City of
CHESTER
PENNSYLVANIA

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

HOME INVESTMENT PARTNERSHIPS PROGRAM

FISCAL YEAR 2024

INFORMATION AND APPLICATION PACKAGE

Introduction

This package contains materials needed to apply for City of Chester CDBG and HOME funds through the Chester Economic Development Authority (CEDA).

Applications and required materials must be received at the CEDA office no later than 2:00 p.m. on Friday, December 15, 2023.

Applications are to be delivered, mailed, or emailed to:

Mrs. Jo Ann Ruark
Director of Community Development
Chester Economic Development Authority
Chester City Hall
1 Fourth Street, First Floor
P.O. Box 407 (mailing address)
Chester, Pennsylvania 19016
jar@ceda.cc

Any questions about the application process or required information should be directed to Mrs. Ruark at (610) 447-7854 or by e-mail at jar@ceda.cc.

CDBG/HOME APPLICATION

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CDBG/HOME APPLICATION

PROGRAM DESCRIPTION

The Community Development Block Grant Program (CDBG) provides annual grants to cities and counties to develop viable urban communities by providing decent housing, a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons. A low to moderate income person/family is defined as a person or family whose income is at or below 80% of median income for the Metropolitan Statistical Area.

Grants are provided to entitlement communities to carry out a wide range of community development activities directed toward neighborhood revitalization, housing, economic development, and the provision of improved community facilities and services. The range of eligible CDBG activities is more fully explained in Technical Bulletin #1 attached hereto.

Entitlement communities develop their own programs and funding priorities. However, before an activity can be considered, it must meet one of the following national objectives: (1) benefit low and moderate income persons; (2) aid in the prevention or elimination of slums and blight or; (3) address an urgent need which poses a serious and immediate threat to the health or welfare of the community. Activities not meeting one of these three objectives may not be undertaken with CDBG funds. It is estimated that at least seventy percent (70%) of CDBG funds allocated for fiscal year 2023 will be used for activities that will meet the national objective of benefit to low and moderate-income persons.

CDBG regulations require that not more than fifteen percent (15%) of CDBG entitlement funds plus program income for any fiscal year may be used to fund public service activities. Eligible public service activities are more fully described in Section 8 of Technical Bulletin #1.

The HOME Program provides grants to States, units of general local government, consortia, and insular areas to implement local housing strategies designed to increase homeownership and expand the supply of decent, safe, sanitary, and affordable housing. Funds may be used for the cost of construction or rehabilitation of housing, acquisition of vacant land and demolition of existing structures to assemble a buildable parcel for a housing project, related housing project soft cots, tenant-based rental assistance, and operating expenses of community housing development organizations. The range of eligible activities is more fully explained in Technical Bulletin #2 attached hereto.

Due to limited resources, the City will give priority to those projects that use CDBG/HOME funds to leverage other funds.

CITY OF CHESTER

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAMS

F.Y. 2024 CONSOLIDATED PLAN/ ACTION PLAN (AP) APPLICATION PROGRESS SCHEDULE

Nov. 1-10, 2023	**Meet with staff/City to review F.Y. 2024 Action Plan (AP) application process, consider amendments needed to prior year programs. Meet with various parties for input regarding needs and priorities.**
Nov. 13, 2023 (Mon.)	**Notify interested parties and send out Application packages for F.Y. 2024 funding.**
Nov. 16, 2023 (Thurs.)	**Advertise needs hearing on AP. (Minimum 15 days before hearing).**
December 4, 2023 (Mon.)	**Conduct needs hearing –in City Council Chambers. Include short and long-term needs. In-person and Chester LIVE Streaming – 9: 00 a.m.**
December 15, 2023 (Fri.)	**Deadline for submission of proposals from Interested Parties – 2:00 p.m. to CEDA.**
January 5, 2024 (Fri.)	**Complete review of project submissions for eligibility, fundability, etc., complete draft of AP.**
January 10, 2024 (Wed.)	**Council approval of draft AP.**
January 15, 2024 (Mon.)	**Notice that draft AP will be on public display, advertise second public hearing, notify adjacent entities of availability of draft AP for review. (Public hearing must be at least 15 days following publication of Notice).**
Feb. 1 – Mar. 5, 2024	**Draft AP on display (30-day minimum review period required).**
Feb. 21, 2024 (Wed.)	**Public hearing on AP draft -in City Council Chambers. In –person and Chester LIVE Streaming– 9:00 a.m.**
March 8, 2024 (Fri.)	**Complete revisions to AP (as needed).**
March 13, 2024 (Wed.)	**Submit AP to Mayor and Council for final review.**
March 27, 2024 (Wed.)	**Council approval of AP.**
April 8, 2024 (Mon.)	**Begin environmental review process.**
By April 26, 2024 (Fri.)	**Submission of AP to HUD.**
July 1, 2024	**Begin program year.**

CDBG/HOME APPLICATION

2023 INCOME LIMITS

Household Size	Income Limit
One person household	$62,500
Two-person household	$71,400
Three-person household	$80,350
Four-person household	$89,250
Five-person household	$96,400
Six-person household	$103,550
Seven-person household	$110,700
Eight-person household	$117,850

These income limits are prepared by the U.S. Department of Housing and Urban Development based on HUD estimates of median family income for Fiscal Year 2023. These income limits reflect 80% of the median income for the Philadelphia Metropolitan Statistical Area.

Income limits may change prior to the start of F.Y. 2024.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CONSOLIDATED PLANNING PROCESS SUMMARY

WHAT A COMMUNITY MUST DO TO SECURE AND GUARANTEE CONTINUED FUNDING

Under Title I, COMMUNITY DEVELOPMENT, of the HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

DEVELOPMENT OF THE CONSOLIDATED PLAN SUBMISSION FOR COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS.

The locality must complete each step described below and will be required to certify compliance prior to transmitting its submission to the HUD Area Office. These steps may be completed in any order deemed appropriate by the locality, except where otherwise specified.

HUD requires communities to submit a five-year Consolidated Plan to secure Community Development Block Grant and other related funding. This plan consolidates the planning and application aspects of CDBG, Emergency Shelter Grants (ESG), HOME Investment Partnerships (HOME, and Housing Opportunities for Persons with AIDS (HOPWA). The Consolidated Plan serves the following functions:

- A Planning Document which builds on a participatory process at the lowest levels;
- An Application for federal funds under HUD's formula grant programs (CDBG, ESG, etc.);
- A Strategy to be followed in carrying out HUD programs;
- An Action Plan that provides a basis for assessing performance. An Action Plan must be completed yearly for each of the five years covered by the Consolidated Plan.

PRE-SUBMISSION REQUIREMENT

1. Information - The locality shall furnish citizens information concerning the amount of funds available for proposed community development and housing activities and the range of activities that may be undertaken, the estimated amount

of program funds proposed to be used for activities that will benefit persons of very low and low income, and the plans of the grantee for minimizing displacement of persons as a result of assisted activities and to assist persons actually displaced by such activities.

2. Public Hearings and Consultation - The locality shall hold at least two public hearings per year to obtain the views of the citizens on community development and housing needs.

Together, the hearings must address housing and community development needs, development of proposed activities, and review of program performance. At least one of these hearings shall be held before the proposed consolidated plan is published for comment.

In addition to formal public hearings, the locality shall consult with other public and private agencies that provide assisted housing, health services, and social services during preparation of the plan.

In preparation of the portion of the plan concerning lead based paint hazards, the locality shall consult with State or local health and child welfare agencies and examine health department data on the address of housing units in which children have been identified as lead poisoned.

When preparing the description of priority nonhousing community development needs, the locality must notify adjacent units of local government. The locality should also consult with adjacent units of general local government particularly for problems and solutions that go beyond a single jurisdiction.

3. Proposed Consolidated Plan - The locality shall develop a document designated as its "Proposed Consolidated Plan". This document must describe the locality's estimated housing needs and needs for supportive services projected for the ensuing five year period. The Plan must contain the following elements:

- Housing Market Analysis
- Strategies, priority needs, objectives including nonhousing community development needs
- Action Plan
- Certifications

The requirement for publishing may be met by publishing a summary of the proposed consolidated plan in one or more newspapers of general circulation, and by making copies of the proposed plan available at libraries, government offices and public places. The summary must describe the contents and purpose of the consolidated plan, and must include a list of the locations where copies of the entire plan may be examined.

The locality must provide a period of not less than 30 days for citizens to submit comments on the proposed consolidated plan.

4. Final Consolidated Plan - The locality shall prepare its Final Consolidated Plan after completing the citizen participation requirements (providing information, conducting public hearing(s) and publishing it's Proposed Consolidated Plan for review and comment.

   The locality must consider any such comments and views received and, if deemed appropriate, modify the proposed plan. The locality may then officially adopt the plan and submit the document to HUD for review and approval.

   The Consolidated Plan shall be made available to the public and may include activities which do not either benefit low and moderate income persons, or prevent or eliminate slums and blight only if the grantee identify that such activities are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available.

5. HUD Approval Action - HUD will review the Consolidated Plan upon receipt. The plan will be deemed approved 45 days after HUD receives the plan, unless before that date the Department has notified the locality that the plan is disapproved.

   Within 15 days after HUD notifies a locality that it is disapproving its plan, it must inform the locality in writing of the reasons for disapproval and actions that the locality could take to meet the criteria for approval.

   The locality may revise or resubmit a plan within 45 days after the first notification of disapproval. HUD must respond within 30 days of receiving the resubmission with its approval or disapproval.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

TECHNICAL BULLETIN NO. 1

RANGE OF ELIGIBLE ACTIVITIES

ELIGIBLE USES OF FUNDS. In general, funds received under this Title may be used to assist the type of activities which were eligible under the prior community development programs.

OVERALL LIMITATIONS ON USE OF FUNDS. All projects and activities must either principally benefit low and moderate income persons or aid in the prevention or elimination of slums and blight or meet other community development needs having particular urgency.

The community development program shall be subject to an examination by HUD to determine whether the activities programmed are inappropriate because of the nature and severity of the needs of low and moderate income persons in relation to general needs of the community. HUD has placed the responsibility on grantees for ensuring that each activity to be carried out with CDBG funds is eligible and meets the above stated statutory requirements.

Not less than 70 percent of the aggregate Federal Assistance received during a period specified locally, of not more than a three-year period, shall be used for activities that benefit low and moderate income.

Grantees are reminded that HUD's desire to simplify the grant process does not reduce the grantee's program accountability. Grantees must continue to ensure that they meet their certifications and maintain adequate records.

SPECIFIC ACTIVITIES MAY INCLUDE:

1. The acquisition of real property (including air rights, water rights and other interests therein) which is:

   (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth;

   (B) appropriate for rehabilitation or conservation activities;

(C) Appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development;

(D) to be used for the provision of public works, facilities and improvements eligible for assistance under this title; or

(E) to be used for other public purposes.

2. The acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;

3. Code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public improvements and services to be provided, may be expected to arrest the decline of the area;

4. Clearance, demolition, removal, and rehabilitation, including rehabilitation which promotes energy efficiency of buildings and improvements including interim assistance, and financing public or private acquisition for rehabilitation, and rehabilitation of privately owned properties, and including the renovation of closed school buildings;

5. Special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;

6. Payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title;

7. Disposition (through sale, lease, donation, or otherwise) of any real property acquired pursuant to this title or its retention for public purposes;

8. Provision of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs, except that not more than 15 per centum of the amount of any assistance to a unit of general local government under this title may be used for public services activities in any fiscal year;

9. Payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of the activities assisted under this title;

10. Payment of the cost of completing a project funded under Title 1 of the Housing Act of 1949;

11. Relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate;

12. Activities necessary -

    (A) to develop a comprehensive community development plan; and

    (B) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively: (i) determine its needs, (ii) set long term goals and short term objectives, (iii) devise programs and activities to meet these goals and objectives, (iv) evaluate the progress of such programs in accomplishing these goals and objectives, (v) carry out management, coordination, and monitoring of activities necessary for effective planning implementation.

13. Payment of reasonable administrative costs relating to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to (a) administering the HOME program under Title II of the Cranston-Gonzalez National Affordable Housing Act; and (b) the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities and including the carrying out of activities as described in section 701(e) of the Housing Act of 1954 on the date prior to the date of enactment of the Housing and Community Development Amendments of 1981;

14. Provision of assistance including loans and grants for activities which are carried out by public or private nonprofit entities, including:

    (A) acquisition of real property;

    (B) acquisition, construction, reconstruction, rehabilitation, or installation of (i) public facilities (except for buildings for the general conduct of government), site improvements and utilities, and (ii) commercial or industrial buildings or structures and other commercial or industrial real property improvements;

    (C) planning.

15. Assistance to neighborhood based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of communities in nonentitlement areas, or entities organized under Section 301(d) of the Small Business Investment Act of 1958 to carry out a neighborhood

revitalization or community economic development project in furtherance of the objectives of section 101(c), and assistance to neighborhood-based nonprofit organizations, or other private or public nonprofit organizations, for the purpose of assisting, as a part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in Section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing.

16. Activities necessary to the development of energy use strategies related to a recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as -

    (A) an analysis of the manner in, and the extent to, which energy conservation objectives will be integrated into local government operations, purchasing and service delivery, capital improvements budgeting, waste management, district heating and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions; and

    (B) a statement of the actions the recipient will take to foster energy conservation and the use of renewable energy resources in the private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy resources, financial and other assistance to be provided (principally for the benefit of low-and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities;

17. Provision of assistance to private, for profit entities, when the assistance is appropriate to carry out an economic development project that -

    (A) creates or retains job for low- and moderate-income persons;

    (B) prevents or eliminates slums or blight;

    (C) meets urgent needs;

    (D) creates or retains businesses owned by community residents;

    (E) assists businesses that provide goods or services needed by, and affordable to, low-and moderate-income residents; or

    (F) provides technical assistance to promote any of the activities under subparagraph (A) through (E);

18. The rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937; and

19. Provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities, which assistance shall not be considered a planning cost as defined in paragraph (12) or administrative cost as defined in paragraph (13);

20. Housing services, such as housing counseling in connection with tenant based rental assistance and affordable housing projects assisted under Title II of the Cranston-Gonzalez National Affordable Housing Act, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in housing activities assisted under Title II of the Cranston-Gonzalez National Affordable Housing Act;

21. Provisions of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities;

22. Provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by -

    (A) providing credit (including providing direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs) for the establishment, stabilization, and expansion of microenterprises;

    (B) providing technical assistance, advice and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in microenterprise activities) to owners of microenterprises and persons developing microenterprises; and

    (C) providing general support (such as peer support programs and counseling) to owners of microenterprises and persons developing microenterprises;

23. Activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low and moderate income neighborhoods; and

24. Provision of direct assistance to facilitate and expand homeownership among persons of low and moderate income (except that such assistance shall not be

considered a public service for purposes of paragraph (8)) by using such assistance to -

(A) Subsidize interest rates and mortgage principal amounts for low- and moderate-income homebuyers;

(B) Finance the acquisition by low- and moderate-income homebuyers of housing that is occupied by the homeowners;

(C) Acquire guarantees for mortgage financing obtained by low- and moderate-income homebuyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees);

(D) Provide up to 50 percent of any downpayment required from low- or moderate-income homebuyer; or

(E) Pay reasonable closing costs (normally associated with the purchase of a home) incurred by a low- or moderate-income homebuyers.

25. Lead-based paint hazard evaluation and reduction, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992.

In any case in which an assisted activity described in paragraph 14. or 17. is identified as principally benefiting persons of low and moderate income, such activity shall -

A. be carried out in a neighborhood consisting predominantly of persons of low and moderate income and provide services for such persons; or

B. involve facilities designed for use predominately by persons of low and moderate income; or

C. involve employment of persons, a majority of whom are persons of low and moderate income.

In any case in which an assisted activity is designed to serve an area generally and is clearly designed to meet identified needs of persons of low and moderate income in such area, such activity shall be considered to principally benefit persons of low and moderate income if (i) not less than 51 percent of the residents of such area are persons of low and moderate income; or (ii) in any metropolitan city or urban county, the area served by such activity is within the highest quartile of all areas within the jurisdiction of such city or county in terms of the degree of concentration of persons of low and moderate income.

The requirements of the preceding paragraph do not prevent the use of assistance for the development, establishment, and operation for not to exceed 2 years after its establishment of a uniform emergency telephone number system if the Secretary determines that -

(i) such system will contribute substantially to the safety of the residents of the area served by such system;

(ii) not less than 51 percent of the use of the system will be by persons of low and moderate income; and

(iii) other Federal funds received by the grantee are not available for the development, establishment, and operation of such system due to the insufficiency of the amount of such funds, the restrictions on the use of such funds, or the prior commitment of such funds for other purposes by the grantee.

The percentage of the cost of the development, establishment, and operation of such a system that may be paid from assistance under this title and that is considered to benefit low and moderate income persons is the percentage of the population to be served that is made up of persons of low and moderate income.

Any assisted activity that involves the acquisition or rehabilitation of property to provide housing shall be considered to benefit persons of low and moderate income only to the extent such housing will, upon completion, be occupied by such persons.

HOME INVESTMENT PARTNERSHIPS PROGRAM

TECHNICAL BULLETIN NO. 2

RANGE OF ELIGIBLE ACTIVITIES

Purpose of Program:

- Expand supply of decent, safe, sanitary, and affordable housing-
- Assist local governments in providing affordable housing-
- Provide federal housing to local governments on a coordinated basis-

Use of Funds:

- to provide incentives to develop and support affordable rental housing and homeownership affordability through the acquisition, new construction, reconstruction, or moderate or substantial rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvements, conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations
- to provide tenant-based rental assistance, including security deposits
- to provide payment of reasonable administrative and planning costs
- to provide for the payment of operating expenses of community housing development organizations

Eligible Costs:

- development hard costs
  - the actual cost of construction or rehabilitation
  - demolition of existing structures
- acquisition costs
  - cost of acquiring improved or unimproved real property, including acquisition by homebuyers
- related soft costs
  - architectural, engineering, etc.
  - private lender origination fees, credit reports, title and recording fees, permits, legal, etc.
  - audit fees
  - provision of affirmative marketing and fair housing information
  - funding an initial operating deficit reserve
  - staff and overhead costs
  - impact fees.

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**