

**Franklin County Planning Department**

272 North Second Street Chambersburg, PA 17201

Phone: 717-261-3855

Fax: 717-264-8667

Email: [planning@franklincountypa.gov](mailto:planning@franklincountypa.gov)

# INTRODUCTION

* This documentation has been created by the Franklin County Planning Department for the Fiscal Year (FY) 2025 Community Development Block Grant (CDBG) allocation. The County of Franklin is a Federal Entitlement Grantee under the Community Development Block Grant Program, overseen by the Department of Community and Economic Development (DCED).

# SCHEDULE

## CDBG Funding Application Submission Deadline

* + Thursday, July 31st, 2025, by 4:00pm
  + Application submitted to Franklin County Planning Department
  + By email: [planning@franklincountypa.gov](mailto:planning@franklincountypa.gov)
  + By hand delivery or mail: 272 North Second Street, Chambersburg, PA 17201

## FY 2022 3-Year Community Development Plan (UPDATE)

* + Updated as of September 1st, 2022 – September 1st, 2025
  + A copy of the 3-Year Community Development Plan is viewable at the following link:

## [Franklin County’s 3 Year Community Plan](../../../../General%20Administration/Plans%20&%20Policy/3%20Year%20Community%20Plan/Final%202022-2025%203%20Year%20Community%20Development%20Plan.pdf)

* ***Public Citizen Participation Meeting***
  + Tuesday, September 23rd, 2025 at 10am.
  + The County will hold a Citizen Participation Meeting regarding the FY 2025 CDBG Application prior to DCED submission. This meeting will allow residents and stakeholders an opportunity to comment on the pending application.

## Applications Electronically Submitted to DCED

* + Friday,October 24th, 2025

## Program Year Begins

* + January 1st, 2025 – December 31st, 2025

# CDBG NATIONAL OBJECTIVES

## Elimination of Slum and Blight:

* The area must be designated by the grantee and must meet a definition of a slum, blighted, deteriorated or deteriorating area under State or Local law. The activity must address one or more of the conditions which contributed to the deterioration of the area.

## Urgent Needs:

* To comply with the national objective of meeting community development needs having a particular urgency, an activity must be designed to alleviate existing conditions, which the grantee certifies:

1. Pose a serious and immediate threat to the health or welfare of the community;
2. Are of recent origin or recently became urgent;
3. The grantee is unable to finance on its own; and
4. Other resources of funds are not available.

## Benefit to Low and Moderate-Income Residents:

* A low and moderate income (LMI) person is defined as a member of a family having an income equal to or less than the Section 8 Housing Assistance Payments Program lower income limits established by HUD (See attached HUD Income Limits).
* Activities considered to benefit low and moderate income persons are divided into four categories:

1. Area benefit activities;
2. Limited clientele activities;
3. Housing activities; and
4. Job creation or retention activities.

# COUNTY OF FRANKLIN GOALS & OBJECTIVES

The following subjects have been identified as priority items of importance throughout the County of Franklin:

|  |  |
| --- | --- |
| **Community Development Priority Items** | **Related Goals & Missions** |
| Housing/Transportation | Minimalize homelessness, improving housing options, and create connectability  throughout communities |
| Construction/Improving Infrastructure | Water/sewer connections, sidewalk/curb ramps, roadways,  and storm water management |
| Economic Stabilization | Economic and environmental balance, strategic in-build |
| Social Services | Facilities including elderly, disabled, medical care, technical assistance,  and quality of life |
| Public Safety | Pedestrian crosswalk lights and drinking water/public sewer replacements |

# FUNDABLE ACTIVITES

|  |  |
| --- | --- |
| **Water System Improvements** | **Parking Facilities** |
| **Sanitary Sewer System Improvements** | **Historic Preservation** |
| **Storm Sewer System Improvements** | **Removal of Architectural Barriers** |
| **Housing Rehabilitation** | **Solid Waste Facilities** |
| **Housing Construction/Reconstruction** | **Code Enforcement** |
| **Recreation Facilities** | **Economic Development** |
| **Public Services** | **Acquisition/Relocation** |
| **Public/Community Facilities** | **Disposition** |
| **Street/Road Improvements** | **Clearance** |
| **Utilities (other than Water/Sewer)** | |

**NON-FUNDABLE ACTIVITIES**

|  |
| --- |
| **Acquisition, construction or reconstruction of buildings for general conduct of government** |
| **Operation and Maintenance Activities** |
| **Political Activities** |
| **Equipment** |
| **Construction of new housing by unites of general local government** |

While comprehensive, the above list is not an all-inclusive grouping. Please see ***24 CFR 570.200 through***

***570.209*** for more information about eligible and ineligible activities. For questions or concerns, please contact Colleen Tidd, Senior Planner, at 717-261-3855 or by email at [cdtidd@franklincountypa.gov](mailto:cdtidd@franklincountypa.gov).

# PROGRAM REQUIREMENTS

All Community Development Block Grant Subrecipients are required to adhere to certain Federal requirements. Some of the key requirements are outlined below. This serves only to familiarize you with the procedures, rules and regulations. Greater detail and training on compliance with HUD requirements will be provided to those agencies that are awarded CDBG funds and therefore may choose to enter into a Subrecipient Agreement with the Department of Community and Economic Development, acting on behalf of the County of Franklin, as a means of accepting the grant funds.

* The County of Franklin, under the guidance of the Department of Community and Economic Development, is required to execute a Subrecipient Agreement with the funded municipality or organization. The agreement details the responsibilities, requirements, scope of service, and budget for the CDBG-funded program.
* Community Development Block Grant (CDBG) programs are administered on a reimbursable basis. The agency must expend the funds prior to requesting payment from the Department of Community and Economic Development through the County of Franklin.
* Subrecipient agencies are required to adhere to ***2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR***

***FEDERAL AWARDS*** regarding grant administration, auditing, and cost principles, respectively.

* Agencies must keep client files for those they serve within CDBG funded programs. The client files must contain basic information that will include income verification and documentation, family size, address or location, race and ethnicity of persons served, age, verification of resources, etc.
* Procurement procedures must be followed on all purchases made with CDBG funds. At a minimum, three bids (price quotes) should be secured for all purchases. Subrecipients choosing to accomplish their funded activity using subcontractors must award the ***lowest and most responsible bidder*** regarding each project’s scope of work.
* The County of Franklin provides technical assistance, through the Department of Community and Economic Development, on various topics to all Subrecipients throughout the program year. Technical Assistance sessions may be mandatory.
* The County of Franklin, under direct guidance of the Department of Community and Economic Development, is also required to monitor all Subrecipients at least once a year. County monitoring includes, but not limited to, review of Semi-Annual Performance Reports, review of draw down requests, supervision of all activities related to job specification, bid process, contractor selection and performance, construction site inspections, ongoing informal communication with the Subrecipient, and an annual on-site monitoring visit.
* For purposes of determining income eligibility, HUD’s annual income limits are used. These are typically updated in February.

# APPLICATION ASSISTANCE & DEADLINE

* + The deadline for FY 2025 application submissions will be Thursday, July 31st, 2025, by 4:00pm.
  + If you have any questions or concerns, please contact Colleen Tidd, Senior Planner, at 717-261-3855 or by email at [cdtidd@franklincountypa.gov.](mailto:cdtidd@franklincountypa.gov.)