

# FY2025 Beaver County ESG & HAP Application

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**Complete a separate application for each Project. Original, signed Applications must be submitted to the Community Development Program office no later than 4:00 p.m., Monday, March 31, 2025.**

**Project Name:** \_\_\_\_\_

## **Part 1: Agency Information**

**Legal Name of Applicant:** \_\_\_\_\_

**Applicant's Mailing Address:**\_\_\_\_\_

**Applicant's Contact Person:**\_\_\_\_\_

- a. **Title or Position:** \_\_\_\_\_
- b. **Daytime Phone Number:**\_\_\_\_\_
- c. **Email Address:**\_\_\_\_\_

**Did the applicant receive \$750,000 or more in federal funding during its last fiscal year?**       **Yes**                       **No**

**The following organizational information must be only submitted once.**

**Check here if the following organizational information has been submitted with another FY2025 application**

- a. **Proof of IRS 501(c)(3)**
- b. **Board meeting minutes for 1 year**
- c. **Most recent agency budget or IRS form 990**

**Part 2: Conflict of Interest**

**Complete and submit only once**

**Check here if Conflict of Interest Forms have been submitted with another FY2025 application**

**1. The County is required to identify any potential conflicts of interest.**

**List the names of all board members, director, office staff working on the project, attorney and any other employees that will help carry out the project.**

**Board Members \_\_\_\_\_**

**Director \_\_\_\_\_**

**Office Staff working on the project \_\_\_\_\_**

**Attorney \_\_\_\_\_**

**Other Employees \_\_\_\_\_**

**2. All persons listed above must read the "Conflicts Prohibited" pages and complete a "Certificate of Compliance" form.** Everyone who fills out a form **MUST** print it out then fill in and sign in the yellow box.

**3. All Certificates of Compliance forms for each person listed on this page must be included with the application.**

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## **Conflicts Prohibited**

### **Community Development Program**

Effective Date: August 31, 2016

Subject: CDBG Program Conflict of Interest Provisions

Policy: Conflicts prohibited.

#### **§ 570.611 Conflict of interest.**

##### **(a) Applicability.**

(1) In the procurement of supplies, equipment, construction, and services by [recipients](#) and by [subrecipients](#), the conflict of interest provisions in [2 CFR 200.317](#) and [200.318](#) shall apply.

(2) In all cases not governed by [2 CFR 200.317](#) and [200.318](#), the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the [recipient](#) or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to § 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to § 570.203, 570.204, 570.455, or 570.703(i)).

**(b) Conflicts prohibited.** The general rule is that no persons described in [paragraph \(c\)](#) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decisionmaking process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate [family](#) ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

**(c) Persons covered.** The conflict of interest provisions of [paragraph \(b\)](#) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the [recipient](#), or of any designated public agencies, or of subrecipients that are receiving funds under this part.

**(d) Exceptions.** Upon the written request of the [recipient](#), HUD may grant an exception to the provisions of [paragraph \(b\)](#) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of [paragraph \(d\)\(2\)](#) of this section.

**(1) Threshold requirements.** HUD will consider an exception only after the [recipient](#) has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the [recipient's](#) attorney that the interest for which the exception is sought would not violate State or local law.

**(2) Factors to be considered for exceptions.** In determining whether to grant a requested exception after the [recipient](#) has satisfactorily met the requirements of [paragraph \(d\)\(1\)](#) of this section, HUD shall conclude that such an exception will serve to further the purposes of the [Act](#) and the effective and efficient administration of the [recipient's](#) program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

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**(iii)** Whether the person affected is a member of a group or class of low- or [moderate-income persons](#) intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

**(iv)** Whether the affected person has withdrawn from his or her functions or responsibilities, or the decisionmaking process with respect to the specific assisted activity in question;

**(v)** Whether the interest or benefit was present before the affected person was in a position as described in [paragraph \(b\)](#) of this section;

**(vi)** Whether undue hardship will result either to the [recipient](#) or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

**(vii)** Any other relevant considerations.

[[60 FR 56916](#), Nov. 9, 1995, as amended at [80 FR 75938](#), Dec. 7, 2015]

**Purpose:** To assure that conflict of interest requirements as set forth in 24 CFR parts 85.36 and 84.42 and 24 CFR 570.611 are met in all CDBG activities.

**Procedure:** Community Development will seek assurance from the Human Resources department that any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part are not county employees and have not been employed by the County within the past 12 months.

If the party seeking funds meets the above criteria, but the County does not view the issue as a potential conflict of interest, the Community Development Program may seek exception, in writing, directly from HUD.

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## Certification of Compliance

**HUD-Related Conflict of Interest**  
(24 CFR 85.36 and 84.42 and 24 CFR 570.611)  
**Community Development Block Grant (CDBG)**

**THIS SECTION TO BE COMPLETED BY CDBG OFFICE ONLY:**

*Project# or Program Name:* \_\_\_\_\_

**THIS HIGHLIGHTED SECTION BELOW TO BE COMPLETED BY APPLICANT ONLY:**

### Financial Interest or Benefit from a CDBG Activity (Conflict of Interest)

Persons covered: Any person who is an employee, agent, consultant, officer or elected or appointed official of the County of Beaver.

No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

### CERTIFICATION

I have read the conflict of interest provisions indicated and certify that the individual identified below will comply with all provisions and identify instances where conflict of interest or appearance of conflict of interest may exist.

I **AM NOT** a County employee and have not been employed by the County within the past 12 months. (Check) \_\_\_\_\_

**OR**

I **AM** a County employee and/or have been employed by the County within the past 12 months. (Check) \_\_\_\_\_

- County Department \_\_\_\_\_
- Title/Position \_\_\_\_\_
- Dates of Employment \_\_\_\_\_

\_\_\_\_\_  
Signature of Certifying Individual \_\_\_\_\_ Name (typed or printed)

\_\_\_\_\_  
Date

**THIS SECTION TO BE COMPLETED BY BEAVER COUNTY HUMAN RESOURCES ONLY:**

I certify that the above information is correct.

\_\_\_\_\_  
Authorized Human Resources Representative

\_\_\_\_\_  
Date

## **Part 3: Project Information**

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**Emergency Solutions Grants (ESG)** funds can be used to provide a wide range of services and supports under the five program components: Street Outreach, Emergency Shelter, Rapid Rehousing, Homelessness Prevention, and HMIS. Each component is described below, accompanied by a list of corresponding ESG activities and eligible costs. Always refer to the program regulations at 24 CFR Part 576 for complete information about all eligible costs and program requirements.

### **If you are applying for ESG funds, check only ONE of the following Project Categories**

**ESG Homeless Prevention** to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human through housing relocation and stabilization services and short- and/or medium-term rental assistance (§ 576.103). Eligible costs include Rental Assistance (Short-term rental assistance, Medium-term rental assistance, and Rental arrears), Housing Relocation and Stabilization Financial Assistance Costs (Rental Application Fees, Security Deposits, Last Month's Rent, Utility Deposits, Utility Payments, and Moving Costs), and Housing Relocation and Stabilization Services Costs (Housing Search and Placement, Housing Stability Case Management, Mediation, Legal Services, and Credit Repair)

**ESG Rapid Rehousing** to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance. (§ 576.104). Eligible costs include Rental Assistance (Short-term rental assistance, Medium-term rental assistance, and Rental arrears), Housing Relocation and Stabilization Financial Assistance Costs (Rental Application Fees, Security Deposits, Last Month's Rent, Utility Deposits, Utility Payments, and Moving Costs), and Housing Relocation and Stabilization Services Costs (Housing Search and Placement, Housing Stability Case Management, Mediation, Legal Services, and Credit Repair)

**ESG Shelter Essential Services** to increase the quantity and quality of temporary shelters provided to homeless people, through providing essential services. (§ 576.102). Eligible costs include Case management, Child Care, Education Services, Employment Assistance and Job Training, Outpatient Health Services, Legal Services, Life Skills Training, Mental Health Services, Substance Abuse Treatment Services, Transportation, Services for Special Populations

**ESG Shelter Operations** to increase the quantity and quality of temporary shelters provided to homeless people, through paying for the operating costs of shelters. (§ 576.102). Eligible costs include Maintenance, Rent, Security, Fuel, Equipment, Insurance, Utilities, Food, Furnishings, Supplies necessary for shelter operation, Hotel/Motel Vouchers

**ESG Shelter Renovations** to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters (§ 576.102). Eligible costs include Labor, Materials, Tools, Other costs for renovation (including rehab or conversion).

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**ESG Street Outreach** to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. (§ 576.101). Eligible costs include Engagement, Emergency Mental Health Services, Case Management, Transportation, Emergency Health Services, Services for Special Populations

**Homeless Assistance Program (HAP)** funds can be used to: Provide homelessness prevention services that assist clients to maintain affordable housing; Help people experiencing homelessness find refuge and care and Assist people experiencing or near homelessness in attaining economic self- sufficiency. See PA's "Homeless Assistance Program Instructions and Requirements" for additional information at <https://www.dhs.pa.gov/Services/Other-Services/Pages/Homeless-Assistance.aspx> .

**If you are applying for HAP funds, check only ONE of the following Project Categories.**

**HAP Case Management** to coordinate the activities necessary for the client to obtain or retain housing and to achieve self-sufficiency including personnel expenses (wages, salaries, and benefits) for case managers so they may provide necessary and appropriate case management services (Intake and assessment; Preparation of written service plans; Arranging for needed medical, psychological, psychiatric, social, educational, or vocational services; Follow-up and client tracking) and The cost for providing direct services such as counseling, budgeting, life skills, job preparation, and home management.

**HAP Rental Assistance** to prevent homelessness or near homelessness by intervening in cases where an eviction is imminent. Eligible Costs include Rent, Mortgage arrearage for home and trailer owners, Rental costs for trailers and trailer lots, Security deposits, Utilities to prevent and/or end homelessness or near homelessness by maintaining individuals and families in their own residences, and Expediting the movement of people out of shelters into existing housing

**HAP Bridge Housing** to allow clients who are in temporary housing to move to supportive long-term living arrangements while preparing to live independently. Eligible costs include Operating (office rent, communications, insurance, legal services, audits, office supplies, staff travel, overhead, occupancy, and systems consultants) and Fixed Assets (real property, equipment, furnishings, repairs, and renovations.)

**HAP Innovative Supportive Housing Services** to provide a supportive housing service for people experiencing or at risk for homelessness that is outside the scope of existing HAP components. The innovative service should NOT be a variation of an existing service. Allowable and non-allowable expenditures determined on an individual project basis.

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**HAP Emergency Shelter** to provide refuge and care to persons experiencing homelessness and in immediate need because they have no permanent legal residence of their own. Eligible costs include Personnel (wages, salaries, and benefits, only if they are part of a mass shelter per diem rate), Operating (mass shelter supplies such as cots, blankets, and personal hygiene items), Client (mass shelter nights, motel, and hotel stays), Food and wages, salary and benefit expenses (only when they are part of a shelter per diem rate or included as part of the billing for the overnight stay), Mass shelter housing costs (cots, blankets, and personal hygiene articles) and Emergency lodging costs (e.g. hotel, motel, or group living facilities, if incurred by using a voucher system and only when the need arises.)

Eligible Cost Line Item (From checked category above)	Amount ESG	Amount HAP	Amount Other Funds
	\$ .00	\$ .00	\$ .00
	\$ .00	\$ .00	\$ .00
	\$ .00	\$ .00	\$ .00
	\$ .00	\$ .00	\$ .00
<b>Total Cost:</b>	\$ .00	\$ .00	\$ .00

**Attach proof of each non-ESG or HAP funding source**, such as copy of check, letter or other document that shows that the applicant received the funding or that the applicant will receive the funding. If organization is using an undocumented source of funds such as donations, a letter explaining how and when the funding will be raised must be included.



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## PROJECT TRANSMITTAL

TO: Community Development Program of Beaver County  
1013 Eighth Avenue, Beaver Falls, PA 15010

FROM:

RE: FY2025 Beaver County Emergency Solutions Grant (ESG) and Homeless Assistance (HAP) Application

Enclosed is the project application for the FY 2025 ESG and/or HAP Funding. This project was selected at a meeting of the

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(GOVERNING BODY)

of

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(ORGANIZATION)

held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**The Authorized Agency Representative certifies, by signing below, that he/she understands and agrees that the Agency will be obligated to abide by all federal, state and County regulations governing the program(s).**

Project Name:	ESG Funding	\$ .00
Will the HAP funding be used as ESG Match for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No	HAP Funding	\$ .00
Name(s) of other funding sources	Other Funding	\$ .00
	Total Project Funding	\$ .00