

FY2024 Beaver County CDBG Project Application

INSTRUCTIONS

BEAVER COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

FY 2023 PROJECT APPLICATION

(FOR FISCAL YEAR SEPTEMBER 1, 2024 – AUGUST 31, 2025)

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

Phone: 724-770-2040 or 1-800-339-0984
Fax: 724-847-3861
TTD: 724-728-5700

Follow these instructions to apply for project funding under the Community Development Block Grant (CDBG) Program for the County of Beaver.

DUE DATE - Applications must be submitted no later than 4:00 P.M. prevailing time Monday, April 1st, 2024.

SUBMIT ONE ORIGINAL APPLICATION FOR EACH PROJECT. Do not submit more than 2 projects per applicant. Only the first 2 applications will be reviewed. The submission address is: **Community Development Program of Beaver County, 1013 Eighth Avenue, Beaver Falls, PA 15010.**

ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.

DO NOT BIND OR STAPLE THE APPLICATION. Rubber bands, binder clips or paper clips are acceptable.

READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY. The instructions are within the application and contain all the information needed to properly complete the application. This application is the primary document for determining the eligibility and feasibility of funding a project. Each section of the application must be completed accurately and any attachments must be included. Incomplete, inaccurate, or otherwise poorly prepared applications are difficult to evaluate and may not be considered for funding. The Community Development Program office may request that you furnish additional information.

QUESTIONS Applicants are encouraged to call or email the Community Development Program of Beaver County for additional information or clarification of any part of the application. Assistance with completing the application will be given by appointment only. **Phone: 724-770-2040; or email: Marlene Landrum, Director: mlandrum@beavercountypa.gov or Cynthia Cook, Assistant Director: ccook@beavercountypa.gov**

ALL APPLICATIONS MUST CONTAIN 3 COMPLETE PARTS. Submissions not containing all 3 parts may not be considered for funding. The application packet

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contains a folder for each part of the application. Please follow the instructions below to determine which documents contained in each folder to complete and submit as part of the project application.

PART 1: Basic Information

All 4 documents in the Basic Information section must be submitted with each project application.

These documents include the Conflict of Interest Form, Long Range Needs, Project Information, and Project Transmittal. Make sure you complete all items in each document and include any attachments required.

The **Conflict of Interest** section is necessary for the County to identify any potential conflicts of interest and seek an exception from HUD, if necessary.

The **Long-Range Needs** form is a list of future community development needs that are anticipated by the applicant. This document helps the County plan for future CDBG funding needs.

The **Project Information** document asks for information about the applicant and project.

The **Project Transmittal** verifies that the project was selected by the applicant's governing body to be submitted for CDBG funding. The applicant should indicate its priority for each project. For example, if the applicant would like the project funded first, then the number "1" should be checked. If the project is the applicant's second choice then the applicant should check the number "2". Do not submit more than 2 projects. The Project Transmittal must include the original signature of a person who has the authority to sign on behalf of the applicant.

PART 2: Project Eligibility

Select and submit only one of form from the Project Eligibility section for each project. Make sure you complete all items in the form and include any attachments required.

The Project Eligibility Form that you submit will be determined by the type of project being applied for. For example, if you are requesting funding to make sidewalks ADA compliant, then you should submit the Project Eligibility Form for Public Facilities and Improvement Projects. Read through the following CDBG eligible project types to determine the one that best fits the project for which you are applying. Then go to the Project Eligibility folder, open and complete the

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Project Eligibility Form that coincides with your project. Ineligible projects and projects with limited funding eligibility are listed below. If your project type is described as an ineligible activity, then your project cannot be funded.

If you are not sure which Project Eligibility Form to complete, contact the Community Development Program at 724-770-2040 for help.

CDBG funds may be used for the following types of activities:

Acquisition Only. This includes acquisition in whole or in part by the recipient, or other public or private nonprofit entity, by purchase, long-term lease, donation, or otherwise, of real property (including air rights, water rights, rights-of-way, easements, and other interests therein) for any public purpose. Projects that address public health and safety issues will be given priority. Be aware that any disposition, through sale, lease, donation, or otherwise, of any real property acquired with CDBG funds or its retention for public purposes, including reasonable costs of temporarily managing such property or property acquired under urban renewal, provided that the proceeds from any such disposition shall be program income returned to the Community Development Program of Beaver County §570.504. Acquisition applications will not be considered unless the end use of the property is in an area zoned for that specific use or activity. The use of the property after the acquisition must be for a CDBG eligible activity. Complete this project eligibility form for projects that are only acquisition. Otherwise complete the project eligibility form that applies to the rest of the project.

Public Facilities and Improvements. Projects eligible for funding under this category include construction, reconstruction, rehabilitation or installation of public facilities and improvements as well as the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements (such as handicapped accessibility improvements to public buildings and infrastructure.) Such activities may also include architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art. Facilities designed for use by persons having special needs are considered public facilities. When such facilities are owned by nonprofit entities or subrecipients, they shall be operated so as to be open for use by the general public during the non-profit's normal hours of operation. Neighborhood facilities such as libraries and non-profits facilities that serve the public are included in this category. Libraries must apply for Keystone grants before requesting CDBG funds. For parks and recreation facilities, the applicant must apply for a PA DCNR grant before requesting CDBG funds. CDBG may be applied for to be used as a match for other grants. Projects that address public health and safety issues will be given priority.

Demolition Only. Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites and remediation of known or suspected environmental contamination are all eligible CDBG activities

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under this category. Demolition of HUD-assisted or HUD-owned housing units may be undertaken only with the prior approval of HUD. Remediation may include project-specific environmental assessment costs not otherwise eligible. Only Demolition of large residential (4 or more units) and all commercial structures must be applied for in this application. Projects that address public health and safety issues will be given priority. Single-family residential dwellings are included in the ongoing Countywide Residential Demolition program and should not be included in the application (contact the CDP at 724-770-2040 if interested in the Residential Demolition program).

Public Services. The provision of public services can include labor, supplies and materials. Some examples are services for employment, crime prevention, child care, health, drug abuse, education, housing counseling, energy conservation, homebuyer down-payment assistance or recreational programs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided in the 12 calendar months before the submission of the application. An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the municipality or County. Public Service projects will be funded for one (1) year only. The applicant must be able to show that once the CDBG project is completed, the service will be able continue without CDBG funding.

Planning. Planning includes but is not limited to data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. All planning projects are included in the administrative expenditure cap so they are not likely to be funded.

Rehabilitation of Private Property. This includes the rehabilitation of owner-occupied residential structures, rehabilitation of non-residential private property owned by non-profit organizations (if not open to the public) and grants for lateral lines. Tap in fees are only eligible if the applicant can show that the fees will be used directly to fund a project that is CDBG eligible.

Special Economic Development. This classification includes projects, which are designed to create or retain employment and encourage investment. CDBG funds may be used for: Acquiring, constructing, reconstructing, rehabilitating, or installing commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions; Economic development projects undertaken by nonprofit entities; Assisting a private, for-profit business through grants, loans, loan guarantees, and/or technical assistance. Projects in this category will be evaluated by the number of jobs created by the project and the degree of private investment the project will generate. All Special Economic Development projects will be required to report data including household characteristics, household income, disability and race on the people who occupy the jobs that are created or retained. In addition, businesses assisted will be required to have or obtain a DUNS number. This information is not required during submission of the application. Applicants must contact the Community

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Development Program at 724-770-2040 for instructions for their specific project application.

Technical Assistance. Projects that provide technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities are eligible for CDBG funding. The technical assistance must be to build capacity for CDBG eligible activities only. Therefore, the applicant must explain the project(s) or type of project(s) that will occur as a result of the technical assistance and how it will comply with a national objective.

Ineligible activities. The following types of projects are not eligible for CDBG funding:

- (1) Buildings or portions thereof, used for the general conduct of government except for handicapped accessibility
- (2) General government expenses
- (3) Political activities. CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

Limited eligibility. The following activities may be assisted with CDBG funds in a very limited way. If your project consists of one of the following, please contact the Community Development Program at 724-770-2040 for guidance:

- (1) Purchase of equipment
- (2) Operating and maintenance expenses
- (3) New housing construction
- (4) *Income payments.* "Income payments" means a series of subsistence-type grant payments made to an individual or family for items such as food, clothing, housing (rent or mortgage), or utilities.

PART 3: National Objective Compliance

Select and submit only one of form from the National Objective Compliance folder for each project. Make sure you complete all items in the form and include any attachments required.

All projects, except planning, must qualify by benefiting low income persons or addressing blight. This is called "Meeting a National Objective" by HUD. Please read below to determine if your project will qualify for funding. If your project does not meet one of the circumstances below, then the project cannot be funded. If your project fits into one of the categories below, then complete the document in the National Objective Compliance folder that coincides with the category that fits your project.

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Projects may meet a National Objective in the following ways:

Planning. Planning projects do not have to meet a National Objective.

Low Mod Area. The project meets a National Objective if the benefits of it are available to all the residents in a particular area where at least 51 percent of the residents are low-and-moderate income persons as defined by HUD. Such an area need not be the same as census tracts or other officially recognized boundaries but must include the entire area that served by the activity. An activity that serves an area that is not primarily residential in character does not qualify under this category. For purposes of determining qualification under this category, activities of the same type that serve different areas will be considered separately on the basis of their individual service area. Generally, public facilities and improvement projects qualify by low-mod area. Special economic development activities that serve the community they are located in also qualify by low-mod area. Your project may qualify by benefitting a Low Mod Area (LMA) in one of the following three (3) ways:

1. **By Municipality** – If a project primarily benefits all of the residents of a municipality where more than 51% of the residents are low or moderate income then the project qualifies. The municipalities include: Aliquippa, Ambridge, Baden, Beaver Falls, Darlington Borough, East Rochester, Eastvale, Fallston, Freedom, Glasgow, Homewood, Koppel, Midland, New Brighton, Pulaski, Rochester Borough, Shippingport, South Heights, Vanport and White.
2. **By Census Tract or Block Group** - If the project benefits all of the residents in a low-income Census Tract or Block Group then the project qualifies.
3. **By Household Survey** - If at least 51% of the persons in an area where all households have been surveyed are low and moderate income then the project qualifies.

Low Mod Clientele. A project meets a National Objective if it benefits a limited clientele, at least 51 percent of whom are low or moderate income. Public service projects and the removal of architectural barriers for ADA compliance are generally qualified this way. Projects that assist people with housing are qualified by number of low and moderate households that will be assisted. Examples are rehabilitation of owner-occupied residential structures, grants for tap-in fees, homebuyer programs and foreclosure prevention. All other projects are qualified by the number of low and moderate persons that will be assisted. Only persons or households will be counted, not both. If the project is funded, the applicant will be required to report data including household characteristics, household income, disability and race on the people served by the project.

1. **Presumed** –The project benefits a clientele who are generally presumed to be low-and-moderate income persons. Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are low and moderate income.

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Complete this form if the project is to make a building or infrastructure ADA compliant or for public service projects that will only serve the following population(s).

2. By Income Eligibility – This category requires collecting information on family (household) size and income so that it is evident that the clientele are persons whose family income does not exceed the low-and-moderate income limit. Most public service projects qualify under this category. Other examples are rehabilitation of owner-occupied residential structures under the Home Improvement Program, grants for tap-in fees, homebuyer program and foreclosure prevention.
3. By Nature and Location – The project is of such a nature and be in such a location that it may be concluded that the activity's clientele will primarily be low and moderate income persons. A project meets this national objective if it may reasonably be concluded that the activity's clientele will primarily be low-and-moderate income persons. An example would be a day care center that is designed to serve residents of a public housing complex.

Low mod jobs. The project meets a national objective if it creates or retains permanent jobs at least 51 percent of which, computed on a full-time equivalent basis, are either held by low-and-moderate income persons or are available to low and moderate income persons. This category only applies to special economic development projects that are not located in and do not serve a low-income neighborhood. If using this category, contact the Community Development Program at 724-770-2040 for further instructions.

Slum and Blight A project meets a National Objective if it eliminates specific conditions of slums or blight. Because HUD limits the amount of CDBG funds that can be used for slum and blight activities, the applicant should be sure that the project will not meet a National Objective by Low Mod Area or Low Mod Clientele before it attempts to qualify the project under slum and blight. An application that includes the incorrect National Objective compliance will not be funded.

Area. Projects qualify under this category if they eliminate a condition of slum or blight in a designated slum or blighted area. It must clearly address one or more of the specific conditions which qualified the area as blighted. Projects could include acquisition, clearance, public facilities, infrastructure or the remediation of a site to be redeveloped. Contact the Community Development Program at 724-770-2040 for further instructions.

Spot Basis. Projects qualify under this category if they eliminate specific conditions of blight, physical decay, or environmental contamination that are not located in a slum or blighted area. Projects could include acquisition, clearance, historic preservation, remediation of environmentally contaminated properties, or, rehabilitation of buildings or improvements. The project must be limited to eliminating those conditions that are detrimental to public health and safety. If the

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project is acquisition, it must lead to another CDBG eligible activity that directly eliminates the specific conditions of blight or physical decay, or environmental contamination.