies a letter from the County Executive will act as a Board Resolution. Identify verification of Board Resolution as "Attachment V, Board Authorization Resolution". The resolution must state the project and dollar amount of request. If applicant is requesting a repayable loan, resolution must also indicate the number of years of repayment.

200 Total Points



DEFINITIONS

At-Risk - shall mean persons whose living conditions/arrangements, or economic circumstances are such that they are in imminent danger of becoming homeless.

Barrier-Free Housing - shall refer to housing units/facilities which are accessible and functional for ingress, egress and internal movement for persons in wheelchairs and/or persons with mobility impairments.

Congregate Housing - shall mean a building or facility with a central food preparation and eating area which houses persons who share a need for a supervised living environment including elderly and disabled persons, but do not require medical treatment or institutional care.

Developmentally Disabled - shall mean persons with a mental disability or disabilities, wherein such condition(s) existed at birth or occurred prior to age 23.

Emergency - condition which developed or became critical within the 18 month period preceding the application deadline and no other funding available to address the problem.

Extremely-Low-Income - shall mean persons whose incomes are 0% to 30% of the Area Median Family Income as established by the U. S. Department of Housing and Urban Development (HUD) based on family size.

Family - means all persons living in the same household who are related by birth, marriage or adoption.

For-Profit - means an organization that provides goods and/or services, usually on a competitive basis, with the intent of receiving a profit as a result of business activities; said profits are distributed to individuals associated with the business.

Governmental Agency - includes incorporated towns, County agencies and regional governmental entities. Entities are only eligible as a sponsor when all activities occur in County.

Homeless - shall mean persons having no regular, fixed nightly shelter, excluding public or privately provided facilities available to person on a short-term or emergency shelter basis.

Household - means all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

LMI - shall mean "low-and moderate-income."

Low-Income - shall mean persons whose incomes are 31% to 50% of the Area Median Family Income, as established by the U. S. Department of Housing and Urban Development (HUD), based on family size.

Memorandum of Agreement - the formal CDBG project document which will be executed between governmental agencies and Office of Housing and Community Development (OHCD) which shall set forth terms, conditions and approved activities.

Middle-Income - shall mean persons whose incomes are 81% - 95% of the Area Median Family Income, as established by HUD, based on family size.

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Moderate-Income - shall mean persons whose incomes are 51% - 80% of the Area Median Family Income, as established by HUD, based on family size.

National Objectives

Low - and Moderate-Income Persons - individuals whose family income is less than 80% of the median family income for Prince William County. (See ATTACHMENT B Income Levels)

Slum and Blight Areas - areas with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement of design, lack of ventilation, light and sanitary facilities, excessive land coverage, deleterious land use or absolute layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community.

Urgent Community Development Need - conditions which 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.

Non-profit - shall refer to organizations which have attained 501 (c) (3) tax-exempt status.

Project Sponsor - shall refer to any non-profit, for-profit organization/business, governmental agency or public service authority.

Single Room Occupancy (SRO) - shall refer to permanent facilities for the homeless, consisting of a single room housing unit with either private or shared bath facilities with the optional provision of kitchen facilities.

Special Needs Population - shall mean persons with disabilities (mental, physical, developmental), the elderly, and persons with AIDS.

Subrecipient - neighborhood-based nonprofit organizations, small business investment companies and local development corporations.

Supportive Living Arrangement - shall refer to any situation wherein paid or volunteer staff is provided to assist a resident with the responsibilities associated with independent living so as to assure a safe and healthful home environment.

Transitional Housing - shall mean living units (housing) provided on a short-term basis (up to 18 or 24 months) for homeless persons/families, along with supportive services, which assists them in preparing for and securing permanent housing.