



Harrisburg, Pennsylvania

**Dauphin County  
Community Development  
Block Grant and HOME Investment  
Partnership Programs**

**Funding Year 2024**

*7/1/2024 – 6/30/2025*

**General Information and Application**

**Dauphin County Board of Commissioners**

**Mike Pries, Chairman**

**Chad Saylor, Vice Chairman**

**George P. Hartwick III, Secretary**

*Administered by:  
Dauphin County Department of Community  
& Economic Development*

## **GENERAL INFORMATION ON COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Dauphin County is beginning the process of developing our **One Year Action Plan for the year 2024**. Our program year runs from July 1, 2024 through June 30, 2025.

**Municipalities and legally established non-profit community service organizations may apply for any of the three types of activities:**

### **Public Facilities Activities**

CDBG funds may be used for the acquisition, construction, reconstruction, rehabilitation, or installation of public improvements for public facilities.

Public improvements include, but are not limited to, the construction, installation, or reconstruction of:

- ❖ Storm water improvements
- ❖ Streets, Curbs and Sidewalks
- ❖ Water and Sewer Lines

Public facilities include, but are not limited to, the improvement of:

- ❖ Neighborhood/community facilities
- ❖ Parks and playgrounds
- ❖ Street and road improvements

- ✓ Projects must benefit the persons living in the area (For example: A park in a low-income census tract can be developed or improved if it is utilized primarily by the residents of that area, and not the community as a whole)
- ✓ Improvements cannot be made to buildings used for “conduct of government”.

There are two exceptions:

- ADA accessibility improvements can be made in these buildings
- Municipal facilities can be improved for accessibility (i.e., a community center located within a borough hall).

### **Other Real Property Activities**

Many other real property activities are eligible to be funded by CDBG, including:

- ❖ Acquisition for a public purpose
- ❖ Clearance and demolition (demolition can only be done to a legally blighted structure)
- ❖ Rehabilitation of publicly or privately owned commercial or industrial buildings
- ❖ Historic preservation
- ❖ Renovation of closed buildings
- ❖ Interim assistance to arrest severe deterioration or alleviate emergency conditions
- ❖ Energy efficiency projects
- ❖ Removal of slum/blight

**Public Service Activities** (*Up to 15% of the total CDBG funds may be expended on public service activities*)

Public services are also generally eligible under the CDBG program. These public service activities may include, but are not limited to:

- ❖ Food programs
- ❖ School-aged childrens' programs
- ❖ Crime prevention
- ❖ Human Service programs
- ❖ Housing & Foreclosure Assistance
- ❖ Services for senior citizens
- ❖ Services for individuals with disabilities
- ❖ Services to Veterans
- ❖ Recreational Services
- ❖ Job training programs

**Planning and Administration**

CDBG funds may be used for planning activities, including the development of comprehensive plans, Act 537 Plans, Community Development plans, open space and recreation, energy use and conservation, floodplain and wetlands management, transportation, utilities, historic preservation, etc. Other plans and studies include small area and neighborhood plans, capital improvement program plans, individual project plans, general environmental, urban environmental design, historic preservation studies, etc.

It is not necessary for planning activities to benefit low-and moderate-income persons. The County has a limited amount of CDBG funds available for planning activities.

**Meeting the CDBG National Objectives**

Title I of the Housing and Community Development Act of 1974 requires that any activity funded under the Community Development Block Grant program meet at least one of the three **national objectives**.

1. Provide benefit to low- and moderate-income (LMI) persons;
2. Aid in the prevention or elimination of slums and blight; or
3. Address an urgent community need.

At least 70% of Dauphin County's CDBG funds must be used to address the first national objective, benefit LMI persons. Please see the attached income limits for Dauphin County at the time of this publication. All applicants are responsible that they apply the currently applicable limits at the time services are provided.

In order to demonstrate that at least one of the three national objectives will be met, proposed projects must meet one of the following tests, as appropriate:

## **Benefit to low- and moderate-income persons**

Activities considered to benefit low- and moderate-income persons are divided into four categories: area benefit, limited clientele, housing and job.

**A) Area Benefit Activities:** An area benefit activity is an activity that meets the identified needs of LMI persons residing in an area. The benefits of this type of activity are available to all persons in the area regardless of income. Examples of potentially eligible activities include street improvements, water and sewer lines, neighborhood facilities, and park renovations.

- a. Area benefit can be determined based upon census tracts and block groups, when the project serves all residents in a block group and where at least 51% of the residents were shown to have low- or moderate-income at the time of the last Census.
- b. When the project area does not line up with an LMI census block group, applicants can conduct a neighborhood survey on family size and income. The project area qualifies if at least 51% of the residents are persons whose family does not exceed the LMI limits.

**B) Limited Clientele Activities:** A limited clientele activity is an activity which benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are LMI persons. To qualify under this category, the activity must meet one of two tests:

- a. Benefit a clientele who are generally presumed to be principally LMI. The following groups are presumed by HUD to meet this criterion:

- Seniors
- Severely disabled adults
- Homeless
- Victims of domestic violence
- Abused/neglected children and youth
- Illiterate adults
- Migrant farm workers
- Persons living with HIV/AIDS
- Persons who use food banks or meal programs

Some examples include the removal of architectural barriers, renovations to senior centers, and offering services for people experiencing homelessness.

- b. Have income eligibility requirements that limit the activity exclusively to LMI persons. To meet this requirement, the applicant would need to verify the income of each program participant once the project is approved. Examples of projects that qualify under this category include housing rehabilitation and assistance to the low-income owner of a microenterprise.

**C. Housing Activities:** A housing activity adds or improves permanent, residential structures (rental or owner-occupied) by LMI persons upon completion. In order to meet the housing LMI national objective, structures with one unit must be occupied by a LMI household. If the structure contains two units, at least one unit must be LMI occupied. Structures with three or more units must be at least 51% occupied by LMI households.

### **Slum/Blight**

CDBG funds may be used to address slums and blight on an area basis, or a spot basis. Typical activities designed to address blight on an area basis include the acquisition and clearance of blighted properties or infrastructure improvements in a blighted area.

To qualify as addressing slums or blight on an area basis:

- The area must be officially designated by the grantee and must meet a definition of a slum, blighted, deteriorated or deteriorating area under state or local law;
- The area must exhibit specified physical signs of blight or decay;
- Documentation must be maintained by the grantee on the boundaries of the area and the conditions which qualified the area at the time of its designation; AND
- Activities to be assisted with CDBG funds must be limited to those that address one or more of the conditions that contributed to the deterioration of the area.

### **Urgent Need**

The urgent need national objective is rare. It is designed only for activities that alleviate emergency conditions, often following a natural disaster. Projects must meet the following criteria:

- The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
- The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);
- The grantee is unable to finance the activity on its own; AND
- Other sources of funding are not available.

### **Planning/Fair Housing Activities**

Finally, projects designed to address a planning or administrative need, including fair housing, are automatically considered to meet the overall national objectives for CDBG.

## **IMPORTANT CONSIDERATIONS BEFORE APPLYING**

As a federally funded program, the Dauphin County Community Development Block Grant Program follows specific rules and regulations applicants must be aware of when considering submission. Before applying to the program, please consider the following to ensure your entity is prepared to execute a compliant CDBG Project.

- ✓ All CDBG-funded projects must be completed within 18 months of the date of a CDBG grant agreement. **Will your project or phase of project be completed in 18 months or less?**

- ✓ All CDBG applicants must demonstrate full financing for their submitted project including a detailed budget outlining the sources of all funds, uses of all funds, and how costs will be allocated to the CDBG program. **Can you fully fund the project for which you are applying and provide a detailed budget demonstrating so?**
- ✓ All CDBG-funded infrastructure (construction and rehabilitation) projects fall under strict federal compliance standards that require the capacity to track and report items such as: payment of federal prevailing wages (Davis-Bacon) and compliance with labor standards, efforts to solicit MBE/WBE business and Section 3 businesses when applicable, compliance with Civil Rights, nondiscrimination, and accessibility regulations, proper procurement of goods and services, etc. Dauphin County strongly recommends any applicant for infrastructure dollars engage a certified engineer or consultant experienced in CDBG-funded contract administration and compliance. **If applying for infrastructure funds, does your entity have the capacity to track, report, and meet compliance standards? Do you have an engineer or consultant knowledgeable in meeting CDBG compliance standards?**
- ✓ If applying for a public service activity, CDBG rules and regulations require tracking of certain beneficiary and accomplishment data. **Does your entity have the capacity to track and report beneficiary and accomplishment data?**
- ✓ **NOTE: County CDBG funds for non-profit applicants within the City of Harrisburg are limited to specific activities and location of clientele served. All applicants for construction/rehabilitation projects located within the city or public service activities that mainly benefit city residents are encouraged to contact The City of Harrisburg regarding their CDBG program.**

More information on the CDBG Program can be found on the Internet at:

<https://www.hudexchange.info/programs/cdbg/>

**All applicants must submit three (3) hard copies and one electronic copy (flash drive) of the project application to:**

Dauphin County Department of Community & Economic Development  
Attention: Debra Laudenslager, Program Coordinator  
3211 North Front Street, Suite 301-C, Harrisburg, PA 17110  
717-780-6256

Emails will not be accepted

**ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN  
NOVEMBER 3, 2023 BY 4:00 P.M.**  
(Applications will not be accepted after this deadline, regardless of postmark date)



## ***ARE YOU READY TO APPLY?***

***CDBG is a highly regulated Federal program that requires grant recipients—including nonprofits--to follow strict compliance standards. Your entity should have the minimum organizational standards outlined below in your files.***

- ***Certificate of Non-Profit Status/IRS Determination Letter***
- ***Organizational Bylaws and Articles of Incorporation***
- ***Registration in System for Award Management*** All recipients of federal funds are required to have a Unique Entity ID. Please include this documentation with your application submission.  
<https://sam.gov/content/entity-registration>
- ***Financial records including a project budget, annual organizational budget, and regular financial reporting including Year-to-Date reporting that demonstrate your entity adequately budgets and accounts for funds it receives.***
- ***Organizational policies and procedures including Equal Opportunity Employment, Conflict of Interest, and civil rights/nondiscrimination policies.***
- ***Job descriptions, organizational chart, and authorized wages for each employee.***
- ***Insurance coverage for your organization including errors and omissions and/or fidelity bonding, liability, workers compensation, and other standard insurances.***

***Dauphin County Income Limits by Household Size***  
***Effective 6/15/2023***

***\*\*new income limits are usually made available during the months of April – June\*\****

**MAXIMUM HOUSEHOLD INCOME:**

<b>HOUSEHOLD SIZE</b>	<b>MAXIMUM INCOME</b>
1	\$55,900
2	\$63,900
3	\$71,900
4	\$79,850
5	\$86,250
6	\$92,650
7	\$99,050
8+	\$105,450