

Cherry Hill Township
Department of Community Development



2021 Community Development Block Grant
REQUEST FOR FUNDING APPLICATION

Application Deadline: Monday, March 26, 2021 5:00PM

Application Requirements

The application must be filled out in its entirety with all attachments and exhibits completed and submitted by the due date. If the applicant fails to submit the application by the officially announced due date, the application will not be accepted. Any application form that has been altered will be rejected and returned. Incomplete applications will also be returned and given a one (1) week period to complete the incomplete portions. Any attachments that are not requested in the application will not be considered in the ranking of your application. The attachments must have a cover page stating the applicant's name and attachment number stated on the application form.

A separate application is required for each project or activity. In addition, only typed applications will be accepted. Applicants can receive up to a maximum of \$20,000 as reimbursement funding toward the cost of their proposals. Should there be sufficient program funding available after all applications have been reviewed, additional funding could be provided to those projects already approved. Applicants may apply for reimbursement of eligible expenditures dating from April 1, 2020. Applicants will need to provide receipts and proof of payment, as well as all reporting documents required by HUD, prior to the reimbursement.

Program Description

In 1974, the federal government enacted the Federal Housing and Community Development Act. Title I of the Act combined several funding programs into a single program called "Community Development Block Grant" (CDBG). Congress designed the CDBG program to enhance and maintain the viability of urban communities. The CDBG program accomplishes these goals by providing decent housing, suitable living environments and expanded economic opportunities principally for low, very low and extremely low income households. The U.S. Department of Housing and Urban Development (HUD) administers the CDBG program through state and local governments.

Communities receiving CDBG block grants are free to develop their own programs and funding priorities based on local community development needs. However, these "entitlement communities" must promote the national CDBG objectives by giving the highest funding priority to activities which benefit low, very low and extremely low income persons, or which aid in the elimination and prevention of slums and blight. Under certain circumstances, CDBG funds may be used as needed to address an immediate threat to public health and safety. CDBG activities must adhere to federal eligibility requirements to ensure consistency with the national objectives.

In response to the Coronavirus pandemic Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, to provide funds through the CDBG program to provide assistance to those adversely affected by COVID-19. Some of the funds provided to Cherry Hill Township are being used to support local non-profit organizations that are providing assistance to our community in response to COVID-19 and to those that have been adversely impacted by COVID-19 and provide services that meet the national CDBG objectives.

Program Guidelines

Federal regulations define the parameters for using CDBG funds according to the national objectives. They also specify eligible program activities. Copies of these regulations are available on HUD's website at: <https://www.hudexchange.info/manage-a-program>.

Eligible activities include acquisition of real property for an eligible use, construction and rehabilitation of public facilities, demolition and clearance of deteriorated buildings, community services for low, very low and extremely low income persons or households, removal of barriers that restrict the mobility of elderly and severely disabled adults, and special economic development activities.

Ineligible activities include construction of religious facilities or government buildings, new housing construction, equipment purchases, municipal maintenance and operation expenses, political or religious proselytizing, and fund raising.

Cherry Hill Township staff will review all proposals for eligibility and rate the proposals based on their consistency with the national CDBG objectives and the strategies and goals of the Township's adopted 5-Year Consolidated Plan. Approved proposals and their evaluations will be forwarded to Cherry Hill Township for funding priority ranking/recommendations.

Program Goals

Cherry Hill Township's CDBG Program Goals are consistent with stated National Objective and the 2020-2024 Five-Year Consolidated Plan. Cherry Hill Township will fund applicants who exemplify the capacity to promote quantifiable benefits to low, very low and extremely low income households within Cherry Hill Township and address the ongoing needs of Township residents during this pandemic.

Section 1: Applicant and Project Information

(1) Name of Applicant: Click or tap here to enter text.	
(2) Address: Click or tap here to enter text.	
(3) Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text. Phone: Click or tap here to enter text. Email: Click or tap here to enter text.	
(4) Type of Organization: <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Other (Please Specify) Click or tap here to enter text.	
(5) DUNS Number (required): Click or tap here to enter text.	
(6) Proposed Area Activity (e.g. healthcare, food security, housing): Click or tap here to enter text.	
(7) Requested CDBG Funds: \$Click or tap here to enter text.	Total Project Cost: \$Click or tap here to enter text.
(8) Name of Proposal:Click or tap here to enter text. Primary address of proposed activity:Click or tap here to enter text. Census Tract: Click or tap here to enter text. Block Group: Click or tap here to enter text.	
(9) Brief Proposal Description Click or tap here to enter text.	

Section 2: Proposal Details

(1) Identify location of Project/Program: Click or tap here to enter text.
(2) Project Objective: Click or tap here to enter text.
(3) Project Outcome: Click or tap here to enter text.
(4) Is this activity new, or ongoing? Choose an item.
(5) Please provide a brief description of the proposed project or program below, and using only the space provided. Click or tap here to enter text.

Section 3: Documentation of Community Need

Please answer each of the questions in the space provided below. This section should not exceed two pages.

(1) Provide evidence of the need for this program, serving low, very low and extremely low income households, individuals, or areas within Cherry Hill Township. Specific information should be included related to the needs of the population, area being served, and connection to COVID-19 response.

Click or tap here to enter text.

(2) Identify the populations that will benefit from the proposed activity, and provide clear data demonstrating that the proposed activity will serve an identified need in the community.

Click or tap here to enter text.

(3) Provide an explanation of how this activity is not a duplication of other projects/programs in the area, how this activity will fill current gaps in the system, and also where efforts have been made to coordinate and develop partnerships with programs providing similar services in the area.

Click or tap here to enter text.

Section 4: Proposed Performance Goals

Please answer each of the questions in the space provided below. This section should not exceed two pages.

(1) Following the guidelines below, establish quantitative and qualitative goals that can be used to judge the effectiveness of the proposed activity.

(a) Set numerical performance goals (i.e. how many persons served, time frames, etc.).

Click or tap here to enter text.

(b) Explain why specific measurements were chosen to measure performance.

Click or tap here to enter text.

(c) Provide a schedule showing how your agency will measure its progress in achieving these goals on a quarterly basis.

Click or tap here to enter text.

Section 5: Applicant Capacity

Please answer each of the questions provided below. This section should not exceed 2 pages.

(1) Describe the applicant and/or administrator of the proposed project/program by answering the following:

(a) Brief history of applicant including length of existence.

Click or tap here to enter text.

(b) Identify current services offered and special accomplishments and skills that will demonstrate your organization’s ability to undertake the proposed activity.

Click or tap here to enter text.

(c) List any previous experience the applicant has had that would be relevant to the proposal.

Click or tap here to enter text.

(d) List any prior experience with Community Development Block Grant Funding.

Click or tap here to enter text.

(e) Describe how your organization will handle the record keeping required by this type of funding (i.e. proof of income eligibility).

Click or tap here to enter text.

2. Identify the staff that will be assigned to this project or program, and answer the items below:

(a) Are the identified positions currently staffed, will a new staff member be hired, or will additional staffing considerations be obtained through contracting?

Click or tap here to enter text.

(b) Estimate the amount of time that the identified staff will spend on tasks related to this activity on a weekly basis.

Click or tap here to enter text.

(c) Identify the key staff roles related to this activity, and the expertise they will bring in order to implement this proposal.

Click or tap here to enter text.

3. How quickly will the project begin, once funds are awarded?

Click or tap here to enter text.

4. Identify community demand for proposed project (i.e. Letters of support from community members, community organizations, elected officials, etc.)

Click or tap here to enter text.

Section 6: Budget

(1) Please provide a budget spreadsheet as an attachment to this application.
(2) Cost Effectiveness
(a) Can this program/project operate at past levels of effectiveness if CARES Act funds are not awarded for the full requested amount? <input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Describe your plans to use other funds on this program/project. In this section, only describe funds that are secured. Provide the source of funds, amounts and how these funds will be used.
Click or tap here to enter text.

Section 7: Job Description(s)

To be completed by all applicants proposing to use CDBG funds for wages.

Individual's Name: Click or tap here to enter text.	
Title: Click or tap here to enter text.	
Hourly Wage: Click or tap here to enter text.	Hourly Benefits: Click or tap here to enter text.
Job Description: Click or tap here to enter text.	

Individual's Name: Click or tap here to enter text.	
Title: Click or tap here to enter text.	
Hourly Wage: Click or tap here to enter text.	Hourly Benefits: Click or tap here to enter text.
Job Description: Click or tap here to enter text.	

Individual's Name: Click or tap here to enter text.	
Title: Click or tap here to enter text.	
Hourly Wage: Click or tap here to enter text.	Hourly Benefits: Click or tap here to enter text.
Job Description: Click or tap here to enter text.	

Individual's Name: Click or tap here to enter text.	
Title: Click or tap here to enter text.	
Hourly Wage: Click or tap here to enter text.	Hourly Benefits: Click or tap here to enter text.
Job Description: Click or tap here to enter text.	

Individual's Name: Click or tap here to enter text.	
Title: Click or tap here to enter text.	
Hourly Wage: Click or tap here to enter text.	Hourly Benefits: Click or tap here to enter text.
Job Description: Click or tap here to enter text.	

Section 8: Application Certification

I hereby certify that all of the above and attached information is accurate to the best of my knowledge and approve the submission of this application for the Township of Cherry Hill CARES Act Community Development Block Grant Funds.

Typed Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Signature: _____ Date: Click or tap to enter a date.

Do not mail any application materials to the Township at this time. Instead, email one copy of the signed application (including budget) and email the Word file of the application along with one Excel file of the budget. As applications are received, Ms. Shafiroff will confirm receipt via email. However, feel free to use the return receipt or delivery confirmation options in your email software. Applications should be emailed to:

Natalie Shafiroff
Township of Cherry Hill
Department of Community Development
Email: nshafiroff@chtownship.com

If you have any questions concerning the application or the submission requirements, you are encouraged to contact the Township’s CDBG Consultant:

Melissa Walsh, Senior Associate, Triad Associates
(856) 690-9590 x106
Email: mwalsh@triadincorporated.com

Exhibit 1: Scoring Criteria

The Township of Cherry Hill will score applications based on a weighted scale of 100 points and the following criteria. Public service applications that do not benefit at least 51% low, very-low and/or extremely low income persons will not be considered. Public facility applications that do not benefit at least 38.78% will not be considered.

1. Activity Need and Justification: Maximum of 20 Combined Points
 - a. Need: Maximum of 15 Points
The activity will be evaluated in terms of the documentation and justification of the need for the activity in response to COVID-19. Activities with Excellent documentation and justification will be awarded the maximum of 15 points: Good, 10 points; Average, 5 points; and Poor, 0 points.
 - b. Consolidated Plan Need: Maximum of 5 Additional Points
Activities addressing high priorities, as identified in the Consolidated Plan will be awarded 5 points.
2. Cost Reasonableness and Effectiveness: Maximum of 10 Points
The activity will be evaluated in terms of: 1) Its impact on the identified need; and 2) its implementation costs and funding request relative to its financial and human resources. Evaluation will include the cost incurred per person per unit and the justification for a particular level of funding. Points will be awarded on a scale basis, with the most cost effective programs being awarded 10 points.
3. Activity Management and Implementation: Maximum of 30 Points
 - a. Management: Maximum of 15 Points
Points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. In addition, for applicants that have received CDBG funds in the past, their record of maintenance for the funded activity will be evaluated. Activities with Excellent documentation and information will be awarded the maximum of 15 points: Good, 10 points; Average, 5 points; and Poor, 0 points.
 - b. Implementation: Maximum of 15 Points
Points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, etc., needed to implement the proposed activity are available and ready. Maximum points will be given to activities that are ready to move forward quickly. This criterion takes into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner. Activities with Excellent documentation and information will be awarded the maximum of 15 points: Good, 10 points; Average, 5 points; and Poor, 0 points.

4. Experience and Past Performance: Maximum of 10 Points

The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested will be evaluated.

In addition, the applicant will be evaluated in terms of its past performance in relation to any local, state, or Federal funding program. The past performance will refer to attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with contract. Compliance with the contract will include but not be limited to submission of reports and adherence to the scope of services.

For those applicants that have not received CDBG funding from Cherry Hill Township in the past, allocation of points up to the maximum of 10 points will be awarded, dependent upon thorough documentation of similar past performances submitted with the application.

5. Matching Contributions: Maximum of 20 Points

a. Efforts to Secure Other Funding: Maximum of 5 Points

Points will be awarded based on the applicant's efforts to secure other funding for the activity.

b. Matching: Maximum of 15 Points

Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of CDBG funds requested:

1.1-1 or more	15 points
.75-1	10 points
.50-1	7 points
.25-1	5 points
less than .25	0 points

6. Application Completeness: Maximum of 10 Points

Applications will receive up to 10 points, based on completeness. Applications that have not been signed will not be considered. Applications submitted a complete budget and narrative will be considered for the full 10 points. Applications missing lacking details will be considered for 5 points. Applications missing full items will receive 0 points.

Successful applicants will be required to submit progress reports on a quarterly basis (July-September; October-December; January-March; April-June) with demographics and income information on the number of persons assisted until all funds are depleted.

FY2020 CDBG Income Limits by Household Size

FY2020 Income Limit Area	Median Family Income	Median Family Income	Persons In Family							
			1	2	3	4	5	6	7	8
Philadelphi a-Camden- Wilmington , PA-NJ-DE- MD MSA	\$96,600	Low (80%) Income	54,150	61,850	69,600	77,300	83,500	89,700	95,900	102,050
		Very Low (50%) Income	33,850	38,650	43,500	48,300	52,200	56,050	59,900	63,800
		Extremely Low (30%) Income	20,300	23,200	26,100	29,000	31,350	35,160	39,640	44,120