

UNION COUNTY
FFY 2023

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROJECT SUMMARY



INSTRUCTIONS:

Union County Commissioners are accepting proposals for use of FFY 2023 Community Development Block Grant funds. **The deadline for the return of project summaries is June 14, 2023.** Interested applicants should attend the Project Development Workshop & First Public Hearing on May 17, 2023, and complete and submit this Project Summary to Angie Hunselman, at akemberling@seda-cog.org. Questions should be addressed to Angie Hunselman, Community Development Program, SEDA-Council of Governments, 201 Furnace Road, Lewisburg, PA 17837, (570) 524-4491, akemberling@seda-cog.org.

APPLICANT NAME/ORGANIZATION SUBMITTING FUNDING REQUEST:

Name of Organization _____

Contact Person: _____ Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Project Name/Title: _____

PROJECT DESCRIPTION NARRATIVE:

Provide a complete description of the project and its implementation. Include **what problem is being addressed**; explain the problem in terms of magnitude and duration; identify the cause of the problem and attach any citations or other documentation available describing the problem. Also describe how the **CDBG project and funding will resolve the problem**. What is the solution, what you propose to do, and how this action addresses the problem. Include who will benefit and why. (Attach additional sheets if necessary.)

ESTIMATED COST OF PROJECT:

Estimated Total Project cost: \$ _____ **Attach engineer's Estimate of Probable Cost if available.**

CDBG FUNDS REQUESTED: \$ _____

OTHER FUNDS: Amount and Source of revenues other than CDBG

Committed: \$ _____
Pending: \$ _____
Other \$ _____

All funding must be secured or in the process of being secured. Projects lacking sufficient funding or a plan to fully fund the project will be ranked lower when considered for funding.

TIME SCHEDULE:

Estimated duration of project from Award to Project Completion: _____ months

Estimate duration of project, critical start or finish dates, and any other relevant time frames.
Attach Schedule including timeframe for engineering/design, permitting, and construction, if available.

Note: The date for receipt of 2022 funds is unknown at this time. The estimated time frame is June of 2023. New projects cannot start before grant award and contracting.

COMPATIBILITY WITH UNION COUNTY COMPREHENSIVE PLAN

In December 2009, Union County, upon culmination of a two-year process, adopted the *Cultivating Community – A Plan for Union County's Future*. How does this project meet the goals of this plan?

PROJECT NATIONAL OBJECTIVE (Choose one):

LOW TO MODERATE INCOME BENEFIT (LMI)

Project will benefit an area with 51% or greater low to moderate income persons.

Number of households served by project _____

Attach a map showing the boundaries of the project location and service area.

Attach a list of all occupied residential addresses in the project service area. Commercial, industrial, and vacant properties must be identified.

Applicant will be required to conduct, with guidance by SEDA-COG, an income survey of all households in the project service area in order to determine percentage of LMI persons benefiting from the project. This process will be reviewed during the workshop.

Projects may also qualify as benefit to LMI persons by Census data. If you feel your project benefits an entire municipality or Census Block Group, please contact SEDA-COG to discuss prior to submission of your Project Summary Form.

OR

Project will benefit 100% LMI persons through income eligibility determination for participation.

OR

Project benefits a specific group deemed presumed benefit (check all that apply).

Elderly

Homeless Persons

Severely Disabled

Illiterate Adults

Abused Children

Persons w/Aids

Battered Spouses

Migrant Farm Workers

OR

ELIMINATION OF SLUM/BLIGHT

Project will eliminate blight on an area or spot basis.
(example – demolition of a condemned property)

OR

URGENT NEED

Project will eliminate an urgent threat to health and safety.

Urgent need projects must be in response to a declared disaster and meet several other criteria. Your project will not qualify under this National Objective unless it is in response to a disaster declaration from the Governor.

SEDA-COG will assist you in determining if your project meets one of these National Objectives.

WATER AND SEWER RATES: (if a water and/or sewer system project, please provide)

Monthly Water Rate \$ _____ Monthly Sewer Rate \$ _____

ADDITIONAL INFORMATION REGARDING CDBG PROJECTS:

DEFINITION OF ACTIVITY FOR INTENDED PROJECTS

An activity is defined as the overall description of the work proposed to address specific needs within a particular area for particular individuals or groups of people. Various work components may be necessary to complete the overall activity. In certain instances, it is possible for the work to be the overall activity or a component of the overall activity.

This process must include information for assistance as follows:

- Present an organized project concept Specific Problem to be addressed or improvement to be financed;
- Realistic Estimate//Engineering Design as part of the Project Description;
- Solid Costs Estimates or documentation to support Budget Costs;
- Timeliness/Procurement Standards with a Projects Schedule, Key Milestones, and Dates

ELIGIBILITY/FUNDABILITY FOR INTENDED PROJECTS

Each activity must be determined to be eligible as per Section 105 of the *Housing and Community Development Act of 1974*, as amended. To be fundable, each activity must be analyzed in relation to the need and intended beneficiaries. Each activity must meet one of the national objectives: low- and moderate-income benefit, elimination of slum and blight, or urgent need.

In any project year seventy percent (70%) of the CDBG money **must** benefit low- and moderate-income persons. Definition: Section 102(a)(20) of the HCDA defines the term 'low- and moderate-income persons as families and individuals whose incomes are no more than eighty percent (80%) of the median income of the area involved.

Specific income/survey criterion is necessary to determine LMI benefit.

GENERAL SAMPLE USES OF FUNDING FOR INTENDED PROJECTS

1. Public/Community Facilities
 - Public/Community Centers/Recreation Facilities
 - Street Improvements
 - Sidewalks and Parking Improvements
 - Removal of Architectural Barriers
 - Water and Wastewater Facilities
 - Storm Sewer Water
2. Public Services
 - Fire Protection
 - Health and Welfare
 - Drug Abuse Prevention
 - Recreation
 - Child Care

PROGRAM REQUIREMENTS (LIST IS NOT ALL-INCLUSIVE)

FEDERAL WAGE RATES – The CDBG program is subject to the Davis-Bacon and Related Acts (DBRA) Prevailing Wage Rate standards.

NON-DISCRIMINATION – No activities may be discriminatory in nature.

SUB-GRANTEES – Union County may provide funds directly to sub-grantees for selected activities; however, all sub-grantees are subject to the same provisions and program requirements as the grantee.

PROCUREMENT OF SERVICES AND PRODUCTS – Union County and the CDBG program have specific procurement processes and policies that must be followed to assure a fair and competitive purchasing process. All purchases of products and services will be reviewed for compliance. Purchases not in compliance with established procedures **CANNOT** be paid for using CDBG funds.

HISTORIC REVIEW – Proposed exterior architectural changes to buildings located in Union County are subject to historic property standards review at the state level. This is a requirement of CDBG funding.

ENVIRONMENTAL REVIEW – All activities funded with CDBG dollars must successfully complete an environmental review process prior to the release of funds. Community Development personnel will conduct this review process.

PERMITS/INSURANCES – It is the responsibility of the applicant to assure that **ALL** permits and insurance coverage are obtained and in force as required by city, state, or federal regulations.

NOTICE OF VENDOR/APPLICANT RESTRICTIONS – Union County has passed an ordinance prohibiting any vendor or applicant who currently owes the city back taxes or other monetary obligations from receiving favorable consideration with respect to work contracts or grant funds. In addition, contractors wishing to do work on CDBG activities may not be listed on the state or federal disbarred contractors list.

Questions regarding the CDBG funding process should be directed to:

Angie Hunselman, Program Analyst

SEDA-COG

201 Furnace Road

Lewisburg, PA 17837

570-524-4491

akemberling@seda-cog.org

Übersetzer und übersetzte Dokumente verfügbar
Traductores y documentos traducidos disponibles

ELIGIBLE/INELIGIBLE CDBG ACTIVITIES

ELIGIBLE ACTIVITIES

Water System Improvements
Sanitary Sewer System Improvements
Storm Sewer System Improvements
Housing Rehabilitation
Housing Construction/Reconstruction
Public/Community Facilities
Recreation Facilities
Public Services
Street/Road Improvements
Parking Facilities
Historic Preservation
Removal of Architectural Barriers
Solid Waste Facilities
Code Enforcement
Economic Development
Acquisition/Relocation
Clearance
Disposition
Utilities (other than Water/Sewer)

INELIGIBLE ACTIVITIES

Operation and Maintenance Activities
Political Activities
New Housing Construction
Acquisition, Construction, or Reconstruction of Buildings for the
 General Conduct of Government
Equipment