



**Franklin County Planning Department**  
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## **INTRODUCTION**

- This documentation has been created by the Franklin County Planning Department for the Fiscal Year (FY) 2024 Community Development Block Grant (CDBG) allocation. The County of Franklin is a Federal Entitlement Grantee under the Community Development Block Grant Program, overseen by the Department of Community and Economic Development (DCED).

## **SCHEDULE**

- ***CDBG Funding Application Submission Deadline***
  - Friday, July 31st, 2024 by 4:30pm
  - Application submitted to CDBG Administrator: Colleen Tidd
  - By email: [cdtidd@franklincountypa.gov](mailto:cdtidd@franklincountypa.gov)
  - By hand delivery or mail: 272 North Second Street, Chambersburg, PA 17201
- ***FY 2022 3-Year Community Development Plan (UPDATE)***
  - Updated as of September 1st, 2022 – September 1st, 2025
  - A copy of the 3-Year Community Development Plan is viewable at the following link:  
[https://www.franklincountypa.gov/index.php?section=departments\\_planning](https://www.franklincountypa.gov/index.php?section=departments_planning)
- ***Public Citizen Participation Meetings***
  - The County will hold 3 Citizen Participation Meetings prior to receiving applications, allowing residents and stakeholders to address community needs.
    - Wednesday, June 5th at 1pm
    - Tuesday, June 11th at 10am
    - Thursday, June 13th at 2pm.
  - The County will hold a final Citizen Participation Meeting regarding the FY 2024 CDBG Application in September, prior to DCED's submission deadline. This meeting will allow residents and stakeholders an opportunity to comment on the pending application.
- ***Applications Electronically Submitted to DCED***
  - Friday, October 25<sup>th</sup>, 2024
- ***Program Year Begins***
  - January 1<sup>st</sup>, 2024 – December 31<sup>st</sup>, 2024

## **CDBG NATIONAL OBJECTIVES**

### ***Elimination of Slum and Blight:***

- The area must be designated by the grantee and must meet a definition of a slum, blighted, deteriorated or deteriorating area under State or Local law. The activity must address one or more of the conditions which contributed to the deterioration of the area.

### ***Urgent Needs:***

- To comply with the national objective of meeting community development needs having a particular urgency, an activity must be designed to alleviate existing conditions, which the grantee certifies:
  1. Pose a serious and immediate threat to the health or welfare of the community;
  2. Are of recent origin or recently became urgent;
  3. The grantee is unable to finance on its own; and
  4. Other resources of funds are not available.

### ***Benefit to Low- and Moderate-Income Residents:***

- A low- and moderate-income (LMI) person is defined as a member of a family having an income equal to or less than the Section 8 Housing Assistance Payments Program lower income limits established by HUD (See attached HUD Income Limits).
- Activities considered to benefit low and moderate-income persons are divided into four categories:
  1. Area benefit activities;
  2. Limited clientele activities;
  3. Housing activities; and
  4. Job creation or retention activities.

## **COUNTY OF FRANKLIN GOALS & OBJECTIVES**

The following subjects have been identified as priority items of importance throughout the County of Franklin:

<b>Community Development Priority Items</b>	<b>Related Goals &amp; Missions</b>
Housing/Transportation	Minimize homelessness, improve housing options, and create connectability throughout communities
Construction/Improving Infrastructure	Water/sewer connections, sidewalk/curb ramps, roadways, and stormwater management
Economic Stabilization	Economic and environmental balance, strategic in-build
Social Services	Facilities including elderly, disabled, medical care, technical assistance, and quality of life
Public Safety	Pedestrian crosswalk lights and drinking water/public sewer replacements

**FUNDABLE ACTIVITIES**

Acquisition of Real Property	Relocation
Lead Based Paint Hazard Evaluation and Reduction	Planning and Capacity Building
Code Enforcement	Program Administration
Clearance, Rehabilitation, Reconstruction, and Construction of Buildings (including Housing)	Economic Assistance to For-Profit Businesses
Loss of Rental Income	Housing Services
Disposition of Real Property	Microenterprise Assistance
Public Services	Homeownership Assistance
Payment of Non-Federal Share	Construction of Tornado-safe Shelters
Public Facilities and Improvements and Privately-Owned Utilities	

**NON-FUNDABLE ACTIVITIES**

Acquisition, construction or reconstruction of buildings for general conduct of government	
Political Activities	Certain Income Payments
Construction of new housing by units of general local government	

While comprehensive, the above list is not an all-inclusive grouping. Please see **24 CFR 570.200 through 570.209** for more information about eligible and ineligible activities. For questions or concerns, please contact Colleen Tidd, Community Development Block Grant Program Administrator, at 717-261-3855 or by email at [cdtidd@franklincountypa.gov](mailto:cdtidd@franklincountypa.gov).

**PROGRAM REQUIREMENTS**

All Community Development Block Grant Subrecipients are required to adhere to certain Federal requirements. Some of the key requirements are outlined below. This serves only to familiarize you with the procedures, rules and regulations. Greater detail and training on compliance with HUD requirements will be provided to those agencies that are awarded CDBG funds and therefore may choose to enter into a Subrecipient Agreement with the Department of Community and Economic Development, acting on behalf of the County of Franklin, as a means of accepting the grant funds.

- The County of Franklin, under the guidance of the Department of Community and Economic Development, is required to execute a Subrecipient Agreement with the funded municipality or organization. The agreement details the responsibilities, requirements, scope of service, and budget for the CDBG-funded program.
- Community Development Block Grant (CDBG) programs are administered on a reimbursable basis. The agency must expend the funds prior to requesting payment from the Department of Community and Economic Development through the County of Franklin.

- Subrecipient agencies are required to adhere to **2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS** regarding grant administration, auditing, and cost principles, respectively.
- Agencies must keep client files for those they serve within CDBG funded programs. The client files must contain basic information that will include income verification and documentation, family size, address or location, race and ethnicity of persons served, age, verification of resources, etc.
- Procurement procedures must be followed on all purchases made with CDBG funds. At a minimum, three bids (price quotes) should be secured for all purchases. Subrecipients choosing to accomplish their funded activity using subcontractors must award the ***lowest and most responsible bidder*** regarding each project's scope of work.
- The County of Franklin provides technical assistance, through the Department of Community and Economic Development, on various topics to all Subrecipients throughout the program year. Technical Assistance sessions may be mandatory.
- The County of Franklin, under direct guidance of the Department of Community and Economic Development, is also required to monitor all subrecipients at least once a year. County monitoring includes, but not limited to, review of Semi-Annual Performance Reports, review of drawdown requests, supervision of all activities related to job specification, bid process, contractor selection and performance, construction site inspections, ongoing informal communication with the subrecipient, and an annual on-site monitoring visit.
- For purposes of determining income eligibility, HUD's annual income limits are used. These are typically updated in February.

### **APPLICATION ASSISTANCE & DEADLINE**

- The deadline for FY 2024 application submissions will be Friday, July 31st, 2024, by 4:30pm.
- If you have any questions or concerns, please contact Colleen Tidd, Community Development Block Grant Program Administrator, at 717-261-3855 or by email at [cdtidd@franklincountypa.gov](mailto:cdtidd@franklincountypa.gov).