

**BEAVER COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2011 PROGRAM APPLICATION  
(FOR YEAR BEGINNING SEPTEMBER 1, 2011)**

This package of materials is for the purpose of applying for financial assistance under the Community Development Block Grant (CDBG) Program for the County of Beaver. Potential applicants should carefully review this material and fully complete the application documents in order to provide sufficient information necessary for funding projects.

- **DO NOT BIND OR STAPLE THE APPLICATION.** Rubber bands, binder clips or paper clips are acceptable.
- Read the instructions very carefully. They contain all the information needed to properly complete the application.
- This application is the primary document for determining the eligibility and feasibility of funding a project. Care should be taken to completely and accurately provide all pertinent information requested. Each section of the application must be completed. **Incomplete, inaccurate, or otherwise poorly prepared applications are difficult to evaluate and may not be considered; thereby jeopardizing funding of the project.**
- Submit only one (1) original for each project activity requested.
- **DUE DATE - Applications must be submitted no later than 4:00 P.M. prevailing time Friday, February 18, 2011.** CDBG funding year is September 1, 2011 through August 31, 2012.
- Applicants are encouraged to contact the Community Development Program of Beaver County for additional information or clarification of any parts of the application. **If additional technical assistance is required, please contact:**

**Lisa E. Signore, Director – 724-847-3889 x13  
Or email [lsignore@beavercountypa.gov](mailto:lsignore@beavercountypa.gov)**

Or

**Lisa Troiani, Deputy Director – 724-847-3889 x11  
Or email [ltroiani@beavercountypa.gov](mailto:ltroiani@beavercountypa.gov)**

**Community Development Program of Beaver County  
1013 Eighth Avenue  
Beaver Falls, PA 15010**

**Phone: 724-847-3889 or 1-800-339-0984  
Fax: 724-847-3861  
TTD: 724-847-2946**

## What to Expect...

### As the beneficiary of a Beaver County CDBG Project

timeline	steps to be taken
February/ March	Applications due to Community Development
April/ May	Public Hearings/ Recommendations to Board of Commissioners
June/ July	Submission of projects/ plan to HUD for approval
August/ September	Advertise for project architects/ engineers, as necessary
October/ November	Select architects/ engineers
October/ November	Architect/ engineering agreement negotiated and signed by County Commissioners for approval
November/ December	Architect/ engineer work with Community Development project managers and project beneficiaries on project planning and design
Winter/ Spring	After design is completed, project managers conduct environmental reviews for each project in accordance with HUD regulations
Spring/ Summer	Design and specifications accepted and bid documents prepared. Pre-bid meetings may be conducted for interested contractors.
Summer	Bids are advertised and bid opening date is scheduled
Summer/ Fall	Bids are evaluated by architect/ engineer and recommendation is made to the Community Development Program for contract award
Summer/ Fall	Contractor submits all necessary documentation in order to proceed with contract execution
4 weeks	Contract is signed by County Commissioners and executed at a public meeting
4 weeks	Pre-construction meeting is held.
As weather and circumstances permit	Construction phase
As weather and circumstances permit	Final inspection is held for project closure

**Please note that these timelines are estimates only for your use in understanding the process. Each project activity poses a unique set of challenges.**

## Project Application Instructions

Please provide the information as required and/or check the boxes indicated in the Project Application as described below.

**Item 1 – Applicant** - Legal name of applicant

**Item 2 - Mailing Address** - Applicant's mailing address

**Item 3 - Contact Person(s)** - Please give the name and phone number of a person or persons familiar with the project that can be **contacted during daytime hours**. Also, where appropriate, give the name of:

- Borough/Township/City Solicitor
- Borough/Township/City Manager
- Borough/Township/City Engineer
- Supervisor/Council Member/Commissioner

**Item 4. Federal Funding** – If the applicant is a local municipality or a non-profit organization, this question **must be answered**. Indicate whether the applicant expends (within its total budget) \$500,000 or more in federal funding per year.

**Item 5 - Program Classification** - Check the box next to the phrase that best defines the category under which this project would be funded. The following definitions and guidelines apply to each category. If this project does not fall into one of the six (6) categories, please refer to **Appendix A** for a list of eligible and ineligible activities and if eligible, write the eligible activity name next to "Other". Ineligible activities cannot be funded.

1. **Public Infrastructure and Improvements** - This program includes general public works type projects and consists of such projects as the construction or reconstruction of streets, water lines, sewer lines, storm drainage systems, or other similar improvements. Guidelines applicable to review and selection of infrastructure projects are as follows:
  - a. CDBG participation in any one (1) infrastructure project will be limited to \$50,000.00.
  - b. Use of CDBG funds to leverage other grants or local resources is encouraged.
  - c. Cost-effectiveness in project design will be used as a factor in project review.
  - d. Projects that address public health and safety issues will be given priority.
  - e. Infrastructure project requests are limited to three (3).
  - f. Neighborhood facilities such as libraries and non-profits that serve the public are included in this category. Do not include parks and recreation facilities in this category.
2. **Rehabilitation of Private Property** - This program includes the rehabilitation of owner-occupied residential structures under the Home Improvement or Weatherization Program, rehabilitation of non-residential private property owned by non-profit organizations or community service groups, grants for tap-in fees, and public housing modernization. Guidelines for each category are as follows:
  - a. **Housing** - CDBG funds can be used to construct or rehabilitate housing for low and moderate income people. These Projects can only be qualified by direct benefit (See Item 10). **The Applicant must complete and submit Appendix G.** In addition to the reporting requirements for direct benefit activities, the applicant will have to report whether the households assisted are rented or owned by the beneficiaries of the project and additional information.

Home Improvement Program (HIP) or Weatherization Program - **A municipality should not include a HIP or Weatherization request in its application.**

- b. **Rehabilitation of Non-Residential Property** - CDBG funds can be used to rehabilitate privately owned non-residential structures. These projects can be awarded CDBG funds based upon either the income make-up of the clientele served by the facility or physical conditions which create a blighting influence on the structure (See Item 10).
3. **Economic Development** - This program includes projects, which are designed to create or retain employment and encourage investment. Projects in this category will be evaluated by the number of jobs created by the project and the degree of private investment the project will generate. Projects in this category are not subject to the \$50,000 cap. The municipal officials where any economic development project is located **or** the economic development organization conducting the project must apply for that project if it is to be considered for CDBG funding. **The Applicant must complete and submit Appendix E. PLEASE NOTE:** All Economic Development projects assisted with CDBG funds will be required to report quarterly the household income, racial, ethnic, female and disabled characteristics of the persons who occupy the jobs that are created or retained. In addition, businesses assisted will be required to have or obtain a DUNS number. This information is not required for the submission of the application.
4. **Downtown Revitalization Program** - This program includes the **Façade Improvement Program (FIP)** and the **Streetscape Program**.
  - a. ***Façade Improvement Program*** – This program includes improvement of store fronts in approved historic downtown areas (Aliquippa, Ambridge, Beaver, Beaver Falls, Bridgewater, Freedom, Midland, Monaca, New Brighton and Rochester). The FIP program is now funded on a countywide basis. **Do not make application for FIP funding.**
  - b. ***Streetscape Program*** – This program includes infrastructure improvements in the ten (10) eligible downtown areas listed above under the FIP program. Streetscape funding is not limited to the \$50,000 infrastructure cap or the 5 project cap. Streetscape activities are funded also on a county-wide basis; however, **municipalities must submit a separate CDBG application by the due date to be considered for Streetscape funding for FY 2011.**
5. **Public Service** – All public service projects must benefit people who are low or moderate income as defined by HUD. **For each public service project, Appendix F must be completed and submitted with this application. PLEASE NOTE:** All projects assisted with CDBG funds will be required to report the household income, racial, ethnic, female and disabled characteristics of the persons who are assisted through the project. This information is not required for the submission of the application.
6. **Demolition (Clearance) or Acquisition** –
  - a. Demolition activity qualifies under the Elimination of Slums and Blight when there is no known future intended use of the property. If the demolition is part of an overall project where the intended use of the property is known, the intended use must qualify under another national objective. If the intended use is known, please specify and show how the project qualifies in Item 10 of this application. **If a municipality would like to participate in the Countywide Demolition program, it must send a letter of request, under separate cover to the Community Development Program.**
  - b. Acquisition the intended use must be known (Please specify and show how the

project qualifies in Item 10 of this application.) An appraisal of the property must be included with the application. A second appraisal will be required if the project is funded.

**Item 6 - Project Name** - Self-explanatory.

Project Location Street Address - Give the street address where the project will be located. Please do not use a P.O. Box or Rural Route number.

Municipality - Give the name of the municipality of the project location street address.

Zip Code - Give the name of the zip code of the project location street address.

**Please Note:** The applicant must own, lease or have other rights in the property, or have the owner's consent to improve the property with CDBG Funds. The applicant must certify this in Appendix C – Transmittal Memoranda.

**Item 7 - Project Priority**

**Assign a priority number** to each project request submitted, which indicates the importance of the project with one (1) being the highest priority. If you are submitting for more than one project, please list your projects in order of priority in

**Appendix C - Transmittal Memoranda.** Experience has shown that not all project requests submitted are eligible activities and/or meet one of the national objectives qualifying the project according to CDBG regulations. **Therefore, applicants are permitted to submit as many as five (5) prioritized project requests, even though a maximum of only three (3) may be funded. In all probability, however, only one or two may be funded depending on the amount of funds available from the FY 2011 Grant. In addition, infrastructure requests are limited to three (3). Requests for more than the allowed number of projects will not be considered.** If this is a application for streetscape funding from the Countywide Streetscape program, leave Item 7 blank.

**Item 8 – Project Description** – Detailed but concise project descriptions are critical to successful project review. Provide all pertinent information available. Provide a detailed but concise narrative description of the proposed project. **The project description should be no more than one (1) 8 1/2 x 11 sheet.** This narrative should identify the exact location of the project (i.e. address), describe the extent and type of work to be undertaken, and identify the service area for the completed project. Describe the entire project including portions of the project funded from other sources. Describe who will benefit from the project. **Project requests that are inadequately described or identified will not be considered.**

Include a map or sketch outlining the project area or project site location. Street names must be legible. If your project has a defined area- You MUST include a map with the area outlined. Submit a separate map for each project. DO NOT submit one map with all of the separate project areas on it.

In addition, a census tract map is required for all projects except administration, planning, studies or a public service available to all low- moderate income people throughout Beaver County. Census tract maps are available at: [www.census.gov](http://www.census.gov). Project service areas and site locations should be clearly marked. If you require assistance locating a census map please call the U. S. Census Bureau technical assistance line at (301) 763-4636 or the Community Development Program of Beaver County at (724) 847-3889 or 1 (800) 339-0984.

**Item 9 - Project Cost** - **The project cost section (Item 9) must be completed in its entirety.** Funds are allocated to the approved projects on the basis of cost estimates provided in the application. It is very important that these estimates are realistic and as accurate as possible. Attach a detailed budget with the application. Provide the total cost of the project including all sources of funds. List the fund name and amount of other sources of supplemental funding. Be specific. Project cost must include anticipated architectural/engineering fees, if they are to be paid for through the project. Note if additional sources of funds are to be used for a specific purpose, i.e., engineering, etc. Please indicate if applicant can commit additional funds if the project costs exceed the CDBG budget.

**Item 10 - National Primary Objectives – This item must be completed for each project.**

The required documentation and applicable Appendices MUST be completed and attached. In order to qualify for funding under the CDBG program, a project must satisfy one of two national primary objectives established by the Housing and Community Development Act. Studies and planning activities are exempt from this requirement. A review of each of the national primary objectives and criteria used to evaluate whether a project meets a national primary objective are discussed below:

- A. **Low and Moderate Income Benefit** - A project that shows substantial benefit to low and moderate-income persons qualifies for CDBG funding. Such benefit can be shown in two (2) ways which are by **Area Benefit** or by **Direct Benefit**.

**1. Area Benefit** - Projects proposed for area wide benefit are eligible if 51% or more of the residents served are considered to have low or moderate-income levels. Low or moderate-income eligibility is determined either by census data or by conducting a household survey. If the people who will primarily use or directly benefit from the improvements made by this project include the whole census tract(s), block group(s) or all residents of a municipality(ies) it may be qualified by using census data. If the residents who will primarily use or directly benefit from the improvements made by this project are from a specific street(s) or includes people from part of a census tract, block group or municipality, it may be qualified by household survey. If the people that benefit include both a specific census tract(s), block group(s) or municipality(ies) and people who reside in specific streets or a part of a census tract, block group or municipality(ies), census data may be used for the complete census tracts, block groups and municipalities and surveys must be done on the additional specific streets, census tracts, or areas of the municipality(ies) and the information must be averaged together.

a. **Census Data** - If the project area is all of the residents in a Census Tract and/or block group in which the 2000 Census indicates that at least 51% of the residents meet the HUD income guidelines, then it can qualify by census tract or block group. **A project that qualifies by census tract(s) or block group(s) MUST benefit all of the people in that census tract(s) or block group(s). If the project does not benefit all of the people in the census tract(s) or block group(s) then a household survey of the benefit area (see below) MUST be conducted to determine if the project qualifies.** If a project will benefit all of the residents in one of the municipalities of **Aliquippa, Ambridge, Beaver Falls, Darlington Borough, East Rochester, Eastvale, Frankfort Springs, Freedom, Midland, New Brighton, New Galilee, Pulaski, Rochester Borough, or South Heights**, then it will qualify under the low and moderate income area benefit. If a project is in one of the following census tract and block group(s) and will benefit all of the people in that block group(s) then the project will meet the low and moderate income qualification. If a project benefits all of the residents in a qualifying area, but also benefits people who live outside of the qualifying area, census data may be used for the complete census tracts, block groups and municipalities and surveys must be done of the additional specific streets, partial census tracts, or areas of the municipality(ies). The information must be collected then averaged together. **Call the Community Development Program at (724) 847-3889 with any questions.**

Following is a chart of Census Tracts and Block Groups where more than 51% of the residents are low and moderate income:

Census Tract	Block Groups
600101	3
6005	1
6005	2
600601	2

6009	1
6011	1
6012	1, 2, 3
6013	1, 2, 3
6014	1, 2
6015	2, 3
6016	1, 2
6017	1
6018	3
6020	1
6021	1, 2
6028	2, 3
6034	2
6035	2
6040	1, 2
6041	1, 2
6043	1
6045	1, 2, 3
6046	1
6048	3
605002	1

**b. Conducting a Household Survey** - A household survey is conducted of all of the people living in the area that will benefit from the project. Use **Appendix B** to conduct the survey. HUD low/moderate income guidelines listed in the following chart are utilized in determining whether more than 51% of the residents are low or moderate income.

For a household size of:	The total family income may be at or below:
1	\$35,300
2	\$40,350
3	\$45,400
4	\$50,400

5	\$54,450
6	\$58,500
7	\$62,500
8	\$66,550



**2. Direct Benefit** – Projects which provide a service or improvement directly to an individual property (such as housing rehabilitation, tap fees or countywide public service projects) are eligible if the household income meets the same guidelines from the chart in the “Household Survey Section” above. Projects submitted as direct benefit activities need not have income surveys or other information attached in order to be considered, however some preliminary evaluation and/or surveying may be necessary in order to estimate the number of individuals qualifying for the project. These projects will require that the applicant obtain information on income, race, ethnicity, female head of household and disability on all of the participants in the program. Estimate the number of persons to be served.

B. **Prevention or Elimination of Slum and Blight** - To qualify under this national objective, projects must qualify under area basis or spot basis:

a. **Area Basis** The project must be undertaken in an area which meets the definition of blighted under state or local law and where a substantial number of deteriorating or dilapidated structures are evident. The municipality must designate the project area as blighted by formal resolution through interpretation of Pennsylvania’s Urban Redevelopment Law (Public Law 991). The law formally defines a slum/blight area as follows:

*“That there exists in urban communities in this Commonwealth areas which have become blighted because of unsafe, unsanitary, inadequate, or overcrowded condition of the dwelling therein, or because of inadequate planning of the area or excessive land coverage by the buildings there, or the lack of proper light or air and open space, or because of defective or economically or socially undesirable land uses.”*

In addition, at least 25% of the properties in the area of the project must exhibit one of the following blighting conditions:

- (1) Physical deterioration of buildings or improvements;
- (2) Abandonment of properties;
- (3) Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
- (4) Significant declines in property values or abnormally low property values relative to other areas in the community; or
- (5) Known or suspected environmental contamination.

In order to document this, Appendix I must be completed and submitted with the application.

Finally, the project must address one or more of the conditions which contributed to the deterioration of the area.

**For a proposed project to be eligible, a slum and blight resolution declaring the area blighted must be submitted with the proposal.** A municipality and its Planning Commission are required to pass a new slum and blight resolution if the previous resolution is more than 10 years old. The following information must be provided in the resolution:

- i. Site location and precise description of the specific boundaries of the designated blighted area
- ii. The percent of deteriorated buildings or qualified properties
- iii. Year of Designation as Slum and Blighted

- iv. A narrative outlining the existing conditions that qualify the targeted area as “blighted” and what is proposed to address these conditions.
  - v. Photographs of the “blighted” area. Before and after pictures are required as part of the documentation to be kept on file.
  - vi. If the project is a continuation activity from the previous CD Year funding cycle, please indicate this in your application.
- b. **Spot Basis** The project must be designed to eliminate specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area. Rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety. Please include documentation of these conditions.

Item 11 -Appendices and Documentation - Applicants must submit all documentation used to determine eligibility as appropriate with the application.

- APPENDIX A - List of eligible/ineligible activities.
- APPENDIX B - To be used in conducting **Household Surveys**.
- APPENDIX C – To be used as **transmittal memo** when submitting the application. **All submissions must include a signed Appendix C – Transmittal Memoranda**. If you are submitting for more than one project, please list your projects in order of priority in Appendix C. This priority should match the priority in Item 7.
- APPENDIX D - Long range community development needs for inclusion in Beaver County’s Consolidated Plan. Please complete and submit with application to help the Community Development Program of Beaver County anticipate future funding needs. This item is optional.
- APPENDIX E – Must be submitted for **Economic Development Activities**. **PLEASE NOTE:** If a project is approved, the applicant will be responsible for providing, at least on a quarterly basis, information on the characteristics of the households. This information must include household income, household size, race, ethnicity, and whether female-headed, elderly and/or disabled. In addition, businesses assisted will be required to have or obtain a DUNS number. This information is not required for the submission of this application.
- APPENDIX F – Must be submitted for **Public Service Activities**. **PLEASE NOTE:** Direct benefit information is not required for this application. However, if a project is approved, the applicant will be responsible for providing, at least on a quarterly basis, information on the characteristics of the households or persons assisted under the project. This information must include household income, household size, race, ethnicity, and whether female-headed, elderly and/or disabled.
- APPENDIX G – Must be submitted for **Low – Mod Housing Activities**. **PLEASE NOTE:** Direct benefit information is not required for this application. However, if a project is approved, the applicant will be responsible for providing, at least on a quarterly basis, information on the characteristics of the households assisted under the project. This information must include household income, household size, race,

ethnicity, and whether female-headed, elderly and/or disabled. In addition the applicant will have to provide information on whether the persons assisted are renters or homeowners.

- **APPENDIX H - Performance Measurement - Appendix H must be completed and submitted for each project submitted except for planning activities or studies.** HUD now requires recipients of federal funding to assess the outcomes of the program funded. All approved applicants will be required to comply with the Performance Measurement System. Please indicate the primary goal and objective for the project by choosing the most appropriate goal and objective and indicating it on APPENDIX H.
- **APPENDIX I – Documentation of Blighted Properties** – Must be submitted with the current slum and blight resolution for activities that meet the Alum and Alight Area Basis National Objective.

**BEAVER COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
2011 PROJECT APPLICATION**

**( FOR FISCAL YEAR BEGINNING SEPTEMBER 1, 2011 )**

Due Date: Friday, February 18, 2011

**NOTE: PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY PRIOR TO COMPLETING APPLICATION.** You may duplicate these forms as necessary.

**Item 1.** Applicant: \_\_\_\_\_

**Item 2.** Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Item 3.** Contact Person(s): \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Borough/Twp./City Solicitor \_\_\_\_\_

Borough/Twp./City Manager \_\_\_\_\_

Borough/Twp./City Engineer \_\_\_\_\_

Supervisor/Council Member/  
Commissioner \_\_\_\_\_

**Item 4.** Federal Funding – If the applicant is a local government or a non-profit organization, does it expend, from its total budget, \$500,000 or more per year in **federal assistance**, (please indicate below)

Yes

No

**Item 5.** Program Classification:

1.  Public Infrastructure

2.  Rehabilitation of Private Property

Housing

Non-Residential

3.  Economic Development

4.  Downtown Revitalization Streetscape

5.  Public Service

6.  Demolition (Clearance) **OR**  Acquisition

Is future use of cleared property known?  Yes  No

If future use is known please describe: \_\_\_\_\_

\_\_\_\_\_

If Acquisition,  Appraisal of property is attached.

7. Other (Identify) \_\_\_\_\_

**Item 6.** Project Name: \_\_\_\_\_

Project Location Street Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

Zip code: \_\_\_\_\_

Does applicant own, lease or have other rights (ie: right of way or easement) in the property (not applicable to planning projects, studies or public service activities)?

Yes       No

**Item 7.** Project Priority \_\_\_\_\_

**Item 8.** Project Description: On a separate sheet of paper, describe the proposed project in a brief narrative with as much detail as possible (no more than one (1) page plus sketch, location map and census map). **Include the scope of work, project components, types and quantities of materials to be used. If appropriate, attach a preliminary sketch plan and maps.**

A.  Site location map indicating the exact location of the project site and area that will be served by the project is attached. **This is required for all projects except administration, planning, studies or a public service to low moderate income people throughout Beaver County.**

B.  Census tract and block group map is attached. **This is required for all projects except administration, planning, studies or a public service to low moderate income people throughout Beaver County.**

C.  Project Description (and sketch plan if appropriate) is attached.

**Item 9.** Project Cost: (List activity, amount, and source of all funds to be used in this project.)

a. Project activity \_\_\_\_\_

b. CDBG funds requested \$ \_\_\_\_\_

c. Amount and Source of additional funds (if any) \_\_\_\_\_

d. List specific use of additional funds \_\_\_\_\_

e. Will applicant commit additional funds for cost overruns? Yes  No

f. Detailed Budget Attached? Yes  No

**Item 10.** National Primary Objectives: (Indicate the national primary objectives this project will meet.)

Project is a study or planning activity (Do not complete the rest of Item 10).

OR

Project meets one of the following National Primary Objectives:

A.  **Low and Moderate Income Benefit:**

The people who will primarily use or directly benefit from the improvements made by this project comprise:  whole census tract(s) or  whole block group(s) or  all residents of a municipality(ies).

- (1)  **2000 Census Data–**  
**List all Census Tracts and Block groups that will benefit:**

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**OR**

If the residents who will primarily use of directly benefit from the improvements made by this project are of:  specific street(s) or  part of a census tract(s) or part of a municipality(ies)

- (2)  **Household Survey** Documentation is attached (use Appendix B)  
**List Census Tract and Block groups where all households that will benefit are located:**

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**OR**

- (3)  **Direct Benefit** Estimate number of people who will be served \_\_\_\_\_

B.  **Prevention/ Elimination of Slum & Blight:**

- (1)  Field views / photographs are attached, and

- (2)  A narrative outlining the existing conditions that qualify the targeted area as “blighted” and what is proposed to address these conditions is attached.

**Area Basis:**

- Slum and Blight resolution is attached.

Specific boundaries of the designated blighted area: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Percentage of Deterioration / Blighted Area: \_\_\_\_\_

Year of Designation: \_\_\_\_\_

Describe the deteriorating condition(s) that the project will address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Appendix I is attached.

- Check here if project is a continuation activity from the previous CD Year funding cycle.

**OR**

**Spot Basis:**

- A Legal description of the property is attached.

- Documentation of the specific conditions detrimental to public health and safety is attached.

**Item 11.** Appendices and other documentation:

- Appendix B – CDBG Program Income Survey – is attached.
- Appendix C - Project Transmittal Memorandum is attached.
- Appendix D – Long range community development needs for inclusion in Beaver County Consolidated Plan – is attached.
- Appendix E – Economic Development Activities– is attached.
- Appendix F – Limited Clientele Activities – Public Services– is attached.
- Appendix G –Low/Mod Housing Activities– is attached.
- Appendix H - Outcome Performance Measurement Section is attached – **Must be included for each project except for planning activities and studies.**
- Appendix I – Documentation of Blighted Conditions - is attached.
- Other Documentation is attached. Please specify \_\_\_\_\_

• **APPENDIX A**

**SUMMARY OF ELIGIBLE ACTIVITIES\***

1. Public facilities and improvements
2. Rehabilitation activities
3. Special economic development activities
4. Acquisition, clearance, relocation, disposition
5. Public services
6. Interim assistance
7. Removal of architectural barriers
8. Planning activities
9. Downtown Revitalization Project (Façade Improvement Program or Streetscape Program)

**SUMMARY OF INELIGIBLE ACTIVITIES\***

1. Assistance for construction or renovation of buildings used for the general conduct of government
2. General government expenses
3. Political activities
4. Purchase of equipment
5. Operating and maintenance programs
6. New housing construction
7. Income payments

\* Detailed descriptions of eligible and ineligible activities are available from the Community Development Program of Beaver County at 1013 Eighth Avenue, Beaver Falls, PA 15010



## Appendix B

### CDBG Program Income Survey

**Please provide justification for the survey area.** (For example: A water line is to be installed that will serve only the residents of 4<sup>th</sup> and 5<sup>th</sup> Streets between Walnut Street and Oak Street)

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**Please follow the interview procedures below :**

1. Interviewer must obtain the following information:
  - a. House number and street address of resident (apartment number if applicable).
  - b. Total number of persons living in the household. If more than one family lives in a household, count each family separately.
  - c. The range within which the total family income falls. Total family income is income from all sources for all persons 18 years of age or older. This includes income as reported on the latest federal tax return plus any form of tax exempt income such as social security, retirement, unemployment, etc.
  - d. Before completing the survey, refer to Page 17 for a definition of family and some examples to guide the income determination.
2. The interviewer must survey all families in the survey area. At least 51% of all persons in the service area must be low to moderate income for the project to qualify.
3. If local officials wish to survey an entire municipality, please contact the Community Development Program office for detailed instructions and approval.
4. The Respondent must sign and date each survey form.
5. The interviewer should use the attached interview script (page 18), or one that is comparable, when interviewing residents.

## CDBG PROGRAM FAMILY INCOME SURVEY

Name of Respondent: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

For the purpose of determining eligibility for proposed Community Development projects to be funded by the Federal Community Development Block Grant Program, the following information is necessary: Race (Please indicate number of people in each category), Ethnicity (Please indicate number of people who are Hispanic)

<b>Race</b>		<b>Hispanic</b>	<b>Race</b>		<b>Hispanic</b>
White			Asian & White		
Black/African American			Black/African American & White		
Asian			American Indian/Alaskan Native & Black/African Amer.		
American India/Alaskan Native			Asian Pacific Islander		
Native Hawaiian/Other Pacific Islander			Other Multi-Racial		
American Indian/Alaskan Native & White					

Indicate the number of persons living in the family and whether total family income exceeds or falls below the listed figure for the appropriate family size.

\_\_\_\_\_ 1 Person - Total Income is \_\_\_ above or \_\_\_ below \$35,300

\_\_\_\_\_ 2 Persons - Total Income is \_\_\_ above or \_\_\_ below \$40,350

\_\_\_\_\_ 3 Persons - Total Income is \_\_\_ above or \_\_\_ below \$45,400

\_\_\_\_\_ 4 Persons - Total Income is \_\_\_ above or \_\_\_ below \$50,400

\_\_\_\_\_ 5 Persons - Total Income is \_\_\_ above or \_\_\_ below \$54,450

\_\_\_\_\_ 6 Persons - Total Income is \_\_\_ above or \_\_\_ below \$58,500

\_\_\_\_\_ 7 Persons - Total Income is \_\_\_ above or \_\_\_ below \$62,500

\_\_\_\_\_ 8 Persons - Total Income is \_\_\_ above or \_\_\_ below \$66,550

Signed: \_\_\_\_\_  
Respondent (Not applicable if telephone survey)

“Any false statements made knowingly and willfully may subject the signer penalties under Section 1010 of Title 18 of the United States Code.”

TELEPHONE SURVEY ONLY			
Name of Interviewer: _____			
Date of Call	Time	Result *	Comments

\* C= Completed Survey

\* B= Busy

\* R= Refused to Answer Survey

\* NA= No Answer

# CDBG PROGRAM INCOME SURVEY

## DEFINITION AND EXAMPLES

### Definitions

"Family" - all persons living in the same household who are related by birth, marriage or adoption.

"Low and Moderate Income Person" - a member of a family having an income equal to or less than the Section 8 Income Limits, as established by HUD. Unrelated individuals shall be considered as one person families for this purpose.

### Examples

Within a residential structure it is possible to have one or more families. Thus, each person's status as low and moderate income or non-low and non-moderate income must be based upon that person's family income.

The following examples are provided to guide your completion of the survey:

#### Example No. 1

Particular house (single unit structures) within a surveyed area where three single males reside, not related by birth, marriage or adoption. In this case there are three one person families and each person's income determines whether they are a low and moderate income person, based upon the Section 8 income limits for a one person family.

#### Example No. 2

Particular house (single unit structure) within surveyed area where a man resides with a woman and her two children. The man and woman are not legally married; however, the man has access to the entire house and financially contributes to the support of the woman and her two children. In this case, the four people would be a family and the income of both the man and woman would be considered in determining whether they were low and moderate income persons, based on the Section 8 income limits for a four person family.

#### Example No. 3

Particular house (single unit structure) within surveyed area where a family of four rents a room to a man unrelated to the family who does not have access to the other rooms in the house other than a bathroom. In this case, there is one family of four and a one person family, each of which is determined separately as to whether they are low and moderate income.

## CDBG PROGRAM INCOME SURVEY

### INTERVIEW SCRIPT

Hello, my name is \_\_\_\_\_. May I speak with \_\_\_\_\_? I am assisting \_\_\_\_\_ in the completion of a survey to gather information essential to support applications for funding under the Community Development Block Grant (CDBG) Program.

Are you familiar with the CDBG Program?

**If No:** Each year the County receives CDBG funds from HUD to undertake housing and community development projects (i.e., street improvements, water and sewer projects, recreation improvements, etc.) that have benefited low/moderate income families.

In order to insure that these CDBG funds are used to benefit low/moderate income families, \_\_\_\_\_ is conducting an income survey.

At this time, with your permission, I would like to ask you three brief questions. The answers to all of the questions that I ask will be kept confidential. Do I have your permission to proceed with the questions?

1. May I have your name please?
2. How many family members or others are residing in your home (Family is anyone related to you by birth, marriage or adoption)?
3. Would you tell me whether, during the past twelve months, the total income of all members of your family was above or below \$\_\_\_\_\_.

That completes my questioning. Thank you for your participation.

## CDBG PROGRAM INCOME SURVEY

### SUMMARY SHEET

Once all surveys are conducted, the applicant should complete this form.

#### How were the surveys conducted?

Number of FAMILIES surveyed in person: \_\_\_\_\_

Number of FAMILIES surveyed by telephone: \_\_\_\_\_

### LOW AND MODERATE INCOME WORKSHEET

1. Enter the ESTIMATED number of FAMILIES in the target area. If more than one family resides in the household, conduct separate surveys for each family. 1. \_\_\_\_\_
2. Enter the total number of FAMILIES interviewed. 2. \_\_\_\_\_
3. Enter the total number of persons in the FAMILIES interviewed. 3. \_\_\_\_\_
4. Enter the total number of persons in the FAMILIES interviewed who are low and moderate income persons. 4. \_\_\_\_\_
5. Divide Line 4 by Line 3. 5. \_\_\_\_\_
6. Multiply Line 5 x 100. This is the percentage of low and moderate persons in the service area. 6. \_\_\_\_\_

**APPENDIX C**

**SAMPLE PROJECT TRANSMITTAL MEMORANDUM**

TO: Community Development Program of Beaver County  
1013 Eighth Avenue  
Beaver Falls, PA 15010

FROM: Applicant, name and address

RE: Beaver County Community Development Block Grant  
FY 2011 Proposal Transmittal Memorandum

Enclosed are the project proposals for the FY 2011 CDBG Program. The project(s) were selected at the regular meeting of the

\_\_\_\_\_ (GOVERNING BODY) of

\_\_\_\_\_ (MUNICIPALITY or

ORGANIZATION) held on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_. The

following is a summary listing of the proposals in order of priority, highest to lowest.

**If the organization is an agency, the Authorized Agency Representative certifies, by signing below, that he/ she understands and agrees that the Agency will be obligated for any judgment placed on privately-owned property for any new construction, rehabilitation or demolition done with CDBG funds.**

<u>Project Name</u> By Priority	<u>CDBG Funding</u>	<u>Other Funding</u>
1.		
2.		
3.		
4.		
5.		
Totals:		

\_\_\_\_\_  
Signature of Chief Elected Official or Authorized Agency Representative

Date: \_\_\_\_\_

APPENDIX D

**Long range community development needs for inclusion in the Beaver County Consolidated Plan.**

Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

<b>Description of project or need</b> (include street or address or location)	Estimated Cost	<b><i>Anticipated Source</i></b> of Funds

Attach additional sheets if necessary.

## APPENDIX E

### ECONOMIC DEVELOPMENT ACTIVITIES

#### LOW/ MOD JOB CREATION OR RETENTION ACTIVITY:

Is defined as an activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full time equivalent basis, involve the employment of low and moderate persons.

For an activity that creates jobs, the recipient must document that at least 51 percent of the jobs will be held by low and moderate income persons.

For an activity that retains jobs, the recipient must document that the jobs would actually be lost without the CDBG assistance and that either or both of the following conditions apply with respect to at least 51 percent of the jobs at the time the CDBG assistance is provided: the job is known to be held by a low or moderate income person; or the job can reasonably be expected to turn over within the following two years and that steps will be taken to ensure that it will be filled by, or made available to, a low or moderate income person upon turnover.

- a.  Job creation of low/moderate income persons (*Letter(s) of intent from the affected businesses to create the required number of low/moderate income jobs must be submitted with the application.*)
- b.  Job retention of low/moderate income persons

Should either (a) or (b) be checked and the proposed activity be selected for funding, a project manager will contact you regarding the required documentation.

**PLEASE NOTE:** If a project is approved, the applicant will be responsible for providing, at least on a quarterly basis, information on the characteristics of the households. This information must include household income, household size, race, ethnicity, and whether female-headed, elderly and/or disabled. In addition, businesses assisted will be required to have or obtain a DUNS number. This information is not required for the submission of this application.

If the applicant is not willing or able to obtain the household income from those people hired or retained then the project is ineligible for funding.

Will the applicant obtain household income from those people hired or retained?

Yes

No



## APPENDIX F

### LIMITED CLIENTELE ACTIVITY

**This appendix must be completed for any activity which benefits a limited clientele**

Defined as an activity which benefits a limited clientele, at least 51% of whom are low or moderate income persons. (The following kinds of activities may not qualify under this paragraph: activities, the benefits of which are available to all the residents of an area; activities involving the acquisition, construction, or rehabilitation of property for housing; or activities where the benefit to low and moderate income persons to be considered is the creation or retention of jobs.) To qualify under this paragraph, the activity must meet one of the following (check one):

- a.  Elderly/Senior Citizens
- b.  Persons with Disabilities
- c.  Abused Children/Battered Spouses
- d.  Homeless Persons
- e.  Illiterate Persons
- f.  Removal of Architectural Barriers (***This section should be checked if applicant is requesting funds for the removal of architectural barriers in a non-profit facility or a human service center.***)

If any of the above items (a) through (f) are checked, the clientele are a “presumed benefit” (presumed to principally benefit low/mod income persons). Income documentation is not required to be submitted with this application. **However, Direct Benefit Forms indicating racial and ethnic groups who benefit from the proposed activity must be completed for the contractual period funded.**

- g.  Activity which requires information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the low and moderate income limit (e.g. rehab of a day care center).
- h.  Activity which has income eligibility requirements which limits it exclusively to low and moderate income persons (e.g. food bank for the unemployed worker).

If (g) or (h) is checked, please explain the method used to collect income statistics. **Direct Benefit Forms indicating income, race and ethnicity of individuals who benefit from the proposed activity must be completed for the contractual period funded.**

Items (g) or (h) may be used to qualify projects even though the activity has not begun and persons will benefit only upon project completion. In these instances, income verification and proof of benefit to at least 51% low/mod will be required upon project completion or August 31 of that given year (whichever comes first). This date marks the end of our annual reporting period. Failure to provide this documentation and benefit 51% low/mod may result in the applicant having to pay back the grant award.

For items (g) or (h), explain method used to collect income statistics:

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- i.  Activity is of such nature and in such a location that it may be concluded that the activity's clientele will primarily be low/moderate income persons (e.g. Rehabilitation of a community center for youths).

The nature of some activities is such that it is impractical to obtain personal records of income for beneficiaries and the beneficiaries are not among the categories of individuals presumed by HUD to be low/moderate income persons. If (i) is checked, please describe below how the nature, location, or other information demonstrates the activity benefits a limited clientele or at least 51% of whom are low/moderate income persons **Direct Benefit Forms indicating racial and ethnic groups who benefit from the proposed activity must be completed for the contractual period funded.**

For Item I, describe how the nature, location or other information demonstrates the activity benefits a limited clientele or at least 51% of whom are low/moderate income persons.

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**Item 17. APPENDIX G**

**LOW/ MOD HOUSING ACTIVITY**

Defined as an eligible activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate income households. This would include, but not necessarily be limited to, the acquisition or rehabilitation of property, conversion of non-residential structures, and new housing construction.

- a.  Rehab of an existing structure (including individual homes or apartments) which is currently occupied by 51% or more low/moderate income persons.  
\_\_\_\_\_ Number of Housing Units

If "a" is checked above, the activity must have income eligibility requirements which limits it exclusively to low and moderate income persons. Applicant is required to verify income for each household before beginning to perform the activity on each particular housing unit.

- b.  Rehab of a vacant structure. \_\_\_\_\_ Number of Housing Units

- c.  Construction of a new building. \_\_\_\_\_ Number of Housing Units

If "b" or "c" is checked above, please note that income verification and proof of benefit to at least 51% low/mod will be required upon project completion or August 31 of that given year, whichever comes first. This date marks the end of our annual reporting period. Failure to provide this documentation and benefit 51% low/mod may result in the applicant having to pay back the grant award.

Item 18. APPENDIX H

**PERFORMANCE MEASUREMENT**

Name of Applicant: \_\_\_\_\_

Name of Project: \_\_\_\_\_

<p><b>OUTCOME PERFORMANCE MEASUREMENT SECTION</b></p> <p><b>This section must be completed in order to be considered for funding.</b></p>
<p><b>HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2006, Beaver County employed a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG, HOME, ADDI and ESG programs. All approved applicants will be required to comply with the Performance Measurement System.</b></p>

**I. GOALS**

**The proposed activity meets which of the following goals:  
(Select only one)**

- Goal # 1 – Creates a suitable living environment**  
This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- Goal # 2 – Provides decent housing**  
This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Goal # 3 – Creates economic opportunities**  
This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**II. OBJECTIVES**

**Select the most appropriate objective for the proposed activity (Select only one.)**

- Improve availability/ accessibility**  
This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. Accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people. Where a service/facility *does not exist*, the assistance provided results in *"new"* access to that service/facility. Where a service/facility is *limited in size or capacity*, and the assistance expands the existing service/facility, the result would be *"improved"* access.



**Improve affordability**

This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. It can also include direct financial assistance such as loans or grants.



**Improve sustainability**

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

**PERFORMANCE MEASUREMENT OUTCOME STATEMENT**

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

**Examples:** 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

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