

LEBANON COUNTY COMMUNITY DEVELOPMENT PROGRAM

ADMINISTERED BY THE REDEVELOPMENT AUTHORITY OF THE COUNTY OF LEBANON

137 W PENN AVENUE, CLEONA, PA 17042 (717) 273-9326

July 17, 2024

To: All Non-entitlement Communities

Subject: Request for Proposals – Lebanon County Community Development
Block Grant Program – Fiscal Year 2024

Dear Local Officials:

We invite you to submit an application for Community Development Block Grant (CDBG) funding for fiscal year 2024. The application is due to the Redevelopment Authority by **Thursday, September 5, 2024** for funding consideration. If you haven't applied for CDBG funding from the County in recent years, you are strongly encouraged to contact me at 717-273-9326 x133 early on to discuss your project idea. If your project requires an income survey, it will need to be completed *before* you submit your application.

The County will receive approximately \$329,859 from Fiscal Year 2024 Small Communities Program entitlement funds administered by the Pennsylvania Department of Community and Economic Development (DCED), which may be expended directly for eligible projects that serve one or more of the 23 non-entitlement boroughs and townships in the County. We expect that these funds will be available for expenditure in late 2025 or early 2026.

Your municipality may submit a proposed project to be considered for inclusion in the County's FY 2024 Program. Please review the attached list of eligible activities and determine if you are interested in submitting an application.

All applications must be approved by resolution at a public meeting of the municipal governing body and signed by an authorized representative of the governing body. Official municipal approval of the project must be provided on or before September 30, 2024. If more than one project is proposed, a separate form must be used and the projects shall be prioritized by the municipality.

The application must include a complete project description with a cost estimate prepared by an individual knowledgeable in the preparation of such estimates, taking into account federal construction requirements, including, but not limited to, federal prevailing wage rates. Photographs of the project area and surrounding area are required and must be submitted with the application along with the enclosed Site-Specific Field Contamination Checklist. A schedule for implementation of the project is also required. The municipality is responsible for all engineering costs. The proposed project must be planned in sufficient detail so that actual construction could begin within six months after the County's application is approved by the Pennsylvania Department of Community & Economic Development.

Please call me at 717-273-9326 x133 if you have any questions or would like to discuss your proposed project. We are looking forward to a successful 2024 Community Development Block Grant Program.

Sincerely,

REDEVELOPMENT AUTHORITY OF
THE COUNTY OF LEBANON



Daniel Lyons
Programs Director

STATE COMMUNITY DEVELOPMENT PROGRAM FY 2024 - LEBANON COUNTY

A. RANGE OF ELIGIBLE ACTIVITIES

1. ACQUISITION OF PROPERTY for demolition or rehabilitation
2. PUBLIC IMPROVEMENTS
 - Streets, curbs, sidewalks
 - Storm and sanitary sewers
 - Water lines
 - Parks
 - Community centers, senior centers
 - Parking lots
 - Fire stations
3. DEMOLITION of blighted structures
4. PUBLIC SERVICES - No more than 15% of the annual grant can be used for new or expanded public services related to health, welfare, crime prevention, drug abuse, recreation needs, etc.
5. REHABILITATION OF PROPERTY - This includes renovation of closed school buildings and buildings occupied by low/moderate income families being located in non-entitlement communities. Also complete rehabilitation of a property, or special emergency repairs, energy improvements, smoke detectors, connection of residential structures to water distribution lines or local sewer collection lines, and related costs.
6. CODE ENFORCEMENT
7. HISTORIC PRESERVATION
8. REMOVAL OF MATERIAL AND ARCHITECTURAL BARRIERS WHICH RESTRICT MOBILITY AND ACCESSIBILITY OF ELDERLY AND HANDICAPPED PERSONS - Replacement of existing handicap sidewalk ramps due to deterioration or non-compliance with current ADA standards may no longer be qualified as a Limited Clientele benefit activity.
9. HOMEOWNERSHIP ASSISTANCE - Grant funds may be used to subsidize interest rates or mortgage principal; finance the acquisition by low and moderate income homebuyers of housing occupied by the homebuyers; acquire guarantees; provide up to 50% of any down payment costs; or pay reasonable closing costs.
10. ECONOMIC DEVELOPMENT ACTIVITIES - Grant funds can be used for loans, loan guarantees, and interest subsidies to assist commercial or industrial properties, including railroad spurs or similar extensions.
11. LEAD BASED PAINT HAZARD EVALUATION AND REDUCTION
12. NON-PROFIT CAPACITY BUILDING - Grant funds can be used to assist non-profit organizations to undertake economic development and neighborhood revitalization activities.

NOTE: The above activities are eligible under the CDBG Program. Priority consideration will be given to those projects which can demonstrate a serious health and safety problem exists and/or will benefit low/moderate income persons.

B. INELIGIBLE ACTIVITIES

1. ACQUISITION, CONSTRUCTION, OR RECONSTRUCTION OF BUILDINGS FOR THE GENERAL CONDUCT OF GOVERNMENT

Except removal of architectural barriers for persons with disabilities.

2. GENERAL GOVERNMENT EXPENSES
3. POLITICAL ACTIVITIES
4. CONSTRUCTION OF NEW HOUSING BY UNITS OF GENERAL LOCAL GOVERNMENT
5. PURCHASE OF EQUIPMENT
6. CONSTRUCTION EQUIPMENT
7. FURNISHINGS AND PERSONAL PROPERTY

The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible.

C. COMPLIANCE WITH NATIONAL OBJECTIVES

I. LOW AND MODERATE INCOME BENEFIT

70% of the annual block grant funds (excluding administration and planning costs) must be used to benefit low and moderate income persons. In Lebanon County, low and moderate income persons are defined as having income at or below 80% of the area median by family size. The current income limits are:

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
80% of Median	\$49,950	\$57,050	\$64,200	\$71,300	\$77,050	\$82,750	\$88,450	\$94,150

Effective April 1, 2024 for Fiscal Year 2024

There are several methods and tests to document how an activity benefits low and moderate income persons.

- a. The removal of architectural barriers for the handicapped, and activities that benefit a clientele who are generally presumed to be principally low and moderate income such as abused children, battered spouses, the elderly, homeless persons, illiterate adults, etc. are immediately accepted as benefiting low and moderate income persons with certain exceptions. Handicap curb ramps are no longer automatically qualified as limited clientele benefit.
- b. Activities that have direct benefit users, such as properties connecting to a new water line, sanitary sewer, etc. A survey could be required to document whether homeowners are above or below the income guidelines.
- c. In the case of area benefit, e.g., parks, playgrounds, street paving, if the boundaries of the Census enumeration district show a low and moderate income population in excess of 51%, then the activity may be considered meeting low and moderate income benefit.

- d. If an activity is related to economic development, then at least 51% of the jobs created or retained would be available to low and moderate income persons.

II. SLUM AND BLIGHT

Acquisition and demolition of blighted structures are activities that would meet the national objective of removal of slum and blight. The acquisition and demolition of deteriorated properties, redevelopment type activities, and rehabilitation of non-low income housing or non-residential structures is permitted provided that all building conditions are rectified. For example, a commercial facade renovation could not be done unless the property owner corrects all interior building defects.

III. Urgent Need

CDBG funds can be used to address disaster related problems in limited circumstances.

The Federal government defines an urgent community development need as a serious health or safety problem, which has arisen in the last 18 months and cannot be rectified with other funds. For example, a sudden pollution of wells, a serious break in a sewer line would be examples of urgent needs.

Up to 30% of the annual grant can be used for activities that prevent or eliminate slum and blight or solve an urgent community development need.

7. Design work, preparation of bid documents and on-site project inspections MUST be provided by the engineering or architectural firm. Identify individual in the firm who provided assistance with the application if appropriate.

Individual: _____ Firm: _____

Phone number: _____

Application submitted by:

Municipality _____

Name of Municipal Manager or Chief Elected Official _____

Signature of Manager or Chief Elected Official

Date

PROJECT BUDGET:

Source		Status		
		Application	Application	Funds
		to be made	Filed	Approved
General Fund	\$ _____			
County CDBG Funds	\$ _____		X	
Other Funds Identify:	_____			
PennVest	\$ _____			
Rural Development Administration	\$ _____			
Bank Loan	\$ _____			
CDBG Discretionary Grant from DCED	\$ _____			
Other State Funds	\$ _____			
Other Federal Funds	\$ _____			

Engineering Fees \$ _____
 (to be paid by Municipality)

Estimated Total Project Cost \$ _____

Cost estimate prepared by:

Name _____ Telephone: _____

Address _____

ATTACH A DETAILED COST ESTIMATE

RESOLUTION NO. ____ (sample)

RESOLUTION OF THE (BOROUGH / TOWNSHIP) OF _____
APPROVING SUBMISSION OF CDBG FUNDING REQUEST TO THE COUNTY OF
LEBANON.

The _____, having met this ____ day of _____, 2024,
(name of municipality)

in public session, has approved a funding request to the County of Lebanon in
the amount of \$_____ for the project described below:

The Municipal Governing Body authorizes the Redevelopment Authority of the County of Lebanon to submit the application for funding on its behalf.

Approved:

By: _____
Chief Elected Official

Attest:

Municipal Secretary

Affix Municipal Seal

THIS RESOLUTION MUST BE SUBMITTED BY 4:30 P.M.,
MONDAY, September 30, 2024.

SITE-SPECIFIC FIELD CONTAMINATION CHECKLIST

Completing the form requires a site visit by the preparer. The preparer should be sure to observe the property by walking through the property and the building(s) and other structures on the property to the extent possible and observing all adjoining* properties.

PREPARER MUST COMPLETE CHECKLIST IN ITS ENTIRETY

Date of Visit:	Time:	Weather Conditions:	
Program Name:			
Project Location/Address:			
Property Owner:			
Attach the following, as appropriate:			
<input type="checkbox"/> Photographs of site and surrounding areas <input type="checkbox"/> Maps (street, topographic, aerial, site map, etc.)			
QUESTION	OBSERVATION		
Is there evidence of any of the following?	SUBJECT PROPERTY	ADJOINING PROPERTIES	
Is the property or any adjoining property currently used, or has evidence of prior use, as a gasoline station, motor vehicle repair facility, printing facility, dry cleaners, photo developing laboratory, junkyard, or as a waste treatment, storage, disposal, processing or recycling facility?	YES <input type="checkbox"/>	YES <input type="checkbox"/>	<input type="checkbox"/>
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
	UNKNOWN <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	<input type="checkbox"/>
Are there any damaged or discarded automobile(s), automotive or industrial batteries, pesticides, paints, or other chemicals in individual containers greater than 5 gal in volume or 50 gal in the aggregate, stored on or used at the property or adjoining properties?	YES <input type="checkbox"/>	YES <input type="checkbox"/>	<input type="checkbox"/>
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
	UNKNOWN <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	<input type="checkbox"/>
Are there any industrial drums (typically 55 gal) or sacks of chemicals, herbicides or pesticides located on the property or adjoining properties?	YES <input type="checkbox"/>	YES <input type="checkbox"/>	<input type="checkbox"/>
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
	UNKNOWN <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	<input type="checkbox"/>
Has fill dirt been brought onto the property or adjoining properties that originated from a suspicious site or that is of an unknown origin?	YES <input type="checkbox"/>	YES <input type="checkbox"/>	<input type="checkbox"/>
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
	UNKNOWN <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	<input type="checkbox"/>
Are there any pits, ponds, or lagoons located on the property or adjoining properties in connection with waste treatment or waste disposal?	YES <input type="checkbox"/>	YES <input type="checkbox"/>	<input type="checkbox"/>
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
	UNKNOWN <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	<input type="checkbox"/>
Is there any stained soil, distressed vegetation and/or discolored water on the property or adjoining properties?	YES <input type="checkbox"/>	YES <input type="checkbox"/>	<input type="checkbox"/>
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
	UNKNOWN <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	<input type="checkbox"/>
Are there any storage tanks , aboveground or underground (other than residential), located on the property or adjoining properties?	YES <input type="checkbox"/>	YES <input type="checkbox"/>	<input type="checkbox"/>
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
	UNKNOWN <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	<input type="checkbox"/>

*Adjoining properties: Any real property or properties the border of which is contiguous or partially contiguous with that of the property, or that would be contiguous or partially contiguous with that of the property but for a street, road, or other public thoroughfare separating them.

QUESTION Is there evidence of any of the following?	SUBJECT PROPERTY	ADJOINING PROPERTIES
Are there any vent pipes, fill pipes, or underground tank access ways visible on the property or adjoining properties?	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>
Are any flooring, drains, walls, ceilings, or grounds on the property or adjoining properties stained by substances (other than water) or emitting noxious or foul odors or odors of a chemical nature ?	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>
Is the property served by a private well or non-public water system ? (If yes, a follow-up investigation is required to determine if contaminants have been identified in the well or system that exceed guidelines applicable to the water system, or if the well has been designated contaminated by any government environmental/health agency.)	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>	
Has the owner or occupant of the property been informed of the existence of past or current hazardous substances or petroleum products or environmental violations with respect to the property or adjoining properties?	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>
Do the property or adjoining properties discharge wastewater (not including sanitary waste or storm water) onto the property or adjoining properties and/or into a storm water system?	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>
Is there a transformer, capacitor, or any hydraulic equipment on the property or adjoining properties that are not marked as "non-PCB"?	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>
If answering "YES" or UNKNOWN" to any above items, describe the conditions:		
Use photographs and maps to mark and identify conditions. Attach more information as needed.		
Is further evaluation warranted? YES <input type="checkbox"/> NO <input type="checkbox"/> UNCERTAIN <input type="checkbox"/>		
Preparer of this form must complete the following required information.		
This inspection was completed by: Name: Title:	Phone Number:	
	Email:	
	Agency:	
Address:		
Preparer represents that to the best of his/her knowledge the above statements and facts are true and correct and to the best of his/her actual knowledge no material facts have been suppressed, omitted or misstated.		
Signature:	Date:	