



UPPER DARBY TOWNSHIP
COMMUNITY & ECONOMIC DEVELOPMENT
CDBG Program Year 51 – Public Services
Project Funding Period: January 1, 2026 to December 31, 2026

Request for CDBG Public Services Proposals
5.5.25

Upper Darby Township is inviting nonprofit organizations to submit applications for Public Services project funding to be included in the CDBG Action Plan for Program Year 51.

The Township receives an annual entitlement of Community Development Block Grant (CDBG) funding through the United States Department of Housing & Urban Development for use in support of community development activities. No more than 15% of that annual entitlement grant may be used in support of Eligible Activities within the category of Public Services.

In accordance with the priorities identified in the 2021-2025 Consolidated Plan, all of Upper Darby's total Public Services allocation will be reserved for the eligible activities that directly contribute to Housing and related Quality of Life needs. Such services may include the activities that contribute to the acquisition of housing by low-and moderate-income persons, the prevention of homelessness, or the provision of shelter for those experiencing homelessness.

The proposal application package can be found at:
www.upperdarby.org/CommunityDevelopmentBlockGrant

To support and assist interested nonprofit organizations, the Township is hosting a mandatory information session for potential applicants. The session will be held at 5:30 P.M on Thursday, May 15, 2025. This mandatory session will be virtual so parties interested in attending must email cdbgsub@upperdarby.org by 4:30pm on Thursday, May 15, 2025 to request access to the meeting.

For more information about Upper Darby Township's CDBG program, the 2021-2025 Consolidated Plan, and the Program Year 51 Action Plan process, please visit the Township's website: www.upperdarby.org/CommunityDevelopmentBlockGrant

Questions may be sent to cdbgsub@upperdarby.org



**UPPER DARBY TOWNSHIP
COMMUNITY & ECONOMIC DEVELOPMENT**

CDBG Program Year 51

Public Services Proposal Approval Process Timeline

Project Funding Period: January 1, 2026 to December 31, 2026

Monday, May 5, 2025

Public Services Preliminary Project Approval Application proposal package posted on Upper Darby Township website:

<https://www.upperdarby.org/CommunityDevelopmentBlockGrant>

Thursday, May 15, 2025 at 5:30pm

Mandatory Virtual Information Session for prospective applicants for the Public Services Preliminary Project Approval Application

Email cdbgsub@upperdarby.org to request the link for this meeting

Friday, May 16, 2025

Deadline for all questions from prospective applicants. Questions must be sent in writing to cdbgsub@upperdarby.org

Monday, May 19, 2025

Distribution of FAQ document, with answers to questions submitted regarding proposal submissions.

Thursday, May 29, 2025 by 3:00pm

Public Services Preliminary Project Approval Application deadline.

Proposals must be emailed to cdbgsub@upperdarby.org by 3:00pm

Upper Darby Township reserves the right to adjust this timeline as needed



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Preliminary Project Approval Application

*This application is the **first of two steps** required to be considered for CDBG funding.*

*The organization's proposed project may be selected for inclusion in the Township's CDBG Annual Action Plan, **however, inclusion in the Action Plan does not guarantee that your project will be funded.***

Award approval requires full completion of application process and receipt of an award letter

Submit completed application to cdbgsub@upperdarby.org by Thursday, May 29, 2025

Organization Information

Applicant must be incorporated as a Nonprofit Organization

Organization Legal Name: _____

EIN: _____ **DBA:** _____

Address: _____

Primary Contact Person: _____

Title: _____

Phone: _____ **Email:** _____

Length of time organization has been in operation: _____

Purpose of the organization, services provided, and clientele served:
(attach a separate document if needed)

Personnel/Staff Capacity: _____

Describe how your organization leverages collaboration with other providers and agencies to maximize your impact on behalf of the community. Which organizations do you currently partner with, and for what purpose?: (attach a separate document if needed)

Organization Financial Information

Total Annual Operating Budget:

Does your organization have experience with previous federal monitoring: Y / N

Has the organization received fiscal audit or monitoring findings in the past three years?: Y / N

***If so, what were the areas of improvement? What actions have been taken to resolve these matters?
(attach a separate document if needed)***

***Other secured sources of funding for organization
(attach a separate document if needed)***

Preliminary Funding Request

Total Funding Requested: \$

Will this project be sustainable after proposed CDBG funds have been exhausted: Y / N

Upper Darby Township receives funds from the U.S. Housing and Urban Development for eligible Community Development Block Grant (CDBG) Services. There a 15% Cap of the Total Amount the Township receives that may be allocated for Public Services.

Project Information

Project Title: _____

Eligible Activity or Activities (see attached list of eligible activities) & Matrix Codes:

Who will the service be provided to?:

Where will the service be provided?: _____

Is the proposed project currently underway, or in progress?: Y / N

Project Description Narrative:

Briefly describe the proposed project, including the need or problem to be addressed, a description of the services to be provided, goals and objectives of the project, and the implementation schedule. If you are a current or recent Subrecipient of CDBG funding from Upper Darby Township and are applying for funding for the same or similar activity, please provide in specific detail the increase in need for additional funding to carry out that activity. *(attach a separate document if needed)*

Eligible Public Services Activities & Matrix Code Guide

03T	Homeless/AIDS Patients Programs 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
05A	Senior Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead.
05B	Services for Persons with Disabilities 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for the persons with disabilities, regardless of age. If the activity is intended primarily for elderly persons, use 05A instead.
05F	Substance Abuse Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
05G	Services for victims of domestic violence, dating violence, sexual assault or stalking 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for victims of domestic violence, dating violence, sexual assault or stalking. For services limited to abused and neglected children, use 05N.
05J	Fair Housing Activities (subject to Public Services cap) 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Fair housing services (e.g. counseling on housing discrimination) as public services. The activity needs to meet a national objective. For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.
05K	Tenant/Landlord Counseling 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Counseling to help prevent or settle disputes between tenants and landlords.
05M	Health Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
05N	Services for Abused and Neglected Children 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Daycare and other services exclusively for abused and neglected children.
05O	Mental Health Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the mental health needs of residents of the community.
05P	Screening for Lead Poisoning 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Activities undertaken primarily to provide screening for lead poisoning. Note: <ul style="list-style-type: none"> • Use 05P to test people for possible lead poisoning. • Use 14I to test buildings/properties for presence of lead contamination.
05Q	Subsistence Payments 24 CFR 570.207(b)(4) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service, and rent/mortgage payments to prevent eviction.
05R	Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Homebuyer downpayment assistance provided as a PUBLIC SERVICE. If housing counseling (under 24 CFR 5.100) is provided to in conjunction with downpayment assistance, report housing counseling separately under matrix code 05Y. If referral services, homeownership education programs, or general budget/financial counseling are provided to homebuyers in conjunction with downpayment assistance as part of a package, then the services are considered activity delivery costs as a part of an 05R activity. <ul style="list-style-type: none"> • It is subject to the public service cap, unless the assistance is provided by a CBDO in an NRSA or by a 105(a)(15) entity. • Only report the number of households that received downpayment assistance as accomplishments for 05R. • For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13B.
05S	Rental Housing Subsidies 24 CFR 570.204 or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.
05T	Security Deposits 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Tenant subsidies exclusively for payment of security deposits.

05U	Housing Counseling only, under 24 CFR 5.100 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Housing counseling, under 24 CFR 5.100, for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).
05X	Housing Information and Referral Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.
05Y	Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assistance (05R) 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Housing Counseling, under 24 CFR 5.100, that is provided to in conjunction with homebuyer downpayment assistance (05R) as a public service.

HUD MAP



UPPER DARBY TOWNSHIP

DELAWARE COUNTY, PENNSYLVANIA

DEPARTMENT OF PUBLIC WORKS
CITY OF PHILADELPHIA
OFFICE OF COMMUNITY DEVELOPMENT
1500 MARKET STREET, SUITE 200
PHILADELPHIA, PA 19102
REVISION: 10/2009

LEGEND

- SCHOOL
- EMERGENCY
- RECREATION AREA
- PARK
- CHURCH
- HOSPITAL
- INDUSTRIAL BUILDING
- THE SHANTYWAY
- PROJECT AREA
- STREET NAME

UPPER DARBY TOWNSHIP
CENSUS TRACT
BLOCK GROUPS
LOW/MOD INCOME

