



2017 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).



2017 CDBG APPLICATION

Public Facility and "Other" Projects



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
- 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)****



2017 CDBG APPLICATION

Public Facility and "Other" Projects



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 38.15% 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 38.15% or more. Provide the following information on the applicable census block groups (you may attach a separate page if more space is needed):

<u>Census Tracts and Block Groups</u>	<u>Universe Population for Each Block Group</u>	<u>LMI Population for Each Block Group</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
	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.



2017 CDBG APPLICATION

Public Facility and "Other" Projects



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:

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

Does your project affirmatively further fair housing choice? 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.



2017 CDBG APPLICATION

Public Facility and "Other" Projects



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.



2017 CDBG APPLICATION
Public Facility and "Other" Projects



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.



2017 CDBG APPLICATION

Public Facility and "Other" Projects



LINE ITEM BUDGET FORM – PUBLIC SERVICE PROJECTS

Name of Agency/Municipality:

Project Name:

Instructions: Please use the following format to present your proposed line item budget. In Column A, list all expense categories associated with the CDBG-funded project. In Column B, provide the CDBG amount associated with the expense category. In Column C, provide the amount of match associated with the expense category. Record keeping responsibilities and other supportive services should be taken into consideration when calculating match. In Column D, name the source of the match dollars. In Column E, sum cells B & C in each line. Please also sum column B, C & E at the bottom of the form. Further detail should be provided within the Budget Narrative. Project cost estimates prepared by architectural/engineering firms can be submitted in addition to, but not in lieu of, the budget form.

Table with 5 columns: A CATEGORY, B CDBG REQUEST, C MATCH, D MATCH SOURCE, E TOTAL. Includes a TOTAL row at the bottom.

Please note, CDBG reimbursed materials and supplies must be procured according to your organization's formal, written procurement guidelines. If guidelines are informal, Lehigh County procurement guidelines must be followed.

Indirect costs will be funded only if an indirect cost allocation plan (ICAP) can be presented. 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.



2017 CDBG APPLICATION

Public Facility and "Other" Projects



PUBLIC SERVICE 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.



2017 CDBG APPLICATION

Public Facility and "Other" Projects



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.



2017 CDBG APPLICATION

Public Facility and "Other" Projects



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



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



2017 CDBG APPLICATION

Public Facility and "Other" Projects



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. Include one (1) original and five (5) copies of the entire application (for all documents not submitted via the Lehigh County website)