



2019 Blight Remediation Application

PROJECT NARRATIVE

Describe the proposed project. The narrative should include: 1) Description of Municipality to be served, 2) Why funds are needed, 3) Detailed description of how the funds will be spent, 4) Expected benefits that will result. **Attach additional sheets if necessary.**



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BUDGET NARRATIVE ATTACHMENT

Describe your plans to use other funds on this project. In this section, describe funds that have been secured or are pending. Provide the source of funds, amounts, and how these funds will be used. "Secured" means that an award letter is available.



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ENVIRONMENTAL REVIEW INFORMATION

Please provide photographs of project area 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 is 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.

Describe any potential environmental issues:

All construction projects above \$2,000.00 that are funded in whole or in part with CDBG funds are subject to Davis-Bacon Federal Wage Rates but may also 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 Davis-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 the project, including the status of current permit applications.



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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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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 a Blight Remediation Project Grant which is funded by Community Development Block Grant dollars, 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 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**



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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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CHECKLIST OF REQUIRED DOCUMENTS

1. Completed "Applicant Information" form.
2. Completed pages entitled "Project Narrative," "Project Budget Form," "Budget Narrative Attachment," "Environmental Review Information," "Certification of Non-Delinquency to Lehigh County," "Municipal Certification," and the "Fair Housing Statement."
3. Digital photos of building and or project from all sides.
4. FEMA Firm Panel Map illustrating the project area.
5. Census block group map illustrating the project area **and** the service area.
6. Neighborhood map (Google or suitable alternative) illustrating the project footprint.
7. List of any permits that have been obtained or are anticipated to be needed for the project including the status of current permit applications, if applicable.
8. Copy of Board resolution or meeting minutes.

Financial Information

Additionally, please include the following items (in PDF form) which will be posted on the County's website:

9. The current **and** previous fiscal years' budgets, including the actual revenues and expenditures for the previous year.
10. Audited financial statements for the two (2) previous fiscal years.
11. 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.



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12. The total compensation of the organization's five (5) highest compensated individuals.
13. A list of all funding sources from the **previous** year and the total amount received from each funding source.
14. A list of all funding sources for the **current** year, and a list of all pending applications for funding, including the Blight Remediation Project grant amount being requested.

Exceptions:

Ordinance No. 2017-131, §614 A: "The provisions of section 610.C shall not apply to organizations whose total amount of grants **RECEIVED** from the County in any one calendar year is Two Thousand Five Hundred Dollars (\$2,500.00) or less."

Application deadline is Friday, June 28, 2019 by 4:00 p.m.

Applications may be uploaded via the Lehigh County website
Or mailed to the following address:

Virginia Haas, Community Revitalization and Development Manager
Room 519, Office of Community and Economic Development
Lehigh County Government Center
17 South Seventh Street
Allentown, PA 18101-2401

Applicants who choose to mail their submissions must include one original and six copies of the entire grant submittal.

PLEASE NOTE: The financial information required for Lehigh County's website which is listed above and found on page 3 of the Guidelines should be submitted electronically to: virginiahaas@lehighcounty.org