
Community Development Block Grant Disaster Recovery Program

Program Guidelines

December 2016

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Commonwealth of Pennsylvania
Tom Wolf, Governor

Department of Community & Economic Development



dced.pa.gov

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Community Development Block Grant – Disaster Recovery (CDBG-DR) Application Kit Forms and Instructions

All Applicants:

The original application must be submitted to the Department of Community and Economic Development, Center for Community Development Operations.

In addition, all applicants are to submit to the Center for Community Development Operations one copy of:

- General Application Description
- Budget Summary (**on two pages, not one, with no page numbers at top or bottom of page**)

Direct any questions in preparing the Application to Donna Enrico at denrico@pa.gov or 717-720-7343.

Section I – Statement of Purpose

In 2011, Pennsylvania was impacted by two declarations of Presidential Disaster Areas, from two major storm systems within 12 days of each other.

A. Hurricane Irene

Pennsylvania was impacted by Hurricane Irene beginning late on Friday, August 26, 2011 with scattered rain showers across the commonwealth. High winds and heavy rain associated with the very outer bands of Irene moved into the commonwealth during the early morning of August 27, 2011. The main heavy rain shield associated with Irene moved into far Southeast Pennsylvania and continued throughout August 28, 2011. Some areas of the commonwealth received in excess of five inches of rain over this 36 hour period. The excessive rain amounts caused major to catastrophic flash flooding in some areas of the commonwealth. Widespread road flooding was reported, with numerous water rescues of stranded residents. The designated area included all counties bordering New Jersey and several in Northeast Pennsylvania.

B. Tropical Storm Lee

Tropical Storm (TS) Lee began impacting Pennsylvania on the evening of Tuesday, September 6, 2011. Statewide rainfall totals of 5.5 to 15.37 inches fell over the first 48 hours of the storm. The entire commonwealth received above average rain fall over the previous 30 days, and the streams were all running high as a result. The remnants of TS Lee were absorbed by a large scale extra-tropical low centered in Central Ohio.

TS Lee left significant amounts of water over almost all of the eastern two-thirds of the commonwealth, affecting the Delaware and Susquehanna River basins. Almost every town along the Susquehanna River experienced flooding including Athens, Towanda, Danville, Bloomsburg, Wilkes-Barre, Sunbury, Harrisburg and Marietta, as well as smaller communities in Lebanon, Lycoming, Schuylkill and Wyoming counties.

The Commonwealth of Pennsylvania received its first allocation of \$27,142,501 in CDBG-DR funding from the Department of Housing and Urban Development (HUD), pursuant to Public Law 112-55 (approved November 18, 2012). The appropriation was announced on April 16, 2012 in the Federal Register as Docket Number FR-5628-N-01. The Action Plan for this appropriation was published on July 12, 2012. The Commonwealth of Pennsylvania has published three Substantial Action Plan Amendments for this CDBG-DR allocation, the first on March 24, 2014; the second on May 21, 2014; and the third on August 11, 2014. The fourth Substantial Action Plan Amendment for this appropriation was published for a 30 day public comment period and has been approved.

The Commonwealth of Pennsylvania received \$29,986,000 from the Department of Housing and Urban Development (HUD) under The Disaster Relief Appropriations Act, 2013 (Public Law 113-2, approved January 29, 2013). This was the second allocation of CDBG-DR funding to assist the commonwealth with recovery from 2011 storm events Hurricane Irene – FEMA-4025-DR; and Tropical Storm Lee – FEMA-4030-DR). The HUD guidance for the funding was published March 5, 2013 in the Federal Register as Docket Number FR-5696-N-01 and the funding appropriation for the Commonwealth of Pennsylvania was published in the Federal Register as Docket Number FR-5696-N-03 on May 29, 2013. The first Substantial Action Plan Amendment for this appropriation was published for a 30 day public comment period in July 2016 and has been approved.

While there remains a large degree of unmet needs in the Pennsylvania areas most impacted by the storms of 2011, the disaster recovery under the original allocation in 2012 began with the release of the grant application for assistance on July of 2013.

Subsequently, the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) released additional funding to the commonwealth associated with the Disaster Relief Appropriations Act, 2013 (Public Law 113-2, approved January 29, 2013). The Act provides for disaster relief, long-term recovery and restoration of infrastructure, housing, and economic revitalization in the most impacted and distressed areas resulting from a major disaster declared pursuant to the Robert T. Stafford Disaster and Emergency Assistance Act of 1974 (*42 U.S.C. 5121 et seq.*) (Stafford Act). The HUD guidance for the funding was published March 5, 2013 in the Federal Register as Docket Number FR-5696-N-01 and a second allocation announced on May 29, 2013 in the Federal Register as Docket Number FR-5696-N-03.

Public Law 113-2, January 29, 2013
FR-5696-N-01; March 5, 2013
FR-5710-N-01; April 19, 2013
FR-5696-N-03; May 29, 2013

This Action Plan and any substantial amendments are being used by the state to guide the distribution of the second allocation of \$29,986,000 of CDBG Disaster Recovery funding toward meeting disaster relief, long term recovery, restoration of housing, infrastructure, and economic revitalization needs in counties designated as Presidential Disaster Areas during 2011 as further directed by Public Law 112-55 and HUD's Notice of Funding Availability provided in Federal Register Volume 77, Number 73, Docket No. FR-5628-N-01 published on April 16, 2012 (the Notice).

The second allocation of disaster recovery funds (2013 allocation) covered under this application process continues to address the unmet needs of the same areas as defined in PL122-55 and PL 113-2 and will further the Commonwealth of Pennsylvania's efforts to provide long term recovery to its affected citizens.

The latest updated needs assessment and planned uses of the funds may be found in the Substantial Amendment dated July 2016.

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The recovery process is a long-term process and must be coordinated with other federal, state, local and private resources. **This funding is for local governments and other eligible entities to use for disaster relief, long term recovery activities, and mitigation. It is not for those activities, however that are reimbursable by local or private resources and other federal programs such as but not limited to the Federal Emergency Management Agency, the Small Business Administration or the National Flood Insurance Program.**

Section II – Eligibility

A. Eligible Applicants

The disaster recovery funding through this second allocation is being prioritized. DCED in partnership with other state agencies have prioritized projects. Eligible applicants include units of local government, other non-profit or quasi-governmental agencies. The 36 eligible counties are: Adams, Bedford, Berks, Bradford, Bucks, Chester, Columbia, Cumberland, Dauphin, Delaware, Huntingdon, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming and York. DCED is required to allocate 80% of the allocation for the following five hardest hit counties (Bradford, Columbia, Dauphin, Luzerne, and Wyoming).

Units of local government and other eligible entities will be invited to submit applications based on the identified needs in the commonwealth's substantial amendment to its Action Plan dated July 2016.

1. Grants must be for projects that were impacted from the April 2011 storms and must have a direct connection to the storms.
2. There is no maximum amount of funds that may be applied for, however, DCED reserves the right to approve an amount less than what was applied for.
3. Commencement of work prior to receiving an award or approval will result in the project being ineligible for funding consideration.
4. To be eligible for reimbursement, project costs must be incurred within the time frame established by the grant agreement and be in compliance with applicable federal requirements.

B. Eligible Projects *(See page 7 for Housing Component)*

Grantees may use these CDBG Disaster Recovery Funds for efforts involving:

- Housing
- Infrastructure
- Mitigation and Resiliency projects
- Planning

Section III – Funding Priority and Review Process

Projects for funding have been identified based on the updated needs assessment and the public hearing process for funding. Eligible applicants and projects have been identified through the approved Substantial Amendment #1 to the Action Plan dated July 2016.

Section IV – Application Procedures

A. Forms

The following forms make up the application package for the Disaster Recovery Grant:

1. Single Application for Assistance
2. General Application Description/Certifications
3. A resolution of the local governing body authorizing the application submission.
4. Statement of Assurances
5. Management Plan/Local Staff Capacity
6. Activity Description - attached
7. LMI Principal Benefit Determination
8. CDBG Budget Summary
9. Other Supporting Documents – Maps, Census Data or Survey Data are required for all activities benefiting low and moderate income
10. Federal Register Notice March 5, 2013; Federal Register Notice April 19, 2013, Federal Register Notice May 29, 2013; Federal Register Notice November 18, 2013; and any additional clarifying guidance as issued by the Department of Housing and Urban Development (HUD)

Copies of the application package are available on the Department's web site dced.pa.gov. For any questions regarding the application process or application kit, please contact DCED via e-mail at denrico@pa.gov or by calling 717.720.7343 or 717.737.5327.

Applicants should prepare a Single Application for Assistance. Key forms in the application package are items #6 Activity Description and #9 Other Supporting Documents, where the applicant should describe the impact the identified disaster had on the community, what the greatest remaining need for funding is, how the funds being applied for will alleviate the impact of the disaster, especially those of low and income families/households.

Applicants should use the narrative portion of # 6, the Activity Description form to explain how their proposed project will be accomplished in an expedited manner. Applicants are encouraged to provide all the supporting documentation necessary to support the request. Applicants should also carefully read the Federal Register Notices and DCED's Action Plan and amendments to fully understand the requirements and waivers that govern the use of these funds.

B. CDBG-DR Program and Construction Requirements

DCED will impose planning and floodplain management requirements of all municipalities assisted through CDBG-DR funds. Specifically, any local government applicant seeking funds must document the following:

- Project is consistent with county comprehensive plan and applicable local planning and zoning ordinances
- Community must demonstrate that its floodplain management ordinance and mapping have been updated
- Project will adhere to the Pennsylvania Uniform Construction Code with local amendments as applicable. If construction work is exempt from the building code, the applicant must comply with DCED's minimum rehabilitation standards to assure the work will bring the home up to minimum code compliance

Section V – Program Requirements and Waivers

The distribution of these Disaster Recovery Funds is subject to all the usual rules and regulation of the Community Development Block Grant program. A complete list of the waivers approved to date can be found in the March 5, 2013 Federal Register Notice (FR 5696-N-01), beginning with page 14332.

A. Program Income

Any program income received by a local grantee as a result of disaster recovery grant activities can be retained by the grantee, with written DCED concurrence, only if it is being used for the same activity from which the program income was derived and an unmet need exists. If the grantee cannot document an unmet need, program income will be returned to the commonwealth and reallocated to an area of need.

Any program income generated after grant closeout, DCED will require sub-recipients in non-entitled areas to report on program income to the Department. For any direct federal entitlement community, that accumulates program income after grant closeout will report the receipt of program income directly to HUD.

B. Administrative Costs

Eligible applicants are encouraged to use local funds for administrative purposes. Eligible applicants applying for Disaster Recovery funds may request up to 1.5% for administrative costs. However, it is at the discretion of the Department whether administrative funds will be granted.

C. Reporting

In allocating these funds, Congress requested monthly and quarterly reports using an online Disaster Recovery Grant Reporting system.

D. Matching Funds Requirement

For the activities under this application, there is no match requirement. However, applicants are encouraged to leverage other funds or services in the administration of this project.

E. Deadlines

The application window is an open window. Eligible Applicants will be invited to submit an application. The due date for submission of an application will not be longer than 60 days from the date of invitation to apply.

Applications should be submitted to:

Department of Community and Economic Development
Center for Community Development Operations – CDBG-Disaster Recovery Grant
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225

e-mail: denrico@pa.gov

DCED will review all complete applications within 30 days of the deadline and grant award notices will be issued within 60 days of submission of a complete grant application.

F. Contract Period

The contract period for contracting and expending 100% of the funds will be 24 months.

G. Procedures for Accessing Funds

Following acceptance of the application, a grant agreement will be sent to the applicant for execution.

Grantees must at a minimum, invoice the department on a quarterly reimbursement basis, but may invoice on a monthly reimbursement basis if needed. Submission of invoices shall only be on the official CDBG-DR Invoice and emailed or mailed to the Center for Community Development Operations.

CDBG-DR Housing Application Contents

Please ensure that all the following information is included with the application.

INCLUDE THIS DOCUMENT WITH YOUR APPLICATION!

Please place the information in the application in the following order so that the DCED - CDO staff can review the information efficiently. Use tabs or some other mechanism (tabs are preferred) to separate appendices and number pages for easy referencing.

APPLICANT NAME:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Applicant Information (Cover page) - 3 pages <ul style="list-style-type: none"> <input type="checkbox"/> MAKE THIS THE FIRST 3 PAGES OF THE APPLICATION <input type="checkbox"/> All blanks must be completed <input type="checkbox"/> Statement of Assurances <ul style="list-style-type: none"> <input type="checkbox"/> Signed by Chief Elected Official <input type="checkbox"/> Disclosure Report <input type="checkbox"/> DCED Land Use Implementation <input type="checkbox"/> Duplication of Benefits <input type="checkbox"/> Management Plan/ Local Capacity <ul style="list-style-type: none"> <input type="checkbox"/> Identifies key staff and tasks necessary to complete the project <input type="checkbox"/> Sub-recipient Information (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Draft sub-recipient agreement (if applicable) <input type="checkbox"/> Sub-recipient not-for-profit status documentation, including Federal designation from the IRS and PA Dept. of Revenue certification. DCED staff will check the status of good standing with the Secretary of State. <input type="checkbox"/> Activity Description/Completion Timetable <ul style="list-style-type: none"> <input type="checkbox"/> Completion within 24 months of grant award <input type="checkbox"/> Scope of work <input type="checkbox"/> Detailed map of Service Area (including street names) <input type="checkbox"/> Unmet Needs Analysis <input type="checkbox"/> Flood plain map, if located in 100-year flood plain <input type="checkbox"/> Activity /Project Budget <ul style="list-style-type: none"> <input type="checkbox"/> Are calculations correct on project budget? <input type="checkbox"/> Is detailed budget included? <input type="checkbox"/> Does detailed budget break out CDBG, Local, etc? | <ul style="list-style-type: none"> <input type="checkbox"/> Do budget figures agree? <input type="checkbox"/> Figures correspond to amounts listed on cover page <input type="checkbox"/> Maps <ul style="list-style-type: none"> <input type="checkbox"/> Boundaries of jurisdiction shown <input type="checkbox"/> Project area shown as well as service area <input type="checkbox"/> Service area corresponds to survey area <input type="checkbox"/> Income Survey information <ul style="list-style-type: none"> <input type="checkbox"/> Description of survey methodology <input type="checkbox"/> Copy of sample survey form <input type="checkbox"/> Copies of written survey material (instructions, etc.) <input type="checkbox"/> Map of survey area <input type="checkbox"/> Survey results analysis form <input type="checkbox"/> Slum and Blight Declaratory Resolution (if applicable) <input type="checkbox"/> Readiness Information <ul style="list-style-type: none"> <input type="checkbox"/> Readiness to proceed certification, signed in all appropriate places <input type="checkbox"/> Financing information/local match documentation <input type="checkbox"/> Municipal Resolution authorized by governing body authorizing application <input type="checkbox"/> Written statement from Chief Financial Officer stating funds are available and have been dedicated to this project <input type="checkbox"/> Environmental Review <input type="checkbox"/> Site Control information <input type="checkbox"/> Permit information <input type="checkbox"/> Other Information <ul style="list-style-type: none"> <input type="checkbox"/> Displacement Assessment <input type="checkbox"/> Displacement Plan <input type="checkbox"/> LMI Principal Benefit <input type="checkbox"/> Budget Summary |
|--|--|

Single Application

To apply for funding, the applicant must submit the electronic on-line DCED Single Application for Assistance located at www.esa.dced.state.pa.us. If the program you are applying under requires multiple copies of the application, they may be sent via US Mail with the hard-copy of the signature page that accompanies the application. If addenda are required, it may be attached electronically to the application on the Addenda tab, or submitted via US Mail with the Signature page. Please reference the Single Application number on any documents sent with the signature page.

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APPLICANT INFORMATION

COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY PROGRAM

1. CDBG-DR PROGRAM YEAR:

2. APPLICATION DEADLINE DATE:

3. APPLICANT'S NAME		COUNTY	ON BEHALF OF:
4. DUNS NUMBER:	5. FEDERAL EMPLOYER IDENTIFICATION NUMBER:		6. CCR EXPIRATION DATE:
7. APPLICANT STATUS - UNIT OF LOCAL GOVERNMENT (CHECK BOX) <input type="checkbox"/> Municipal <input type="checkbox"/> Joint Municipal <input type="checkbox"/> County Only <input type="checkbox"/> County "On Behalf Of"		7A. OTHER - SPECIFY: <input type="checkbox"/> Local Development District <input type="checkbox"/> Economic Development Organization <input type="checkbox"/> Community Development Financial Institution <input type="checkbox"/> Other: _____	
8. CHIEF ELECTED OFFICIAL OF APPLICANT (NAME, TITLE, ADDRESS, ZIP CODE, TELEPHONE)		9. GRANT ADMINISTRATOR (NAME, TITLE, ADDRESS, ZIP CODE, TELEPHONE)	

10. CDBG-DR 20____ PROGRAM SUMMARY

11. ACTIVITIES. *Briefly describe activities to be undertaken and municipality(ies) or neighborhood(s) where located.*

12. FUNDING

TYPE	AMOUNT	SOURCE
A. CDBG-DR		
B. Other State		
C. Other Federal		
D. Local		
E. Other/Private		
F. Program Income (CDBG)		
G. Total Project Cost (A-F)		

APPLICANT INFORMATION | COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY PROGRAM**13. Certification of Mandatory Tap in Fees:**

As Chief Elected Official of a municipality in which CDBG-DR funds will be used for the extension of water and/or sewer service, I hereby certify that said municipality will, prior to the execution of a construction contract for such improvements, adopt an ordinance mandating that all residences intended to benefit from the improvements, tap into the extended system.

I further certify that said municipality will enforce said ordinance to the extent permitted under local code.

Signature of Chief Elected Official

Date

Name/Title of Chief Elected Official

Municipality

County

In the case of County "On Behalf Of" applications, the County must submit a signed copy of the above certification for each municipality in which a water or sewer extension project is proposed. Also, this form must be submitted for any nonentitlement municipality in which funds allocated to the County will be used for a water or sewer extension project.

APPLICANT INFORMATION | COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY PROGRAM

14. LIST GRANT ADMINISTRATOR:	
15. METHOD OF PROCUREMENT (CHECK ONE): <input type="checkbox"/> RFP <input type="checkbox"/> Small Purchase <input type="checkbox"/> Local Funds <input type="checkbox"/> Not Yet Procured <input type="checkbox"/> N/A	
16. ARCHITECT/ENGINEER:	
17. METHOD OF PROCUREMENT (CHECK ONE): <input type="checkbox"/> RFQ <input type="checkbox"/> RFP <input type="checkbox"/> Local Funds <input type="checkbox"/> Not Yet Procured	18. CODE OF CONDUCT AND CONFLICT OF INTEREST: Adoption/Completion Date:
19. DRUG FREE WORK-PLACE POLICY (CHECK ONE): <input type="checkbox"/> On file <input type="checkbox"/> Attached <input type="checkbox"/> None	20. EXCESSIVE FORCE POLICY: Adoption Date:
21. ANTI-DISPLACEMENT PLAN – ADOPTION DATE:	
22. MB/WBE PLAN – ADOPTION DATE:	23. SECTION 3 – ADOPTION DATE:
24. FAIR HOUSING ANALYSIS – COMPLETION DATE:	25. FAIR HOUSING ANNUAL ACTION UPDATES:
26. 504 PLAN – COMPLETION DATE:	27. 504 PLAN ANNUAL REVIEW:
28. PROCUREMENT POLICY: <input type="checkbox"/> Yes <input type="checkbox"/> No	
29. DID THE COMMUNITY RECEIVE A CDBG PLANNING GRANT PERTAINING TO THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the grant number for that plan?	
30. IN WHAT PA SENATE DISTRICT(S) IS THIS PROJECT?	31. STATE SENATOR(S) REPRESENTING THIS DISTRICT:
32. IN WHAT PA HOUSE OF REPRESENTATIVES DISTRICT(S) IS THIS PROJECT?	33. STATE REPRESENTATIVE(S) REPRESENTING THIS DISTRICT:
34. IN WHAT US CONGRESSIONAL DISTRICT IS THIS PROJECT?	
35. FOR PUBLIC FACILITIES AND UTILITY TREATMENT PLANTS, PLEASE GIVE THE SPECIFIC ADDRESS OF PROPOSED CONSTRUCTION INCLUDING ZIP+4:	
36. FOR ALL OTHER PROJECTS, PLEASE GIVE THE ADDRESS RANGE FOR CONSTRUCTION (I.E. 300 S. MAIN TO 500 S. MAIN AND 400 S. OAK STREET TO 800 S. OAK STREET) INCLUDING ZIP+4:	



CDBG-DR STATEMENT OF ASSURANCES

APPLICANT NAME:

The applicant or grantee hereby assures and certifies that:

(A) Legal Authority:

It possesses legal authority to apply for the grantee and to execute the proposed program.

(B) Official Resolution:

Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

(C) Citizen Participation

Its citizen participation mechanism meets the following requirements:

(1) Before a community development plan is adopted or substantially modified, the applicant or grantee will:

- a. Prominently post the proposed plan or amendment on its official Web site;
- b. Give citizens, affected local governments, and other interested parties a reasonable opportunity (minimum of seven days) to examine and comment on the plan or amendment's contents;
- c. Ensure that the topic of disaster recovery will be navigable from its official Web site homepage; and
- d. Provide all citizens, including persons with disabilities and limited English proficiency, with equal access to information about the program.

(2) After publication of the plan, the applicant or grantee will:

- a. Provide a reasonable time frame and method(s) (including electronic submission) for receiving comments on the plan or substantial amendment;
- b. Consider all comments, received, orally or in writing, on the plan or any substantial amendment;
- c. Provide a timely written response to every citizen complaint (within 15 working days of receipt of the complaint, if practicable);
- d. Provide citizens, affected local governments, and other interested parties with reasonable and timely access to information and records relating to the plan and to the grantee's use of the funds, including all performance reports; and
- e. Notify HUD when it makes any plan amendment that is not substantial.

(D) Public Access to Records

a. Units of General Local Government and Non-Profit Organizations:

Recipients shall provide citizens reasonable access to records regarding the use of CDBG funds, consistent with applicable State and local laws regarding privacy and obligations of confidentiality. However, in accordance with 2 CFR 200.336 public access to records held by Federal, State, local governmental entities or non-profit organizations are not subject to the Federal Freedom of Information Act (5 U.S.C. 552) and unless required by Federal, State, or local law, grantees and sub-grantees are not required to permit public access to their records.

Both Units of General Local Government and Nonprofit Organizations are subject to requests for records made pursuant to the Pennsylvania Right-To-Know Law, 65 P.S. §§ 67.101-3104, when such requests relate to or arise out of the grant agreement into which the Units of General Local Government and Nonprofit Organizations have entered into with the Department of Community and Economic Development. The Pennsylvania Right-To-Know-Law provisions appear in Section (k) of Article V, Compliance with Applicable Statutes and Department Regulations, of the grant agreement.

(E) Program Priorities:

The program described in the application will continue to give maximum feasible priority to activities which will benefit low and moderate income families or aid in the prevention or elimination of slums or blight; the use of funds may also include activities which the applicant or grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. It will ensure that not less than 50 percent of funds received as a result of this application will be used for activities that principally benefit persons of low and moderate income.

(F) Financial Requirements:

It will comply with the requirements and policies of 2 CRF Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards".

(G) Architectural Barriers:

It will comply with the Architectural Barriers Act of 1968, P.L. 90480, as amended (42 U.S.C. 4151 et. seq.). This requires that every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Part to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1-R 1971, subject to the exceptions contained in 41 CFR 101-19.604. The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

(H) Fair Housing and Civil Rights

- (1) Title VI of the Civil Rights Act of 1964, P.L. 88-352 (42 U.S.C. 2000d et. seq.) and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no persons in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.

Title VI, states that:

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Section 1.4b(2)(i) of the regulations issued pursuant to Title VI requires that:

"A recipient in determining the types of housing accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, the class of persons to whom, or the situations in which, such housing, accommodation, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin or have the effect of defeating or substantially impairing accomplishments of the objectives of the program or activity as respect to persons of a particular race, color, or national origin".

Title VI, Section 601 provides the **Limited English Proficiency (LEP)** Statutory Authority.

Executive Order 13166 (Issued in the Federal Register 65 FR 50121 on August 16, 2000) mandates improved access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency.

Grantees are required to make reasonable efforts to provide language assistance to ensure meaningful access for LEP persons to the grantee's programs and activities that have any federal financial assistance.

- (2) Title VIII of the Civil Rights Act of 1968, as amended by Fair Housing Amendments Act of 1988 (42 U.S.C. 3601-20) which states that no person shall be subjected to discrimination because of race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions; and requires that

grantees administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing. Executive Order 11063 and the regulations contained in 24 CFR Part 107 requires that all action necessary and appropriate be taken to prevent discrimination because of race, color, religion (creed), sex, or national origin in the sale, rental, leasing, or other disposition of residential property and related facilities or in the use or occupancy thereof where such property or facilities are owned or operated by the Federal Government or provided with Federal assistance by HUD and in the lending practices with respect to residential property and related facilities of lending institutions insofar as such practices relate to loans insured, guaranteed or purchased by the Federal Government.

- (3) Section 109 of the Housing and Community Development Act of 1974, P.L. 93-383 (42 U.S.C. 5309) and the regulations issued pursuant thereto (24 CFR Part 570.602), which provide that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under this Part.
- (4) Age Discrimination Act of 1975, P.L. 94-135 (42 U.S.C. 6101 et. Seq)
- (5) Section 504 of the Rehabilitation Act of 1973, P.L. 95-602 (29 U.S.C. 794) and HUD implementing regulations at 24 CFR Part 8.
- (6) Executive Order 11246, Equal Opportunity in Federal Employment, September 24, 1965 (30 FR 12319), as amended by Executive Order 12086, October 5, 1978 (43 FR 46501), and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the Performance of Federal or Federally assisted construction contracts. Contractors and subcontractors on Federal and Federally assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
- (7) Executive Order 11625, October 13, 1971 which prescribes additional arrangements for developing and coordinating a national program for Minority Business Enterprise (36 FR 19967). (2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises and labor surplus area firms.)
- (8) Executive Order 12138, May 18, 1979 (44 FR 29637) which creates a National Women's Business Enterprise Policy. (2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises and labor surplus area firms.)
- (9) Pennsylvania Human Relations Act of October 27, 1957, P.L. 744, (43 P.S. 951-963) which provides that no employee, applicant for employment, independent contractor, or any other person shall be discriminated against because of race, color, religious creed, ancestry, national origin, age, or sex.

(I) Employment

It will comply with Section 3 of the Housing and Urban Development Act of 1968, P.L. 90-448, as amended (12 U.S.C. 1701 (u)) requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate income residents of the applicant's county and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in the applicant's county.

(J) Displacement

It certifies that it has developed and adopted a residential anti-displacement and relocation assistance plan in accordance with Section 104 (d) of the Housing and Community Development Act of 1974.

(K) Acquisition/Relocation

It will comply with the Uniform Relocation Assistance Real Property Acquisition Policies Act of 1970, as amended by (42 U.S.C 4601) and the regulations at 42 CFR Part 24 which apply to the acquisition of real property by a State agency for an activity assisted with CDBG funds and to the displacement of any family, individual, business, nonprofit organization or farm that results from such acquisition; and

Will comply with Section 104(k) of the Housing and Community Development Act of 1974, as amended which requires that (i) reasonable relocation assistance be provided (at a minimum, the assistance shown in 24 CFR Part 570.606(c) shall be provided) to persons displaced as a result of the use of CDBG funds to acquire or substantially rehabilitate property and (ii) will develop, adopt and provide to persons to be displaced a written notice of the relocation assistance for which they are eligible; and

Will comply with the Eminent Domain Code Act of June 22, 1964, Special Session, P.L. 84, as amended, 26 P.S. 1-101 et. seq.

The following waivers shall apply to CDBG disaster recovery projects:

- (1) One-for-one replacement requirements at 42 U.S.C. 5304(d)(2)(A)(i) – (ii) and (d)(3) and 24 CFR 42.375 for lower-income dwelling units that are damaged by the disaster and not suitable for rehabilitation. Applicants and grantees should reassess post-disaster population and housing needs to determine the appropriate type and amount of lower-income dwelling units to rehabilitate and/or rebuild. Note: the demolition and/or disposition of Public Housing Authority-owned public housing units is covered by Section 18 of the U.S. Housing Act of 1937, as amended, and 24 CFR Part 970.
- (2) Section 104(d) relocation assistance requirements at 42 U.S.C. 5304(d)(2)(A) and 24 CFR 42.350 to the extent that they differ from the requirements of the URA and implementing regulations at 49 CFR Part 24 for activities related to disaster recovery.
- (3) The requirements at 49 CFR 24.101(b)(2)(i)-(ii) to the extent that they apply to an arm's length voluntary purchase carried out by a person who does not have the power of eminent domain, in connection with the purchase and occupancy of a principal residence by that person.
- (4) The requirements at sections 204(a) and 206 of the URA, 49 CFR 24.2(a)(6)(viii), 24.402(b)(2), and 24.404 to the extent that they require the applicant or grantee to provide relocation assistance sufficient to reduce a low-income person's rent/utility costs to 30% of household income post-displacement when the person had been paying rent in excess of 30% of household income without "demonstrable hardship". Before using this waiver, the applicant or grantee must establish a definition of "demonstrable hardship".
- (5) The requirements of section 204 and 205 of the URA, and 49 CFR 24.2(a)(6)(ix) and 24.402(b) to the extent necessary to permit an applicant or grantee to meet all or a portion of an applicant's or grantee's replacement housing financial assistance obligation to a displaced tenant by offering rental housing through a tenant-based rental assistance (TBRA) housing program subsidy, provided that the tenant is provided referrals to comparable replacement dwellings in accordance with 49 CFR 24.204(a) where the owner is willing to participate in the TBRA program, and the period of authorized assistance is at least 42 months.
- (6) The requirements at section 202(b) of the URA and 49 CFR 24.302, which require that an applicant or grantee offer a displaced person the option to receive a "moving expense and dislocation allowance" based on a schedule of allowances prepared by the FHA as an alternative to receiving payment for actual moving and related expenses. As an alternative, the applicant or grantee must establish and offer the person a "moving expense and dislocation allowance" under a schedule of allowances that is reasonable for the jurisdiction and that takes into account the number of rooms in the displacement dwelling, whether the person owns and must move the furniture, and, at a minimum, the kinds of expenses described in 49 CFR 24.301.

(L) Benefit Assessments for Public Improvements.

It will not attempt to recover any capital costs of public improvements assisted in whole or in part by CDBG funds or with amounts resulting from a guarantee under Section 108 of the 1974 Housing and Community Development Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvement, unless (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of moderate income who, the grantee certified to the State, as the case may be, that it does not have sufficient CDBG funds to pay the assessments in behalf of all of the low and moderate income owner occupant persons.

(M) Hatch Act

It will comply with the provisions of the Hatch Act, P.L. 85-554 (5 U.S.C 1501 et seq.) which limits the political activity of employees.

(N) Labor Standards

It will comply with the labor standards set forth in Section 110 of the Housing and Community Development Act of 1974, as amended, and HUD's implementing regulations. The standards include, where applicable, the following:

- (1) The Davis-Bacon Act, P.L. 86-624, as amended (40 U.S.C. 276a-276a-5).
- (2) Contract Work Hours & Safety Standards Act, P.L. 87-581 (40 U.S.C. 327 et. seq.).
- (3) Copeland "Anti-kickback" Act (40 U.S.C. 276c).
- (4) DOL regulations at 29 CFR Parts 1, 3, 5, 6, and 7. These regulations implement the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act and the Copeland Act.

(O) PA Prevailing Wage Act

It will comply with the PA Prevailing Wage Act of 1961, as amended (43 P.S. 165-1 through 165-17), when applicable.

(P) Environmental Clearance

Its chief executive officer or other appropriate officer/officers consents to assume the status of a "responsible federal official" under the National Environmental Policy Act of 1969 (NEPA) P.L. 91-190 (42 U.S.C. 4321 et. seq.). The applicant will assume responsibility for environmental review, decision-making and action under NEPA and HUD regulations at 24 CFR Part 58. The applicant further certifies that it has complied with and will comply with 24 CFR Part 58 and the statutes and authorities contained in 24 CFR Part 58.5 in the administration of its project.

General Responsibilities

Grantee is responsible for compliance with the National Environmental Policy Act of 1969 (NEPA) and the related authorities listed in HUD's implementing regulations at 24 CFR Parts 50 and 58 and must comply with all requirements and actions for each activity that it carries out with federal funds, in accordance with the requirements imposed by this agreement and in accordance with Title 24 Part 58 of the Code of Federal Regulations. Grantee will provide information necessary for DCED to determine the environmental effects of each activity to be carried out with Federal funds. Grantee may not commit or obligate any Federal or non-federal funds to the project or any activity that is in any way binding without an Authority to use grant funds form in writing from DCED. A copy of the Environmental Review Record (ERR) shall be maintained by both the GRANTEE until at least three years after project closeout unless a longer period is required in writing as an amendment to the agreement by DCED.

Grantee is responsible for assuring that any SUBRECIPIENT to which it provides funds complies with the environmental review requirements.

Project Approvals Subject to Environmental Review Clearance:

No CDBG project funds will be advanced, and no costs can be incurred, until DCED has received sufficient information about the project as required under 24 CFR Part 58. The environmental review may result in a decision to proceed with, modify or cancel the project. Notwithstanding any provision of this Agreement, the parties hereto agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval for a specific project, and that such commitment of funds or approval may occur only upon satisfactory completion of the environmental review and receipt by DCED of a Request for Release of Funds form from the grantee under 24 CFR Part 58 and a copy of the approved Authority to Use Grant Funds form.

Further, the Grantee will not permit any SUBRECIPIENT to undertake or commit any funds to physical or choice-limiting actions, including property acquisition, demolition, movement, rehabilitation, conversion, repair or construction prior to completion of the environmental clearance. Any violation of this provision may result in the denial of any funds under the agreement.

Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the grantee shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

Historic Preservation

The grantee agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement.

(Q) Violating Facilities List

It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of a program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify HUD of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for the listing by the EPA.

(R) Conflict of Interest

It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties. (2 CFR 200.112 Conflict of Interest)

- (S) **Lead Based Paint**
It will comply with Title IV of the Lead Base Paint Poisoning Prevention Act, P.L. 91-695, as amended, (42 U.S.C. 4831) and the regulations issued pursuant thereto (24 CFR Part 35).
- (T) **Energy Conservation**
It will comply with the Cost Effective Energy Conservation and Effectiveness Standards, ENERGY P.L. 95-557 (42 U.S.C. 1425(b)) and the regulations issued pursuant thereto (24 CFR Part 39).
- (U) **Flood Plain**
It will comply with the Pennsylvania Flood Plain Management Act 166 (32 P.S. 697.101-679.601) and the regulations issued pursuant thereto (Title 16, Chapter 38)
- (V) **Steel Products**
It will comply with the Pennsylvania Steel Products Procurement Act of March 3, 1978, (P.L. 6, No. 3, §1, 73 P.S. §1881 et. seq.).
- (W) **Separation Act**
It will comply with the Separations Act of May 1, 1913, P.L. 155, 1, as amended, December 22, 1981, P.L. 546, No. 159, §1, 53 P.S. §1003, as applicable.
- (X) **Resource Conservation**
It will comply with Section 6002 of the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962) and the regulations issued pursuant thereto (40 CFR Part 249) for the procurement of materials composed of the highest percentage of recovered material practicable.
- (Y) **Lobbying**
No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. (2 CFR 200.450 Lobbying)
- (Z) **Excessive Force**
It has adopted and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and a policy of enforcing state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- (AA) **Drug Free Workplace**
It has adopted and will enforce a policy creating a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988.
- (AB) **Fire Protection and Safety Standards:**
It will comply with the provisions of the Fire Administration Authorization Act of 1992 (P.L. 102-522)

Signature of Chief Elected Official

Date

Name/Title of Chief Elected Official

Municipality

County

Instructions for Completion of Disclosure Report

All applicants for CDBG-DR grants must complete and submit, with their applications, Parts I and II of the Disclosure Report. At the completion of Part II of the report, some applicants will find that they must complete Parts III, IV, V and VI.

Part I requires the applicant's name, address, phone and Federal Employer Identification number; indication as to whether this is an initial report or an update (all applicants will check the initial report box); the fiscal year CDBG-DR funds subject to the disclosure; a check as to whether the disclosure is related to an entitlement or competitive application; the amount of CDBG-DR funds being requested; the amount of any CDBG-DR program income that will be used with the CDBG-DR grant; and, the total amount (CDBG-DR grant and program income).

Part II asks two questions. If the answer to both questions is "no," the applicant must provide the certification at the end of Part II, but is not required to complete the remainder of the report. If the answer to either questions is "yes" the applicant must complete the remainder of the report.

Part III requires information on any other Federal, State and/or local assistance that is to be used in conjunction with the CDBG-DR project.

Part IV requires the identification of interested parties. Interested parties are persons and entities with a reportable financial interest in the project. If an entity is being disclosed, the disclosure in Part IV must include an identification of each officer, director, principal stockholder or other official of the entity. All consultants, developers or contractors involved in the application for CDBG-DR assistance, or in the planning, development or implementation of the project, must be identified as an interested party. Also, any other person or entity that has a pecuniary interest in the project that exceeds \$50,000 or 10 percent of the CDBG-DR assistance, whichever is lower, must be listed as an interested party. Pecuniary interest means any financial involvement in the project, including (but not limited to) situations in which a person or entity has an equity interest in the project, shares in any profit or resale or any distribution of surplus cash or other assets of the project or receives compensation for any goods or services provided in connection with the project. (The following are not considered interested parties: local CDBG-DR administrative staff, recipients of housing rehab assistance, and rehab contractors as long as the rehab agreement is between the property owner and the contractor).

It is realized that at the time of application, applicants may not be aware of all interested parties since contracts and agreements for goods and services are not generally awarded until after notice of grant award. Subsequent to grant award, as projects are being implemented, funds will be committed to interested parties which will necessitate the submission of an updated Disclosure Report. However, if an applicant identifies under Part III of the Disclosure Report, other governmental assistance that is to be used in conjunction with projects funded with CDBG-DR and, if these other funds have been committed to interested parties, then these interested parties must be identified in Part IV.

Appendix A – HUD Programs Subject to Disclosure

This Appendix contains a list of all the HUD Programs that are subject to the disclosure requirements of Subpart C of 24 CFR Part 12. All applicants for CDBG-DR assistance must review this list to determine if they are receiving, or expect to receive, assistance from other covered programs besides CDBG-DR. Applicants must consider HUD funds that are received either directly from HUD or through the State. The State administered CDBG-DR Program is listed at item 3(v).

It is the total amount of funds received from all the below sources that the applicant uses to answer the second question of Part II of the Disclosure Report.

- (1) Section 312 Rehabilitation Loans under 24 CFR part 510, except loans for single family properties.
- (2) Applications for grant amounts for a specific project or activity under the Rental Rehabilitation Grant Program under 24 CFR part 511 made to:
 - (i) A State grantee under Subpart F.
 - (ii) A unit of general local government or a consortium of units of general local government or a consortium of units of general local government receiving funds from a State or directly from HUD whether or not by formula under Subparts D, F, and G.
 - (iii) HUD, for technical assistance under 511.3.

(Excludes formula distributions to States, units of general local government, or consortia of units of general local government under Subparts D and G, within year reallocations under Subpart D, and the HUD-administered Small Cities Program under Subpart F.)

- (3) Applications for grant amounts for a specific project or activity under Title I of the Housing and Community Development Act of 1974 made to:
 - (i) HUD, for a Special Purpose Grant under Section 105 of the Department of Housing and Urban Development Reform Act of 1989 for technical assistance, the Work Study Program of Historically Black colleges.
 - (ii) HUD, for a loan guarantee under 24 CFR part 470, Subpart M.
 - (iii) HUD, for a grant to an Indian tribe under Title I of the Housing and Community Development Act of 1974.
 - (iv) HUD, for a grant under the HUD-administered Small Cities Program under DFR part 570, Subpart F.
 - (v) A State or unit of general local government under 24 CFR part 570.

- (4) Applications for grant amounts for a specific project or activity under the Emergency Shelter Grants Program under 24 CFR part 576 made to a State or to unit of general local government, including a Territory.

(Excludes formula distributions to States and units of general local government (including Territories); reallocations to States, units of general local government (including Territories) non-profit organizations; and applications to an entity other than HUD or a State or unit of general local government.)

- (5) Transitional Housing under 24 CFR part 577.
- (6) Permanent Housing for Handicapped Homeless Persons under CFR part 578.

- (7) Section 8 Housing Assistance Payments (only project-based housing under the Existing Housing and Moderate Rehabilitation program for Single Room Occupancy Dwellings for the Homeless under Subpart H).
- (8) Section 8 Housing Assistance Payments for Housing for the Elderly or Handicapped under 24 CFR part 885.
- (9) Loans for Housing for the Elderly or Handicapped under Section 202 of the Housing Act of 1959 (including operating assistance for Housing for the Handicapped under Section 162 of the Housing and Community Development Act of 1987 and Seed Money Loans under Section 106(b) of the Housing and Urban Development Act of 1968).
- (10) Section 8 Housing Assistance Payments-Special Allocations-under 24 CFR part 886.
- (11) Flexible Subsidy under 24 CFR part 219-both Operating Assistance under Subpart B and Capital Improvement Loans under Subpart C.
- (12) Low-Rent Housing Opportunities under 24 CFR part 904.
- (13) Indian Housing under 24 CFR part 905.
- (14) Public Housing Development under 24 CFR part 941.
- (15) Comprehensive Improvement Assistance under 24 CFR part 968.
- (16) Resident Management under 24 CFR part 964, Subpart C.
- (17) Neighborhood Development Demonstration under Section 123 of the Housing and Urban-Rural Recovery Act of 1983.
- (18) Nehemiah Grants under 24 CFR part 280.
- (19) Research and Technology Grants under Title V of the Housing and Urban Development Act of 1970.
- (20) Congregate Services under the Congregate Housing Services Act of 1978.
- (21) Counseling under Section 106 of the Housing and Urban Development Act of 1968.
- (22) Fair Housing Initiatives under 24 CFR part 125.
- (23) Public Housing Drug Elimination Grants under Section 5129 of the Anti-Drug Abuse Act of 1988.
- (24) Fair Housing Assistance under 24 CFR part 111.
- (25) Public Housing Early Childhood Development Grants under Section 222 of the Housing and Urban-Rural Recovery Act of 1983.
- (26) Mortgage Insurance under 24 CFR Subtitle B, Chapter II (only multifamily and nonresidential).
- (27) Supplemental Assistance for Facilities to Assist the Homeless under 24 CFR part 579.
- (28) Shelter Plus Care Assistance under Section 837 of the Cranston-Gonzalez National Affordable Housing Act.
- (29) Planning and Implementation Grants for HOPE for Public and Indian Housing Homeownership under Title IV, Subtitle A, of the Cranston-Gonzalez National Affordable Housing Act.
- (30) Planning and Implementation Grants for HOPE for Homeownership of Multifamily Units under Title IV, Subtitle B, of the Cranston-Gonzalez National Affordable Housing Act.
- (31) HOPE for Elderly Independence Demonstration under Section 803 of the Cranston-Gonzalez National Affordable Housing Act.



DISCLOSURE REPORT

COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY PROGRAM

PART I - APPLICANT INFORMATION

1. APPLICANT/GRANTEE NAME:	
2. ADDRESS:	
3. PHONE NUMBER:	4. FEDERAL ID NUMBER:
5. REPORT: Indicate whether this is: <input type="checkbox"/> Initial Report <input type="checkbox"/> Update Report	
6. PROJECT TO BE ASSISTED:	
6A. FISCAL YEAR:	6B. <input type="checkbox"/> Entitlement Grant(s) <input type="checkbox"/> Competitive Grant
	6C. Amount Requested/Received:
	6D. Program Income to be used with C Above:
	6E. TOTAL of C and D:

PART II - THRESHOLD DETERMINATIONS

1. Is the amount at 6E. (above) more than \$200,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you received or applied for other HUD assistance (through programs listed in Appendix A of the instructions) which when added to 6E (above) amounts to more than \$200,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If the answer to either 1. or 2. of Part II is "YES", then you must complete the remainder of this report.</p> <p>If the answer to both 1. and 2. of Part II is "NO", then you are not required to complete the remainder of this report, but you must sign the following certification.</p>	

CERTIFICATION

I hereby certify that this information is true.		
Signature of Chief Elected Official		Date
Name/Title of Chief Elected Official	Municipality	County

DISCLOSURE REPORT | COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY PROGRAM

PART III - OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

1. Provide the requested information for any other Federal, State and/or local government assistance, on hand or applied for, that will be used in conjunction with the CDBG-DR grant. (See Appendix A of the instructions).

Name and Address of Agency Providing or to Provide Assistance	Program	Type of Assistance	Amount Requested or Provided

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Identify the sources and uses of all assistance, including CDBG, that have been or may be used in the Project.

[illegible]

I hereby certify that the information provided in this disclosure is true and correct and I am aware that any false information or lack of information knowingly made or omitted may subject me to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware that if I knowingly and materially violate any required disclosure of information, including intentional nondisclosure, I am subject to a civil money penalty not to exceed \$10,000 for each violation.

Date _____

Municipality

County

DCED Land Use Implementation

Since 2000, when the Growing Smarter land use bills were signed into law, DCED has been encouraging effective local land use planning while respecting private property rights. These measures have included a review for certain projects occurring on previously undeveloped property, requiring the grantee to submit a letter from the appropriate local and county planning agency where they exist.

In May 2005, the Governor's Economic Development Cabinet adopted the Keystone Principles & Criteria for Growth, Investment & Resource Conservation. The principles lay out goals and objectives for commonwealth funding to further economic development and resource conservation. These principles and criteria are designed to encourage multifaceted project development that will integrate programs and funding sources from a variety of state agencies.

Implementing these principles and criteria also requires state agencies to determine how funding programs support local land use planning. DCED has entered into an Interagency Letter of Understanding to guide the Department's review of an applicant's application in light of applicable land use plans.

Obtaining Information about Planning and Zoning

For projects funded with CDBG-DR, where infrastructure and/or construction of new facilities (public/community facilities, water/sewer facilities, housing, economic development, etc.) will occur on previously undeveloped property, the grantee must submit a letter from the appropriate local and county planning agency (where they exist) specifically identifying the project(s) and certifying that the project(s) is(are) in compliance with all applicable land use and comprehensive plans, and zoning and subdivision ordinances. This letter should be inserted after this page in the CDBG-DR Application. Prior to submitting this letter, CDBG-DR Program applicants must review the questions below regarding comprehensive planning and zoning ordinances to determine the applicability of the PA Municipal Planning Code.

- Is there an adopted municipal comprehensive plan?
- Is there an adopted county comprehensive plan?
- Is there an adopted multi-municipal or multi-county comprehensive plan?
- Is there an adopted county or municipal zoning ordinance or a joint municipal zoning ordinance?
- Is the proposed project consistent with these comprehensive plans and/or ordinances?

This requirement is not applicable to projects that occur on developed or previously developed property.

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DUPLICATION OF BENEFITS CERTIFICATION

The undersigned, on behalf of and as a duly authorized agent and representative of _____ (Unit of Local Government/Sub-recipient), certifies and represents that all information contained in and enclosed with the grant application is true to the best of his or her knowledge and acknowledges that the Department of Community and Economic Development – Center for Community Development Operations (DCED-CCDO) has relied on such information to award disaster recovery assistance (the “assistance”). _____ (Unit of Local Government/Sub-recipient) certifies that it has disclosed to DCED-CCDO in the application process all insurance proceeds and all other funds available from, received by, or to be received from governmental agencies as compensation for damages resulting from these declared disasters for which assistance may be provided by DCED-CCDO. _____ (Unit of Local Government/Sub-recipient) certifies that it will disclose to DCED-CCDO all future insurance proceeds or other funds received from and or available from governmental agencies as compensation for damages resulting from these declared disasters for which assistance has been provided. _____ (Unit of Local Government/Sub-recipient) acknowledges that it may be prosecuted by Federal, State, or local authorities and/or that repayment of all disaster recovery funds may be required in the event that it makes or files false, misleading, or incomplete statements or documents.

Signature _____

Printed Name _____

Title _____

Date _____



MANAGEMENT PLAN/ LOCAL STAFF CAPACITY

APPLICANT NAME:

GRANT ADMINISTRATOR:

Describe how your CDBG-DR program will be managed and administered by addressing the following:

Identify the required tasks needed to accomplish your proposed activities and the organization(s) that will accomplish these tasks, including the type of third party contracts intended for services.

- Briefly identify the staff needed to complete each task including their skills and/or experience. These tasks include:
 - Environmental review requests,
 - Financial recordkeeping, including but not limited to the Disaster Recovery Grant Reports System (DRGR)
 - Procurement
 - Contracting
 - Day-to-day administration and oversight of 3rd party contracts
 - Closeout and audit
- If more than one agency/organization will be involved, explain the coordination and lead responsibility.
- Justify the need for completing certain services with third party contracts which could otherwise be provided by the creation and/or development of local staff capacity.

(Attach Additional sheets as necessary.)

Limited English Proficiency Guidance for CDBG-DR Applicants

In Compliance with:

Section 601 of Title VI the Civil Rights Act of 1964 (LEP Statutory Authority) “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from *participation in*, be *denied the benefits of*, or be *subjected to discrimination* under any program or activity receiving Federal financial assistance.”

And

Executive Order 13166 (Issued in the Federal Register 65 FR 50121 on August 16, 2000) Mandates improved access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency.

Grantees are required to make reasonable efforts to provide language assistance to ensure meaningful access for LEP persons to the contractor’s programs and activities that has any federal financial assistance.

DCED is providing this guide to its grantees of federal financial assistance to aid in the analysis of determining if the beneficiaries of the proposed projects have limited English proficiency. Please use the following template to document your analysis of your program or activity and to determine if the certification can be signed by the grantee as not having an affected population or if a Language Access Plan is required. *DCED will provide additional guidance if necessary.*

**CERTIFICATION OF COMPLETION OF A
FOUR-FACTOR ANALYSIS
FOR LIMITED ENGLISH PROFICIENCY PERSONS**

and

**CERTIFICATION OF THE ACTIVITIES
TO BE INCLUDED IN THE
LANGUAGE ACCESS PLAN**

**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**
(Includes CDBG Competitive, CDBG-DR, and NSP)

For:

GRANTEE NAME: _____

PROGRAM and CONTRACT # (CDBG/ C0000045678) _____

CONTACT PERSON (Name, Telephone Number & E-mail) _____

Purpose

In compliance with Section 601 of Title VI the Civil Rights Act of 1964 (LEP Statutory Authority) and Executive Order 13166, _____ (*Grantee*) has conducted the following Four Factor Analysis for Limited English Proficiency (LEP) persons for the federally funded program listed above.

History

Title VI of the Civil Rights Act of 1964, is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination. Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

Executive Order 13166 (Issued in the Federal Register 65 FR 50121 on August 16, 2000) mandates improved access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. The order also requires a Language Access Plan for the program or activity if a qualifying population is determined. To determine if there is an affected population of beneficiaries having limited English proficiency, all grantees receiving federal financial assistance must conduct the four-factor analysis as outlined below.

Grantee Four-Factor Analysis

The following Four-Factor Analysis serves as the guide for determining which language assistance measures the Grantee will be required to undertake to guarantee access to Grantee's Community Development Block Grant (CDBG) programs by LEP persons.

FACTOR ONE - METHODOLOGY

The grantee must analyze the number or proportion of LEP persons served or encountered in the eligible service area population (served or encountered includes those persons who would be served by the program or activity if the person received education and outreach and the grantee provided sufficient language services).

Select the paragraph(s) below that best describes your methodology for the analysis by placing a check mark in the box beside the description. Also please fill in the blanks or circle the correct statement were indicated. These paragraphs may be modified or replaced with narrative that more accurately reflects the grantee's methodology.

- ☐ The Grantee utilized the PA Census tabulation for persons that speak English "Less than Well" provided by DCED to determine the **county's** LEP population(s). Based on this data, the Grantee **does/does not** (chose one) meet the 1,000 or 5% LEP persons threshold for any language(s) identified.
- ☐ The Grantee utilized the PA Census tabulation for persons that speak English "Less than Well" provided by DCED to determine its **municipalities'** LEP population(s). Based on this data, the Grantee **does/does not** (chose one) have any municipalities within its borders that meet the 1,000 or 5% LEP persons threshold for any language(s) identified.
- ☐ The Grantee is administrating the CDBG program on behalf of: _____ (list other municipalities where federal financial assistance will be used). The grantee utilized the PA Census tabulation for persons that speak English "Less than Well" provided by DCED. Based on this data, _____ (OBO municipality) **does/does not** (chose one) meet the 1,000 or 5% LEP persons threshold for any language(s) identified.

(Add additional lines if needed to address all OBO municipalities the Grantee is administering)

- ☐ Income surveys were conducted to determine eligibility in the program or activity service area. Questions were asked to determine if any LEP persons were located in the potential project area. According to the results of the surveys, there were _____ (number) LEP persons located in the proposed project area. The proposed project area has a total population of _____ (number). The number of LEP persons affected by the project or activity **does/does not** (chose one) meet the 1,000 or 5% LEP persons in the service area threshold for any languages identified.

(Add additional lines if needed to address all projects or activities the Grantee is administering and used the above LEP analysis methodology)

- ☐ Local elected officials, clergy, medical personnel, and school administrators were polled by telephone/questionnaire to request input regarding their knowledge of LEP persons within the community and/or proposed project area(s). Based on the results of the telephone poll/questionnaires, there are an _____ (estimated number) LEP persons out of _____ (total persons benefitting from the program or activity) located in _____ (Grantee or service area name). This **does/does not** (chose one) meet the 1,000 or 5% LEP persons of total service area threshold for any language(s) identified.

(Add additional lines if needed to address all projects or activities the Grantee is administering and used the above LEP analysis methodology)

Please list below all municipalities and/ or service areas under this program that qualify as meeting the threshold of 1,000 or 5% LEP person's threshold for any language(s) identified as indicated by the methodology used above. Include the name of the municipality/service area, the language(s) identified, and the number or percentage of persons. For example:

Apple Township

Germanic

16%

If any of the blocks above contains a “does” meet the 1,000 or 5% LEP person threshold for any language(s) identified, the grantee must complete a Language Access Plan for that municipality and may stop further completion of this Four Factor Analysis. Please proceed to the Language Access Plan Certification on page 7 of this guidance. Please submit this page, along with the Language Access Plan Certification with your application.

If the grantee, after completing this section of the analysis, has **all** blocks above marked with “does not” meet the 1,000 or 5% LEP persons threshold for any languages identified, they must continue analyzing their **program or activity** with the following questions.

Additional Questions to be Answered:

FACTOR TWO

The frequency with which LEP persons come into contact with the program or activity.

Select the paragraph below that best describes the amount of public contact of your program by placing a check mark in the box beside the description. These paragraphs may be modified or replaced with narrative that more accurately reflects the grantee's program or activity.

- ☐ The proposed program or activities that provide direct assistance to the resident, which would include but not be limited to acquisition, relocation, housing rehabilitation, water/sewer laterals, and public services. Therefore, residents are likely to have considerable direct contact with the program and its staff.
- ☐ The proposed project is a program or activity that does not provide direct assistance to individuals, such as road reconstruction, water/sewer line replacement, and commercial building demolition. As a result, LEP persons are not directly affected by the CDBG program or activity and no direct assistance will be provided to the residents. However, all citizen participation activities are open to the general public and every effort should be made to provide the needed materials to all residents.

If the first block above is marked, the grantee must complete a Language Access Plan for the program or activity and may stop further completion of this Four Factor Analysis. Please proceed to the Language Access Plan Certification on page 7 of this guidance. Please submit all pages of this analysis, along with the Language Access Plan Certification with your application.

If the second block is marked, the grantee must continue on with their analysis of their program or activity.

FACTOR THREE

The nature and importance of the program, activity, or service provided by the program or activity.

- ☐ The proposed project does provide direct assistance to program and activity service area beneficiaries related to; housing rehabilitation, water/sewer laterals, public services, therefore, the nature of the activity or service is of significant importance to the proposed program and activity area(s) residents.
- ☐ The proposed program or activity does not provide direct assistance to individuals, such as road reconstruction, public facility architectural barrier removal, water/sewer line replacement. As a result, LEP persons may not be as directly affected by the program or activity with the CDBG program. However, all citizen participation activities are open to the general public and every effort should be made to provide the needed materials to all residents.

If the first block above is marked, the grantee must complete a Language Access Plan for the program and may stop further completion of this Four Factor Analysis. Please proceed to the Language Access Plan Certification on page 7 of this guidance. Please submit all pages, along with the Language Access Plan Certification with your application.

If the second block is marked, the grantee must continue on with their analysis of their program or activity.

FACTOR FOUR

The resources available and costs to the recipient.

Currently, internet sites can be utilized to translate some written materials. Additionally, local volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of a CDBG program or activity are available in multiple languages on the HUD and DOL websites. Additionally, translation activities are an eligible CDBG administrative or delivery expense. Therefore, limited LEP measures are reasonable given the resources available to Grantee. So grantees may not use this factor as the only factor determining the need for a Language Access Plan.

Please continue to Certification on the next page.

**CERTIFICATION
OF THE COMPLETION AND FINDINGS
OF THE FOUR FACTOR ANALYSIS:**

_____ (Grantee) has completed the Four Factor Analysis and has determined that there are no items identified from the analysis above for this grantee, program or activity that will trigger the need for a Language Access Plan.

If the grantee determines that a LAP is not required, then the certification below should be signed and dated by the chief elected official and submitted with their application.

Certification: Based on the above Four-Factor Analysis, the Grantee is **not** required to develop a Language Access Plan. However, the Grantee will make all reasonable attempts to accommodate language access needs of residents *requesting* oral translation during citizen participation, income surveys and/or direct assistance intake activities including but not inclusive of public hearings, public notices, advertisements, income surveys and direct assistance intake documents.

Chief Elected Official

Date

Attest

Grantee Name and Program

LANGUAGE ACCESS PLAN CERTIFICATION FOR

(Grantee, Program or Activity)

As a result of the preceding Four-Factor Analysis, _____ (Grantee) has identified the following types of language assistance to be provided by the Grantee throughout the implementation of its CDBG program dependent on need:

Below are the minimum requirements to meet the needs of your identified Limited English Proficiency Populations. Some programs or activities do not require all items to be followed. Those marked “Required” are mandatory of all grantees having any LEP populations in any municipality or within their programs’ service areas. Additional activities may be added to meet the needs of the grantees’ LEP population(s).

- All CDBG citizen participation materials, public notices, and project-related resolutions, will be published/posted in the LEP language(s) identified, in community newsletters, on bulletin boards at the offices and meeting location of the grantee, on the grantee website and in public places throughout the proposed project area(s) and/or the community, especially those areas with high concentration of the affected population. **Required**
- Additionally, all published/posted citizen participation notices will include a statement in the identified LEP language(s) indicating that other “program materials are available in the LEP language(s) upon request”. This statement must be in as many languages as has been identified during the grantee’s analysis. **Required**
- All citizen participation notices will include a statement that translators will be available at public meetings upon at least 72 hours’ notice. This will be in the identified LEP language(s) in the English notification and also in the complete LEP language(s)’ notification. **Required**
- All public notices of income surveys and the income survey itself will be provided in the LEP language(s) identified. **As Needed**
- All direct assistance program application documents and outreach materials will be provided in the LEP language(s) identified. **As Needed**
- For income surveys in service areas meeting the threshold of LEP and/or direct assistance intakes, if needed, a translator will be retained to provide oral translation at the site of the income survey or intake to assist in filling out the survey/intake documents and explaining the program. The grantee may not require the LEP applicant to provide their own translator, though the applicant may bring someone if they choose. **As Needed**
- If other populations of LEP persons are identified in the future, Grantee will provide additional measures to serve the language access needs of those persons. **Required**

The Grantee will complete a Language Access Plan which delineates how these activities will be carried out, by whom, and who will monitor the effectiveness of the activities for possible revision. This Plan once adopted by the grantee must be retained in the grantees’ master file and utilized throughout the program.

Adopted:

Chief Elected Official

Date

Attest

Grantee Name and Program

Instructions for Completion of Activity Description

A. General Instructions

1. Introduction

Activities must be directed to infrastructure, mitigation or resiliency projects, housing or planning activities that qualify as part of the April 2011 storm impacts from Hurricane Irene and Tropical Storm Lee. The proposed activities must be an approved activity as stated in the most recent Amendment to the Action Plan, dated July 2016. The activities must be eligible and fundable to be considered for assistance.

Please complete the information on the Activity Description form for the proposed activity and include all required information, if applicable.

- **Project Budget:** A detailed construction cost estimate prepared by an architect or engineer or other qualified professional. Attached to the Project Budget must be all identified funding commitment letters from all other project funding sources if applicable. Letters should include the term, rate, and collateral conditions and must be signed and dated.
- **Project Completion Timetable:** Outline a reasonable timeframe for completion within the next 24 months. The timetable must include identification of all state, federal, and local planning and permit approvals needed and the projected timetable to obtain each.



ACTIVITY DESCRIPTION

(Complete one for each Activity)

1. APPLICANT/GRANTEE NAME:		2. DATE:	
3. TYPE <input type="checkbox"/> Original <input type="checkbox"/> Revised		4. FUNDING YEAR	
5. MULTI-YEAR FUNDED (IF YES, IDENTIFY FY):			
6a. HUD MATRIX CODE:		6b. ACTIVITY NAME	
7. ACTIVITY LOCATION:		8. COST:	
9. NATIONAL OBJECTIVE: <input type="checkbox"/> LMI <input type="checkbox"/> S/B <input type="checkbox"/> UN		CDBG \$ _____ Committed Yes <input type="checkbox"/> No <input type="checkbox"/> Federal \$ _____ <input checked="" type="checkbox"/> <input type="checkbox"/> State \$ _____ <input type="checkbox"/> <input type="checkbox"/> Local \$ _____ <input type="checkbox"/> <input type="checkbox"/> Private \$ _____ <input type="checkbox"/> <input type="checkbox"/> TOTAL \$ _____	
10. NATIONAL OBJECTIVE JUSTIFICATION (USE FEDERAL REGULATION CITATION NUMBERS):			
11. GOAL ADDRESSED:			

A. LMI BENEFIT TESTS

1. LMI AREA BENEFIT (CHOOSE ONE): <input type="checkbox"/> ACS DATA C.T.: _____ B.G.: _____ Area Pop.: _____ LMI Pop.: _____ % LMI: _____ <input type="checkbox"/> SURVEY Date of Survey: _____ Total Families: _____ # Responses: _____ # Persons: _____ # LMI Persons: _____ % LMI Persons: _____ <input type="checkbox"/> Required Survey Info Provided	2. LMC LIMITED CLIENTELE: <input type="checkbox"/> Income Eligibility <input type="checkbox"/> Nature/Location <input type="checkbox"/> Presumed Benefit <input type="checkbox"/> Abused Children <input type="checkbox"/> Battered Spouse <input type="checkbox"/> Elderly Persons <input type="checkbox"/> Homeless Persons <input type="checkbox"/> Illiterate Adults <input type="checkbox"/> Persons w/ Aids <input type="checkbox"/> Migrant Farm Worker <input type="checkbox"/> Severely Disabled	3. LMH HOUSING INCOME ELIGIBILITY: <input type="checkbox"/> Rehabilitation <input type="checkbox"/> New Construction One-Unit Structures- Each Household LMI? Yes <input type="checkbox"/> No <input type="checkbox"/> Two-Unit Structures- At least 1 Unit is LMI? Yes <input type="checkbox"/> No <input type="checkbox"/> Multi-Unit Structures- 51% of Units are LMI? Yes <input type="checkbox"/> No <input type="checkbox"/> # of New Rental Units: _____ % LMI units (20% - 50%): _____ CDBG funds limited to: _____	4. LMJ JOB CREATION/RETENTION: Number of Jobs Created _____ Retained _____ Number of LMI Jobs Created _____ Retained _____ % LMI Jobs Created _____ Retained _____
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Describe how this activity will benefit the above designated clientele:

B. SLUMS/BLIGHT TEST

1. Area: <input type="checkbox"/> Area has been designated as slum, blighted or deteriorated under state or local law	<input type="checkbox"/> Activity Addresses Conditions
2. Spot: <input type="checkbox"/> Acquisition <input type="checkbox"/> Relocation <input type="checkbox"/> Clearance <input type="checkbox"/> Rehab <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Conditions detrimental to public safety & health	

C. URGENT NEED TEST

<input type="checkbox"/> Serious, Immediate Threat	<input type="checkbox"/> Critical Within 18 months
<input type="checkbox"/> Urgent Condition	<input type="checkbox"/> Insufficient Local Funds

D. ACTIVITY DESCRIPTION

Provide a narrative regarding all aspects of the project. It should include a detailed description of the project including how it fits with the overall long-term recovery efforts of the applicant. (Maximum 3 pages)

Describe the activity sufficiently to demonstrate that it is an eligible activity, and that its scope is adequate to meet the identified needs of intended beneficiaries. Particular attention must be focused on the impact the proposed solution will have upon low and moderate income people, e.g. user fees, benefit assessments, etc. (For activities with user fees, complete "Local Effort/User Fee Analysis".)

ARCHIVED

(Attach Additional sheets as necessary.)



STATUS OF REQUIRED ENVIRONMENTAL REVIEW PROCESS

APPLICANT NAME:

Submit one form with both signatures – Form must be submitted within 120 days of grant award.

As Chief Elected Official (CEO) of the Applicant, I hereby certify that the subject project activity will require the following type of environmental review respective to 24 CFR Part 58:

Fill in the type of activity (i.e., exempt, categorical exclusion, environmental assessment):

Except for an exempt activity, I further certify that all applicable local, state and federal agencies have been contacted in writing and the present status of the environmental review process for this project is as follows **(you must check one box for every line)**:

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All agencies have been contacted and all responses by these agencies have been received no negative environmental comments received. |
| <input type="checkbox"/> | <input type="checkbox"/> | All agencies contacted - all responses received - negative environmental comments received - mitigation necessary; actions necessary to mitigate negative environmental concerns are as follows: (list actions below) |
| <input type="checkbox"/> | <input type="checkbox"/> | All agencies contacted - no negative environmental comments received from commenting agencies; comments still pending from following agencies: (list agencies below) |
| <input type="checkbox"/> | <input type="checkbox"/> | The Pennsylvania Historical and Museum Commission has required that an archaeological reconnaissance be conducted, and this reconnaissance has been conducted, and no negative findings resulted there from; OR, negative findings resulted and the following mitigation steps are necessary: (list steps below) |
| <input type="checkbox"/> | <input type="checkbox"/> | Format II Equivalency completed. <i>(N/A for Categorical Excluded)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental assessment completed - Finding of No Significant Impact (FONSI) determined - ready to publish combined notice <i>(N/A for Categorical Excluded)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Notice of Intent to request Release of Funds - ready to be published <i>(Categorical Excluded only)</i> |

Printed Name & Title

Signature

Date

List any comments regarding this section here:

PROJECT ENGINEERING AND/OR ARCHITECTURAL SERVICES

As Chief Elected Official (CEO) of the Applicant, I hereby certify that all preliminary architectural and/or engineering services necessary to complete the environmental review process have been completed and the Applicant is prepared to immediately proceed with final architectural and/or engineering services upon award of the DR grant by DCED-DR.

Printed Name & Title

Signature

Date

List any comments regarding this section here:



STATUS OF SITE CONTROL

APPLICANT NAME:

Submit one form with both signatures – Form must be submitted for all projects involving acquisition at application and resubmitted within 120 days of grant award.

As the Applicant's Legal Counsel and Project Engineer or Architect, respectively, we hereby mutually certify that the following activities have been completed respective to **ALL** interests in real property which are related or involved with the commencement and completion of DR-assisted activities in accordance with the federal Uniform Relocation and Acquisitions Policies Act of 1970, as amended, hereinafter referred to as "URA":

YES N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All project-related sites, parcels, easements and other real property interests have been identified. |
| <input type="checkbox"/> | <input type="checkbox"/> | All title searches and title opinions have been completed. |
| <input type="checkbox"/> | <input type="checkbox"/> | All subject parcels, easements or interests are unencumbered to the extent that the same may be dedicated to the project by the owner(s) of title. |
| <input type="checkbox"/> | <input type="checkbox"/> | The owner(s) of record for each parcel, easement or other interest has been furnished the HUD-1041-CPD brochure entitled "When a Public Agency Acquires Your Property", and certified mail-return receipts are on file with Applicant. |
| <input type="checkbox"/> | <input type="checkbox"/> | Written notifications to owners of right to accompany appraiser for all parcels or easements have been completed and are on file. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completion of all fee and review appraisals for all parcels, or market value estimate if below \$10,000. |
| <input type="checkbox"/> | <input type="checkbox"/> | Where applicable, written waiver of rights in accordance with the URA has been obtained from all applicable owner(s) of record. |
| <input type="checkbox"/> | <input type="checkbox"/> | All options and easement agreements completed and fully executed by owner(s) of record. |

The undersigned further certify that the DR-assisted project will **NOT** involve eminent domain or other condemnation proceedings undertaken respective to interests in real property which are applicable to the DR-assisted project.

APPLICANT'S LEGAL COUNSEL:

Printed Name & Title

Signature

Date

APPLICANT'S PROFESSIONAL ENGINEER OR ARCHITECT:

Printed Name & Title

Signature

Date

List any comments regarding this section here:



STATUS OF PERMITS

APPLICANT NAME:

Submit one form with both signatures.

As Chief Elected Official of the Applicant, I hereby certify that all local, state and federal permits necessary to complete the project have been listed in the DR application document and such permits may be secured in sufficient time for the Applicant to complete the project within 24-36 months following grant award.

Printed Name & Title

Signature

Date

AFFIRMATION BY APPLICANT'S PROFESSIONAL ENGINEER OR ARCHITECT:

Printed Name & Title

Signature

Date

List any comments regarding this section here:



DISPLACEMENT ASSESSMENT

APPLICANT NAME:

Use this page to assess displacement plans and strategy.

☐ N/A - No displacement will occur*

1. Describe the need for displacement:

2. Substantiate the need for displacement:

3. Explain how displacement will be minimized:

4. Explain how the negative effects of displacement will be minimized:

* Attach Local Displacement Plan even if displacement will not occur.

Instructions for Completion of LMI Principal Benefit Determination

1. Applicant Name – Name of Municipality.
2. Date – Enter date of submission.
3. Submission Type – Check as appropriate.

Principal Benefit Form

- A. **Activity** – Enter the number and description of the activity using the list from Activities Description Instructions, refer to the HUD IDIS Matrix Codes in Appendix F.
- B. **National Objective met/CDBG** – Enter total CDBG dollars budgeted in support of each activity under the appropriate National Objective met in columns 1-3. If an activity qualifies as meeting the low and moderate income national objective, then 100 percent of CDBG funds budgeted for the activity are counted as benefiting LMI. If less than 51 percent benefit is demonstrated, the activity does not meet the National Objective of Benefit to LMI (except new Housing) and no CDBG funds are counted as benefiting LMI. For example, if 8 of 10 units are to be occupied by LMI persons, and the total costs are \$120,000 - \$100,000 CDBG and \$20,000 other, then \$96,000 is counted toward benefiting the LMI category.
- C. **CDBG Total/Percent LMI** – Enter total amount for all activities in each national objective. Indicate percent of CDBG funds benefiting LMI of total CDBG funds for activities.

Note: Administration costs should not be included in the determination of principal benefit.

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LMI PRINCIPAL BENEFIT DETERMINATION

COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY PROGRAM

1. APPLICANT/GRANTEE NAME:			2. DATE:	
3. TYPE <input type="checkbox"/> Original <input type="checkbox"/> Revised <input type="checkbox"/> Modification		4. FISCAL YEAR	5. CONTRACT NUMBER:	

A. ACTIVITY		B. NATIONAL OBJECTIVE MET/CDBG-DR FUNDS		
HUD Code	Activity	1. LMI Dollars	2. Urgent Need Dollars	3. Total Dollars
01	Acquisition of Real Property			
02	Disposition			
03A	Senior Center/Facilities			
03F	Parks, Recreation Facilities			
03G	Parking Facilities			
03I	Flood and Drainage Facilities			
03J	Water / Sewer Improvements			
03K	Street Improvements			
03O	Fire Station / Equipment			
03*	Public Facilities - Other			
04	Clearance and Demolition			
05A	Public Service - Senior Centers			
05B	Public Service - Handicapped			
05D	Public Service - Youth Programs			
05L	Public Service - Child Care			
05*	Public Service - Other			
06	Interim Assistance			
08	Relocation			
12	Construction of Housing			
13	Direct Homeownership Assistance			
14A	Rehab: Single-Unit Residential			
14E	Rehab: Publicly or Privately Owned Comm./Ind.			
14G	Acquisition - for Rehabilitation			
15	Code Enforcement			
16B	Non-Residential Historic Preservation			
18A	ED Direct Financial Assistance to For-Profits			
19F	Planned Repayment of Section 108 Loan Principal			
___	Other			
___	Other			
C. CDBG TOTALS				
% LMI OF TOTAL				

**BUDGET SUMMARY****COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY PROGRAM**

1. APPLICANT/GRANTEE NAME:		2. DATE:	
3. TYPE <input type="checkbox"/> Original <input type="checkbox"/> Revised <input type="checkbox"/> Modification		4. FISCAL YEAR	5. CONTRACT NUMBER:

Code	HUD Code Title / H&CD Act Citation	CDBG-DR	CDBG Program Income	Other	Total
01	Acquisition of Real Property / 105 (a)(1)				
02	Disposition / 105 (a)(7)				
03A	Senior Center/Facilities / 105 (a)(2)				
03F	Parks, Recreation Facilities / 105 (a)(2)				
03G	Parking Facilities / 105 (a)(2)				
03I	Flood and Drainage Facilities / 105 (a)(2)				
03J	Water / Sewer Improvements / 105 (a)(2)				
03K	Street Improvements / 105 (a)(2)				
03L	Sidewalks / 105 (a)(2)				
03O	Fire Station / Equipment / 105 (a)(2)				
03*	Public Facilities - Other / 105 (a)(2)				
04	Clearance and Demolition / 105 (a)(4)				
05A	Public Service - Senior Centers / 105 (a)(8)				
05B	Public Service - Handicapped / 105 (a)(8)				
05D	Public Service - Youth Programs / 105 (a)(8)				
05L	Public Service - Child Care / 105 (a)(8)				
05*	Public Service - Other / 105 (a)(8)				
06	Interim Assistance / 105 (a)(14)				
08	Relocation / 105 (a)(11)				
12	Construction of Housing / 105 (a)(18)				
13	Direct Homeownership Assistance / 105 (a)(24)				
14A	Rehab: Single-Unit Residential / 105 (a)(18)				
14E	Rehab: Publicly or Privately Owned Comm./Ind. / 105 (a)(4)				
14G	Acquisition - for Rehabilitation / 105 (a)(1)				
15	Code Enforcement / 105 (a)(3)				
18A	ED Direct Financial Assistance to For-Profits / 105 (a)(17)				
19F	Planned Repayment of Section 108 Loan Principal				
_____	Other				
_____	Other				
Program Administration / 105 (a)(13) & 105 (a)(12) Total					
General (HUD Code 21A) \$					
Planning (HUD Code 20) \$					
Audit \$					
Pre-Agreement \$					
TOTAL					

BUDGET SUMMARY | COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY PROGRAM**LIMITATIONS****Administration:**

1.5% of CDBG-DR Amount

Total Grant: \$ _____

Administration: \$ _____

Percent: _____ %

GENERAL INSTRUCTIONS

The Budget Summary provides a general listing of the activities for funding from a municipality's federal fiscal year CDBG grant. The two activities that are marked with an asterisk (*) are a general category for either public service (05) or public facilities (03) that do not fit under the listed public services or public facilities activities. The "Other" activity listing (bottom of the budget summary) is for activities that do not fit any of the listed activities. The numbering for the budget summary reflects the HUD Integrated Disbursement Information System (IDIS) matrix codes which are included in Appendix E. Only the total for administration, not the individual components (i.e. general, planning, audit, pre-agreement) should be shown in the columns for CDBG, CDBG Program Income, Other and Total.

Appendix B – HUD Matrix Codes

When you enter this code, you provide detailed information to HUD regarding the expenditure of funds. (In turn, the code determines your setup path.) Some codes are program specific, but most are not. Try to select the most specific code you can (for example use code 05L [Child Care Services] instead of 05 [Public Services].) For detailed information on HUD Matrix Codes refer to the *Definitions of IDIS Matrix Codes* document at the IDIS Web Site (www.hud.gov/cpd/idisweb.html).

HUD Code	HUD Code Title - Activity	Regulation Citation
01	Acquisition of Real Property	570.201(a)
02	Disposition	570.201(b)
03	Public Facilities and Improvements (General)	570.201(c)
03A	Senior Centers	570.201(c)
03B	Handicapped Centers	570.201(c)
03C	Homeless Facilities (not operating costs)	570.201(c)
03D	Youth Centers	570.201(c)
03E	Neighborhood Facilities	570.201(c)
03F	Parks, Recreational Facilities	570.201(c)
03G	Parking Facilities	570.201(c)
03H	Solid Waste Disposal Improvements	570.201(c)
03I	Flood Drain Improvements	570.201(c)
03J	Water/Sewer Improvements	570.201(c)
03K	Street Improvements	570.201(c)
03L	Sidewalks	570.201(c)
03M	Child Care Centers	570.201(c)
03N	Tree Planting	570.201(c)
03O	Fire Stations/Equipment	570.201(c)
03P	Health Facilities	570.201(c)
03Q	Abused and Neglected Children Facilities	570.201(c)
03R	Asbestos Removal	570.201(c)
03S	Facilities for AIDS Patients (not operating costs)	570.201(c)
03T	Operating Costs of Homeless/AIDS Patients Programs	
04	Clearance and Demolition	570.201(d)
04A	Clean-up of Contaminated Sites	570.201(d)
05	Public Services (General)	570.201(e)
05A	Senior Services	570.201(e)
05B	Handicapped Services	570.201(e)
05C	Legal Services	570.201(E)
05D	Youth Services	570.201(e)
05E	Transportation Services	570.201(e)
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Definitions of IDIS Matrix Codes

The Office of Community Planning and Development is providing this document for your use when working with IDIS. These codes are used to describe the nature of the activity being funded by HUD. The code descriptions are written in easy-to-understand language and contain specific examples.

Acquisition and Disposition

01 Acquisition

An activity should be coded as Acquisition if CDBG funds will be used only for the acquisition of property for a public purpose. This code is frequently used for the acquisition of property on which a public facility or public improvement will be constructed using other funds, or for the acquisition of property on which housing will be constructed using other funds. **NOTE:** Sometimes it will be necessary to include demolition and relocation expenditures under this category because the grantee will not be able to distinguish these funds from those used for acquisition.) For example, if land is acquired for the development of a senior center and CDBG funds will be used only for acquisition of the property, code the activity as 01. If the property will be acquired and CDBG funds will be used for constructing or rehabilitating a senior center, code the activity 03A, Senior Centers, rather than 01. However, if grantees group acquisition with relocation or disposition, the activity can be coded as acquisition (as this is usually the most expensive portion). When CDBG funds are used to acquire housing that will also be rehabilitated with CDBG funds, code 14G, Acquisition for Rehabilitation, should be used. Use code 17A, Commercial/Industrial Land Acquisition Disposition, if the grantee or subrecipient will acquire land, clear structures, or package land for the purpose of creating an industrial park or encouraging commercial or industrial redevelopment. For the HOME program, use this code for the acquisition of a structure that does not require rehabilitation and that will be used to provide affordable rental housing or homeownership units. Use code 14G for the acquisition of a structure that requires rehabilitation and will be used to provide affordable rental housing or homeownership units. Use code 12 for the acquisition of land on which new housing will be constructed using HOME funds.

ESG funds cannot be used for acquisition activities.

02 Disposition

Disposition can occur through the sale, lease, or donation of property acquired with CDBG funds or under urban renewal. Communities ordinarily use this term to describe costs that are incidental to disposing or transferring real property acquired with CDBG funds, and to describe the costs of temporarily maintaining properties pending disposition (for example, legal service, financial service, appraisal survey, and transfer of ownership costs).

Public Facilities and Improvements

CDBG, HOPWA, and ESG funds may be used by the grantee or other public or private non-profit entities for public facilities and improvements.

The matrix codes listed below should be used when the grantee includes the cost of acquiring real property with the cost of construction or rehabilitation of a public facility or improvement.

(If CDBG funds will **only** be used to acquire property for a public facility, use the Acquisition code, 01.) Examples of public facilities include senior, handicapped, youth, or neighborhood centers, shelters for the homeless, and child care centers. Infrastructure improvements include street, sidewalk, water, sewer, flood, and drainage improvements. Finally, commercial and industrial improvements undertaken by the grantee or a subrecipient for economic development purposes should be coded 17A, 17B, 17C, or 17D, as appropriate.

03 Public Facilities and Improvements

This is the general code for public facilities. This code should not be used unless the activity does not fall under a more specific category.

03A Senior Centers

Use code 03A for the construction or rehabilitation of senior citizen centers. A facility described as serving "senior citizens and the disabled" may be classified under this category; however, if the facility is intended primarily to serve persons with disabilities, the facility should be classified under 03B, Centers for the Disabled/Handicapped. (If the activity involves rehabilitation of a building to provide permanent housing for the elderly, the activity should be coded in the 14 series, Housing; if the activity involves new construction of such permanent housing, it should be classified under code 12, Construction of Housing.)

03B Centers for the Disabled/Handicapped

Use code 03B for construction or rehabilitation of group homes or centers for the disabled. (As noted above, if the activity involves rehabilitation of a building to provide permanent housing, it should be coded in the 14 series, Housing; if the activity involves new construction of such permanent housing, it should be classified under code 12, Construction of Housing.)

03C Homeless Facilities (Not Operating Costs)

Use code 03C for construction, conversion, renovation, or rehabilitation of shelters for the homeless, including shelters for battered spouses. This code should also be used for transitional housing and SROs (single room occupancy units) for the homeless that are funded by CDBG.

NOTE: Transitional housing for homeless persons should be coded 03C for CDBG funded activities. However, for activities funded by other programs, transitional housing and SROs may be coded under the 14 series, as housing rehabilitation. ESG funds may not be used for new construction.

Centers for abused children should be coded under 03Q, Abused and Neglected Children's Facilities.

03D Youth Centers/Facilities

This refers to facilities that will be used primarily to provide services for teenage youth (ages 13 to 19). This includes playground and recreation facilities that are a part of youth centers/facilities. Facilities for children ages 0 to 12 should be coded as 03M, Child Care Centers/ Facilities for Children.

03E Neighborhood Facilities

Use code 03E for structures that will be used for social services or for multiple purposes, including recreation, and that are principally designed to serve a neighborhood. Such facilities may include libraries and public schools.

03F Parks, Recreational Facilities

Use code 03F whenever the activity involves developing an open space area or a facility to be used principally for recreation purposes.

03G Parking Facilities

This code should be used for off-street parking lots and parking garages. If on-street parking is included as part of a street improvement program, the activity should be recorded as street improvements, unless the proposed description of the activity or the accomplishments clearly indicate that the purpose of the activity will be primarily to improve parking. If a parking addition/improvement is the major component of improvements made to a neighborhood facility or other facility under the 03 series, the activity should be classified under 03G as a parking improvement.

03H Solid Waste Disposal Facilities

This code should be used for any activity that describes the construction and/or rehabilitation of solid waste disposal facilities.

03I Flood and Drainage Facilities

This code should be used for those activities that the grantee indicates will be used for flood control or irrigation (e.g., retention ponds or catch basins). This code does not include storm sewers, street drains, or storm drains. When in doubt, use 03J for water/sewer improvements and 03K for street drains and storm drains.

03J Water/Sewer Improvements

Water/Sewer Improvements include installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. All water/sewer projects undertaken with only minor or no street improvements should be coded as 03J. Repaving of streets is generally required as part of the installation of water/sewer improvements. However, if the activity is primarily for the purpose of street improvements but involves some water/sewer improvements, the activity should be coded as 03K, Street Improvements. For example, an activity that involves paving 6 blocks of Main Street and installing 100 feet of new water lines in one of those blocks should be classified under 03K. Activities classified under the 03J code generally should not include flood and drainage facilities; flood and drainage facilities should be classified under 03I.

03K Street Improvements

A street improvement project may include street drains, storm drains, curb and gutter work, tunnels, bridges, and the installation of street lights or signs. If sidewalks and trees will be installed as a peripheral part of a street improvement, the activity should still be coded as Street Improvements. Street improvements that include landscaping, street lights, and/or street signs (commonly referred to as “streetscapes”) should also be coded 03K.

See also the discussion above in 03J, Water/Sewer Improvements.

03L Sidewalks

Use this code when an activity is for the purpose of sidewalk improvements. Sidewalk improvements that include the installation of trash receptacles, trees, benches, and lighting should also be coded under 03L.

03M Child Care Centers/Facilities for Children

Examples of these include daycare centers and Head Start pre-school centers.

03N Tree Planting

Activities that are limited to tree planting (sometimes referred to as “beautification”) should be coded under 03N. As noted under 03K and 03L, tree planting included as part of a streetscape activity should be coded 03K, and tree planting included as part of sidewalks should be coded 03L.

03O Fire Station/Equipment

In addition to the construction or rehabilitation of a fire station, this category includes the purchase of fire trucks, ambulances, and rescue equipment.

03P Health Facilities

This code includes both physical and mental health facilities. If the facility is more accurately classified under another category, such as one for Abused and Neglected Children (03Q), it should be classified as such.

03Q Abused and Neglected Children’s Facilities

Use this code when the activity includes daycare, treatment, or temporary housing for abused and neglected children.

03R Asbestos Removal

Use this code when the primary goal of the improvement to any public facility is to remove asbestos.

03S Facilities for AIDS Patients (Not Operating Costs)

Construction or rehabilitation of buildings for treatment or temporary housing for people who are HIV positive or who have AIDS. If the facility is for AIDS education and prevention, the facility should be categorized under Health Facilities (03P).

03T Operating Costs of Homeless/AIDS Patients Programs

Use this code for operating expenses of ESG-funded emergency shelters. This code includes all costs associated with the operation of facilities (such as utilities, maintenance, and insurance) for homeless persons and/or AIDS patients. (**NOTE:** If this code is used for a CDBG-assisted activity, the activity will be included in the public service calculation, because the use of CDBG funds to pay for the cost of operating homeless/AIDS patients programs is a public service.)

Public Services

Examples of public services activities include CDBG-assisted programs for drug and alcohol counseling, meals-on-wheels, daycare, and Head Start; ESG-funded essential services; and HOPWA-funded supportive services. Care should be taken to distinguish a service from construction or rehabilitation of a facility where a service is being provided. For example, the construction or rehabilitation of a senior center is coded as 03A, but the funding of services provided at a facility for senior citizens is coded as 05A. Rental of a facility for a service is considered part of delivery of the service and should be coded as a public service. Public service activities also include the cost of operating and maintaining that portion of a facility in which a service is located. Generally, if the activity is restricted to one client group such as the elderly, use the code for that client group; for example, use code 05A for Senior Services. Exceptions to this rule occur when considering employment services and substance abuse services. A grantee may code an activity such as youth employment services as either 05D, Youth Services, or 05H, Employment Training.

05 Public Services (General)

Do not use this code unless the activity cannot be classified under a more specific activity code.

Public service activities include housing referral and counseling services, neighborhood cleanup, homeownership counseling, food distribution (food bank services), health education, or rape prevention education. General or unspecified homeless services, including those described as essential or supportive services, may also be assigned this activity code. Use this code for **essential services** provided by the ESG Program, unless a more specific activity code can be assigned.

05A Senior Services

Use code 05A for services that will be provided to elderly persons (e.g., meals-on-wheels, dial-a-ride). Also use this code for services provided for victims of Alzheimer's disease. (Code 05A, Senior Services, or 05B, Services for the Disabled, may be used for activities that will provide services for both senior citizens and persons with disabilities if the activity is not intended primarily to serve one group rather than the other.)

05B Services for the Disabled

(Previously Referred to as Handicapped Services)

Use this code to indicate services for persons with disabilities, regardless of age.

05C Legal Services

Includes programs that provide legal aid to low- and moderate-income persons. If legal services are solely to settle tenant/landlord disputes, use code 05K.

05D Youth Services

Use code 05D for services for teenagers (ages 13 to 19) that include, for example, recreational services limited to teenagers or a teen counseling program. If a counseling program is targeted for youth but includes

counseling for the family as well, it may still be classified as a youth service if the focus is on counseling for youth. However, use 05L, Child Care Services, for services for children up to age 13, and 05N, Abused and Neglected Children, for services for abused children.

05E Transportation Services

Use this code for transportation services. Transportation services for a specific client group should be classified under the code for that client group; for example, use code 05A, Senior Services, for transportation services for the elderly.

05F Substance Abuse Services

Use this code for substance abuse recovery programs as well as prevention/education activities.

05G Battered and Abused Spouses

Use this code only for programs serving adults or families. If the activity is limited to serving abused and neglected children, classify the activity under 05N, Abused and Neglected Children.

05H Employment Training

Use this code for assistance that increases self-sufficiency. This includes literacy, independent living skills, job training, and employment service activities. These activities may be administered by the grantee or a subrecipient, such as a social service agency. When financial assistance will be used to provide job training for the creation of a permanent job (or jobs) with a specific business (or businesses), use code 18A, Economic Development Direct: Direct Financial Assistance to For-Profit Business.

05I Crime Awareness/Prevention

Use this code for any program that promotes these goals, including crime prevention education programs and paying for security guards.

05J Fair Housing Activities

(If CDBG, subject to 15 percent public service cap)

Use this code for fair housing services (e.g., counseling on housing discrimination) when the grantee indicates that a national objective will be met. Use code 21D when a national objective is not stated.

05K Tenant/Landlord Counseling

Use this code for counseling provided to help prevent or settle disputes that occur between tenants and landlords.

05L Child Care Services

Use this code for services that will benefit children (generally under age 13), including parenting skills classes. However, services exclusively for abused and neglected children should be classified under 05N, Abused and Neglected Children.

05M Health Services

Health services activities include operation of neighborhood clinics, post-rape counseling, vermin abatement services (also known as "vector control"), and other activities designed to serve the health needs of residents. (Exception: Mental health services, which should be classified under 05O.)

05N Abused and Neglected Children

Use this code for daycare or other services exclusively for abused and neglected children.

05O Mental Health Services

Use this code for activities designed to address the mental health needs of residents of the community.

05P Screening for Lead-Based Paint/Lead Hazards Poisoning

Use this code for activities designed primarily to provide screening for (not removal of) lead-based paint and other lead poisoning hazards.

05Q Subsistence Payments

For CDBG, this code should only be used for activities designed to provide one-time or short-term (no more than three months) emergency grant payments on behalf of an individual or family, generally for the purpose of preventing homelessness. Examples include use of CDBG funds to prevent the loss of utilities, or payment of rent/mortgage to prevent eviction. For other programs, this code may be used for activities that provide tenant subsidies and other payments for expenses **other than** rent or security deposits. If payments are only for rent, code as 05S, Rental Housing Subsidies (HOME Tenant-Based Rental Assistance). Payments for security deposits should be coded 05T, Security Deposits (if HOME, not part of 5 percent Administration cap).

For ESG, this code should be used for projects that provide **a range** of homeless prevention assistance, including short-term subsidies to defray rent and utility arrearages for families, security deposits or first month's rent, payments to prevent foreclosure on a home, mediation and legal services, and other similar programs.

05R Homeownership Assistance (Not Direct)

CDBG: Prior to December 11, 1995, this category should be used for homeownership assistance carried out as a public service. Examples include write-down of mortgage costs, payment of closing costs, and downpayment assistance. When carried out as a public service, generally the recipients are not 100 percent low- and moderate-income. The national objective should be shown as LMH. Effective December 11, 1995, homeownership under 05R is limited to only homebuyer downpayment assistance, and the activity must use the LMH (housing) national objective. (NOTE: Homeownership assistance provided by the authority of the National Affordable Housing Act should be classified under code 13, Direct Homeownership Assistance.)

05S Rental Housing Subsidies (HOME Tenant-Based Rental Assistance)

Use this code for tenant subsidies exclusively for rental payments, including HOME Tenant-Based Rental Assistance. Under CDBG, effective December 11, 1995, an activity to provide assistance for this purpose must be carried out by a community-based development organization (CHDO); prior to December 11, 1995, the activity must have been carried out by an eligible subrecipient under 570.204. For ESG, this code should be assigned to homeless prevention projects that only provide rental subsidies.

05T Security Deposits

For all programs, use this code for activities exclusively providing security deposits as a form of tenant subsidy.

03T Operating Costs of Homeless/AIDS Patients Programs

If this code is used for a CDBG-assisted activity, the activity will be included in the public service calculation, because the use of CDBG funds to pay for the cost of operating homeless/AIDS patients programs is a public service. (NOTE: If this code will be used for an ESG-funded emergency shelter, the activity will be considered a public facility/service.) This code includes all costs associated with the operation of facilities (such as utilities, maintenance, insurance) for homeless persons and/or AIDS patients.

Housing

Housing includes new construction, rehabilitation, and delivery costs. For CDBG, housing rehabilitation includes "handy-person," paint, smoke detector, and lock installation programs as well as water and sewer connections to housing. (Landscaping may be included as part of a rehabilitation project when performed in conjunction with other rehabilitation activities.) Code 14A should be used for single-family housing, and 14B should be used for privately owned multi-family rehabilitation. For CDBG, the rehabilitation of facilities or shelters for homeless persons may not be coded under the 14 series. The construction or rehabilitation of homeless shelters and group homes is not generally considered housing; rather, it is considered "public facilities" under the CDBG program. However, for programs designed to provide

permanent housing for homeless persons (rather than temporary shelter), such rehabilitation may be coded under the 14 series. For CDBG housing service expenses under 201K, which is restricted to assisting HOME projects, use the codes that apply to the particular HOME projects.

12 Construction of Housing

Use code 12 for the construction of new housing, including the acquisition of the land on which the housing will be constructed. ESG funds may not be used for the construction of housing.

13 Direct Homeownership Assistance

Under the HOME program, use this code for homeownership assistance. Under the CDBG program, assistance provided to facilitate homeownership may be in the form of subsidizing interest rates and mortgage principal amounts, payment of closing costs and downpayment assistance for low- and moderate-income homebuyers, acquiring guarantees for mortgage financing from private lenders, and financing the acquisition by low- and moderate-income persons of housing they already occupy. The assistance may be provided by the grantee or through a subrecipient, and the LMH (housing) national objective should be used. However, if all recipients are not low- or moderate-income persons, the activity must be classified 05R, Homeownership Assistance, Not Direct.

14A Rehabilitation: Single-Unit Residential

This category includes loans and grants for the rehabilitation of privately owned homes.

NOTE: Under CDBG, single family means one-unit structures.

14B Rehabilitation: Multi-Unit Residential

For CDBG, this category includes the rehabilitation of buildings with two or more residential units. Under the CDBG program, grantees may use 14B for SROs that will provide permanent housing for low- and moderate-income persons, including the elderly or persons with disabilities. SROs intended to provide temporary or transitional housing for homeless persons should be classified under the 03 series, Public Facilities and Improvements, rather than under the 14 series.

14C Public Housing Modernization

This type of activity includes the rehabilitation of housing units owned/operated by a public housing authority (PHA) or an Indian housing authority (IHA).

14D Rehabilitation: Other Publicly Owned Residential Buildings

This type of activity includes housing that is owned by a public entity other than a PHA or an IHA. This category may include SROs that are owned by a public entity other than a PHA or IHA. (CDBG: As discussed under 14B above, if the SROs are to provide permanent housing for low-income persons, including the elderly or handicapped persons, they may be classified under 14D if they are owned by a public entity other than a PHA or IHA. If such SROs are intended to provide temporary shelter or transitional housing for homeless persons, they should be classified under the 03 series, Public Facilities and Improvements, rather than under the 14 series.)

14F Energy Efficiency Improvements

Code 14F should be used only when it is clear that the activity being funded is a rehabilitation program for the sole purpose of promoting energy efficiency (e.g., a weatherization program). If an activity will provide energy-efficiency improvements for public housing units or other publicly owned residential buildings, it should be classified as 14C or 14D, as appropriate.

14G Acquisition For Rehabilitation

CDBG: Use code 14G when property is acquired in order that it may be rehabilitated for housing. (Use codes 01 or 17A for other acquisition activities.) 14G may be used to reflect the cost of only the acquisition if the rehabilitation costs will be paid from another source, or it may also include both the costs of acquisition and rehabilitation if the cost of the rehabilitation is also paid with CDBG funds.

For the HOME program, use this code for the acquisition of a structure that requires rehabilitation and will be used to provide affordable rental housing or homeownership units.

14H Rehabilitation Administration

Use this code for all activity delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples of these include architectural, engineering, appraisal, and other professional services; preparation of work specifications and work write-ups; loan processing and loan origination fees; surveys, site, and utility plans; application processing; and other fees involving housing rehabilitation. The costs of administering one or more rehabilitation programs may be classified as separate activities or they may be included as part of the total cost of each rehabilitation activity. Similarly, activities such as "rehabilitation counseling" may be included as part of housing rehabilitation activities coded 14A -14D and 14F. When housing rehabilitation administration is classified in the 14 series, a national objective must be identified. However, housing rehabilitation administration may be included under General Program Administration, code 21, without a national objective being identified. If classified in this manner, though, the activity will be included under the 20 percent Planning and Administration cap.

14I Lead-Based Paint/Lead Hazard Test/Abatement

Use this code when the primary goal of a housing rehabilitation activity is for lead-based paint and hazard evaluation and reduction.

16A Residential Historic Preservation

This code should only be used for the rehabilitation of historic residential structures.

19A Do not use this code for new activities

Refer to code 21H, Funding of Admin/Planning Costs of PJ.

19B Do not use this code for new activities

Refer to code 21I, Funding of CHDO Operating Costs

Commercial/Industrial Improvements by Grantee or Non-Profit

These codes may be used to identify special economic development activities carried out by the grantee or through a public or private non-profit subrecipient. Under this series, CDBG funds are not given to a specific for-profit business or businesses. Assistance to for-profits for economic development projects should be classified under the 18 series.

17A Commercial/Industrial Land Acquisition/Disposition

Use code 17A if the grantee or subrecipient will acquire land, clear structures, or package commercial or industrial property for a special economic development activity, like creating an industrial park.

17B Commercial/Industrial Infrastructure Development

Use code 17B if the grantee or subrecipient will make street improvements, water improvements, parking additions, rail transport improvements, or other improvements to a site for a special economic development activity. This category may include installation of public improvements in an industrial site or construction of streets/roads to and through commercial/industrial areas.

17C Commercial/Industrial Building Acquisition, Construction, Rehabilitation

Use code 17C if the grantee or subrecipient will acquire, construct, or rehabilitate a commercial/industrial building for a special economic development activity.

17D Other Commercial/Industrial Improvements

Use this code for other commercial and industrial improvements undertaken by the grantee or a non-profit for a special economic development activity that is not covered by 17A, 17B, or 17C.

Direct Economic Development Assistance to Private For-Profits

Direct assistance to a for-profit entity, provided either by the grantee or through a subrecipient, should be classified under the 18 series.

14E Rehabilitation: Publicly or Privately Owned Commercial/Industrial

Use code 14E only if the rehabilitation will be limited to improvements to the exterior of a commercial building (generally referred to as "facade improvements") or to the correction of code violations.

NOTE: Rehabilitation of public facilities should be classified under the 03 series, Public Facilities and Improvements. Also, code 17C (Commercial/Industrial Building Acquisition, Construction, Rehabilitation) should be used for commercial and industrial building rehabilitation conducted by the grantee or a non-profit as part of a special economic development activity. Code 17B (Commercial/Industrial Infrastructure Development) should be used to indicate funds a grantee or non-profit subrecipient uses to rehabilitate a privately owned commercial/industrial building.

18A ED Direct: Direct Financial Assistance to For-Profit Business

Use code 18A if the grantee or subrecipient will provide financial assistance to a for-profit business. Examples may include loans, loan guarantees, or grants to acquire property, clear structures, construct or rehabilitate a building, and/or purchase equipment. Activities coded 18A generally use a national objective code of LMJ (indicating a benefit to low-and moderate-income persons on the basis of the creation or retention of jobs) and report job creation/retention accomplishments.

18B ED Direct: Technical Assistance

Use code 18B if a grantee or subrecipient will provide technical assistance to for-profit businesses. This includes workshops, marketing, or referrals.

18C Micro-Enterprise Assistance

Use code 18C for activities that involve providing financial assistance, technical assistance, or general support services/programs to owners of and persons developing micro-enterprises. (A micro-enterprise is a business with five or fewer employees, including the owner(s).)

General Administrative and Planning Costs

20 Planning

Use code 20 for planning activities identified by the grantee—except those planning activities conducted by HOME participating jurisdictions (PJs), which should be coded 21H. Examples of the types of activities included under planning and capacity building include development of comprehensive plans (for example, a consolidated plan), energy strategies, community development plans, environmental studies, area neighborhood plans, and functional plans. **NOTE:** A national objective is not required for planning activities.

21A General Program Administration

This code is used to indicate reasonable costs of overall program management, coordination, monitoring, and evaluation. Such costs include (but are not limited to) salaries, wages, and related costs of the recipient's staff or other staff engaged in program administration, which includes (but is not limited to) providing information about the program, preparing program budgets and schedules, preparing reports, and other costs for goods or services needed for administration of the program. This code should also be used to report the use of CDBG funds to administer a federally designated Empowerment Zone or Enterprise Community, or to administer the HOME program.

21B Indirect Costs

Use this code to indicate costs charged to a program under an indirect cost allocation plan.

21C Public Information

This code is used for the provision of information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of activities.

21D Fair Housing Activities (Subject to 20% Admin cap)

Use code 21D to identify fair housing activities that are to be included among General Program Administration activities. Fair housing activities classified under 21D are subject to the 20 percent Planning and Administration cap but do not have to have a national objective identified.

(NOTE: Fair housing activities carried out as a public service rather than as part of program administration may be classified under 05J, Fair Housing Activities.)

21E Submissions or Applications for Federal Programs

Use this code for the preparation of documents required for submission to HUD to receive funds under the CDBG program and to prepare applications for other federal programs when the grantee has determined that such activities are necessary to achieve its community development needs.

21F This is not a valid code

Refer to code 05S, Rental Housing Subsidies (HOME Tenant-Based Rental Assistance).

21G This is not a valid code

Refer to code 05T, Security Deposits.

21H Funding of Admin/Planning Costs of PJ

Administration and planning costs of a HOME participating jurisdiction (PJ) subject to the respective programs's Admin cap (20% for CDBG, 10% for HOME). Activities may include program management, coordination, planning, monitoring, and evaluation activities.

21I Funding of CHDO Operating Costs

Use this code to indicate expenses incurred for operating costs associated with a CHDO carrying out its activities. (Subject to the respective programs's Admin cap, 20% for CDBG, 10% for HOME.) The actual costs of new housing construction, acquisition, and rehabilitation should not be assigned this code.

Other

04 Clearance and Demolition

Included under this code are activities that involve the clearance or demolition of buildings and improvements, or the movement of structures to other sites.

04A Clean-up of Contaminated Sites/Brownfields

Use this code for activities that are designed primarily for cleaning toxic/environmental waste or contamination from a site.

06 Interim Assistance

There are two circumstances under which the Interim Assistance code may be used: a. When making limited improvements (e.g., repair of streets, sidewalks, or public buildings) to areas with determinable signs of physical deterioration when the improvements are intended to arrest deterioration prior to permanent improvements being made. b. When the activity will alleviate an emergency condition threatening public health and safety, such as emergency removal of tree limbs or other debris after a major storm.

07 Urban Renewal Completion

This code should be used only if the assistance will be used for the completion of urban renewal projects. (This code refers to the close-out of the urban renewal categorical grant program that preceded CDBG; active urban renewal projects that are now being completed are generally located in large cities.) Activities

involving downtown renewal, downtown redevelopment, or urban renewal should NOT be coded 07 unless it is clear that the activity will result in the closing out of an urban renewal project.

08 Relocation

Funds may be used for relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profit organizations, and farms.

09 Loss of Rental Income

This activity involves the use of funds to pay housing owners for the loss of rental income incurred by holding (for temporary periods) housing units to be used for the relocation of individuals and families displaced by CDBG-assisted activities.

10 Removal of Architectural Barriers

NOTE: This code should NOT be used for activities assisted on or after December 11, 1995. Effective December 11, 1995, assisted activities must be classified as either Housing under the 14 series or as Public Facilities and Improvements under the 03 series. Use this code for activities assisted prior to December 11, 1995, when the activity was undertaken for the purpose of improving the accessibility of facilities for persons with disabilities. Some common activities within this category include curb cuts, wheelchair ramps, or alterations to buildings for increasing handicapped accessibility, such as wider doorways or elevators. This code should be used for public facilities, buildings, or private residences where CDBG funds are used to remove barriers for increasing handicapped accessibility.

11 Privately Owned Utilities

This code should be used for an activity that involves the use of CDBG funds to acquire, reconstruct, rehabilitate, or install the distribution lines and facilities of privately owned utilities, including placing new or existing distribution facilities and lines underground.

15 Code Enforcement

Code enforcement involves the payment of salaries and overhead costs directly related to the enforcement of local codes. Use this code only for payment of costs associated with property inspection and follow-up action, such as legal proceedings. If CDBG funds will be used to correct code violations, use the appropriate rehabilitation code.

16B Non-Residential Historic Preservation

This code should be used for any non-residential historic building that will be rehabilitated. Examples include the rehabilitation of an historic building for use by an historic preservation society, the renovation of an historic building for use as a museum, or the renovation of an historic building for use as a neighborhood facility.

19C CDBG Non-Profit Organization Capacity Building

Use this code for activities funded under the CDBG program that increase the capacity of non-profit organizations to carry out eligible neighborhood revitalization or economic development activities. Activities that strengthen non-profits may include providing staff with specialized training and technical assistance.

19D CDBG Assistance to Institutions of Higher Education

Use this code when assistance is provided to institutions of higher education that have demonstrated a capacity to carry out eligible activities.

19E CDBG Operation and Repair of Foreclosed Property

This code should be used for activities that use CDBG funds to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure in order to prevent abandonment and deterioration of such housing primarily in low- and moderate-income neighborhoods.

19F Repayments of Section 108 Loan Principal

Use this code to indicate repayment of principal for a Section 108 Loan Guarantee.

19G Unplanned Repayment of Section 108 Loan Principal

Use this code to indicate Unplanned Repayment of Section 108 Loan Principal.

19H State CDBG Technical Assistance to Grantees

Use this code to indicate State CDBG Technical Assistance to Grantees. This code should be used only for states and only for CDBG. CDBG State grantees should use this matrix code for activities that fall under the 1% set aside for Technical Assistance in the CDBG program.

22 Unprogrammed Funds

This code should only be used to identify funds that have not been programmed for use. This category may include funds identified as reserve or contingency funds.

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Appendix C – Modifications and Revisions

Purpose

This appendix will serve to set forth the appropriate procedures for processing modifications and revisions to the CDBG program.

1. Modifications

- A. **Defined:** Change(s) to a fiscal year CDBG program that triggers the Citizen Participation requirements which include:
 - (1) A new activity is proposed or an approved activity is to be deleted.
 - (2) The service area and/or beneficiaries of an activity are to be changed from what was approved by DCED.
- B. **Approval Process:** DCED must review and approve these proposed changes. Grantees will receive written approval or denial of the modification request.
- C. **Procedures:** Submit to DCED Central Office with copy to the Regional Office the following:
 - (1) Transmittal letter that covers these concerns:
 - (a) Brief description of existing and revised scope of work, and reason for change(s).
 - (b) Address eligibility and fundability.
 - (c) Certify compliance with Citizen Participation requirements.
 - (2) Revised Activities Description.
 - (3) Revised Budget Summary, if applicable (three (3) copies to Central Office).
 - (4) Revised LMI Principal Benefit, (if applicable.)

2. Revisions

- A. **Defined:** Change(s) to a fiscal year CDBG program that does not trigger Citizen Participation requirements, including:
 - (1) Increases or decreases to existing (DCED approved) line items on the Budget Summary, provided the activity and beneficiaries remain the same.
 - (2) Design/programmatic change(s) to some activity(ies) as previously approved, amended, or modified.
 - (3) An activity that is funded in more than one CDBG fiscal year is added or deleted from a fiscal year(s), but the activity is still funded in another fiscal year(s).

- B. **Approval Process:** DCED must review these proposed changes for compliance with the program rules. Grantees will not receive written approval of the revision. However, if there is a question regarding program compliance, grantees will be notified.
- C. **Procedures:** Submit to DCED Central Office with a copy to the Regional Office, the following:
- (1) Transmittal letter explaining the change(s) and reason(s) for them and any impact on the eligibility and fundability of the activity.
 - (2) Revised Activities Description.
 - (3) Revised Budget Summary, if applicable (three (3) copies to Central Office).
 - (4) Revised LMI Principal Benefit, (if applicable.)

NOTE: All modifications and revisions must be approved by the local governing body.

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APPENDIX D-1

Environmental Tips Sheet

Check the proposed activity below that best describes your project:

1. APPLICANT NAME:
2. ACTIVITY:

EXEMPT ACTIVITIES (58.34)

- ☐ Studies and plans
- ☐ Site inspections, testing or sampling
- ☐ Engineering plans, designs and associated costs
- ☐ Information and financial services
- ☐ Administrative and management activities
- ☐ Public services (re: no physical impacts or changes)
- ☐ Purchase of tools or insurance
- ☐ Technical assistance and training
- ☐ Payment of principal and interest on loans

Environmental Review (ER) process that needs to be followed and documentation to be included in your ER Record:

- Describe your activity and make a written determination of Exemption
- Determine compliance with 58.6 ("Other Requirements" checklist)
- Exempt Form signed by your Certifying Officer – place a copy in your file and send a copy to DCED

APPENDIX D-2

Environmental Tips Sheet

Check the proposed activity below that best describes your project:

1. APPLICANT NAME:
2. ACTIVITY:

CATEGORICALLY EXCLUDED ACTIVITIES NOT SUBJECT TO REVIEW under the Related Federal Laws and Authorities 58.35 (b) Such activities include:

These activities are usually associated with (ESG Projects):

- ☐ Tenant based rental assistance
- ☐ Supportive services
- ☐ Operating costs
- ☐ Equipment purchases
- ☐ Homeownership assistance
- ☐ Pre-development costs

Environmental Review (ER) process that needs to be followed and documentation to be included in your ER Record:

- Describe your activity and make a written determination of Exemption
- Determine compliance with 58.6 ("Other Requirements" checklist)
- Exempt Form signed by your Certifying Officer – place a copy in your file and send a copy to DCED

APPENDIX D-3

Environmental Tips Sheet

Check the proposed activity below that best describes your project:

1. APPLICANT NAME:
2. ACTIVITY:

CATEGORICALLY EXCLUDED SUBJECT TO REVIEW **under the Related Federal Laws and Authorities 58.35 (a) Such activities include:**

- ☐ Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are already in place and will be retained in the same use without change in size or capacity of more than 20%
- ☐ Projects to remove barriers restricting mobility and accessibility to elderly and handicapped persons
- ☐ Rehabilitation of residential buildings (with one to four units), when the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland
- ☐ Rehabilitation of multifamily residential buildings when the unit density is not changed more than 20 percent, the project does not involve changes in land use from residential to non-residential, and the estimated cost of rehabilitation is less than 75 percent of the total costs of replacement after rehabilitation
- ☐ For non-residential structures (including commercial, industrial and public buildings), the facilities and improvements are in place and will not change in size or capacity by more than 20 percent, and the activity does not involve a change in land use
- ☐ An individual action on up to four dwelling units, where there is a maximum of four units on any one site
- ☐ An individual action on a project of five or more housing units developed on scattered sites, when the sites are more than 2,000 feet apart and there are not more than four housing units on any one site
- ☐ Acquisition (including leasing) or disposition of existing structures, or acquisition of vacant land, provided that the structure or land acquired or disposed of will retain the same use

Combinations of the above activities.

Environmental Review process that needs to be followed and documentation to be included in your ER Record:

- Determination of Level of Review
- Statutory Check list 58.5
- Checklist 58.6 (Other Requirements)
- Source Documentation (Firm Maps, aerial maps, letters sent to any agencies, agency websites consulted, agency responses, and any other relevant information that provides support for your findings within the Statutory Checklist)
- Finding of No Significant Impact/Notice of Intent to Request for Release of Funds–(FONSI/NOI) Publication
- Affidavit of Proof of Publication/Advertisement
- Request for Release of Funds (RROF) Certification Form (Signed)

APPENDIX D-4

Environmental Tips Sheet

Check the proposed activity below that best describes your project:

1. APPLICANT NAME:
2. ACTIVITY:

ENVIRONMENTAL ASSESSMENT (58.36)

All other activities – projects that create a new, or relocate existing activities or result in a substantial increase in size.

EXAMPLE:

- Demolition
- Distribution lines for a new water system
- Paving a new road
- Infrastructure for a 25 unit new subdivision for low income housing
- Construction of an addition to a homeless shelter
- Substantial rehab

Environmental Review process that needs to be followed and documentation to be included in your ER Record:

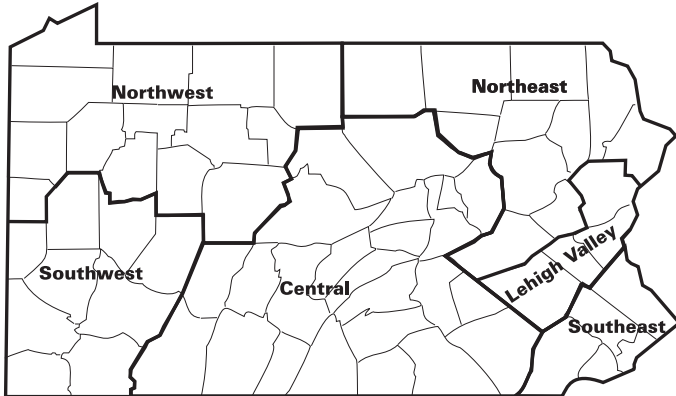
- Determination of Level of Review
- Statutory Check list 58.5
- Environmental Assessment Checklist
- Checklist 58.6 (Other Requirements)
- Source Documentation (firm maps, aerial maps, letters sent to any agencies, agency websites consulted, agency responses, and any other relevant information that provides support for your findings within the Statutory Checklist)
- Finding of No Significant Impact/Notice of Intent to Request for Release of Funds–(FONSI/NOI) Publication
- Affidavit of Proof of Publication/Advertisement
- Request for Release of Funds (RROF) Certification Form (Signed)

Environmental Impact Statements (EIS) – if your project would require an EIS contact your Grant Manager for guidance.

All forms and templates necessary to complete any of these areas may be found on DCED's website: www.newPA.com

Regional Offices

Pennsylvania Department of Community and Economic Development dced.pa.gov



Southeast

Bucks, Chester, Delaware, Montgomery and Philadelphia counties

Department of Community
and Economic Development
Aliyah Furman, Director
200 South Broad Street 11th Floor
Philadelphia, PA 19102
(215) 560-5830
Fax: (215) 560-5832
alifurman@pa.gov

Northeast

*Bradford, Carbon, Lackawanna, Luzerne, Pike,
Schuylkill, Sullivan, Susquehanna, Tioga, Wayne
and Wyoming counties*

Department of Community
and Economic Development
Paul Macknosky
2 North Main Street
Pittston, PA 18640
(570) 963-4122
Fax: (570) 654-6315
pmacknosky@pa.gov

Lehigh Valley

Berks, Lehigh, Monroe and Northampton counties

Department of Community
and Economic Development
Fadia Halma, Director
4530 Bath Pike
Bethlehem, PA 18017
(717) 877-8481
fhalma@pa.gov

Central

*Adams, Bedford, Blair, Cambria, Centre, Clinton,
Columbia, Cumberland, Dauphin, Franklin, Fulton,
Huntingdon, Juniata, Lancaster, Lebanon, Lycoming,
Mifflin, Montour, Northumberland, Perry, Snyder,
Somerset, Union, and York counties*

Department of Community
and Economic Development
Kerry Kirkland, Director
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225
(717) 525-5796
Fax (717) 783-4663
kerkirkland@pa.gov

Southwest

*Allegheny, Armstrong, Beaver, Butler, Fayette,
Greene, Indiana, Washington, and Westmoreland
counties*

Department of Community
and Economic Development
Johnna Pro, Director
301 Fifth Avenue, Suite 250
Pittsburgh, PA 15222
(412) 565-5098
Fax: (412) 565-2635
jopro@pa.gov

Northwest

*Cameron, Clarion, Clearfield, Crawford, Elk, Erie,
Forest, Jefferson, Lawrence, McKean, Mercer,
Potter, Venango, and Warren counties*

Department of Community
and Economic Development
Kim Thomas, Director
100 State Street, Suite 205
Erie, PA 16507
(814) 871-4245
Fax: (814) 454-7494
kimbethoma@pa.gov

Appendix E – Resources

For resources governing the CDBG Disaster Recovery Program, visit HUD's website at:

www.hudexchange.info/programs/cdbg-dr

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