

# WESTMORELAND COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2024 APPLICATION

APPLICATIONS DUE SEPTEMBER 30, 2023

1. **DATE** \_\_\_\_\_

2. **MUNICIPALITY** \_\_\_\_\_

3. **AMOUNT OF CDBG FUNDS REQUESTED** (Estimate) \_\_\_\_\_

If a previous project was funded from the 2022 or 2023 allocation, please identify the project and amount of CDBG funds used. \_\_\_\_\_

The following project is being submitted for the 2024 CDBG program allocation. If you are submitting more than one request, a separate application must be completed for each project, and priority number assigned.

4. **PROJECT NAME** \_\_\_\_\_

5. **PROJECT PRIORITY** (1, 2, 3, etc. if submitting multiple projects) \_\_\_\_\_

6. **PROJECT ACTIVITY** (Select one, see program information booklet for details)

Public Facilities & Improvements

Code Enforcement

Clearance

Special Economic Development Activities

Public Services

Other Miscellaneous Activities

Rehabilitation

Specify \_\_\_\_\_

7. **PROJECT NARRATIVE** (Why project is needed, project description, project details i.e. number of linear feet improved, types of materials, approximate quantities, etc. - Attach additional pages if necessary)

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

8. What are the existing conditions of the project area and trends that are likely to continue in the absence of the project? (2-3 sentences max)

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

9. Will this project or its improvements increase the length, width, size, quantity, area, etc. by 20% or more?

No

Yes

Specify \_\_\_\_\_

10. **PROJECT LOCATION** (Must be specific i.e. street name or route number, from initial point to end point, etc. and searchable using Google Maps)

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

11. Include a detailed map for the project identifying its location and project area.

**12. SERVICE AREA** (Include with application)

For all projects determined to benefit a low- to moderate-income area, include a tax map depicting all properties served by, or benefitting from, the project. This area will be considered the service area.

Road and bridge reconstruction projects require a clear delineation of the geographic service area. Include a description of the methodology used to make the service area determination.

Stormwater projects require a map to be submitted showing the delineation of the drainage area. The map must also identify households benefiting from the project.

**13. PROJECT ELIGIBILITY**

Census information must be used to determine the low- or moderate-income status of the area or an income survey must be conducted. To determine census tract or block group information, visit the HUD map at <https://rb.gy/q0o9n>. Contact CDBG staff if you have any questions about this section.

Is this project using census tract or block group data to determine low- to moderate-income status?

No

Yes

List tract or block group number(s) \_\_\_\_\_

**Projects located in low- to moderate-income census tracts or block groups may still require income surveys to determine eligibility.**

Were income surveys conducted for this project to determine low- or moderate-income status?

No

Yes (Submit surveys with application)

**Income surveys are only valid for the year of application. A minimum of 80% of households must respond to determine eligibility.**

Total number of occupied households in survey area \_\_\_\_\_

Total number of households responded to survey \_\_\_\_\_

Total number of all persons identified in surveys \_\_\_\_\_

Total number of low-income persons identified in surveys \_\_\_\_\_

If using an income survey to determine the low- or moderate-income area status, indicate on the tax map which properties were surveyed, which properties responded, note any commercial or business properties, vacant properties/lots/land, etc. Renters and the number of rental units per building must also be identified. Provide a master list of property owners and occupants, and include tax map numbers and property addresses.

For resources and more information on how to conduct a local income survey, visit <https://rb.gy/q46tz>.

**14. TOTAL PROJECT COST**

PHASE	LOCAL MATCH	CDBG	OTHER FUNDING	TOTAL
Administrative		Not Eligible		
Legal		Not Eligible		
Accounting		Not Eligible		
Engineering		Not Eligible		
Permits		Not Eligible		
Construction				
Contingency		Not Eligible		
Tap Fees				
Other (Specify)		Not Eligible		
<b>TOTAL</b>				

The applicant must provide a match of 15% of the total project cost. Provide a letter of commitment from the governing body documenting the required match. The match can include hard and/or soft costs. Engineering costs are also considered eligible match.

CDBG funds may not be used to pay for third-party professional costs such as engineering, consulting, etc. unless the project is classified as a planning activity and approval has been granted by CDBG staff.

If the project cost exceeds the amount of CDBG funds allocated to the project, the municipality will be required to provide additional funds.

For waterline extensions, cost estimate may include cost of hydrants. For water and sewer extensions, include tap fees or any other required fees. CDBG funds are required to cover the tap fees for low- and moderate-income homeowners. The homeowner must own and reside in the home to be eligible for the CDBG-paid tap. This cost must be included in the estimate.

**15. ENGINEERING** (Name, address, phone number, and email of engineer providing estimate)

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***A dated engineer's estimate must be included with the application. Applications that do not include engineering will not be considered.***

16. Will the project require the acquisition of temporary and/or permanent rights-of-way or easements?

No

Yes (Contact CDBG staff before proceeding)

If rights-of-way are obtained without consultation with staff, the CDBG funding could be jeopardized.

Any property acquired for this project must be acquired in accordance with the regulations of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (URA), as amended.

17. **MUNICIPAL CONTACT** (Name, title, phone number, and email)

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18. Date of public meeting/municipal approval regarding this project \_\_\_\_\_

Include a list of public officials and their titles, board members and their titles, and meeting minutes with application.

19. List all public officials residing in the project area.

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**\*\* If any public officials are listed in this section, contact CDBG staff prior to municipal approval of the project.**

20. **REIMAGINING OUR WESTMORELAND** (Select one of the comprehensive plan's core objectives this project is best aligned with, visit <https://rb.gy/7wg4m> for details)

Align Workforce, Education, Employers, and Entrepreneurship

Connect With Parks and Nature

Discover Westmoreland

Build Healthy and Whole Communities

Reposition Our Towns

Plug Into the New Economy

Create Transportation Choices

21. **REIMAGINING OUR WESTMORELAND NARRATIVE** (How project accomplishes the strategy(ies) associated with the core objective, include strategy(ies), see *Reimagining Our Westmoreland* for details)

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22. **SUBMITTED BY**

\_\_\_\_\_  
Name, title

\_\_\_\_\_  
Signature and date

# CDBG APPLICATION CHECKLIST

Please review your application and use the following checklist to ensure your application is complete. If an item is not applicable, please mark N/A.

Your application is complete when it includes:

- \_\_\_\_\_ 1. Date
- \_\_\_\_\_ 2. Municipality
- \_\_\_\_\_ 3. Amount of CDBG funds requested
- \_\_\_\_\_ 4. Project name
- \_\_\_\_\_ 5. Project priority rank
- \_\_\_\_\_ 6. Project activity
- \_\_\_\_\_ 7. Project narrative
- \_\_\_\_\_ 8. Existing conditions and trends
- \_\_\_\_\_ 9. 20% increase
- \_\_\_\_\_ 10. Project location
- \_\_\_\_\_ 11. Detailed map showing exact location of project
- \_\_\_\_\_ 12. Tax map showing all properties served by project
- \_\_\_\_\_ Delineation of service area for road or bridge project
- \_\_\_\_\_ Delineation of drainage area and affected households for stormwater project
- \_\_\_\_\_ 13. Census tract or block group
- \_\_\_\_\_ Income surveys
- \_\_\_\_\_ 14. Project cost
- \_\_\_\_\_ Engineer's estimate
- \_\_\_\_\_ Funding match letter
- \_\_\_\_\_ 15. Engineer's contact info
- \_\_\_\_\_ 16. Rights-of-way addressed
- \_\_\_\_\_ 17. Municipal contact info
- \_\_\_\_\_ 18. Date of public meeting/municipal approval
- \_\_\_\_\_ 19. Public officials residing in project area
- \_\_\_\_\_ 20. Reimagining Our Westmoreland core objective
- \_\_\_\_\_ 21. Reimagining Our Westmoreland narrative
- \_\_\_\_\_ 22. Sign and date application

## APPLICATIONS DUE SEPTEMBER 30, 2023

*Incomplete applications will not be considered for funding until all requested information has been submitted.*

Return completed application, required documentation (attach additional pages as necessary), and checklist to:

Westmoreland County Department of Planning and Development  
Community Development Division  
40 N Pennsylvania Ave  
5th Floor, Suite 520  
Greensburg, PA 15601  
724-830-3600

## QUESTIONS?

### CDBG PROGRAM CONTACTS

Janet Parker, Deputy Director

724-830-3650

jthomas@co.westmoreland.pa.us

Jennifer Woodling, Grants Coordinator III

724-830-3615

jwoodlin@co.westmoreland.pa.us

Kerry Smartnick, Grants Coordinator III

724-689-1398

ksmartn1@co.westmoreland.pa.us

Amanda McDivitt, Grants Coordinator II

724-830-3651

amcdivit@co.westmoreland.pa.us

### CDBG STAFF USE ONLY

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

All income surveys included:  Yes  No

Public meeting minutes included:  Yes  No

Site visit date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Project recommended for funding:  Yes  No