CITY OF CHESTER
CHESTER ECONOMIC DEVELOPMENT AUTHORITY

FISCAL YEAR 2024

APPLICATION FOR FUNDS

COVERSHEET

Community Development Block Grant (CDBG) Program

HOME Investment Partnerships (HOME) Program

Submitted by: _____
(Name of Organization)

Applications due by Friday, December 15, 2023, at 2:00 p.m.

CDBG/HOME APPLICATION

APPLICATION REQUIREMENTS

All Applications must include the following items:

1. **Application Cover Sheet.**

2. **Application Requirements Certification (this form).**

3. **Proposal Summary.**

4. **Project Benefit Worksheet.**

5. **Budget Worksheet and, if applicable, accompanying narrative to include information on other sources of funds to be used to support the project.**

6. **For construction applications, detailed construction plans and specifications and itemized cost estimates from a certified professional.**

7. **Description of Applicant including:**

    a. **Goals**
    b. **Projects/programs presently underway**
    c. **Number of Clients**
    d. **Location of projects/programs**
    e. **Years of operation**
    f. **Overall budget**
    g. **Number of staff**
    h. **Applicant Identification (Individual, Non-Profit, For profit, Partnership, Other)**

8. **For agencies already receiving City of Chester assistance, a status report of current activities and accomplishments.**

9. **Attachments, if applicable:**

    a. **Certification of Incorporation**
    b. **By-laws**
    c. **IRS evidence of non-profit status**
    d. **Evidence of insurance coverage**
    e. **List of board members and officers**
    f. **Evidence of other funding availability**
    g. **Map of the proposed activity and service area**
    h. **Resolution from agency governing board which:**

1) **Authorizes the submission of the Application and the use of funds for activities requested.**

2) **Ensures confidentiality of records pertaining to any low to moderate income individual or family provided a direct benefit through the use of CDBG/HOME funds.**

3) **Ensures that the agency will comply with all pertinent federal and local regulations of awarded funds.**

4) **Ensures that any homeless facility where clients are being assisted through the use of CDBG/HOME funds are free from the use, possession, or distribution of drugs or alcohol by its clients.**

10. Conflict of Interest Acknowledgement.

If Applicant is approved for funding, additional information may be required prior to the execution of a Subrecipient Agreement or HOME Agreement.

I, _____, the _____(title) of

_____, the Applicant, am

authorized to sign for the Applicant and certify that the information contained in this

Application is correct and accurate.

_____ _____

Signature **Date**

CDBG/HOME APPLICATION

PROPOSAL SUMMARY
FISCAL YEAR 2024

Applicant Information

Applicant: _____

Executive Director: _____

Contact Person: _____

Address: _____

Telephone: _____ **Fax:** _____

Hours of Operation: _____ **Total Staff:** _____

Years in Operation: _____ **Overall Budget:** _____

Project/Program Information

Project/Program Title:

_____

Project/Program Location/Address:

_____

Project/Program Description:

_____
_____
_____
_____
_____
_____

(Attach separate pages, if necessary)

Type of Eligible Activity (from Bulletins): _____

_____

Project Objective (from Bulletins): _____

_____

Implementation Schedule: _____

_____
_____

Describe how your Project/Program will meet a particular need and impact the City:

_____
_____
_____
_____
_____
_____
_____

Applicant's Ability to Carry Out Project/Program:

_____
_____
_____
_____

Leveraging of Resources (other funds, volunteer services, etc.):

_____
_____
_____

<u>Project/Program Financial Information</u>:

Total Cost: _____

Amount of CDBG/HOME Funds Requested _____

Amount of Other Funds Committed: _____

Attach narrative information and additional documentation identified in the Application Requirements, if required.

Authorization to Submit Application:

_____
Signature

_____ _____
Title **Date**

CDBG/HOME APPLICATION

PROJECT/PROGRAM BENEFIT WORKSHEET

Your activity must comply with one of the sections listed below. If you need assistance to determine the correct choice or current demographic information, please contact Mrs. Jo Ann Ruark at (610) 447-7854 or e-mail jar@ceda.cc.

1. **If the project/program will benefit a certain area of the City, identify boundaries of the geographic area that will benefit (51% of the population in the defined area must have low/moderate income):**
   _____
   _____

2. **If the project/program will provide a direct benefit to a limited number of clients:**

   a. **Anticipated number of individuals expected to benefit from the proposed project/program:**
      _____.

   b. **Anticipated number of individuals expected to have low/moderate incomes:**
      _____.

3. **If the project/program will <u>exclusively</u> benefit one of the following groups of people who are presumed by HUD to have low/moderate income, please check the applicable category:**

   ___**Abused Children** ___**Handicapped Persons** ___**Illiterate Persons**
   ___**Migrant Farm Workers** ___**Homeless Persons** ___**Battered Spouses**
   ___**Elderly Persons** ___**Persons livings with AIDS**

4. **If the project/program involves housing, number of households expected to benefit:**
   _____.

5. **If the project/program will create or retain permanent jobs, number of jobs to be created/retained:** _____.

CDBG/HOME APPLICATION

PROJECT BUDGET WORKSHEET

Please complete one budget worksheet for each activity proposed (i.e. rehabilitation, public service, job creation, etc.). Provide supporting information requested in space below or attach separate narrative.

Agency: _____

Project: _____

Budget Line Item	**Total Budget**	**Requested from CD/HOME**	**Other Sources**
Total:			

Identify other funding sources:

_____

_____

_____

If funding request is for salaries, identify each staff position included, the amount and percentage funded through this request:

_____

_____

_____

Attach additional pages if needed.

CDBG/HOME APPLICATION

SAMPLE RESOLUTION

The following is an example of an acceptable resolution for meeting the requirements of applying for funds from the City of Chester, Chester Economic Development Authority:

At a meeting held on _____, the Executive Committee/Board of Directors of this Agency, _____, passed the following resolution(s):

The Board of Directors authorizes the application for and use of CDBG/HOME funds from the City of Chester, Chester Economic Development Authority, in the amount of _____.

The Applicant, _____, shall implement the activities in a manner to ensure compliance with all applicable federal and local laws and regulations.

If the activity to be funded provides a benefit to low to moderate income individuals or families, the following paragraph shall be included:

The Board of Directors attests that the Applicant has a policy that ensures the confidentiality of records pertaining to any individual or family being provided services through the Applicant.

If the activity to be funded involves a homeless facility, the following paragraph shall be included:

The Applicant shall ensure that homeless facilities are free from the use, possession, or distribution of drugs or alcohol by its beneficiaries.

_____ _____

Signature of Board President Or Authorized Official **Date**

CDBG/HOME Application

CONFLICT OF INTEREST

(a) Applicability. (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provision in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities, grants, loans, and other assistance to businesses, individuals, and other private entities).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG/HOME activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG/HOME-assisted activity, or have a financial interest in any contract subcontract, or agreement with respect to a CDBG/HOME-assisted activity, or with respect to the proceeds of the CDBG/HOME-assisted activity, whether for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the act and the effective and efficient administration

of the recipient's program or project, taking into into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question.

(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;

(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

(vii) Any other relevant considerations.

Name of Organization: _____

I have read the attached Conflict of Interest Statements, and I agree to abide by the principles embodied therein if awarded CDBG or HOME funding.

Nature of conflict for which Exceptions may be needed:

_____

_____

_____

_____ _____

Authorized Representative **Date**