

**DAUPHIN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
2024 FUNDING REQUEST APPLICATION  
(Program Year Dates – 7/1/2024 – 6/30/2025)**

**A. GENERAL INFORMATION**

Municipality/Organization Name \_\_\_\_\_

Project Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Times Available \_\_\_\_\_

Email Address \_\_\_\_\_

IRS Tax ID Number \_\_\_\_\_

DUNS Number \_\_\_\_\_

Non-Profit Organization Exemption Section No. \_\_\_\_\_

Regular Meeting Date & Time \_\_\_\_\_

Is Engineer/Architect Selected?  Yes  No

Firm Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Engineer/Architect previously selected by the applicant cannot be paid by the grant.**

**B. PROJECT SUMMARY INFORMATION**

Type of project:      Infrastructure/Public Facility      Public Service  
                               Planning

Is the project a continuation of an earlier project?    Yes  No

Is the project part of phased improvements?    Yes  No

1. Provide a detailed project description that captures the maximum anticipated scope of the proposal to include all contemplated actions which logically are either geographically or functionally a composite part of the project, regardless of the source of the funding. Describe all physical aspects of the project, such as plans for multiple phases of development, size and number of buildings, and activities to be undertaken. Include details of the physical impacts of the project, including nature and extent of any earth disturbance, presence of any existing buildings or above-ground structures, and all proposed changes in land use such as commercial to residential.

**PLEASE ATTACH A SEPARATE PAGE WITH YOUR PROJECT DESCRIPTION**

2. Description of service area of the project to include geographical boundaries.

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3. Project site address (provide maps showing the location and boundaries of service area)

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- Check box if any previous undeveloped land is to be disturbed.  
**Complete Land Form** (see page 3)
- Check box if building construction or rehabilitation will occur.  
**Complete Building Form** (see page 3)

4. Describe the problem or need for the project and how the project addresses one of needs identified in the Dauphin County Consolidated Plan (available at the County offices)

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**LAND AND BUILDING FORM**

**Land Form:** (for previously undisturbed land)

Tax Map ID number: \_\_\_\_\_

Describe surrounding area: \_\_\_\_\_

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Acres to be converted into impervious surface \_\_\_\_\_

Acres that will be disturbed directly or indirectly \_\_\_\_\_

List all soil types in the area \_\_\_\_\_

\_\_\_\_\_

**Building Form** (for Construction/Rehabilitation)

If this project involves building construction/rehabilitation, please list the following information with names/addresses and proximity in miles of the nearest:

Hospital \_\_\_\_\_

Education Facility \_\_\_\_\_

Trash Pickup \_\_\_\_\_

Sanitary Sewer \_\_\_\_\_

Storm Sewers \_\_\_\_\_

Fire Station \_\_\_\_\_

Police Station \_\_\_\_\_

EMT \_\_\_\_\_

Recreational Area \_\_\_\_\_

Designated Open Space \_\_\_\_\_

**C. PROJECT ELIGIBILITY DETERMINATION (this must be filled out)**

*All projects must meet at least one national objective as listed on the cover page and general information which describes the national objectives and how to determine low- and moderate-income (LMI) benefit*

- A. Under which national objective will your project qualify? *Choose only one:*
  - ( ) Benefits residents with low or moderate incomes (LMI);
  - ( ) Aids in the elimination of slums and blight; or
  - ( ) Meets community needs having a particular urgency because condition pose an immediate threat to public health or welfare.

- B. If qualifying your project under the LMI national objective, how will you determine benefit to low- and moderate-income residents? *Choose only one:*
  - ( ) The project serves an entire census block group in which 51% or more of residents have low or moderate incomes. List census tract \_\_\_\_\_ and block group \_\_\_\_\_. *If there are more than one, please attach a separate piece of paper.*
  - ( ) The project serves an area that is smaller than a census block group. *Income survey needs to be completed.*
  - ( ) The project will serve a group of persons who are presumed eligible for assistance because they are in one of the following categories: seniors, adults with disabilities, homeless & homeless veterans, battered spouses, abused/neglected children and youth, illiterate adults, migrant farm workers, persons with HIV/AIDS and persons who use food bank or meal programs.

- C. The project eliminates slum or blights  
Has the local municipal government officially designated the area as blighted  
( ) Yes            ( ) No

- D. The project is a public service activity
  - ( ) New Service
  - ( ) Quantifiable increase in the level of existing service
    - Number of existing persons served \_\_\_\_\_
    - Number of proposed persons to be served \_\_\_\_\_

**D. PROJECT IMPLEMENTATION SCHEDULE**

Attach a detailed Project Implementation Schedule timetable showing all phases of the project: engineering, design, contract document preparation, construction completion and acceptance. *Base this schedule on September 1, 2024 award date. NOTE: **Project must be completed within 18 months!***

**E. PROJECT BUDGET (must be submitted by all applicants)**

*Fill in the budget template provided – Attachment A*

In addition, provide the financial information described below:

( ) For all construction projects, provide an itemized signed cost estimate from a qualified professional showing all cost, including engineering (previously selected consultant for professional services cannot be pay by CDBG funds)

( ) If CDBG funds will support a portion of the total cost, describe which costs CDBG will support

( ) For all force account or staffing costs, provide an itemization of costs by employee and job description.

( ) Project Costs

a. Total estimated project cost	\$ _____
b. Amount of CDBG funds requested	\$ _____
c. Amount of previous CDBG funds	\$ _____
d. Amount of applicant contribution	\$ _____
e. List of other sources of funds	
_____	\$ _____
_____	\$ _____
_____	\$ _____

Note: b+c+d+e must equal a

**F. PROJECT PHOTOS AND LOCATION (Construction/Rehabilitation Projects)**

*Please see Attachment B*

**G. LABOR STANDARDS (Construction/Rehabilitation Projects)**

All construction projects above \$2,000 that are funded in whole or in part with CDBG funds are subject to Davis-Bacon Federal Wage Rates. Three exceptions are not subject to federal wage rates: Projects that use force account (municipality’s own or another municipality’s workforce), demolition projects and housing projects under a certain threshold. *Choose one:*

( ) The project will go out to bid, subject to Davis-Bacon

( ) The project will be done by force account, or involves demolition or housing rehabilitation

( ) The project will not include construction

**H. PROCUREMENT (Must be completed by all applicants)**

All projects must meet federal (as well as local) procurement guidelines when purchasing services, supplies, materials or equipment. For engineering and other professional services, this means that CDBG funds may be used to pay for these services only if they will be procured competitively, separately from the process of selecting municipal services. *Choose one:*

( ) The project requires engineering or other professional services, but we will NOT request CDBG reimbursement for these costs (check if you are a municipality using your municipal engineer).

( ) The project requires engineering or other professional services, and we intend to meet competitive procurement requirements and request CDBG reimbursement for these costs

( ) The project does not require engineering or other professional services.

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**I. ENGINEERING, ENVIRONMENTAL AND TECHNICAL REQUIREMENTS**

1. Has the applicant investigated the need for federal, state, and local permits and/or approvals that will be required to complete this project?

Yes  No If YES, answer question 2. If NO, proceed to question 3.

2. List all applicable federal, state, and local permits or approvals required for this project and list the current status of each permit or approval in the space provided.

Permit or Approval Required	Application Date	Status
_____	_____	_____
_____	_____	_____

If the need for permits or approvals has not been identified and/or if the application submission process for permits has not been started, please explain why not.

\_\_\_\_\_

3. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Every project must be in compliance with the National Environmental Policy Act (NEPA) and other related Federal and State environmental laws.

Please see Attachment B (Construction/Rehabilitation Projects)

**J. EVALUATION REQUIREMENTS**

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1. Does this activity address the needs identified in the County's Consolidated Plan?

Yes  No

2. Can the activity be completed with the funds requested?

Yes  No

3. What is the number of families or individuals benefiting directly or indirectly from this activity? \_\_\_\_\_

4. Is this the first time applying to the program? If not, how many times have you applied since 2000?

\_\_\_\_\_

5. What is the main urgency of this activity?

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

6. Describe what type of safety would benefit the people affected by the performance of this activity.

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

7. How many temporary or permanent jobs will be created as a direct result of this activity?

\_\_\_\_\_

8. Is there a local match or no local match with the activity? If there is a match, what percentage is the match to the funds applied for?

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

9. How soon can the project start? Specify month and year \_\_\_\_\_

**~~PLEASE SEE NEXT PAGE~~**



The Applicant will comply with Fair and Affordable Housing policies for low and moderate income persons and families. The Applicant will assist the County or its agencies in promoting Fair and Affordable Housing in the municipality.

The governing body has adopted or passed as an official act, a resolution, motion or similar action authorizing the submission of the Funding Request Application. Request for funds by municipal authorities must be submitted by the Chief municipal elected official.

Additional information may be required on a needed basis.

Name of Authorized Official \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

**Any false statement made knowingly and willfully may subject the signer to penalties under Section 1001 of Title 18 of the United State Code**

**All applicants must submit three (3) 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)***

**Attachment A - BUDGET**

Please complete the budget template below as part of Section E of this grant application. When able, please identify line items below each category of expense. Source should equal Expenses (Uses) to demonstrate adequate project budget.

<b>PROPOSED PROJECT/ACTIVITY BUDGET</b>				
Explanation should describe how you arrived at amounts. See example:				
<b>SOURCES</b>	<b>Description of Funds</b>	<b>CDBG Funds</b>	<b>Other Funds</b>	<b>Total</b>
2024 CDBG Request				
Previous CDBG Awards				
Other Funds				
Other Funds				
Other Funds				
<b>USES (EXPENSES)</b> <i>Specify below.</i>	<b>Explanation</b>	<b>CDBG Funds Used</b>	<b>Other Funds</b>	<b>Total</b>
<b>Personnel</b>	(ex. 70 hours@\$20/hr)			
<b>Supplies</b>				
<b>Soft Costs</b>				
Design				
Advertising				
Architect				
Engineering				
Permitting				
Legal				
Other Prof. Services				
<b>Hard Costs</b>				
Construction				
Site Prep				
Demolition				
<b>Other</b>				

## **Attachment B – Environmental Factors**

*This section must be completed if your project includes construction and rehabilitation.*

- A. Representative photographs of all project activity areas with captions and orientation:
  - a. General site overview photos from the cardinal directions (north, south, east and west)
  - b. General site surroundings facing outward in the cardinal directions (north, south, east and west)
  - c. Close-up photographs of any existing features to be demolished, modified or replaced.
- B. A site map with
  - a. Location(s) of all proposed activities in plan view to scale relative to features such as roads and streams (air photo base map preferred)
  - b. Outline of any limit(s) of ground disturbance
  - c. Locations and orientations of all photographs included with the application
- C. If applicable and available, please provide design drawings, preliminary or final
- D. Attach any Pennsylvania Natural Diversity Inventory (PNDI) Draft or Final Reports that have been run for the project.
- E. Attach any available FEMA flood hazard maps, with the project outline shown.
- F. Attach the results of any wetland investigations or delineations on the site.
- G. For projects effecting buildings or structures greater than 45 years old, please attach a Pennsylvania Historical and Museum Commission (PHMC) clearance letter obtained through a PA-Share submission <https://share.phmc.pa.gov/pashare/landing> **OR** include the following in your application:
  - a. The age of each affected building or structure, such as from the County tax records
  - b. Describe in detail any changes proposed to the building or structure
  - c. Photographs of all side of the building exterior, particularly the front façade
  - d. Design drawings, elevations, or sketches of modifications
  - e. Specifications for any replacement materials, such as doors, windows, trim, siding, and a description of the existing materials being replaced.
- H. For projects involving human occupancy:
  - a. Provide the existing and proposed occupancy numbers to allow calculation of percent change in capacity
  - b. Attach any Phase I Environmental Site Assessment, Transaction Screen, or other contaminant screening results or histories for the project site.
  - c. Attach any noise studies that have been completed.