



UPPER DARBY TOWNSHIP
COMMUNITY & ECONOMIC DEVELOPMENT
PY50 CDBG Subrecipient Funding Approval & Agreement
Only for Organizations that received PY50 Preliminary Project Approval
CDBG Program Year 50 – Public Services
Project Funding Period: January 1, 2025 to December 31, 2025

PY50 Subrecipient Funding Approval & Agreement Process

All subrecipients who received notice of preliminary approval in July 2024 for Public Services projects must now complete a Funding Approval application and, upon approval, a Subrecipient Agreement in order to receive reimbursements for eligible project expenses.

Subrecipient applicants must submit all required documentation with the application by the date due. Upper Darby Township's CDBG technical consultants will review each application and report the results of their analysis to Upper Darby Township Community & Economic Development.

Subrecipient meetings will then be conducted to discuss the proposed administration of the project and discuss any additional documentation that may be needed due to the specific requirements of the project. The Subrecipient must address all matters in a timely manner and execute an agreement with Upper Darby Township by the deadline in order for the project to receive final approval and funding.

Timeline

Friday, August 16, 2024

Applications, timeline and process for subrecipient funding approval and agreement posted

Friday, September 6, 2024

Subrecipient agreement application deadline

October 2024

Agreements sent to Subrecipients

Friday, December 6, 2024

Subrecipient deadline to submit signed agreement

Upper Darby Township reserves the right to adjust this timeline as needed



**UPPER DARBY TOWNSHIP
COMMUNITY & ECONOMIC DEVELOPMENT**

Program Year 50 – Public Services

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

Subrecipient Funding Approval & Agreement Application

Only for Organizations that received PY50 Preliminary Project Approval

Submit completed application to cdbgsub@upperdarby.org no later than September 6, 2024

Organization Information

Organization Legal Name: _____

Project Title: _____

Project Budget

Use the attached **PY50 UDT CDBG Subrecipient Proposed Budget Template** to document the total cost of the proposed project *and* an itemized breakdown of how funds from different sources will be used for each line items. Identify the amount of CDBG funds requested along with the other sources, amounts, and statuses of any other funding that will be used to carry out the proposed activity. The budget will be examined for resource leveraging and the responses will be examined in evaluating the potential project.

If your project is not funded by Upper Darby Township CDBG funds, please indicate how/if this activity would be carried out in the absence of these funds:

Statement of Project Eligibility

On a SEPARATE SHEET, describe how the proposed project is a CDBG eligible activity. The Statement of Project Eligibility narrative must address the following in sufficient detail:

1. Project Description and Location

Provide a detailed project description, including project type, location, and applicable measurement of project scope (e.g. persons/households served).

2. Need Identification

Describe the conditions warranting the project, including deficiencies to be corrected, and/or public health and safety hazards to be remedied. Discuss how the project was identified, including the method used to encourage public participation in the decision-making process.

3. Anticipated Outcome/Benefit

Describe how the proposed project will address the identified needs. Describe in detail the specific project activities supported by CDBG funds. Describe how activities will impact the service area or households/individuals and quantify the work to be performed (e.g. 75 individuals served per month).

Statement of National Objective

Each eligible activity must meet one of the CDBG Program's National Objectives. Please select one of the following categories and, on a SEPARATE SHEET, please provide a narrative to address how your activity will meet the listed requirements for the category you have chosen and describe, in detail, your client intake process:

Benefit an area with at least 51% low- and moderate-income residents

1. A written Determination of the service area
2. A Narrative describing the impacted area and the affected population, including evidence that the area is primarily residential with at least 51% low and moderate income residents
3. A map showing the boundaries of the above-defined service area

Benefit a low and moderate income limited clientele

1. Activities that exclusively serve a clientele who are generally presumed to be low and moderate income (e.g. seniors, adults with severe disabilities, abused children, spouses experiencing domestic abuse, persons experiencing homelessness, adults suffering from a lack of literacy); or
2. The proposed program has income eligibility requirements limiting the activity exclusively to low and moderate income persons; or
3. Require information on family size and income so that it is evident that 51% of the clientele are persons whose family income qualifies as low and moderate income.

What are the program participation requirements for the proposed beneficiaries? Please describe in detail.

Is the proposed program fully accessible to person with disabilities? Please explain how clients with disabilities will be accommodated:

Is your organization qualified and able to gather and provide information on the race and ethnicity of the persons/households served? (This information will be required upon submission of invoices): Y / N

The following organizational documents must be submitted with this application:

- 1.** Bylaws
- 2.** Anti-discrimination and Equal Employment Opportunity policies
- 3.** Procurement policy
- 4.** Accounting/internal control policies & procedures
- 5.** Organization's current budget, itemizing revenue & expenses
- 6.** Documentation of non-profit status
- 7.** Funding Commitment Letter(s) or Copies of Requests for Other Funds, if any
- 8.** Conflict of Interest policy
- 9.** Internal monitoring plan
- 10.** Names of Board members and executive officers of organization

Additional documentation may be required upon review of your submitted application, as required by the particular circumstances of your project

Upper Darby Township
 Community & Economic Development
 PY50 CDBG Public Services
 Subrecipient Grant Approval Application

PY50 PROPOSED CDBG PUBLIC SERVICES PROJECT BUDGET

Please provide a detailed project budget. The cost estimate for each project work element must be listed twice: once under the "Cost Estimate" and again indicating the source funding the work element. When complete, the totals for columns B and H will match.

Project Work Element	Total Cost Estimate	CDBG Requested Funding	Other Funding Sources			Total All Funding Sources
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Signature _____

Date _____

SAMPLE

PY50 PROPOSED CDBG PUBLIC SERVICES PROJECT BUDGET

Please provide a detailed project budget. The cost estimate for each project work element must be listed twice: once under the "Cost Estimate" and again indicating the source funding the work element. When complete, the totals for columns B and H should match.

Project Work Element	Total Cost Estimate	CDBG Requested Funding	Other Funding Sources		Total All Funding Sources
			DCED	LSA Grant	
Professional Services					
Consultant Services	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
Related Project Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction					
Design/Engineering Service(s)	\$18,000.00	\$0.00	\$8,000.00	\$10,000.00	\$18,000.00
Labor and Material Contract(s)	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00
Line Items - Prioritized					
Installation of 5 Play Structures	\$15,900.00	\$15,900.00	\$0.00	\$0.00	\$15,900.00
Installation of Macadam Sidewalk (245 SF @ \$6.30/SF)	\$1,543.50	\$1,543.50	\$0.00	\$0.00	\$1,543.50
Installation of Benches (4 @ \$1,500.00)	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Labor/Installation	\$2,500.00		\$2,500.00	\$0.00	\$2,500.00
Environmental Clearances (Phase I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
On-Site Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inspections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Demolition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Acquisition					
Appraisal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Closing Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Financing Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL BUDGET	\$54,443.50	\$23,443.50	\$20,500.00	\$10,500.00	\$54,443.50

Signature _____

Date _____