

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 \$78 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 2021 is \$2.8 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 underway covers 2021 through 2025. It 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. 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.

The Annual Action Plan includes some YCPC operated housing and planning activities. The other CDBG and ESG projects/activities in each Annual Action Plan are selected through the Three Year Project Plan process and are undertaken by municipalities, non-profit organizations, and HOME program financed affordable housing owners/operators.

At this time, these entities are invited to submit applications for funding for activities that they would like to undertake during the following program years:

2021 Program Year 1 - July 1, 2021 to June 30, 2022

2022 Program Year 2 - July 1, 2022 to June 30, 2023

2023 Program Year 3 - July 1, 2023 to June 30, 2024

**2021, 2022, and 2023 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GENERAL INFORMATION**

Three Year Plan Preparation Schedule

<p>September, 2020</p>	<p>A "Notice of Request for Projects for the CDBG Program Years 2021, 2022, and 2023" is e-mailed to all Municipalities, to presently funded Non-Profit Organizations, owners/operators of HOME funded affordable housing, and others who have expressed interest in the program.</p> <p>Additional application forms are available at: https://www.ycpc.org/314/Community-Development-Block-Grant-CDBG</p> <p>and by contacting : Chief, Community Development Division York County Planning Commission 28 East Market Street, York PA 17401 Telephone (717)771-9870 extension 1742 e-mail: jgaliano@ycpc.org</p>
<p>October 2020 (date tbd)</p>	<p>Virtual Workshop for CDBG program application</p>
<p>January 30, 2021</p>	<p>Complete applications are due at the YCPC no later than <u>4:00 P.M., January 15, 2021.</u></p>
<p>February & March 2021</p>	<p>Applications are reviewed, scored, 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.</p> <p>The staff recommendations are reviewed by the York County Citizens Advisory Committee.</p>
<p>April, 2021</p>	<ul style="list-style-type: none"> • The activities recommended for funding are compiled into the 2021-2022-2023 Three Year Project Plan and presented to the York County Board of Commissioners.
	<ul style="list-style-type: none"> • The Three Year Project Plan Three Year Project Plan Year 1 activities are included in the 2021 Annual Action Plan • 2021 Annual Action Plan advertised and public hearing held • 2021 Annual Action Plan presented to Board of Commissioners for approval • 2021 Annual Action Plan submitted to HUD for review and approval
<p>July 1</p>	<p>Beginning date for each program year</p>

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)

- A. **Eligible Activities.** The County of York CDBG program includes five types of activities. 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.
1. **Clearance/Demolition** of unoccupied, unsafe structures including acquisition of real property (apply using the Public Facilities application)
 2. **Public Facilities Activity.** Public facilities activities must benefit a predominately residential area, based on the primary service area of the activity.
Examples:
 - Rehabilitation of non-residential structures, including stabilization of historic structures
 - Construction, reconstruction, and extension of public facilities and infrastructure such as water and sewer facilities, streets, curbs and sidewalks, neighborhood centers, and recreation facilities. Includes acquisition of real property such as permanent easements.
 - ADA improvements to existing facilities
 3. **Public Services Activity.** Eligible public service activities are wide ranging. Activities previously funded by the County must be either a *new service* or a *quantifiable increase in the level of an existing service*. 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.
 4. **Planning Activity.** Planning activities include comprehensive plans, community development plans, and studies. Also eligible are strategies and action programs to implement plans, including the development of codes, ordinances and regulations. The County is limited by HUD regulations in the amount of CDBG funds that it may expend for planning activities in a given program year.
 5. **Housing Activity.** Housing activities include acquisition, selective demolition, relocation, and rehabilitation of existing structures for the purpose of creating or preserving permanent rental units. Activities in the Affordable Housing Development/ Rehabilitation Program for HOME program financed properties are examples of eligible housing activities.
-

B. National Objectives of the CDBG Program. All activities must meet one or more of the following national objectives of the CDBG program: primarily benefit low- and moderate-income (LMI) people; eliminate slums and blighting influences; or address an urgent need. The specific requirements for qualifying an activity as meeting a national objective are detailed in Attachment A.

1. **Clearance/Demolition Activities** typically meet a national objective by *eliminating slums and blighting influences on an area or spot basis*.
2. **Public Facilities Activities** are typically available to all residents of a primary service area. In order to meet a national objective, *the residents of the primary service area must be predominately LMI*. In order to assist municipalities in determining the areas of their jurisdiction that are predominately LMI (44.25% for York County), the YCPC has prepared maps showing the Census block groups HUD has determined to be majority LMI, based on the most recent Census American Community Survey (2015). The current maps can be viewed and printed at: <https://www.ycpc.org/381/CDBG-Program-Maps>. These maps will be updated when HUD released new Census data, approximately every five years. In cases where the primary service area of an activity is not in a LMI Census block group, the YCPC staff is available to assist with an income survey. In cases where a primary service area overlaps block groups; the CD office is available to provide a calculation of the percentage of LMI. Some activities meet the LMI national objective by primarily or exclusively benefiting a *limited clientele presumed by HUD to be LMI* (ex. ADA improvements primarily benefit disabled adults).
3. **Public Service Activities** typically meet a national objective by benefitting a *limited clientele who are predominately (51%) LMI persons*. The activity can collect client data on family size and income to document that it primarily (51%) or exclusively benefits *LMI persons*; or, it can limit services to people *presumed to be LMI*. Persons HUD has *presumed to be LMI* include: 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.
4. **Planning Activities** are *presumed* by HUD to benefit LMI persons.
5. **Housing Activities** meet national objectives based on *renting to LMI households and charging affordable rents*.

C. Consolidated Plan Priority Needs and Goals and Objectives. Priority needs and goals established in the 2015 through 2019 County of York Consolidated Plan are described in Attachment B. Applications must include a citation of the Consolidated Plan Priority Need and Goal that the proposed activity will address.

Process for Review of Applications and Selection of Activities

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. The process for reviewing, scoring, and ranking applications follows:

Completeness Each application is reviewed for completeness: activity description, primary service area and clientele, budget, required attachments, and documentation.

Eligible Activities CD staff review each proposed activity to see if it is an eligible CDBG activity.

National Objectives CD staff review each proposed activity to see if it meets a national objective.

Project Review Clearance/demolition & Public Facilities applications: The YCPC Interdepartmental Project Review Committee staff will review the description of the proposed activity and visit each location. They will confirm the service area and beneficiaries, and slums and blighted areas or spot blight. Staff may choose to contact municipal officials, staff and or engineers regarding the activity. New public facilities and proposed extensions are compared to the Growth Areas Map adopted by the YCPC.

Public Services applications: The YCPC Committee may consult with County departments and agencies, as well as, officers or staff of non-profit organizations, for clarification or additional information.

Planning applications: Planning activities will be submitted to the YCPC County Long-Range and Current/Municipal planning staff for review and recommendation.

Housing applications: YCPC Housing Department will be consulted on proposed housing activities.

Project Scoring LMI Benefit In order to ensure compliance with HUD requirements, first priority is given to activities that principally benefit low- and moderate-income persons.

Match Amount of non-CDBG matching funds included in the activity, if any

Partnerships Extent of cooperative efforts between municipalities and/or other entities, if any

Previous funding Has the applicant received CDBG funding in the past 3 years?

Meet a Priority Need and Goal Does the activity address one or more “Consolidated Plan Priority Needs and Goals”?

Continuation of earlier activities Is this a continuation of an activity previously funded with CDBG?

Consistency with York County Comprehensive Plan Is the activity consistent with York County Comprehensive Plan and associated planning documents?

Project Ranking Applications are ranked by their score. Top ranking projects are recommended for inclusion in the Three Year Plan. However, some of the top ranked projects that cannot be included within the amount of projected CDBG funding are assigned to a “Short List” for consideration in case additional funding is received.

Questions? Need more information?

Contact:

Joiann Galiano, Chief
Community Development Department
York County Planning Commission
28 East Market Street
York, PA 17401

www.ycpc.org

Telephone: (717) 771- 9870 extension 1742

E-mail: jgaliano@ycpc.org

ATTACHMENT A. CDBG Program National Objectives

National Objective 1. Principally benefit Low- and Moderate-Income Persons

1. 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 44.25% LMI. (At this time, HUD is using the 2015 Census data and municipal maps showing the location of LMI areas are available from <https://www.ycpc.org/381/CDBG-Program-Maps>.) 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 who are LMI will need to be documented before the grant contract is executed.

OR

2. Benefits will be available to a *limited clientele*, a majority of whom are LMI (at least 51%):
 - 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 of the activity 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.

OR

3. Benefits will be available to LMI *households in a housing activity* with an income less than or equal to HUD HOME program qualified income for York County:
 - a. 51% of the units in each assisted structure are to be occupied by LMI households; OR
 - b. less than 51% or more of the units in an assisted structure are *to be occupied* by LMI households:
 - project reduces the development cost of the new construction (or conversion of a non-residential building) of a multi-family, non-elderly rental housing project; AND
 - project includes not less than 20% of the units occupied by LMI households at affordable rents as defined in the York County Housing Assistance Programs (HAP) manual; AND
 - the proportion of the CDBG funding is no greater than the proportion of the units in the project occupied by LMI households

2021, 2022, and 2023 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GENERAL INFORMATION

AND

- c. rents are set at levels that are *affordable* to LMI persons. *Affordable* is defined in the York County Housing Assistance Program Manual, Chapter XI, Section H. as HUD “Fair Market Rent” or “High HOME Rent”.

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

1. 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 LMI *and* is in a designated slum/blight area, please note *both* in the application.
2. 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.

National Objective 3. Urgent Need

Activity will address an urgent need. Use of the urgent need national objective category is rare. It is designed specifically for activities that alleviate emergency conditions. HUD authorization is required.

Urgent need activities must meet the following criteria:

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

ATTACHMENT B. 2015 through 2019 CONSOLIDATED PLAN PRIORITY NEEDS AND GOALS

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.

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.

**2021, 2022, and 2023 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GENERAL INFORMATION**

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.

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: 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.

Goals: 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.

Description: 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: 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.