



**COUNTY OF BUCKS
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (HCD)
2023 WHOLE HOME REPAIR PROGRAM (WHRP)
APPLICATION**

Applicant Name: _____

Applicant EIN #: _____

Applicant UEI #: _____

Applicant Address: _____

Funding Amount Requested: _____

Project Contact Person: _____

Title: _____

Phone: _____

Email: _____

Applicant's Finance Official: _____

Finance Official Email: _____

Finance Official Phone: _____

Applicant's Authorized Official: _____

Authorized Official Title: _____

Authorized Official Phone: _____

Authorized Official Email: _____

Has this agency previously been a direct recipient of a grant from PA DCED?

Yes

No



Section 1 Applicant Information

A. Indicate the type of enterprises that describe the organization listed above (you may select more than one type):

- | | |
|---|--|
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Government |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Call Center |
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Economic Development Provider |
| <input type="checkbox"/> Social Services Provider | <input type="checkbox"/> Emergency Responder |
| <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Authority | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Faith Based Organization |
| <input type="checkbox"/> Educational Facility | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Housing Provider | |

B. Background

In the space provided below:

1. Describe the purpose or mission of the agency.
2. Indicate the length of time the agency has been in operation, *attach* articles of incorporation to this application.



C. Qualifications

In the space provided below:

1. Discuss your agency's capability to develop, implement, and administer the proposed project.
2. Briefly identify the staff needed to complete the proposed project including their skills and/or experience. Project implementation includes but is not limited to: financial recordkeeping; procurement; contracting and labor standards; day to day administration and oversight of 3rd party agreements, contracts; and audits.
3. Indicate who in your organization will undertake the responsibility of project manager.
4. Include and attach your agency's organizational chart and any other pertinent agency information.

5. Describe how your agency will monitor the project/program.



D. Financial:

In the space provided below:

1. Briefly describe the agency's fiscal management system, including financial reporting, record keeping, accounting system, payment procedures, and audit requirements. Please attach most recent completed audit.
2. Describe below if the agency has received any audit or monitoring findings in the past three years? If yes, what were they and how were they resolved?
3. Include a summary of your agency's current operating budget. Include or attach your agency's purchasing policy.

Does your organization expend \$750,000 or more a year in federal funds? Yes No



Section 2 Project Description

A. What do you plan to accomplish with this project? Identify the problem(s) that need to be resolved.

B. What type(s) of housing units would your agency work with? (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Rental housing | <input type="checkbox"/> Owner-occupied housing |
| <input type="checkbox"/> Mobile home (owner-occupied) | <input type="checkbox"/> Mobile home (tenant-occupied) |
| <input type="checkbox"/> Other: _____ | |

C. Please explain any restrictions to housing units or clientele that your agency can or cannot work with:

D. How do you plan to accomplish it? Include expected outcomes that are measurable, obtainable, clear and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or buildings acquired, housing units renovated or built, etc. How many units does your agency plan to rehabilitate annually (based on the funding requested)?

E. Describe how your agency does/would receive referrals.

F. How would your agency promote the program and/or solicit applications? Are there events, or other promotional aspects your agency uses?

G. How does your agency solicit contractors?

H. What suggestions or ideas can you share on ways to increase contractor pool?

I. Please describe any expected program barriers or other concerns:

- J.** Please describe how your agency can invest in workforce development programs that will connect trainees to jobs through committed employer partnership related to improving the habitability and performance of homes including but not limited to pre-apprenticeship, apprenticeship, and on-the-job training programs.

Section 3 Project Funding

A budget excel template has been provided, please fill in as many details about the proposed project as possible. If there are different scenarios, please make sure to notate and itemized these options in your budget (ie. costs associated with application processing, income certification, and/or site inspections if they are completed by a third party and if they are completed internally by agency staff).

- A.** How do you plan to use the funds? This should include specific use of funds as a justification and budget narrative to support and reflect the budget attached.

- B.** Are there aspects of the program that your agency would need to outsource?



H. Projected Schedule and Key Milestones and Dates – include a detailed schedule of activities, including milestones and dates. Sample project benchmarks have been provided, please add items that as needed.

[Launch of program, Acceptance of client applications, Developing contractor pool, Income certified on first eligible application, Procurement start and complete on first eligible application, Construction start and complete on first eligible application, Project closeout submitted of first eligible application,...]

Milestone	Expected Start Date	Expected Completion Date
Grant award		May 1, 2023
Singular program application development	February 1, 2023	June 1, 2023



Section 6 Certifications

Application Content Certification (required from all applicants)

Governing Body Certifies that all the information provided in this application is correct to the best of their knowledge.

Access to Information

Governing Body assures that it will give the Bucks County Department of Housing & Community Development, and the U. S. Department of Housing and Urban Development (HUD), through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the activity; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Nondiscrimination

Governing Body certifies that it will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to:

1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
2. Title IX of the Education Amendments of 1972, as amended (20 USC §§1681-1686), which prohibits discrimination on the basis of sex;
3. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC §794), which prohibits discrimination on the basis of handicaps;
4. the Age discrimination Act of 1975, as amended (42 USC §§ 6101-6107), which prohibits discrimination on the basis of age;
5. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
7. §§523 and 527 of the Public Health Service Act of 1912 (42 USC 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
8. Title VIII of the Civil Rights Act of 1968 (42 USC §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
9. Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made;
10. The requirements of any other nondiscrimination statute(s) which may apply to the application.

Equal Opportunity

Section 109 of the Housing and Community Development Act of 1974, P.L. 93-383 (42 USC 5309) and the regulations issued pursuant thereto (24 CFR part 570.602), which provide that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under this Part.

Fair Housing

Title VIII of the Civil Rights Act of 1968, as amended by Fair Housing Amendments act of 1988 (42 USC 3601-20) and implementing regulations at 24 CFR part 100, which states that no person shall be subjected to discrimination because of race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, or advertising of dwellings, in the provision of brokerage services, or in the availability or residential real estate-related transactions; and requires that grantees administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing. Actions that the application or sub-recipient undertake to affirmatively further fair housing will be consistent with action identified in any locally adopted fair housing analysis.



Hatch Act

Governing Body assures that it will comply with the provisions of the Hatch Act (5 USC §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Release of Funds

Governing Body acknowledges that receipt of any Grant is subject to the release of funds by PA DCED, and that release of payments will be subject to documenting compliance with all requirements listed in the Grant Agreement to be executed with Bucks County.

Financial Requirements

Governing Body assures that it will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984. Governing Body acknowledges that the Federal Programs will not be responsible for any project costs incurred prior to the full execution of a Sub-recipient Agreement.

Procurement

Governing Body acknowledges that the Department of Housing & Community Development must approve and verify that all procurement requirements have been met in accordance with the Program Regulations. The Department of Housing & Community Development must approve any purchases or the awards of any contracts to be funded in full or in part with any Federal funds granted through the CDBG Program/ HOME Program or ESG Program.

Other Program Requirements

Governing Body agrees that implementation of any project funded in full or in part will not proceed without full execution of the program requirements as described in the Sub-recipient Agreement. The Governing Body certifies that it will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Lobbying

Governing Body certifies that to the best of its knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Drug-Free Workplace

Governing Body certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 1;



4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days, after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

Conflict of Interest

Governing Body certifies that no persons described as an employee, agent, consultant, officer, or elected official or appointed official of the governing body, or of any designated public agencies, or Sub-recipients which are receiving funds under a Sub-recipient Agreement, who exercise or have exercised any functions or responsibilities with respect to Community Development Block Grant Activities, HOME Activities or Emergency Shelter Activities assisted under a Sub-recipient Agreement; or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Please read the following Conflict of Interest Statements excerpted from the Code of Federal Regulations at 24 CFR 570.611 and indicate your acceptance on the proceeding signature page.

1. Applicability.
 - a. In the procurement of supplies, equipment, construction, and services by recipients and by sub-recipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
 - b. In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its sub-recipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance(e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to § 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §§ 570.203, 570.204, 570.455, or 570.703(i)).
2. Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all



activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

3. Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of sub-recipients that are receiving funds under this part.
4. Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirement of paragraph (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
 - a. Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:
 - i. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
 - ii. An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.
 - b. Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:
 - i. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
 - ii. Whether an opportunity was provided for open competitive bidding or negotiation;
 - iii. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
 - iv. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;
 - v. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
 - vii. Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
 - viii. Any other relevant considerations.



I have read the within Certifications, regulations, requirements and Conflict of Interest Statements, and I agree to abide by the principles embodied therein. I do hereby certify that the information contained in this application for Whole Home Repairs Program is complete and accurate to the best of my knowledge. I do also certify that if the information contained herein should change at any time, I will notify the Bucks County Department of Housing & Community Development of such change.

Authorized Official Signature

Date

Print Name/Title

Applicant Organizational Name

Authorized Official Signature

Date

Print Name/Title

Applicant Organizational Name



**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDS WITH
THE COUNTY OF BUCKS DEPARTMENT OF HOUSING & COMMUNITY
DEVELOPMENT**

WHEREAS, the _____ is desirous of obtaining funds from The County of Bucks for the Whole-Home Repairs Program fundable under Section 3002(1) of the act of July 8, 2022 (Act No. 1A of 2022), known as the General Appropriation Act of 2022 and

WHEREAS, the _____ has prepared all the documentation necessary to submit a request for this funding; and

NOW, THEREFORE, BE IT RESOLVED that:

1. The proposed project(s) from _____ are eligible to be funded by a grant from the Whole Home Repair Program, pursuant to Section 135-C of the act of July 11, 2022 (Act No. 54 of 2022).
2. The _____ is authorized and directed to execute a WHR Program application to the County of Bucks.
3. The _____ will reimburse the County for any expenditure found to be ineligible.
4. The _____ is authorized to provide such assurances, certificates, and supplemental data or revised data that DCED or the County may request in connection with the application.

ADOPTED as a Resolution of the Board this _____ day of _____, _____.

ATTEST: _____
Print Name: _____

BY: _____
Print Name: _____
Title: *Board, Chair*

DATE: _____

BY: _____
Print Name: _____
Title: *Board, Secretary*

