



UPPER DARBY TOWNSHIP
COMMUNITY & ECONOMIC DEVELOPMENT
CDBG Program Year 52 – Public Services
Project Funding Period: January 1, 2027 to December 31, 2027

Request for CDBG Public Services Proposals
3.25.26

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 52.

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.

Upper Darby Township will prioritize projects consisting of 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. Final project selection will be further informed by the priorities currently being identified in the 2026-2030 Five Year Consolidated Plan process.

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 Wednesday, April 8, 2026. This mandatory session will be virtual so parties interested in attending must email cdbgsub@upperdarby.org by 4:30pm on Monday, April 6, 2026 to request access to the meeting.

Questions may be sent to cdbgsub@upperdarby.org

For more information about Upper Darby Township's CDBG program, the 2026-2030 Consolidated Plan process, and the Program Year 52 Action Plan process, please visit the Township's website: www.upperdarby.org/CommunityDevelopmentBlockGrant



UPPER DARBY TOWNSHIP
COMMUNITY & ECONOMIC DEVELOPMENT
CDBG Program Year 52
Public Services Proposal Approval Process Timeline
Project Funding Period: January 1, 2027 to December 31, 2027

Wednesday, March 25 2026

Public solicitation of Public Services project proposals

Wednesday, April 8, 2026, 5:30pm

Mandatory Virtual Applicant Information Session

Friday, April 10, 2026

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

Wednesday, April 15, 2026

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

Thursday, April 30, 2026 by 3:00pm

Public Services Project Approval Application deadline.

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

Monday, June 1, 2026

Public posting of Draft Annual Action Plan, including all proposed projects

Wednesday, July 8, 2026

Public Hearing for Draft Annual Action Plan

Wednesday, July 15, 2026

Final approval of the PY52 Annual Action Plan by Township Council

Friday, August 14, 2026

PY52 Annual Action Plan Submission to HUD

October-November 2026

Mandatory Subrecipient onboarding webinar. Agreements finalized and distributed to Subrecipients.

Friday, December 4, 2026

Subrecipient deadline to submit signed agreement

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



UPPER DARBY TOWNSHIP
 COMMUNITY & ECONOMIC DEVELOPMENT
 Program Year 52 – Public Services
 Project Funding Period: January 1, 2027 to December 31, 2027

Project Approval Application

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. All funding is dependent upon action by the U.S. Department of Housing & Urban Development as well as the successful execution of a subrecipient agreement with Upper Darby Township.

Submit completed application to cdbgsub@upperdarby.org by Thursday, April 30, 2026

Organization Information

Applicant must be incorporated as a Nonprofit Organization

Organization Legal Name: _____

EIN: _____ **DBA:** _____

Tax Status & State Char Number: _____

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)***

Funding Request & Project Budget

Total Funding Requested: \$ _____

Use the attached **PY51 UDT CDBG Subrecipient Proposed Budget Template** to document the total cost of the proposed project *and* an itemized breakdown of how funds from different sources will be used for each line item. Identify the amount of CDBG funds requested along with the other sources, amounts, and statuses of any other funding that will be used to carry out the proposed activity. The budget will be examined for resource leveraging and the responses will be examined in evaluating the potential project.

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

If your project is not funded by Upper Darby Township CDBG funds, please indicate how/if this activity would be carried out in the absence of these funds:

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:

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

Project Description Narrative:

On a SEPARATE SHEET, 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)*

Statement of Project Eligibility

On a SEPARATE SHEET, describe how the proposed project is a CDBG eligible activity. The Statement of Project Eligibility narrative must address the following in sufficient detail:

1. Project Description and Location

Provide a detailed project description, including project type, location, and applicable measurement of project scope (e.g. persons/households served).

2. Need Identification

Describe the conditions warranting the project, including deficiencies to be corrected, and/or public health and safety hazards to be remedied. Discuss how the project was identified, including the method used to encourage public participation in the decision-making process.

3. Anticipated Outcome/Benefit

Describe how the proposed project will address the identified needs. Describe in detail the specific project activities supported by CDBG funds. Describe how activities will impact the service area or households/individuals and quantify the work to be performed (e.g. 75 individuals served per month).

Statement of National Objective

Each eligible activity must meet one of the CDBG Program's National Objectives. Please select one of the following categories and, on a SEPARATE SHEET, please provide a narrative to address how your activity will meet the listed requirements for the category you have chosen and describe, in detail, your client intake process:

Benefit an area with at least 51% low- and moderate-income residents

1. A written Determination of the service area
2. A Narrative describing the impacted area and the affected population, including evidence that the area is primarily residential with at least 51% low and moderate income residents
3. A map showing the boundaries of the above-defined service area

Or

Benefit a low and moderate income limited clientele

1. Activities that exclusively serve a clientele who are generally presumed to be low and moderate income (e.g. seniors, adults with severe disabilities, abused children, spouses experiencing domestic abuse, persons experiencing homelessness, adults suffering from a lack of literacy); or
2. The proposed program has income eligibility requirements limiting the activity exclusively to low and moderate income persons; or
3. Require information on family size and income so that it is evident that 51% of the clientele are persons whose family income qualifies as low and moderate income.

What are the program participation requirements for the proposed beneficiaries? Please describe in detail.

Is the proposed program fully accessible to person with disabilities? Please explain how clients with disabilities will be accommodated:

Is your organization qualified and able to gather and provide information on the race and ethnicity of the persons/households served? (This information will be required upon submission of invoices): Y / N

The following organizational documents must be submitted with this application

- 1.** Board of Director's authorization to submit the application
- 2.** Conflict of Interest Disclosure Forms/Letters
- 3.** Bylaws
- 4.** Personnel, Anti-discrimination and Equal Employment Opportunity policies
- 5.** Procurement policy
- 6.** Accounting/internal control policies & procedures
- 7.** Organization's current budget, itemizing revenue & expenses
- 8.** Documentation of non-profit status
- 9.** Funding Commitment Letter(s) or Copies of Requests for Other Funds, if any
- 10.** Conflict of Interest policy
- 11.** Internal monitoring plan
- 12.** Names of Board members and executive officers of organization
- 13.** Organization chart and succession plan to be implemented in the absence of the Executive Director

Additional documentation may be required upon review of your submitted application, as required by the particular circumstances of your project

Certification

The preparer, to the best of his/her knowledge and belief, states that the information provided in this response is true and correct and its submission has been duly authorized by the governing body of the applicant.

Name: _____

Title: _____

Signature: _____

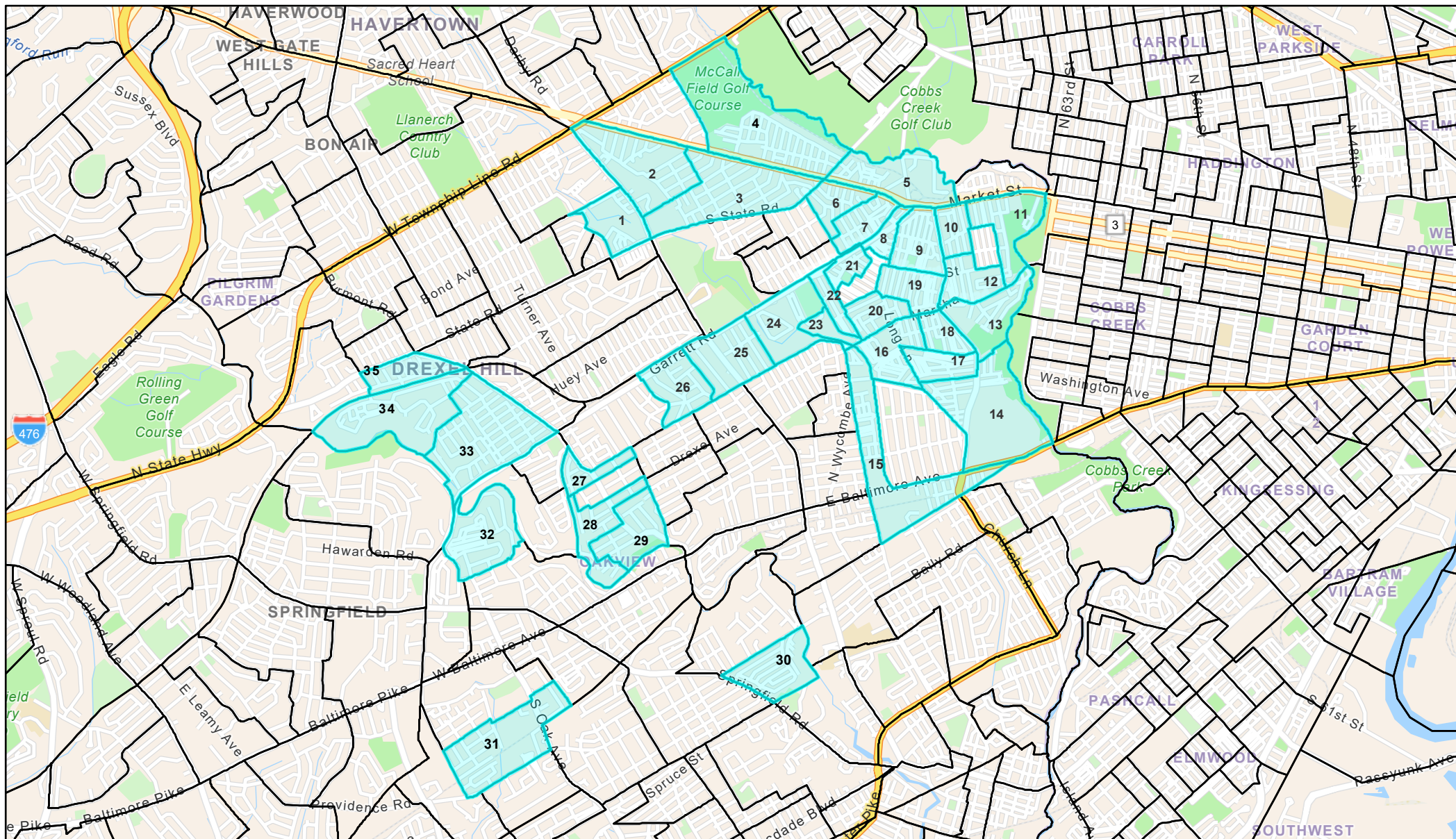
Date: _____

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.
05C	Legal Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services providing legal aid to low- and moderate-income (LMI) persons. If the legal services is only provided for the settlement of tenant/landlord disputes, use 05K.
05D	Youth Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.
05E	Transportation Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) General transportation services. Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.
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.
05H	Employment Training 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, "how to get and keep a job" training, or training students in a particular field on skill when there is no tie to a specific position or business. For activities providing training for specific permanent jobs with specific businesses, use 18A.
05I	Crime Awareness/Prevention 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
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.
05L	Child Care Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
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. <i>Note:</i> <input type="checkbox"/> Use 05P to test people for possible lead poisoning. <input type="checkbox"/> Use 14I to test buildings/properties for presence of lead contamination.

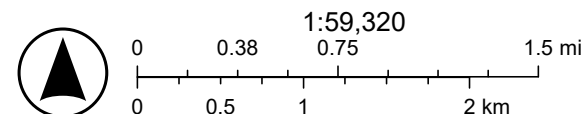
05Q	Subsistence Payments 24 CFR 570.207(b)(4) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff 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. <input type="checkbox"/> 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. <input type="checkbox"/> Only report the number of households that received downpayment assistance as accomplishments for 05R. <input type="checkbox"/> 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).
05V	Neighborhood Cleanups 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code to include neighborhood cleanup campaigns and graffiti removal.
05W	Food Banks 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.
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.
05Z	Other Public Services Not Listed in 03T and 05A-05Y 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) This matrix code replaced matrix code 05. Only use this matrix code when an activity does not fall under a more specific 05A-05Y code. An example of a legitimate use of this code is when the CDBG funds are provided to a non-profit organization that provides multiple types of social services for operating costs. In another example, when a public service activity that does not have a more specific matrix code, provides services to multiple groups of clients such as seniors, persons with disabilities, and homeless persons. For instance, for a "meals on wheel" program for senior and persons with disabilities, use 05Z. If this program had only been available to seniors, the correct matrix code would have been 05A.

Upper Darby Township Low-Mod Block Groups 2026



3/21/2026, 2:13:21 PM

 LMISD by Block Groups



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

LOW-MOD CENSUS TRACT BLOCK GROUP MAP KEY

Number on Map	Block Group Name
1	Block Group 1, Census Tract 4011.01
2	Block Group 2, Census Tract 4006
3	Block Group 1, Census Tract 4006
4	Block Group 2, Census Tract 4005
5	Block Group 1, Census Tract 4005
6	Block Group 1, Census Tract 4007
7	Block Group 2, Census Tract 4007
8	Block Group 1, Census Tract 4004.02
9	Block Group 1, Census Tract 4004.01
10	Block Group 3, Census Tract 4105
11	Block Group 2, Census Tract 4105
12	Block Group 4, Census Tract 4105
13	Block Group 1, Census Tract 4003.01
14	Block Group 2, Census Tract 4003.02
15	Block Group 1, Census Tract 4003.02
16	Block Group 2, Census Tract 4003.01
17	Block Group 4, Census Tract 4003.01
18	Block Group 3, Census Tract 4003.01
19	Block Group 2, Census Tract 4004.01
20	Block Group 3, Census Tract 4004.01
21	Block Group 3, Census Tract 4004.02
22	Block Group 4, Census Tract 4004.02
23	Block Group 1, Census Tract 4008.01
24	Block Group 2, Census Tract 4008.01
25	Block Group 1, Census Tract 4008.02

Number on Map	Block Group Name
26	Block Group 2, Census Tract 4008.02
27	Block Group 1, Census Tract 4014.02
28	Block Group 3, Census Tract 4014.02
29	Block Group 4, Census Tract 4014.02
30	Block Group 2, Census Tract 4016
31	Block Group 2, Census Tract 4015.02
32	Block Group 1, Census Tract 4015.03
33	Block Group 2, Census Tract 4013.02
34	Block Group 1, Census Tract 4013.03
35	Block Group 3, Census Tract 4012