APPLICATION FOR FY 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR THE BOROUGH OF WAYNESBORO, PA

draft

OCTOBER 28, 2020

APPLICANT: BOROUGH OF WAYNESBORO, PENNSYLVANIA
55 EAST MAIN STREET, P.O. BOX 310
WAYNESBORO, PA 17268

PREPARED BY: URBAN DESIGN VENTURES, LLC
212 EAST AVENUE
HOMESTEAD, PA 15120

BOROUGH OF WAYNESBORO
FY 2020 CDBG APPLICATION
FRANKLIN COUNTY, PENNSYLVANIA

Cover Sheet:

A. Program: PA FY 2019 CDBG Program

B. Name of Applicant: Borough of Waynesboro

C. County: Franklin County

D. Date of Submission: November 22, 2019

E. Completed Application Checklist: Yes

Section I:

A. Copy of Electronic Single Application for Assistance

- Completed On-Line

B. General Application Description/Certifications

- General Application Description Form
- Resolution Authorizing Application Submission

C. Citizen Participation Report

- Newspaper Notices
- Public Hearings

D. Disclosure Report

- Disclosure Report Form
- Appendix A – HUD Programs Subject to Disclosure

E. Fair Housing/MWBE Requirements/Section 3

- Fair Housing Advertisements
- Fair Housing Resolution
- Actions Taken to AFFH
- M/WBE Goals & Achievements
- M/WBE Plan

draft

- Section 3 Plan
- Four Factor Analysis for LEP Persons
- Section 504 Officer Designation

F. DCED Land Use Implementation

- Not Applicable

Section II:

A. Management Plan/Local Staff Capacity

- Management Plan/Local Staff Capacity Form

B. Timeliness

- Timeliness Form

Section III:

A. Three Year Community Development Plan

- Description of Low-and-Moderate-Income and Minority Persons
- Assessment of Community Development Needs
- Analysis of Community Development Needs of Low Mod Areas
- How Community Development Objectives Address Identified Needs
- Short Term and Long Term Goals and Objectives
- Three Year Activities Summary
- List of Resources
- Maps

Section IV:

A. Activity Description(s)

- Activity Description Forms
- Maps
- Photos

B. Appendix B - CDBG Public Service Activities

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- Not Applicable

C. Appendix C - Service Areas and Service Methodology

- Not Applicable

D. Appendix D - Determining Service Areas

- Not Applicable

E. Local Effort/User Fee Analysis

- Not Applicable

Section V:

A. LMI Principal Benefit Determination
B. Budget Narrative

Section VI:

A. Other Supporting Documents

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Section I:

A. Copy of Electronic Single Application for Assistance
   - Completed On-Line

B. General Application Certification
   - General Application Certification Form
   - Resolution Authorizinp Application Submission

C. Citizen Participation Report
   - Newspaper Notices
   - Public Hearings

D. Disclosure Report
   - Disclosure Report Form
   - Appendix A – HUD Programs Subject to Disclosure

E. Fair Housing/MBE Requirements
   - Fair Housing Advertisements
   - Fair Housing Resolution
   - Actions Taken to AFFH
   - MBE/WBE Goals & Achievements
   - MBE/WBE Plan
   - Section 3 Plan
   - Four Factor Analysis for LEP Persons
   - Section 504 Officer Designation

F. DCED Land Use Implementation
   - Not Applicable

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SINGLE APP

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DCED-CDBG-001 (03/2020)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

GENERAL APPLICATION CERTIFICATIONS

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG PROGRAM YEAR:
FY 2020
APPLICATION DEADLINE DATE:
October 28, 2020

GENERAL INFORMATION

1. GRANT ADMINISTRATOR NAME:	2. GRANT ADMINISTRATOR TITLE:
Jason Stains	Borough Manager

3. GRANT ADMINISTRATOR ADDRESS: 55 East Main Street

4. CITY:	5. STATE:	6. ZIP CODE:
Waynesboro	PA	17268

7. GRANT ADMINISTRATOR TELEPHONE:	8. GRANT ADMINISTRATOR EMAIL:
(717) 762-2101 ext. 231	jason@waynesboropa.org

9. METHOD OF PROCUREMENT (CHECK ONE):

☐ RFP ☐ Small Purchase ☐ Local Funds ☐ Not Yet Procured ☒ N/A

CERTIFICATION

10. Certification of Community Development Plan (CDP) for Boroughs and Townships administering their own grants and for county grants.

For Counties:

I hereby certify that all nonentitlement municipalities were provided with the notification specified in 2.a. of the Community Development Plan instructions and that the County of _____ has approved the CDP for nonentitlement municipalities.

For Cities, Boroughs, and Townships:

I hereby certify that the Borough of Waynesboro has approved the CDP.
(Name of Municipality)

As Chief Elected Official of the grantee, I certify compliance with the Community Development Plan requirements.

Signature of Chief Elected Official _____ Date _____

Name/Title of Chief Elected Official	Municipality	County
C. HArold Mumma, Council President	Borough of Waynesboro	Franklin

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11. Certification of Community Development Plan (CDP) for counties administering grants on behalf of one or more entitlement boroughs & townships.

For Counties with "On Behalf Of" Entitlements:

I hereby certify that the County of _____, which will administer the CDBG grant, has developed the CDP in cooperation with _____ and that said Municipality has approved the CDP or applicable portion of the CDP.
(Name of Municipality)

County:

Signature of Chief Elected Official _____ Date _____

Name/Title of Chief Elected Official _____ Municipality _____ County _____

"On Behalf Of" Entitlements:

Signature of Chief Elected Official _____ Date _____

Name/Title of Chief Elected Official _____ Municipality _____ County _____

(A copy of this form must be submitted for each grant applied for by the County on behalf of an Act 179 entitlement borough or township.)

12. Certification of Mandatory Tap in Ordinance:

As Chief Elected Official of a municipality in which CDBG funds will be used for the extension of water and/or sewer service, I hereby certify that said municipality will, prior to the execution of a construction contract for such improvements, adopt an ordinance mandating that all residences intended to benefit from the improvements, tap into the extended system.

I further certify that said municipality will enforce said ordinance to the extent permitted under local code.

Signature of Chief Elected Official _____ Date _____

Name/Title of Chief Elected Official _____ Municipality _____ County _____

In the case of County "On Behalf Of" applications, the County must submit a signed copy of the above certification for each municipality in which a water or sewer extension project is proposed. Also, this form must be submitted for any nonentitlement municipality in which funds allocated to the County will be used for a water or sewer extension project.

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RESOLUTION NO. 2020-XX

RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE PA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE FISCAL YEAR 2020

WHEREAS, there is a continuing need in the Borough of Waynesboro for a concentrated program of housing and community development to address the needs of low- and moderate-income households; and

WHEREAS, funds are provided under the Housing and Community Development Act of 1974, as amended, to address the aforesaid housing and community development needs; and

WHEREAS, the Commonwealth of Pennsylvania has elected to accept a Block Grant from the U.S. Department of Housing and Urban Development and has developed a state Community Development Block Grant Program to address the housing and community development needs in the Commonwealth; and

WHEREAS, the Borough of Waynesboro desires to address its housing and community development needs, and is requesting funds which have been allocated to the Borough of Waynesboro for FY 2020 under the Pennsylvania Act 179 of 1984; and

WHEREAS, the Borough of Waynesboro held a public hearing on October 19, 2020 on the proposed use of the FY 2020 CDBG funds.

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of Waynesboro and it is hereby resolved by and with the authority of the same as follows:

SECTION 1: The recitals set forth above are incorporated by reference thereto.

SECTION 2: The Fiscal Year 2020 State Community Development Block Grant Application for the Borough is hereby approved in all respects.

SECTION 3: The Three-Year plan is approved.

SECTION 4: The Borough is cognizant of the conditions that are imposed in the undertaking and carrying out of community development activities with Federal/State financial

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assistance under Title I, of the Housing and Community Development Act of 1974, including those under Title VI of the Civil Rights Act of 1964, as amended, relating to the prohibition of discrimination because of race, color, creed or national origin and other assurances as may be forthcoming from the State for the implementation of the program.

BE IT DULY RESOLVED by the Borough Council of the Borough of Waynesboro at its regularly convened meeting held on the 21st day of October 2020.

ATTEST:

_____

Melinda Knott
Secretary

BY:

_____

C. Harold Mumma,
President of Borough Council

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CITIZEN PARTICIPATION REPORT

APPLICANT NAME:
Borough of Waynesboro, Franklin County, Pennsylvania

CDBG INFORMATION TO THE PUBLIC	DATE
Notice of first public hearing:	September 26, 2020
Date of first public hearing:	September 30, 2020
First citizen comment period (enter date range):	September 26 - September 30, 2020
Notice of second public hearing:	October 14, 2020
Date of second public hearing:	October 19,2020
Second citizen comment period (enter date range):	October 14 - October 20, 2020

Describe the methods used to solicit participation of low to moderate income persons:

Advertisements placed in the local newspaper prior to the public hearing.

Denote any comments/complaints received and describe resolution:

No negative comments were received to date. Representatives from a local non-profit homeless shelter attended the first public hearing. They has several request for improvement to the Shelter/Thrift Store.

Immediately following this page, attach the documents below in the order listed:

- Ad/Proof of Publications
- Sign-In Sheets
- Minutes
- Copy of response(s) to comments and/or complaints.

** Competitive applicants are required to conduct two public hearings.*

** Note: Counties and counties applying on behalf of entitlement municipalities may have to attach additional sheets for this information.*

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NOTICE OF PUBLIC HEARING
BOROUGH OF WAYNESBORO, PA
FY 2020 CDBG PROGRAM

Notice is hereby given by the Borough of Waynesboro that a Public Hearing will be held on Wednesday, September 30, 2020 at 3:00 P.M., prevailing time, in the Borough Council Chambers of the Waynesboro Municipal Building, located at 55 East Main Street, Waynesboro, PA 17268. The Waynesboro Municipal Building is accessible to the physically disabled. Persons requiring special accommodations, including a language interpreter, to participate in the hearing may call Mr. Jason Stains, Borough Manager at (717) 762-2101 at least one day prior to the public hearing. Persons with hearing and/or speech impairments may contact the Borough of Waynesboro through the PA Telecommunications Relay Services at 1-800-654-5984 or dial 7-1-1.

The purpose of the Public Hearing is to discuss the Community Development Block Grant (CDBG) Program in general, the needs of the Borough of Waynesboro, and the Borough's performance under the previously funded CDBG Program Years. In accordance with PA Act 179, dated Oct. 11, 1984, P.L. 906, No. 179, as amended, the PA Department of Community and Economic Development (DCED) has allocated to the Borough of Waynesboro $161,351.00 in FY 2020 Community Development Block Grant (CDBG) Funds from the State's CDBG Entitlement Grant from the U.S. Department of HUD.

At least 70% of the available funds must be used for activities which principally benefit low- and moderate-income persons. The Pennsylvania Department of Community and Economic Development (DCED) set a date for submission of the FY 2020 Applications as October 28, 2020. In preparation for funding, the Borough will conduct a public hearing on the housing, community development, and economic development needs of the Borough of Waynesboro.

The following types of activities may be eligible for funding under the CDBG Program: water and sewer line replacement and improvements; housing rehabilitation; new construction of affordable housing; construction and reconstruction of public/community facilities; recreational facilities; public services that are a new or a quantifiable increase in the level of service; street and road improvements; historic preservation; the removal of architectural barriers; economic development; acquisition and relocation; clearance and demolition of property; costs to dispose of real estate; general administrative costs; planning; audit; environmental clearance; and the preparation of the application.

If the Borough would undertake the acquisition, demolition, and/or rehabilitation of residential properties that could result in displacement of families or individuals, then the Borough's policy for minimizing such displacement would be in effect. The Borough is responsible for replacing all low- and moderate-income housing units that may be demolished or converted as a result of the use of CDBG funds.

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All interested residents are encouraged to attend and will be afforded the opportunity to give oral testimony at the Public Hearing and/or to present written comments concerning the needs of the Borough of Waynesboro, eligible CDBG program activities, and how the CDBG Program may address those needs. Written comments may be addressed to the attention of Mr. Jason Stains, Borough Manager, 55 Main Street, Waynesboro, PA 17268, by telephone at (717) 762-2101, or by email at jason@waynesboropa.org

Publish one time on Saturday, September 26, 2020, as a Legal Ad. – Billing and Proof of Publication requested, as soon as possible by email to jason@waynesboropa.org or by fax at (717) 762-4707.

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BOROUGH OF WAYNESBORO, PENNSYLVANIA
FY 2020 CDBG PROGRAM YEAR APPLICATION
FIRST PUBLIC HEARING - SEPTEMBER 30, 2020

PUBLIC HEARING AGENDA

DATE: **Wednesday, September 30, 2020**
TIME: **3:00 PM**
PLACE: **Borough Council Chambers,**
Waynesboro Borough Hall
55 East Main Street, Waynesboro, PA 15801

A. MEETING IS CALLED TO ORDER:

B. PURPOSE OF THE PUBLIC HEARING:

- Discuss the Community Development Block Grant (CDBG) Program in general.
- The Borough will receive $161,351 in CDBG funds from the PA Department of Community and Economic Development (DCED).
- Applications are due electronically to DCED using the Single Application Format by Wednesday, October 28, 2020.
- The Borough must conduct a public hearing to determine local needs for community development, housing, public services, and economic development.
- Residents, organizations, agencies, etc. are given the opportunity to participate in the planning process.
- The Borough's performance under previous CDBG Program Years.

C. PROGRAM GUIDELINES:

- The Borough must prepare an application which outlines its plan on how it will spend the FY 2020 CDBG funds
- Funds may be used for eligible activities such as: water and sewer line replacement and improvements; housing rehabilitation; new construction of affordable housing; construction and reconstruction of public/community facilities; recreational facilities; public services that are a new or a quantifiable increase in the level of service; street and road improvements; historic preservation; the removal of architectural

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barriers; economic development activities; acquisition and relocation; clearance and demolition of property; costs to dispose of real estate; general administrative costs; planning; audit; environmental reviews; and the preparation of the application.

- At least 70% of the project activity costs must benefit low- and moderate-income persons.
- A maximum of 18% may be used for administrative costs.
- A maximum of 30% of the project activity costs may be spent on demolition and clearance costs.
- All activities must meet one of the three (3) national objectives of the CDBG Program: principally benefit low- and moderate-income persons; removal of slums and blighting conditions; and activities having an urgent need.

D. RESIDENT COMMENTS AND QUESTIONS:

E. ADJOURMENT:

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Borough of Waynesboro, Pennsylvania
FY 2020 CDBG Application
Needs Public Hearing in Borough Council Chambers
Wednesday, September 30, 2020 at 3:00 p.m.

Name	Organization	Phone Number	Email Address
DR. BILL BURCHER	WAY NEW HOPE SHELTER	717 762-5840	NEWHOPESHELTER@gMAIL.COM
Bonnie Benshoff	New Hope Shelter	717-762-5840	bbenshoff@embarqmail.co
Linda E. Fleagle	"	& 717-762-3019	lfleagle@pa.net
Dave Jordan	UDV	(717) 553-7747	dave@urbandesignventures.com

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BOROUGH OF WAYNESBORO, PENNSYLVANIA
FY 2020 CDBG PROGRAM YEAR APPLICATION
FIRST PUBLIC HEARING - SEPTEMBER 30, 2020

PUBLIC HEARING MINUTES

DATE: **Wednesday, September 30, 2020**
TIME: **3:00 p.m.**
PLACE: **Borough Council Chambers, Waynesboro Borough Hall**

In Attendance:

Dr. Bill Burcher, Executive Director	New Hope Shelter
Bonnie Benshoff, Board Member	New Hope Shelter
Linda Fleagle, Board Member	New Hope Shelter
Dave Jordan	Urban Design Ventures

Mr. Jordan from Urban Design Ventures, the Borough's consulting firm, called the meeting to order at 3:00 and distributed the agenda.

Mr. Jordan stated the purpose of this Public Hearing was to determine needs in the Borough residents see which may be eligible for CDBG Funds. He described eligible types of activities that could be funded with CDBG funds and explained the differences in beneficiaries.

Mr. Jordan asked if anyone present had any questions or comments on the overall CDBG Program. Mr. Burcher mentioned that he thought the Borough typically used the funds for Borough projects. Mr. Jordan reviewed the types of projects the Borough has completed in the past which have generally bee recreation and street improvement projects.

As all the attendee were representing one non-profit organization, Mr. Jordan asked if the organization had any specific needs which may be CDBG eligible projects. Mr. Burcher responded that there were several items the Shelter/Thrift Shop needed.

Mr. Burcher said several years ago the Rotary Parking Lot, which is a Borough owned and operated parking lot was repaved. When the work was completed a storm drain was not draining properly and allowed water to drain into the rear entrance of the Shelter building. The Borough installed an asphalt berm to help alleviate the situation, however, the berm created an additional problem related to the operation of the doors as well as handicap accessibility.

Ms. Benshoff said the doors at the rear of the building do not operate properly and are in very bad condition. She said they need to be replaced and provided a cost estimate from a local contractor to replace the doors. Mr. Jordan pointed out that work of this type would entail prevailing wage rates be paid as the cost will likely exceed the $2,000 threshold. There was a brief discussion on Davis-Bacon Wage Rates.

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Ms. Fleagle mentioned that the building roof leaks and is in need of replacement. They have not solicited a proposal to replace the roof but felt the cost would be approximately $17,000.

Mr. Jordan asked if there were any additional thoughts on needs at the shelter or in the community in general. None of the participants had anymore comments and Mr. Jordan said he anticipated receiving information from the Borough on project the Borough Engineer may have. Mr. Jordan indicated he would be reaching out to the Borough Manager and Engineer to discuss potential Borough projects as well as the potential projects put forth by the representative from the Shelter.

Mr. Burcher asked what the timeline was for next steps. Mr. Jordan said the application was due by October 28, 2020. He also said there would be another advertised public hearing to hear comments on the application after it was placed on public display and prior to Borough Council authorizing submission.

Hearing no more comments Mr. Jordan thanked everyone for attending and adjourned the Public Hearing at 3:35 p.m.

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NOTICE OF PUBLIC HEARING FOR
THE BOROUGH OF WAYNESBORO'S
FY 2020 CDBG PROGRAM

Notice is hereby given by the Borough of Waynesboro that a Public Hearing will be held on Monday, October 19, 2020 at 3:00 PM, prevailing time, in the Second Floor Council Chambers of Borough Hall, at 55 East Main Street, Waynesboro, PA. The Waynesboro Borough Hall is accessible to persons with physical disabilities. Any person who needs an accommodation to gain access to or participate in the meeting or who needs a language interpreter because of limited English proficiency, should call (717) 762-2102 (TDD 762-2103) at least one day prior to the meeting.

The purpose of the Public Hearing is to obtain citizen comments on the proposed use of the FY 2020 CDBG funds by the Borough of Waynesboro. It is anticipated the Borough will receive an allocation of $161,351.00 in FY 2020 CDBG funds from the PA Department of Community and Economic Development (DCED).

A copy of the Borough's proposed FY 2020 CDBG Application is available for public review in the offices of the Borough Manager beginning October 14, 2020 and will be available at the Public Hearing. The Borough will accept comments on the proposed use of CDBG funds and its budget for FY 2020 until October 21, 2020, at which time, the Borough Council will consider approval of the proposed application at a council meeting to be held in the Borough Council Chambers at 6:30 P.M.

The City proposes to use its FY 2020 CDBG Program funds for the following activities:

A. General Administration **$29,043**
General administrative costs, including staff salaries/benefits, preparation of application, environmental review, advertising audit, planning, and management.

B. Street Improvements to West Third Street **$132,308**
Funds will be used for the reconstruction of West 3rd Street using cold in-place recycling in order to minimize cost and road closure.

This notice also serves to inform Waynesboro residents that the Borough of Waynesboro has adopted an Anti-Displacement/Relocation Assistance Policy which would be used should any of its activities result in the displacement, or relocation, of any families due to activities undertaken with CDBG funds. The Borough does not anticipate undertaking any activities with FY 2020 CDBG funds that will result in permanent displacement. In addition, the Borough will adopt a Fair Housing Resolution. The Borough has prepared a Fair Housing Plan which is on file at the Borough Hall and can be reviewed during normal working hours at the Office of the Borough Manager.

All interested citizens are encouraged to attend the Public Hearing and will be offered the opportunity to give oral testimony at the Public Hearing and/or to present written

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comments concerning the proposed FY 2020 CDBG Program activities and prior year programs. Written comments may be addressed to the attention of Ms. Melinda Knott, Borough Secretary and Office Supervisor, P.O. Box 310, Waynesboro, PA 17268.

C. Harold Mumma, President Borough Council
Borough of Waynesboro

Publish one time on Wednesday, October 14, 2020 as a Legal Ad. Proof of Publication is requested as soon as possible by email to jason@waynesboropa.org or by fax at (717) 762-4707.

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BOROUGH OF WAYNESBORO, PENNSYLVANIA
FY 2020 CDBG PROGRAM YEAR APPLICATION
SECOND PUBLIC HEARING – OCTOBER 19, 2020

PUBLIC HEARING AGENDA

DATE: **Monday, October 19, 2020**
TIME: **3:00 PM**
PLACE: **Borough Council Chambers,**
Waynesboro Municipal Building
55 East Main Street, Waynesboro, PA 17268

A. MEETING IS CALLED TO ORDER:

B. PURPOSE OF THE PUBLIC HEARING:

- Discuss the Proposed FY 2020 Community Development Block Grant (CDBG) Application.
- The Borough will receive $161,351.00 in CDBG funds from the PA Department of Community and Economic Development (DCED).
- Applications are due electronically to DCED using the Single Application Format by Wednesday, October 28, 2020.
- The Borough must conduct a public hearing to afford residents the opportunity to review and comment on the proposed use of FY 2020 CDBG funds prior to approval by the Borough Council.
- Residents, organizations, agencies, etc. are given the opportunity to participate in the planning process and to present their comments either orally or in writing.

C. PROPOSED USE OF FY 2020 CDBG FUNDS:

- The Borough proposes to reconstruct West Third Street from _____ to _____. Budget amount for FY 2020 CDBG funds is $132,308.00
- Lastly, the Borough has budgeted funds for the overall general administration of the program. Funds will be used for the preparation of the application, the environmental review record, advertising, audit costs, planning and management. Budget amount for FY 2020 CDBG funds is $29,043.00.

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- Total amount of CDBG funds for FY 2020 is $161,351.00.

D. RESIDENT COMMENTS AND QUESTIONS:

E. ADJOURMENT:

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Borough of Waynesboro, Pennsylvania
FY 2020 CDBG Application
Second Public Hearing in Borough Council Chambers
Wednesday, October 19, 2020 at 3:00 P.M.

Name	Organization	Phone Number	Email Address

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DCED-CDBG-002 (11/2006)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

DISCLOSURE REPORT

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PART I - APPLICANT INFORMATION

1. APPLICANT/GRANTEE NAME:
Borough of Waynesboro, Franklin County, Pennsylvania

2. ADDRESS:
55 East Main Street
Waynesboro, PA 17268

3. PHONE NUMBER:
(717) 762-2101

4. FEDERAL ID NUMBER:
23-6002956

5. REPORT:
Indicate whether this is: ☒ Initial Report ☐ Update Report

6. PROJECT TO BE ASSISTED:
Community Development Block Grant

6A. FISCAL YEAR:
FY 2020

6B. ☒ Entitlement Grant(s) ☐ Competitive Grant

6C. Amount Requested/Received: $161,351

6D. Program Income to be used with C Above: $0.00

6E. TOTAL of C and D: $161,351

PART II - THRESHOLD DETERMINATIONS

1. Is the amount at 6E. (above) more than $200,000? ☐ Yes ☒ No

2. Have you received or applied for other HUD assistance (through programs listed in Appendix A of the instructions) which when added to 6E (above) amounts to more than $200,000? ☐ Yes ☒ No

If the answer to either 1. or 2. of Part II is **"YES"**, then you must complete the remainder of this report.

If the answer to both 1. and 2. of Part II is **" NO"**, then you are not required to complete the remainder of this report, but you must sign the following certification.

CERTIFICATION

I hereby certify that this information is true.

Signature of Chief Elected Official

Date

C.Harold Mumma, Council President
Name/Title of Chief Elected Official

Borough of Waynesboro
Municipality

Franklin
County

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PART III - OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

1. Provide the requested information for any other Federal, State and/or local government assistance, on hand or applied for, that will be used in conjunction with the CDBG grant. (See Appendix A of the instructions).

Name and Address of Agency Providing or to Provide Assistance	Program	Type of Assistance	Amount Requested or Provided
Commonwealth of Pennsylvania Department of Community and Economic Development 400 North Street, 4th Floor Harrisburg, PA 17120-0225	CDBG-CV	Grant	

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PART IV - INTERESTED PARTIES

Alphabetical List of All persons with a Reportable Financial Interest in the Project	Social Security Number or Employer ID Number	Type of Participation in Project	Financial Interest in Project ($ and %)
Urban Design Ventures, LLC	06-1648008	Consultant	

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PART V - EXPECTED SOURCES AND USES OF FUNDS

Identify the sources and uses of all assistance, including CDBG, that have been or may be used in the Project.

Source	Use
CDBG	Administration, construction, engineering

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PART VI - CERTIFICATION

I hereby certify that the information provided in this disclosure is true and correct and I am aware that any false information or lack of information knowingly made or omitted may subject me to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware that if I knowingly and materially violate any required disclosure of information, including intentional nondisclosure, I am subject to a civil money penalty not to exceed $10,000 for each violation.

Signature of Chief Elected Official | Date

C. Harold Mumma, Council President — Name/Title of Chief Elected Official

Borough of Waynesboro — Municipality

Franklin — County

RESOLUTION NO. 2019-20

RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, NOTIFYING ALL RESIDENTS ABOUT FAIR HOUSING RIGHTS

LET IT BE KNOWN TO ALL PERSONS of the Borough of Waynesboro that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act adds the additional protected classes of age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. It is the policy of the Borough of Waynesboro to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Therefore, the Borough of Waynesboro does hereby pass the following resolution.

BE IT RESOLVED, that within available resources the Borough of Waynesboro will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

BE IT FURTHER RESOLVED that the Borough of Waynesboro shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

(1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and

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(2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and

(3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:

a. Public advertisements for vacancy or discussing the program
b. Applications for assistance
c. Contracts
d. Municipal letters dealing with the federal programs

If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the offices of the Borough of Waynesboro, 55 East Main Street, Waynesboro, PA 17268, (717)762-2101 Ext. 231; TTY 1-800-654-5984, or 711; jason@waynesboropa.org; www.waynesboropa.org.

If you have Limited English Proficiency and require a document translation of any notification, please contact the offices of Borough of Waynesboro, 55 East Main Street, Waynesboro, PA 17268, (717)762-2101 Ext. 231; TTY 1-800-654-5984, or 711; jason@waynesboropa.org; www.waynesboropa.org.

Approved at the regularly scheduled meeting of the Borough Council of the Borough of Waynesboro held November 20, 2019.

BOROUGH OF WAYNESBORO

C. Harold Mumma
President of Borough Council

ATTEST:

Melinda S. Knott
Borough Secretary

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EQUAL HOUSING OPPORTUNITY

NOTICE OF FAIR HOUSING COMPLAINT PROCESS AND DESIGNATION OF FAIR HOUSING OFFICER FOR THE BOROUGH OF WAYNESBORO, PA

This notice will serve to advise all residents of the Borough of Waynesboro that the following actions, if based on race, color, religion, sex, national origin, familial status (families with children), or handicap (disability), is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law). The Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry which are considered discriminatory.

- Refusing to sell or rent to, deal, or negotiate with any person.
- Discriminating on terms or conditions for buying and/or renting housing.
- Discriminating by advertising that housing is available only to persons of a certain race, color, religion, sex, national origin, familial status, or handicap (disability), age, or ancestry.
- Denying that housing is available for inspection, sale, or rent when it remains available.
- Blockbusting-for profit, persuading owners to sell or rent housing by telling them that minority groups are moving into the neighborhood.
- Denying or making different terms or conditions for home loans by financial institutions.
- Denying to anyone the use of or participation in any real estate services, multiple listing services, or other facilities related to the selling and renting of housing.

If you are a person with a disability and require a reasonable accommodation, please contact the below Fair Housing Officer/Agency

If you have Limited English Proficiency and require a document translation, please contact the below Fair Housing Officer/Agency

All residents are hereby notified, that any complaints regarding a discriminatory action under one of the above conditions may be filed with the:

Pennsylvania Human Relations Commission
333 Market Street, 8th Floor
Harrisburg, PA 17101-2210
(717) 787-9780
(717) 787-7279 TTY users only

And

U.S. Department of Housing and Urban Development
Philadelphia Regional Office
Office of Fair Housing and Equal Opportunity

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The Wanamaker Building
100 Penn Square East, 10th Floor
Philadelphia, PA 19107
(215) 656-0500
(888) 799-2085
Fax: (215) 656-3449
TTY: (800) 927-9275
Email: PA_webmanager@hud.gov

For any questions, please contact:

Melinda S. Knott, Office Supervisor
Borough of Waynesboro
55 E. Main Street, P.O. Box 310
Waynesboro, PA 17268
(717) 762-2101, Ext. 225
Fax: (717) 762-4707
melinda@waynesboropa.org

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ACTIONS TAKEN TO AFFIRMATIVELY FURTHER FAIR HOUSING IN THE BOROUGH OF WAYNESBORO

The Borough of Waynesboro's Fair Housing Officer, Jason Stains, has met with county fair housing groups. The Borough is working in cooperation with Franklin County, the Borough of Chambersburg, and the Franklin County Housing Authority to plan a Fair Housing event in the Spring of 2020.

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Adopted 09/10/2013

MINORITY BUSINESS & WOMEN BUSINESS ENTERPRISE PLAN

draft

For the:
Borough of Waynesboro's
Community Development Block Grant Program Program

Purpose

The Minority and Women's Business Enterprise Plan's purpose is to set forth a path to promote the opportunity for full participation by minority and women's business enterprises (MBE and WBE) in all community development programs receiving funds from the Pennsylvania Department of Community and Economic Development.

Policy Statement

It is the public policy of Borough of Waynesboro to promote the opportunity for full participation by minority and women's business enterprises (MBE and WBE) in all community development programs receiving funds from the Pennsylvania Department of Community and Economic Development.

Invitations for Bids (IFB) or Request for Proposals (RFP)

(A) Advertisement – IFB Only

All IFB's will include the following information:

"The bidders/offerors must submit documentary evidence of minority and women business enterprises who have been contacted and to whom commitments have been made. Documentation of such solicitations and commitments shall be submitted concurrently with the bid."

(B) Notification of MBE/WBE – IFB and RFP

The procedure for Borough of Waynesboro to notify the minority/women business community of contract opportunities will be as follows:

(1) Notice of Invitation for Bid or Request for Proposals – A search of the Pennsylvania Department of General Service's web site for qualified MBE/WBE will be performed, seeking contractors listed who perform the services needed and who are located in Franklin and the adjoining counties plus Cumberland, Dauphin and York Counties if there are no contractors listed for Franklin and the adjoining counties.

(2) Other Notices – Notices may be sent to the following organizations:

a. Local Minority Churches and Organizations
b. Minority Business Technical Assistance Organizations and/or Schools
c. Minority/Women Contractor Associations
d. Minority/Women Trade Organizations

(3) Plans and Specifications –Solicitation will be made to the above listed contractors to determine their interest in the project

(4) List of Planholders – The names of bidders/offerors requesting bid documents will be made available upon request to minority/women businesses.

(5) List of Minority/Women Businesses – Each bidder/offeror obtaining plans and specifications or requests for proposals for projects will be provided a list of minority/women businesses to be used in soliciting subcontract bids and for materials and services.

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Participation Requirements for MBE/WBE and Socially/Economically Restricted Businesses (SERB)

(A) Construction Contracts (FB)

Borough of Waynesboro has established minimum levels of MBE/WBE participation for each project in each bid category to be used solely as a guide in determining bidder responsibility. The minimum participation level of MBE is 5% and for WBE is 3%.

The following items will be placed in all bid documents:

(1) Participation Level

a. Borough of Waynesboro has established minimum participation levels at 5% for MBE and 3% for WBE for this project to be used solely as a threshold in determining bidder responsibility. A bidder will not be rejected as not responsible solely because it fails to reach the minimum participation level. To determine the participation level which has been reached, a bidder may divide the total dollar amount of the commitments by the total dollar amount of the bid.

b. MBE/WBE subcontracts and manufacturers will be credited toward the minimum participation level at 100%. Stocking suppliers are credited at 100%. Non-stocking suppliers which are commonly and ordinarily the custom in the industry and a part of the industry's trade practices are credited at 100%; non-stocking suppliers which are not commonly and ordinarily the custom in the industry nor a part of the industry's trade practice are not credited.

c. A firm which is both an MBE and a WBE will only receive credit toward minimum participation levels as either an MBE or WBE, but not both. Bidders must indicate on Form STD-168, MBE/WBE Contact/Solicitation and Commitment Statement, whether the firm is being listed as either an MBE or a WBE.

d. An MBE/WBE firm who is the prime bidder on a project will receive no minimum participation level credit for its own work effort for services provided. MBE/WBE bidding as prime proposer must solicit other certified MBE/WBE participation for material and/or supplies.

e. MBE/WBE subcontractors must perform at least seventy-five percent (75%) of the cost of the subcontract, not including the cost of materials, with its own employees.

(2) Responsiveness

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a. Bidders must complete and submit Form STD-168 with the bid. Failure to submit this form with the bid will result in the bid being rejected as non-responsive.

b. A bidder should only solicit MBE/WBE subcontractors, vendors, manufacturers, or suppliers whose services, material, or supplies are within the scope of work and which the bidder reasonably believes it will choose to subcontract with or purchase from.

c. Bidders failing to meet the minimum levels of participation must submit concurrently with the bid, an explanation demonstrating that the bidder has not engaged in discriminatory practices in solicitation and utilization of MBE/WBE's to perform as subcontractors or suppliers of goods and services related to the performance of the contract. The evidence submitted by the bidder must demonstrate the following:

   i. Indicate whether MBEs/WBEs were solicited for each type of work the bidder expects to subcontract for and for all materials which the bidder expects to procure and, if not, the reason(s) why no such solicitation was made;

   ii. Indicate the reason why an MBE/WBE has not been committed to for a type of subcontract work or materials in any area where a quote was received from an MBE/WBE, and;

   iii. In any case where no quotations are received nor commitments made to MBE or WBE firms, indicate on Form STD-168 that no quotes were received, and if there is another reason for no commitments being made, the reason for the lack of commitments.

d. If the bidder fails to submit such evidence, the bid submission shall be considered non-responsive and the bid rejected.

e. Information related to the above may be submitted on Form STD-168 or on additional paper.

(3) <u>Responsibility</u>

a. The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the minimum participation levels for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections. Where the minimum participation levels are not met, Borough of Waynesboro will determine whether discrimination has

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occurred. If, after investigation including a review of Form STD-168, it is found that discrimination has occurred, the reviewed bidder shall thereby be deemed to be not responsible and the bid will be rejected.

b. Documentation submitted by the bidder should meet the following standards for review:

   i. The bidder whose actions resulted in a limited or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.

   ii. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.

   iii. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

c. Commitments to MBE and WBE firms made at the time of bidding must be maintained throughout the term of the contract, unless a change in commitment to these firms is pre-approved by Borough of Waynesboro or the administering agency performing the evaluation of the invitation for Bid.

(4) Access to Information

Borough of Waynesboro may obtain documents and information from any bidder, contractor, subcontractor, supplier, or manufacturer that may be required in order to ascertain bidder or contractor responsibility. Failure to provide requested information may result in the contractor being declared not responsible.

(5) MBE/WBE Certification

a. Bidders will not be given credit for MBEs/WBEs which are not certified by the State Minority and Women Business Enterprise Office.

b. Under the State Act of December 21, 1984, No. 230, P.L. 210, 18 PA. C.S.A. 4107.2, a person commits a felony of the third degree if, in the course of business, he/she engages in deception relating to MBE/WBE certification.

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(A) Contract Provisions

The following provisions will be included in construction contracts and/or in professional service contracts:

(1) Construction Contracts

a. The prime contractor must provide Borough of Waynesboro with a report of MBE/WBE subcontracting activity on a quarterly or per project basis, whichever is sooner. The report shall reflect the names of and the total dollar amount paid to all MBE/WBE subcontractors (including suppliers) utilized under this contract.

b. MBE/WBE subcontractors must provide Borough of Waynesboro with a report reflecting the prime contractors who have purchased their services and/or supplied on a quarterly basis. The report shall reflect the name of the prime contractor and the total dollar amount invoiced and total dollar amount received for payment.

(2) Professional Service Contracts

a. Commitment to Enhance Socially/Economically Restricted Businesses

i. Joint Venture – If the joint venture relationship between (firm names) is dissolved, (name of majority owner) as the majority owner of the contract, with a commitment to a Socially/Economically Restricted Business, must maintain this commitment for the duration of the contract. If another Socially/Economically Restricted Business(es) to perform on this contract, (name of majority owner) must submit all changes to Borough of Waynesboro for approval.

ii. Subcontracting – If the subcontracting commitment made to (name of Subcontractor) in the amount of ($) is terminated, (name of firm awarded contract) with a (dollar amount) commitment to a Socially/Economically Restricted Business, must maintain this commitment for the duration of the contract. (Name of firm awarded contract) must continue this commitment by entering into contractual agreements with other Socially/Economically Restricted Business(es) to perform on this contract. (Name of majority owner) must submit all changes to Borough of Waynesboro for approval.

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iii. The prime proposer must provide Borough of Waynesboro with a report of Socially/Economically Restricted Business activity on a quarterly or per project basis, whichever is sooner. The report shall reflect the names of and the total dollar amount paid to all Socially/Economically Restricted Businesses utilized under this contract.

iv. Socially/Economically Restricted Business subcontractor must provide Borough of Waynesboro with a report reflecting the prime contractors who have purchased their services and/or supplies on a quarterly basis or per project basis, whichever is sooner. The report shall reflect the name of the prime contractor and the total dollar amount invoiced and total dollar amount received for payment.

(B) Grantee Compliance Procedures

(1) A letter will be forwarded to the prime contractor by Borough of Waynesboro informing them of their quarterly or per project reporting requirements. In addition, a letter will be forwarded to all MBE/WBE subcontractors (copy to the prime contractor) informing them of their reporting requirements.

(2) Borough of Waynesboro will review all reports received from the prime contractor and all subcontractors to determine if the commitments made by the prime contractor in his/her bid are being met. If reports are submitted on a per project basis, this review is to be done prior to final payment being made to the contractor and/or subcontractor.

(C) Records and Reports

The contractor will keep such records as are necessary to determine compliance with its minority and women business enterprise commitments. These records must be in sufficient detail to indicate the number of minority and women businesses, the contract work performed, and the percentage of minority and women businesses performing work. Additionally, the contractor is required to maintain an open file for a specified period, during which time the contract compliance person may make periodic reviews of records pertaining to relevant contracts.

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The Borough of Waynesboro

OFFICE OF BOROUGH MANAGER

55 EAST MAIN STREET, P.O. BOX 310
WAYNESBORO, PENNSYLVANIA 17268
(717) 762-2101 TELEPHONE
(717) 762-4707 FAX

www.WAYNESBOROPA.ORG

November 22, 2019

Ms. Sheila Frasier
Economic Development Consultant
Center for Community Development Operations
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, Pennsylvania 17120-0225

RE: FY 2019 CDBG Application
Borough of Waynesboro, Franklin County

Dear Ms. Frasier:

This letter is written to notify you that the Borough of Waynesboro has a Section 3 plan on file that was adopted by the Borough Council of the Borough of Waynesboro.

A copy of this plan will be provided upon request during the next DCED program monitoring.

Sincerely,

Jason B. Stains
Borough Manager
Borough of Waynesboro

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The Borough of Waynesboro

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WWW.WAYNESBOROPA.ORG

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As a State Grantee with more than fifteen (15) employees, the Borough of Waynesboro must re-designate a Section 504 Officer annually within the Borough.

This is to notify DCED that Mr. Jason B. Stains, Borough Manager, is the Section 504 Officer for the Borough of Waynesboro.

The Section 504 responsibilities include:

a. Compile and maintain a Self - Evaluation of the Borough's facilities, hiring practices, and citizen participation, as well as each activity funded with the CDBG grant, to assure that there has been no discrimination in the providing of services based on race, color, national origin, sex, disability, religion, familial status, age, or ancestry. From this self-evaluation, the Borough of Waynesboro will develop a Transitional Plan to provide a timetable and responsible entity to bring the municipality into compliance. The Section 504 Officer will oversee that the municipality follows the Transition Plan and brings the Borough into compliance.
b. The Borough of Waynesboro will develop/adopt a grievance procedure incorporating due process standards and allowing for prompt local resolution of any complaints of discrimination based on disability. Any individual or authorized representative who believes that they have been denied opportunities or treated differently due to their race, color, national origin, sex, disability, religion, familial status, age or ancestry may file a complaint with the Section 504 Officer. The Officer must act on the complaint and maintain the records of the process for monitoring.

11/22/2019
Date

Jason B. Stains

Jason Stains, *Borough Manager*
Borough of Waynesboro

CERTIFICATION OF COMPLETION OF A FOUR-FACTOR ANALYSIS FOR LIMITED ENGLISH PROFICIENCY PERSONS

and

CERTIFICATION OF THE ACTIVITIES TO BE INCLUDED IN THE LANGUAGE ACCESS PLAN

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
(Includes CDBG Competitive, CDBG-DR, and NSP)

draft

For:

GRANTEE NAME: Borough of Waynesboro, Franklin County, Pennsylvania

PROGRAM and FISCAL YEAR: Community Development Block Grant, FY 2020

CONTACT PERSON (Name, Telephone Number & E-mail) Mr. Jason Stains, Borough Manager

(717) 762-2101 ext. 231 jason@waynesboropa.org

Purpose:
In compliance with Section 601 of Title VI the Civil Rights Act of 1964 (LEP Statutory Authority) and Executive Order 13166, the Borough of Waynesboro *(Grantee)* has conducted the following Four Factor Analysis for Limited English Proficiency (LEP) persons for the federally funded program listed above.

History:
Title VI of the Civil Rights Act of 1964, is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination. Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

Executive Order 13166 (Issued in the Federal Register 65 FR 50121 on August 16, 2000) mandates improved access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. The order also requires a Language Access Plan for the program or activity if a qualifying population is determined. To determine if there is an affected population of beneficiaries having limited English proficiency, all grantees receiving federal financial assistance must conduct the four-factor analysis as outlined below.

Grantee Four-Factor Analysis
The following Four-Factor Analysis serves as the guide for determining which language assistance measures the Grantee will be required to undertake to guarantee access to Grantee's Community Development Block Grant (CDBG) programs by LEP persons.

Factor One - Methodology: The grantee must analyze the number or proportion of LEP persons served or encountered in the eligible service area population (served or encountered includes those persons who would be served by the program or activity if the person received education and outreach and the grantee provided sufficient language services).

Select the paragraph(s) below that best describes your methodology for the analysis by placing a check mark in the box beside the description. Also, please fill in the blanks or circle the correct statement were indicated. These paragraphs may be modified or replaced with narrative that more accurately reflects the grantee's methodology.

☐ The Grantee utilized the US Census, ACS tabulation for persons that speak English "Less than Well" provided by DCED to determine the **county's** LEP population(s). Based on this data, the Grantee *(choose one)* ☐ **does** ☐ **does not** meet the 1,000 or 5% LEP persons' threshold for any language(s) identified.

☒ The Grantee utilized the US Census, ACS tabulation for persons that speak English "Less than Well" provided by DCED to determine its **municipalities'** LEP population(s). Based on this data, the Grantee *(choose one)* ☐ **does** ☒ **does not** have any municipalities within its borders that meet the 1,000 or 5% LEP persons threshold for any language(s) identified.

☐ The Grantee is administrating the CDBG program **on behalf of:** _____ *(list other municipalities where federal financial assistance will be used)*. The grantee utilized the US Census, ACS tabulation for persons that speak English "Less than Well" provided by DCED. Based on this data, _____ *(OBO municipality) (choose one)* ☐ **does** ☐ **does not** meet the 1,000 or 5% LEP persons' threshold for any language(s) identified.

(Add additional lines if needed to address all OBO municipalities the Grantee is administering)

☐ Income surveys were conducted to determine eligibility in the program or activity service area. Questions were asked to determine if any LEP persons were located in the potential project area. According to the results of the surveys, there were _____ *(number)* LEP persons located in the proposed project area. The proposed project area has a total population of _____ *(number)*. The number of LEP persons affected by the project or activity *(choose one)* ☐ **does** ☐ **does not** meet the 1,000 or 5% LEP persons in the service area threshold for any languages identified.

(Add additional lines if needed to address all projects or activities the Grantee is administering and used the above LEP analysis methodology)

☐ Local elected officials, clergy, medical personnel, and school administrators were polled by telephone/questionnaire to request input regarding their knowledge of LEP persons within the community and/or proposed project area(s). Based on the results of the telephone poll/questionnaires, there are an _____ *(estimated number)* LEP persons out of _____ *(total persons benefitting from the program or activity)* located in _____ *(Grantee or service area name)*. This *(choose one)* ☐ **does** ☐ **does not** meet the 1,000 or 5% LEP persons of total service area threshold for any language(s) identified.

(Add additional lines if needed to address all projects or activities the Grantee is administering and used the above LEP analysis methodology)

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Please list below all municipalities and/ or service areas under this program that qualify as meeting the threshold of 1,000 or 5% LEP person's threshold for any language(s) identified as indicated by the methodology used above. Include the name of the municipality/service area, the language(s) identified, and the number or percentage of persons. For example:

Apple Township	*Germanic*	*16%*

If any of the blocks above contains a "does" meet the 1,000 or 5% LEP person threshold for any language(s) identified, the grantee must complete a Language Access Plan for that municipality and may stop further completion of this Four Factor Analysis. Please proceed to the Language Access Plan Certification. Please submit this page, along with the Language Access Plan Certification with your application.

If the grantee, after completing this section of the analysis, has **all** blocks above marked with "does not" meet the 1,000 or 5% LEP persons' threshold for any languages identified, they must continue analyzing their **program or activity** with the following questions.

Additional Questions to be Answered:

Factor Two - The frequency with which LEP persons come into contact with the program or activity.
Select the paragraph below that best describes the amount of public contact of your program by placing a check mark in the box beside the description. These paragraphs may be modified or replaced with narrative that more accurately reflects the grantee's program or activity.

- ☐ The proposed program or activities that provide direct assistance to the resident, which would include but not be limited to acquisition, relocation, housing rehabilitation, water/sewer laterals, and public services. Therefore, residents are likely to have considerable direct contact with the program and its staff.

- ☒ The proposed project is a program or activity that does not provide direct assistance to individuals, such as road reconstruction, water/sewer line replacement, and commercial building demolition. As a result, LEP persons are not directly affected by the CDBG program or activity and no direct assistance will be provided to the residents. However, all citizen participation activities are open to the general public and every effort should be made to provide the needed materials to all residents.

If the first block above is marked, the grantee must complete a Language Access Plan for the program or activity and may stop further completion of this Four Factor Analysis. Please proceed to the Language Access Plan Certification form. Please submit all pages of this analysis, along with the Language Access Plan Certification with your application.

If the second block is marked, the grantee must continue with their analysis of their program or activity.

Factor Three - The nature and importance of the program, activity, or service provided by the program or activity.

- ☐ The proposed project does provide direct assistance to program and activity service area beneficiaries related to; housing rehabilitation, water/sewer laterals, public services, therefore, the nature of the activity or service is significant to the proposed program and activity area(s) residents.

- ☒ The proposed program or activity does not provide direct assistance to individuals, such as road reconstruction, public facility architectural barrier removal, water/sewer line replacement. As a result, LEP persons may not be as directly affected by the program or activity with the CDBG program. However, all citizen participation activities are open to the general public and every effort should be made to provide the needed materials to all residents.

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If the first block above is marked, the grantee must complete a Language Access Plan for the program and may stop further completion of this Four Factor Analysis. Please proceed to the Language Access Plan Certification form. Please submit all pages, along with the Language Access Plan Certification with your application.

If the second block is marked, the grantee must continue with their analysis of their program or activity.

Factor Four - The resources available and costs to the recipient.
Currently, internet sites can be utilized to translate some written materials. Additionally, local volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of a CDBG program or activity are available in multiple languages on the HUD and DOL websites. Additionally, translation activities are an eligible CDBG administrative or delivery expense. Therefore, limited LEP measures are reasonable given the resources available to Grantee. So grantees may not use this factor as the only factor determining the need for a Language Access Plan.

Please continue to Certification on the next page.

Please complete the Certification of Completion and Findings form or the Language Access Plan Certification whichever is applicable and include in the application submission.

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SECTION II

A. Management Plan/Local Staff Capacity

B. Timeliness

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MANAGEMENT PLAN/ LOCAL STAFF CAPACITY

APPLICANT NAME:	GRANT ADMINISTRATOR:
Borough of Waynesboro, Franklin County, Pennsylvania	Mr. Jason Stains, Borough Manager

Describe how your CDBG program will be managed and administered by addressing the following:

- Identify the assigned staff or consultant/engineer that is assigned to complete the identified tasks needed to accomplish your proposed activities and their experience. If more than one agency/organization will be involved, explain the coordination and lead responsibility.
- If more than one agency/organization will be involved, explain the coordination and lead responsibility.
- Justify the need for completing certain services with third party contracts which could otherwise be provided by the creation and/or development of local staff capacity.

Task	Assigned Staff or Individual	Experience
1. Application Preparation	Urban Design Ventures, LLC	Over 18 years of experience in CDBG administration.
2. Recordkeeping and File Set-up	Borough of Waynesboro, Melinda Knott, Borough Secretary	Has been on staff and been the Office Supervisor / Secretary for over 20 years.
3. Environmental Review	Urban Design Ventures, LLC	Over 18 years of experience in CDBG administration.
4. Procurement	Borough of Waynesboro, Jason Stains, Borough Manager	Has worked at the Borough since 2013 and been Borough Manager since 2015.
5. Financial recordkeeping	Borough of Waynesboro, Jason Stains, Borough Manager	Has worked at the Borough since 2013 and been Borough Manager since 2015.
6. IDIS – Set-up	Borough of Waynesboro, Jason Stains, Borough Manager	Has worked at the Borough since 2013 and been Borough Manager since 2015.
7. IDIS – Draw Abilities	Borough of Waynesboro, Jason Stains, Borough Manager	Has worked at the Borough since 2013 and been Borough Manager since 2015.
8. Oversight of 3rd party contracted agreements	Borough of Waynesboro, Kevin Grubbs, Borough Engineer	Has been with the Borough since 1990.
9. Contracting / Labor Standards	Borough of Waynesboro, Kevin Grubbs, Borough Engineer	Has been with the Borough since 1990.
10. Closeout	Borough of Waynesboro, Jason Stains, Borough Manager	Has worked at the Borough since 2013 and been Borough Manager since 2015.
11. Audit, if applicable	Cochick and Associates	Firm has over 20 years experience in accounting and auditing services.

(Attach Additional sheets as necessary.)

draft

TIMELINESS

APPLICANT NAME:
Borough of Waynesboro, Franklin County, Pennsylvania

Each applicant must provide an analysis of its past use of CDBG funds. The lack of timely performance must be addressed by the applicant and considered by the Department prior to contracting 2020 funds. Counties administering multiple grants are to indicate the total CDBG funds contracted to the County for each corresponding year, do not include competitive awards.

Grant Year	(A) Amount of Grant	(B) Amount Expended as of Application Submission	(C) Percent Expended	(D) Amount Remaining for Expenditure	(E) % Remaining for Expenditure
2015	$ 133,650.00	$ 133,650.00	100.00%	$ 0.00	0.00%
2016	$ 136,941.00	$ 80,100.57	58.49%	$ 56,840.43	41.51%
2017	$ 134,829.00	$ 110,560.00	82.00%	$ 24,269.00	18.00%
2018	$ 151,656.00	$ 41,636.00	27.45%	$ 110,020.00	72.55%
			0.00%	$ 0.00	0.00%
			0.00%	$ 0.00	0.00%
			0.00%	$ 0.00	0.00%
(F) TOTALS	$ 557,076.00	$ 365,946.57	**(G)** 65.69%	$ 191,129.43	**(H)** 34.31%

2019 Grant: $ 156,386.00 **(I)** 2020 Grant: $ 161,351.00

Date you received fully executed 2019 contract: _____ **(J)** Unexpended Funds Ratio: 1.18

Instructions:

1. In column (A) list the amounts of any CDBG grants (excluding Planning grants) that your municipality received for each corresponding year.
2. In column (B) list the amounts expended, as of the date of the application, for each grant listed in column (A).
3. In column (C) list the percent of funds expended by dividing the amount in column (B) by the amount in column (A).
4. In column (D) list the amounts remaining to be expended, as of the date of this application, for each grant listed in column (A). The amount expended in column (B) plus the amount remaining in column (D) must equal the corresponding grant amount in column (A).
5. In column (E) list the percent of funds remaining to be expended by dividing the amount in column (D) by the amount in column (A).
6. In line (F) provide the totals of columns (A), (B), and (D).
7. Indicate at (G) the percentage of total funds expended by dividing the total of column (B) by the total of column (A).
8. Indicate at (H) the percentage of total funds unexpended by dividing the total of column (D) by the total of column (A).

   The above analysis is to be evaluated by all applicants and the DCED to determine if each program year is achieving adequate levels of performance and where particular rates of expenditure may indicate problems.
9. Now indicate at (I) the amount of your municipality's 2020 allocation of CDBG funds.
10. Divide the total of column (D) by the amount at (I) and enter the result at (J). If this amount exceeds 1.5, proceed to address the remainder of this form.

    If the result obtained in item 10. exceeds 1.5, this means that you have previous unexpended CDBG funds which amount to more than 1 1/2 times your 2020 grant. Please address the following:

    1. List any problems that are delaying particular year grants. Indicate the grant year and the reasons for delay.
    2. What steps have been taken, or are being taken, to alleviate the problems identified, including new timeframes for expending the funds.

Your responses to the above are intended to provide you and DCED with a better understanding of existing and potential impediments to your timely performance. You should consider all of the above as you proceed to address your management plan for this year's Program.

If the problems you have outlined on this timeliness form are due to inadequate capacity on the part of your administering agency, this is expected to be considered and addressed in your Management Plan.

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SECTION III

A. Three Year Community Development Plan

- Description of Low-and-Moderate-Income and Minority Persons
- Assessments of Community Development Needs
- Analysis of Community Development Needs of Low-and-Moderate Income Areas
- How Community Development Objectives Address Identified
- Short Term and Long Term Goals and Objectives
- List of Resources Maps

Three year plan

draft

Maps

draft

SECTION IV

A. Activity Description(s) with Maps

8. Appendix B – CDBG Public Service Activities – Not Applicable

C. Appendix C – Service Areas and Service Methodology - Not Applicable

D. Appendix D – Determining Service Areas – Not Applicable

E. Local Effort/User Fee Analysis – Not Applicable

draft

ACTIVITY DESCRIPTION

(Complete one for each Activity Eligibility)

1. APPLICANT/GRANTEE NAME: Borough of Waynesboro, Franklin County, Pennsylvania	2. DATE: October 28, 2020
3. TYPE ☐ Original ☐ Revised / 4. FUNDING YEAR	5. MULTI-YEAR FUNDED (IF YES, IDENTIFY FY): FY 2020
6a. HUD MATRIX CODE: 03K Street Improvements / 6b. ACTIVITY NAME: Street Improvements	
7. ACTIVITY LOCATION: West Third Street from	8. COST:
9. NATIONAL OBJECTIVE: ☒ LMI ☐ S/B ☐ UN	
10. NATIONAL OBJECTIVE JUSTIFICATION (USE FEDERAL STATE REGULATION CITATION NUMBERS 24 CFR 570.483 SERIES - 570.483(b) (1)(i) Low- and moderate-income area benefit.	
11. GOAL ADDRESSED: 4. Public infrastructure and community facility projects - Provide flexibility to local governi	

		Committed Yes	Committed No
CDBG	$ 132,308		
Federal	$ 68,917	☒	☐
State	$	☐	☐
Local	$	☐	☐
Private	$	☐	☐
TOTAL	$ 201,225		

A. LMI BENEFIT TESTS (CHOOSE ONE)

1. LMI AREA BENEFIT *(CHOOSE ONE)*:

☐ ACS DATA
- C.T.: 122
- B.G.: 2
- CDP:
- Area Pop.: 1745
- LMI Pop.: 1070
- % LMI: 61.32%

OR

☐ SURVEY
- Date of Survey:
- Total Families:
- # Responses:
- # Persons:
- # LMI Persons:
- % LMI Persons:

☐ Required Survey Info Provided

2. LMC LIMITED CLIENTELE:

Choose one of first 3 categories.

☐ Income Eligibility
☐ Nature/Location
☐ Presumed Benefit (choose one, if applicable)
- ☐ Abused Children
- ☐ Battered Spouse
- ☐ Elderly Persons
- ☐ Homeless Persons
- ☐ Illiterate Adults
- ☐ Persons w/ Aids
- ☐ Migrant Farm Worker
- ☐ Disabled

3. LMH HOUSING INCOME ELGIBILITY:

☐ Rehabilitation

	Yes	No
One-Unit Structures- Each Household LMI?	☐	☐
Two-Unit Structures- At least 1 Unit is LMI?	☐	☐
Multi-Unit Structures- 3 or more units 51% of Units are LMI?	☐	☐
Housing Assistance	☐	☐
Support of New Housing	☐	☐
Direct Homeownership Assistance	☐	☐

- # of New Rental Units:
- % LMI units (20% - 50%):
- CDBG funds limited to:

4. LMJ JOB CREATION/RETENTION:

Number of Jobs
- Created
- Retained

Number of LMI Jobs
- Created
- Retained

% LMI Jobs
- Created
- Retained

Describe how this activity will benefit the above designated clientele:

B. SLUMS/BLIGHT TEST (CHOOSE ONE)

1. Area: ☐ Area has been designated as slum, blighted or deteriorated under state or local law (Provide a copy of the designation and any support documentation) ☐ Activity Addresses Conditions

2. Spot: ☐ Acquisition ☐ Relocation ☐ Clearance ☐ Rehab ☐ Historic Preservation ☐ Conditions detrimental to public safety & health

C. URGENT NEED TEST – ALL 4 CRITERIA MUST BE MET AND DOCUMENTED

☐ Serious, Immediate Threat ☐ Critical Within Previous 18 months

☐ Urgent Condition ☐ Insufficient Local Funds

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D. ACTIVITY DESCRIPTION

Describe the activity sufficiently to demonstrate that it is an eligible activity, and that its scope is adequate to meet the identified needs of intended beneficiaries. Particular attention must be focused on the impact the proposed solution will have upon low and moderate income people, e.g. user fees, benefit assessments, etc. (For activities with user fees, complete "Local Effort/User Fee Analysis".)

For Competitive Applicants - Due to the competitive review process, the activity should be described comprehensively to substantiate the cause and magnitude of the need, and "third party" support (reports, newspaper articles, letters from affected residents, businesses, etc.), should be provided. Focus as specifically as possible on the impact of the problem on the residents of the affected area.

Please provide a satellite image or photography of the project area.

1. Identify what is the problem and location of the problem. Identify the location of the project by street name(s) if applicable.

The area of West 3rd Street from Fairview Avenue to South Price Avenue is badly in need of reconstruction. West 3rd Street is a main thoroughfare for the residents of neighborhoods that access onto the West Third Street.

2. This project has been reviewed to determine if any of the project is within the designated FLOODWAY using the best available data, and it has been determined that it is ☐ or is not ☒ located in the FLOODWAY.

   Identify FIRM MAP or other source used for this determination. 42055C0464E

3. How will the problem be corrected: Specify type and quantity of materials to be used to correct the problem.

Funds will be used to reconstruct West 3rd Street from Fairview Avenue to South Price Avenue with full depth asphalt, including storm drainage improvements. Work will be completed within the existing right-of-way.

4. Who are the primary beneficiaries; who will receive the daily benefits of the proposed project. Grantee must confirm that the project serves a primarily residential area. The project and service area must be identified on the map and may be different. (Include photos)

The residents of CT 122 BG 2, which is a majority LMI area at 61.32% LMI, that are reliant on West 3rd Street as a primary thoroughfare.

(Attach Additional sheets as necessary.)

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PROJECT BUDGET

APPLICANT NAME:
Borough of Waynesboro, Pennsylvania

Total Sources and Uses of Funds

Activity	CDBG	Other CDBG	Local (with eligible in-kind)	Program Income	Total
1 Construction Costs	$132,308	$63,717			$196,025
2 Delivery Costs					
a. Environmental Review					
b. Professional Fees		$5,200			$5,200
c. Labor Compliance					
d. Other (please explain)					
3. Land Acquisition (if any)					
TOTAL	$132,308	$68,917			$201,225

* ***DO NOT*** *include any general administrative costs, miscellaneous, contingency costs, etc. in budget.*

Complete the table above. The budget is to reflect full project cost.

Immediately following this page, attach itemized cost estimate for each line item, identifying each source and use of funds.

draft

PROJECT COMPLETION TIMETABLE

APPLICANT NAME:
Borough of Waynesboro, Pennsylvania

Beginning with the application submission date, outline below a reasonable timetable for project completion. Include all significant milestones, emphasizing those related to environmental clearance, procurement of third party services, plans, permits, bids, contracts, financing, acquisition of property, construction, and completion.

Task	Date Completed or Projected Completion
Environmental Clearance for Activity	January 31. 2021
Executing Sub-recipient Agreement (if applicable)	NA
Request for Professional Services	N/A - Engineer on Staff
Income Eligibility Verification (Direct Benefit Only)	N/A
Bid Specification Preparation	February 1 - March 15, 2021
Bid Project	April 15, 2021
Bid Opening/Tabulation	April 30, 2021
Contract Award	May 15, 2021
Notice to Proceed	June 1, 2021
Contracting/Project Implementation	July 1, 2021
Activity Completion	October 31, 2021
IDIS Updated	December 31, 2021

draft

ACTIVITY DESCRIPTION – ADMINISTRATIVE EXPENSES

APPLICANT NAME: Borough of Waynesboro, PA	TOTAL GRANT AMOUNT: $ 161,351
	TOTAL ADMINISTRATIVE COSTS*: $ 29,043
HUD MATRIX CODE: **21A**	% OF TOTAL GRANT: 18 %

NATIONAL OBJECTIVE JUSTIFICATION:

24 CFR 570.483(f) Planning and Administrative Costs – CDBG funds expended for eligible planning and administrative costs by units of general local government in conjunction with other CDBG assisted activities will be considered to address the national objectives.

COUNTY APPLICANTS administering On Behalf of Grantee (OBO) – *Must complete the box below.*

ENTITLEMENT	BUDGETED ADMINISTRATIVE COST
APPLICANT NAME: Borough of Waynesboro	$ 29,043 *
OBO:	$ *
OBO:	$ *
OBO:	$ *
OBO:	$ *
OBO:	$ *
OBO:	$ *
OBO:	$ *
OBO:	$ *
OBO:	$ *
OBO:	$ *
OBO:	$ *
TOTAL ADMIN:	$ 29,043 *

Please describe the expenses to be paid using CDBG administrative funds.
For example, staff salaries and benefits, advertisements, office supplies. In addition, please identify if administrative expenses are included in a cost allocation plan or if the grantee has an indirect cost rate being used to determine administrative expenses.

Administrative Costs include:
- Advertising
- Delivery Costs
- Office Supplies
- Application Preparation

Grantee uses a Cost Allocation Plan: ☐ Yes ☒ No	Grantee uses an Indirect Cost Rate: ☐ Yes ☒ No

** Cannot be rounded up*
Administrative costs for each individual allocation cannot exceed 18% of the allocation.

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LIMITED CLIENTELE WORKSHEET REPORTING

To Be Completed as part of the Application for CDBG Funding – LMC Activity

NAME OF ACTIVITY:	CONTRACT YEAR:
Borough Of Waynesboro, Pennsylvania - Not Applicable	FY 2020

PART 1: IDENTIFY THE CLIENTELE TO BENEFIT

PRESUMED BENEFIT

To qualify under Limited Clientele criteria, the activity must exclusively benefit clientele who are generally presumed by HUD to be principally low-moderate income (L/M) persons (24CFR570.483(b)(2)(ii)(A). Please select one of the following groups that are generally presumed by HUD to be principally L/M persons for this project.

Please select one of the presumed categories that the beneficiaries of the proposed activity will be qualified as.

- ☐ Abused children
- ☐ Elderly persons (age 60 and older)
- ☐ Battered spouses
- ☐ Homeless persons
- ☐ Severely disabled adults (as defined by Bureau of Census*)
- ☐ Illiterate adults
- ☐ Persons living with AIDS
- ☐ Migrant farm workers

*Persons are considered severely disabled if they:

- Use a wheelchair or another special aid for 6 months or longer;
- Are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs and walking);
- Need assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating and toileting) or instrumental activities or daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone);
- Are prevented from working at a job or doing housework;
- Have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia or mental retardation; or
- Are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

Note: Exclusively means that all of the beneficiaries of the activity must meet the criteria for being presumed.

If the beneficiaries fall into any other category but those above, then Presumed Benefit category may not be used to qualify for Limited Clientele.

OTHER OPTIONS FOR QUALIFYING FOR THE LIMITED CLIENTLE CATEGORY

Please select one of the other options to qualify the activity as LMC, if the Presumed Benefit option above cannot be used.

- ☐ Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI; For example: A summer lunch program that uses other funding with an income requirement; or
- ☐ Have income eligibility requirements limiting the activity to LMI persons only; For example, construction of a waterline that will only service a senior (62 or older) housing complex; or
- ☐ Be of such a nature and in such a location that it can be concluded that clients are primarily LMI. For example, is a day care center that is designed to serve residents of a public housing complex.

Please complete Part 2 to complete this form

draft

NAME OF ACTIVITY:	CONTRACT YEAR:
Borough Of Waynesboro, Pennsylvania - Not Applicable	FY 2020

PART 2: DOCUMENTATION

(attach separate sheets of paper if necessary)

Provide the following information as applicable to the proposed activity based on your responses in Part 1 of this form.

PRESUMED BENEFIT

Number of estimated beneficiaries (persons) in the Service Area: _____
(This may be from ACS, or actual membership information)

Source : _____

For disability data, please use the HUD provided disability data located at:
www.hudexchange.info/programs/census/acs-cdbg-disability-data/all-tracts-summarized-by-grantee/

**Please attach documentation that the facility or service will exclusively benefit clientele who are generally presumed to be principally LMI persons.*

ACTIVITIES REQUIRING DOCUMENTATION ON FAMILY SIZE AND INCOME

Number of estimated beneficiaries (total persons): _____

Total number of LMI persons _____ LMI % _____

**Please attach a blank sample of the intake document used to acquire this information.*

INCOME ELIGIBILITY REQUIREMENTS THAT LIMIT THE ACTIVITY EXCLUSIVELY TO LMC PERSONS

Explain the income eligibility requirements that will limit the activity to LMC persons of which 51% must be low and moderate income: *Please attach activity guidelines.

NATURE OR LOCATION OF ACTIVITY ESTABLISH THAT IT WILL BE USED PRIMARILY BY LMC PERSONS

Explain the intent of the activity or its location that would presume the beneficiaries to be LMC persons:

**Please attach a map of the location of the activity and the service area.*

draft

FORCE ACCOUNT CERTIFICATION

1. GRANTEE:	2. CONTRACT NUMBER:
Borough of Waynesboro, Pennsylvania - Not Applicable	
3. COUNTY:	
Franklin	

The Grantee must complete the Force Account form and include it with its CDBG application submission prior to using Force Account for a project. Approval will be the approved application unless otherwise notified. For modifications and revisions, this form must be submitted with the formal request and approval will be the approved modification or revision unless otherwise notified.

1. DESCRIPTION OF THE CONSTRUCTION ACTIVITIES TO BE COMPLETED BY FORCE ACCOUNT:

2. JUSTIFICATION FOR DOING THE WORK BY FORCE ACCOUNT:

3. DETAILS OF THE GRANTEE'S EXPERIENCE WITH PROJECTS OF LIKE OR SIMILAR NATURE:

4. INFORMATION ON WORKLOAD AS IT MAY AFFECT CAPACITY TO DO THE WORK WITHIN TIME FRAME OR WORK SCHEDULE:

5A. A COMPLETE ESTIMATED COST BREAKDOWN SHOWING THE NUMBER OF WORK HOURS AND COST PER HOUR FOR EACH CATEGORY OF LABOR:

LABOR TYPE	JOB DESCRIPTION	# OF EMPLOYEES	EST. WORK HRS.	HOURLY WAGES	SUBTOTAL COST
				ESTIMATE TOTAL LABOR COSTS:	

5B. LIST OF MATERIAL AND SUPPLIES OWNED OR TO BE PURCHASED BY THE GRANTEE:

MATERIALS	OWNED OR TO BE PURCHASED	UOM*	QTY.	UNIT PRICE	SUBTOTAL COST
				ESTIMATE TOTAL MATERIAL COSTS:	

draft

FORCE ACCOUNT CERTIFICATION

5C. LIST OF EQUIPMENT OWNED BY THE GRANTEE AND/OR EQUIPMENT THAT MUST BE RENTED (EVIDENCE OF OWNERSHIP MUST BE SUBMITTED WITH THIS FORM).

EQUIPMENT	REIMBURSEMENT TYPE	EST WORK HRS.	HOURLY RATE**	SUBTOTAL COST
			ESTIMATE TOTAL MATERIAL COSTS:	

ESTIMATE TOTAL FORCE ACCOUNT COSTS:	

6. LIST THE NAMES AND QUALIFICATIONS OF PERSONNEL PERFORMING SPECIALIZED WORK, SUCH AS INSPECTION, TESTING, ELECTRICAL WORK, ETC.

EMPLOYEE NAME	SPECIALIZED WORK TO BE DONE	QUALIFICATIONS

draft

* UOM is defined as a Unit of Measure

** **Equipment Rates –** Grantees will follow the following guidance when requesting reimbursement for equipment. This guidance follows PEMA's *Public Assistance Applicant Handbook*.

FEMA Rates. FEMA publishes a schedule of equipment rates that is applicable on a national basis. If a piece of equipment used by an applicant is not on the FEMA schedule, documentation to justify the requested rate must be submitted to DCED for approval. If an entity has established rates for use in its normal day to-day operations, the criteria listed below under State and local rates apply. If an entity does not have established rates, FEMA rates will be used.

State Rates. An applicant may claim reasonable rates that were developed using State guidelines up to $75 per hour. Rates over $75 per hour must be approved by DCED on a case-by-case basis. A State guideline would be an equipment cost methodology used by a State agency, such as PennDOT, to account for the costs of using its own equipment. Care must be taken before adopting a rate schedule to insure labor costs are not included in the calculations.

Local Rates. Rates developed, or adopted, by a local government can be used. Where local rates have been established and used prior to the declared disaster, reimbursement will be based on the local rates or FEMA rates, whichever is lower. If the local rate is lower and the applicant certifies that the rates do not reflect all actual costs, the higher FEMA rates may be used; however, the applicant may be requested to provide documentation of the basis for the rates. If the applicant wants to use a rate that exceeds the FEMA rate, the basis for that rate must be justified and submitted thru DCED for approval.

FORCE ACCOUNT CERTIFICATION

7. I certify the following:
   a. That the persons performing force account work are W-2 form registered employees, (and not 1099 form contractors) of the Grantee; and
   b. If temporary workers are hired, that they will be W-2 form registered employees (and not 1099 form contractors), and that the employer's policies for temporary employees will be followed.

e

Signature of Chief Elected Official | Date

Printed Name | Title

DCED USE ONLY

Grant Manager Approval | Date

DCED COMMENTS

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Section V

A. LMI Principal Benefit Determination

draft

DCED-CDBG-009 (08/2018)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

LMI PRINCIPAL BENEFIT DETERMINATION

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

1. APPLICANT/GRANTEE NAME:			2. DATE:
Borough of Waynesboro, Pennsylvania			October 28, 2020
3. TYPE ☒ Original ☐ Revised ☐ Modification	4. FISCAL YEAR FY 2020	5. CONTRACT NUMBER:	

A. ACTIVITY		B. NATIONAL OBJECTIVE MET/CDBG			
HUD Code	Activity	1. LMI CDBG Dollars	2. Slums/Blight CDBG Dollars	3. Urgent Need CDBG Dollars	4. Total CDBG Dollars
01	Acquisition of Real Property				$ 0.00
02	Disposition				$ 0.00
03A	Senior Center/Facilities				$ 0.00
03F	Parks, Recreation Facilities				$ 0.00
03G	Parking Facilities				$ 0.00
03I	Flood and Drainage Facilities				$ 0.00
03J	Water / Sewer Improvements				$ 0.00
03K	Street Improvements	$ 132,308.00			$ 132,308.00
03L	Sidewalks				$ 0.00
03O	Fire Station / Equipment				$ 0.00
03Z*	Public Facilities - Other				$ 0.00
04	Clearance and Demolition				$ 0.00
05A	Public Service - Senior Centers				$ 0.00
05B	Public Service - Handicapped				$ 0.00
05D	Public Service - Youth Programs				$ 0.00
05L	Public Service - Child Care				$ 0.00
05Z*	Public Service - Other				$ 0.00
06	Interim Assistance				$ 0.00
08	Relocation				$ 0.00
12	Construction of Housing				$ 0.00
13	Direct Homeownership Assistance				$ 0.00
14A	Rehab: Single-Unit Residential				$ 0.00
14E	Rehab: Publicly or Privately Owned Comm./Ind.				$ 0.00
14G	Acquisition - for Rehabilitation				$ 0.00
15	Code Enforcement				$ 0.00
18A	ED Direct Financial Assistance to For-Profits				$ 0.00
19F	Planned Repayment of Section 108 Loan Principal				$ 0.00
____	Other _____				$ 0.00
____	Other _____				$ 0.00
C. CDBG TOTALS		$ 132,308.00	$ 0.00	$ 0.00	$ 132,308.00
% LMI OF TOTAL		100.00%			

Note: Administration costs should not be included in the determination of principal benefit.

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Section VI

A. CDBG Budget Summary

B. Budget Narrative

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Budget Summary

draft

Section VII

A. Other Supporting Documents

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