



-OFFICE OF-
LAWRENCE COUNTY
DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

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AMY B. MCKINNEY,
 DIRECTOR
 FAIR HOUSING OFFICER

DATE: April 10, 2015

TO: Municipalities in Lawrence County classified as "non-entitlement" in the PA CDBG Program

FROM: Amy B. McKinney, Director, Department of Planning and Community Development 

SUBJECT: **Community Development Block Grant (CDBG) Application Request**

Lawrence County will be allocated an estimated \$200,000 for municipal service projects through the FFY2015 PA Community Development Block Grant Program. Funds will be available for projects benefitting non-entitlement municipalities (all except the City of New Castle, Shenango and Union Townships, and Ellwood City Borough).

All municipalities or agencies that desire FFY 2015 CDBG funding from the County must submit project proposals. Proposal requirements are attached. Proposals must be received in the Lawrence County Department of Planning and Community Development office no later than 4:00 p.m. June 19, 2015.

CDBG projects must meet one of the three national objectives: 1) provide principal benefit to low moderate income persons; 2) eliminate slum and blight; or 3) serve an urgent local need. A list of eligible project activities is attached.

In order to document principal benefit to low-moderate income persons, municipalities are required to perform an income survey of families in the project service area. A copy of the survey is included in this packet and must be returned with the project proposal.

ENCLOSURES

Copy: Lawrence County Board of Commissioners
 Lawrence County Planning Commission



Project Evaluation and Selection

The Lawrence County Board of Commissioners will select projects for County CDBG funding, based on the evaluation criteria and selection process outline below.

Evaluation Criteria

1. Eligibility and compliance with CDBG requirements - Project activities must be eligible and meet all CDBG requirements, particularly 51% low-moderate income persons.
2. Comparative need and benefit - Projects with greater needs will receive more favorable review. Projects that provide the most complete solution to problems or needs will receive more favorable review.
3. Leverage of other funds - Projects that utilize other funds (federal, state, local, private) and public/private joint efforts to more completely address the problem or need, will receive more favorable review.
4. Community benefit - Projects that advance the community livability strategies and meet the objectives of the Lawrence County Comprehensive plan will receive more favorable review.
5. Regional Involvement - Projects that encourage regional/multi-municipal cooperation in addressing the problem or needs, will receive more favorable review.

Selection Process

June 19, 2015	Deadline for submission of project proposals to Lawrence County Department of Planning and Community Development
TBD	Approval of selected projects by Lawrence County Board of Commissioners

Project Proposals

Proposals must be typewritten or computer-printed. Hand-written proposals will not be accepted. All proposals **must** contain the information specified below, present in the same order as outlined below and numbered accordingly. The proposal, or cover letter, **must** be signed by the chief elected official. The original and five (5) copies must be submitted.

Minimum Content

1. Name of municipality/agency, mailing address, phone #, name of contact and phone #.
2. Problem/need - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude. Quantify the problem with data/statistics.
3. Project description - Describe the proposed activities and include physical dimensions for work to be completed (length, size, area, etc.). Describe how completely the project addressed the problem or need. Provide any third-party support for the project. Indicate the proposed schedule for project completion.
4. Project location & service area - Indicate the location of the proposed activities. Describe the area to be served by the project. Include a map showing both.
5. Project benefit - Indicate the number of persons, household, businesses, etc., to be served. Indicate the number and percentage of low-moderate income persons to be served.
6. Community Support- Describe community support for the proposed activities, especially among residents to be affected by the project. Describe efforts made to inform the public and obtain input about the project.
7. Permits/approvals needed - List any permits needed from governmental or private agencies to complete the project. Tell if right-of-way, easements, or other property interests must be obtained.
8. User fee information - If the project involves user fees (such as water/sewer systems or public services), describe the existing user fee. Explain why CDBG

funds are needed and why the project cannot be completed solely with user fee increases, other local funds, or borrowing.

9. Estimated cost - Provide total project cost, amount of CDBG funds requested, and source of other funds (if any) being used for the project. Indicate the source of the cost estimate.

10. Attach a statement from a registered engineer or architect that the project is feasible, the cost estimate is accurate, and the project has been evaluated against other alternatives and found to be the most appropriate solution to the problem.

Eligible and Ineligible Project Activities

The following activities are generally eligible or ineligible according to federal CDBG program regulations. Some conditions may apply to certain activities. For more information on activities or possible conditions, contact the Lawrence County Department of Planning and Community Development.

Project activities must meet one of the three national objectives: 1) provide principal benefit to low moderate income persons; 2) eliminate slums and blight; or 3) serve an urgent local need (serious & immediate threat to health or welfare, no other financial resources available).

Eligible Activities

1. Acquisition of property
2. Public works, community facilities
3. Code Enforcement
4. Clearance, demolition, removal, and rehabilitation of buildings
5. Removal of architectural barriers for handicapped persons
6. Displacement and relocation costs
7. Disposition of property
8. Provision of certain public services
9. Payment of non-federal shares of certain federal grant projects
10. Payment of completing an urban renewal project Under Title I of the Housing Act of 1949
11. Planning activities
12. Administration costs
13. Assistance to eligible activities carried out by public or private non-profit entities
14. Assistance to neighborhood-based non-profit organizations
15. Historic preservation
16. Economic development assistance to private for-profit organizations
17. Housing rehabilitation or development under Section 17 of the U.S. Housing Act of 1937
18. Interim assistance necessary to alleviate emergency Conditions in certain public facilities & services

Ineligible Activities

1. Improvements to buildings used predominantly for the general conduct of government
2. General government expenses
3. Political activities
4. Purchase of equipment except emergency equipment
5. Purchase of construction equipment
6. Purchase of furnishings and property
7. Operating and maintenance expenses
8. New housing construction (unless done by a CBDO)
9. Income payments
10. Improvements to church-owned property
11. Cost involving conflict of interest

INCOME SURVEY COVERSHEET

Project: _____
Municipality: _____
FFY: _____

County: _____
Survey Dates: _____
Survey Type: _____ Site Specific _____ Community-wide
Follow-up Activities: _____

Survey Type: Phone
 Door-to Door
 Mail

Survey Area Definition: *Example--if a telephone survey, how were unlisted numbers obtained; how were those with no phone reached; if door-to-door, how was survey area defined; if mail, how were addresses obtained, AND how was randomness achieved?*

How and When was the public notified an income survey will be conducted:

Day(s) of week survey conducted:

Time(s) of day survey conducted:

Definition of income used:

Who conducted the interviews? (Names/Titles):

** If any of the interviewers have a vested interest in the activity, please explain **

Who tabulated the results?

Geographic Distribution (attach map and/or describe)

Income Survey Script (copy attached). If no script was used, please explain.

Income Survey Results

Municipality _____ County _____ FY Year _____

Project: _____

Enter the appropriate information:

1. List estimated total number of families in the activities service area _____
2. List the total number of families responding _____
3. List the number of low-moderate income families responding _____
4. List the total number of persons living in the low-moderate income families responding _____
5. List the total number of families responding above the income limits _____
6. List the number of persons responding in families above income limits _____

Calculations:

7. Divide line 4 by line 3- this shows average size of low-moderate income families responding _____
8. Divide line 6 by line 5- this shows the average size of above- income families responding _____
9. Divide line 3 by line 2- this is the proportion of families responding that have low-moderate income _____
10. Divide line 5 by line 2- this is the proportion of families responding above low-moderate income _____
11. Multiply line 1 by line 9- this is the estimate of the total number of low-moderate income families _____
12. Multiply line 1 by line 10- this shows the total number of above-income families _____
13. Multiply line 7 by line 11- this is the estimate of total number of low-moderate income persons in the service area _____
14. Multiply line 8 by line 12- this shows the total number of above-income families _____
15. Add line 13 and line 14- this is the estimate of total number of person in the service area _____
16. Divide line 13 by line 15 and multiply the result by 100. This shows the estimated percent of low-moderate income persons in your service area (must be 51% or more) _____

Community Development Block Grant Survey Form

1. Family size and Income:

___ 1 person Total Income ___ Above ___ Below \$33,150

___ 2 person Total Income ___ Above ___ Below \$37,850

___ 3 person Total Income ___ Above ___ Below \$42,600

___ 4 person Total Income ___ Above ___ Below \$47,300

___ 5 person Total Income ___ Above ___ Below \$51,100

___ 6 person Total Income ___ Above ___ Below \$54,900

___ 7 person Total Income ___ Above ___ Below \$58,700

___ 8 person Total Income ___ Above ___ Below \$62,450

2. Are you or anyone in the home Handicapped ___yes ___no

3. Minority: ___Black ___ Hispanic ___American Indian ___Asian/Pacific Islands
 ___ Alaskan Native

4. Female Head of Household ___yes ___no

5. Address: _____

"Any false statements made knowingly and willfully may subject the signer to penalties under Section 1001 and 1010 of Title 18 of the United States Code."

The survey purpose is determining eligibility for proposed community development projects to be funded by the Department of Community and Economic Development (PA DCED) under the Community Development Block Grant Program, the above information is necessary and each family should.

Interviewer Signature Date Respondent Signature Date