



PROGRAM GUIDE

The **Delaware County Impact Fund** provides funds to eligible organizations to help prevent, prepare for, and respond to COVID-19 and the COVID-19 pandemic. Priorities include housing assistance and related services including but not limited to: eviction prevention, landlord/tenant mediation, foreclosure mitigation, credit counseling, the provision of life-sustaining activities and resources such as providing food, shelter, and medical services.

Since the onset of the COVID-related economic downturn in March 2020, the County's nonprofit organizations have seen an increase in the need for services. To respond to the increased needs, the County has set aside funds from its Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 Community Development Block Grant (CDBG-CV) allocation to be distributed to eligible nonprofits through the Delaware County Impact Fund.

The Office of Housing and Community Development (OHCD) will administer the Delaware County Impact Fund program. Funds will be distributed according to Community Development Block Grant (CDBG) rules and regulations. The CDBG Program was created through Title I of the Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is to create viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for persons of low- and moderate-income.

The CARES Act provided for a supplemental appropriation of CDBG funds as authorized by the Housing and Community Development Act of 1974 as amended to be used for any eligible community development activities for COVID-19 relief related activities that prevent, prepare for and respond to the coronavirus.

Section 1: AVAILABLE ASSISTANCE

The Delaware County Impact Fund is funded by \$536,585 of Delaware County's CARES CDBG-CV allocation.

- Funds must be expended by July 2023.

Section 2: ELIGIBLE APPLICANTS

To be considered eligible, an applicant organization must be or have:

1. A nonprofit organization with 501(c)(3) tax-exempt status.
2. A service area or population that includes only, or predominantly, Delaware County residents.
3. A service population of Delaware County residents that are majority low- to moderate-income as defined by HUD income guidelines.
4. Physically located in Delaware County or located within reasonable proximity to Delaware County.

Section 3: ELIGIBLE ACTIVITIES

Please note that this is a summary of basic eligible activities. If the proposed activity is not included below, contact OHCD for further guidance. Proposed projects/activities must:

- Help prevent, prepare for, and respond to COVID-19 through eviction prevention, landlord/tenant mediation, foreclosure mitigation, credit counseling, the provision of life-sustaining activities and resources such as providing food, shelter, and medical services.

- Occur within Delaware County and/or directly serve Delaware County residents.
- Address one or more of the CDBG program National Objectives (refer to Section 6 below).
- Further the Delaware County 2018-2022 Consolidated Plan goals and priority needs.

The following are examples of activities that cannot be funded by Delaware County Impact Fund funding:

- Activities that do not meet a CDBG National Objective.
- Activities that do not help prevent, prepare for, and respond to COVID-19 and/or the COVID-19 pandemic.
- General government expenses required to carry out the regular responsibilities of local government.
- Political or religious activities.
- Income payments to families or individuals.

Section 4: EVALUATION CRITERIA

1. Threshold Requirements

All proposed projects must meet the following criteria to be considered for funding:

- Completed Application:** All sections of the application must be completed in full. No partial proposals will be accepted.
- Project Eligibility:** The project must be an eligible activity as outlined in Section 3 above.
- Statement of National Objective:** The project must meet one of the National Objectives of the CDBG program as outlined in Section 6 below.

2. Project/Activity Feasibility

Projects meeting the threshold requirements will be evaluated against the set of selection criteria listed below:

- COVID-19 Impact:** Evidence of a significant increase in demand for existing services or need for a new service or activity as a direct result of COVID-19.
- Project Description:** A detailed description, including timeline, of how the project or activity will use Delaware County Impact Fund funds to help prevent, prepare for, and respond to COVID-19 through eviction prevention and landlord/tenant mediation, foreclosure mitigation, credit counseling, and the provision of life-sustaining activities and resources such as providing food, shelter, and medical services. Consideration will be given to:
 - The extent to which the proposal demonstrates a comprehensive approach and coordinated effort toward addressing the identified need;
 - The extent to which the proposal is designed to benefit low- and moderate-income persons within Delaware County; and
 - Timeline demonstrates timely use of funds.
- Measurable Results:** Expected outcomes from the project or activity that include the number of unduplicated persons/households the organization expects to serve, the income levels of those served, and the percentage of Delaware County residents. Applications must describe what data will be used to document results and what method will be used to maintain records and reports.
- Applicant Capacity:** Demonstrated ability and resources necessary to implement the project in a timely manner. Applicants that have received previous CDBG funding will be evaluated on past program performance.
- Project Budget:** A detailed Project Budget including a cost allocation schedule showing all proposed sources and uses of funds. Consideration will be given to the extent to which the project leverages alternative funding.

Section 5: APPLICATION PROCESS

Applications will first be reviewed and evaluated to determine if they meet program threshold requirements. Applications meeting threshold requirements will be further evaluated for feasibility and demonstration of need and then presented to County Council.

In order for an application to be considered complete, proposals must include the following:

- **Program Application:** Applicants must complete every section and attach all requested narratives and documentation; and
- **Resolution of Governing Body:** Applicants must submit a properly executed resolution authorizing application.

Only applications that are complete and submitted on or before the due date will be considered for funding. Completed applications must be submitted **no later than 4:30 PM on Wednesday, November 24, 2021**. Applications may be scanned and emailed as a PDF to OHCD. A hard copy with original signatures must also be mailed.

Applications may be mailed to:

Philip Welsh, Interim Director
Delaware County Office of Housing and Community Development
600 North Jackson Street, Suite 101
Media, PA 19063

A PDF copy of the application and required narratives/attachments may be emailed to:

Philip Welsh, at ohcd@co.delaware.pa.us

Applicants will receive an email confirmation of receipt.

Please direct all questions regarding the Delaware County Impact Fund to:

Philip Welsh, Interim Director
welshp@co.delaware.pa.us

Section 6: STATEMENT OF NATIONAL OBJECTIVE

Each eligible project or activity must meet one of the CDBG program's National Objectives. Please refer to the list below and enter the proposed activity's National Objective in Section 1 of the Program Application narrative. To support the Objective, the documentation listed below the selected statement must be supplied with the Program Application.

- **Benefit an area with at least 48.91% low- and moderate-income residents.** Refer to the *Guide to Meeting a National Objective Low- and Moderate- Income Benefit in an Area Basis* and your community's low/moderate income map.

The supporting narrative and documentation must address all the following:

- a. A written Determination of the service area, including the source used to determine the service area (e.g. ACS 2011-2015 data); **and**
- b. A Narrative describing the impacted area and the affected population, including evidence that the area is primarily residential with at least 48.91% low- and moderate - income residents; **and**
- c. Areas of Low and Moderate-Income Concentration Map showing the boundaries of the above-defined service area.

- **Benefit a limited clientele where at least 51% are low- and moderate-income.**

The supporting narrative must include a description of the target population. In addition, the applicant must provide documentation demonstrating that the activity will meet at least one of the following eligibility requirements:

- a. Activities that exclusively serve a clientele who are generally presumed to be low-and moderate- income (e.g. elderly, severely disabled adults, battered spouses, abused children, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers); **or**
- b. The proposed program has income eligibility requirements limiting the activity exclusively to low- and moderate-income persons; **or**
- c. Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income qualifies as low- and moderate-income.

- **Aid in the prevention or elimination of slum or blight on an area basis.**

The supporting narrative must address all the following:

- a. An official Designation within the last 10 years of the area as slum or blighted under state or local law with a description of the boundaries; **and**
- b. Demonstration that a substantial portion of buildings and/or infrastructure is deteriorating; **and**
- c. A Description of how proposal activity(s) will address one or more conditions, which contributed to the area deterioration.

- **Eliminate specific conditions of blight on a spot basis.**

The supporting narrative must include a description of the specific condition(s) of blight or physical decay and how the activity addresses the condition(s) and will eliminate conditions detrimental to public health and safety.

- **Eliminate specific conditions of blight in a designated urban renewal area.**

The supporting narrative must address all the following:

- a. A map and description of the urban renewal or Neighborhood Development Program area; **and**
- b. Documentation showing the activity is necessary to complete the urban renewal area plan.

- **Planning activities such as data gathering, analysis, and preparation of plans.**

The supporting narrative must address the following:

- a. Description of the proposed planning process/methodology
- b. Description of the final product and anticipated benefit.