

UPPER DARBY PY50 CDBG APPLICANT INFORMATION SESSION JULY 9, 2024

Presented by Upper Darby Community & Economic Development

WHAT IS CDBG?

- The Department of Housing & Urban Development's Community Development Block Grant (CDBG) Program supports community development activities to build stronger and more resilient communities.
- Activities may address needs such as infrastructure, economic development, housing, and public services.
- Upper Darby Township (UDT) receives an annual entitlement of CDBG funding based on HUD's Community Planning & Development formula in relation to the total CDBG budget allotted by the U.S. Congress. UDT's allocation for Program Year 50 is \$1,699,247.00.
- UDT is required to create an Action Plan each year to address the priority needs identified in UDT's five-year Consolidated Plan. The Action Plan is voted on by Council.
- UDT Community & Economic Development personnel work closely with our technical consultant, Dunleavy & Associates to operate and develop the local CDBG program.

Upper Darby Action Plan Proposed Budget Program Year 50

<p>Housing Rehabilitation (High) Housing Rehabilitation and Priority Housing Rehabilitation grants for low and low/mod income households</p>	<p>\$ 300,000.00</p>	
<p>First Time Homebuyer (High) Provision of up to \$10,000 in down-payment & closing cost assistance for low and low/mod income households</p>	<p>\$ 200,000.00</p>	
<p>Public Facilities & Improvements (High) A variety of projects undertaken to improve the aging infrastructure and facilities in low/mod census tracts and block groups.</p>	<p>\$ 600,000.00</p>	
<p>Historic Preservation (Low) The Township contains several properties on the National Historic Register which must be maintained</p>	<p>\$ -</p>	
<p>Code Enforcement (Low) Inspections in targeted low/mod census tracts and block groups</p>	<p>\$ -</p>	
<p>Fair Housing (High) Provide Fair Housing education Township wide to the community in accordance with Federal law</p>	<p>\$ 4,510.55</p>	
<p>Administration (High) Funding for administration and operation of the CDBG program</p>	<p>\$ 339,849.40</p>	<p>This is the amount of the 20% cap</p>
<p>Economic Development (Low) Assistance to local businesses in a variety of forms</p>	<p>\$ -</p>	
<p>Homeless Assistance (High) Provision of Public Services funds to assist the homeless</p>	<p>\$ 100,000.00</p>	<p>Counts towards 15% Public Services cap</p>
<p>Public Services (Low) A variety of Public Services projects will be completed by local Non-Profit organizations</p>	<p>\$ 154,887.05</p>	<p>Counts towards 15% Public Services cap</p>
<p><u>Total CDBG PY50 Entitlement:</u></p>	<p><u>\$ 1,699,247.00</u></p>	

TIMELINE FOR ACTION PLAN (ACTIVITIES)

ENTIRE TIMELINE AVAILABLE AT [HTTPS://WWW.UPPERDARBY.ORG/COMMUNITYDEVELOPMENTBLOCKGRANT](https://www.upperdarby.org/communitydevelopmentblockgrant)

Wednesday, July 17, 2024 at 6:00pm
First Public Hearing on Action Plan

Friday, July 19, 2024
Round One prospective subrecipient application deadline

Friday, August 2, 2024
Draft of Action Plan with proposed activities budget posted on UDT website
Conditional proposal approvals sent to successful subrecipient applicants

Wednesday, August 7, 2024 at 7:00pm
Township Council Meeting & Second Public Hearing on PY50 Action Plan

Friday, August 16, 2024
Approved Action Plan for UDT Program Year 50 submitted to the U.S. Department of Housing and Urban Development

Round Two applications, timeline and process for subrecipient final grant approval posted

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

HOW IS THE APPLICATION PROCESS DIFFERENT THIS YEAR?

- UDT has moved to a two-step process. Part One is a Project Approval application for the Action Plan. Part Two is a rigorous and detailed Grant Approval application process. **PROJECT APPROVAL DOES NOT GUARANTEE GRANT APPROVAL**
- The funding and spending period will run on the calendar year (January - December 2025). Timeliness is a critical component to a successful CDBG program. Therefore, unspent funds may be reallocated to other eligible activities and/or subrecipients at the conclusion of each funding period.
- Township monitoring will now happen annually, each fall, for all subrecipients.
- The Action Plan process, including Project Approval and Grant Approval, will begin in April 2025 for Program Year 51.

SUBRECIPIENT AGREEMENT CHECKLIST

The recommended provisions for a written Agreement between grantees and subrecipients (subgrantees) include the following provisions (irrespective of activity):

1. National Objective Compliance/Eligibility
2. Scope/Statement of Work
3. Time of Performance
4. Personnel Assigned to Scope/Statement of Work
5. Levels of Performance
6. Budget
7. Project Schedule/Milestones
8. Compensation and Method of Payment
9. Program Income
10. Record-Keeping Requirements
11. Reporting Requirements
12. Public Access to Program Records
13. Record Retention
14. Grant Closeout Procedures
15. Uniform Administrative and Program Management Standards
16. Use and Reversion of Assets
17. Real Property
18. Other Program Requirements
19. Suspension and Termination
20. Compliance with Laws/Regulations
21. Antidiscrimination/Affirmative Action and Equal Employment Opportunity
22. Financial Management
23. Audits
24. Religious and Lobbying Activities
25. Budget Modifications
26. Monitoring
27. Conflict of Interest
28. Procurement Standards and Methods
29. Environmental Issues

The format and specific language of each Agreement could vary substantially, depending on the legal requirements of each state.

COMMUNITY FEEDBACK OPPORTUNITIES

- The Public Notice with the proposed PY50 Action Plan allocations as well as the Citizen Participation Plan are available to be reviewed at: www.upperdarby.org/CommunityDevelopmentBlockGrant
- The first Public Hearing will be held at 6:00pm on Tuesday, July 17th in the Upper Darby Township Meeting Room at 100 Garrett Rd, Upper Darby, PA.
- An online Community Feedback Survey is open and ready to receive comments at: www.upperdarby.org/ActionPlan50Comments
- Comments may also be submitted by emailing comdev@upperdarby.org or by USPS mail to 100 Garrett Rd, Room 104, Upper Darby, PA 1908
- The second Public Hearing will be held at 7:00pm on Wednesday, August 7th during the regularly scheduled Council Meeting

APPLICATION REVIEW

Upper Darby Township

PY50 CDBG

Part One: Subrecipient Project Approval Application for the Action Plan

**Upper Darby Township (UDT)
Community Development Block Grant (CDBG)
Public Services Project Application Scorecard
PY50 (January-December 2025)**

This Public Services Project Application Scorecard is based on HUD Subrecipient Guidelines for applicant ranking and analysis.

The Application Rating System guides in selecting projects equitably for CDBG funding, and ranking the degree of the applicant's capacity to be successful in executing the project and meeting all program guidelines in a timely fashion.

The scorecard allows Upper Darby Township to 1) determine whether a prospective subrecipient has the necessary systems in place to comply with the Federal requirements that impact the type of activity being proposed; 2) helps to assess which projects align most closely with Upper Darby Township's community development priorities; and, 3) determine which projects have the greatest potential impact on addressing the needs of the community.

Performance relative to any previous UDT CDBG projects awarded to the applicant, including attainment of objectives in a timely manner, expenditure of funds at a reasonable rate in compliance with the agreement, record of maintenance of funded activities, and adherence to all program requirements may be taken into consideration when scoring.

APPLICATION RATING SYSTEM

1. Eligibility & Benefit: 0-15 Points

Points will be given to proposals that demonstrate the requirement that the activity must be eligible as per HUD guidelines and exclusively benefit low-and-moderate-income persons.

2. Activity Need and Justification: 0-15 Points

The activity will be evaluated in terms of the documentation and justification of community need for the activity. Existing subrecipients requesting increased funding must demonstrate the increased need.

3. Consolidated Plan Priority: 0-10 Points

Activities addressing high priorities as identified in the UDT Consolidated Plan in categories other than Public Services, such as First Time Homebuyer Assistance, Fair Housing, and Homeless Assistance.

4. Cost Reasonableness and Effectiveness: 0-10 Points

The activity will be evaluated in terms of: 1) its likelihood of impact on the identified need; and 2) its implementation costs and funding request relative to the operational, financial, and human resources required to implement.

5. Activity Management: 0-10 Points

Points based on thoroughness of documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready.

6. Activity Implementation: 0-10 Points

Based on thoroughness of documentation and information provided, showing that resources, such as funding and staffing, needed to implement the proposed activity, are available and ready or are activities that are already in progress or are ready to move forward quickly.

7. Organizational Experience and Capacity: 0-15 Points

Based on the applicant's length of time in operation, history of collaboration with other providers and agencies, and demonstration of success in undertaking projects of similar complexity as the one for which funds are being requested. Is there qualified staff to execute requirements of the UDT CDBG program, including experience managing and reporting out on grant funds and/or prior experience with CDBG or other Federal programs.

8. Activity Sustainability: 0-15 Points

Points will be awarded based on 1) the applicant's demonstrated ability to secure multiple sources of funding for its work generally, and for the proposed activity specifically; and, 2) based on a credibly stated ability to sustain this project after CDBG funds are exhausted, or a demonstrated ability to perform the proposed activity without the use of CDBG funds.

Q & A

Upper Darby Township

PY50 CDBG

www.upperdarby.org/CommunityDevelopmentBlockGrant

Upper Darby Township Community & Economic Development

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