



Northampton County 2019 CDBG Application Due May 17, 2019

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2019 APPLICATION

Project Overview

Municipal/Organization Name:

One-line Description of Project:

Address of Project Site:

Federal ID #:

Chief Official's Name and Title:

Address 1:

Address 2:

Phone:

Email:

Grant Administrator

Contact Person Name and Title: _____

Address (If different from above): _____

Phone: _____

Email: _____

Project Contact *(Complete only if different from above. May be engineering firm or consultant)*

Organization Name:

Contact Name:

Address:

Phone:

Email:

Federal ID #:

System for Award Management

(SAM) Renewal Date:

(Applicants not registered on SAM should go to www.federalcontractorregistry.com)

DUNS number

Budget Overview

CDBG 2019 Request:

Other federal funds committed to project *(program and amt.)*

State funds committed to project *(program and amt.)*

Local funds committed to project *(program and amt.)*

Private/other funds committed to project *(program and amt.)*

Total Project Cost:

Has this project received past Northampton County CDBG funds? Yes No Amount:

Expected Timeframe

Proposed Start Date of Activity: _____

Proposed Completion Date: _____

Project Eligibility Determination

All projects must meet at least one national objective. *Attachment B* describes the national objectives and how to determine low- and moderate-income (LMI) benefit.

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 NCDCED*); OR

Is a planning or fair housing project (*Must encourage multi-municipality or-agency cooperation*).

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 (refer to Appendix D in the Guidelines). List census tract _____ and block group # _____

The project serves an area that is smaller than a census block group. Call DCED for eligible census tract information in order to demonstrate that 51% or more of residents have low or moderate incomes.

The project will serve a group of persons who are presumed eligible for assistance because they are in one of the following categories: seniors; adults with disabilities; homeless & homeless Veterans; 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 (see Appendix C of the Guidelines for current income limits).

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 public service projects, list *total number of individuals* who will 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 benefit primarily 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)May

Persons of Color

Persons with Disabilities

Senior Citizens

Veterans

Other Underserved Constituency (describe): _____

Must be completed by all applicants

Does your project affirmatively further fair housing choice?

Yes

No

If yes, describe how:

1. Project Narrative

Must be completed by all applicants

Describe the project concisely and completely. You should answer the question: *How will this project improve the lives of people with low/moderate incomes?*

Please address:

- The need for the project
- The benefit to low-income residents
- A description of the project service area
- The activities to be undertaken, including the scope of work and timeframe (We will use this Scope of Work narrative in any Agreement) so please complete.
- The outcome(s) to be achieved

Use the space below. Preferably submitted as a **separate Word document**.
Attach additional sheets as necessary.

2. Project Budget

Must be submitted by all applicants

On the attached DCED Uses & Uses Spreadsheet, (electronic version sent under separate cover) provide a budget detail (created by applicant).

- For all construction projects, provide an itemized signed cost estimate from a qualified professional showing all costs, including engineering.
- If CDBG funds will support a portion of the total cost, describe which costs CDBG will support.
- For all force account or staffing costs, provide an itemization of costs by employee.
- List administrative costs on a separate budget sheet. Administrative costs refer to general accounting, payroll, or other overhead charged to the project. It does not include project management or oversight of project activities.

3. Project Photos and Location

Construction Projects Only

Submit materials showing the project's scope and location. *Not required for public service projects.*

- Submit at least one (1) but no more than eight (8) digital photo(s) of the project site
- Submit a FEMA Firm Panel map with the project area clearly marked
- Submit a census block group map with the project area clearly marked
- List the census tract _____ and block group(s) _____ in which the project will occur
List the percentage of low/moderate income residents in this block group: _____

(refer to Appendix D of the Guidelines for eligible block groups)

4. Labor Standards

Construction Projects Only

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. PA Prevailing Wages Rates are, therefore, superseded. 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. *Choose one:*

- The project will go out to bid, subject to Davis-Bacon
- The project will be done by force account, or involves demolition or housing rehabilitation
- The project will not include construction

5. Procurement

Must be completed by all applicants

All projects must meet federal (as well as local) procurement guidelines when purchasing services, supplies, materials, or equipment. For engineering and other professional services, this means that CDBG funds may be used to pay these services ONLY if they will be procured competitively, separately from the process of selecting municipal services.

- The project requires engineering or other professional services, but we will NOT request CDBG reimbursement for these costs (*Check if you are a municipality using municipal engineer*)
- The project requires engineering or other professional services, and we intend to meet competitive procurement requirements and request CDBG reimbursement for these costs
- The project does not require engineering or other professional services

6. Environmental Review
Construction Projects Only

All CDBG-funded projects are subject to an environmental review, which must be completed by the County before funds may be committed. Issues requiring remediation would need to be completed, at the subrecipients expense, prior to the start of any project. Therefore, knowledge of any possible issues should be disclosed at this time. *Please check any that may apply to the proposed project, and describe these or any additional issues.* Use the space below. Preferably submitted as a **separate Word document**. Attach additional sheets as necessary.

Project involves alteration, construction, or demolition of any building more than 50 years old. Describe:

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

Describe any potential environmental issues:

7. Permits
Construction Projects Only

List any permits that have been obtained or are anticipated to be needed for this project, including the status of current permit applications:

Certifications and Official Authorization

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 have read this Application and Application Guide in its entirety.
- I am authorized by the municipality or organization identified within to submit this application.
- If selected to receive Community Development Block Grant funds, 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.
- No laws of the jurisdiction or policies of my agency, as applicable, purport to require or permit any action that would be a discriminatory housing practice as contained within the Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C.A. §§ 3601-3631).
- I have read and understand the [Northampton County Analysis of Impediments to Fair Housing Choice](#).
- The proposed project will not result in temporary or permanent displacement of any family, individual, business, non-profit organization or farm, or any of their personal property.
- Special assessments to recover capital costs of the proposed activity, either the CDBG funded or non-CDBG portion of costs, will not be made against properties owned and occupied by low and moderate-income persons.
- I understand that by submitting this application that our municipality or organization agrees to reimburse the County of Northampton for any expenditures paid that are found to be ineligible under CDBG program guidelines.

Name of Chief Official

Title

Signature of Chief Official

Date

To Apply: Please visit the NDCED Grant and Loan Programs web page at <https://www.northamptoncounty.org/CMTYECDV/Pages/Apply-for-Funding.aspx> and download all applicable documents associated with the funding announcement. In addition, **all applicants are required to register in the NDCED County Relationship Manager (CRM)** and submit electronic applications through the web. [PLEASE CLICK HERE TO REGISTER](#). Within 1-2 business days you may upload and submit your electronic application forms through the CRM application. Click on the apply button located next to the applicable funding program on the NDCED Grant and Loan Programs web page to access the CRM application.

The deadline for submitting a full application is Friday, May 17, 2019 @ 4:00 P.M