

## 2018, 2019, and 2020 Community Development Block Grant Program General Information

### 2018, 2019, and 2020 Community Development Block Grant Program GENERAL INFORMATION FOR APPLICATIONS

#### **The Community Development Block Grant Program**

The U.S. Department of Housing and Urban Development (HUD) provides annual grants on a formula basis to entitlement cities and urban counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

The County of York has participated in the Community Development Block Grant Program since 1977. During that time, it has been able to fund approximately \$62 million in York County housing, public services, public facilities and planning projects!

Community Development Block Grant Program entitlement amounts vary from year to year, but the expected amount for the year 2018 is \$2.2 million.

#### **Consolidated Plan, Three Year Project Plan, and Annual Action Plans**

HUD requires the County to prepare a Consolidated Plan every five years, which covers several HUD funded programs administered by the York County Planning Commission (YCPC): Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Continuum of Care (COC), and Emergency Solutions Grants (ESG). The Consolidated Plan currently in place covers the years 2015 through 2019. It primarily consists of three (3) parts:

1. An assessment of housing and community development needs;
2. The development of a strategy that prioritizes needs and establishes goals that can be initiated or continued in order to address the identified needs; and
3. Development of an Annual Action Plan that lists specific projects/activities that will be undertaken in a particular year to address priority needs and accomplish community goals.

Each year, the YCPC Programs Management & Compliance staff prepare an Annual Action Plan for these HUD funded programs. The CDBG and ESG program funded activities included in the Annual Action Plan are identified in the 2018, 2019, and 2020 CDBG and ESG Three Year Project Plan. The number of CDBG and ESG program activities carried out each year changes, in accordance with the amount of grant funds that the County receives from HUD for a specific program year.

At this time, the Community Development (CD) Division staff of the YCPC are beginning the preparation of the Three Year Project Plan for CDBG and ESG programs for the years 2018, 2019 and 2020 by inviting municipalities and community service organizations to submit applications for projects and programs that they would like to undertake during these years.

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### Application process

*March, 2017*

A "Notice of Request for Projects for the CDBG Program Years 2018, 2019, and 2020" is e-mailed to all Municipalities and to presently funded Non-Profit Organizations, as well as others who have expressed interest in the program. Additional application forms are available from:

[www.ycpc.org](http://www.ycpc.org) "Forms & Fees" (see banner at top of home page)

Forms - Community Development & Housing

General Information for CDBG Applications

CDBG Public Facilities Application

CDBG Planning Application

CDBG Public Services Application

Municipal Census Maps

and the:

Community Development Division

York County Planning Commission

28 East Market Street, York PA 17401

Telephone (717)771-9870 FAX (717) 771-9511.

[www.ycpc.org](http://www.ycpc.org)

*March 28, 2017*

Workshop for CDBG program application

*June 9, 2017*

Complete applications are due at the YCPC no later than 4:00 P.M., June 9, 2014. This means a electronic submission *and* two (2) originals with original signatures, authorizing resolution, and attachments.

*June & July, 2017*

Applications are reviewed and ranked by the YCPC Interdepartmental Project Review Committee and the CD staff and a recommendation of the activities to be included in the Three Year Project Plan is prepared. The staff recommendations are reviewed by the York County Citizens Advisory Committee.

*August, 2017*

The activities selected for funding are compiled into the Three Year Project Plan.

*September, 2017*

The Three Year Project Plan reviewed for consideration for adoption by the York County Commissioners.

*April 1, 2018*

Beginning date for the 2018 CDBG program year.

*May, 2018*

The first year of the Plan presented at a Public Hearing for the 2018 Annual Action Plan; the second year in 2019; and the third year in 2020.

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## Preparing an Application

**Activities that ARE NOT eligible for CDBG funding: acquisition, construction, or reconstruction of buildings for the general conduct of government (EXCEPT ADA improvements), political activities, certain income payments, and construction of new housing.**

**A. Eligible Activities:** The County of York CDBG program includes three types of activities. There is a CDBG application form for each type. More than one application may be submitted under any or all types. Multi-year funding for an individual activity may be requested on one application form.

### ► Public Facilities Activity

Examples: Acquisition of real property (including permanent easements)  
Relocation  
Clearance/Demolition  
Rehabilitation of non-residential structures, including historic preservation  
Construction and reconstruction of public facilities and infrastructure such as water and sewer facilities, streets, curbs and sidewalks, neighborhood centers, and ADA improvements to existing facilities

All activities must either principally benefit low- and moderate-income persons or eliminate slums and blight. Public facilities activities must benefit a predominately residential area. Determination of whether a public facility project benefits a predominately residential area whose residents are principally low- and moderate-income is based on the primary service area of the facility. However, ADA improvements are presumed to benefit low- and moderate-income persons.

### ► Public Services Activity

There is a wide variety of public service activities, but in order to receive initial funding through the CDBG program, activities previously funded by the County must be either a *new service* or a *quantifiable increase in the level of an existing service*. Public services activities typically benefit principally low- and moderate-income persons. Certain populations are presumed by HUD to be low- and moderate-income (*abused children, battered spouses, elderly persons, severely disabled adults age 15 or older, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers*). The County is limited by HUD regulations in the amount of CDBG funding that it may expend on public service activities in a given program year.

### ► Planning Activity

Planning activities include comprehensive plans, community development plans, studies, and strategies and action programs to implement plans. These include the development of codes, ordinances and regulations. *It is not necessary to show that planning activities benefit principally low- and moderate-income persons*. However, those that do receive special consideration. The County is limited by HUD regulations in the amount of CDBG funds that it may expend for planning activities in a given year.

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**B. National Objectives of the CDBG Program:** all activities must meet one or more of the following national objectives. *Public Facilities activities* typically meet a national objective by benefitting low- and moderate-income (LMI) persons (see municipal Census maps prepared by YCPC using HUD census data prepared specifically for the CDBG program), who reside in the primary service area of the activity. However, public facilities activities limited to ADA improvements are considered to benefit a *limited clientele* presumed by HUD to be LMI. In cases where benefit to LMI persons is not evident, addressing *slum and blight on an area or spot basis* may apply. In very limited cases, economic development may apply.

*Public Service activities* typically meet national objectives by benefitting LMI persons based on *limited clientele*.

*Planning activities* are presumed by HUD to benefit LMI persons.

### **National Objective 1. Principally benefit Low- and Moderate-Income persons**

- ▶ Benefits will be available to *all residents in a particular service area* where a majority of the residents are LMI persons:
  - a. The service area is located within a census tract (s) and block group(s), or municipality, that is at least 42.53% LMI. (At this time, HUD is using the 2010 Census data and municipal maps showing the location of LMI areas are available from [www.ycpc.org](http://www.ycpc.org) "Forms and Fees", Community Development and Housing); OR
  - b. An income survey has been conducted in accordance with YCPC procedures and the service area has been determined to be at least 51% LMI. (These LMI income limits are based on HUD Section 8 income limits, which are adjusted by family size and updated by HUD every year.) CD staff are available to assist municipalities in conducting income surveys.; OR
  - c. The service area needs to be surveyed, but "we believe that it is LMI" and describe why (type and value of housing, elderly population, etc.) If the activity is selected for funding through the 3 Year Project Plan process, the actual percentage of residents with LMI will need to be documented before the grant contract is executed.

OR

- ▶ Benefits will be available to a *limited clientele*, a majority of whom (at least 51% ) are LMI:
  - a. the activity is targeted to clientele who are presumed by HUD to be LMI (*abused children, battered spouses, elderly persons, severely disabled adults age 15 or older, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers*); OR
  - b. Eligibility requirements limit the activity exclusively to LMI persons; OR
  - c. Nature of the proposed activity, in combination with the project location, can support a presumption of primary benefit to LMI persons; OR
  - d. Family size and income will be documented to show that LMI persons primarily benefit from the activity.

### **National Objective 2. Addressing Slum/Blight on an Area or Spot Basis:**

- ▶ Activity will address *slums or blight on an area basis*.
    - a. Activity is located in an area officially designated as a slum or blighted area under state or local law OR a substantial portion of deteriorated buildings and/or infrastructure exists in the area (CD staff are available upon request to conduct a slum and blight study for a designated area); AND
    - b. The proposed activity will address one or more conditions that contributed to the area's deterioration.
    - c. If the activity benefits primarily L/M and is in a designated slum/blight area, please note *both* in the application.
  - ▶ Activity will address *slums or blight on a spot basis*.
    - a. Deteriorated buildings and/or infrastructure, including historic structures; AND
    - b. Activity specifically addresses the conditions of blight and physical decay.
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### Housing

- ▶ Activity will be carried out for the purpose of providing or improving *permanent residential structures*, which, upon completion, will be occupied by LMI households.
  - a. Description of how income eligibility requirements will be documented with verification of family size and income.

### Economic Development

- ▶ Activity is designed to *create or retain permanent jobs* where a majority of the jobs (at least 51%), computed on a full-time equivalent basis, involve the employment of LMI.
  - a. Description of how the nature of the proposed activity, in combination with the project location, will primarily benefit LMI; OR
  - b. Description of how income eligibility requirements will be documented with verification of family, size and income.

**C. Priority Needs and Goals and Objectives:** Priority needs and goals and objectives are established in the 2015 through 2019 County of York Consolidated Plan. The following describe the needs and goals that the CDBG program is able to address. Applications must include a citation of the York County Priority Need and Goal that the proposed activity will addressing:

#### Priority Need 1. Priority Level - HIGH

Affordable Housing. Description: Housing affordability is identified as the county's most predominant housing need for extremely low- to moderate- income households (80% of median or less) (LMI). The proportion and absolute number of renters paying more than 50% of income for housing expenses, as well as those paying more than 30%; the extent of rent delinquency and eviction; the need for emergency housing; the number requesting pre-rental information; and the number attending Rental Assistance Program workshops indicate an affordability problem. Homeowners are facing similar problems, demonstrated by the large number paying more than 50% of income for housing expenses, as well as those paying more than 30%; the need for emergency mortgage assistance; the need for mortgage delinquency/default assistance; and the number seeking counseling for HUD reverse annuity mortgages.

Goals: Rental Housing Counseling. Provide counseling for LMI tenant households

Homebuyer Assistance. Provide first time homebuyer education and staff support for the York Homebuyer Assistance Program (YHAP). YHAP, funded through the York County HOME program, provides down payment and closing cost assistance to LMI households in order to purchase an existing home in York County.

Homeowner Housing Rehabilitation. Provide staff support and fund materials and labor costs for the rehabilitation of homes owned and occupied by LMI individuals and families through the County's housing assistance program.

Fair Housing. Provide financial assistance to nonprofit agencies to expand, or establish new programs, to address fair housing issues, especially those affecting affordability.

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### **Priority Need 2.** Priority Level HIGH

Housing Supply. Description: Housing supply is identified as the County's second most predominant housing need for LMI households. Based on 2010 Census data, program experience, subsidized housing waiting lists, comments at public meetings, and the 2014 Housing Needs Assessment Survey, there is a need to provide additional affordable housing, especially for small and large families, special needs populations, and elderly. Emergency shelter, transitional housing, and permanent supportive housing facilities also need to be expanded.

Goals: Affordable Housing. Provide financial assistance to private, public, and/or non-profit housing developers to preserve existing affordable rental units, and/or to substantially rehabilitate or convert existing structures into affordable rental units for LMI renters. Assistance to include preservation, redevelopment, and/or rehabilitation projects proposed by private, public, nonprofit, and/or CHDO developers to create affordable units for homeownership.

Emergency Shelter. Provide financial assistance to nonprofit emergency shelter providers to maintain existing and provide additional emergency shelter facilities for homeless single men, single women, and families with children, as well as veterans and victims of domestic violence. Operations and renovations of shelters are included.

Acquisition. Provide financial assistance to private, public, and nonprofit housing developers for the acquisition and clearance/conversion of blighted property, that is appropriately zoned and serviced with public water and public sewer, for the purpose of constructing new rental units to be occupied by LMI households.

Transitional Housing. Provide financial assistance to private, public, and/or nonprofit agencies for the continued operation of existing, and development of, transitional housing facilities.

### **Priority Need 3.** Priority Level HIGH

Housing Supportive Services. Description: Housing supportive services is identified as the County's third priority housing need for LMI households. Supportive services need to be provided to LMI families in order to support independent living. Among the necessary services are counseling, meals, health care, homeless prevention, and transportation. Data from public service agencies and housing providers indicate that there is a strong need for housing related supportive services for individuals, families, elderly, and special needs persons with LMI. Housing services are also essential to homeless populations, and individuals/families who reside in permanent supportive housing or are rapidly re-housing in order to sustain such housing and/or move into independent housing.

Goals: Homeless Rental Assistance Addressed through other funding sources.

Permanent Supportive Housing. Addressed through other funding sources.

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### **Priority Need 4.** Priority Level HIGH

Housing Conditions. Description: Improvement of housing conditions for LMI households is identified as the County's fourth priority need. A need to rehabilitate substandard owner and renter occupied units and vacant units continues to exist. Based on the needs assessment in the Consolidated Plan and the County's definition of substandard housing, 3,240 total units are substandard. Of these units, 10% are so severely deteriorated that rehabilitation would not be economically feasible. Based on the number of households requiring assistance through the County's Home Improvement and Weatherization programs, it is presumed that some of the housing problems of LMI households are physical in nature.

Goals: Homeowner Housing Rehabilitation. Provide staff support and rehabilitation costs for the rehabilitation of homes owned and occupied by LMI individuals and families through the County's Housing Assistance Program.

### **Priority Need 5.** Priority Level HIGH

Rapid Re-housing and Homeless Prevention. Description: Due to current housing and economic conditions, individuals and families are being forced into homelessness thus creating a new dynamic in the County's homeless population. Efforts and funding streams are being directed to prevent homelessness through the expansion or creation of new programs (i.e. rental assistance, utility payment assistance, rapid re-housing). This need is supported by Point in Time and AHAR data, which are described in the Consolidated Plan Needs Assessment and Market Analysis chapters.

Goals: Homeless Rental Assistance. Addressed through other funding sources.

### **Priority Need 6.** Priority Level HIGH

Public Facility and Infrastructure Improvement. Description: Based on information solicited during the development of the Consolidated Plan which included a Community Development Needs Assessment survey, public facility and infrastructure improvement activities are identified as the primary community development priority need throughout the County. The needs focused on filling gaps within and near to YCPC and municipality designated growth areas, investing in maintenance and increased capacity of existing infrastructure and facilities, and providing a full range of facilities within growth areas of the County.

Goals: Public Facility and Infrastructure Improvement. Eliminating slums and blight and preventing blighting influences; providing needed community facilities; promoting economic development; and, eliminating conditions detrimental to the health, safety, and public welfare in York County neighborhoods and communities, principally those lived in by LMI households.

### **Priority Need 9.** Priority Level HIGH

Planning. Description: Provide financial assistance to the County and municipalities interested in planning implementation tools, as individual entities or in partnership with each other. Such tools protect resource lands, create and preserve open space and greenways, retain and develop affordable housing, and encourage rehabilitation and revitalization of established communities.

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Goals: Planning. Promote planning activities in order to enable public officials and organizations to make informed decisions, including, but not limited to: comprehensive plans; community development plans; functional plans; and other plans and studies, such as small area and neighborhood plans, capital plans, individual project plans, and development of strategies, action programs, and land use ordinances to implement plans.

### **Priority Need 7.** Priority Level - LOW

Economic Development. Providing balance, including: workforce development that addresses both employer and employee needs; encouraging non-residential development to serve the County's recent residential expansion; protecting the review and regulatory processes; and, locating development in appropriate areas of the County.

Goals: Support Applications submitted to Other Entities. Assist special economic development activities that benefit the public and provide economic opportunities and employment principally for LMI and unemployed persons. The County's strategy is to support applications submitted to other entities that involve economic development activities, including, but not limited to: commercial and industrial redevelopment; commercial and industrial infrastructure; jobs and tax base retention and development; and new business development and transportation.

### **Priority Need 8.** Priority Level - LOW

Public Services. Description: Provide adequate and cost effective emergency services throughout the County, in addition to human service needs, while utilizing cooperative and regional solutions.

Goals: Public Services. Provide governmental and non-profit organizations with assistance to either continue currently funded activities, establish new services, or increase the level of a service to predominately LMI households. Provide governmental and non-profit organizations with assistance to provide services to persons in need of emergency shelter, including but not limited to: employment; health; fair housing counseling; housing counseling; adequate health care; emergency shelter; job training; programs for the physically and developmentally disabled; and, programs for those at risk of abuse, neglect, or exploitation.

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## General Information

### Review of Applications

The YCPC always receives requests for funding far in excess of the amount of CDBG funds that the County anticipates receiving. Accordingly, the funding process is very competitive. Each application is reviewed as follows:

**Completeness** *First*, the CD staff will review each application for completeness, *including required attachments and documentation*, for a determination of how the proposed activity primarily benefits low- and moderate-income persons or addresses conditions resulting in slum and blight.

**Eligible Activities** *Second*, the CD staff will review each proposed activity to see if it is an eligible CDBG activity.

**National Objectives** *Third*, the CD staff will review each proposed activity to see if it either benefits primarily low- and moderate-income persons, or addresses slums and blighting conditions.

The documentation of benefit to low- and moderate-income persons or addressing slums or blighting conditions, included in the application will be checked against the service area and/or beneficiaries.

The YCPC Interdepartmental Project Review Committee staff will visit each proposed activity location and review the description of the proposed activity. They will confirm the service area or beneficiaries, as well as, the benefit to low- and moderate-income persons or slums and blighted areas.

New public facilities and proposed extensions to existing will be checked against the Growth Areas Map adopted by the YCPC.

Staff may choose to contact municipal officials, staff and or engineers, as well as, the staff and officers of non-profit agencies, for clarification or additional information.

**Planning Activities** *Fourth*, planning activities will be submitted to the YCPC County Long-Range and/or Current/Municipal staff for review and recommendation.

**Finally**, the YCPC Interdepartmental Project Review Committee and the CD staff will consider the following, among other factors, when reviewing applications:

Priority - In order to ensure compliance with HUD requirements, first priority is given to activities that principally benefit low- and moderate-income persons, but slum and blight activities are also considered

Match - Activities with non-CDBG matching funds are given preference

Partnerships - Cooperative efforts between municipalities and/or other entities are given preference

Previous funding - Entities, which have not received funding in the past 3 years, receive special consideration

Meet a Priority Need and Goal - Activities that are consistent with "Consolidated Plan Priority Needs and Goals" are given special consideration

Continuation of earlier activities - Activities that are continuation of earlier activities are given special consideration

**Consistency with York County Comprehensive Plan** - Activities that are consistent with York County Comprehensive Plan and associated planning documents are given special consideration.

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*Questions? Need more information?*

Contact:

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