

**REQUEST FOR PROPOSALS
FOR 2009-2010
HOUSING AND COMMUNITY DEVELOPMENT**

INSTRUCTIONS & GUIDELINES

**ISSUED BY:
CHESTER COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT**

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APRIL 2008

Chester County Board of Commissioners
Carol Aichele, Chair
Terence Farrell
Kathi Cozzone

REQUESTS FOR PROPOSALS
FOR 2009-2010
HOUSING AND COMMUNITY DEVELOPMENT ACTIVITIES

On behalf of the Chester County Board of Commissioners, the Chester County Department of Community Development (DCD) is seeking proposals for affordable housing, community and economic development, infrastructure, homeless assistance, and other public services to be carried out during the 2009 and 2010 calendar years.

The funding to be awarded consists of Chester County's allocation from the federal Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), American Dream Downpayment Initiative (ADDI), Emergency Shelter Grant (ESG) programs and the County's Housing Trust Program (HTP). This Request for Proposals (RFP) serves as the application package for all five funding sources.

The RFP consists of Application Instructions and Guidelines, which apply to all activities, and three separate applications:

- ◆ Construction and Acquisition of Real Property
- ◆ Public Works
- ◆ Community Service

Submitted proposals undergo a threshold review for eligibility and completeness. Eligible proposals are then evaluated and ranked according to the assumptions and factors in this RFP.

All activities must be consistent with federal regulations and carry out at least one of the objectives from the *Consolidated Plan, 2005-2009*. The *Consolidated Plan, 2005-2009* outlines a comprehensive approach to addressing housing and community development needs throughout Chester County.

An application workshop will be held:
Monday, May 12, 2008
2:30 p.m. to 4:30 p.m.
Government Services Center, Suite 149
601 Westtown Road
West Chester, PA

The purpose of the workshop is to review application requirements and to address any questions or issues regarding the process.

If you are a non-English speaking person and would like to obtain the 2009-2010 application materials in a translated format, please contact DCD at (610) 344-6900. Language interpretation services are available for non-English speaking callers.

SOLICITUDES DE PROYECTOS
PARA 2009-2010
(RFP, Request for Proposals)
ACTIVIDADES DE VIVIENDA Y DESARROLLO COMUNITARIO

De parte de los Comisarios del Condado de Chester, el Departamento de Desarrollo Comunitario (DCD, *Department of Community Development*) busca propuestas para viviendas a precios razonables, el desarrollo comunitario y económico, la infraestructura, la asistencia para personas sin hogar y otros servicios públicos para llevar a cabo durante los años calendario de 2009 y 2010.

Los fondos otorgados consisten en la cuota recibida por el Condado de Chester de los siguientes programas federales: los Subsidios Gratuitos Globales para el Desarrollo Comunitario (CDBG), el programa de Asociación para Inversiones en Vivienda (HOME), la Iniciativa de Cuota Inicial para el Sueño Americano (ADDI), los Fondos Gratuitos para Refugios de Emergencia (ESG); y del Programa de Vivienda Fiduciaria (HTP) del Condado. Esta Solicitud de Proyecto (RFP) sirve para el paquete de solicitud para las cinco fuentes de fondos.

La RFP consiste en Las Instrucciones y Pautas de la Solicitud, que aplica a todas las actividades, y tres solicitudes particulares:

- ◆ La Adquisición y Construcción de Inmuebles
- ◆ Obras Públicas
- ◆ Servicios Comunitarios

Solicitudes presentadas se someterán a un análisis para elegibilidad y totalidad. Solicitudes elegibilidades entonces estarán evaluadas y figuradas según las suposiciones y factores diseñados en la RFP.

Todas las actividades deben concordar con las regulaciones federales y deben realizar por lo menos uno de los objetivos del *Plan Consolidado, 2005-2009*. El *Plan Consolidado, 2005-2009* resume un enfoque comprehensivo en atender las necesidades de vivienda y desarrollo comunitario en el Condado de Chester.

Habr  un taller informativo de la Solicitud de Proyectos:

lunes, 12 de mayo de 2008

2:30 p.m. a 4:30 p.m.

Government Services Center, Suite 149

601 Westtown Road

West Chester, PA

El prop sito del taller es resumir los requisitos de la solicitud y atender preguntas o asuntos con respeto al proceso.

INSTRUCTIONS & GUIDELINES

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If you have any questions about the application, contact DCD at (610) 344-6900 or ccdc@chesco.org.

APPLICATION INSTRUCTIONS

- ◆ **Completing the Correct Application:** There are three different applications: Construction and Acquisition of Real Property, Public Works, and Community Services. Applicants must complete the application that corresponds to their proposed activity. If applicants are proposing more than one activity that would fall under the same application category, and the activities are distinct enough to be evaluated and ranked separately, then applicants should submit a separate application for each activity. However, if the activities are related (e.g. emergency shelter and transitional housing), and can be combined coherently into one narrative and budget, applicants may submit one application, which will be evaluated and ranked as one activity.
- ◆ **Due date:** Applications are due to DCD **Monday, June 16, 2008 by 4:00 p.m.** Faxed applications will not be accepted. Submitted application must include all required certifications with original signatures.
- ◆ **Submission Format:** **Only one copy** of the application is required. Applicants are encouraged to clearly organize their submission following the order laid out in the RFP and to only submit information that is responsive to the questions in the RFP. Attachments should be kept to a minimum unless specifically requested in the RFP. In addition, applicants are asked not to submit the application in a three-ring binder. **Binders do not fit in the files where applications are stored.**
- ◆ **Application Workshop:** An application workshop will be held on **Monday, May 12, 2008 from 2:30 p.m. to 4:30 a.m.** at the Government Services Center, Suite 149, located at 601 Westtown Road, West Chester.
- ◆ **Faith-Based Entities:** On December 12, 2002, President Bush announced an Executive Order which requires federal departments to treat all organizations fairly and without regard to religion in federal programs. In response, on September 30, 2003, HUD issued a new rule requiring equal treatment of faith-based organizations. Specifically, the new rule makes clear the following:
 - Faith-based organizations are eligible for HUD funding on an equal footing with any other organization. Organizations competing for HUD funding, including faith-based organizations, should be assessed on their merits and how well they perform eligible activities, not on their religious or secular character.
 - As with any mission-oriented organization, faith-based organizations retain their independence over their governance and expression of their beliefs. They may constitute their boards on a religious basis, display religious symbols and icons, and retain their civil right to hire only employees that share their beliefs, to the extent consistent with governing HUD program statutes.
 - Direct HUD funds may not be used to support inherently religious activities such as worship, religious instruction, or proselytization. A faith-based organization may still engage in such activities so long as they are voluntary for program participants and occur separately in time or location from the activities directly funded under a HUD program.
 - Faith-based organizations, like all organizations under HUD-funded programs, must serve all eligible beneficiaries without regard to religion. For example, an organization receiving HUD funds may not restrict HUD-funded services to people of a particular religion or religious denomination.
 - Faith-based organizations may receive HUD funds to acquire, construct, rehabilitate, or repair buildings and other real property, as long as the funds only pay the percentage of the total cost attributable to HUD activities. Faith-based organizations are no longer required to form a separate, secular organization to receive HUD funds for real property as they were under HUD's former regulations. However, HUD funds may not be used to acquire or improve sanctuaries, chapels, and other rooms that a HUD-funded congregation uses as its principal place of worship. The statutory provisions defining eligible program

applicants remain the same. For example, to be certified as a community housing development organization (CHDO), by a participating jurisdiction, faith-based organizations must meet the same requirements as any other entity.

- Finally, the rule applies to state or local funds, if a state or local government commingles its own funds with the HUD funds covered by the rule.

◆ **Community Notification and Support:** The listing of community notification and support in Section A requires proof that the applicant has complied with the following requirements:

1. NON-GOVERNMENTAL APPLICANTS must notify the municipality in which the proposed activity is to take place that they will be submitting an application. A copy of the notification letter must be included in the application.

(NOTE: This requirement is for activities with a defined service area covering one or more municipalities, but not the entire county. If the application is for a county-wide program, no municipal notice is required.)

2. MUNICIPAL APPLICANTS must hold a public hearing on proposed applications. Proof of publication of a public hearing notice and a resolution must be submitted with the application.
3. APPLICANTS THAT RECEIVE FUNDING FROM CHESTER COUNTY from a department other than DCD **must** include a current dated letter of support from that department.

In addition, ALL APPLICANTS are encouraged to include other letters, news articles, or evidence of local community support **for the proposed activity** obtained within the past 12 months. This support may be solicited from relevant governmental, for-profit, non-profit, or client sources, as well as the general public.

Please remember that support letters sent under separate cover will not be accepted; letters of support must be submitted with the application.

◆ **Reports And Monitoring:** As a recipient of public funds, all successful applicants who sign a contract with DCD will be required to fully comply with ongoing reporting and monitoring requirements. Depending on the activity funded, for sub-recipients, this requirement could entail completion of detailed quarterly reports on all clients served, monthly or quarterly invoicing, programmatic and fiscal monitoring, pre-construction meetings, construction monitoring, and post-construction inspections and monitorings.

◆ **Certifications and Reservations:** Provision of services specified in this RFP requires substantive knowledge and understanding of the applicable rules and regulations. Recipients of federal funding must certify compliance with applicable federal regulations and adhere to applicable definitions described in the Glossary beginning on page 14. Additional certifications may be required depending on the specific program.

The County reserves the right to reject any and all proposals received as a result of this RFP and to negotiate separately with competing applicants. The County reserves the right to waive any and all technical requirements and informalities, as it deems necessary. No costs associated with the preparation or submittal of this application are reimbursable.

◆ **Eligible Activities:**

Eligible activities include, but are not limited to, the following:

Construction and Acquisition of Real Property

- Funding for acquisition and disposition of real property related to community or economic development.
- Relocation of residents displaced by a federally-funded project.
- Acquisition, construction or rehabilitation of public facilities.
- Removal of architectural barriers to facilitate building access for disabled or elderly individuals.

- Preservation of historic structures and renovation of vacant buildings.
- Construction and rehabilitation of housing or homeownership assistance.
- Acquisition of property or facilities to expand rental or owner-occupied housing.
- Rehabilitation of properties or facilities to expand or upgrade housing.

Community Service

- Funding of public services that address social needs.
- Rent assistance to extremely low-, very low- and low-income households.
- Assistance to the homeless or homelessness prevention.
- Fair housing services.

Public Works

- Clearance and demolition related to community revitalization.
- Construction and/or improvement of streetlights, streets, sidewalks, curbs, water lines, sewer lines, storm lines, or public facilities.
- Removal of accessibility barriers from locations other than buildings (e.g., sidewalks, parks).

◆ **Income Eligibility:**

The primary purpose of the federal entitlement funding is to benefit low- and moderate-income people and areas with concentrations of low- and moderate-income people. Families earning 80% of the area median income or less are considered “low- and moderate-income.” The table below lists the current income guidelines.

ELIGIBLE FAMILY INCOME LEVELS*						
	Number of Persons in Family					
	1	2	3	4	5	6
Area Median Income (AMI)	\$52,000	\$59,400	\$66,900	\$74,300	\$80,200	\$86,200
Moderate-Income (80% AMI)	\$41,600	\$47,550	\$53,500	\$59,450	\$64,200	\$68,950
Low-Income (60% AMI)	\$31,200	\$33,650	\$40,500	\$44,600	\$48,100	\$51,700
Very Low-Income (50% AMI)	\$26,000	\$29,700	\$33,450	\$37,150	\$40,100	\$43,100
Extremely Low-Income (30% AMI)	\$15,600	\$17,850	\$20,050	\$22,300	\$24,100	\$25,850

* Income levels apply to the Philadelphia Metropolitan Statistical Area. They are set by the U.S. Department of Housing and Urban Development and are subject to change on an annual basis.

Consolidated Plan 2005-2009 Goals and Objectives

The *Consolidated Plan, 2005-2009* includes strategic goals and objectives related to local housing and community development needs. To be eligible for funding, **all proposals must comply with at least one of the Consolidated Plan Objectives** listed on the following pages.

The County especially encourages activities that address one of the *2009-2010 Priority Objectives*, which will be provided at the **Application Workshop on Monday, May 12, 2008 at the Government Services Center, Suite 149 at 2:30 p.m.** Activities that address a *Priority Objective* will receive an additional five (5) points under Evaluation Factor “A” as outlined on page 13.

Chester County, through DCD, receives federal entitlement block grant funding on an annual basis for the purpose of carrying out housing and community development activities. The complete list of Goals and Objectives is outlined below. These will guide DCD’s priorities and funding recommendations for 2009-2010. The accomplishment of the proposed goals and objectives is contingent upon the receipt of consistent funding allocations from the U.S. Department of Housing and Urban Development (HUD) during this five-year period.

All HUD-funded activities must benefit low- and moderate-income people in Chester County.

- Extremely low-income= individuals and families that earn 0-30% Area Median Income
- Low-income= individuals and families that earn 31-50% Area Median Income
- Moderate-income= individuals and families that earn 51-80% Area Median Income

(Note: Income levels apply to the Philadelphia Metropolitan Statistical Area. They are set by the U.S. Office of Management and Budget and are subject to change on a periodic basis).

HOUSING

GOAL 1: Preserve the existing housing stock in communities throughout Chester County.

OBJECTIVES:

Provide CDBG, HOME, ADDI, HTP, and/or other funds over the next five years:

1. To rehabilitate the homes of at least 40 extremely-low, low- or moderate-income families annually. These funds may also be utilized for administrative costs for a rehabilitation program.
2. To assist with demolition, infrastructure improvements, and/or in-fill housing construction that will benefit at least one community annually where extremely low- and low-income families reside.
3. To assist at least 5 low- or moderate-income families annually in making accessibility improvements to their homes. A family member must have a permanent disability.

GOAL 2: Increase and/or improve the affordable housing stock and increase affordable housing opportunities for low- and moderate-income individuals and families in Chester County.

OBJECTIVES:

Provide CDBG, HOME, ADDI, HTP, and/or other funds over the next five years:

1. To develop or improve rental housing units to benefit at least 40 extremely-low, low- or moderate-income families annually.
2. To assist at least 2 Community Housing Development Organizations (CHDOs) annually with a rental housing activity. This activity should be targeted to extremely-low and low-income families.
3. To provide financial assistance for the operating expenses of at least 2 CHDOs annually that are actively serving extremely-low and low-income families.
4. To support at least one housing counseling program and/or homebuyers' assistance program that benefits a minimum of 10 families annually. These funds may also be utilized for administrative costs for a homebuyers' assistance program.
5. To develop or improve housing units for homeownership to benefit at least 10 low- or moderate-income families annually.

GOAL 3: Ensure equal housing opportunities are made available to all county residents.

OBJECTIVES:

Provide CDBG, HTP, and/or other funds over the next five years:

1. To conduct at least one fair housing audit to monitor fair housing compliance in Chester County.
2. To assist at least one non-profit in the provision of fair housing education and counseling annually.

HOMELESS

GOAL 4: Provide shelter and supportive services to individuals and families who are near homeless, homeless or formerly homeless in Chester County to overcome barriers and prepare to live independently.

OBJECTIVES:

Provide CDBG, ESG, HTP, Continuum of Care and/or other funds over the next five years:

1. For emergency or gap rent assistance to benefit at least 50 extremely low- or low-income families and/or individuals annually that are facing a housing crisis.
2. For legal services to assist at least 300 extremely low- or low-income families or individuals annually in housing matters that may result in homelessness.
3. To support the operation and maintenance of at least 6 existing emergency shelters annually in Chester County.
4. To support the operation and maintenance of at least 5 existing transitional housing programs annually in Chester County.
5. To assist in the rehabilitation or renovation of at least one emergency or transitional shelter annually serving individuals and/or families.
6. To make case management services available to at least 400 emergency shelter and transitional housing residents annually throughout Chester County.
7. To assist a minimum of 15 homeless individuals or families annually to prepare to live independently. Programs may include, but are not limited to the following: practical money management and savings, job readiness, employment skills or life skills training.
8. To support at least one program annually that provides a stable setting in which homeless individuals and families can obtain the skills needed to successfully move to and remain in permanent housing. This may be accomplished through the provision of rent assistance in conjunction with case management and supportive services.

GOAL 5: End Chronic Homelessness

OBJECTIVES:

Provide CDBG, ESG, HTP, Continuum of Care and/or other funds over the next five years:

1. To support permanent supportive housing for at least 10 chronically homeless, disabled individuals annually.
2. To assist at least 10 non-profit service providers in implementing a Homeless Management Information System (HMIS).
3. To support targeted outreach activities annually to encourage at least 10 individuals living on the street to accept shelter and supportive services.

SPECIAL NEEDS

GOAL 6: Increase affordable housing opportunities and supportive services for those individuals and families with special needs in Chester County.

OBJECTIVES:

Provide CDBG, HOME, HTP and/or other funds over the next five years:

1. To develop or improve rental housing units to benefit at least 40 low- and moderate-income elderly households.
2. To assist at least 20 elderly homeowners annually to maintain their homes through small home repair activities.
3. To assist at least one housing developer utilizing HUD Section 202 or HUD Section 811 funds to develop housing for people with special needs.
4. To support at least one program that will assist a minimum of 40 low- and moderate-income, disabled individuals or families annually to access housing of their choice.
5. To support the housing and supportive service needs of: persons with physical disabilities, persons with mental or developmental disabilities, persons with HIV/AIDS and their families, persons with drug or alcohol addiction, or victims of domestic violence. This funding will benefit at least 20 special needs individuals or families annually.

COMMUNITY DEVELOPMENT

GOAL 7: Improve infrastructure of low- and moderate-income communities in Chester County.

OBJECTIVES:

Provide CDBG and/or other funds over the next five years:

1. To assist at least 2 urban/suburban municipalities annually with sewer or water system upgrade activities, in low- and moderate-income areas.
2. To assist at least 3 urban/suburban municipalities annually with street improvement, curb and sidewalk improvement, flood drain, streetlight upgrade, and/or bridge reconstruction activities in low- and moderate-income areas.
3. To assist at least one urban/suburban municipality in the demolition of unsafe, unsound, and severely deteriorated buildings.

GOAL 8: Provide economic development assistance for the revitalization of the communities in Chester County.

OBJECTIVES:

Provide CDBG and/or other funds over the next five years:

1. To support at least 2 economic development activities targeting urban/suburban municipalities. Each of the activities will result in the creation of 5 jobs for low- and moderate-income individuals.
2. To support a small business assistance program to provide loans for at least 2 businesses to create 5 jobs annually for low- and moderate-income individuals. The assistance will be directed towards small businesses located within the urban municipalities of Chester County.

GOAL 9: Improve public facilities serving low- and moderate-income residents of Chester County.

OBJECTIVES:

Provide CDBG and/or other funds over the next five years:

1. To assist at least 2 neighborhood/community/youth centers or parks and recreation facilities serving low- and moderate-income individuals and families.
2. To assist at least one non-profit, municipality, or other government entity in modifying existing public facilities to remove barriers to accessibility.
3. To assist at least one non-profit service provider annually with construction, acquisition or rehabilitation activities. The service provider must provide services to low- and moderate-income individuals or families.

GOAL 10: Provide public services to low- and moderate-income individuals and families in Chester County.

OBJECTIVES:

Provide CDBG, HTP and/or other funds over the next five years:

1. To provide public services to at least 100 low- and moderate-income individuals or families annually. Public services may include, but are not limited to the following: services for seniors, services for persons with disabilities, legal services, youth services, and health services.
-

APPLICATION REVIEW AND EVALUATION CRITERIA

The County has a responsibility to award entitlement funding to applicants who will effectively address the most pressing housing and community development needs. Therefore, priority will be given to proposals that target the underserved and, to the greatest extent possible, benefit low- and very low-income residents. To maximize the investment that the County will make, proposals should include coordination and collaboration with other community-based organizations and should not duplicate existing services.

Applications will be reviewed by a selection committee who will present recommendations to the Board of Commissioners in September 2008. The Commissioners funding decisions will be announced in October 2008. The applications selected for federal funding will be included in the *2009 Action Plan* and submitted to HUD for approval.

APPLICATION REVIEW ASSUMPTIONS ~ The committee will take into consideration the following assumptions while reviewing each application:

- ◆ **The proposed activity will encompass elements of the Chester County Comprehensive Plan, *Landscapes: Managing Change in Chester County 1996-2020*.** Priority will be given to applications that are consistent with *Landscapes'* goals, objectives, and policies regarding development and revitalization in urban centers and the provision of affordable housing.
- ◆ **Larger activities that comprehensively address a housing and community development need will be a high priority.** Consistent with this assumption, fewer activities or communities will receive funding in any one year. Instead, funding will support well-planned, complete activities (such as construction, housing, and infrastructure) to promote greater community impact and efficient administration of the tasks involved.
- ◆ **New proposals that consist mainly of salaries will be considered a lower priority.** A major problem with funding salaries is the future funding obligation implied. The County wishes to avoid additional long-term funding commitments in order to retain flexibility in allocating funding to activities that are innovative and responsive to existing and developing needs.
- ◆ **Funded proposals should be completed by June 30, 2011.** This deadline is important in order to ensure that funds are indeed necessary and are spent in a timely manner. Requests for extensions will be referred to the Board of Commissioners. The proposed activity should be in a state of readiness - including activity schedule, site control, approved zoning, etc. Proposals that can be implemented immediately will receive higher priority.
- ◆ **With limited exceptions, applicants will be required to pay associated fees, such as those incurred for architectural and engineering services or the commission of planning studies.** This policy limits the need for applicants to implement the County's procurement process for these services. An additional benefit is that the fees paid by applicants serve as a project match that leverages county funding. Requests for funding of project fees will be considered on a case-by-case basis, taking into consideration the income and poverty levels of the households and communities to be served.

EVALUATION FACTORS ~ Points will be awarded based on the extent to which the proposal addresses the following evaluation factors:

- A. Degree to which the activity addresses community needs impacting low- and moderate-income people. *(50 Points)*
- B. Degree to which the activity includes community support and/or coordination or collaboration with other community activities, agencies or community efforts in the area. *(10 points)*
- C. Applicant's capacity and experience in administering an activity in an efficient and timely manner or in overseeing the administration of the activity*. *(10 points)*
- D. Financial feasibility of the proposed activity (e.g. realistic estimates and all cost elements included). *(10 points)*
- E. Degree to which funds are leveraged with other resources. *(10 points)*
- F. Degree to which activity is in a state of readiness (including environmental, historic and relocation concerns as well as site control, zoning and project schedule). *(10 points)*

Total points for application: 100

* CCCIMS compliance will be considered under this evaluation factor.

GLOSSARY OF TERMS AND REGULATIONS

Acquisition: Acquisition of real property, in whole or in part, by purchase, long-term lease, donation, or other means for any public purpose.

Affirmative Marketing: Actions to provide information and attract eligible persons, particularly those not likely to apply for housing without special outreach, to affordable housing units.

Allowable Costs: Allowable costs for local governments is determined in accordance with the provisions of OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Allowable costs for non-profit organizations is determined in accordance with the provisions of OMB Circular A-122, "Cost Principles for Non-Profit Organizations."

Americans with Disabilities Act: For major rehabilitation or conversion, the recipient of funding must comply with the Americans with Disabilities Act (42 U.S.C. 12131 through 121134, regulations at 28 CFR Part 35) and accessibility guidelines. The Act also prohibits discrimination based on disability in the provision of goods, services, privileges, advantages or accommodations in any place of public accommodation, including homeless shelters and social service center establishments. Section 504 of the Rehabilitation Act of 1973 also prohibits discrimination based on disability in activities or programs receiving federal assistance and the Fair Housing Amendments Act (FHAA) prohibits discrimination in housing based on a person's disability.

The ADA, Section 504, and the FHAA all follow the same definition of disability:

- (A) A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- (B) A record of such an impairment; or
- (C) Being regarded as having such an impairment.

The phrase *physical or mental impairment* means --

- (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine;
- (2) Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities;
- (3) The phrase physical or mental impairment includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.
- (4) The phrase physical or mental impairment does not include psychoactive substance use disorders resulting from current illegal use of drugs.

NOTE: This definition of disability differs from the definition for "severely disabled person" (defined below), a class of people presumed under CDBG regulations to be low- or moderate-income.

Audit: Local government and private non-profit subrecipients are subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

Bonding and Insurance: Agencies are required to adhere to the standards of OMB Circular A-110, regarding bid guarantees, performance bonds, payment bonds and insurance.

CCIMS: Chester County Client Information System is a computerized data collection application designed to capture client-level information over time on characteristics and service needs of persons experiencing homelessness.

Certification Regarding Drug Free Workplace: In accordance with the requirements of the Drug Free Workplace Act of 1988, all recipients of federal funding through HUD are required to comply with and execute the certification regarding the provision of a drug-free workplace.

Chronically Homeless Person: An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless a persons must have been on the streets or in an emergency shelter (i.e. not transitional housing) during these stays.

Clearance: Demolition and removal of buildings and improvements, including movement of structures to other sites, or physical removal of environmental contaminants or treatment of such contaminants to render them harmless.

Community Development Block Grant: Federal entitlement funding authorized by the Housing and Community Development Act of 1974 (42 U.S.C. 5301 *et seq.*) and Section 7(d) of the Department of Housing and Urban Development Act (42 U.S.C. 3535(d)) and implemented under 24 CFR Part 570.

Community Housing Development Organization: A County-certified non-profit organization that has as one of its purposes the provision of decent housing that is affordable to low- and moderate-income persons.

Conflict of Interest: In addition to conflict of interest requirements in OMB Circular A-110 and 24 CFR Part 85, no person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, of any designated public agency, or of a subrecipient that receives federal funding from the County and who exercises or has exercised any functions or responsibilities with respect to funded activities or who is in a position to participate in a decision 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 to the activities, or with respect to the proceeds of the activities, either for themselves or for those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

Debarred, Suspended, or Ineligible Contractors: Engagement of services and awarding of contracts or funding of any contractors or subcontractors during any period of debarment, suspension, or placement in ineligibility status is strictly prohibited, in accordance with the provisions at 24 CFR Part 24.

Disabled Person: See the definition for "severely disabled person" or *the Americans with Disabilities Act*, as applicable.

Displaced Person: A person (family, individual, business, non-profit organization, or farm) that permanently moves as a direct result of acquisition, rehabilitation, or demolition for a federally-funded project.

Displacement and Relocation: Recipients must assure that they have taken all reasonable steps to minimize the displacement of persons as a result of any federally funded activities. If such displacement is unavoidable,

action must be taken to mitigate any adverse effects on these persons. Recipients must comply with all requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601-4655, regulations at 49 CFR Part 24). The County is responsible for ensuring compliance with all displacement and relocation requirements.

Emergency Shelter: Any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of homeless.

Emergency Shelter Grants Program: Federal entitlement funding authorized by the Stewart B. McKinney Homeless Assistance Act, as amended (42 U.S.C. 11371-78) and implemented under 24 CFR Part 576.

Employment and Contracting Opportunities: Contractors and subcontractors of federal or federally assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion or transfer, recruitment, layoff or termination, rates of pay, or other forms of compensation and selection for training and apprenticeship.

In addition, compliance is required with **Section 3 of the Housing and Urban Development Act of 1968** (12 U.S.C. 1701u) and the implementing regulations in 24 CFR part 135. This law requires that to the greatest extent feasible, opportunities for training and employment be given to low- and very low- income persons who reside within the local area in which the project is located, and where possible, work contracts should be awarded to eligible local business concerns. No person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of federally assisted construction contracts.

Compliance is required with Executive Orders 11625 and 12432 on Minority Business Enterprise, and Executive Order 12138 on Women's Business Enterprise. These orders require recipients to take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

Environmental Review Requirements: Approval of specific activities is conditioned on the results of environmental reviews required by 24 CFR Part 58 and, if necessary, issuance by HUD of a formal Notice of Removal of Grant Conditions. Proposed activities are subject to change based on the results of the County's reviews of the environmental effects of activities. The County assumes such environmental review, decision-making and action responsibilities by execution of grant agreements with the HUD Secretary.

Faith-based Initiatives: Efforts by the federal government to strengthen and expand the role of faith-based and community organizations in addressing the nation's social problems. The goal is to ensure faith-based organizations can compete equally with other groups to provide government or privately-funded services.

Faith-based Organization: Faith-based organizations (FBO) are of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

Family: All persons living in the same household who are related by blood, marriage, or adoption.

Flood Insurance: No site proposed for grant assistance may be located in area that has been identified by the Federal Emergency Management Agency as having special flood hazards, unless the community in which the area is situated is participating in the National Flood Insurance Program.

HMIS: Homeless Management Information System is a computerized data collection tool used by communities to collect ongoing data on persons who are homeless or receive assistance from the community. This longitudinal data can be used to accurately calculate the size and needs of these populations. The purpose of HMIS is to use data from CCIMS and HMIS to understand the size and characteristics of the homeless population, analyze local patterns of service usage, and assess local service needs.

HOME Investment Partnerships Program: Federal entitlement funding authorized by Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended (42 U.S.C. 12701 *et seq.*) and the Department of Housing and Urban Development Act (42 U.S.C. 3535(d)) and implemented under 24 CFR Part 92.

Homeless person: A person is considered homeless if they 1) lack a fixed, regular, and adequate nighttime residence; and 2) have a primary nighttime residence that is -

- a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Anyone imprisoned or otherwise detained pursuant to an Act of Congress or State law is *not* considered homeless according to HUD guidelines.

Homelessness Prevention: Activities including:

- short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;
- security deposits or first month's rent to permit a homeless family to move into their own apartment;
- mediation programs for landlord-tenant disputes;
- legal services programs for the representation of indigent tenants in eviction proceedings;
- payments to prevent foreclosure on a home; and
- other innovative programs and activities designed to prevent the incidence of homelessness.

Household: All persons occupying the same housing unit, regardless of their relationship to each other.

Housing Trust Program: Funding from fees attached to mortgages and deeds filed at Chester County Recorder of Deeds. The Housing Trust Program is authorized by the Pennsylvania Optional County Affordable Housing Funds Act (Act 137 of 1992) and County of Chester Ordinance No. 93-3.

Labor Standards: Recipients must comply with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5) and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332) regarding payment of wages and hours as required for construction projects. However, these requirements apply to the construction of residential property only if such property contains at least 8 units (CDBG) or 12 units (HOME). Volunteers must be used in accordance with 24 CFR Part 70.

For some activities, recipients may have to comply with the Pennsylvania Prevailing Wage Act (Act of 1961, P.L. 987, No. 442). The Recipient or its Engineer/Architect shall obtain the appropriate Pennsylvania Prevailing Wage Rates for inclusion in any applicable agreement and shall enforce said rates in connection with all work performed under the contract.

Lead-Based Paint: Compliance with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 through 4846) must be assured. The Act requires that precautions are to be taken to avoid

lead paint poisoning, such as routine maintenance and removal techniques to eliminate hazards. Also, the use of lead-based paint is strictly prohibited for any rehabilitation, conversions, or new construction project.

- Before conversion or rehabilitation of any building constructed prior to 1978 or any rehabilitation of a home with children under the age of 7, all applicable surfaces shall be inspected to determine if defective paint surfaces exist.
- Treatments, if necessary, will eliminate hazards and shall, at a minimum, consist of covering or removal of defective paint surfaces.

Low- or moderate-income household: a household in which the total income of all of the household members is equal to or less than 80% of median family income for the Philadelphia Metropolitan Statistical Area.

Low- or moderate-income person: a member of a family having an income equal to or less than 80% of median family income for the Philadelphia Metropolitan Statistical Area.

Microenterprise: a business having five or fewer employees.

Non-Discrimination, Equal Opportunity, and Fair Housing: The Fair Housing Amendments Act prohibits any person from discriminating in the sale, rental or financing of housing or brokerage services on the basis of race, color, religion, sex, national origin, handicap or familial status. Recipients of federal funding also must affirmatively further fair housing, and they must certify that they will do so.

Under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*) and Section 109 of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 *et seq.*), no person in the United States shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with HUD-administered funds on the grounds of race, color, religion, sex, or national origin. Additionally, the Age Discrimination Act of 1975 (42 U.S.C. 6101 *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (which prohibits discrimination against the handicapped and is found at 29 U.S.C. 794) are applicable to any program funded as a result of this RFP.

Also see the *Americans with Disabilities Act* above.

Permanent Supportive Housing: Long-term, community-based housing that provides supportive services for homeless persons with disabilities.

Public Facilities: Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements carried out by public or private non-profit entities. Public facilities include but are not limited to: homeless shelters; convalescent homes, hospitals, and nursing homes; battered spouse shelters; halfway houses for runaway children, drug offenders or parolees; and group homes for mentally retarded persons. When such facilities are owned by non-profit entities, they shall be open for use by the general public during all normal hours of operation.

Public Services: Public services include but are not limited to: employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare, homebuyer down payment assistance, or recreational needs.

Reconstruction: The rebuilding or rehabilitation of housing on the same lot. The number of housing units on the lot may not change as a result of reconstruction, although the number of rooms per unit may change.

Severely Disabled Person: A person who is 15 years or older and

- uses a wheelchair or is a long-term user of a cane, crutches, or walker;
- is unable to perform one or more *functional activities* (seeing, hearing, speaking, lifting/carrying, using stairs, walking);
- needs personal assistance with an activity of daily living (including getting around inside the home, getting in or out of a bed or chair, bathing, dressing, eating, and toileting);
- needs personal assistance with an instrumental activity of daily living (including going outside the home, keeping track of money and bills, preparing meals, doing light housework, taking prescription medicines in the right amount at the right time, using the telephone);
- has a developmental disability or Alzheimer's disease;
- is unable to do housework;
- is 16 to 67 years old and unable to work at a job or business; or
- receives federal disability benefits.

Small Business: For-profit corporation, limited liability company, partnership, proprietorship, or other business entity having either one hundred (100) or fewer total employees, or the equivalent of one hundred (100) or fewer full-time equivalent employees, whichever is less.

Transitional Housing: Project that is designed to provide housing and supportive services to deinstitutionalized persons with disabilities, homeless individuals, and homeless families with children. The purpose of the housing must be to facilitate the movement of individuals and families to independent living within two years or as agreed upon in the contract.

APPENDIX A

Consolidated Plan Goals and Objectives – Spanish Translation

El Departamento de Desarrollo Comunitario del Condado de Chester
(DCD, Department of Community Development)
PLAN CONSOLIDADO, 2005-2009

El Condado de Chester, por medio de DCD, recibe los subsidios autorizados federales anualmente con el propósito de cumplir con actividades de vivienda y desarrollo comunitario. Las metas y objetivos siguientes dirigirán las prioridades y sugerencias de fondos durante los próximos cinco años. La realización de estas metas y objetivos sugeridos está sujeta al recibo de la cuota constante del Departamento de Vivienda y Desarrollo Urbano (HUD, Department of Housing and Urban Development) de los Estados Unidos durante este periodo de cinco años.

Clave acrónimo:

CDBG (Community Development Block Grant) *Subsidios Gratuitos Globales para el Desarrollo Comunitario*

HOME (HOME Investment Partnership) *Asociación para Inversiones en Vivienda*

ADDI (American Dream Downpayment Initiative) *Iniciativa de Cuota Inicial para el Sueño Americano*

ESG (Emergency Shelter Grant) *Fondos Gratuitos para Refugios de Emergencia*

HTP (Housing Trust Program) *Programa de Vivienda Fiduciaria del Condado*

Todas las actividades fundadas deben beneficiar a la gente con ingresos bajos y moderados en el Condado de Chester.

- Ingresos extremadamente bajos = individuos y familias que ganan 0-30% del Ingreso Promedio del Area (AMI, *Area Median Income*)
- Ingresos bajos = individuos y familias que ganan 31-50% del Ingreso Promedio del Area
- Ingresos Moderados = individuos y familias que ganan 51-80% del Ingreso Promedio del Area

(Nota: Niveles de ingreso se aplican a la Area Metropolitana Estadística de Filadelfia. Son establecidos por la Oficina de Gestión y Presupuesto (Office of Management and Budget) de los Estados Unidos y están sujetos a cambiar periódicamente.)

VIVIENDA

META 1: Preservar las viviendas existentes en todas las comunidades del Condado de Chester.

OBJETIVOS:

Proveer CDBG, HOME, ADDI, HTP y/u otros fondos durante los próximos cinco años:

1. Rehabilitar anualmente las viviendas por lo menos de 40 familias de ingresos extremadamente bajos, bajos o moderados. Estos fondos también pueden ser utilizados para los costos administrativos de un programa de rehabilitación.

2. Asistir anualmente en la demolición, el aumento de las infraestructuras y/o la construcción de viviendas existentes que beneficiarán por lo menos una comunidad donde residen familias de ingresos extremadamente bajos y bajos.
3. Asistir anualmente en las mejorías de accesibilidad de vivienda por lo menos de 5 familias de ingresos bajos o moderados. Un miembro de la familia debe tener una incapacidad permanente.

META 2: Aumentar y/o mejorar la existencia actual de viviendas y aumentar las oportunidades de viviendas accesibles para los individuos y familias de ingresos bajos y moderados en el Condado de Chester.

OBJETIVOS:

Proveer CDBG, HOME, ADDI, HTP y/u otros fondos durante los próximos cinco años:

1. Desarrollar o aumentar anualmente unidades de vivienda de renta para beneficiar por lo menos 40 familias de ingresos extremadamente bajos, bajos o moderados.
2. Asistir anualmente por lo menos 2 Organizaciones Comunitarios del Desarrollo de Viviendas (CHDO, *Community Housing Development Organizations*) en una actividad de vivienda alquilada. Esta actividad debe enfocarse en las familias de ingresos extremadamente bajos y bajos.
3. Proveer anualmente la asistencia financiera para los gastos operativos por lo menos de 2 CHDOs que activamente sirven a familias de ingresos extremadamente bajos y bajos.
4. Apoyar anualmente por lo menos un programa de vivienda asesoramiento y/o un programa de ayuda para propiedad de vivienda que beneficien un mínimo de 10 familias. Se puede utilizar estos fondos para costos administrativos de un programa de ayuda para propiedad de vivienda.
5. Desarrollar o mejorar unidades de vivienda para propiedad para beneficiar por lo menos 10 familias de ingresos bajos o moderados.

META 3: Garantizar igualdad en las oportunidades en materia de vivienda para todos los residentes del condado.

OBJETIVOS:

Proveer fondos de CDBG, HTP y/u otros fondos durante los próximos cinco años:

1. Dirigir por lo menos una auditoría de equidad de vivienda para observar la conformidad de equidad de vivienda en el Condado de Chester.
2. Asistir anualmente por lo menos una organización sin fines de lucro en la provisión de la educación y la asesoría de equidad de vivienda.

CARENCIA DE HOGAR

META 4: Proveer refugio y servicios de apoyo a los individuos y familias que prácticamente carecen de vivienda, que no tienen vivienda o que fueron sin hogar en el Condado de Chester, para superar los impedimentos y prepararlos para una vida independiente.

OBJETIVOS:

Proveer CDBG, ESG, HTP, Atención Continua (*Continuum of Care*) y/u otros fondos durante los próximos cinco años:

1. Para la asistencia de emergencia o la asistencia de la falta de renta para beneficiar anualmente por lo menos 50 familias o individuos de ingresos extremadamente bajos o bajos que están enfrentando una crisis de vivienda.
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2. Para servicios legales que asisten anualmente por lo menos 300 familias o individuos de ingresos extremadamente bajos o bajos en asuntos de vivienda que pueden resultar en la carencia de hogar.
 3. Apoyar anualmente el funcionamiento y mantenimiento por los menos de 6 refugios de emergencia existentes en el Condado de Chester.
 4. Apoyar anualmente el funcionamiento y mantenimiento por los menos de 5 refugios de transición existentes en el Condado de Chester.
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5. Asistir anualmente en la rehabilitación u en la renovación por lo menos de un refugio de emergencia o un refugio de transición que sirven individuos o familias.
 6. Hacer disponibles anualmente los servicios de la administración de casos por lo menos a 400 residentes de refugios de emergencia o transición en el Condado de Chester.
 7. Asistir anualmente un mínimo de 15 individuos o familias sin hogar en preparar vivir independientes. Los programas pueden incluir pero no limitándose a los siguientes: La práctica gestión financiera y ahorros, la preparación del trabajo y las destrezas del empleo o de la vida.
 8. Apoyar anualmente por los menos un programa que provee un entorno estable donde individuos o familias sin hogar pueden obtener las destrezas necesarias para tener éxito en mudarse o quedarse con vivienda permanente. Se pueden alcanzar este objetivo a través de la provisión de asistencia de renta conjuntamente con la administración de caso y servicios de apoyo.
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META 5: Terminar con la crónica carencia de hogar.

OBJETIVOS:

Proveer fondos de CDBG, ESG, HTP, Atención Continua y/u otros fondos durante los próximos cinco años:

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1. Apoyar anualmente la vivienda de apoyo y permanente por lo menos para 10 individuos incapaces y crónicamente sin hogar.
 2. Asistir por los menos 10 proveedores de servicios de organizaciones sin fines de lucro en implementar un Sistema de Información sobre la Administración de Personas sin Hogar (HMIS).
 3. Apoyar anualmente actividades de promoción para animar la aceptación de refugio y servicios de apoyo por lo menos de 10 individuos que viven en la calle.
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NECESIDADES ESPECIALES

META 6: Aumentar las oportunidades de viviendas a precios razonables y los servicios de apoyo para aquellos individuos y familias con necesidades especiales en el Condado de Chester.

OBJETIVOS:

Proveer fondos de CDBG, HOME, HTP y/u otros fondos durante los próximos cinco años:

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1. Desarrollar o mejorar unidades de vivienda de renta para beneficiar por lo menos 40 grupos familiares de la tercera edad de ingresos bajos y moderados.
 2. Asistir anualmente por lo menos 20 propietarios de vivienda de la tercera edad para mantener sus hogares a través de pequeñas actividades de la reparación de casa.
 3. Asistir por lo menos un inmobiliario de vivienda en utilizar fondos de HUD Sección 202 o Sección 811 para desarrollar vivienda para personas con necesidades especiales.
 4. Apoyar anualmente por lo menos un programa que asistirá un mínimo de 40 individuos o familias incapaces de ingresos bajos o moderados en acceder vivienda de su elección.
 5. Apoyar la necesidad de servicios de vivienda y apoyo de: personas con incapacidades físicas, personas con incapacidades del desarrollo o mentales, personas con VIH/SIDA y sus familias, personas que

tienen adicciones a drogas o alcohol, o víctimas de la violencia domestica. Esta financiación beneficiará anualmente por lo menos 20 individuos o familias con necesidades especiales.

DESARROLLO COMUNITARIO

META 7: Mejorar la infraestructura de las comunidades de ingresos bajos y moderados del Condado de Chester.

OBJECTIVOS:

Proveer los fondos de CDBG y/u otros fondos durante los próximos cinco años:

1. Asistir anualmente por los menos 2 municipalidades urbanas/suburbanas en actividades de alcantarilla o de la mejoría del sistema alcantarilla en áreas de ingresos bajos y moderados.
 2. Asistir anualmente por lo menos 3 municipalidades urbanas/suburbanas con las mejorías en las calzadas, mejorías en las aceras y bordillos, sumideros de aguas diluvios, mejorías en farol y/o actividades de la reestructura de puente en áreas de ingresos bajos y moderados.
 3. Asistir por lo menos una municipalidad urbana/suburbana en la demolición de edificios peligrosos, de poco sólido y que son severamente deteriorados.
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META 8: Proveer asistencia para el desarrollo económico, destinada a la revitalización de las comunidades en el Condado de Chester.

OBJECTIVOS:

Proveer fondos de CDBG y/u otros fondos durante los próximos cinco años:

1. Apoyar por lo menos 2 actividades de desarrollo económico que enfocan en municipalidades urbanas/suburbanas. Cada actividad resultará en la formación de 5 trabajos para individuos de ingresos bajos y moderados.
 2. Apoyar un programa de asistencia para pequeños negocios para proveer préstamos por lo menos a 2 negocios que formarán anualmente 5 trabajos para individuos de ingresos bajos y moderados. La asistencia dirigirá hacia pequeños negocios localizados en las municipalidades urbanas del Condado de Chester.
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META 9: Mejorar las instalaciones públicas que prestan servicios a los residentes de ingresos bajos y moderados del Condado de Chester.

OBJECTIVOS:

Proveer fondos de CDBG y/u otros fondos durante los próximos cinco años:

1. Asistir por lo menos 2 centros o parques vecindarios/comunitarios/juveniles y facilidades de recreación que sirven individuos o familias de ingresos bajos y moderados.
 2. Asistir por lo menos una organización sin fines de lucro, una municipalidad u otra entidad gubernamental en modificar instalaciones públicas existentes para eliminar las barreras de accesibilidad.
 3. Asistir anualmente por lo menos un proveedor de servicios de una organización de fines sin lucro en actividades de construcción, adquisición o rehabilitación. El proveedor de servicios debe proveer servicios a los individuos o familias de ingresos bajos y moderados.
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GOAL 10: Proporcionar servicios públicos a los residentes de ingresos bajos y moderados del Condado de Chester.

OBJECTIVOS:

Proveer los fondos de CDBG, HTP y/u otros fondos durante los próximos cinco años:

1. Proveer servicios públicos anualmente por lo menos a 100 individuos o familias de ingresos bajos y moderados. Servicios públicos pueden incluir pero no limitándose a los siguientes: servicios para personas de la tercera edad, servicios para personas incapaces, servicios legales, servicios de la juventud y servicios de salud.
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