



# CDBG WHAT TO EXPECT...



## WHEN APPLYING

### TIMELINE

7/31

APPLICATION DUE TO  
FRANKLIN COUNTY

10/11

APPLICANT APPROVAL  
BY FRANKLIN COUNTY

10/25

FRANKLIN COUNTY  
SUBMISSION TO DCED

• **Public Hearings**

*June 3rd - June 14th*

• **Distribution Amount  
Announced**

*June 2024*

• **Applications Due to  
Franklin County**

*Wednesday, July 31st, 2024*

• **Second Public Hearing**

*September 24th, 2024*

• **Application Approval by  
Franklin County**

*October 11th, 2024*

• **Application Submissions  
to DCED**

*October 25th, 2024*

• **Environment Review**

*Spring 2025*

• **Subrecipient Agreement**

*Early Summer 2025*

• **Notice to Proceed/Bidding**

*Summer 2025*

• **Activity Completion  
Deadline**

*Summer 2027*

### Financial Capacity

- Financial Statements
- Board Meeting Minutes
- Most Recently Completed Audits

### Project Narrative

- Section 1- Applicant Information
- Section 2- Project Budget
- Section 3- Activity Description
- Section 4- Photographs
- Section 5- Project Map
- Section 6- Engineering
- Designs/Permits

### Submit Application to:

CDBG Program Administrator  
Colleen Tidd  
cdtidd@franklincountypa.gov

Hand Delivery or Mail:  
272 North Second St.  
Chambersburg, PA 17201

### APPLICATION

DOES PROJECT MEET  
NATIONAL OBJECTIVE



COMPLETE PROJECT NARRATIVE  
AND CAPACITY DOCUMENTATION



SUBMIT APPLICATION TO  
FRANKLIN COUNTY



# FRANKLIN COUNTY

# ONCE YOU'VE BEEN AWARDED CDBG FUNDS

## BEFORE THE NOTICE TO PROCEED

ENVIRONMENTAL REVIEW- Completed by Franklin County upon allocation approval by DCED.

*Early Spring*

PLANS & POLICIES- 504 Self Evaluation/Section 3/WBE and MBE.

*Dependent on Project*

SUBRECIPIENT AGREEMENT- Between Franklin County and Grantee.

NOTE: Must wait until Notice to Proceed to begin project.

*Early Spring*

## NOTICE TO PROCEED

NOTICE TO PROCEED- Between Franklin County and Grantee.

*Late Spring/Early Summer*

BID PREPARATION- If construction, completed by Grantee.

*Early Summer*

BIDDING- If construction, completed by Grantee. Must follow applicable procurement guidelines

*Summer*

NOTICE TO PROCEED- Contract between Grantee and Contractor.

*Summer*

## IMPLEMENTING PROJECT

LENGTH OF CONTRACT

*Up To Three Years*

REPORTS TO FRANKLIN COUNTY- Updates/Pictures/Timeline Changes/Budget Spent

*Quarterly*

RECEIPTS- Reimbursable Basis.

Submit all receipts to Franklin County.

*As Needed*

## CONTRACT COMPLETION



SUBMIT ALL NECESSARY DOCUMENTATION TO FRANKLIN COUNTY TO CLOSE OUT PROJECT



# CDBG NATIONAL OBJECTIVES



## DOES YOUR PROJECT MEET ONE OF THE NATIONAL OBJECTIVES?

### 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 -
- \_ Project will benefit 100% LMI persons through income eligibility determination for participation.
- \_ Project benefits a specific group deemed presumed benefit
 

Elderly	Homeless Persons
Severely Disabled	Illiterate Adults
Abused Children	Battered Spouses
Persons w/Aids	Migrant Farm Workers

### ELIMINATION OF SLUM/BLIGHT

- \_ Project will eliminate blight on an area or spot basis.

### 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.*



Franklin County Planning will assist you in determining if your project meets one of these National Objectives.

# ELIGIBLE PROJECT IDEAS

## LMI (AREA)

- STREET IMPROVEMENTS
- WATER/SEWER LINES
- NEIGHBORHOOD FACILITIES
- FACADE IMPROVEMENTS IN NEIGHBORHOOD COMMERCIAL DISTRICTS

## LMI (HOUSING AND JOBS)

- ACQUISITION OF PROPERTY TO BE USED FOR PERMANENT HOUSING
- REHABILITATION OF PERMANENT HOUSING
- IMPROVEMENT OF PUBLIC INFRASTRUCTURE AS NEEDED BY A COMPANY TO COMPLY WITH ENVIRONMENTAL LAWS TO AVOID CLOSURE

## URGENT NEEDS

AID IN A MAJOR CATASTROPHE SUCH AS A FLOOD OR EARTHQUAKE THAT THREATENS THE COMMUNITY'S RESIDENTS WITH THE SPREAD OF A SERIOUS DISEASE. THE COMMUNITY'S OTHER RESOURCES MAY BE WELL DEPLETED AND OTHER FEDERAL PROGRAMS MAY NOT BE SUFFICIENT TO COVER ALL THE COSTS.

## LMI (LIMITED CLIENTELE)

- CONSTRUCTION OF A SENIOR CENTER
- PUBLIC SERVICES FOR THE HOMELESS
- MEALS ON WHEELS FOR THE ELDERLY
- CONSTRUCTION OF JOB TRAINING FACILITIES FOR DISABLED ADULTS

## PREVENTION/ELIMINATION OF SLUMS OR BLIGHT

- ACQUISITION AND CLEARANCE OF BLIGHTED PROPERTIES
- INSTALLATION OF A PARK OR PLAYGROUND
- COMMERCIAL REVITALIZATION THROUGH FACADE IMPROVEMENTS
- HISTORIC PRESERVATION OF A BLIGHTED PUBLIC FACILITY
- ELIMINATION OF FAULTY WIRING, PLASTER, OR OTHER SIMILAR CONDITIONS FROM A RESIDENTIAL BUILDING WHICH ARE DETRIMENTAL TO ALL POTENTIAL OCCUPANTS

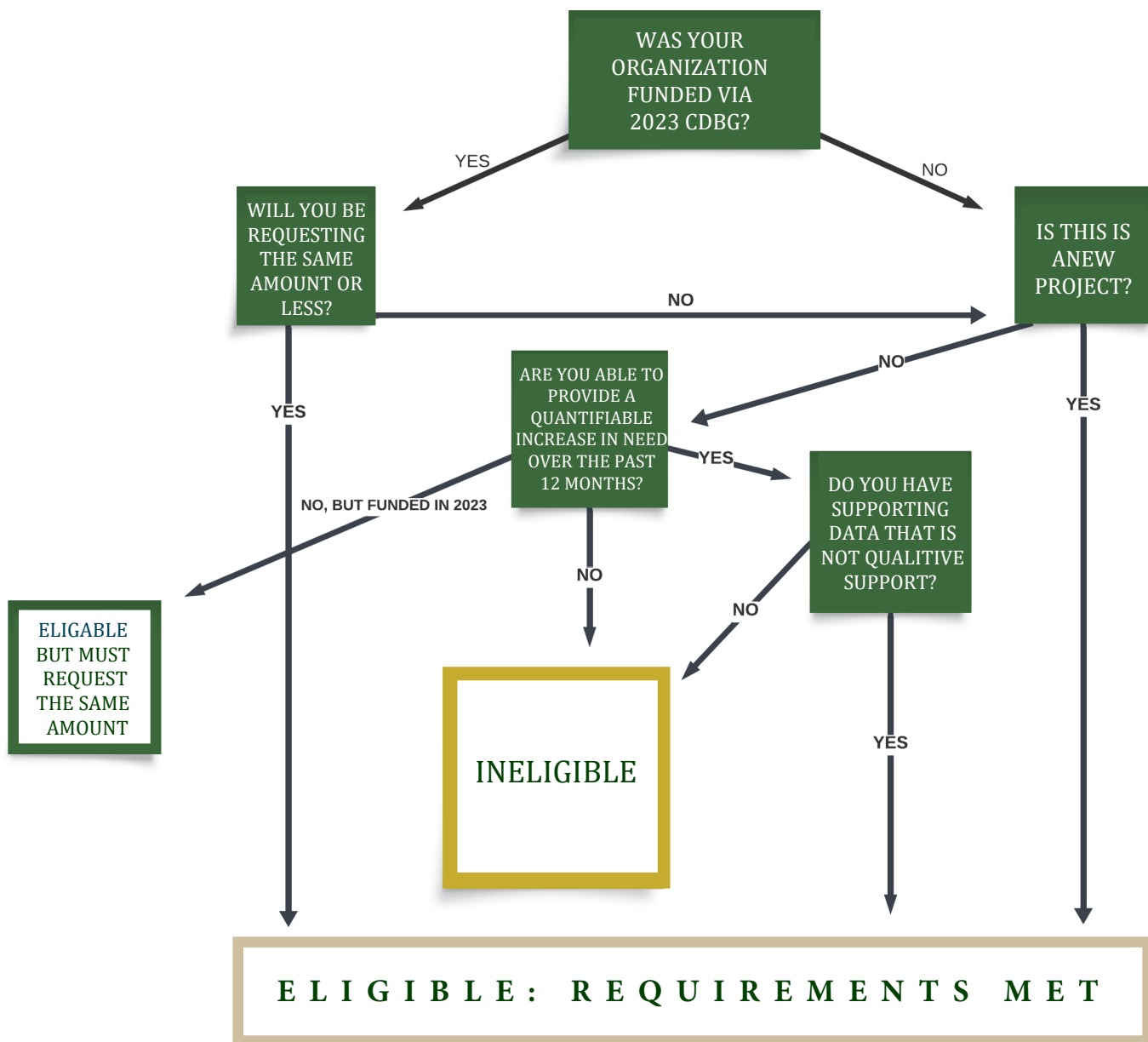
TO SCHEDULE A PROJECT CONSULTATION  
CONTACT CDBG ADMINISTRATOR, COLLEEN TIDD  
AT 717-261-3855  
OR  
CDTIDD@FANKLINCOUNTYPA.GOV



# CDBG PUBLIC SERVICES



## IS YOUR PUBLIC SERVICE PROJECT ELIGIBLE FOR CDBG FUNDING?



# QUANTIFIABLE INCREASE FOR PUBLIC SERVICES

*Section 570.201(e) of the CDBG regulations requires that each eligible public service activity be either:*

- A new service; or
- A quantifiable increase in the level of an existing service which has been provided by the grantee or another entity on its behalf through State or local government funds in the 12 months preceding the submission of the grantee's Consolidated Plan/Annual Action Plan to HUD.

*This requirement does not prevent continued funding to the CDBG-assisted public service at the same level in a subsequent year, however.*

## **Example #1:**

In 2023, XYZ Community Center received CDBG funding for a housing program for low- to moderate- senior citizens. In 2024, they apply for CDBG funds for a nursing program for the same low- to moderate- senior citizens. Will they likely receive CDBG funding?

**YES**, this would be an eligible public service activity as a NEW SERVICE. The same clientele is served but a new program is being offered.

## **Example #2:**

In 2020, 2021, 2022 and 2023, XYZ Community Center received \$10,000 for their housing program for 50 low- to moderate-income clients. In 2024, they are requesting an increase in funding, totaling \$15,000 to serve 70 low- to moderate- income clients. The increase in funding is requested because the program's success has driven the creation of a waitlist of 20 households over the past 12 months. The waitlist is attached to the application as proof of the quantifiable increase in need. Will they likely receive CDBG funding?

**YES**, this would be an eligible public service with a QUANTIFIABLE INCREASE OF AT LEAST 40%.

## **Example #3:**

In 2020, 2021, 2022 and 2023, XYZ Community Center received \$10,000 for their housing program for 50 low- to moderate-income clients. In 2024, they requested an increase, totaling \$15,000 for its housing program for 50 low- to moderate- income clients. Will they likely receive CDBG funding?

**NO**, while they would be eligible to apply for the same amount as previous funding years, this would not be a new service or a quantifiable increase in service. XYZ Community Center has not experienced an increase in need for its existing service if they are continuing to serve 50 clients. Therefore they would not receive the requested increased amount of \$15,000.

## **Example #4:**

XYZ Community Center did not apply for CDBG funds in 2023 but received CDBG funds in 2022 for its housing program for 50 low- to moderate-income clients. In 2024 XYZ Community Center applied for CDBG for their housing program for 50 low- to moderate-income clients. Will they likely receive CDBG funding?

**NO**, this is NOT a new service and XYZ Community Center would need to show a quantifiable increase in the level of an existing service in order to be eligible for CDBG funds in 2024 as they did not apply in 2023.