



UPPER DARBY TOWNSHIP
COMMUNITY & ECONOMIC DEVELOPMENT
CDBG Program Year 50 – Public Services
Project Funding Period: January 1, 2025 to December 31, 2025

Request for CDBG Public Services Proposals
06.27.24

Upper Darby Township is inviting nonprofits to submit applications for Public Services project funding to be included in the CDBG Action Plan for Program Year 50.

The Township receives an annual entitlement of Community Development Block Grant funding through the United States Department of Housing & Urban Development for use in support of community development activities. No more than 15% of that annual entitlement grant may be used in support of Eligible Activities within the category of Public Services.

The total allocation available for Public Services in Upper Darby for this year's entitlement is capped at \$254,887.05. In accordance with the priorities identified in the 2021-2025 Consolidated Plan, at least \$100,000 of Upper Darby's total Public Services allocation will be reserved for the Eligible Activity of programs for the homeless.

To support and assist interested nonprofits, the Township is hosting a mandatory information session for potential applicants. This will be an in-person meeting, with a hybrid virtual component. The session will be held at 5:30 P.M., Tuesday, July 9, 2024. Parties interested in attending virtually should email comdev@upperdarby.org by Monday, July 8, 2024 to request access to the meeting.

For more information about Upper Darby Township's CDBG program, the 2021-2025 Consolidated Plan, and the Program Year 50 Action Plan process, please visit the Township's website: www.upperdarby.org/CommunityDevelopmentBlockGrant

Questions may be directed to comdev@upperdarby.org



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Preliminary Project Application Process Timeline
06.27.24

Thursday, June 27, 2024

Application package is posted on the Township website and distributed to community

Tuesday, July 9, 2024 at 5:30pm

Mandatory prospective subrecipient applicant *Information Session* (in person and virtual). Topics covered will include the documentation required of successful applicants after the *Preliminary Project Application* process is completed. Session will be held on the second floor of the Upper Darby Township Municipal Building in the Township Meeting Room. The address is 100 Garrett Rd, Upper Darby, PA 19082.

Friday, July 19, 2024

Preliminary Project Application submission deadline

Friday, August 2, 2024

Conditional Preliminary Project Application approvals sent to successful applicants

Wednesday, August 7, 2024 at 7:00pm

Township Council Meeting to approve *Action Plan*

Thursday, August 8, 2024

Grant approval process begins



**UPPER DARBY TOWNSHIP
COMMUNITY & ECONOMIC DEVELOPMENT**

Program Year 50 – Public Services

Project Funding Period: January 1, 2025 to December 31, 2025

Preliminary Project Application

*This application is the **first of two steps** required to be considered for CDBG funding.*

The organization's proposed project may be selected for inclusion in the Township's CDBG Annual Action Plan, however, inclusion in the Action Plan does not guarantee that the project will be funded.

Awards approval requires full completion of application process and receipt of an award letter.

Submit completed application to comdev@upperdarby.org no later than July 19, 2024

Organization Information

Organization Legal Name: _____

EIN: _____ **DBA:** _____

Address: _____

Primary Contact Person: _____

Title: _____

Phone: _____ **Email:** _____

Length of time organization has been in operation: _____

Purpose of the organization, services provided and clientele served: _____

Personnel/Staff Capacity: _____

Describe how your organization leverages collaboration with other providers and agencies to maximize your impact on behalf of the community. Which organizations do you currently partner with, and for what purpose?:

Organization Financial Information

Total Operating Budget: _____

Does your organization have experience with previous federal monitoring: Y / N

Has the organization received fiscal audit or monitoring findings in the past three years?: Y / N

***If so, what were the areas of improvement? What actions have been taken to resolve these matters?:
(or attach a separate document):***

***Other secured sources of funding for organization
(or attach a separate document):***

Preliminary Funding Request

Total Funding Requested: \$ _____

Will this project be sustainable after proposed CDBG funds have been exhausted: Y / N

Upper Darby Township receives funds from the U.S. Housing and Urban Development for all eligible CDBG (Community Development Block Grant) Services. Please be aware there a 15% Cap of the Total Amount the Township receives for Public Services

Project Information

Project Title: _____

Eligible Activity or Activities (see attached list of eligible activities) & Matrix Codes: _____

Who will the service be provided to?: _____

Where will the service be provided?: _____

Is the proposed project currently underway, or in progress?: Y / N

Project Description Narrative:

Briefly describe the proposed project, including the need or problem to be addressed, a description of the services to be provided, goals and objectives of the project, estimated number of persons intended to be served, and the implementation schedule. If you are a current or recent Subrecipient of CDBG funding from Upper Darby Township and are applying for funding for the same or similar activity, please provide in specific detail, the increase in need for additional funding to carry out that activity. *(or attach a separate document):*

Eligible Public Services Activities & Matrix Code Guide

03T	Homeless/AIDS Patients Programs 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
05A	Senior Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead.
05B	Services for Persons with Disabilities 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for the persons with disabilities, regardless of age. If the activity is intended primarily for elderly persons, use 05A instead.
05C	Legal Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services providing legal aid to low- and moderate-income (LMI) persons. If the legal service is only provided for the settlement of tenant/landlord disputes, use 05K.
05D	Youth Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.
05E	Transportation Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) General transportation services. Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.
05F	Substance Abuse Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
05G	Services for victims of domestic violence, dating violence, sexual assault or stalking 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for victims of domestic violence, dating violence, sexual assault or stalking. For services limited to abused and neglected children, use 05N.
05H	Employment Training 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, "how to get and keep a job" training, or training students in a particular field on skill when there is no tie to a specific position or business. For activities providing training for specific permanent jobs with specific businesses, use 18A.
05I	Crime Awareness/Prevention 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
05J	Fair Housing Activities (subject to Public Services cap) 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Fair housing services (e.g. counseling on housing discrimination) as public services. The activity needs to meet a national objective. For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.
05K	Tenant/Landlord Counseling 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Counseling to help prevent or settle disputes between tenants and landlords.
05L	Child Care Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
05M	Health Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
05N	Services for Abused and Neglected Children 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Daycare and other services exclusively for abused and neglected children.
05O	Mental Health Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the mental health needs of residents of the community.
05P	Screening for Lead Poisoning 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Activities undertaken primarily to provide screening for lead poisoning. <i>Note:</i> <ul style="list-style-type: none"> • Use 05P to test people for possible lead poisoning. • Use 14I to test buildings/properties for presence of lead contamination.
05Q	Subsistence Payments 24 CFR 570.207(b)(4) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service, and rent/mortgage payments to prevent eviction.

05R	Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100 <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Homebuyer downpayment assistance provided as a PUBLIC SERVICE. If housing counseling (under 24 CFR 5.100) is provided to in conjunction with downpayment assistance, report housing counseling separately under matrix code 05Y. If referral services, homeownership education programs, or general budget/financial counseling are provided to homebuyers in conjunction with downpayment assistance as part of a package, then the services are considered activity delivery costs as a part of an 05R activity. <ul style="list-style-type: none"> It is subject to the public service cap, unless the assistance is provided by a CBDO in an NRSA or by a 105(a)(15) entity. Only report the number of households that received downpayment assistance as accomplishments for 05R. For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13B.
05S	Rental Housing Subsidies <i>24 CFR 570.204 or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.
05T	Security Deposits <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Tenant subsidies exclusively for payment of security deposits.
05U	Housing Counseling only, under 24 CFR 5.100 <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Housing counseling, under 24 CFR 5.100, for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).
05V	Neighborhood Cleanups <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.
05W	Food Banks <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.
05X	Housing Information and Referral Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.
05Y	Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assistance (05R) <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Housing Counseling, under 24 CFR 5.100, that is provided to in conjunction with homebuyer downpayment assistance (05R) as a public service.
05Z	Other Public Services Not Listed in 03T and 05A-05Y <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> This matrix code replaced matrix code 05. Only use this matrix code when an activity does not fall under a more specific 05A-05Y code. An example of a legitimate use of this code is when the CDBG funds are provided to a non-profit organization that provides multiple types of social services for operating costs. In another example, when a public service activity that does not have a more specific matrix code, provides services to multiple groups of clients such as seniors, persons with disabilities, and homeless persons. For instance, for a "meals on wheels" program for seniors and persons with disabilities, use 05Z. If this program had only been available to seniors, the correct matrix code would have been 05A.

Other Public Services Specifically Listed in HUD Exchange without a Matrix Code

- Recreation programs
- Education programs
- Energy conservation counseling & testing
- Welfare services

HUD MAP



UPPER DARBY TOWNSHIP

DELAWARE COUNTY, PENNSYLVANIA

DEPARTMENT OF PUBLIC WORKS
DIVISION OF PLANNING AND ZONING
REVISED: JANUARY 14, 2009
PROJECT: JACOBUS 20, 2007

- ROADS
- RAILROADS
- WATERWAYS
- PO
- TELEPHONE
- POWER
- SEWER
- WATER
- STORM SEWER
- INDUSTRIAL
- RESIDENTIAL
- COMMERCIAL
- AGRICULTURAL
- UNDEVELOPED
- WATER
- SEWER
- STORM SEWER
- INDUSTRIAL
- RESIDENTIAL
- COMMERCIAL
- AGRICULTURAL
- UNDEVELOPED

UPPER DARBY TOWNSHIP CENSUS TRACTS BLOCK GROUPS

LOW/MOD INCOME

