



COUNTY OF LEHIGH

Community Development

Laurie A. Moyer
Grants and Housing Manager

February 15, 2011

Dear CDBG Applicant:

The County of Lehigh is once again anticipating the appropriation of funds to the US Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) program. The 2011 CDBG allocation is estimated to be \$1,300,000.

In anticipation of the 2011 CDBG allocation, the County of Lehigh is seeking project applications from municipalities and non-profit organizations. Enclosed you will find the grant application packet. This packet includes program requirements and project examples, as well as the application forms that must be submitted to the County for each project. If you will not be responsible for completing the application, please forward it to the appropriate person within your organization. Applicants planning to submit more than one project proposal should photocopy the packet and submit a separate application for each project. Please be sure to indicate a priority number for each project submitted (e.g. #1, #2 or #3).

Similar to last year, projects can receive designation as priority if certain criteria are met:

- Secured match of 10% of CDBG project total.
- Projects able to start on January 1, 2012 and be completed by September 30, 2012.
- Construction projects requesting a minimum of \$50,000 in CDBG funding OR a public service project requesting a minimum of \$30,000 in CDBG funding.

All potential CDBG Grantees are encouraged to learn more about the topic of Fair Housing. In an effort to improve understanding among the municipalities, Lehigh County will be hosting a Fair Housing Symposium on April 27, 2011 from 8 a.m. to 3 p.m in the public hearing room of the Government Center. All municipal CDBG applicants are strongly encouraged to attend the symposium. Attendance may be considered when analyzing the CDBG applications. Those interested in attending the symposium should contact North Penn Legal Services at (610) 317-8757.

The application due date is **April 6, 2011**. Applications should be mailed to the address listed on this letterhead. Applications must arrive in the office no later than 4 p.m. of the due date.

The Lehigh County Community Development Office will hold two (2) CDBG public hearings. The first public hearing will be on **March 2, 2011** at 4:00 p.m in Room 524 of the Government Center. This hearing will discuss the CDBG application process and provide information on project eligibility and fundability. The second public hearing will be on June 30, 2011 at 4:00 p.m in Room 524 of the Government Center. This hearing will discuss the review process of the 2011 CDBG project applications and announce the grant awards, which will be presented to HUD for approval in Lehigh County's 2011 Annual Plan. As always, everyone is encouraged to attend these public hearings.

*Government Center
17 South Seventh Street
Allentown, Pennsylvania 18101-2401
Phone: 610-871-1964
Fax: 610-820-8257
email: lauriemoyer@lehighcounty.org*

It is important to make applicants aware that the *submittal* of a CDBG application triggers federal regulations for the project. The applicant should assume, for planning purposes, that from the time of submittal of CDBG application, federal regulations will apply to the project (e.g. procurement, environmental clearances, federal prevailing wages, etc.) Furthermore, applicants are not able to commit any funding, including funding other than CDBG, to the *overall* project until the applicant receives a Notice to Proceed from Lehigh County. Committing funding to a project prior to receiving the Notice to Proceed will potentially jeopardize a CDBG award. Should the application ultimately not be funded with CDBG dollars, compliance with federal regulations will no longer apply to the project.

In the meantime, should you need any technical assistance or any information pertaining to the CDBG program, please do not hesitate to call me at (610) 871.1964, or Paulette Gilfoil, CDBG Coordinator, at (610) 782.3566.

Sincerely,

Laurie Moyer

Laurie Moyer
Grants & Housing Manager

COUNTY OF LEHIGH
2011 CDBG APPLICATION
(For funding available in January of 2012)

Name of Project: _____ **Amount Requested:** _____
Name of Municipality or Non-profit Agency: _____
DUNS Number: _____
Federal EIN Number: _____
Updated Central Contractor Registration - YES or NO
Contact Person for Project - Name and Title: _____
Street Address: _____
City, State, Zip: _____
Phone Number: _____
Fax Number: _____
Email Address (mandatory): _____

SECTION 1

1. Project Description

Describe the proposed project, being sure to address the following questions within the narrative:

- Does the project meet all of the following criteria, qualifying as a priority project?
 - Secured match minimum of 10% of proposed project.
 - Projects able to start after January 1, 2012 and be completed by September 30, 2012.
 - Construction projects requesting \$50,000 or more in CDBG funding OR a public service project requesting \$30,000 or more in CDBG funding.
- Is the project eligible according to CDBG regulations? Reference attached document, "CDBG Eligible Activity List".
- How is the project fundable according to CDBG regulations? Reference attached document, "CDBG Fundability Methods List".
- What is the impact of the project on the intended beneficiaries?
- What is the exact location (address) of the project site?
- What are the goals of the project?
- How will the project be impacted if Lehigh County can not fund the entire CDBG request?
- How will the project be sustained after the initial CDBG investment?

2. Project Budget

Attach an itemized budget detailing expenses and funding sources for the project.

- Link costs to aspects of the project.
- Include all applicable funding source(s) and amount(s).
- Provide supporting documentation of secured match, if project qualifies as a priority project.
- Provide methodology for estimation of the value of any applicable in-kind services.

3. Project Timeline

Attach an itemized project timeline.

- The timeline for construction-related projects must include the following milestones:
 - Advertise for A/E Firm (if applicable)
 - Award A/E Contract (if applicable)
 - Solicit construction bids
 - Date of bid opening
 - Award construction bids
 - Commence construction
 - Complete construction
- The timeline for public service projects must include the following milestones (at a minimum):
 - Initiation of CDBG-funded project.
 - Completion of CDBG-funded project.
 - CDBG reimbursement request(s).

4. Area Map

Enclose a street-level map detailing the footprint of the project area. If the project is municipality-wide, provide a map of the entire municipality.

SECTION 2

Complete the forms enclosed in this packet according to the directions below.

1. Municipal Certification (FORM 1)

This form must be fully executed by the municipality and submitted within the CDBG application (municipal applicants only).

- Municipal resolution must be attached to the certification.

2. Non-profit Certification (FORM 2)

This form must be fully executed by the non-profit organization and submitted within the CDBG application (non-profit applicants only).

- Proof of non-profit status must be attached to the certification.

3. Fair Housing Statement / Zoning Questionnaire (FORM 3)

This form must be fully executed by the municipal grant applicant, providing tangible evidence of a commitment to support fair housing. Those that

- Failure to submit this form will jeopardize eligibility for a grant award.

SECTION 3

Applicable to construction projects only.

1. Engineering Costs

Some municipalities contract with architectural and engineering firms (A/E) to design and manage larger projects. A/E costs are an eligible CDBG expense only if the firm is procured competitively through a request for proposal process. With these conditions in mind, please answer the following two (2) questions.

- Do you anticipate using an engineering/architectural firm for this construction project? yes no
 - If your answer is yes, do you plan to use CDBG funds for these costs? yes no

2. Labor Standards

All construction projects costing \$2,000 or more are subject to Davis-Bacon federal wage rates (Davis-Bacon wages supersede PA prevailing wages); although there are three (3) exceptions to the Davis-Bacon wage act:

- Use of force account labor
 - Municipalities that use their own employees to account for a project's labor costs are not subject to Davis-Bacon wage rate regulations during construction.
- Housing rehab projects

- Parties listed on housing rehab contracts must be the homeowner and contractor only.
 - If a municipality or a non-profit are listed as a party on a rehab contract, Davis-Bacon wage rates will apply.
- Demolition projects

With these conditions in mind, please answer the following two (2) questions:

- Do you believe that Davis-Bacon wage rates will apply your project? _____ yes _____ no
 - If your answer is “no”, please justify your answer on a separate sheet of paper.

*** NOTE ***

Municipalities that receive a grant award must contact the Office of Community Development before the dissemination of the invitation to bid packet, as the CDBG program requires that specific provisions be included within the documentation. *Questions? Contact Community Development at 610.782.3566.*



MUNICIPAL CERTIFICATION

I, _____, hereby certify that all parts of this application and all required attached documents are accurate to the best of my knowledge. I am also certifying that:

- The proposed project will not result in permanent involuntary displacement of any family, individual, business, non-profit organization or farm, or any of their personal property.
- If selected to receive Community Development Block Grant, the project will be operated in accordance with all applicable laws and regulations, including the CDBG Entitlement Grant Regulations at 24 CFR Part 570, Civil Rights Acts, the Fair Housing Act and the Americans with Disabilities Act.
- I am authorized by the municipality or organization identified within to submit this application. *
- Reimbursement of Funds – the applicant agrees to reimburse the County of Lehigh for any expenditures paid to the applicant that are found to be ineligible under the CDBG program Guidelines.
- Allocations – the applicant agrees that all projections of funds assume the continuation of the federal CDBG program and that the County is not responsible for costs incurred should the program be discontinued.

Name

Date

Title

Signature

*** MUST BE AUTHORIZED OFFICAL BY RESOLUTION OF MUNICIPALITY.
INCLUDE A COPY OF THE RESOLUTION**

NON-PROFIT CERTIFICATION

I, _____, hereby certify that all parts of this application and all required attached documents are accurate to the best of my knowledge. I am also certifying that:

- The proposed project will not result in permanent involuntary displacement of any family, individual, business, non-profit organization or farm, or any of their personal property.
- If selected to receive Community Development Block Grant, the project will be operated in accordance with all applicable laws and regulations, including the CDBG Entitlement Grant Regulations at 24 CFR Part 570, Civil Rights Acts, the Fair Housing Act and the Americans with Disabilities Act.
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Name

Date

Title

Signature

*** MUST BE AUTHORIZED OFFICAL BY RESOLUTION OF MUNICIPALITY.
INCLUDE A COPY OF THE RESOLUTION**

FORM 3

FAIR HOUSING STATEMENT

By signing this page you attest that your organization has agreed to adhere to the regulations set forth by the Fair Housing Act:

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

Signature:

Organization/Municipal Authority Signature

Date



2011 CDBG GRANT APPLICATION CHECKLIST

Please make sure that the following documents are included within your application packet:

- 1. 2011 CDBG Application Form**
 - a. Is the contact information complete?**
 - b. Are all questions answered in Section 3?**
- 2. Project Description**
 - a. Does the narrative address all of the bullets on the application form?**
- 3. Project Budget**
 - a. Does the budget address all of the bullets on the application form?**
- 4. Project Timeline**
 - a. Does the timeline address all of the bullets on the application form?**
- 5. Street-level map reflecting project area**
- 6. Municipal Certification – Form 1 (municipal applicants only)**
- 7. Municipal Resolution (municipal applicants only)**
- 8. Non-profit Certification – Form 2 (non-profit applicants only)**
- 9. Proof of Non-Profit Status (non-profit applicants only)**
- 10. Fair Housing Statement forms (municipal applicants only)**
- 11. Any other supporting documentation associated with the project**

CDBG ELIGIBLE ACTIVITY LIST

1. **Water facilities**
2. **Sanitary sewer facilities**
3. **Storm sewer facilities**
4. **Housing rehabilitation**
 - **Single family residential**
 - **Multi-family residential**
 - **Low-income public housing**
 - **Other publicly-owned residential building**
 - **Publicly or privately owned commercial or industrial buildings (limited to façade improvements and code violation corrections)**
 - **Energy efficiency improvements**
5. **Housing construction/reconstruction**
6. **Public/community facilities**
7. **Recreation facilities**
8. **Public services ****
9. **Street/road improvements**
10. **Parking facilities**
11. **Historic preservation**
12. **Removal of architectural barriers (curb cuts, accessible restrooms, etc.)**
13. **Solid waste facilities**
14. **Code enforcement**
15. **Economic development**
16. **Acquisition of real property / relocation**
17. **Clearance activities (demolition)**
18. **Disposition**
19. **Utilities (other than water/sewer)**
20. **Planning**

Ineligible projects include: assistance for buildings and facilities used for the conduct of government (excluding removal of architectural barriers projects), expenses required to carry out the regular conduct of local government and the purchase of equipment.

** Public service activities—including employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare or recreational related projects—are subject to specific regulations. Services must be new, or there must be a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of local government in the 12 months before the County's submission of its application. Or, CDBG funds may be substituted for lost private or State funds (but not lost local or federal funds). An activity must still qualify under the low- to moderate-income national objective. Other requirements apply; contact the Office of Community Development.

CDBG FUNDABILITY METHODS LIST

1. CDBG PROJECTS MUST QUALIFY AS FUNDABLE UNDER ONE OF THE FOLLOWING THREE (3) NATIONAL OBJECTIVES:

(1) Low to Moderate Income National Objective

For a project to be eligible under this objective, the majority of the residents within the project area must be low- to moderate-income (LMI). There are four (4) ways to qualify a project as LMI:

- a) In some cases, LMI benefit may be presumed.
 - **Example:** Curb cuts, making park restrooms handicap accessible, group activities that serve abused children, elderly, homeless, battered individuals, illiterate adults, AIDS victims, etc. Plans and studies also qualify under presumed benefit, however; engineering and architectural designs must qualify as LMI, slum/blight or urgent need.
- b) If the beneficiaries of a project area match up with a census tract or block group that is at least 42.4% LMI, the project area will qualify as LMI.
 - **Example:** A sidewalk reconstruction project that will benefit homes along a street that is located in an LMI census block and/or tract.
- c) Some projects require an in-depth income verification to qualify each participant as LMI.
 - **Example:** Housing rehabilitation projects; lateral connections; home ownership programs.
- d) Finally, if none of these cases apply, an income survey must be conducted. Residents of the area in question must complete a survey to determine if 51% or more of area is LMI. Please contact the Office of Community Development for instructions before conducting a survey.
 - **Example:** A water/sewer project that will benefit an area that is not designated as LMI in census data.

(2) Prevention or Elimination of Slums or Blight National Objective

In order for a project to qualify under this objective, the project must meet the local definition of a slum or blight area. If a local definition does not exist, the project must meet the State's definition of slum or blight. A local resolution must formally designate an area as blighted.

- a) **The State definition:** "A portion of an urban community which contains unsafe, unsanitary, inadequate, or overcrowded dwellings or is inadequately planned because of excessive land coverage, the lack of proper light and open spaces, the defective design and arrangement or building thereon, faulty street or lot layout, or economically or socially undesirable land uses."
 - **Example:** Demolition of a blighted building.

(3) Immediate Situation that Poses a Threat to Health/Safety of the Community

In order for a project to qualify under this criterion, the project must alleviate conditions that pose a serious and immediate threat to the health or welfare of the community. The assistance must be limited to correcting the urgent situation, and the municipality must certify that no other funding for the project is available. Projects are rarely, if ever, funded under this objective.