Delaware County CDBG Program

CORE APPLICATION – PY 2027

Project/Activity Title: _____

Municipality or Organization: _____

DUNS Number: _____

Section 1: STATEMENT OF PROJECT ELIGIBILITY

On a **SEPARATE SHEET** describe how the proposed project is a CDBG eligible activity as required in Section 3 of the Application Instructions. The Statement of Project Eligibility narrative must address the following in sufficient detail:

1. **Project Description and Location**

   Provide a detailed project description, including project type, location, and applicable measurement of project scope (e.g., linear feet, persons/households served, number of facilities improved, etc.).

2. **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.

3. **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).

Section 2: STATEMENT OF NATIONAL OBJECTIVE

On a **SEPARATE SHEET** describe how the proposed project meets a CDBG Program National Objective as described in Section 4 of the Application Instructions. Explain how the proposed activity will benefit the identified target population/area. The narrative must address the components listed below the Statement of National Objective selected from Section 4 of the Instructions. Attach supporting documentation as required.

Section 3: PROJECT FUNDING

Identify the amount of CDBG funds requested along with the source, amount and status 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 schedule for securing any pending requests for funding.

Source	Amount	Secured	Pending	Date Secured/ Submitted
CDBG				
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
Total Funding				

Section 4: PROJECT BUDGET

Provide a detailed project budget using the attached Proposed Project Budget form. Consider the following when preparing the project budget:

1. A **certified engineer or architect** must prepare a cost estimate. Submissions must be signed, dated, and sealed by the certified professional.

   Please note that if the application is approved, the project budget becomes a binding part of the agreement between the applicant and the County, therefore the projected figures must be accurate.

2. Include the use of non-CDBG funds in the budget. As part of HUD's Performance Measurement System, sub-recipients are required to report the amount of funds leveraged by other sources.

3. CDBG funds may not be available to address a project in its entirety. To be considered for partial funding, public facility and infrastructure improvement projects must contain separate cost line-item estimates for each work element proposed. **Projects that require unsecured additional funds to proceed may not be considered.**

4. **Each work element must be prioritized within the budget.** For example, a municipal project proposing to rehabilitate 10 streets must provide cost estimates, including engineering, by street segment, and rank each proposed segment in descending order of need.

5. Construction projects must comply with Davis-Bacon and Related Acts and all applicable federal regulations, therefore cost estimates should reflect these costs.

Section 5: PROJECT IMPLEMENTATION SCHEDULE

Indicate the **Project Schedule** below. Identify project benchmarks with estimated start and completion dates for each. Assume notification of grant award is issued in May 2027. Actions should include, but are not limited to the following:

Action	Date
Submission of detailed scope of work to OHCD	July 2027
Preparation of preliminary project plans and specifications	August – September 2027
County issues Notice to Proceed	September-December 2027
Preparation of bid documents	
Publication of bid advertisement	
Bid opening/contract award	
Pre-construction meeting	
Pre-construction meeting	
Construction	
Completion/Close-Out	

Projects that have not progressed to bid award within two years will require an approved schedule for completion or funds will be recaptured.

Section 6: CERTIFICATIONS

1. Equal Opportunity/Accessibility

a. Does the applicant have written employment and personnel policies and practices? including equal opportunity guidelines? ☐ Yes ☐ No

If no, please provide an explanation:_____

_____

b. Is the proposed facility or program fully accessible to persons with disabilities? ☐ Yes ☐ No

If no, is the proposed activity designed to make the program/facility fully accessible? ☐ Yes ☐ No

Briefly please explain how handicapped clients/users are, or will be accommodated:_____

_____

_____

2. Program Income

Any income generated from the investment of CDBG must be returned to the County.

Does the proposed project have the potential to generate any income? ☐ Yes ☐ No

3. Fair Housing

Has the applicant received any fair housing complaint allegations in the past 12 months? ☐ Yes ☐ No

If yes, on a separate sheet please provide a description of the complaint and what actions the applicant took to resolve the allegation.

Please initial:

_____ **Applicants awarded PY 27 CDBG funds will be required to attend an OHCD-approved Fair Housing Training during the Program Year.** Failure to comply will be considered with future applications for CDBG funds.

Application Content Certification (required from all applicants)

I do hereby certify that the information contained in this application for Community Development Block Grant Funds for PY 2027 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 Delaware County Office of Housing and Community Development of such change.

_____ _____

Signature Date

_____ _____

Print Name Title

EQUAL HOUSING OPPORTUNITY

Conflict of Interest

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.

(a) Applicability.

(1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict-of-interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities 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)).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG 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.

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

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

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

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

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

(2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

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

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

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class.
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question.
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section.
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

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.

Name of Municipality/Organization: _____

_____ _____

Authorized Signature for Governing Body Date

_____

Print Name/Title

EQUAL HOUSING OPPORTUNITY