



2018 CDBG APPLICATION

Public Facility and "Other" Projects



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Section 1:

Project Name:

Name of Agency or Municipality: _____

Address of Project Site: _____

Type of agency: ☐ 501(c)(3) ☐ Gov't./Public ☐ For Profit ☐ Faith-Based ☐ Other

Federal Tax ID # (FEIN): _____

DUNS #: _____

SAM (System for Award Management) Renewal Date: _____

If making multiple submissions, please prioritize this project/application: _____

Chief Official's Name and Title: _____

Address 1: _____

Address 2: _____

Phone: _____

Email: _____

Contact Person's Name and Title: _____

Address 1: _____

Address 2: _____

Phone: _____

Email: _____

Funding Request:

Total CDBG funding requested (column B on budget form): \$ _____

Funds committed to project from other sources (column C on budget form): \$ _____

Total project cost (column E on budget form): \$ _____

Has this project previously received Lehigh County CDBG funds? ☐ Yes ☐ No Amount: \$ _____

Project Summary: Please provide a brief description of the project. (A full project description should be provided on page 2).



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Section 2: *Project Narrative Description (Use additional sheets if necessary)*

Describe the project concisely and completely. **The narrative must answer ALL of the following:**

- ☐ The need addressed by the project and if the project is in preparation for a future public facility project
- ☐ The benefit to low-income residents (how will the project improve the lives of low-income residents?)
- ☐ A description of the project service area
- ☐ The activities to be undertaken, including the scope of work and timeframe/implementation schedule
- ☐ The goals, objectives, and outcome(s) to be achieved
- ☐ If the project addresses State or Federal mandates
- ☐ **Five Year Consolidated Plan Goals:** Which local priority does the project address?

****Submit a census block group map with the project area clearly marked. (if applicable)****



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Project Eligibility Determination

All projects must meet one national objective.

A. Under which national objective will your project qualify? *Choose only one:*

☐ Benefits residents with low or moderate incomes (LMI);

☐ Aids in the elimination of slums and blight; or

☐ Meets community needs having a particular urgency because conditions pose an immediate threat to public health or welfare (*Use only in consultation with Lehigh County*).

B. If qualifying your project under the LMI national objective, how will you determine benefit to low- and moderate-income residents? *Choose only one:*

☐ The project serves an entire census block group in which 39.01% or more of residents have low or moderate incomes. List census tract: _____ and block group: _____. Total population in this block group: _____

Total low- to moderate-income population in this block group: _____

Percent of population is low- to moderate-income: _____%

☐ The project serves multiple census block groups in which the average number of low- to moderate-income residents is 39.01% or more. Provide the following information on the applicable census block groups (you may attach a separate page if more space is needed):

**Census Tracts
and Block Groups**

**Universe Population
for Each Block Group**

**LMI Population
for Each Block Group**

Total (A): _____

Total (B): _____

Applicable LMI Percentage= Total B/Total A = _____%

☐ The project serves an area that is smaller than a census block group. We have conducted a survey of residents in order to demonstrate that 51% or more of residents have low or moderate incomes. (Please include survey as *Attachment A*).

☐ The project will serve a group of persons who are presumed eligible for assistance because they are in one of the following categories: seniors; severely disabled adults; homeless; battered spouses; abused/neglected children and youth; illiterate adults; migrant farm workers; persons with HIV/AIDS; and persons who use food banks or meals programs.

☐ The project will serve specific persons or households (i.e.: housing assistance). We will verify the incomes of individuals or households before approving their participation.



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Project Beneficiaries

Provide the number of people who will benefit below:

For infrastructure/construction projects, list *total number of individuals* who will benefit _____

(number of residents in census tract/block group or specific neighborhood to be served)

For economic development projects, list *number of businesses* expected to be served _____

and *number of jobs expected to be created/retained*, if applicable _____

Will the project primarily benefit residents described as:

- | | |
|--|--|
| <input type="checkbox"/> Extremely low incomes (30% of area median income [AMI] or less) | |
| <input type="checkbox"/> Very low incomes (50% of AMI or less) | |
| <input type="checkbox"/> Low/moderate incomes (80% of AMI or less) | |
| <input type="checkbox"/> Belonging to a Minority Group | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Persons with Disabilities | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Other Underserved Constituency (describe): _____ | |

Does your project affirmatively further fair housing choice (to take meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination)?

☐ Yes ☐ No If yes, describe how: _____

Section 3 FOR CONSTRUCTION PROJECTS ONLY:

Please provide photographs of project area.

If the project involves acquisition, rehabilitation, and/or demolition of a building, please provide photographs of the building and adjacent buildings/structures in a digital/electronic format. State the year the building was constructed: _____

All CDBG-funded projects are subject to an environmental review, which must be completed by Lehigh County prior to funds being committed. Issues requiring remediation would need to be completed prior to the start of any project. Please check all that apply to the project:

- ☐ Project involves alteration, construction, or demolition of any building more than 50 years old.
- ☐ Project location is in a possible historic district.
- ☐ Project is close to highways or commercial enterprises storing hazardous materials.
- ☐ Endangered species have been identified in a nearby area.
- ☐ The project is in a 100- or 500-year floodplain.

****Submit a FEMA Firm Panel map with the project area clearly marked. This is a requirement regardless of whether or not the project is located within a flood plain.**

****Submit a census block group map with the project area and the service area clearly marked.**

****Submit a neighborhood map (Google or suitable alternative) illustrating the project footprint.**



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Describe any potential environmental issues:

All construction projects above \$2,000 that are funded in whole or in part with CDBG funds are subject to Davis-Bacon Federal Wage Rates but may be subject to PA Prevailing Wage Rates. Three exceptions are not subject to federal wage rates: Projects that use force account (municipality's own or another municipality's workforce); demolition projects; and housing projects under a certain threshold. Projects not subject to David-Bacon Federal Wage Rates may be subject to State (PA) prevailing wage rates. *Choose one:*

- ☐ The project will go out to bid, subject to Davis-Bacon Federal Wage Rates.
- ☐ The project will be done by force account or involves demolition or housing rehabilitation.
- ☐ The project will not include construction.

List any permits that have been obtained or are anticipated to be needed for this project, including the status of current permit applications.



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Section 4: Agency Capacity

Who will be the person responsible for the overall oversight of the proposed project?

Name:

Title:

Telephone Number:

Email Address:

Who will be the alternate person responsible for the overall oversight of the proposed project?

Name:

Title:

Telephone Number:

Email Address:

Who will be the person responsible for the day-to-day operations and management of the proposed project?

Name:

Title:

Telephone Number:

Email Address:

Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?

Name:

Title:

Telephone Number:

Email Address:

List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

Include fiscal oversight policies and agency capacity. Provide a Board of Directors list or Board of Trustees/Elected officials with the application. Use additional sheets if necessary.





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PUBLIC Facility and "Other" PROJECTS

BUDGET NARRATIVE

Describe the specific costs for each category listed on the budget form. Provide an explanation on how costs were calculated including the value of volunteer services and donated resources associated with the CDBG-funded project. Please differentiate between soft and hard match dollars. Architectural and engineering cost estimates should be submitted, if available. If project includes construction, include discussion of federal prevailing wage use, necessary permits for project, and/or any possible environmental issues requiring remediation. Discuss procurement guidelines to be used.

Please note, when requesting CDBG for materials and supplies, those items must be procured according to your organization's formal, written **procurement guidelines** (such guidelines **must be submitted as an attachment to the budget narrative**). If guidelines are informal, Lehigh County procurement guidelines must be followed.

Also, when requesting funding for **indirect costs**, an indirect cost allocation plan (ICAP) **must be submitted as an attachment to the budget narrative**. The ICAP does not need to be approved by HUD but must be approved by the organization's Board. Plan must provide the basis for indirect cost billing for all organization's programs, not only those funded via CDBG.



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EXHIBIT A – 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 (CDBG) funding, 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

*** MUST BE SUPPORTED BY RESOLUTION OF MUNICIPALITY.**

If uploading the CDBG application via the Lehigh County website, please include a resolution and a signed version of this document via attachment.



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EXHIBIT B - 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



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EXHIBIT C – Certification of Non-Delinquency to Lehigh County

By signing this page, you certify that your organization is not delinquent on taxes or other obligations owed to Lehigh County. According to Ordinance 2017-131 under Tax Delinquency:

Grants shall not be given to an organization that is delinquent on any taxes due the County until taxes are paid in full.

If an organization becomes delinquent on taxes owed the County during a year when said organization is budgeted to receive a grant, the County shall withhold grant funds in lieu of taxes until taxes are paid in full.

The County shall not give grants to an organization that is also a lessee of the County until the rent due the County is paid in full as provided for in the terms of the lease agreement.

Signature:

Organization/Municipal Authority Signature

Date

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Checklist of Required Documents

All applicants must include: (Check each as included in application)

1. ☐ Application cover sheet – Section 1
2. ☐ Project Narrative, Eligibility, and Beneficiaries – Section 2
3. ☐ Digital photos of building/project: front and back of structure/views from four points for proposed acquisition, rehabilitation or construction projects, streets showing deterioration, etc. – Section 3
4. ☐ FEMA Firm Panel map illustrating the project area – Section 3
5. ☐ Census block group map illustrating both the project area and the service area – Section 3
6. ☐ Neighborhood map (Google or suitable alternative) illustrating the project footprint – Section 3
7. ☐ Line Item Budget Form
8. ☐ Budget Narrative
9. ☐ EXHIBIT A - Municipal Certification - Signed
10. ☐ Copy of board resolution or meeting minutes
11. ☐ EXHIBIT B – Fair Housing Statement
12. ☐ EXHIBIT C – Certification to Pay Taxes and Other Obligations to Lehigh County
13. ☐ Include one (1) original and five (5) copies of the entire application (for all documents not submitted via the Lehigh County website)

Additionally, **you must include ALL of the following as attachments:**

1. ☐ The current and previous fiscal year's budget, including the actual revenues and expenditures for the previous year
2. ☐ Audited financial statements for the two (2) previous fiscal years
3. ☐ The positions of all employees, officers and board members who receive \$50,000.00 or more in annual compensation, including bonuses, from the requesting organization
4. ☐ The total compensation of the organization's five (5) highest compensated individuals
5. ☐ A list of all funding sources and the total amount received from each funding source for the previous year
6. ☐ A list of all funding sources for the current year, and a list of all pending applications for funding, including the amount requested