COUNTY OF LEHIGH
2002 Community Development Block
Grant Application (CDBG)

Municipality/Organization:  Contact Person:

Name:  
Title:  
Address:  
Phone:  
Fax:  Email:  

Amount Requested:  

SECTION 1  Provide the following information:

1. Project Description
On a separate sheet, describe the proposed activity in a few paragraphs. Make the description in-depth enough for the County to determine whether or not the project is fundable and whether the scope of the project is adequate to meet the identified needs and intended beneficiaries. Focus on the impact the project would have upon low- and moderate-income residents.

2. Cost Estimate
For each project, attach an itemized estimate from a qualified professional’s showing all costs.

3. Area Map
Enclose a separate map for each proposed project with the project area clearly marked. If the project is municipality-wide, provide a map of the entire municipality.

SECTION 2  Complete the forms enclosed in this packet according to the directions below.

1. Activity Description Form
Complete the following information:

A. Proposed Activity
B. Municipality(s) served
C. National Objective
D. National Objective Justification
E. Cost

Choose from enclosed list of 20 activities
Self-explanatory
Leave blank
Leave blank
List total project cost and amount of CDBG funds requested. List other sources of funding, amounts, and whether or not committed. For local contributions, differentiate between actual dollars and in-kind services

F. Cost Estimate
G. Time Frame
H. Benefit Tests

Attach as described in Section 1
Describe the proposed timeline for project implementation and completion
Leave blank

2. Environmental Review
All applicants must complete unless project will not result in any physical changes (example: information and financial services, administrative activities, educational programs, etc.). Review the list of environmental compliance thresholds. Mark next to any threshold that you believe the project meets or could meet. A “yes” answer does not imply project ineligibility. Describe any potential issues.

1 of 2
3. Local Effort/User Fee Analysis
Applicable only to water or sewer projects and other projects to which residents contribute a fee.
If applicable, complete as per the instructions on the back of the form.

SECTION 3
Read and provide any requested information.

1. Survey
A project requires a survey if it is necessary to determine that a majority of homes in an area are low- to moderate-income. To complete a survey, all affected households must check whether they are above or below the income limit for a household of their size. Surveys may be done by mail, phone or door to door. In any case, interviews must be sure that they do not imply that residents could receive grants of money if their area is determined to be low income. The survey form is enclosed; however, you must contact the County's Community Development Office for specific directions before beginning a survey. If a survey is required, it must be completed before the County can approve a project.

2. Benefit of the Project to Minorities
The County must report the number of minorities served. This information will not affect project eligibility.

If you conducted an income survey, calculate this information from the survey responses.

- Percent of beneficiaries who are minorities
- Determined through census, survey, or presumed
- If determined through census, list census tract, enumeration district or block group number

3. Engineering Costs
Some municipalities have engineering firms design and manage larger projects. CDBG funds may pay A/E costs only when the firm is procured competitively, through a request for proposal process.

- Do you anticipate using an engineering/architectural firm for this project? [ ] yes [ ] no
- If so, do you propose using CDBG funds to pay for these costs? [ ] yes [ ] no

4. Labor Standards
All construction projects above $2000 that are funded in whole or in part with CDBG funds are subject to Davis-Bacon federal wage rates. PA prevailing wages are, therefore, superseded. Three exceptions: Projects that use force account (the municipality's own or another municipality's forces) are not subject to wage rates. Neither are housing rehab projects when the contract is between the homeowner and contractor, or demolition projects. Check whether the project:

[ ] will probably go out for bid [ ] will probably be done by force account

If your project is approved, you must contact the Office of Community Development before preparing bid documents and actually bidding the project, as the CDBG program requires that specific provisions be included in each contract. Projects may not be bid without approval from the County.

5. Local Contribution
In the space below, describe the municipality's/organization's intended contribution (include in-kind services like engineering costs, legal fees, etc.). In addition, describe briefly how the project would be funded without CDBG funds.

6. Reimbursement of Funds
By submitting this application, the applicant agrees to reimburse the County of Lehigh for any expenditures paid to the applicant that are found to be ineligible under CDBG program guidelines.
CDBG ELIGIBLE ACTIVITIES

1. Water facilities
2. Sanitary sewer facilities
3. Storm sewer facilities
4. Housing rehabilitation
   • Single family residential
   • Multi family residential
   • Low-income public housing
   • Other publicly-owned residential building
   • Publicly or privately owned commercial or industrial buildings (limited to façade improvements and code violation corrections)
   • Energy efficiency improvements
5. Housing construction/reconstruction
6. Public/community facilities
7. Recreation facilities
8. Public services **
9. Street/road improvements
10. Parking facilities
11. Historic preservation
12. Removal of architectural barriers (curb cuts, accessible restrooms, etc.)
13. Solid waste facilities
14. Code enforcement
15. Economic development
16. Acquisition of real property/relocation
17. Clearance activities (demolition)
18. Disposition
19. Utilities (other than water/sewer)
20. Other (contact the Office of Community Development)

** Public service activities—including employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare or recreational related projects—are subject to specific regulations. Services must be new, or there must be a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of local government in the 12 months before the County’s submission of its application. Or, CDBG funds may be substituted for lost private or federal funds (but not lost state or local funds). An activity must still qualify under the low- to moderate-income national objective. Other requirements apply; contact the Office of Community Development.