



**BUCKS COUNTY  
2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
CORE APPLICATION**

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Funding Amount Requested:** \_\_\_\_\_

**Applicant Organizational Name:** \_\_\_\_\_

**Applicant DUNs:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Applicant Contact Name:** \_\_\_\_\_

**Applicant Contact Title:** \_\_\_\_\_

**Applicant Contact Phone:** \_\_\_\_\_

**Applicant Contact Email:** \_\_\_\_\_

**For Bucks County Community and Economic Development Use Only:**

**Application Complete:**  Yes  No

**Date Received:** \_\_\_\_\_

## Section 1 Statement of Project Eligibility

### A. Project Description and Location

Briefly describe the proposed project in the sections below including project type, location and applicable measurement of outcomes and project scope (e.g., linear feet, persons/households served, number of facilities improved, etc.). Please be sure to include the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, and the method of approach as prompted in the sections below. If more space is needed please attach a separate sheet.

Include the municipality where the project is located, boundaries of the service area, Census Tract and Block Group(s) and justification for the delineation of the service area.

Indicate how the proposed activity is both eligible and meets a National Objective as outlined in the attached reference sheet and as described in Section 5.

Be very specific about the professionals who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, the frequency with which the activities will be carried out, and the frequency with which services will be delivered.

Where applicable, describe how activities will impact the physical location and quantify the work to be performed (e.g., 4 storm sewer drains installed, 600 lf of street resurfaced, 75 individuals served per month).

If applicable, provide an explanation of how the project will continue to operate after the initial year of funding.

When applying for rehabilitation funds, provide the amount of reserves and their availability for your project.

**B. Need Identification**

Describe the conditions warranting the project, including deficiencies to be corrected, and/or public health and safety hazards to be remedied. Discuss how the project was identified, including the method used to encourage public participation in the decision-making process.

**C. Anticipated Outcome/Benefit**

Describe how the proposed project will address the identified needs. Describe in detail the specific project activities supported by CDBG funds. Where applicable, describe how activities will impact the physical location and quantify the work to be performed (e.g. 4 storm sewer inlets installed, 600 lf of street resurfaced, 75 individuals served per month). Beneficiaries and Outcomes will be reported in the supplemental application specific to your proposed project. You may refer to the supplemental application below.



## Section 2 Project Funding

Identify the amount of CDBG funds requested along with the other sources, amounts and statuses of any other funding that will be used to carry out the proposed activity. Attach a copy of the commitment letter from secured funding sources; attach a copy of any pending requests for funding and submit a schedule for securing the identified funds.

Source	Amount	Secured	Pending	Date Approved/ Submitted
CDBG	\$			
	\$	<input type="checkbox"/>	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total Funding</b>	\$			

## Section 3 Project Implementation Schedule

Indicate the Project Schedule below; identify project benchmarks with estimated start and completion dates for each. In the Activity column, enter notable action steps that will be taken to implement the proposed project. Place a check mark in the corresponding month(s) that specific activity will take place in correlation to the project start.

Actions are a description of the work being performed, this includes but is not limited to the following: preparation of preliminary project plans and specifications, full zoning/development approvals, bid opening/contract award, preconstruction meeting, construction period, coordination with other organizations involved, recruiting of new staff, training, monitoring, and completion/close out.

Activity	Person responsible for completion	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
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## Section 4 National Objective Compliance Narrative

Check appropriate box for the National Objective the proposed project corresponds with. Please refer to the instructions packet to best inform your selection below. Your selection will determine how the proposed project meets CDBG regulations. *Documentation must be attached to support the statement selected as an eligible activity with a corresponding National Objective.* Reporting related to documenting beneficiaries is required based on the application attachment completed and documentation of beneficiary reporting must be attached to the core application.

**Housing Activities that benefit low-and moderate-income households.**

Activity must be carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. One-unit structures must be occupied by low- and moderate-income households. Multi-unit structures containing two or more units must have at least 51 percent of the units occupied by low- and moderate-income households.

**Benefit an area with at least 38 percent low-and moderate-income residents.**

Supporting documentation must address all of the following:

1. Determination of service area, including the source used to determine the service area.
2. Evidence that the area is residential and an assurance that at least 38 percent of the persons currently residing in the service area are low- and moderate-income residents.
3. Map showing the boundaries of the above-defined service area.

**Benefit a limited clientele where at least 51 percent are low-and moderate-income.**

Supporting documentation must indicate target population. Applicant must provide documentation demonstrating activity will meet at least one of the following eligibility requirements:

1. Activities that exclusively serve a clientele who are generally presumed by HUD to be low-income (e.g., elderly [62+], severely handicapped adults, battered spouses, abused children, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers).
2. Proposed program has income eligibility requirements limiting the activity exclusively to low-and moderate-income persons.
3. Proposed program can demonstrate information on family size and income so that it is evident that at least 51 percent of the clientele qualifies as low- and moderate-income.

**Aid in the prevention or elimination of slum or blight on an area basis.**

Supporting documentation must address the following:

1. An official designation within the last 10 years of the area as slum or blighted under state or local law with a description of the boundaries.
2. Demonstrate that a substantial portion of buildings and/or infrastructure is deteriorating.
3. Description of how proposed activity will address one or more conditions which contributed to area deterioration.

**Eliminate specific conditions of blight on a spot basis.**

Supporting documentation must include description of specific condition(s) of blight or physical decay and how activity addresses the condition(s). Rehabilitation activities (acquisition, relocation, clearance, rehabilitation that eliminates specific conditions detrimental to public health and safety) are limited to the extent necessary to eliminate the specific conditions detrimental to public health and safety.

**Eliminate specific conditions of blight in a designated urban renewal area.**

Supporting documentation must address all of the following:

1. Map and description of the urban renewal or neighborhood development program area.
2. Documentation showing activity is necessary to complete the urban renewal area plan.

## Section 5 Certifications

### **Application Content Certification** (required from all applicants)

Governing Body Certifies that all the information provided in this application is correct to the best of their knowledge.

### **Official Resolution**

Governing Body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the application to act in connection with the application and to provide such additional information as may be required.

### **Access to Information**

Governing Body assures that it will give the Department of Community and Economic Development, and the U. S. Department of Housing and Urban Development (HUD), through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the activity; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

### **Nondiscrimination**

Governing Body certifies that it will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to:

1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
2. Title IX of the Education Amendments of 1972, as amended (20 USC §§1681-1686), which prohibits discrimination on the basis of sex;
3. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC §794), which prohibits discrimination on the basis of handicaps;
4. the Age discrimination Act of 1975, as amended (42 USC §§ 6101-6107), which prohibits discrimination on the basis of age;
5. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
7. §§523 and 527 of the Public Health Service Act of 1912 (42 USC 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
8. Title VIII of the Civil Rights Act of 1968 (42 USC §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
9. Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made;
10. The requirements of any other nondiscrimination statute(s) which may apply to the application.

### **Equal Opportunity**

Section 109 of the Housing and Community Development Act of 1974, P.L. 93-383 (42 USC 5309) and the regulations issued pursuant thereto (24 CFR part 570.602), which provide that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under this Part.



### **Fair Housing**

Title VIII of the Civil Rights Act of 1968, as amended by Fair Housing Amendments act of 1988 (42 USC 3601-20) and implementing regulations at 24 CFR part 100, which states that no person shall be subjected to discrimination because of race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, or advertising of dwellings, in the provision of brokerage services, or in the availability or residential real estate-related transactions; and requires that grantees administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing. Actions that the application or sub-recipient undertake to affirmatively further fair housing will be consistent with action identified in any locally adopted fair housing analysis.

### **Uniform Relocation Assistance**

Governing Body assures that it will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted program. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in the purchase.

### **Hatch Act**

Governing Body assures that it will comply with the provisions of the Hatch Act (5 USC §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

### **Labor Standards**

Governing Body assures that it will comply, as applicable, with the provision of the Davis-Bacon Act (40 USC §§276a to 276a-7), the Copeland Act (40 USC §276c and 18 USC §874), and the Contract Work Hours and Safety Standard Act (40 USC §§327-333), regarding labor standards for federally assisted construction sub-agreements.

### **Environmental Clearance**

Governing Body will comply with environmental laws and authorities at 24 CFR parts 50 and 58 and will 1) supply the Department of Community and Economic Development with information necessary for it to perform necessary environmental reviews of each activity; 2) carry out mitigating measures required by Community and Economic Development 3) not acquire or otherwise carry out any program activities with respect to any eligible project until Community and Economic Development approval is received.

### **Release of Funds**

Governing Body acknowledges that receipt of any Grant is subject to the release of funds by the U.S. Department of Housing and Urban Development, and that release of payments will be subject to documenting compliance with all requirements listed in the Grant Agreement to be executed with Montgomery County.

### **Environmental Standards**

Governing Body assures that it will comply with environmental standards which may be prescribed pursuant to the following:

1. Institution of environmental quality control measures under the Nation Environmental Policy act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
2. Notification of violating facilities pursuant to EO 11738;
3. Protection of wetlands pursuant to EO 11990;
4. Evaluation of flood hazards in floodplain in accordance with EO 11988;
5. Assurance of project consistency with the approved State management program developed in the Coastal Zone Management Act of 1972 (16 USC §§1451 et seq.);



6. Conformity of Federal actions to State (Clear Air) Implementation Plan under Section 176(c) of the Clear Air Act of 1955, as amended (42 USC §7401 et seq.);
7. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and
8. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

### **Historic Preservation**

Governing Body assures that it will assist in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 USC 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 USC 469a-1 et seq.).

### **Lead-Based Paint**

Governing Body assures that it comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R. and the Lead-Based Paint Poisoning Prevention Act (42 USC §4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation or residence structures.

### **Financial Requirements**

Governing Body assures that it will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984. Governing Body acknowledges that the Federal Programs will not be responsible for any project costs incurred prior to the full execution of a Sub-recipient Agreement.

### **Procurement**

Governing Body acknowledges that the Office of Community and Economic Development must approve and verify that all procurement requirements have been meet in accordance with the Program Regulations. The Office of Community and Economic Development must approve any purchases or the awards of any contracts to be funded in full or in part with any Federal funds granted through the CDBG Program/ HOME Program or ESG Program.

### **Other Program Requirements**

Governing Body agrees that implementation of any project funded in full or in part will not proceed without full execution of the program requirements as described in the Sub-recipient Agreement. The Governing Body certifies that it will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

### **Lobbying**

Governing Body certifies that to the best of its knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.



### **Section 3**

Governing Body certifies that it will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135

#### **Excessive Force**

Governing Body has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and,
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

#### **Drug-Free Workplace**

Governing Body certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and,
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days, after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

I do hereby certify that the information contained in this application for Community Development Block Grant Funds for the FY 2019 is complete and accurate to the best of my knowledge. I do also certify that if the information contained herein should change at any time, I will notify the Bucks County Office of Community and Economic Development of such change.

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Authorized Signature for Governing Body

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Date

---

Print Name/Title

---

Applicant Organizational Name

## Conflict of Interest

Governing Body certifies that no persons described as an employee, agent, consultant, officer, or elected official or appointed official of the governing body, or of any designated public agencies, or Sub-recipients which are receiving funds under a Sub-recipient Agreement, who exercise or have exercised any functions or responsibilities with respect to Community Development Block Grant Activities, HOME Activities or Emergency Shelter Activities assisted under a Sub-recipient Agreement; 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 personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Please read the following Conflict of Interest Statements excerpted from the Code of Federal Regulations at 24 CFR 570.611 and indicate your acceptance on the proceeding signature page.

1. Applicability.
  - a. In the procurement of supplies, equipment, construction, and services by recipients and by sub-recipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
  - b. 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 sub-recipients 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 pursuant to § 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §§ 570.203, 570.204, 570.455, or 570.703(i)).
2. 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 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-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.
3. 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 sub-recipients that are receiving funds under this part.
4. 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 requirement of paragraph (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
  - a. 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.
  - b. 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 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
- v. process with respect to the specific assisted activity in question;
- vi. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- vii. 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
- viii. Any other relevant considerations.

I have read the attached Conflict of Interest Statements excerpted from the Code of Federal Regulations at 24 CFR 570.611, and I agree to abide by the principles embodied therein.

\_\_\_\_\_  
Authorized Signature for Governing Body

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Applicant Organizational Name



## Section 6 Attachments

### General Project Information (Required for All Applications)

- Applicant/Contact Information
- National Objective
- Method for Determining Project Beneficiaries
- Proposed Activity Information, Project Scope
- Accessibility
- Proposed Budget
- Project Timeline
- Non-Discrimination Policy
- Purchasing Policy
- Past CDBG Project Information
- Information describing experience and capacity of organization
- Performance Measurements Outcomes
- CDBG Application Certifications - all must be signed
- Signed Board Resolution Approving Submission of Application - All Applicants
- Proof of Public Notice and Hearing
- Financial Statement or Audit Dated: \_\_\_\_\_

### Nonprofit Organization Information and Documents (Required of All Private Nonprofits)

- Description of principal services
- Articles of incorporation/bylaws
- Nonprofit Determination Letters - IRS and State Franchise Board
- List of Board of Directors and Officers, Organizational Chart

### Public Improvement Projects (Required Municipal Infrastructure Projects)

- Type of Public Improvement
- Photographs and documents attesting to current conditions
- Map(s) showing Project Service Area
- Description of Service Area Determination (written or map)
- Environmental Information

### Public Services (Required for All Nonprofit Applicants)

- Length of Service Provision
- Licensing Requirements
- Proposed Strategy
- Partnership Agreements

### Economic Development

- Information on financial review committee

### Residential/Nonresidential Property (Required if Project Involves Real Estate) - 1 for each property

- Property Information
- Copy of Document Evidencing Property Control
- Copy of Appraisal
- Map(s) Showing Property Boundaries, Physiographic characteristics, and Easements (if any present)
- Displacement/Relocation Information
- Historic Preservation Information
- Property Condition Description and Photographs
- Environmental Information
- Map of area
- Site Plans
- Photos showing blight and written explanation (if applicable)
- Sources and uses of funding to implement redevelopment plan
- Permits