Delaware County CDBG Program

APPLICATION INSTRUCTIONS

Section 1: GENERAL INFORMATION

The Community Development Block Grant (CDBG) Program was created through Title I of the Housing and Community Development Act of 1974, as amended. **The primary objective of the CDBG Program is to create viable urban communities; by providing decent housing, a suitable living environment and expanding economic opportunities principally for persons of low- and moderate-income.** Delaware County anticipates receiving approximately $3.5 million in CDBG funds in Program Year (PY) 2027. Of the total anticipated Entitlement, approximately $2.2 million will be awarded to public improvement, planning and public service activities through the PY 2027 application process.

As in previous years, the funding process will be extremely competitive. **Each applicant may submit no more than two (2) prioritized funding requests, each denoted as either the primary or alternate application.** Applications will first be reviewed and evaluated to determine if they meet program threshold requirements. Applications meeting the threshold will be further evaluated for feasibility and demonstration of need and then presented to County Council for consideration.

In order for an application to be considered complete, proposals must include the following as applicable:

- **Project Summary Form**: All applicants must complete this section covering general project information.
- **Core Application**: All applicants must complete this section covering general project information.
- **Public Facility and Improvement Attachment:** This attachment must be completed for all public facility improvements, rehabilitation, historic preservation, and other construction of any kind. This attachment should also be completed for projects involving real property acquisition and/or disposition.
- **Public Service Attachment**: This attachment must be completed for all service provision activities.
- **Nonprofit Corporation Attachment**: This attachment must be completed by all nonprofit organizations submitting funding requests.
- **Resolution of Governing Body**: All applicants must submit a properly executed resolution that prioritizes applications.
- **Current Project Status Report(s):** All applicants that have open CDBG projects must report on status of implementation/completion.

OHCD will sponsor public hearings to prepare applicants and gather comments on the County CDBG Program. Please refer to the attached "key dates" list for anticipated dates and times. In addition, **municipalities are required to hold and publicize a public hearing prior to submitting an application**. Applicants must inform constituents as to the time and location of the hearing. **At a minimum, a notice must be published in a newspaper of general circulation within the municipality no less than ten (10) days prior to the proposed hearing.** The notice must identify the date, time, place, and purpose of the proposed hearing. The importance of citizen participation in the decision-making process cannot be overstated. Please do not schedule local hearings at the same dates and times as the County sponsored hearings.

Only applications that are complete and submitted on or before the due date will be considered for funding. Completed applications must be submitted no later than 4:30 p.m., Friday, January 8, 2027. Preliminary awards are expected to be announced in March 2027. Final County Council award is expected **May 2027** and HUD approval is anticipated in **September 2027**. Please direct all questions to Nicole Gannon, at 610-891-5427 or by email at gannonn@co.delaware.pa.us.

Please submit application(s) to:

Mr. Philip Welsh, Director
Delaware County Office of Housing and Community Development
2 W. Baltimore Avenue, Suite 202
Media, PA 19063

A copy of the PY 2027 CDBG Application is also available at www.delcopa.gov/hcd/cdbgapplication

Section 2: PROJECT EVALUATION CRITERIA

Proposals will be reviewed based on the following:

1. Threshold Requirements

All proposed projects must meet the following criteria to be considered for funding:

a. Completed Application. All sections of the application pertinent to the proposal must be completed in full. No partial proposals will be accepted.

b. Project Eligibility. The project must be an eligible activity as outlined in Section 3 of the Application Instructions.

c. Statement of National Objective. The project must meet one of the National Objectives of the CDBG Program as outlined in Section 4 of the Application Instructions.

2. Project Feasibility

Projects meeting the threshold requirements will be evaluated against the set of selection criteria listed below:

a. Project Need and Public Benefit

- The extent to which the proposal documents it will fill a need identified in the current **Delaware County Consolidated Plan for the period, July 1, 2023, through June 30, 2028**, and/or a local comprehensive plan.
- The extent to which the proposal demonstrates a comprehensive approach and coordinated effort toward addressing the identified need.
- The extent to which the proposal is designed to benefit low- and moderate-income persons within the Urban County of Delaware.

b. Leveraging

The extent to which the project leverages alternative funding and maximizes program funding.

c. Applicant Capacity

The applicant demonstrates the ability and identifies the resources necessary to implement the project in a timely manner.

- Applicants that have received previous CDBG funding will be evaluated on past program performance.

Section 3: PROJECT ELIGIBILITY

1. Eligible CDBG Activities.

Each proposed activity must be authorized by Program Regulations. Please review the category(s) that best describes your proposed project activity. You will be asked to demonstrate an activity's eligibility in Section 1 Project Description of the Core Application. Please note that this is a summary of basic eligible activities; *if the activity you propose is not included below, contact OHCD for further guidance*.

- **Public Facilities and Improvements**, including construction, reconstruction, rehabilitation (including the removal of architectural barriers to accessibility), or installation. **NOTE**: Applicants must complete the Public Facility and Improvement Attachment.
- **Acquisition/Disposition** of real property. **NOTE**: Applicants must contact OHCD staff prior to submitting an application for Acquisition activities.
- **Public Services** including BUT NOT LIMITED TO employment, services to the homeless or elderly, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare, or recreational needs. **NOTE**: Applicants must complete the Public Service and Non-Profit Attachments (if applicable).
- **Code Enforcement** *concentrated in deteriorated or deteriorating neighborhoods* where such enforcement, together with public or private improvements or services, is expected to arrest the decline of the area.
- **Planning Activities** which consist of data gathering, analysis and preparation of plans.
- **Historic Preservation** of sites or structures that are either listed on or determined to be eligible for the National Register of Historic Places, designated as a State or local landmark or historic district by appropriate law or ordinance. **NOTE**: Applicants must complete the Public Facility and Infrastructure Attachment.
- **Clearance and Remediation,** including Brownfields. **NOTE**: Applicants must complete the Public Facility and Infrastructure Attachment.

2. Ineligible Activities.

The following activities are generally ineligible for CDBG assistance:

- Improvements to buildings, or portions thereof, used for the general conduct of government.
- Activities that affect a floodway associated with a 100-year floodplain
- General government expenses.
- Political activities.
- Purchase of equipment (including construction equipment), furnishings and personal property, except when used in carrying out an eligible Public Service activity.
- Operating and maintenance expenses associated with public facilities.
- New housing construction, unless carried out by a Community Based Development Organization; and
- Income payments to families or individuals.

Section 4: STATEMENT OF NATIONAL OBJECTIVE

Each eligible activity must meet one of the CDBG Program's National Objectives. Please refer to the list below and enter the proposed activity's National Objective on Section 2 of the Core Application. To support the Objective, the documentation listed below the selected statement must be supplied with the Core Application.

- **Benefit an area with at least 51% low- and moderate-income residents.** Refer to the *Guide to Meeting a National Objective Low- and Moderate- Income Benefit in an Area Basis* and your community's low/moderate income map.

  The supporting narrative and documentation must address all the following:

  a. A written Determination of the service area; **and**
  b. A Narrative describing the impacted area and the affected population, including evidence that the area is primarily residential with at least 51% low- and moderate - income residents; **and**
  c. Areas of Low and Moderate-Income Concentration Map showing the boundaries of the above-defined service area.

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

  The supporting narrative must include a description of the target population. In addition, the applicant must provide documentation demonstrating that the activity will meet at least one of the following eligibility requirements:

  a. Activities that exclusively serve a clientele who are generally presumed to be low-and moderate- income (e.g., elderly, severely disabled adults, battered spouses, abused children, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers); **and**
  b. The proposed program has income eligibility requirements limiting the activity exclusively to low- and moderate-income persons; **or**
  c. Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income qualifies as low- and moderate-income.

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

  The supporting narrative must address all the following:

  a. 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; **and**
  b. Demonstration that a substantial portion of buildings and/or infrastructure is deteriorating; **and**
  c. A Description of how proposal activity(s) will address one or more conditions, which contributed to the area deterioration.

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

  The supporting narrative must include a description of the specific condition(s) of blight or physical decay and how the activity addresses the condition(s) and will eliminate conditions detrimental to public health and safety.

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

  The supporting narrative must address all the following:

  a. A map and description of the urban renewal or Neighborhood Development Program area; **and**
  b. Documentation showing the activity is necessary to complete the urban renewal area plan.

- **Planning activities such as data gathering, analysis, and preparation of plans.**

  The supporting narrative must address the following:

  a. Description of the proposed planning process/methodology
  b. Description of the final product and anticipated benefit.