

*UPPER DARBY TOWNSHIP, PA*

**ACTION PLAN**

**FY 2023**

**(49<sup>th</sup> Year)**

**June, 2023**

**Anthony J. Dunleavy Associates, Inc.**

**PUBLIC NOTICE**  
**AVISO PUBLICO**  
**THONG BAO CONG C( )NG**

জনবিজ্ঞপ্তি

**Community Development**  
**Block Grant Program (CDBG)**  
**2023 Action Plan**

**Solicitation of Citizen Comment/Notice of Public Hearing**

- I. HUD regulations and Upper Darby's Citizen Participation Plan require the publication of a notice which:
- a) States the availability of CDBG funding allocations and proposed uses of the funding and the Citizen Participation Plan.
  - b) Solicits public comment and input.
  - c) Gives notice of a hearing at which citizens, groups or agencies may present their views or comments on the Plan and or the Citizen Participation Plan.

**Summary**

- A. The Action Plan addresses the reasonable basis for housing and non-housing assistance provided to low and moderate income persons. In this regard, it details the uses of expected funds.
- B. The Citizen Participation Plan sets forth the process by which citizens can become involved in various programs.

The proposed use of funding in the Action Plan includes the amount of funds which will be used to benefit persons of very low and low/mod income. There is no displacement proposed. Federal Entitlement will be spent generally as follows:

**CDBG Funding Allocation \$ 1,645,473.00**  
**ESG Funding Allocation \$ 146,399.00**

**Proposed uses of funding:**

<u>Project</u>	<u>CDBG Funding</u>
Program Administration	\$329,094.60
Fair Housing	\$ 8,378.40
First Time Homebuyer	\$200,000.00
Homeless Assistance	\$ 81,000.00
Housing Rehab	\$ 75,000.00
Priority Housing Rehab	\$150,000.00
Rehab Service Delivery	\$ 75,000.00
ADA Ramps	\$300,000.00
Parking Lot Improvements	\$ 90,000.00
Parks Improvements	\$ 90,000.00
Street Improvements	\$150,000.00
Public Services	\$ 97,000.00

**ESG Allocation**

Emergency Shelter	\$135,499.00
Program Administration	\$ 10,900.00

## II. Public Hearing

On July 13, 2023, a public hearing will be held on the Action Plan at 6PM. It will be held in the Upper Darby Township Municipal Building, 100 Garrett Road, Upper Darby, PA 19082. Interested parties may comment in writing to the Township of Upper Darby, Attention: Kathleen Oulahan, Dunleavy Associates [koulahan@yahoo.com](mailto:koulahan@yahoo.com).

The Township Council will take action on the Plan at its regularly scheduled meeting at 7PM on August 2, 2023. This will be the final opportunity for public comments. The Plan will be submitted to HUD on or before August 16, 2023 after all comments are reviewed.

If you are of Limited English Proficiency or need a copy in Braille and you would like this Notice in your language, please call Anthony J. Dunleavy Associates at 610-352-5555 and request a translated copy or TDD at 610-734-7722.

Si tiene dominio limitado del ingles o necesita una copia en Braille y desea recibir este Aviso en su idioma, llame a Anthony J. Dunleavy Associates al 610-352-5555 y solicite una copia traducida o TDD al 610-734-7722.

Nếu bạn có Trình độ tiếng Anh hạn chế hoặc cần một bản sao bằng chữ nổi và bạn muốn Thông báo này bằng ngôn ngữ của mình, vui lòng gọi cho Anthony J. Dunleavy-Associates theo số 610-352-5555 và yêu cầu một bản dịch hoặc TDD theo số 610-734-7722.

আপনি যদি সীমিত ইংরেজি দক্ষতার অধিকারী হন বা রেইলে একটি অনুলিপির প্রয়োজন হয় এবং আপনি আপনার ভাষায় এই বিজ্ঞপ্তিটি চান তাহলে অনুগ্রহ করে Anthony J. Dunleavy-Associates-কে 610-352-5555 নম্বরে কল করুন এবং একটি অনুবাদিত অনুলিপি বা TDD-এর জন্য 610-734-7722 নম্বরে অনুরোধ করুন।

Barbarann Keffer  
Mayor

**AVISO PUBLICO  
THONG BAO CONG DING**

(ภาษาไทย)

**Community Development Block Grant Program  
(CDBG) 2023 Action Plan  
Solicitation of Citizen Comment/Notice of Public Hearing**

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- a. States the availability of CDBG funding allocations and proposed uses of the funding and the Citizen Participation Plan.
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**Summary**

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B. The Citizen Participation Plan sets forth the process by which citizens can become involved in various programs.

The proposed use of funding in the Action Plan includes the amount of funds which will be used to benefit persons of very low and low/moderate income. There is no displacement proposed. Federal Entitlement will be spent generally as follows:

**CDBG Funding Allocation**  
**ESG Funding Allocation**

\$1,645,473.00  
\$ 148,399.00

**Proposed uses of funding:**

Project	CDBG Funding
Program Administration	\$29,094.50
Fair Housing	\$ 1,379.40
First Time Homebuyers	\$20,000.00
Homeless Assistance	\$ 81,000.00
Housing Rehab	\$ 75,000.00
Priority Housing Rehab	\$150,000.00
Rehab Service Delivery	\$ 75,000.00
ADA Ramps	\$30,000.00
Parking Lot Improvements	\$ 90,000.00
Parks Improvements	\$ 90,000.00
Street Improvements	\$150,000.00
Public Services	\$ 90,000.00

**ESG Allocation**

Emergency Shelter	\$135,499.00
Program Administration	\$ 12,900.00

**II. Public Hearing**

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หากท่านมีข้อสงสัยเกี่ยวกับข้อมูลหรือต้องการข้อมูลเพิ่มเติม กรุณาติดต่อ Anthony J. Dunleavy Associates ที่หมายเลขโทรศัพท์ 610-352-5555 หรือโทรแจ้ง TDD ที่ 610-734-7722

หากท่านมีข้อสงสัยเกี่ยวกับข้อมูลหรือต้องการข้อมูลเพิ่มเติม กรุณาติดต่อ Anthony J. Dunleavy Associates ที่หมายเลขโทรศัพท์ 610-352-5555 หรือโทรแจ้ง TDD ที่ 610-734-7722

Upper Darby Township  
Delaware County, Pennsylvania

RESOLUTION NO. 16-23

A RESOLUTION OF UPPER DARBY TOWNSHIP REGARDING THE 49<sup>TH</sup> YEAR  
COMMUNITY DEVELOPMENT PROGRAM AND CITIZEN PARTICIPATION PLAN.

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WHEREAS, all citizen and community requests for the 49<sup>th</sup> Year CD Program and the Citizen Participation Plan have been received and evaluated and public hearings have been held to receive citizen input and comment; and

WHEREAS, Upper Darby Township has carefully reviewed and considered these various requests, recommendations, and plans; and

WHEREAS, Exhibit "A" attached sets forth the final allocations to be included in the Action Plan for 2023.

NOW THEREFORE, BE IT RESOLVED THAT:

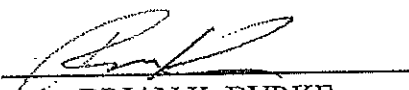
1. The attached Exhibit "A" representing final allocations of funds for the 49<sup>th</sup> Year Community Development program are hereby approved; and that no changes are made to the Citizen Participation Plan.
2. The proper officers are hereby authorized to take such steps as may be necessary to implement the intent of this Resolution.

ADOPTED and RESOLVED this 2<sup>nd</sup> day of August, 2023

ATTEST:


  
MICHELLE BILLUPS  
Secretary of Council

BY:

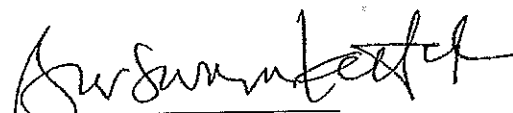
  
BRIAN K. BURKE  
President of Council

Resolution No. 16-23 is hereby approved this 2<sup>nd</sup> day of August, 2023

ATTEST:

  
ALEXIS CICCHITTI  
Chief Municipal Clerk

BY:

  
BARBARANN KEFFER  
Mayor

<b>CDBG Allocations</b>	<b>\$ 1,645,473.00</b>
Admin	\$ (329,094.60)
ADA Ramps	\$ (300,000.00)
Street Resurfacing	\$ (150,000.00)
Parks Improvements	\$ (90,000.00)
Parking Lot Improvements	\$ (90,000.00)
Housing Rehab	\$ (75,000.00)
Priority Housing Rehab	\$ (150,000.00)
Rehab Service Delivery	\$ (75,000.00)
First Time Homebuyer	\$ (200,000.00)
Fair Housing	\$ (8,378.40)
CAADC	\$ (81,000.00)
Murphy's Giving Market	\$ (41,000.00)
DAP	\$ (40,000.00)
Multicultural	\$ (16,000.00)

<b>ESG Allocations</b>	<b>\$ 146,399.00</b>
Breaking Bread	\$ (135,499.00)
Administration	\$ (10,900.00)

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____
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<b>* 3. Date Received:</b> _____	<b>4. Applicant Identifier:</b> Upper Darby Township
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<b>5a. Federal Entity Identifier:</b> B-23-MC-42-00015	<b>5b. Federal Award Identifier:</b> XVDCXJWZTV87
-----------------------------------------------------------	------------------------------------------------------

**State Use Only:**

<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____
-----------------------------------------	-----------------------------------------------

**8. APPLICANT INFORMATION:**

<b>* a. Legal Name:</b> Upper Darby Township
----------------------------------------------

<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 23-6004593	<b>* c. UEI:</b> XVDCXJWZTV78
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<b>d. Address:</b>	
<b>* Street1:</b>	100 Garrett Road
<b>Street2:</b>	_____
<b>* City:</b>	Upper Darby
<b>County/Parish:</b>	_____
<b>* State:</b>	PA: Pennsylvania
<b>Province:</b>	_____
<b>* Country:</b>	USA: UNITED STATES
<b>* Zip / Postal Code:</b>	19082-3135

<b>e. Organizational Unit:</b>	
<b>Department Name:</b>	<b>Division Name:</b>
_____	_____

<b>f. Name and contact information of person to be contacted on matters involving this application:</b>	
<b>Prefix:</b> Ms.	<b>* First Name:</b> Kathleen
<b>Middle Name:</b>	_____
<b>* Last Name:</b> Oulahan	_____
<b>Suffix:</b>	_____
<b>Title:</b> Consultant	_____

<b>Organizational Affiliation:</b>	
_____	

<b>* Telephone Number:</b> 610-352-5555	<b>Fax Number:</b> 610-352-5557
<b>* Email:</b> koulahan@yahoo.com	

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

**\* 10. Name of Federal Agency:**

U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT

**11. Catalog of Federal Domestic Assistance Number:**

CDBG- 14:218

**CFDA Title:**

Community Development Block Grant

**\* 12. Funding Opportunity Number:**

**\* Title:**

CDBG Year 49 Action Plan

**13. Competition Identification Number:**

**Title:**

CDBG Year 49 Entitlement Grant

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



Application for Federal Assistance SF-424

16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

\* a. Start Date:

\* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,645,473.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="60,000.00"/>
* g. TOTAL	<input type="text" value="1,705,473.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment)

- Yes
- No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

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Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT

**11. Catalog of Federal Domestic Assistance Number:**

14:231

CFDA Title:

Emergency Solutions Grant Program

**\* 12. Funding Opportunity Number:**

\* Title:

ESG Year 49 Action Plan

**13. Competition Identification Number:**

Title:

ESG Year 49 Entitlement Grant

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

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Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

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\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\* a. Start Date:

\* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="146,399.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="146,399.00"/>

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- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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Yes  No

If "Yes", provide explanation and attach

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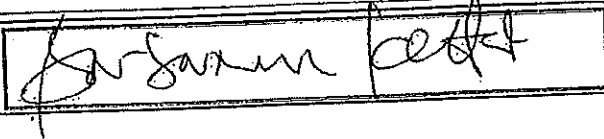
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Middle Name:   
\* Last Name:   
Suffix:   
\* Title:   
\* Telephone Number:  Fax Number:   
\* Email:

\* Signature of Authorized Representative:



\* Date Signed:

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's 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;

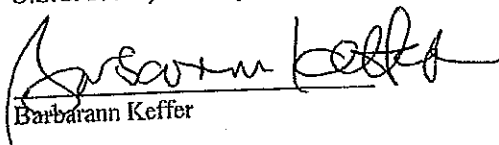
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this 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; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

  
Barbarann Keffer

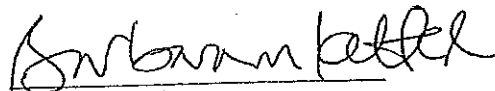
8/2/2023  
Date

\_\_\_\_\_  
Mayor

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.



Barbarann Keffer

8/2/2023

Date

\_\_\_\_\_  
Mayor

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 0 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It 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.

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(e):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

  
Barbarann Keffer

8/2/2023  
Date

\_\_\_\_\_  
Mayor



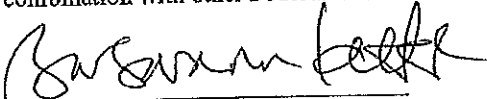
**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
Barbarann Keffer

8/2/2023  
Date

\_\_\_\_\_  
Mayor

## **Emergency Solutions Grants Certifications**

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

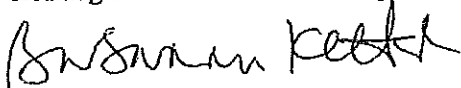
**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.



Barbarann Keffer

8/2/2023

Date

\_\_\_\_\_  
Mayor

**ASSURANCES - CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**


**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) 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; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) 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; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. 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 and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§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.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Institution of environmental quality control measures under the

- National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  Barbarann Kelfer	TITLE Mayor
APPLICANT ORGANIZATION Upper Darby Township	DATE SUBMITTED 8/2/2023

July 2023

Draft

## Upper Darby Township

### ESG Guidelines

The ESG Program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate homeless shelters; (4) provide essential services to shelter residents; (5) rapidly re-house individuals and families, and (6) prevent individuals and families from becoming homeless.

This Program year Upper Darby will use their ESG funding to improve the quality of an existing shelter by providing funding for shelter renovation. In the future, if ESG funds are received and the Township determines another need for the funding, these Guidelines will be revised to cover that use.

Upper Darby Township will enter a Subrecipient Agreement with a local Non-profit currently operating a shelter to provide funding for the renovation and expansion of the shelter to enable them to provide additional beds for the homeless. All requirements will be clearly spelled out in that Agreement.

Those requirements will include but not be limited to the following:

- The subrecipient is responsible for providing the full Match to the Grant amount and show that Match in writing.

- Subrecipient will be required to meet all the ESG regulations outlined in 24CFR Part 576.

- Subrecipient must provide in writing to the Township a professional property valuation both before renovations begin and post renovation in accordance with Subpart F (k).

- Subrecipient must have at least one homeless person on their Board as outlined in 24SFR Part 576.405.

- Subrecipient must have and provide to the Township written Policies and Procedures. These Policies and Procedures must include at a minimum language regarding Conflict of Interest, Anti-discrimination, and procurement. They must also contain their policies for client intake which must be done through the HMIS system. They must include the definition of Homeless as defined in 24CFR 576.2

and also their Financial Management and Record Keeping Procedures and Policies.

-All Federal Fair Housing requirements must be met and the shelter must be handicap accessible

-The Homeless shelter being renovated with ESG funds must continue to serve the homeless for a 10-year period following the renovation

-Subrecipient must provide copies of the inspections done by a certified inspector pre-construction, during construction and post construction.

-Subrecipient must have a lead-based paint test prior to the start of construction by a State licensed Lead based paint tester and Risk Assessor. If lead paint is found in levels which exceed the EPA Safety Threshold, lead based paint remediation must be completed.

-Subrecipient must provide copies of the Work Write Up and Specifications used for bidding purposes. The Procurement regulations set forth in 24 CFR Part 200.317. Copies of all procurement documents must be kept in the file and provided to the Township upon request.

-All Construction bidding and Contracts must include the current Davis Bacon Wage Rates and also the Section 3 Requirements.

-It is required that all Shelter and Housing Standards as outlined in 24 CFR 576.403 (copy is attached) must be met.

The Township will closely monitor the Subrecipient to ensure that all regulations and requirements are being met.

Invoices must be submitted on a monthly basis and must show details of the work completed and the Match.

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This content is from the eCFR and is authoritative but unofficial.

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**Title 24 – Housing and Urban Development**  
**Subtitle B – Regulations Relating to Housing and Urban Development**  
**Chapter V – Office of Assistant Secretary for Community Planning and Development,**  
**Department of Housing and Urban Development**  
**Subchapter C – Community Facilities**  
**Part 576 – Emergency Solutions Grants Program**  
**Subpart E – Program Requirements**

**Authority:** 12 U.S.C. 1701x, 1701 x-1; 42 U.S.C. 11371 et seq., 42 U.S.C. 3535(d).  
**Source:** 76 FR 75974, Dec. 5, 2011, unless otherwise noted.

**§ 576.403 Shelter and housing standards.**

Link to an amendment published at 88 FR 30498, May 11, 2023.

- (a) *Lead-based paint remediation and disclosure.* The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R apply to all shelters assisted under ESG program and all housing occupied by program participants.
- (b) *Minimum standards for emergency shelters.* Any building for which Emergency Solutions Grant (ESG) funds are used for conversion, major rehabilitation, or other renovation, must meet state or local government safety and sanitation standards, as applicable, and the following minimum safety, sanitation, and privacy standards. Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation, and privacy standards. The recipient may also establish standards that exceed or add to these minimum standards.
  - (1) *Structure and materials.* The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and WaterSense products and appliances.
  - (2) *Access.* The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35; where applicable.
  - (3) *Space and security.* Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
  - (4) *Interior air quality.* Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.
  - (5) *Water supply.* The shelter's water supply must be free of contamination.



- (6) **Sanitary facilities.** Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
  - (7) **Thermal environment.** The shelter must have any necessary heating/cooling facilities in proper operating condition.
  - (8) **Illumination and electricity.** The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
  - (9) **Food preparation.** Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
  - (10) **Sanitary conditions.** The shelter must be maintained in a sanitary condition.
  - (11) **Fire safety.** There must be at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.
- (c) **Minimum standards for permanent housing.** The recipient or subrecipient cannot use ESG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in this paragraph (c). The recipient may also establish standards that exceed or add to these minimum standards.
- (1) **Structure and materials.** The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.
  - (2) **Space and security.** Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.
  - (3) **Interior air quality.** Each room or space must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.
  - (4) **Water supply.** The water supply must be free from contamination.
  - (5) **Sanitary facilities.** Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
  - (6) **Thermal environment.** The housing must have any necessary heating/cooling facilities in proper operating condition.
  - (7) **Illumination and electricity.** The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.
  - (8) **Food preparation.** All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
  - (9) **Sanitary conditions.** The housing must be maintained in a sanitary condition.
  - (10) **Fire safety.**

- (i) There must be a second means of exiting the building in the event of fire or other emergency.
- (ii) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.
- (iii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

## **Delaware County Department of Human Services**

### **No Wrong Door**

#### **Overview**

Delaware County's No Wrong Door is a collaborative effort by County Council and the Department of Human Services to provide residents with a centralized and coordinated process to streamline access to our Human Services programs and service providers.

This approach strengthens our communities and allows residents to evaluate available options and make informed decisions about accessing supportive services.

#### **Within the Department of Human Services are the following Offices:**

**Adult and Family Services-** oversees a wide range of services and programs to adults and families in Delaware County. These services and programs are delivered by a pool of provider agencies who have many years of experience working within their respective fields. Through contract agreements with providers, Adult and Family Services programs are designed to help determine the best level of care and referrals that are needed to stabilize and support people in Delaware County. These include: Community-wide coordination of Homeless Services via The Homeless Service Coalition (HSC); Services that fall under the Continuum of Care (CoC) for homeless programs; Homeless prevention programs; Emergency shelter and permanent housing programs; Food assistance programs (food pantries); Medical Assistance Transportation Program (MATP); HIV/AIDS housing and services; Delaware County Family Center.

**Homeless Outreach- 267-671-4357**

**Community Action Agency- Coordinated Assessment- 610-874-8451**

**Children and Youth Services (CYS)-** provides for the immediate safety and protection of children, to keep children with their own families whenever possible, to provide temporary, substitute care for children when necessary and to reunite children with their families as quickly as possible after placement. In all cases CYS provides case management, counseling, and related supportive services to abused and/or neglected children from birth up to age 18, and their families. We work directly with children and families in times of crisis while keeping with the agency's mission/goals. The agency offers services to stabilize and offers rehabilitative services to reunite the family.

**Children & Youth- 800-416-4511 or After Hours 610-892-8400**

**ChildLine- 800-932-0313**

**Drug & Alcohol (D & A)-** also referred to as the Single County Authority, is an administrative office that oversees the delivery of treatment and prevention services in Delaware County. The Division of Drug and Alcohol Programs provides funding for

Community-Based services, In-Home Based services, School-Based Services, Partial Hospitalization, Mobile Crisis, and Crisis Center.

**Delaware County Mobile Crisis Services- 855-889-7827**

**Office of Intellectual and Developmental Disabilities-** serves all eligible individuals with intellectual and developmental disabilities, and/or autism spectrum disorder who live in Delaware County. Our goal is to improve the lives of people with disabilities. The Delaware County Administrative Entity monitors all service providers and Supports Coordination Organizations serving residents of Delaware County to ensure that they follow Pennsylvania Office of Developmental Programs guidelines. Administrative Entity functions include intake and eligibility determination, provider relations, service authorization, systems coordination, quality management, incident management, and eligibility for and coordination of funding sources. The Delaware County Supports Coordination Organization provides case management services that connect individuals and families to community resources, both paid and unpaid, to provide them with the opportunity have a self-determined, meaningful lifestyle.

**Office of Intellectual and Developmental Disabilities- 610-713-2400**

Our No Wrong Door also supports the sharing of our Department of Military and Veteran's Affairs and Delaware County's Office of Services to the Aging (COSA) brochures with our community partners.

**Department of Military and Veteran's Affairs-** is honored to serve veterans and their families with dignity, respect, and a commitment to excellence. They help to increase awareness of all benefits for Delaware County veterans and their dependents; Provide the best advice and assistance in obtaining benefits for veterans and their dependents; Act as an Advocate for veterans and their families so they receive all the benefits to which they are entitled.

**Department of Military and Veteran's Affairs- 610-891-4646**

**County Offices of Services to the Aging (COSA)-** is the Department of County Government responsible for planning, coordinating, and administering programs and services for the County's population 60 and older. COSA's goal is to enable senior citizens to maintain their independence and dignity, remain in their own homes and communities with appropriate support services, and to deter or prevent unnecessary institutionalization. Special emphasis is placed on serving those who are frail, living

alone and are functionally disabled or otherwise in social or economic need.

**County Offices of Services to the Aging- 610-490-1300 or 800-416-4504**

**Adult Protective Services- 610-490-1300 or 800-416-4504**

This Summer the Department of Human Services will be dedicating a No Wrong Door phone number and email to better assist our residents with accessing our services.

We are currently available to provide a stadium folder that contains our brochures to be displayed in our County Offices, Libraries, Schools and our Community Partners to increase the community awareness of our services and programs.

If you would like to schedule a brief meeting with us to drop off a stadium folder and provide an overview of our services, we would be happy to do so. Please contact Shannon Fitzpatrick Thomas at 610-713-2479 or via email at [ThomasSF@delcohsa.org](mailto:ThomasSF@delcohsa.org)

Looking forward!

prevention, intervention, and treatment services (including inpatient and outpatient levels of care) to all eligible Delaware County children, adults, and families.

**Keystone Center- Assessment- 610-876-9000 / 24/7 Mon- Fri**

**MVP Recovery- Assessment 855-687-2412 / 7am-3pm Mon- Fri**

**Merakey- Assessment- 610-537-1765 / 8:30am-1pm Mon- Fri**

**American Treatment Network- 877-286-5115 / 8am-8pm Mon- Fri**

**Crozer Chester Medical Center- 610-619-7370 / 7am-2pm Mon- Fri**

**Early Intervention (EI)-** provides evidence-based coaching supports & services to infants/toddlers (birth to age 3) and their families when children are experiencing a developmental delay or have a diagnosis that results in developmental delay.

The supports and services are at no cost to eligible infants, toddlers, and their families. The Office of Early Intervention is part of a statewide Early Intervention system under the direction of the state Bureau of Early Intervention, Office of Child Development and Early Learning.

**Early Intervention- 610-713-2406**

**Early Learning Resource Centers Region 15 (ELRC)-** provides a single point-of-contact for families, early learning service providers, and communities to gain information and access services that support high-quality childcare and early learning programs. We offer an enhanced resource and referral system; childcare subsidies and early childhood educators supports. The Federal and State funding for this program is provided through a contract with the Pennsylvania Department of Human Services (PADHS) Office of Child Development and Early Learning (OCDEL). The Early Learning Resource Center Region 15 (ELRC) provides childcare subsidy to eligible families.

**Early Learning Resource Center- 610-713-2115**

**Mental Health (MH)-** Mental Health is an administrative office within the Delaware County Department of Human Services. This office assures appropriate services are available for children, adolescents and adults who experience mental health challenges. We contract with agencies who provide an array of services and resources which are focused on the principles of recovery, resiliency, and self-determination. These include Psychiatric Rehabilitation, Outpatient Treatment, Case Management, Residential Support Services, Acute Inpatient Treatment, Crisis, and Peer Support Services,

## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

The Township has worked diligently with the community to determine the greatest current needs that could be met with CDBG funding and has come up with the projects that have priority needs in alignment with the Needs identified in the Consolidated Plan.

The Township has received ESG funding for the first time in many years and has worked to select a project and partner to make the best use of that funding.

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Township, with CDBG Public Services funds, will continue to assist the homeless through a Subrecipient Agreement with the Community Action Agency of Delaware County.

This year the Township has been awarded ESG funding for the first time in a number of years. The Township intends to use that funding to assist a new shelter located in the Township, Breaking Bread, again through a Subrecipient Agreement with the owners and operators of the shelter.

The Township will continue to fund the Housing Rehabilitation Program and the First Time Homebuyer Down Payment Assistance Program to promote affordable housing and meet those goals.

Please note that certain projects are not limited to a particular geographic area and are available Township wide.

#### 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The Township has been making staffing changes in order to complete and drawdown the money for projects in a more timely manner. All funding is spent in either low/mod census tracts and block groups or as a direct benefit to low or low/mod individuals or families.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

A PN was run in the local newspaper on 6/27/2023 advising the public of the proposed projects and the opportunity to comment or add input. A public hearing was held on July 13, 2023 all were welcome to share input and/or comments. No one attended the meeting and no comments were received.

The final opportunity for comment was at the regularly scheduled Council Meeting on 8/2/2023. No Comments were received. The Council voted and approved a Resolution to submit the Action Plan to HUD.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There were no comments received.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

There were no comments or views that were not accepted.

#### **7. Summary**

A PN was run in the local newspaper and on the Township's Social Media pages and website, outreach was done within the Township and with partners in Delaware County. A public hearing was held as noted above which no one attended. The final opportunity for public comment was at the regularly scheduled Council Meeting on 8/2/2023. No comments were received.



**PR-05 Lead & Responsible Agencies – 91.200(b)**

1. Agency/entity responsible for preparing/administering the Consolidated Plan  
 Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	UPPER DARBY TOWNSHIP	Department of Housing & Community Development.
CDBG Administrator		
ESG Administrator		

Table 1 – Responsible Agencies

**Narrative (optional)**

Upper Darby operates and administers the CDBG & ESG Program with consulting assistance from Anthony J. Dunleavy, Assoc., Inc.

**Consolidated Plan Public Contact Information**

Upper Darby Township, 1000 Garrett Road, Upper Darby, PA 19082; email requests@upperdarby.org  
 AJ Dunleavy Associates, Inc. 610-352-5555, Ajdunl@verizon.net

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The Township is in ongoing communication with Delaware County, the local non-profits, the COC, the Community Action Agency of Delaware County, Breaking Bread Community Shelter and other local stakeholders

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The Township communicates regularly with Delaware County, who administers the programs relating to those in need. The County recently announced a new No Wrong Door Program which provides 24-hour access to a variety of their Human Services Programs. Residents are referred when a need becomes known by the Township.

Township staff are also very actively involved in the Delaware County Housing Working Group that was formed to address the issue of safe and affordable housing for all County residents.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Township communicates with the County, the COC the Community Action Agency of Delaware County and Breaking Bread Community Shelter regarding the needs of the homeless or those at risk of becoming homeless. Before this year, the Township has not received a direct ESG allocation for many years, it was only provided to Delaware County, therefore the County was the primary agency dealing with these issues.

This is the first year in many that the Township is receiving ESG funding and will be more involved in these efforts within the Township.

The Township, through CDBG Public Services funding has entered into Subrecipient Agreements with the Community Action Agency of Delaware County to assist the homeless or those at risk of becoming homeless.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate**

**outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The Township does not operate or administer HMIS. The Township communicates with the COC to determine the homeless numbers and specific needs.

Since the Township is receiving ESG funding this year the Subrecipient that will be receiving the funding will be responsible for HMIS data entry.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

Table 2 – Agencies, groups, organizations who participated	
1	<p><b>Agency/Group/Organization</b>  <b>Agency/Group/Organization Type</b>  <b>What section of the Plan was addressed by Consultation?</b></p> <p>COMMUNITY ACTION AGENCY OF DELAWARE COUNTY, INC.  Services-homeless  Homeless Needs - Chronically homeless  Homeless Needs - Families with children  Homelessness Needs - Veterans  Homelessness Needs - Unaccompanied youth  Homelessness Strategy</p> <p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p> <p>There is regular communication with the CAADC regarding the needs of the community.  Breaking Bread  Services-homeless</p> <p><b>Agency/Group/Organization</b>  <b>Agency/Group/Organization Type</b>  <b>What section of the Plan was addressed by Consultation?</b></p> <p>Homeless Needs - Chronically homeless  Homeless Needs - Families with children  Homelessness Needs - Veterans  Homelessness Needs - Unaccompanied youth  Homelessness Strategy</p> <p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p> <p>the Township intends to enter into a Subrecipient Agreement with Breaking Bread with their ESG funding and has been in regular, ongoing communication with them.  DELAWARE COUNTY  Other government - County</p> <p><b>Agency/Group/Organization</b>  <b>Agency/Group/Organization Type</b>  <b>What section of the Plan was addressed by Consultation?</b></p> <p>Housing Need Assessment  Non-Homeless Special Needs</p>
2	<p><b>Agency/Group/Organization</b>  <b>Agency/Group/Organization Type</b>  <b>What section of the Plan was addressed by Consultation?</b></p> <p>Homeless Needs - Chronically homeless  Homeless Needs - Families with children  Homelessness Needs - Veterans  Homelessness Needs - Unaccompanied youth  Homelessness Strategy</p>
3	<p><b>Agency/Group/Organization</b>  <b>Agency/Group/Organization Type</b>  <b>What section of the Plan was addressed by Consultation?</b></p> <p>Housing Need Assessment  Non-Homeless Special Needs</p>

	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>The Township is in regular, ongoing communication with the County as they are the provider of most of the services throughout the County including Upper Darby Township.</p>
4	<p><b>Agency/Group/Organization</b></p>	<p>DELAWARE COUNTY HOUSING AUTHORITY</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Other government - County</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Public Housing Needs</p>
	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>The Township is in communication with the Housing Authority to get updates on the number of people still currently on the waiting list for assistance.</p>
5	<p><b>Agency/Group/Organization</b></p>	<p>DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Services-Victims of Domestic Violence</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Non-Homeless Special Needs</p>
	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>The Township provides assistance to DAP through a subrecipient agreement so that they may provide assistance to victims of domestic violence and abuse and is in regular communication with them regarding the special needs of this population. DAP has a satellite office within the Township.</p>
6	<p><b>Agency/Group/Organization</b></p>	<p>Multicultural Community &amp; Family Services</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Non-profit Neighborhood Organization</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Non-Homeless Special Needs</p>
	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>The Township provides funding through a Subrecipient Agreement to assist them with their mission of both providing ESL language services and immigration assistance and more recently in providing home care services.</p>

**Identify any Agency Types not consulted and provide rationale for not consulting**

There were no Agencies that were knowingly not consulted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		Many of the goals are similar but they do not overlap. The funding and projects are unique.

Table 3 – Other local / regional / federal planning efforts

**Narrative (optional)**

The Township is active through social media at keeping the public informed of activities available to benefit the residents. All are also welcome at the regularly scheduled Council Meetings.

**AP-12 Participation – 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

A Public Notice was run in the paper on 6/26/2023, a copy of which is attached, advising the community of the proposed projects and seeking input and comments. Prior to the selection of projects outreach was done in the community to help to assess the most pressing needs, outreach with the community is ongoing. A Public Hearing was held on 7/12/2023. No one attended and no comments were received. The final opportunity for comment was at the regularly scheduled Council Meeting on 8/2/2023. No Comments were received and Council voted to approve the Action Plan for submission to HUD. The Action Plan project information was also posted on the Township website and social media pages.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Newspaper Ad	Non-English Speaking - Specify other language: Spanish, Vietnamese, Bengali  All residents & stakeholders	A Public Notice was run in the local newspaper 6/26/2023 and was posted on social media to make the public aware of the availability of the Draft Action Plan and listing the proposed projects.	No comments were received.	There were no comments that were not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing	All residents & stakeholders	A Public Hearing was held on 7/12/2023 and all were invited to attend to comment and add their input to the Action Plan and Projects. No one attended.	No comments were received.	There were no comments that were not accepted.	
3	Internet Outreach	All Stakeholders and residents	Information about the proposed projects and the availability of the Draft Action Plan for review were posted on the Townships website and social media pages.	No comments were received.	There were no comments that were not accepted.	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Public Meeting	All residents and stakeholders	The public was invited to the regularly scheduled Council Meeting on 8/2/2023 to comment on the Action Plan and Projects prior to Council voting to approve the Plan for submission to HUD.	No comments were received.	There were no comments that were not accepted.	

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

Upper Darby has been notified by HUD that they are entitled to receive \$1,645,473.00 in regular CDBG funding and \$146,399.00 in ESG funding. The Program Income amount is estimated and therefore not allocated to projects.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,645,473	0	1,705,473	0	CDBG allocation includes: CDBG \$1,645,473.00 plus \$60,000 of PIPI amount is estimated and therefore not allocated to projects.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description	
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$			Total: \$
ESG	public-federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	146,399	0	0	146,399	0	

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Federal CDBG funding will be leveraged by applying for and using Liquid Fuels Funding for the roads program. The Township will apply for funding to Delaware County under the Affordable Housing Trust Fund which will be used to leverage the CDBG funding for the Housing Rehabilitation Program. The Township will also apply for any other funding that becomes available to further meet the needs of the community.

ESG Match to be provided by Breaking Bread Community Shelter. Additionally, the Township intends to allocate ARPA funding to supplement the ESG funding provided to Breaking Bread for the emergency shelter.

The Township also provides services at the Welcome Center out of local Township funds for ESL training, tenant/landlord issues and to promote Fair Housing.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Public land will be used for Park Improvements in low/mod census tracts and block groups. Public roadways and ADA ramps will be improved to assist those in low/mod census tract and block groups and residents with special needs. Public Parking lots in low/mod census tracts and block groups will also be improved.

### **Discussion**

The Township reviewed and determined the most urgent current needs for funding this year in accordance with the Goals and Priority Needs outlined in the Consolidated Plan.

ESG funding is available for the first time in many years. Homelessness is an issue in the Township for a variety of reasons but a big one is the location of the 69th Street Transportation Terminal within the Township. While there is an existing Homeless Shelter within the Township that is operated by the Community Action Agency of Delaware County, which the Township provides CDBG funding to each Program Year to assist with the operation, there is still a great need for additional shelter and services. The ESG funding will be used to assist with the operation and renovation and expansion of a new Homeless shelter within the Township, Breaking Bread Communit Shelter, which is also receiving funding from Delaware County, the State and Township ARPA funds.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation	2021	2025	Affordable Housing		Housing Rehabilitation	CDBG: \$300,000	Homeowner Housing Rehabilitated: 15 Household Housing Unit
2	First Time Homebuyer Assistance	2021	2025	Affordable Housing		First Time Homebuyer Assistance	CDBG: \$200,000	Homeowner Housing Added: 20 Household Housing Unit
3	Public Facilities & Improvements	2021	2025	Non-Housing Community Development	Low/Moderate Geographic Areas	Public Facilities & Improvements	CDBG: \$480,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3555 Persons Assisted
4	Homeless Assistance	2021	2025	Homeless	Low/Moderate Geographic Areas	Homeless Assistance	CDBG: \$216,499	Homeless Person Overnight Shelter: 200 Persons Assisted
5	Fair Housing	2021	2025	Affordable Housing		Fair Housing	CDBG: \$8,378	Other: 2500 Other
6	Public Services	2021	2025	Non-Housing Community Development	Low/Moderate Geographic Areas	Public Services	CDBG: \$97,000	Public service activities other than Low/Moderate Income Housing Benefit: 2500 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Administration	2021	2025	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development Administration		Administration	CDBG: \$339,940	Homeless Person Overnight Shelter: 200 Persons Assisted Other: 3555 Other

Table 6 – Goals Summary

**Goal Descriptions**

<b>1</b>	<b>Goal Name</b>	Housing Rehabilitation
<b>Goal Description</b>	This includes regular Housing Rehabilitation, Priority (emergency) Rehabilitation, and Service Delivery. The Program is Township wide and not limited to low/mod geographic areas as eligibility is determined by the individuals participating in the program, not the area.	
<b>2</b>	<b>Goal Name</b>	First Time Homebuyer Assistance
<b>Goal Description</b>	The Program provides up to \$10,000 in down payment and closing cost assistance to new low/low-mod income home buyers purchasing their first home within the Township. The Program is Township wide and not limited to low/mod geographic areas. Eligibility is determined based on each individual applicant.	
<b>3</b>	<b>Goal Name</b>	Public Facilities & Improvements
<b>Goal Description</b>	Projects to be undertaken include ADA Ramp installation, Road paving in low/mod census tracts and block groups ; park improvements in low/mod census tracts and block groups; and parking lot improvements in low/mod census tracts and block groups.	

4	<b>Goal Name</b>	Homeless Assistance
	<b>Goal Description</b>	The amount includes \$81,000 in CDBG funding to the Delaware County Community Action Agency and ESG funds in the amount of \$135,499.00 to Breaking Bread
5	<b>Goal Name</b>	Fair Housing
	<b>Goal Description</b>	The Township intends to undertake an outreach educational program to landlords and tenants and will also attend educational seminars hosted by the Housing Equality Center. The Program is available Township wide and is not limited to low/mod geographic areas.
6	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	The Township will enter into Subrecipient Agreements for a variety of Public Services projects with Murphy's Giving Market, Domestic Abuse Project, and the Multicultural Center to assist those with special needs. See AP35 for the specific breakdown and details of the projects.
7	<b>Goal Name</b>	Administration
	<b>Goal Description</b>	General Administration of both the CDBG Program (\$329,094.60) and the ESG Program (\$10,900.00)

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The following are the projects that will be undertaken with CDBG and ESG funding. They were selected after consultation, and careful consideration of the most urgent as identified in the Consolidated Plan.

#### Projects

#	Project Name
1	Housing Rehabilitation
2	Priority Housing Rehabilitation
3	Housing Rehabilitation Service Delivery
4	First Time Homebuyer
5	Homeless Assistance
6	ADA Ramps
7	Parking Lot Improvements
8	Street Improvements
9	Fair Housing
10	The Domestic Abuse Project
11	Murphy's Giving Market - Food Bank
13	Multicultural Community Family Services
14	Administration
15	Park/Playground Improvements
16	ESG23 Upper Darby

Table 7 - Project Information

#### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Maintaining and creating affordable housing is a major priority of the Township, as is providing assistance to the Homeless, and improving the Township's infrastructure in order to provide safe and desirable neighborhoods.



**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	Housing Rehabilitation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Housing Rehabilitation
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	Provision of Grants to low and low/mod homeowners to address issues, ensure safety and perform lead-based paint testing and remediation.
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 5 low/mod homeowners will benefit from this assistance.
	<b>Location Description</b>	Township wide, eligibility is based on the Owners income
	<b>Planned Activities</b>	Provide Grants to low and low/mod income homeowners to keep them safely in their homes.
2	<b>Project Name</b>	Priority Housing Rehabilitation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Housing Rehabilitation
	<b>Funding</b>	CDBG: \$150,000
	<b>Description</b>	Provision of grants to low and low/mod homeowners for immediate repair/replacement due to emergency situations
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 10 low or low/mod homeowners will be assisted with emergency work
	<b>Location Description</b>	Township wide, eligibility is determined by the income of each individual owners household
	<b>Planned Activities</b>	Provide grants to low and low/mod income homeowners who are facing an emergency situation such as lack of heat, no hot water, serious roof leaks and other issues that present an immediate threat to health and safety

3	<b>Project Name</b>	Housing Rehabilitation Service Delivery
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Housing Rehabilitation
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	Provision of all services relating to the Housing Rehabilitation and Priority Housing Rehabilitation Programs
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 15 households will be assisted
	<b>Location Description</b>	Township wide
<b>Planned Activities</b>	Perform all phases of service for Housing Rehabilitation and Priority Housing Rehabilitation including but not limited to income eligibility determinations, environmental reviews, meetings with the owners, all paperwork, inspections, bidding, phone conversations and meetings.	
4	<b>Project Name</b>	First Time Homebuyer
	<b>Target Area</b>	
	<b>Goals Supported</b>	First Time Homebuyer Assistance
	<b>Needs Addressed</b>	First Time Homebuyer Assistance
	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	Provide grants of up to \$10,000. to low and low/moderate income individuals and families who are purchasing their first home within Upper Darby Township.
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that a minimum of 20 low or low mod individuals or families will be assisted
	<b>Location Description</b>	Township wide, eligibility is based on the Buyers income
<b>Planned Activities</b>	Provide grants of up to \$10,000 to low or low/mod income buyers who are purchasing their first home within the Township.	

5	<b>Project Name</b>	Homeless Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Homeless Assistance
	<b>Funding</b>	CDBG: \$81,000
	<b>Description</b>	Provision of funding under a Subrecipient Agreement with the Delaware County Community Action Agency for operation of the Life Services Homeless Shelter
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 200 individuals or families will be assisted
	<b>Location Description</b>	Life Center of Eastern Delaware County 6310 Market Street Upper Darby, PA 19082
<b>Planned Activities</b>	Provide funding through a Subrecipient Agreement with the Delaware County Community Action Agency (CAADC) to operate and provide services at the Life Center shelter	
6	<b>Project Name</b>	ADA Ramps
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facilities & Improvements
	<b>Needs Addressed</b>	Public Facilities & Improvements
	<b>Funding</b>	CDBG: \$300,000
	<b>Description</b>	Replace or install new handicap curb cut ramps in various locations throughout the Township
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over 2,000 residents with special needs will benefit from these improvements
	<b>Location Description</b>	Township wide

	<b>Planned Activities</b>	Install new or replace deficient handicap curb cut ramps throughout the Township
7	<b>Project Name</b>	Parking Lot Improvements
	<b>Target Area</b>	Low/Moderate Geographic Areas
	<b>Goals Supported</b>	Public Facilities & Improvements
	<b>Needs Addressed</b>	Public Facilities & Improvements
	<b>Funding</b>	CDBG: \$90,000
	<b>Description</b>	Improvements to parking lots in low/mod census tracts and block groups
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 2,500 residents will benefit
	<b>Location Description</b>	Exact locations to be determined in low/mod census tracts and block groups
	<b>Planned Activities</b>	Improvements to parking lots in low/mod census tracts and block groups
8	<b>Project Name</b>	Street Improvements
	<b>Target Area</b>	Low/Moderate Geographic Areas
	<b>Goals Supported</b>	Public Facilities & Improvements
	<b>Needs Addressed</b>	Public Facilities & Improvements
	<b>Funding</b>	CDBG: \$150,000
	<b>Description</b>	Street resurfacing in low/mod census tracts and block groups
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 2,500 residents will benefit
	<b>Location Description</b>	low/mod census tracts and block groups exact locations to be determined
	<b>Planned Activities</b>	Street resurfacing in low/mod census tracts and block groups
9	<b>Project Name</b>	Fair Housing
	<b>Target Area</b>	

	<b>Goals Supported</b>	Fair Housing
	<b>Needs Addressed</b>	Fair Housing
	<b>Funding</b>	CDBG: \$8,378
	<b>Description</b>	Educational outreach to landlords and tenants; attend educational seminars hosted by the Housing Equality Center of PA; meet with residents at the Township Welcome Center who are experiencing Fair Housing discrimination issues.
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 4,000 residents will benefit
	<b>Location Description</b>	Township wide
	<b>Planned Activities</b>	Educational outreach to landlord and tenants; attend fair housing seminars hosted by the Housing Equality Center of PA; at the Township Welcome Center meet with residents, especially those with limited English proficiency who may be experiencing fair housing issues and problems
10	<b>Project Name</b>	The Domestic Abuse Project
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	Provision of funding to the Domestic Abuse Project through a Subrecipient Agreement to assist those experiencing domestic violence with a variety of services at a satellite office in the Upper Darby Police building, including but not limited to advocacy services, assistance with court appearances
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over 1,200 families and individuals will be assisted.
	<b>Location Description</b>	The Domestic Abuse Project has opened a satellite office in Upper Darby Township. Services are available Township wide.

	<b>Planned Activities</b>	Assist victims and the families of those experiencing domestic violence with a 24-hour hotline, safe housing, counseling services, legal services and advocacy services.
11	<b>Project Name</b>	Murphy's Giving Market - Food Bank
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$41,000
	<b>Description</b>	Through a Subrecipient Agreement, Upper Darby will provide funding to the Food Bank to assist those who are experiencing food insecurity. The need for this service increases daily.
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over 5,000 individuals and families will be assisted.
	<b>Location Description</b>	7408 West Chester Pike Upper Darby, PA Service is available Township wide
<b>Planned Activities</b>	Provide funding through a Subrecipient Agreement to assist Murphy's Giving Market provide healthy food to those in need. They provide fresh produce, canned good, dairy products, fresh breads, pastries and meat, including culturally relevant food products for growing immigrant community. They also will provide GED training.	
12	<b>Project Name</b>	Multicultural Community Family Services
	<b>Target Area</b>	Low/Moderate Geographic Areas
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$16,000
	<b>Description</b>	Through a Subrecipient Agreement with the Township, Multicultural Community Family Services will provide ESL classes, citizenship resources and immigration support to the ever-growing immigrant population in Upper Darby Township.
	<b>Target Date</b>	12/31/2024

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 500 individuals and families will be assisted
	<b>Location Description</b>	7016 Terminal Square, Suite 3A Upper Darby, PA 19082
	<b>Planned Activities</b>	ESL classes, resources to gain citizenship and immigrant support services.
13	<b>Project Name</b>	Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	Administration
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	CDBG: \$39,094
	<b>Description</b>	Provide administrative services for the operation of the CDBG Program
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All low/mod and special needs individuals and families will benefit from the operation of the CDBG Program.
	<b>Location Description</b>	Township wide
	<b>Planned Activities</b>	Full administration and operation of the CDBG Program
14	<b>Project Name</b>	Park/Playground Improvements
	<b>Target Area</b>	Low/Moderate Geographic Areas
	<b>Goals Supported</b>	Public Facilities & Improvements
	<b>Needs Addressed</b>	Public Facilities & Improvements
	<b>Funding</b>	CDBG: \$90,000
	<b>Description</b>	Improvements to parks and playgrounds in low/mod census tracts and block groups
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 2,500 families and/or individuals will be assisted.
	<b>Location Description</b>	low/mod CT/BG to be determined



	<b>Planned Activities</b>	Improvements to parks and playgrounds in low/mod census tracts and block groups 2500
15	<b>Project Name</b>	ESG23 Upper Darby
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homeless Assistance Administration
	<b>Needs Addressed</b>	Administration Homeless Assistance
	<b>Funding</b>	ESG: \$146,399
	<b>Description</b>	The Township has been allocated \$146,399.00 in ESG funding. Upper Darby will enter into a Subrecipient Agreement with Breaking Bread Community for \$135,499.00 of ESG funds. to renovate their existing shelter which now houses 17 individuals so that they can expand their capacity to be able to house 50 individuals per night. Breaking Bread Community will provide a 100% MATCH to their funding. An additional \$10,900.00 will be used to Administer the ESG Program.
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 500 individuals will be assisted
	<b>Location Description</b>	102 Long Lane Upper Darby, PA
	<b>Planned Activities</b>	Program is available Township wide to the homeless. Breaking Bread Community provides housing, meals, on-site legal and housing aid to the Unhoused population of Upper Darby Township As noted above, they will use the funding for renovation of their existing shelter in order to accommodate more homeless individuals.  Program Administration of 7% is also included in the above amount. Administration will be done by the Township staff.

## AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Assistance will be provided in low/mod census tracts and block groups throughout the Township.

### Geographic Distribution

Target Area	Percentage of Funds
Low/Moderate Geographic Areas	75

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

Public Facilities and Improvements projects will be undertaken in low/mod census tracts and block groups in accordance with the CDBG Regulations

### Discussion

Some projects with direct beneficiaries will be undertaken Township wide.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The Township will continue to fund the Housing Rehabilitation Program, the Priority (emergency) Housing Rehabilitation Program and the First Time Homebuyer Down Payment Assistance Program in order to promote affordable housing.

One Year Goals for the Number of Households to be Supported	
Homeless	500
Non-Homeless	35
Special-Needs	0
Total	535

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	15
Acquisition of Existing Units	0
Total	15

Table 10 - One Year Goals for Affordable Housing by Support Type

#### Discussion

The Township will support affordable housing as noted above in the Introduction. The Township will also support the homeless through Subrecipient Agreements with the Delaware County Community Agency and Breaking Bread Community services.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

There is no Public Housing in Upper Darby Township. All Public Housing is operated by the Delaware County Housing Authority.

### **Actions planned during the next year to address the needs to public housing**

This is done by the Delaware County Housing Authority

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

This is done by the Delaware County Housing Authority

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Delaware County Housing Authority is not designated as troubled.

### **Discussion**

See above.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Upper Darby has not received ESG funding in many years. This is the first year to be receiving it in a long time. The Township has provided funding through a Subrecipient Agreement to the Delaware County Community Action Agency for operation and services at the Eastern Delaware County Homeless Shelter, who provides overnight shelter, meals, life skill training and outreach.

With the ESG funding this year the Township plans to provide funding through a Subrecipient Agreement to Breaking Bread Community Services shelter on Long Lane in Upper Darby. Breaking Bread intends to utilize this funding to perform renovations to expand the number of beds that they currently have available.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Outreach will be done by the Delaware County Community Action Agency and Breaking Bread Community Services

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Transitional Housing is provided at the County level. The Township will fund the Delaware County Community Action Agency for shelter operations and with ESG funding Breaking Bread Community Services to assist them in expanding their ability to provide shelter and other services.

#### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

This is primarily done at the County level through the Department of Human Services.

#### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving**

**assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

This is primarily done at the County level through the Department of Human Services.

### **Discussion**

Upper Darby will be receiving ESG funding for the first time in many years which will enable them to perform more services and provide more assistance through their partners to those in need. As noted above, the majority of services are already available through the County. Their new No Wrong Door program provides a 24 hour hotline and a variety of social service options, referrals will be made as needs become known to the Township (see attached).

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The biggest barrier to affordable housing is cost. Rents and the sale price for homes has skyrocketed in recent years. Income has not kept up with those increased costs. Recent published studies have shown that rental costs have increased by 14%-21% in the Philadelphia Metropolitan area. Vacancy rates have decreased from 6.3% to 4.2% making finding affordable housing very difficult. The cost to purchase a home has also dramatically increased in recent years, creating bidding wars that raise the price of homes even higher. The Township continues to fund the FTHB Program to assist those who want to purchase their first home within Upper Darby Township.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

There are currently no local public policies that create barriers to affordable housing. The State of Pennsylvania policy of paying for schools through property taxes creates a great burden to low-income households. This policy was recently found to be illegal by the courts, however, a new policy has not yet been created.

### **Discussion:**

See above for a discussion on the issues that are nationwide regarding housing affordability

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The greatest obstacle is the lack of funding and the rising costs of all commodities, including food, fuel and construction materials as well as the rising cost of housing. Incomes have not increased to meet these rising costs.

The Township will spend their CDBG & ESG funding to assist low and low/mod residents either through area benefit, direct benefit, or public service activities. Homeless assistance will also be provided both through CDBG funding and ESG.

### **Actions planned to address obstacles to meeting underserved needs**

The Township is working with local non-profits to serve those in need, by providing funding for a food pantry, to assist those suffering from domestic violence, to provide funding to high low/mod areas for neighborhood safety issues as an example. The full list of projects is included in the Plan. CDBG & ESG funding will be provided to assist the homeless.

### **Actions planned to foster and maintain affordable housing**

The Township will continue to fund the Housing Rehabilitation Program to keep low and low/mod homeowners safely and affordably in their homes and the First Time Homebuyer Down Payment Assistance Program to provide down payment and closing cost assistance to low and low/mod first time buyers who are purchasing their first home in the Township.

### **Actions planned to reduce lead-based paint hazards**

Every full Housing Rehabilitation project (not priority/emergency jobs) will undergo a full XRF test and Risk Assessment. If lead-based paint is found, it is remediated by a licensed lead contractor and a post abatement inspection and clearance is completed.

A Visual Paint Inspection is completed on every home in the First Time Homebuyer Downpayment Program by a certified tester.

Every household in both programs is provided with a copy of the EPA Lead Hazard pamphlet.

### **Actions planned to reduce the number of poverty-level families**

The Township continues to work with local businesses to ensure that jobs are available locally and to attract new businesses into the Township. The Township will provide copies of the County No Wrong Door information as it becomes aware of specific needs.



### **Actions planned to develop institutional structure**

The Township is currently reviewing their current Community Development staffing situation and will make decisions regarding expanding the current staffing levels.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The Township is in ongoing communication with Delaware County, and local non-profits, as well as the Delaware County Community Action Agency and Breaking Bread. Upper Darby staff is actively involved with the Delaware County Working Housing Group to coordinate needs and potential solutions to those needs.

### **Discussion:**

As discussed elsewhere, the continued rising costs of housing, food and fuel is putting a great burden on low and low/mod income individuals and household.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction:

All funding is used to either benefit low/mod census tracts and block groups, or as direct benefit to those who are low and low/mod income or have special needs. Homeless assistance is also provided.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	75.00%

**Emergency Solutions Grant (ESG)  
Reference 91.220(I)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

Since this is the first year in many that the Township is receiving ESG funding, we are in the process of developing written standards and procedures the first Draft of those Guidelines is attached but will likely be revised and expanded upon. This will be fully completed prior to entering into a Subrecipient Agreement with Breaking Bread. This program year, the funding will be used for construction and the guidelines and procedures will be developed to address all Federal Requirements which must be adhered to for construction projects, including Davis Bacon wage rates and Section 3 regulations.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Breaking Bread will use HMIS as the coordinated entry system.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

An assessment was undertaken to determine the best use of the ESG funds this year. It was determined that the most pressing need was to provide additional assistance to the growing homeless population. Breaking Bread has just recently opened a new Homeless shelter within the Township and is rapidly outgrowing the current structure, therefore, a determination was made that the best use of ESG funds was to assist them in expanding their current shelter.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

Homeless outreach is done by both the CAADC and Breaking Bread. Breaking Bread found that there was a need to allow the homeless who have pets to use the shelter, since refusal to allow pets keeps some homeless on the streets. They adopted a policy to allow pets. Fear of police reporting,

or immigration issues were also an issue that Breaking Bread found to be an obstacle to seeking housing and services in the homeless population so they also adopted policies to address that issue.

5. Describe performance standards for evaluating ESG.

Since this is the first year that the Township is receiving ESG funding and the first year that Breaking Bread will be receiving Township funding, we will work with them on a regular basis to ensure that they are meeting all Federal requirements, especially for construction since that is how they intend to use the funding, but also to evaluate their service to the community. Due to the nature of the construction the shelter will need to be closed while the renovations take place. Breaking Bread has determined that the best time to do this would be after the winter when housing will be needed. We will work closely with them throughout and after the process.

All funds will be utilized in accordance with the regulations to assist the low and low/mod population of the Township and to assist the homeless.

