

BUCKS COUNTY

CDBG APPLICATION INSTRUCTIONS

This document contains the guidelines for the FY 2010 Community Development Block Grant application. The Program Year will begin on April 1, 2010 and end on March 31, 2011. All applicants are strongly encouraged to use these guidelines to fill out their applications. PART I provides general information about the CDBG program. PART II provides line-by-line instructions. However, before you begin reading the instructions and preparing the application, we strongly recommend that you keep the following in mind:

10 RULES FOR CDBG APPLICANTS

1. Be clear about what you want to accomplish and the resources required.
2. Be sure to understand the program requirements. Read the application instructions below, attend an application workshop, and discuss your project with Department staff as to eligibility and requirements.
3. Make sure you have the time to complete your application and meet the application deadline.
4. Look for ways to collaborate with other agencies. If you submit a cooperative proposal, make sure that there is both a formal and informal relationship between the organizations.
5. It helps immensely if you can prove the existing need with statistics and any other measurable data. Also, you need to ensure that the proposed solution is appropriate and truly addresses the problem permanently.
6. Your budget needs to be realistic, correct, and accurately reflect the funding needs. A preliminary estimate from a contractor will provide you with a realistic idea of costs. Don't ask for more funding than you need; be upfront about what is required and the sources being pursued.
7. Follow the format established for the application and answer the questions in the space provided. Limit the number and type of attachments to those requested for the type of project you are submitting.
8. Need to ensure that the project will accomplish its goals. Providing measurement indicators and clear performance standards cannot be overemphasized.
9. Keep it simple. Do not waste words. Be clear and factual.
10. Proofread! Proofread! and Proofread! Make sure all of the statements and figures are correct.

SECTION I: GENERAL PROGRAM INFORMATION

The Bucks County Department and Community Development (the Department) administers funding provided to Bucks County under the federal Community Development Block Grant (CDBG) program and the Emergency Shelter Grant (ESG). The CDBG program was established through Title I of the Housing and Community Development Act of 1974, as amended (24 CFR Part 570). The ESG program is administered under Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act (24 CFR Part 576).

SCHEDULE AND KEY EVENTS

The following is a listing of principal key events for solicitation and approval of funding requests under the Bucks County CDBG program. Please note that notices of the hearing dates, public comment periods, and approval by the County Commissioners will be appropriately announced and advertised as required by HUD CDBG program regulations.

TARGET PERIOD	KEY EVENT
July	<ul style="list-style-type: none"> • Distribution of CDBG Applications • Posting of Application Information on County Website
August to September	<ul style="list-style-type: none"> • Application Period • Application Workshops • Formula Communities Conduct Public Hearings to solicit public input on needs and CDBG Potential Use
September - Last Friday	<ul style="list-style-type: none"> • Deadline for receipt of applications (due by 3:00 PM)
October to November	<ul style="list-style-type: none"> • Application Review and Evaluation Period
December	<ul style="list-style-type: none"> • Applicant Notification of Board's Decisions • 30-Day Public Comment Period
January/February	<ul style="list-style-type: none"> • Approval of Action Plan by County Commissioners • Submission of Action Plan to HUD for Approval
March	<ul style="list-style-type: none"> • Begin the Preparation of Project Environmental Reviews • End of Program Year
April 1 st	<ul style="list-style-type: none"> • Beginning of Program Year • Receipt of Signed Contracts from Funding Recipients • Contract Execution by County Commissioners
May	<ul style="list-style-type: none"> • Preparation of Performance Report for Submission to HUD
June	<ul style="list-style-type: none"> • Public Hearing on Performance Report • Submission of Performance Report to HUD

APPLICATION PERIOD

During the last week of July of each year, applications will be made available to all entities that have been funded in past years and those that request an application. Applications will be due by 3:00 PM of the last Friday in September.

TECHNICAL ASSISTANCE AND WORKSHOPS

As in the past, applicants are welcome to contact the Department with questions and/or schedule an appointment for one-on-one assistance. In addition, three workshops have been scheduled to allow potential applicants the opportunity to go over the application requirements and ask questions from staff. The dates for the workshops are listed as **Exhibit 2**.

ELIGIBLE APPLICANTS

Eligible applicants are: county departments, municipalities, and public and private nonprofit housing and service organizations. The exceptions include Bristol and Bensalem townships and projects. Projects located in these two communities are generally not eligible.

Formula Municipalities

Formula municipalities are those that have one or more low/moderate income block groups with a minimum of 38.9 percent of the population qualifying as lower income persons. Funding for Formula Communities is calculated on the basis of a three year cycle. EXHIBIT 3 identifies each Formula Community, funding allocation and expenditure.

Pool Municipalities

Pool municipalities are those communities that do not meet HUD low/mod income requirements. Funding for Pool Communities is allocated on a competitive basis. The total amount of funding for Pool Community is anticipated to be \$320,000.

Nonprofit Organization

Funding for nonprofit organizations is allocated on a competitive basis. Central share funding is available for county agencies, and public and private nonprofit organizations. It is allocated to projects with countywide significance, including housing rehab, economic development, public facilities, or public services, along with County projects. The total amount of funding anticipated is approximately \$600,000.

SPECIAL LIMITATIONS

Eligible applicants are subject to the following limitations:

Projects Involving Historic Preservation

Organizations wishing to submit requests for historic preservation must have their applications submitted and sponsored by the municipality where the project is located. Furthermore, applicants are strongly encouraged to consult with a qualified professional or the County's consultant (i.e., the Heritage Conservancy) to obtain a concrete idea as to the property historic status, improvement requirements, and costs.

Limitation on Planning

There is a federal limitation on the total amount that can be spent on planning and administrative costs. Based on funding reductions, it is anticipated that there will be no money available for municipal planning.

Donations to Nonprofit Groups

Municipalities can only apply for CDBG funds on behalf of senior centers, historic preservation projects and eligible fire companies. They may not apply on behalf of nonprofit housing or social service agencies.

Minimum Allocation

The minimum project allocation that will be considered is \$5,000 for nonprofit organizations and \$10,000 for municipalities.

Maximum Allocation

The program has not established any maximum funding limitations. However, consideration may be given to factors, such as funding requests in recent past, project need priority, along with the organization's track record in implementing CDBG funded projects in a timely manner.

Funding Match

Although a funding match will not be a requirement, all things equal, applications listing a match will stand a better chance of funding than those that will not, particularly in light of the continued funding declines. Therefore, applicants are strongly encouraged to provide a match for the CDBG funding being requested. Examples of match can include the applicant's own funding or other state, federal, or private funding (e.g., foundation grant).

PUBLIC HEARINGS

The Department will conduct a public hearing to gather comments from the public on the Bucks County CDBG program. All "Formula Municipalities" are required to hold individual public hearings. Municipalities must

publish a display notice a minimum of 10 days prior to a public hearing in a newspaper of general circulation that covers the municipality and surrounding area, informing the public as to the date, time, location, and purpose of the hearing, along with the amount of funding available and the general types of eligible activities. Also, the public hearing must be a meeting separate from any other event being held by the municipality. The municipal public hearing should be conducted as soon as possible to give municipalities the opportunity to seek and consider public input, and sufficient time to submit a complete application.

APPLICATION COMPLETENESS

All applications must be submitted in a manner that allows for clear and easy reading of all of the information. In addition, applications must include

- 1) Cover letter from the organization's executive;
- 2) Resolution from the organization's board or council (all applications);
- 3) Parts I and II of the application;
- 4) The specific part(s) of the application pertinent to the project (see application instructions below);
- 5) The specific attachments called for in the application; and,
- 6) The submission must include one (1) original and two (2) copies of the application. **Note:** Nonprofits need only to submit one set of organizational information.

Applicants are strongly discouraged from submitting applications in fancy binders or using other glossy mechanisms, which are costly and unnecessary. The focus of the application review will be on required content, particularly how the project will address an identified need in a comprehensive manner.

SUBMISSION OF APPLICATIONS

All applications should be submitted by the deadline to:

Vitor A. Vicente, Director
Bucks County Department of Community and Business Development
1260 Almshouse Road, Neshaminy Manor Center
Doylestown, PA 18901

APPLICATION REVIEW

The application review period will occur between the beginning of October and the end of November. Each application will be reviewed for:

- 1) Applicant eligibility;
- 2) Completeness of application;
- 2) Compliance with national objectives;
- 3) Compliance with project eligibility requirements;
- 4) Compliance with the Bucks County Consolidated Plan;
- 5) Project need /public benefit;
- 6) Project readiness
- 7) Scope of work and cost
- 8) Funding leverage
- 9) Applicant capacity
- 10) Applicant's project implementation track record
- 11) Effectiveness in addressing identified need; and,

As part of the review process, staff and members of the CDBG Advisory Board may conduct interviews and site visits to better ascertain conditions and needs. Upon completing the review, the Board will submit to the Bucks County Commissioners a recommendation on the allocation of available program year CDBG funding resources for review and approval.

APPLICATION APPROVAL AND NOTIFICATIONS

By early December, all applicants will be notified in writing by the Department as to the recommendations of the CDBG Advisory Board to the County Commissioners. The intent of this notification is to provide all applicants with the opportunity to submit comments on the recommendations. The CDBG Advisory Board recommendations, along with the comments received, will be forwarded to the County Commissioners. Upon review of the recommendations

and comments provided, the Commissioners will take action on the allocation of CDBG funding at a regularly scheduled public meeting in January.

CONTRACT EXECUTION

Approved funding recipients will receive four copies of a contract for the approval and signature by its governing body or board of directors. Once signed, contract copies must be returned to the Department for execution by the County Commissioners. No funding will be available without an executed contract.

AVAILABILITY OF FUNDING

Funding will be available after the beginning of HUD's fiscal year which runs from April 1st to March 31st and/or as soon as HUD approves the release of funding to the County. The drawing down of grant funds will take place in accordance with the guidelines outlined in the Bucks County Grantee Handbook.

PROJECT IMPLEMENTATION TIMELINE

Funding applicants will have 24 months (**2 years**) to complete their projects, as outlined in agreement describing terms and conditions of the funding. **Note: If the project is not completed within two years, the remaining funds will be returned to the CDBG program and reallocated to other projects.** In addition, the County will require the applicant to reimburse/return any program expended funding. Past performance in implementing projects in a timely fashion will be considered, when reviewing funding requests in subsequent years.

POST-GRANT AWARD REQUIREMENTS

Applicants should be aware that all projects have to comply with a variety of federal and state regulations that can have scheduling or cost implications. All projects must comply with all of the applicable program rules and regulations and county policies governing the provision of funding and stipulated in the project contract between the County and the funding recipient. Many of the requirements are outlined in the County's Grantee Handbook. A copy is available upon request.

ADDITIONAL INFORMATION

If you have any questions about any facet of the program, please contact Vitor Vicente (phone: 215/345-3844) or e-mail: business@co.bucks.pa.us. For additional copies of the application please call 215/345-3840 or download a copy from the Department's page in the County's website (www.buckscounty.org).

SECTION II: APPLICATION INSTRUCTIONS

The following narrative provides general instructions for the completion of each section of the application. Please note the following:

1. the answers must comply with the space allotted in the application; and,
2. a separate application must be submitted for each project.

PART 1: APPLICANT INFORMATION (All Applicants)

A. Organization:

- Applicant Name: Provide information on the name of the organization, mailing address, telephone, Employer Identification (EIN), Dun and Bradstreet (DUNS) Numbers, and Website address. . **Note:** All applicants must provide their EIN and DUNS numbers. DUNS numbers can be obtained by going to the following website (<http://fedgov.dnb.com/webform>) or calling 866/705-5711. There is no charge for obtaining a DUNS number (it will take approximately 10 minutes).

B. Contact Person:

- Provide information on the person who can answer questions about the project and application, including name, title, phone, and e-mail.

C. Project Name and Location:

- Project Name: provide the name you want your project to be known as. The name should relate to the name of your organization, location of the project and main activity (e.g., rehab).
- Municipality where Project Is Located: Enter the name of the municipality where project is located or will be implemented.
- Project Street Address: street address for the site where the project will be implemented.
- Census Tract: Enter the number for the Census Tract. **Note:** If the project encompasses more than one Census Tract, each should be listed separately
- Census Block Group: enter the Block Group number corresponding to the Census Tract. **Note:** If more than one Block Group is involved for a given Census Tract, list each separately.
- % Low/Mod Income: enter the percentage of Low/Mod Income persons who are low/mod for each corresponding Census Block Group.

D. Project Funding: enter the amount of funding anticipated to be used from each funding source and the total project cost.

E. Project Eligibility:

- National Objective: Check the box the project would fall under
 - Low-Mod Area Benefit: This applies to projects of municipalities benefitting low/mod areas.
 - Low/Mod Limited Clientele: Applies to projects benefitting special needs populations (e.g., elderly, physical/mental disabilities, drug/alcohol dependency, HIV/AIDS), and group homes.
 - Low/Mod Housing: This applies to projects involving the rehab housing (e.g., rental) units to be occupied by low/mod persons.
 - Low/Mod Jobs: This applies to projects solely intended to create jobs for low/mod persons.
 - Blight Elimination: This applies to projects involving the elimination of blighting conditions on a property or area basis, along with the rehab of historic properties.
 - Planning/Administration: Applies to the funding allocations to the County Planning Commission for the preparation of the comprehensive plan, and the funding used by the County to support the administration of the CDBG program. Activity is restricted to County projects
- Activity: Check the box that best reflects the project:
 - Public Facilities: activities in this group typically include those associated with improvements to public facilities (e.g., parks), infrastructure (e.g., roads), service delivery facilities, and group homes.

- Public Services/Equipment: this category encompasses any projects requesting funding to support the delivery of a service or the purchase of equipment to deliver a service to a low/mod person.
- Housing: Activities include those associated with the rehabilitation of housing units occupied by low/mod persons.
- Economic Development: Activities associated with the creation of jobs.
- Planning/Administration: County comprehensive plan and Program administration activities.
- **Target Beneficiaries:** Check the box that best reflects the intended target beneficiaries.
 - Lower Income Persons: Persons whose income is less than 80 percent of median family income.
 - Disabled Persons: Persons who have a physical or mental disability, HIV/AIDS, or recovering from drug/alcohol abuse.
 - Homeless: Persons that have fixed residence and place to stay.
 - Seniors: Persons who are over 60 years of age.
 - Other: Other special needs population group recognized by HUD.

F. Estimated Beneficiaries: Enter the number of estimated persons who will benefit from implementation of the project.

G. Assistance per Beneficiary: Divide the Total Project Cost (entered in “D”) by the Total Number of Beneficiaries (entered in “F”) and enter the result in “G”.

PART II: NEED AND PROPOSED PROJECT

NOTE: All answers need to be brief, specific, and limited to the space provided. Furthermore, the application review will focus strictly upon the information provided in the box for each question as the full answer. Deviations will likely result in the disqualification of the application.

- A. Describe 1) specific need and 2) the population that would benefit from the implementation of the project:** Identify the specific need or condition that needs to be addressed. Examples may include physical structure deterioration or lack of specific service by qualified target group. Provide information on the socio-economic characteristics of the anticipated beneficiaries.
- B. Describe the method used to identify the need:** Provide information on the specific method or tools used to document the extent or the need or problem. Examples may include empirical observation, a study, or organization records.
- C. Describe the proposed project:** Explain the specific activities that will be conducted to address the identified need. Examples may include reconstruction of roads, installation of windows, or purchase of equipment. The description should provide sufficient depth to help determine whether the project is eligible, fundable, and will adequately address the identified needs.
- D. Describe specific actions taken to pursue other funding sources and why the CDBG funding is required:** Preference will be given to projects that will seek and maximize the use of other funding sources. Such sources may include one or more of the following: own funding, state funding, other federal funding, or private funding. Outline any activities undertaken to secure funding from other sources and the results obtained and/or anticipated.
- E. List the permits, licenses, or other approvals required and their approval status:** Describe the permits or licenses that will be required to implement the project and their approval status. If no steps have been undertaken yet to secure the necessary permits, licenses, or other approvals, describe planned actions and timeline to secure the same.
- F. If any other organization will be involved with the project, list each and describe individual role:** Joint projects involving two or more municipalities and/or nonprofits are encouraged. If no other organization will be involved in the implementation of the project enter “N/A.” Otherwise, identify each organization including name, address, contact information, and their anticipated contribution to the implementation of the project.

- G. Will the facility or service be accessible to persons with disabilities upon project implementation (explain):** The CDBG program regulations require that assisted facilities and those used to deliver a service are accessible to persons with disabilities. Indicate if facility where the project will be implemented is already accessible and/or if will be made accessible by the completion of the project.
- H. Describe why the project is a high priority and cannot be reasonably be postponed:** Explain why the project has to be implemented with CDBG funding. Also, discuss why the project cannot reasonably be postponed.
- I. Beneficiary Information:** Racial/ethnic information must be provided. For projects involving public facilities/infrastructure, the information should relate directly to the area of service by Census Block Group. For other projects (e.g., public services, housing), the information should reflect the population that will directly benefit from implementation of the project.
- **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
 - **Black or African American** – A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
 - **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
 - **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - **More Than One Race** – A person who has a combination of two or more races above.
 - **Number Hispanic** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
- J. Describe the Organization's Fiscal Management, Controls, and Oversight:** Summarize the accounting system in place to ensure adequate oversight of the organization financial condition and transactions.
- K. Describe any audit findings, liens, investigation, or probation by any oversight agency in the last five years:** Nonprofit organizations must include a set of its most recent audit. All organizations must describe any issues from any audits or actions being taken by outside agencies to investigate the organization's financial dealings or condition. Otherwise enter "N/A."
- L. Is the Facility accessible to persons with disabilities?**
Check one of the boxes. Note: the facility being improved or from which the service is being delivered must be accessible to persons with disabilities, either prior to the provision of CDBG funding, or as a result of project implementation.
- M. Identify all of the projects currently open that have been allocated CDBG Funding:** HUD requires that projects be implemented in a timely fashion. Applicants must identify current projects open. Applicants with projects older than two years, may not get additional funding until the open projects have been successfully completed or the funding recipient has applied for and received an extension from the CDBG Advisory Board.
- N. Insurance:** Indicate the amount of liability insurance carried by your organization and whether it will cover the proposed project.
- O. Taxes:** Indicate whether your organization is current on its payroll and worker compensation insurance.

P. Project Budget

In the space provided summarize the budget for the major categories in the project. In addition, prepare and attach a detailed budget providing information on how the costs were determined for each category, along with any documentation attesting to how the individual category cost estimates were calculated. This may include a listing of calculations, assumptions, or a cost estimate provided by a vendor/contractor or one developed by an engineer. **Note: Applications that do not provide a detailed budget estimate and support documentation attesting to the validity of the cost numbers may be disqualified from funding consideration.**

1. Construction or Rehab Projects: The budget information provided must be certified by a qualified professional and be accompanied by the appropriate documentation. In a table provided, list the major project activities and their anticipated start and completion dates. Examples of project activities include, but are not limited to: preparation of project plans, preparation of bid documents, publication of bid advertisement, bid opening/contract award, pre-construction meeting, construction work, just to name a few. **Note:** Construction projects often trigger Davis-Bacon provisions, which require the payment of federal prevailing wages. Contact the Department if not sure of applicability.
2. Service Projects

The total amount of funding available for Social Service projects is \$100,000 annually. This makes funding very competitive.

 - a. Funding Requests for Services: Most funding for service projects is limited to operations. Typically, the program will reimburse a portion of the salary for a specific position(s). Applicants must attach a detailed listing of staff, anticipated hours for each person, individual hourly rates, and total anticipated cost per staff person and the project.
 - b. Funding Requests for Equipment: The budget must include a listing of each individual piece of equipment and include an estimate of price. The budget must be accompanied by information from at least one vendor (three would be preferred) attesting to the cost of each piece of equipment.
3. Project Budget – Form: Applicants should only request the level of funding needed to carry out the project. The grant request must be sufficient either alone or included with other proposed funding sources to assure effective administration and completion of the proposed project within the contract period.
 - Funding Status: Provide the name for each funding source.
 - Are the Sources Committed: Check the “yes” box if a commitment has been received from other funding sources. Otherwise, check “No” and enter the anticipated date funding commitment is expected.
 - Activity Costs: Enter the major activities that will make up the project, along with the estimate cost that will be paid for by each funding source. Use the last column to total the costs for each activity.
 - Totals: Enter the total for each column.

Q. Project Timeline

All applicants will be required to provide a timeline appropriate to the type of project and falling within the maximum time allotment for project completion of two years. The timeline must be sufficiently detailed to allow for a good understanding as to its major phases.

R. Required Application Attachments & Exhibits

Municipalities and nonprofit organizations will need to attach the following information (as noted) to one of the application sets signed as an original. If the specific document cannot be provided, the applicant must attach a written explanation as to why it cannot be provided at this time.

1. Municipalities: Municipalities will need to attach the following documents:
 - a. Formula Municipalities - Public Hearing Documentation (for formula communities only)
 - 1) Proof of advertisement for public hearing (see Exhibits section below for a sample copy)
 - 2) Copy of minutes for public hearing
 - 3) Written description of verbal and written comments received.
 - 4) Written response to public comments received

- b. All Municipalities (both formula and pool)
 - 1) Resolution from the municipal Board of Supervisors or Borough Council authorizing the submission of the application for CDBG funding. (See Exhibits section below for a sample copy)
 - 2) Copy of Non-Discrimination Policy
 - 3) Copy of Equal Employment Policy
 - 4) Copy of the Affirmative Action
 - 5) Copy of Grievance Procedure for Resolution of Complaints Alleging Discrimination, Including Disability

- 2. Nonprofits: Applicants qualifying as a nonprofit must attach the following documents:
 - a. Resolution from the organization's governing board authorizing the submission of the application for CDBG funding. (See Exhibits section below for a sample copy.)
 - b. Articles of Incorporation/Bylaws
 - c. Copy of Nonprofit Determination letters from the IRS and the State Franchise Board
 - d. List of Board of Directors and Officers
 - e. Copy of most recent financial audit
 - f. Copy of Non-Discrimination Policy
 - g. Copy of Equal Employment Policy
 - h. Copy of the Affirmative Action
 - i. Copy of Grievance Procedure for Resolution of Complaints Alleging Discrimination, including Disability
 - j. Copy of Affirmative Marketing Policy (for housing projects)

ATTACHMENT 1: PUBLIC IMPROVEMENT PROJECTS

This Attachment only applies to projects involving the construction or rehab of public facilities and infrastructure.

A. Type of Facility or Improvement:

Check appropriate type of facility. Please note the following:

- 1. **Projects involving building or other structure**: all projects involving any type of building or other erected structure must also complete and provide Attachment 3 (Building Improvement Projects).
- 2. **Blight Elimination Projects**: Other than historic preservation, all projects seeking to eliminate blight must provide documentation detailing the presence of specific blighting conditions and a plan to address the same. The plan must be approved by the local government. **Note**: CDBG funding cannot be used for any project activity involving adverse condemnation for purposes of economic development.

Examples of Ineligible Activities – The following types of activities are ineligible for CDBG funding:

- Cleaning of water, sewer, or drainage lines or facilities
- Maintenance or repair of any lines
- Improvements made necessary because of poor maintenance or operational practices
- Any improvements not in compliance with municipal, state, or federal laws and regulations.
- General operation and maintenance of public works or facilities
- Seal-coating, overlays, level-ups., and repairs of roadways
- Construction or rehabilitation of buildings used for the general conduct of government and those where the 51 percent low/mod benefit cannot be documented.

B. Location: A map must be included showing the location, beginning and ending points of the project. Provide a general description as to location.

C. Documentation of Conditions: Attach 3" X 5" photographs and any recently prepared reports attesting to the condition of the facility and need for improvements.

D. Provide Specific Measurements for the Project: Provide description of area or volume that will make up the project.

E. Environmental Conditions: Applicants should include any environmental studies or reports prepared for the project and clearing it for implementation.

1. Development in wetlands: Applicants must provide specific information about the presence of wetlands on the area of the project, along with any permits obtained to allow implementation of the project.
2. Development in floodplain: Applicants must provide specific information if the project is located in the floodplain along with any permits authorizing project implementation and information as to whether the municipality where the project is located participates in the National Flood Insurance Program.
3. Storm water plan: If a storm water plan has not been developed, applicants must demonstrate how the project will have no adverse impact on local storm water conditions.
4. Property contamination: All applicants must address this question. If the property is contaminated (or suspected to be contaminated), applicants must provide a copy of any studies conducted, along with a copy of the mitigation plan.

F. Useful Life of Improvement Certification: CDBG regulations require that any funding provided for public facilities and infrastructure extend their useful life. All applicants must submit a certification from the municipal engineer (or other qualified professional) that the project will extend the useful life of the facility or infrastructure by a period in excess of eight (8) years.

G. Service Area: Attach map of service area. The map must show the area that will be serviced by the project. While the location (see above) shows where the improvement will take place, the service area map will show the overall area that will benefit from the improvement.

Describe How Service Area Was Determined: Applicants are expected to describe the method chosen for determining the area that will be served by the project. This will be critical in helping staff ascertain the validity of the service area, the project beneficiaries, and establish whether the project can be funded.

D. OUTCOME INDICATORS

1. Infrastructure Outcome Indicators

Indicate the estimated number of potential outcomes for infrastructure facilities, including the anticipated number of beneficiaries.

2. Public Facilities Outcome Indicators

Indicate the estimated number of potential outcomes, including beneficiaries from public facility improvements.

ATTACHMENT – 2: PUBLIC SERVICES PROJECTS

This Public Services Attachment should be filled out by any applicant that is proposing a project qualifying as a public or social service.

Public Services: This includes

- employment services,
- substance abuse services (counseling),
- fair housing counseling
- purchase of equipment to deliver a service to low/mod income persons
- Emergency Shelter operations

Examples of Ineligible Activities

- Services that are not restricted to low/mod income persons or that cannot document that a minimum of 51 percent of the persons serviced are low/mod income.

A. FUNDING REQUEST IS FOR: Check one of the boxes. If the project involves services and the purchase of equipment, both boxes should be checked.

B. DESCRIBE EXPERIENCE PROVIDING SERVICES TO THE COMMUNITY: Describe length of experience providing the type of service for which funding is being requested.

C. LICENSING REQUIREMENTS

Describe any licensing required to operate the facility for which funding is being requested.

D. PROPOSED STRATEGY

The information requested relates to identifying specific beneficiaries and outcomes that will result from project implementation.

E. ELIGIBILITY

For a service project to be eligible for funding under CDBG, applicants must demonstrate that it will, either encompass a new service, or a significant increase in the number of persons being served.

F. OUTCOME INDICATORS

Indicate the estimated beneficial outcomes that will result from the provision of the service or purchase of equipment to provide a service. The organization may want to base estimates on outcomes for previous years, demand for service (e.g., waiting list) or outcome for similar services.

ATTACHMENT 3: BUILDING IMPROVEMENT PROJECTS

This Attachment must be filled out for any project involving rehab to building, including Public Facilities as noted on Page 10, Attachment I, A (1). Examples are listed below.

Examples of Eligible Activities

- *Housing Activities:* Assistance for rehab of units serving low/mod persons
 - Rental units
 - Transitional units
 - Shelter facilities
- *Institutional Facilities* – Assistance for rehab of
 - facilities used for service delivery of services to low/moderate income persons
- *Lead Based Paint Hazard Evaluation and Reduction:* Costs associated with evaluation and reduction of lead-based paint hazards.

Examples of Ineligible Activities

- New construction of housing
- Housing located in floodplains
- Installation of luxury items
- Personal property not an integral structural fixture
- Rehabilitation activities, which include only cosmetic repairs or which, improve only the appearance of the structure without addressing structural and code deficiencies.

A. PROPERTY INFORMATION

1. Property Information

Property location and tax information: Please attach written information where noted and if applicable.

2. Type of Structure

- a. *Residential:* Used for human habitation
- b. *Commercial:* used as office or retail
- c. *Industrial:* used for manufacturing or warehousing/distribution
- d. *Other*

3. Property Control

If the applicant owns the property a copy of the title or similar document evidencing ownership should be provided as an attachment. If the applicant does not own the property, then a copy of any agreement with the current property owner needs to be provided, including authorization to conduct proposed improvements.

4. Appraisal

All projects requesting funding for a real estate acquisition, development, or redevelopment must provide a copy of a property appraisal. If it is not available at the time the application is being submitted, one must be provided prior to the Department prior to the disbursement of funding. The appraisal must be conducted by a professional meeting education and experience requirements acceptable to the County. At the time of submission, the appraisal should be no older than six-months.

5. Debt

Indicate the total amount of debt that has recorded and unrecorded against the property. An example of unrecorded debt could be a loan made by the organization to the property, which has not been duly recorded with the County

6. Easements

All projects requesting funding to acquire and/or conduct development on easements (whether private or public) must provide detailed information on the easements and proposed activities.

7. Property Insurance

The amount of insurance carried on the property should be equal to the amount necessary to reconstruct the property in the event of a catastrophe.

8. Property General Condition

Provide general assessment of property condition, including structural.

9. Capital Improvement Plan

Greater consideration will be given to projects involving properties for which a capital improvement plan has been prepared and maintained. The plan should provide a comprehensive approach to maintaining the property in good condition and up to local code.

10. Zoning

Indicate the current zoning and whether the proposed use(s) are authorized by right. Please note that zoning information can be obtained by contacting the municipal zoning officer/building inspector/manager of the municipality where the property is located.

11. Permits

Indicate any municipal, state, or federal permits that must be secured to rehabilitate or develop the property.

12. Displacement/Relocation

Any project involving the displacement of residential or commercial tenants must provide a plan for relocating the tenants in accordance to HUD guidelines rules and regulations. The plan must outline the costs associated with the temporary or permanent relocation of the tenants. Funding from the program will not be provided to cover any costs associated with any displacement of persons or businesses. However, the plan must provide information on the estimated costs of displacement or relocation and the intended sources of funding to pay for the same.

13. Historic Preservation Information

Properties older than 50 years need to be reviewed for historic status and registration (or eligibility for registration) in federal, state, or local register. In such instances, the Department must conduct a historic review which may involve a request to the State Historic Preservation Officer for providing clarification on the historic value of the property. In addition, projects involving ground-disturbing activities will also need a historic review to determine whether any archeological resources may be present. Applicants are encouraged to contact the Department to discuss their specific project and obtain additional information.

14. Environmental Information

HUD guidelines require compliance with a host of environmental regulations and prohibit funding of certain types of activities (e.g., properties located in the floodplain) or remediation (e.g., properties involving lead paint, soil contamination). Applicants are being asked to answer the questions based on the best available information (e.g., studies) and their knowledge of the property. Pursuant to HUD's guidelines, all funded projects will be subject to an environmental review to ascertain their compliance with regulations and the need to conduct specific investigations. Applicants are encouraged to contact the Department with any questions on the applicability of environmental requirements.

15. Outcome Indicators

All applicants for funding relating to housing activities are required to report the following information:

a. Residential Units (Rental, Transitional, and Shelter Units)

Project Type: place a check in the box that best describes the type of housing units for which you seek funding.

Affordability

- Total number of units: The total number units in the project
- Number of affordable units: the number of units with occupancy restrictions as defined in the applicable HUD regulations
- Number of years that affordability restrictions apply: some programs (e.g., HOME program) require that units (e.g., rental units) remain affordable to the target income group for a number of years, based on the amount of assistance provided (i.e., 5, 10, 15, 20 years).
- Number of units for persons with HIV/AIDS: the number of units designated for persons with HIV/AIDS, including units receiving assistance for operations.
- Number of units for homeless persons: The number of permanent housing units designated for homeless persons and families, including units receiving assistance for operations, including those designated for chronic homeless. Note: this measure applies only to permanent housing.
- Units affordable to 51-to-80 percent of median: The number of units occupied by renters with a family income in this category as defined by HUD. Indicate the number of units for large families, small families, and seniors.
- Units affordable to 30-to-50 percent of median: The number of units occupied by renters with a family income in this category as defined by HUD. Indicate the number of units for large families, small families, and seniors.
- Units affordable to percent of median: The number of units occupied by renters with a family income in this category as defined by HUD. Indicate the number of units for large families, small families, and seniors.

Subsidy

- Original Construction: this relates to the types of subsidies that were used to develop the affordable units, including County, state, or federal funding.
- Ongoing Unit Operations: This relates to the number of units that are being subsidized with state or federal funding. Please note that this applies only to rental assistance that is project-based. If the assistance is not project based (e.g., Section 8 Vouchers, TBRA), then the units assisted should not be reported here.

Quality of Life

- Section 504 Accessible Units: indicate the number of units that are or will be accessible for persons with physical disabilities, hearing impaired, or visually impaired.
- Number of units that are lead-free: Number of units that will be brought into compliance with the lead safe housing rule (24 CFR Part 35) upon completion of the project.
- Number of units that will be brought up to code: the total number of units that meet the applicable local construction and occupancy codes upon completion of the project.

Other

- Number of units to be converted from nonresidential to residential buildings: Any conversions need to be discussed with the Department prior to the submission of an application as specific requirements (e.g., environmental review, fair housing) may apply.
- Number of units that will meet Energy Star Standards: number of units that will meet an achievable and verifiable energy efficiency, certified through inspection and testing, i.e., less than 80 in the North (\leq 85 South) on the Mortgage Industry Home Energy Rating Scale (HERS). HERS gives a number value between 0 and 100, indicating the relative energy efficiency of given unit. The lower the score the more efficient the unit. For more information go to www.energystar.gov.

2. Non-Residential Property

Provide information about facility itself, employment, and jobs.

B. PROPERTY DEMOLITION/SITE CLEARING, AND REDEVELOPMENT

This must be filled by all applicants requesting funding for demolition of structures or other buildings used for residential or nonresidential activities. A study documenting the conditions supporting the need for demolition must be attached to the application or made available to the Department prior to funding being disbursed.

Applicants must be prepared to conduct any necessary work associated with the preparation of the required environmental review.

C. HISTORIC PRESERVATION – See note in Application
ATTACHMENT - 4: ECONOMIC DEVELOPMENT

Examples of Eligible Activities

- Administration of RDA's Revolving Loan Fund.

Examples of Ineligible Activities:

- Activities that will not result in the creation of jobs, with a minimum of 51 percent benefiting low/moderate income people.

This portion of the application must be filled in by applicants whose projects involves the acquisition, construction, reconstruction, rehab, or reinstallation improvements to residential or non-residential property, or demolition, whether the property is in private or public ownership, or similar activity allowed under the program regulations and policies. This ATTACHMENT does not apply to public improvements (e.g., road reconstruction, public utility installation) unless the requested funding is for the acquisition in fee simple or easements, or the project involves the demolition of facilities or structures.

ATTACHMENT 5: CDBG APPLICATION CERTIFICATIONS

I. OTHER PROJECT ASSISTANCE PROVIDED/REQUESTED CERTIFICATION

This certification relates to the all of the funding that has been requested related to the project. Applicants must indicate if any other assistance (e.g., state, federal, own) will be used in the project. Information must be provided for each other source.

II. USE OF OTHER ASSISTANCE REQUIRED/PROVIDED AS MATCH CERTIFICATION

This certification relates to the funding contribution that will be made by the applicant from its own or other funding sources.

III. DISCLOSURE OF INTEREST AND LOBBYING FOR CONTRACTS, GRANTS, AND LOANS CERTIFICATION

1. Disclosure of Interest: This certification relates to the disclosure of any interest on the project by anyone associated with the applicant, including employees, supervisors, or any persons involved in the decision-making process, or any of their relatives.
2. Lobbying for Contracts, Grants, and Loans: This part requires disclosure of any lobbying activities and undue influence to obtain contracts, grants, loans and/or cooperative agreements

IV. DISPLACEMENT/RELOCATION CERTIFICATION

This certification is intended to ensure the minimizing of displacement of persons or business.

V. SECTION 3 CERTIFICATION

This certification is intended to give priority to Section 3 Residents or Businesses.

EXHIBIT – 1

2009 FAMILY INCOME SELF-CERTIFICATION FORM

Funding Recipient _____ **CDBG Project Number:** _____

Community Development Block Grant request for fiscal year: _____

The information you provide regarding your family income will be part of the Funding Recipient's file (as listed above) request for CDBG Funding and must be filled out for each family benefiting from the CDBG program improvement. The information will be confidential, but may require verification.

Instructions: Check the appropriate box that represents the income level according to family size of your family.

FAMILY SIZE (Persons per Family)	BELOW 30% MFI	BETWEEN 30%- 60% MFI	BETWEEN 50% - 80% MFI
1	<input type="checkbox"/> \$16,350	<input type="checkbox"/> \$16,351 - \$32,700	<input type="checkbox"/> \$32,701 - \$43,600
2	<input type="checkbox"/> \$18,700	<input type="checkbox"/> \$18,701 - \$37,320	<input type="checkbox"/> \$37,321 - \$49,800
3	<input type="checkbox"/> \$21,000	<input type="checkbox"/> \$21,001 - \$42,000	<input type="checkbox"/> \$42,001 - \$56,050
4	<input type="checkbox"/> \$23,350	<input type="checkbox"/> \$23,351 - \$46,680	<input type="checkbox"/> \$46,681 - \$62,250
5	<input type="checkbox"/> \$25,200	<input type="checkbox"/> \$25,201 - \$50,400	<input type="checkbox"/> \$50,401 - \$67,250
6	<input type="checkbox"/> \$27,100	<input type="checkbox"/> \$27,101 - \$54,120	<input type="checkbox"/> \$54,121 - \$72,200
7	<input type="checkbox"/> \$28,950	<input type="checkbox"/> \$28,951 - \$57,900	<input type="checkbox"/> \$57,901 - \$77,200
8	<input type="checkbox"/> \$30,800	<input type="checkbox"/> \$30,801 - \$61,620	<input type="checkbox"/> \$61,621 - \$82,150

How many hours do you work each month? _____ **Gender of head of household:** Male Female

Is a Head of Household over 62 year of age? Yes No

Race and Ethnicity

	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	SOME OTHER RACE	MORE THAN ONE RACE
HISPANIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NON HISPANIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Income Verification

I certify that this income information is correct and I understand that the information I have provided on my family income **is subject to verification** by authorized representatives of the County of Bucks and the United States Department of Housing and Urban Development (HUD).

Signature: _____

Date: _____

Name: _____

Address: _____

(Printed Name)

EXHIBIT – 2

Schedule of CDBG and Housing Workshops For FY 2010 Application Cycle

CDBG APPLICATION

Please call Carole Janssens at 215/345-3843 to confirm your attendance to specific workshop listed below.

Area	Date/Time	Location
Lower Bucks	Tuesday, August 11, 2009 1:00 PM	Morrisville Borough Municipal Building 35 Union Street, Morrisville, PA 19067
Central Bucks	Thursday August 20, 2009 3:00 PM	Warminster Township Recreation & Education Center 1101 Little Lane, Warminster, PA 18974
Upper Bucks	Wednesday, September 2, 2009 9:30 AM	Quakertown Borough Municipal Building 35 North Third Street, Quakertown, PA 18951

**EXHIBIT 3: ESTIMATE OF 3 YEAR FORMULA COMMUNITY
ALLOCATIONS (2009-2011)**

Municipality	Population	Overcrowd	Poverty	3 Year Estimate	Allocated in 2009	Balance
Bristol Borough	9,923	105	1,032	\$184,100	\$184,100	0
Doylestown Borough	8,227	23	348	\$66,100	0	\$66,100
Dublin Borough	2,083	10	129	\$23,200	\$23,200	0
Falls Township	34,865	379	1,925	\$465,500	\$101,505	\$363,995
Hilltown Township	12,102	71	485	\$112,200	0	\$112,200
Lower Southampton Township	19,276	111	632	\$162,400	0	\$162,400
Middletown Township	44,141	216	1,432	\$351,700	0	\$351,700
Morrisville Borough	10,023	165	995	\$209,300	\$194,500	\$14,800
Pennel Borough	2,420	23	100	\$27,000	0	\$27,000
Perkasie Borough	8,828	7	414	\$66,800	0	\$66,800
Quakertown Borough	8,931	76	517	\$111,700	0	\$111,700
Richland Township	9,920	48	538	\$102,500	\$60,000	\$42,500
Richlandtown Borough	1,283	0	42	\$7,200	0	\$7,200
Sellersville Borough	4,564	19	237	\$44,500	0	\$44,500
Telford Borough †	2,062	5	99	\$17,500	0	\$17,500
Tullytown Borough	2,031	18	85	\$22,200	0	\$22,200
Upper Southampton Township	15,764	64	416	\$108,800	\$108,800	0
Warminster Township	31,383	245	1,651	\$363,600	\$129,000	\$234,600
Warrington Township	17,580	39	452	\$104,400	0	\$104,400
West Rockhill Township	4,233	17	191	\$37,800	0	\$37,800
FORMULA COMMUNITY TOTAL	483,531	2,048	18,072	\$2,588,500	\$801,105	\$1,873,195

† Bucks County Portion Only (Estimate)

EXHIBIT 3A: POOL COMMUNITY ALLOCATIONS (2009-2011)

Municipality	Population	Overcrowd	Poverty	Allocated in 2009
Bedminster Township	4,804	4	185	\$134,552
Bridgeton Township	1,408	7	69	0
Buckingham Township	16,442	12	663	0
Chalfont Borough	3,900	21	161	\$106,400
Doylestown Township	17,619	40	598	0
Durham Twp.	1,313	0	52	0
East Rockhill Township	5,199	10	252	0
Haycock Township	2,191	8	95	0
Hulmeville Borough	893	5	16	0
Ivyland Borough	492	3	3	0
Langhorne Borough	1,981	4	39	\$35,000
Langhorne Man. Borough	927	0	25	0
Lower Makefield Township	32,681	32	864	0
Milford Township	8,810	27	255	0
New Britain Borough	3,125	0	63	0
New Britain Township	10,698	8	206	0
New Hope Borough	2,252	29	135	0
Newtown Borough	2,312	0	73	0
Newtown Township	18,206	33	272	0
Nockamixon Township	3,517	7	141	0
Northampton Township	39,384	78	691	\$70,250
Plumstead Township	11,409	12	287	0
Riegelsville Borough	863	0	28	0
Silverdale Borough	1,001	0	21	0
Solebury Township	7,743	0	241	0
Springfield Township	4,963	23	166	\$33,569
Tinicum Township	4,206	12	100	0
Trumbauersville Borough	1,059	8	59	\$39,500
Upper Makefield Township	7,180	0	154	0
Warwick Township	11,977	19	272	0
Wrightstown Township	2,839	5	90	0
Yardley Borough	2,498	0	76	0
POOL COMMUNITY TOTAL	483,531	2,048	18,072	\$503,651

EXHIBIT 4: SAMPLE PUBLIC NOTICE FOR PUBLIC HEARING ON CDBG FUNDING

(Date and Time)

(Location and Address)

(Name of Formula Municipality) will be applying for Community Development Block Grant (CDBG) funding through the County of Bucks; as a formula community and expects to receive approximately (Dollar Amount).

The funding may be used for a variety of neighborhood improvement projects. All projects must be designed to benefit low/moderate income persons or eliminate conditions of blight.

At the hearing, information will be presented about the program, and the municipal (Board of Supervisors/Council) will be seeking public input on the proposed use of funds. Comments will be accepted in person or in writing (by the date of the public hearing) addressed to the (Chairperson/President of the Board/Council).

The Public Hearing will be held on (Date, Time, and Location).

Anyone having any questions about the meeting or in need of special arrangements can contact (name of contact person and phone number) during business hours.

(Name of Municipality)

(Name of Chairperson/President)

