



2025 AHTF APPLICATION



Section 2

Project Narrative: In a separate document, provide a project narrative. The narrative shall describe the project and address, at a minimum, all of the following details:

- The activities to be undertaken and the need addressed by the project.
- The benefit to lower-income residents (income not exceeding 100% of the median for Lehigh County).
- The goals and objectives of the program or project, and how they will be achieved.
- The affordable housing efforts addressed by the project. See application cover letter for priorities of Lehigh County's AHTF program.
- Number of individuals or groups served
- Opportunities for long-term housing solutions.
- Organization's experience with the type of project being applied for.
- Ability to complete the project within a 2-year timeframe from date of application.
- For service-related projects, provide an outline of goals and the method to be used to determine success.
- For construction projects, include the scope of work and timeframe/implementation schedule.
- Provide a neighborhood map (Google or suitable alternative) depicting the project footprint.
- If the project involves acquisition, rehabilitation, and/or demolition of a building, provide color photographs of the building (inside, if possible, and outside) in a digital/electronic format.

Section 3

PA Prevailing Wages

All construction projects valued above \$25,000 are subject to the Pennsylvania Prevailing Wage Act. If the project meets the \$25,000 threshold, please choose one of the following:

- The project is not funded by federal sources and will go out to bid subject to the PA Prevailing Wage Act.
- The project is funded by federal sources and doesn't qualify for an exemption from the Davis Bacon Wage Act.
- The project is funded by federal sources and does qualify for an exemption from the Davis Bacon Wage Act. Project is subject to the PA Prevailing Wage Act.



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Applicant Certification

Electronic or digital signature is acceptable on this application form.

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

- I am authorized by the organization identified within to submit this application.
- Reimbursement of Funds – The applicant agrees to reimburse Lehigh County for any expenditures paid to the applicant that are found to be ineligible under the AHTF program guidelines.

Name

Date

Title

Electronic or digital signature is acceptable on this application form.



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Fair Housing Statement

I, as representative of the applicant, attest that the applicant 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: _____

Name and Position

Date

Certification of Non-Delinquency

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: _____

Name and Position

Date

Electronic or digital signature is acceptable on this application form.



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Checklist of Required Documents

To be considered for an award, all applications must include the following documents:

1. Application cover sheet with project summary - Section 1
2. Project Narrative with Supporting Documentation – Section 2
3. PA Prevailing Wages – Section 3
4. Budget Narrative and Budget Form – Section 4
5. Applicant Certification
6. Fair Housing Statement
7. Certification of Non-Delinquency
8. Checklist of Required Documents

Email applications to cyndiking@lehighcounty.org by 4:00 pm on April 15, 2025. Applications can also be mailed to Cyndi King, but must be postmarked by April 15, 2025 to be considered for award.

Additionally, as required per Lehigh County’s grant ordinance, all of the following documents must be EMAILED to cyndiking@lehighcounty.org. **No hard copies will be accepted.** Documents will be posted on Lehigh County’s website soon after application submission and removed after ordinance approval:

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