

**Commonwealth of Pennsylvania
Community Development Block Grant Program
FFY 2023 Program Year**

Applicant:



Clearfield County, Pennsylvania



**Application Submission Due Date:
Friday, October 27, 2023**



**PREPARED BY:
URBAN DESIGN VENTURES, LLC
PLANNING & DEVELOPMENT CONSULTANTS
212 EAST SEVENTH AVENUE, HOMESTEAD, PA 15120**



Board of Supervisors

William Beers Jr., Chairman

Kevin Salandra, Vice-Chairman

Sam Mollica

Mark Sullivan

Barry Abbott

Township Manager

Shawn Arbaugh

Secretary / Treasurer

Terri Bracken



Cover Sheet

- A. Background Information
 - PA FY 2023 CDBG Program
- B. Application Checklist
 - Completed Application

Section I

- A. Electronic Single Application for Assistance
 - Completed Online
- B. General Application Certifications
 - General Application Certifications Form
- C. Resolution: Application Submission
 - Resolution Authorizing Application Submission
- D. Citizen Participation Report
 - Citizen Participation Report Form
 - First Public Hearing
 - Second Public Hearing
- E. Disclosure Report
 - Disclosure Report Form
 - Appendix A – HUD Programs Subject to Disclosure
- F. Fair Housing
 - Fair Housing Advertisements
 - Fair Housing Resolution
 - Actions to AFFH



G. MWBE Requirements

- M/WBE Plan
- M/WBE Participation Goals & Achievements
- Four Factor Analysis for LEP Persons
- Section 504 Officer Designation

H. DCED Land Use Implementation

- NOT APPLICABLE

Section II

A. Management Plan / Local Staff Capacity

- Management Plan / Local Staff Capacity Form
- Description of how CDBG Program will be Managed

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
- Explanation of how Community Development Objectives Address Identified Needs
- Short-Term and Long-Term Goals and Objectives
- List of Resources
- Maps

Section IV

A. Activity Description(s)



- Activity Description Forms
- Maps
- Limited Clientele Worksheet Report Form – NOT APPLICABLE
- Force Account Certification Form – NOT APPLICABLE
- Project Timetable Form
- Project Budget
- Current Photos
- Administrative Cost Form

B. 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

Section V

A. LMI Principal Benefit Determination

- LMI Principal Benefit Determination Form

B. Budget Narrative

Section VI

A. Other Supporting Documents

- NOT APPLICABLE



SECTION I

Electronic Single Application

Single Application for Assistance

Web Application Id: 9822822

Applicant: Township of Sandy

Program Selected: Community Development Block Grant (CDBG)

Applicant Information

| | |
|---------------------------------|---|
| Applicant Entity Type: | Government |
| Applicant Name: | Township of Sandy |
| NAICS Code | 9211 |
| FEIN/SSN Number | XXXXXXXXXX |
| UEI Number: | H81GQNXSTTV5 |
| Top Official/Signing Authority: | William Beers, Jr. |
| Title: | Chairman |
| SAP Vendor #: | XXXXXX |
| Contact Name: | Shawn Arbaugh |
| Contact Title: | Township Manager |
| Phone: | (814)-371-4220 Ext. 215 |
| Fax: | (814)-475-7837 |
| E-mail: | sarbaugh@sandytownship.net |
| Mailing Address: | Township Municipal Building 1094 Chestnut Avenue PO Box 267 |
| City: | DuBois |
| State: | PA |
| Zip Code: | 15801 |

Single Application for Assistance

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Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

| | | | | |
|--|--|---|---|---|
| <input type="checkbox"/> Advanced Technology | <input type="checkbox"/> Agri-Processor | <input type="checkbox"/> Agri-Producer | <input type="checkbox"/> Authority | <input type="checkbox"/> Biotechnology / Life Sciences |
| <input type="checkbox"/> Business Financial Services | <input type="checkbox"/> Call Center | <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Commercial | <input type="checkbox"/> Community Dev. Provider |
| <input type="checkbox"/> Computer & Clerical Operators | <input type="checkbox"/> Defense Related | <input type="checkbox"/> Economic Dev. Provider | <input type="checkbox"/> Educational Facility | <input type="checkbox"/> Emergency Responder |
| <input type="checkbox"/> Environment and Conservation | <input type="checkbox"/> Exempt Facility | <input type="checkbox"/> Export Manufacturing | <input type="checkbox"/> Export Service | <input type="checkbox"/> Food Processing |
| <input checked="" type="checkbox"/> Government | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Industrial | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Other | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Recycling | <input type="checkbox"/> Regional & National Headquarters |
| <input type="checkbox"/> Research & Development | <input type="checkbox"/> Retail | <input type="checkbox"/> Social Services Provider | <input type="checkbox"/> Tourism Promotion | <input type="checkbox"/> Warehouse & Terminal |

Government,

Single Application for Assistance

Web Application Id: 9822822

Applicant: Township of Sandy

Program Selected: Community Development Block Grant (CDBG)

Project Overview

Project Name:

Township of Sandy FY 2023 CDBG Application

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

Single Application for Assistance

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Project Overview

| |
|--|
| |
|--|

Single Application for Assistance

Web Application Id: 9822822

Applicant: Township of Sandy

Program Selected: Community Development Block Grant (CDBG)

Project Site Locations

| | |
|---------------------|---|
| Address: | Township Municipal Building, 1094 Chestnut Avenue PO Box 267 |
| City: | DuBois |
| State: | PA |
| Zip Code: | 267 |
| County: | Clearfield |
| Municipality: | Sandy Township |
| PA House: | Michael Armanini (75) |
| PA Senate: | Wayne Langerholc (35) |
| Current Employees: | 35 ♦ |
| Jobs To Be Created: | 0 ♦ |
| Designated Areas: | |

Single Application for Assistance

Web Application Id: 9822822

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Program Selected: Community Development Block Grant (CDBG)

Project Budget

| | Community Development Block Grant (CDBG) | CDBG Program Income Federal | Total |
|--|---|--------------------------------------|--------------|
| Acquisition, Disposition, Clearance, Relocation | \$41,133.00 | \$0.00 | |
| 04 Clearance and Demolition | \$41,133.00 | \$0.00 | \$41,133.00 |
| Administration and Planning | \$32,751.00 | \$0.00 | |
| 21A General Program Administration | \$32,751.00 | \$0.00 | \$32,751.00 |
| Section 108 Loans | \$108,069.00 | \$0.00 | |
| 19F Planned Repayments of Section 108 Loans | \$108,069.00 | \$0.00 | \$108,069.00 |
| Total | \$181,953.00 | \$0.00 | |
| | | Budget Total: | \$181,953.00 |

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Contractor Estimates, Engineer Estimates

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The Township of Sandy proposes to use its FY 2023 CDBG funds for the following:

1. Section 108 Loan Repayment: \$108,069.00

Payment of interest and principal on a Section 108 Loan.

Payments #3 and #4.

2. Clearance and Demolition: \$41,133.00

Funds will be used to eliminate vacant dilapidated houses on a spot basis.

3. General Administration: \$32,751.00

General Administrative costs, including staff salaries benefits, preparation of application, environmental review record, advertising, financial management and planning.

Total FFY 2023 Grant Amount = \$181,953.00

Single Application for Assistance

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Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

Sandy Township is anticipating award for a Section 108 Loan for the development of a sanitary sewer system along Platt Road. The Township will utilize FY 2022 CDBG funds to make the second semi-annual payments for a Section 108 Loan. The Township will use the remaining CDBG funds to demolish vacant, dilapidated properties throughout the Township.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

Payment of Section 108 Loan Commitment.

Demolish five (5) to six (6) structures to remove slum and blight.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Funds will be used for general administrative costs, preparation of the application, environmental review record, advertising, audit, planning and management. Project activities include repayment of a Section 108 Loan and demolition work including preparation of the bid documents and inspection.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Submit FY 2023 Application to DCED - 10/27/2023

Review and Application by DCED - 03/31/2024

DCED Contract Execution - 05/31/2024

Environmental Clearance of Projects and RROF - 6/30/2024

Set Up Activities in IDIS - 7/30/2024

Final Drawdown of Funds - 7/30/2026

Audit and Closeout - 12/31/2026

Single Application for Assistance

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Applicant: Township of Sandy

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Addenda

1. General Application Description Certification

Download GeneralApplicationCertifications_CDBG-001_2020F.pdf

Uploaded Documents

2. Resolution Unit of Local Government

Download Resolution-CDBG-116_2022F.pdf

Uploaded Documents

3. Citizen Participation Report

Download CitizenParticipationReport_CDBG-011_2022F.pdf

Uploaded Documents

4. Management Plan/Local Staff Capacity

Download ManagementPlan_CDBG-003_2020F.pdf

Uploaded Documents

5. Community Development Plan and required mapping

Download ThreeYearCommDevPlan-CDBG-017_2020.pdf

Uploaded Documents

6. Timeliness

Download Timeliness_CDBG-004_2023F.pdf

Uploaded Documents

7. Activity Description Instructions

Download ActivityDescriptionInstructions_CDBG-007_2022.pdf

7a. Activity Descriptions Upload multiple files per activity; multiple files may be uploaded.

Single Application for Assistance

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Addenda

Download ActivityDescription_CDBG-007_2022F.pdf

Uploaded Documents

8. Limited Clientele Worksheet

Have you proposed an activity that will qualify using the National Objective of Limited Clientele?

8a. If yes, the Limited Clientele Worksheet DCED-CDBG-014 must be completed and is required with submission of the Activity.

Download LimitedClienteleWorksheet-CDBG-014_2022F.pdf

Uploaded Documents

9. Force Account Certification

Is the proposed activity being done using force account labor?

9a. If yes, the Force Account Certification DCED-CDBG-015 form must be completed and is required with the submission of the activity.

Download ForceAccountCertification_CDBG-0154_2020F.pdf

Uploaded Documents

10. Local User Effort Fee Analysis

Is the proposed activity a water/sewer line improvement or new installation?

10a. If yes, the Local User Effort Fee Analysis DCED-CDBG-008 must be completed and is required with the submission of the activity.

Download LocalEffortUserFeeAnalysis_CDBG-008_2023F.pdf

Uploaded Documents

11. Activity Description – Administrative Expenses (If you do not have admin costs, please enter \$0 into the form and upload below.)

Download ActivityDescription-AdminExpenses_CDBG-016_2018F.pdf

Single Application for Assistance

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Applicant: Township of Sandy

Program Selected: Community Development Block Grant (CDBG)

Addenda

Uploaded Documents

12. LMI Principal Benefit Determination

Download LMIPrincipalBenefit_CDBG-009_2018F.pdf

Uploaded Documents

13. Please select your Certification

13a. Limited English Proficiency(LEP) Certification

Download LimitedEnglishProficiency_CDBG-018_2022F.pdf

Uploaded Documents

13b. Language Access Plan (LAP) Certification

Download LanguageAccessPlanCert-CDBG-020_2020F.pdf

Uploaded Documents

Other Requirements

1. Disclosure Form

Download DisclosureReport_CDBG-002_2022F.pdf

2. 4 Factor Analysis Certification

Download FourFactorAnalysisCert-CDBG-019_2020F.pdf

3. Fair Housing and Civil Rights Compliance Requirements (See Program Guidelines Section IV (C) page 8)

Please confirm that you have downloaded the documents above and have read the FHEO requirements. These documents/requirements are not required for submission, however, must be made available upon request.

Yes

Single Application for Assistance

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Program Selected: Community Development Block Grant (CDBG)

Signing Authority

Signing Authority

| Title | First Name | Last Name | Email |
|---------------------------|------------|-----------|-------|
| No data has been entered. | | | |



SECTION I

General Application Certifications



GENERAL APPLICATION CERTIFICATIONS

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG PROGRAM YEAR:

FFY 2023

APPLICATION DEADLINE DATE:

27 Oct 2023

GENERAL INFORMATION

1. GRANT ADMINISTRATOR NAME:

Shawn Arbaugh

2. GRANT ADMINISTRATOR TITLE:

Township Manager

3. GRANT ADMINISTRATOR ADDRESS:

1094 Chestnut Ave., PO Box 267

4. CITY:

DuBois

5. STATE:

PA

6. ZIP CODE:

15801

7. GRANT ADMINISTRATOR TELEPHONE:

814-371-4220

8. GRANT ADMINISTRATOR EMAIL:

sarbaugh@sandytownship.net

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 Township of Sandy 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

William Beers Jr., Chairman
Name/Title of Chief Elected Official

Township of Sandy
Municipality
8/21/2023

Date

Clearfield
County

GENERAL APPLICATION CERTIFICATIONS | COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**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 NOT APPLICABLE, 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_____
DateNOT APPLICABLE_____
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_____
DateNOT APPLICABLE_____
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.



SECTION I

Resolution: Application Submission

**TOWNSHIP OF SANDY, PENNSYLVANIA
RESOLUTION NO. __-2023**

**THE RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
TOWNSHIP OF SANDY APPROVING AND AUTHORIZING THE
SUBMISSION OF THE FY 2023 CDBG APPLICATION**

A Resolution of the Board of Supervisors of Township of Sandy, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant (CDBG) Program, as authorized under the Housing and Community Development Act [42 USC 5301 and 24 CFR Part 570], and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that the Township of Sandy, Pennsylvania, receives funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

WHEREAS, the Township of Sandy has the legal authority and responsibility under PA Act 179 to apply for Community Development Block Grant funds; and

WHEREAS, the Township of Sandy has undertaken a considerable citizen participation process including written invitations to municipalities, informational meetings, hearings, and legal notices, all of which culminated in the prioritization of projects and development of a Community Development Plan; and

WHEREAS, the Township of Sandy is familiar with the requirements of the program as provided for in the Housing and Community Development Act (HCDA) and the Community Development Block Grant regulations; and

WHEREAS, the Board of Supervisors of Township of Sandy wishes to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Sandy that its Chairman of Board of Supervisors is authorized to have prepared necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant (CDBG) funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED, if CDBG funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, the Board of Supervisors of Township of Sandy agrees to repay that proportion deemed ineligible from non-federal sources; and

BE IT FURTHER RESOLVED, that the Community Development Plan was developed in coordination with low- and moderate-income individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Supervisors of the Township of Sandy is empowered to place his signature, on behalf of the governing body, on the necessary application forms and affix thereto the official seal of the Township of Sandy.

Adopted by the Board of Supervisors of Township of Sandy at the regular meeting on August 21, 2023.

ATTEST:

TOWNSHIP OF SANDY, PA

By: _____
Secretary

By: _____
William Beers Jr, Chairman
And President of City Council



SECTION I

Citizen Participation Report



CITIZEN PARTICIPATION REPORT

APPLICANT NAME:

Township of Sandy

| CDBG INFORMATION TO THE PUBLIC | DATE |
|--|----------------------------------|
| Notice of first public hearing: | July 11, 2023 |
| Date of first public hearing: | July 17, 2023 |
| First citizen comment period (enter date range): | July 11 to July 31, 2023 |
| Notice of second public hearing: | August 11, 2023 |
| Date of second public hearing: | August 18, 2023 |
| Second citizen comment period (enter date range): | August 1, 2023 - August 20, 2023 |
| <p>Describe the methods used to solicit participation of low to moderate income persons:</p> <p>Newspaper notices were published as legal ads, on the dates noted above, in the The Courier Express, the local newspaper of general circulation in the area. The notices and related information were also posted on the Township's Website at https://www.sandytownship.net/</p> | |
| <p>Denote any comments/complaints received and describe resolution:</p> | |

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. Please do not include photos of all locations of posted notices, instead provide one location photo with a list of all locations where notices were posted. Applicant must maintain all information in its files.*

AFFP

PUB HEARING - 23 CDBG PROGRAM

Affidavit of Publication

STATE OF PENNSYLVANIA } SS
COUNTY OF CLEARFIELD }

Pat Patterson, being duly sworn, says:

That he is Publisher of the Courier Express/Tri-County Weekend, a daily newspaper of general circulation, printed and published in DuBois, Clearfield County, Pennsylvania; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following

July 10, 2023

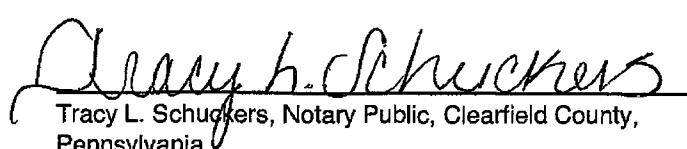
That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Publisher

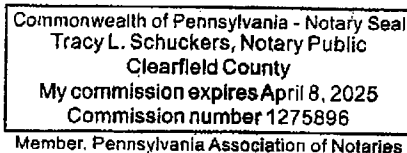
Subscribed to and sworn to me this 10th day of July 2023.


Tracy L. Schuckers, Notary Public, Clearfield County,
Pennsylvania

My commission expires: April 08, 2025

00030906 00578128 814-375-7837

SANDY TOWNSHIP SUPERVISORS
1094 CHESTNUT AVE
PO BOX 267
DUBOIS, PA 15801



NOTICE OF PUBLIC HEARING TOWNSHIP OF SANDY, PA FY 2023 CDBG PROGRAM

Notice is hereby given by the Township of Sandy that a Public Hearing will be held on Monday, July 17, 2023 at 6:45 P.M., prevailing time, in the Sandy Township Municipal Building, located at 1094 Chestnut Avenue, DuBois, 15801. The Sandy Township Municipal Building is accessible to the physically disabled. Persons requiring special accommodations to participate in the hearing may call Mr. Shawn Arbaugh, Township Manager at (814) 371-4220. Persons with hearing and/or speech impairments may contact the Township 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 Sandy Township, and the Township'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 Township of Sandy \$181,953.00 in FY 2023 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 DCED set a date for submission of the FY 2023 Applications as October 27, 2023. In preparation for funding, the Township will conduct a public hearing on the housing, community development, and economic development needs of the Township of Sandy.

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 Township would undertake the acquisition, demolition, and/or rehabilitation of residential properties that could result in displacement of families or individuals, then the Township's policy for minimizing such displacement would be in effect. The Township 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.

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 Township, eligible CDBG program activities, and how the CDBG Program may address those needs. Written comments may be addressed to the attention of Shawn Arbaugh, Township Manager, 1094 Chestnut Avenue, DuBois, PA 15801, by telephone at (814) 371-4220; or by email at sarbaugh@sandytownship.net

Shawn Arbaugh, Township Manager

7/10/2023

Public Notices

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Shawn Arbaugh, Township Manager

7/10/2023



| |
|---|
| <p>THE TOWNSHIP OF SANDY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM</p> |
|---|

PUBLIC HEARING AGENDA

DATE: Monday, July 17, 2023
TIME: 6:45 PM
PLACE: Sandy Township Municipal Building
1094 Chestnut Avenue, DuBois, PA 15801

- A. MEETING IS CALLED TO ORDER:**
- B. PLEDGE OF ALLIGIANCE TO THE FLAG:**
- C. PURPOSE OF THE PUBLIC HEARING:**
- Discuss the Community Development Block Grant (CDBG) Program in general.
 - The Township will receive \$181,953 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 Friday, October 27, 2023.
 - The Township 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 Township's performance under previous CDBG Program Years.
- D. PROGRAM GUIDELINES:**
- The Township must prepare an application which outlines its plan on how it will spend the FY 2023 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 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.

E. RESIDENT COMMENTS AND QUESTIONS:

F. ADJOURNMENT:

THE TOWNSHIP OF SANDY COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM



SIGN-IN SHEET FOR THE PUBLIC HEARING
Monday, July 17, 2023, Township Municipal Building

| Number | Name | Address | Email | Phone |
|--------|--------------------------|-----------------------|-------|-------|
| 1 | Steve Madala | SAN T | | |
| 2 | Pat Blasiewicz | 206 E Logan | | |
| 3 | Jean Jackson | 42 N Brady | | |
| 4 | Berry Abbott | via phone | | |
| 5 | Sue Miller | 351 Center Church Rd | | |
| 6 | Mark Sullivan | 205 Hill St Dubois | | |
| 7 | Mark Sullivan | PO Box 112 Dubois | | |
| 8 | Nate Deibler | 4001 West Liberty Rd. | | |
| 9 | | | | |
| 10 | | | | |
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| 17 | | | | |

| |
|---|
| <p style="text-align: center;">THE TOWNSHIP OF SANDY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM</p> |
|---|

PUBLIC HEARING MINUTES

**Monday, July 17, 2023 at 6:45 PM
Sandy Township Municipal Building
1094 Chestnut Avenue, DuBois, PA 15801**

Manager Shawn Arbaugh called the meeting to order at 6:45.

PLEDGE OF ALLIGIANCE TO THE FLAG:

MANAGER ARBAUGH OUTLINED THE PURPOSE OF THE PUBLIC HEARING:

- He discussed the Community Development Block Grant (CDBG) Program in general.
- The Township will receive \$181,953 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 Friday, October 27, 2023.
- The Township 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 Township's performance under previous CDBG Program Years.

MANAGER ARBAUGH PRESENTED THE PROGRAM GUIDELINES:

- The Township must prepare an application which outlines its plan on how it will spend the FY 2023 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 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.

RESIDENT COMMENTS AND QUESTIONS:

ADJOURNMENT: Hearing adjourned at 6:50 pm.



SECTION I

Disclosure Report



DISCLOSURE REPORT

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PART I - APPLICANT INFORMATION

| | |
|---|---|
| 1. APPLICANT/GRANTEE NAME: Township of Sandy | |
| 2. ADDRESS: 1094 Chestnut Ave. PO Box 267 DuBois, PA 15801 | |
| 3. PHONE NUMBER: 814-371-4220 | 4. FEDERAL ID NUMBER: 25-6002921 |
| 5. REPORT: Indicate whether this is: <input checked="" type="checkbox"/> Initial Report <input type="checkbox"/> Update Report | |
| 6. PROJECT TO BE ASSISTED: FFY 2023 CDBG Program | |
| 6A. FISCAL YEAR: 2023 | 6B. <input checked="" type="checkbox"/> Entitlement Grant(s) <input type="checkbox"/> Competitive Grant |
| | 6C. Amount Requested/Received: \$181,953 |
| | 6D. Program Income to be used with C Above: \$0.00 |
| | 6E. TOTAL of C and D: \$181,953 |

PART II - THRESHOLD DETERMINATIONS

| |
|---|
| 1. Is the amount at 6E. (above) more than \$200,000? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>If the answer to either 1. or 2. of Part II is "YES", then you must complete the remainder of this report.</p> <p>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.</p> |

CERTIFICATION

I hereby certify that this information is true.

Signature of Chief Elected Official

William Beers Jr., Chairman

Name/Title of Chief Elected Official

Township of Sandy

Municipality

8/21/2023

Date

Clearfield

County

| 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 the instructions contained in the CDBG guidelines.) | | | |
| 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 | FY 2021 FY 2022 | Grant Grant | \$165,020.00 \$181,875.00 |
| | | | |
| | | | |
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[illegible][illegible]

DISCLOSURE REPORT | COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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 |
|----------------------|--|
| FY 2022 CDBG Program | General Admin, Demolition, and Repayment of Section 108 Loan |
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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

William Beers Jr., Chairman

Name/Title of Chief Elected Official

Township of Sandy

Municipality

08/21/2023

Date

Clearfield

County



SECTION I

Fair Housing

AFFP

NOTICE OF FAIR HOUSING OFFICER



NOTICE of FAIR HOUSING OFFICER and COMPLAINT PROCESS for
SANDY TOWNSHIP

Affidavit of Publication

This notice will serve to advise all residents of Sandy Township the following actions:

STATE OF PENNSYLVANIA } SS
COUNTY OF CLEARFIELD }

- 1) Restrict a person in any way in access to housing, services, or benefits;
- 2) Afford persons an opportunity to participate in housing, services, or benefits different than that afforded to others;
- 3) Treat a person differently from others in determining whether they satisfy eligibility criteria;
- 4) Provide any housing, services, or benefits to a person differently than to others;
- 5) Use criteria or methods of administration which have the effect of subjecting persons to discrimination or defeating or impairing the objectives of a funded program or activity.

Pat Patterson, being duly sworn, says:

That he is Publisher of the Courier Express/Tri-County Weekend, a daily newspaper of general circulation, printed and published in DuBois, Clearfield County, Pennsylvania; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following

July 11, 2023

If based on race, color, sex (including gender identity and sexual orientation), 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 (PHRA) 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 are considered discriminatory.

It is also prohibited to threaten, coerce, intimidate, or interfere with anyone exercising a fair housing right or assisting others who exercise the right. Also, retaliation against a person who has filed a fair housing complaint or assisted in a fair housing investigation is prohibited.

If you are a person with a disability or have Limited English Proficiency and require reasonable accommodation or document translation, please contact the below Fair Housing Officer.

All residents are hereby notified, that Shawn Arbaugh is designated as Fair Housing Officer for Sandy Township and that any resident that believes they have been discriminated against under any of the above conditions may file a complaint with the Fair Housing Officer at the following address:

Mr. Shawn Arbaugh

Township Municipal Building

1094 Chestnut Avenue, DuBois, PA 15801

(814) 371-4220

TTY 1-800-654-5984 or 7-1-1

Email: sarbaugh@sandytownship.net

Website: <https://www.sandytownship.net>

7/11/2023

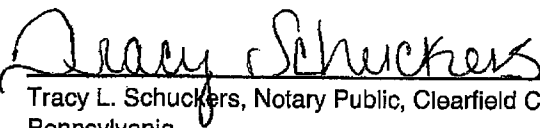
That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Publisher

Subscribed to and sworn to me this 11th day of July 2023.



Tracy L. Schuckers, Notary Public, Clearfield County,
Pennsylvania

My commission expires: April 08, 2025

00030906 00578129 814-375-7837

SANDY TOWNSHIP SUPERVISORS
1094 CHESTNUT AVE
PO BOX 267
DUBOIS, PA 15801

Commonwealth of Pennsylvania - Notary Seal
Tracy L. Schuckers, Notary Public
Clearfield County
My commission expires April 8, 2025
Commission number 1275896
Member, Pennsylvania Association of Notaries



**NOTICE of FAIR HOUSING OFFICER and COMPLAINT PROCESS for
SANDY TOWNSHIP**

This notice will serve to advise all residents of Sandy Township the following actions:

- 1) Restrict a person in any way in access to housing, services, or benefits;
- 2) Afford persons an opportunity to participate in housing, services, or benefits different than that afforded to others;
- 3) Treat a person differently from others in determining whether they satisfy eligibility criteria;
- 4) Provide any housing, services, or benefits to a person differently than to others;
- 5) Use criteria or methods of administration which have the effect of subjecting persons to discrimination or defeating or impairing the objectives of a funded program or activity.

if based on race, color, sex (including gender identity and sexual orientation), 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 (PHRA) 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 are considered discriminatory.

It is also prohibited to threaten, coerce, intimidate, or interfere with anyone exercising a fair housing right or assisting others who exercise the right. Also, retaliation against a person who has filed a fair housing complaint or assisted in a fair housing investigation is prohibited.

If you are a person with a disability or have Limited English Proficiency and require reasonable accommodation or document translation, please contact the below Fair Housing Officer.

All residents are hereby notified, that Shawn Arbaugh is designated as Fair Housing Officer for Sandy Township and that any resident that believes they have been discriminated against under any of the above conditions may file a complaint with the Fair Housing Officer at the following address:

Mr. Shawn Arbaugh
Township Municipal Building
1094 Chestnut Avenue, DuBois, PA 15801
(814) 371-4220
TTY 1-800-654-5984 or 7-1-1
Email: sarbaugh@sandytownship.net
Website: <https://www.sandytownship.net>



FAIR HOUSING RESOLUTION 15-2023

LET IT BE KNOWN TO ALL PERSONS of the Township of Sandy 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 (including gender identity and sexual orientation), 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 Township of Sandy to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex (including gender identity and sexual orientation), 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. Additionally, it is illegal to retaliate against a person who has filed a fair housing complaint or assisted in a fair housing investigation. Therefore, the Township of Sandy does hereby pass the following resolution.

BE IT RESOLVED, that within available resources the Township of Sandy will assist all persons who feel they have been discriminated against because of race, color, sex (including gender identity and sexual orientation), 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 Township of Sandy 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:

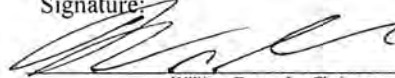
- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (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 are a person with a disability or have Limited English Proficiency and require reasonable accommodation or document translation, please contact the business offices of
Sandy Township 1094 Chestnut Ave., DuBois, PA 15801, 814.371.4220, TTY - 1-800-654-5984 or 711,
sarbaugh@sandytownship.net, <https://www.sandytownship.net>.

Approved at the regularly scheduled meeting of the Township of Sandy held July 17, 2023.

(SEAL)

Signature:


William Beers, Jr., Chairman

7-17-23
Date



SECTION I

MWBE Requirements

**MINORITY AND WOMEN BUSINESS ENTERPRISE GOAL
CALCULATIONS FOR THE TOWNSHIP OF SANDY, PA
FOR THE TOWNSHIP'S FY 2023 CDBG APPLICATION**

| Name of Entitlement | Total Population of the Municipality | 2017-2021 ACS Minority Population | Percentage of the Total Population |
|----------------------------|---|--|---|
| Twp. of Sandy, PA | 11,689 | 537 | 4.6% |
| Clearfield County | 80,562 | 5,469 | 6.8% |

| | | |
|--------------------------------------|---|---------------------|
| The FY 2023 CDBG Activity Allocation | = | \$ 181,953.00 |
| The Administration Line Amount | = | <u>\$ 32,751.00</u> |
| Total | = | \$ 149,202.00 |

Use 5% of the Activity Allocation Amount (\$7,461.00) for the MBE FY 2023 Goal

Use 3% of the Activity Allocation Amount (\$4,477.00) for the WBE FY 2023 Goal

1. The Township of Sandy hereby sets as its goal for utilization of minority and woman business through its contracts for public works, site clearance and demolitions, supplies, and services a target of 5% (\$7,461) for MBE and 3% (\$4,477) for WBE for Sandy Townships non-administrative FFY 2023 CDBG Program.
2. As part of the preparation of the contract documents, the Township of Sandy will analyze the specific construction, site clearance and demolition project and will determine for each specific CDBG contract a goal and percentage amount which represents in the judgement of the Township to be the maximum feasible involvement of minority and woman businesses. Thus, individual projects may vary from the stated percentage goal. It is expected during the course of the year, however, that the total volume awarded to minority or women business will approximate goals stated above.

Actions taken to achieve Goals this year –

The Township will continue to make good faith effort and will endeavor to reach out to MBE/WBE firms for its CDBG activities. The Township will continue to broaden its search to find MBE/WBE firms in the surrounding counties of the Central Pennsylvania Region.

Sandy Township Supervisors

P.O. BOX 267 • DUBOIS, PA 15801 • PHONE (814) 371-4220 • FAX (814) 375-7837

SANDY TOWNSHIP RESOLUTION 14 - 2023

A STATEMENT OF GOALS IN COMPLIANCE WITH THE NATIONAL PROGRAM FOR MINORITY AND WOMEN BUSINESS ENTERPRISE, EXECUTIVE ORDER 11625, TOWNSHIP OF SANDY, PENNSYLVANIA

1. The Township of Sandy hereby sets as its goal for utilization of minority (MBE) and women businesses (WBE) through its contracts for public works, site clearance and demolition, supplies and services a target of 5% (\$7,461.00) for MBE and 3% (\$4,477) for WBE for the Township's FY 2023 CDBG Program.
2. As part of the preparation of the contract documents, the Township of Sandy will analyze the specific supplies and services needed and will determine for each specific CDBG contract, a goal and percentage amount which represents in the judgement of the Township to be the maximum feasible involvement of minority and women businesses. Thus, individual project activities may vary from the stated percentage goal. It is expected during the course of the program, however, that the total volume awarded to minority and women businesses will approximate the goals stated above.

Adopted this 17th day of July 2023 at the regular meeting of the Board of Supervisors.

BOARD OF SUPERVISORS OF
THE TOWNSHIP OF SANDY

ATTEST:


Theresa Bracken
Township Secretary


William Beers, Jr., Chairman, Board of Supervisors

AFFP

PROCESS FOR GRIEVANCE NOTICE

Affidavit of Publication

STATE OF PENNSYLVANIA } SS
COUNTY OF CLEARFIELD }


Pat Patterson, being duly sworn, says:

That he is Publisher of the Courier Express/Tri-County Weekend, a daily newspaper of general circulation, printed and published in DuBois, Clearfield County, Pennsylvania; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following

July 12, 2023

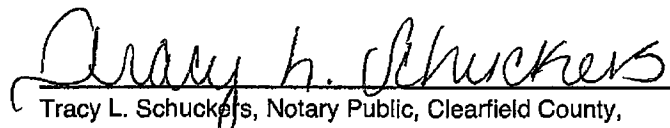
That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Publisher

Subscribed to and sworn to me this 12th day of July 2023.


Tracy L. Schuckers, Notary Public, Clearfield County,
Pennsylvania

My commission expires: April 08, 2025

00030906 00578130 814-375-7837

SANDY TOWNSHIP SUPERVISORS
1094 CHESTNUT AVE
PO BOX 267
DUBOIS, PA 15801

Commonwealth of Pennsylvania - Notary Seal
Tracy L. Schuckers, Notary Public
Clearfield County
My commission expires April 8, 2025
Commission number 1275896
Member, Pennsylvania Association of Notaries

**NOTICE of SECTION 504 OFFICER and
PROCESS for GRIEVANCE for the
TOWNSHIP OF SANDY, PA**

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Township of Sandy does not discriminate in access to, participation in, or treatment, or employment in, its programs or activities. The Township of Sandy's Section 504 Officer is Mr. Shawn Arbaugh, Township Manager. The Section 504 Officer can be reached at: Township of Sandy Municipal Building, 1094 Chestnut Avenue, DuBois, PA 15801, phone (814) 371-4220, TTY 1-(800) 654-5984 or 7-1-1, Email sarbaugh@sandytownship.net.

Grievance Procedures for any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the following:

Section 504 Officer, Shawn Arbaugh
Township of Sandy Municipal Building
1094 Chestnut Avenue, DuBois, PA 15801
(814) 371-4220, TTY 1-(800) 654-5984 or 7-1-1
Email sarbaugh@sandytownship.net

Or



U.S. Department of Housing and Urban Development
PITTSBURGH FHEO FIELD OFFICE
Moorhead Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
(412) 644-5449 or (412) 644-6353
Fax: (412) 644-6516 TTY: (800) 927-9275

Grievance procedures and complaint forms may be requested from the offices of the Township of Sandy in the following manner:

Township Manager's Office, 1094 Chestnut Avenue, DuBois, PA 15801
Between the hours of 8:30 AM to 4:00 PM Monday through Friday
Phone: (814) 371-4220 TTY 1-800-654-5984 or 7-1-1
Website: <https://www.sandytownship.net>

7/12/2023

**NOTICE of SECTION 504 OFFICER and
PROCESS for GRIEVANCE for the
TOWNSHIP OF SANDY, PA**

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Section 504 Officer, Shawn Arbaugh
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Or



U.S. Department of Housing and Urban Development
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Between the hours of 8:30 AM to 4:00 PM Monday through Friday

Phone: (814) 371-4220 TTY 1-800-654-5984 or 7-1-1

Website: <https://www.sandytownship.net>



FOUR-FACTOR ANALYSIS

for Limited English Proficiency Persons

and

ACTIVITIES TO BE INCLUDED IN THE LANGUAGE ACCESS PLAN

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

(Includes CDBG Competitive, CDBG-DR, CDBG-CV, and NSP)

GENERAL INFORMATION

GRANTEE NAME:

Township of Sandy

PROGRAM:

Community Development Block Grant (CDBG) Program

FISCAL YEAR:

FFY 2023

CONTACT PERSON:

Shawn Arbaugh

PHONE:

814-371-4220 Ext: 215

EMAIL:

sarbaugh@sandytownship.net

PURPOSE

In compliance with Section 601 of Title VI the Civil Rights Act of 1964 (LEP Statutory Authority) and Executive Order 13166, The Township of Sandy (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). The LEP data is located in the Federal Program Resource Library in the American Community Survey link and can be accessed at dc.ed.pa.gov/library. 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 administering 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)

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:

| | | | |
|----------------|-----------------------|-----------------|------------|
| | <i>Apple Township</i> | <i>Germanic</i> | <i>16%</i> |
| NOT APPLICABLE | | | |

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.

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.

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 complete the Four-Factor Analysis Completion and Findings Certification or the Language Access Plan Certification whichever is applicable and include in the application submission.



FOUR-FACTOR ANALYSIS COMPLETION AND FINDINGS CERTIFICATION

The Township of Sandy _____ (Grantee) has completed the Four Factor Analysis and has determined that there are **no** items identified from the analysis above for this grantee, program or activity that will trigger the need for a Language Access Plan.

If the grantee determines that a LAP is not required, then the certification below should be signed and dated by the chief elected official and submitted with their application.

Certification: Based on the above Four-Factor Analysis, the Grantee is **not** required to develop a Language Access Plan. However, the Grantee will make all reasonable attempts to accommodate language access needs of residents requesting oral translation during citizen participation, income surveys and/or direct assistance intake activities including but not inclusive of public hearings, public notices, advertisements, income surveys and direct assistance intake documents.

| | |
|--|-----------|
| _____ | 8/21/2023 |
| William Beers Jr., Chairman | |
| Chief Elected Official (signature and printed) | Date |

| | |
|--------|---------------------------------|
| _____ | Township of Sandy, CDBG Program |
| Attest | Grantee Name & Program |



SECTION I

DCED Land Use Implementation

NOT APPLICABLE

V. State Requirements

A. DCED Land Use Implementation

Since 2000, when the Growing Smarter land use bills were signed into law, DCED has been encouraging effective local land use planning while respecting private property rights. These measures have included a review for certain projects occurring on previously undeveloped property, requiring the grantee to submit a letter from the appropriate local and county planning agency where they exist.

B. Obtaining Information about Planning and Zoning

For projects funded with CDBG funds (beginning with the 2001), where infrastructure and/or construction of new facilities (public/community facilities, water/sewer facilities, housing, economic development, etc.) will occur on previously undeveloped property, the grantee must submit a letter from the appropriate local and county planning agency (where they exist) specifically identifying the project(s) and certifying that the project(s) is(are) in compliance with all applicable land use and comprehensive plans, and zoning and subdivision ordinances. This letter should be uploaded in the ESA with the Community Development Plan. Prior to submitting this letter, CDBG Program applicants must review the questions below regarding comprehensive planning and zoning ordinances to determine the applicability of the PA Municipal Planning Code.

- Is there an adopted municipal comprehensive plan?
- Is there an adopted county comprehensive plan?
- Is there an adopted multi-municipal or multi-county comprehensive plan?
- Is there an adopted county or municipal zoning ordinance or a joint municipal zoning ordinance?
- Is the proposed project consistent with these comprehensive plans and/or ordinances?

This requirement is not applicable to projects that occur on developed or previously developed property.

NOT APPLICABLE



SECTION II

Management Plan / Local Staff Capacity



MANAGEMENT PLAN/ LOCAL STAFF CAPACITY

| | |
|--------------------------------------|---|
| APPLICANT NAME: Township of Sandy | GRANT ADMINISTRATOR: Shawn Arbaugh, Township 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 (years administering the CDBG program or similar federal programs). 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 (Planning Consulting Firm) | The firm has over 20 years of experience in preparing applications for Federal and State grants and programs. |
| 2. Recordkeeping and File Set-up | Shawn Arbaugh (Township Manager) | The Manager has served over 12 years in municipal government, including administration of Federal and State grant program. |
| 3. Environmental Review | Urban Design Ventures, LLC (Planning Consulting Firm) | The firm has over 20 years of experience in preparing environmental review records (ERRs) for Federal and State grant programs. |
| 4. Procurement | Shawn Arbaugh (Township Manager) | The Manager has served over 12 years in municipal government, including advertising for bids and proposals for Federal and State grant program. |
| 5. Financial recordkeeping | Shawn Arbaugh (Township Manager) | The Manager has served over 12 years in municipal government, including administration of Federal and State grant program. |
| 6. IDIS – Set-up | Urban Design Ventures, LLC (Planning Consulting Firm) | The firm has over 20 years of experience in CDBG Program and has set up the numerous grantees' activities in IDIS for all those years. |
| 7. IDIS – Draw Abilities | Shawn Arbaugh (Township Manager) | The Manager has IDIS Access and successfully drawn down CDBG funds in the IDIS System for the last 4 years. |
| 8. Oversight of 3rd party contracted agreements | Shawn Arbaugh (Township Manager) | The Manager has served over 12 years in municipal government, including administration of Federal and State grant program. |
| 9. Contracting / Labor Standards | Shawn Arbaugh (Township Manager) | The Manager has served over 12 years in municipal government, including administration and oversight of construction and third part contracts. |
| 10. Closeout | Urban Design Ventures, LLC (Planning Consulting Firm) | The firm has over 20 years of experience in the CDBG Program and has closed out numerous Federal and State grants for its clients. |
| 11. Audit, if applicable | Township Auditing Firm (Outside Independent Auditors) | The audit for the CDBG Grant will be included in the Township's Single Audit of its finances. |

(Attach Additional sheets as necessary.)



SECTION II

Timeliness



TIMELINESS

APPLICANT NAME:

Sandy Township, PA

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 2023 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 |
|---|------------------------|--|---|--|---------------------------------------|
| 2018 | \$ 130,031.11 | \$ 130,031.11 | 100.00% | \$ 0.00 | 0.00% |
| 2019 | \$ 156,959.00 | \$ 156,959.00 | 100.00% | \$ 0.00 | 0.00% |
| 2020 | \$ 161,989.00 | \$ 161,989.00 | 100.00% | \$ 0.00 | 0.00% |
| 2021 | \$ 165,020.00 | \$ 148,154.76 | 89.78% | \$ 16,865.24 | 10.22% |
| | | | 0.00% | \$ 0.00 | 0.00% |
| | | | 0.00% | \$ 0.00 | 0.00% |
| | | | 0.00% | \$ 0.00 | 0.00% |
| (F) TOTALS | \$ 613,999.11 | \$ 597,133.87 | (G) 97.25% | \$ 16,865.24 | (H) 2.75% |
| (I) 2023 Grant: \$ 181,953 | | | (J) Unexpended Funds Ratio: 0.09 | | |
| Date you received fully executed 2022 contract: 5/10/2023 | | | | | |

Instructions:

- In column (A) list the amounts of any CDBG grants (excluding Planning grants) that your municipality received for each corresponding year.
- In column (B) list the amounts expended, as of the date of the application, for each grant listed in column (A).
- In column (C) list the percent of funds expended by dividing the amount in column (B) by the amount in column (A).
- 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).
- 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).
- In line (F) provide the totals of columns (A), (B), and (D).
- Indicate at (G) the percentage of total funds expended by dividing the total of column (B) by the total of column (A).
- 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.
- Now indicate at (I) the amount of your municipality's 2023 allocation of CDBG funds.
- 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 2023 grant. Please attach a narrative addressing the following:

- List any problems that are delaying particular year grants. Indicate the grant year and the reasons for delay.
- 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.



SECTION III

Three-Year Community Development Plan

SANDY TOWNSHIP

THREE YEAR COMMUNITY DEVELOPMENT PLAN

(2022-2024)

BACKGROUND:

Sandy Township is located in the northwest corner of Clearfield County, and borders both Jefferson and Elk Counties. The Township is comprised of approximately 52 square miles, and completely surrounds Clearfield County's only city, the City of DuBois. According to the Department of Community and Economic Development's (DCED) 2023 Community Development Block Grant (CDBG) Allocation, the Township has a total population of 11,848.

The Township's continuing growth is due mostly to in-migration (as opposed to natural increase); a reflection of the national trend where suburbs are continuing to grow at the expense of cities. This growth has had tremendous impacts on the Township's infrastructure, housing, and community facilities.

In 2021, residents of Sandy Township and the City of DuBois voted for the municipalities to merge under the City of DuBois. Following Pennsylvania State guidelines, the City and Township will finish consolidation in 2025. The City of DuBois will assume responsibility for Sandy Township's loan repayments and CDBG program.

LOW- AND MODERATE-INCOME PERSONS:

HUD recently released the new American Community Survey (ACS) data that has an effective date of April 1, 2019. Low- and moderate-income summary data (LMI SD) based on the ACS 2011-2015, 5-year estimates for Sandy Township follow:

| PLACE | BLOCK GROUP | TRACT | LMI % |
|----------------|-------------|-------|--------|
| Sandy Township | 1 | 3301 | 34.64% |
| Sandy Township | 2 | 3301 | 14.56% |
| Sandy Township | 3 | 3301 | 40.25% |
| Sandy Township | 4 | 3301 | 40.34% |
| Sandy Township | 1 | 3304 | 37.71% |
| Sandy Township | 2 | 3304 | 43.09% |
| Sandy Township | 3 | 3304 | 27.20% |
| Sandy Township | 4 | 3304 | 39.51% |

Ref.: <https://www.census.gov/quickfacts/fact/table/sandytownshipclearfieldcountypennsylvania/IPE120218>

MINORITY PERSONS:

Sandy Township does not appear to have a large minority population. This is based on the past income surveys, conducted over the past 10-year period, to qualify projects for funding through the Township's CDBG program. The US Census Bureau estimates the following race and Hispanic origin information with the 2020 ACS for Sandy Township:

| RACE & HISPANIC ORIGIN | |
|--|-------|
| White alone | 95.3% |
| Black or African American alone | 1.1% |
| American Indian & Alaska Native alone | 0.1% |
| Asian alone | 0.8% |
| Native Hawaiian & Other Pacific Islander alone | 0.0% |

| | |
|-------------------------------------|-------|
| Two or More Races | 2.6% |
| Hispanic or Latino | 2.2% |
| White alone, not Hispanic or Latino | 95.1% |

Ref.: <https://www.census.gov/quickfacts/fact/table/sandytownshipclearfieldcountypennsylvania/IPE120218>

POVERTY:

Poverty statistics are often used to reflect a community's economic well-being. According to the ACS statistics, residents with income below the poverty level in the Township is 8.70%. The percentage of resident with income below the poverty level in Clearfield County is 15.0%. The US Census Bureau estimates the following poverty information with the 2020 ACS for Sandy Township:

| INCOME & POVERTY | |
|--|----------|
| MEDIAN HOUSEHOLD INCOME (IN 2020 DOLLARS), 2016-2020 | \$61,371 |
| PER CAPITA INCOME IN PAST 12 MONTHS (IN 2020 DOLLARS), 2016-2020 | \$28,142 |
| PERSONS IN POVERTY | 8.70% |

Ref.: <https://www.census.gov/quickfacts/fact/table/sandytownshipclearfieldcountypennsylvania/IPE120218>

COMMUNITY DEVELOPMENT NEEDS:

Sandy Township is a growing community that is expected to continue growing. The Township recently applied for a Section 108 Loan Guarantee to fund the Platt Road Wastewater conveyance system. This project, funded in conjunction with CDBG and Township revenue, will provide wastewater collection services to residential units along Platt Road and the Corbett Industrial Park. The Township expects 25 jobs to be created with 14 jobs belonging to low- and moderate-income persons. The Township will begin Section 108 Loan repayments in 2023 with FY 2022 CDBG funds. These repayments will account for a sizable portion of CDBG projects over the next ten (10) year.

The Township has identified several vacant, dilapidated residential structures to be demolished on a spot basis. Sandy Township will prioritize the removal of dilapidated structures that are a blight to the surrounding neighborhoods.

HOUSING:

Individual housing units were not reported with the ACS. However, the 2020 Census shows that there are 5,469 housing units. The US Census Bureau estimates the following housing information with the 2016-2020 ACS Five Year estimates for Sandy Township:

| HOUSING | |
|---|----------|
| HOUSING UNITS | X |
| OWNER-OCCUPIED UNIT RATE, 2016-2020 | 81.0% |
| MEDIAN VALUE OF OWNER-OCCUPIED HOUSING UNITS, 2016-2020 | \$152,00 |
| MEDIAN SELECTED MONTHLY OWNER COSTS-WITH A MORTGAGE, 2016-2020 | \$1,132 |
| MEDIAN SELECTED MONTHLY OWNER COSTS-WITHOUT A MORTGAGE, 2016-2020 | \$474 |
| MEDIAN GROSS RENT, 2016-2020 | \$908 |
| BUILDING PERMITS, 2021 | X |

Ref.: <https://www.census.gov/quickfacts/fact/table/sandytownshipclearfieldcountypennsylvania/IPE120218>

The Township is addressing the need to remove slum and blight on a spot basis. Through its code enforcement efforts, several properties have been identified. The Township previously funded clearance and demolition projects in FY 2018. Following the successfully approved Section 108 Loan application, the Township will begin

pursuing the removal of slum and blight from Sandy Township.

PUBLIC/COMMUNITY FACILITIES:

The principal public and community facilities at work in Sandy Township are water and sanitary sewer systems. Sandy Township Municipal Authority provides water, purchased from the City of DuBois to a number of industrial and commercial users within the township.

In the last few years, Sandy Township has used its CDBG funding to undertake water and sewer projects. The Township has already completed 14 private sewer lateral replacement projects funded with FFY 2018 CDBG funding which qualified as a single unit housing rehabilitation project. The main sanitary sewer replacement project was completed with FFY 2016 and FFY 2017 CDBG Funds.

The Township has recently applied for a Section 108 Loan Guarantee to install a non-residential sewer connection along Platt Road to the Corbett Industrial Park. The Township has committed its FY 2019 – 2021 CDBG funds to install the residential portion of the Platt Road wastewater collection system.

PUBLIC SERVICES:

Police service for the residents is provided by two departments; the Sandy Township Police Department and the Pennsylvania State Police, DuBois Barracks, which is also located along Platt Road. The Platt Road Sanitary Sewer Extension will provide public sewer service to the State Police Barracks.

There are four volunteer fire organizations that serve Sandy Township: Oklahoma Volunteer Fire Company; Adrian Volunteer Fire Company; North Point Volunteer Fire Company; and the Sandy Township Volunteer Hose Company. The Township used its FFY 2020 CDBG-CV funds to provide PPE equipment to the four fire companies as first responders during the Pandemic.

Medical facilities include Penn Highlands DuBois in addition to numerous small practices. County wide agencies provide such social services as a weatherization program, visiting nurses, etc.

ECONOMIC DEVELOPMENT NEEDS:

As previously mentioned, the Platt Road Industrial Park is located along Platt Road. It is expected that the sanitary sewer extension to Platt Road will create further opportunities for growth for the industrial park which will lead to economic development and job creation.

| ECONOMY - LABOR FORCE | |
|--|--------|
| CIVILIAN-% OF TOTAL POP. AGE 16(+) | 60.50% |
| CIVILIAN, FEMALE-% OF TOTAL POP. AGE 16(+) | 51.10% |

<https://www.census.gov/quickfacts/fact/table/sandytownshipclearfieldcountypennsylvania#>

The economic future of Sandy Township is also dependent on the economy of the region as a whole. Adjoining communities (i.e. the City of DuBois), particularly, have significant effects on the growth and development of Sandy Township. It is important, therefore, to analyze not only the economy of isolated communities within the region, but the interrelationships between communities. In this respect, the future of Sandy Township is bound closely to the growth and development of DuBois.

COMMUNITY DEVELOPMENT OBJECTIVES:

Based on the foregoing assessment, the following is a list of local objectives which have been developed to address the identified needs of low-moderate income residents within Sandy Township:

1. Provide financial aid to low-moderate income persons residents who apply for sanitary sewer lateral assistance to replace/repair their private sewer lateral. In addition, the Township will provide continued financial assistance to aid in the construction, rehabilitation and upgrading of public facilities and improvements, particularly water and sewer projects that will benefit low-moderate income persons.
2. Provide aid for the prevention or elimination of slums or blight.
3. Further economic development and job creation within the Township.

RESOURCES:

U.S. 2020 Census

2016-2020 American Community Survey

<https://www.census.gov/quickfacts>

DCED's CDBG Program Guidelines, August 2018

Citizen comments/suggestions

SHORT-TERM PLAN (ONE YEAR)

The short-term plan for the Township is to complete the Platt Road Sanitary Sewer Project. The Township has used 3 years of its CDBG Allocations and ARC funds to construct the project. The Township is awaiting award of its Section 108 Contract to complete the project. The Township will commit a portion of its CDBG Allocations to the repayment of the Section 108 Loan and use remaining funds for demolish of vacant properties on a spot basis.

LONG-TERM PLAN (THREE YEARS)

The long-term plan for the Township is to promote community and economic development by earmarking future funds towards completing multi-year funding projects to extend/repair and/or replace sanitary sewer mains and private sewer laterals within the Township, including the Platt Road Industrial Park. The Township will begin a demolition program to eliminate slum and blight on a spot basis.

| geoname | tract | blkgrp | low | lowmod | LMMI | lowmoduniv | lowmod_pct | MAP ID |
|---|--------|--------|-----|--------|------|------------|------------|--------|
| Block Group 1, Census Tract 3301, Clearfield County, Pennsylvania | 330100 | 1 | 150 | 265 | 375 | 765 | 34.64% | (1) |
| Block Group 2, Census Tract 3301, Clearfield County, Pennsylvania | 330100 | 2 | 45 | 150 | 365 | 1030 | 14.56% | (6) |
| Block Group 3, Census Tract 3301, Clearfield County, Pennsylvania | 330100 | 3 | 320 | 485 | 850 | 1205 | 40.25% | (7) |
| Block Group 4, Census Tract 3301, Clearfield County, Pennsylvania | 330100 | 4 | 485 | 585 | 850 | 1450 | 40.34% | (8) |
| Block Group 1, Census Tract 3304, Clearfield County, Pennsylvania | 330400 | 1 | 90 | 330 | 625 | 875 | 37.71% | (2) |
| Block Group 2, Census Tract 3304, Clearfield County, Pennsylvania | 330400 | 2 | 220 | 405 | 645 | 940 | 43.09% | (3) |
| Block Group 3, Census Tract 3304, Clearfield County, Pennsylvania | 330400 | 3 | 265 | 540 | 835 | 1985 | 27.20% | (5) |
| Block Group 4, Census Tract 3304, Clearfield County, Pennsylvania | 330400 | 4 | 335 | 810 | 1115 | 2050 | 39.51% | (4) |

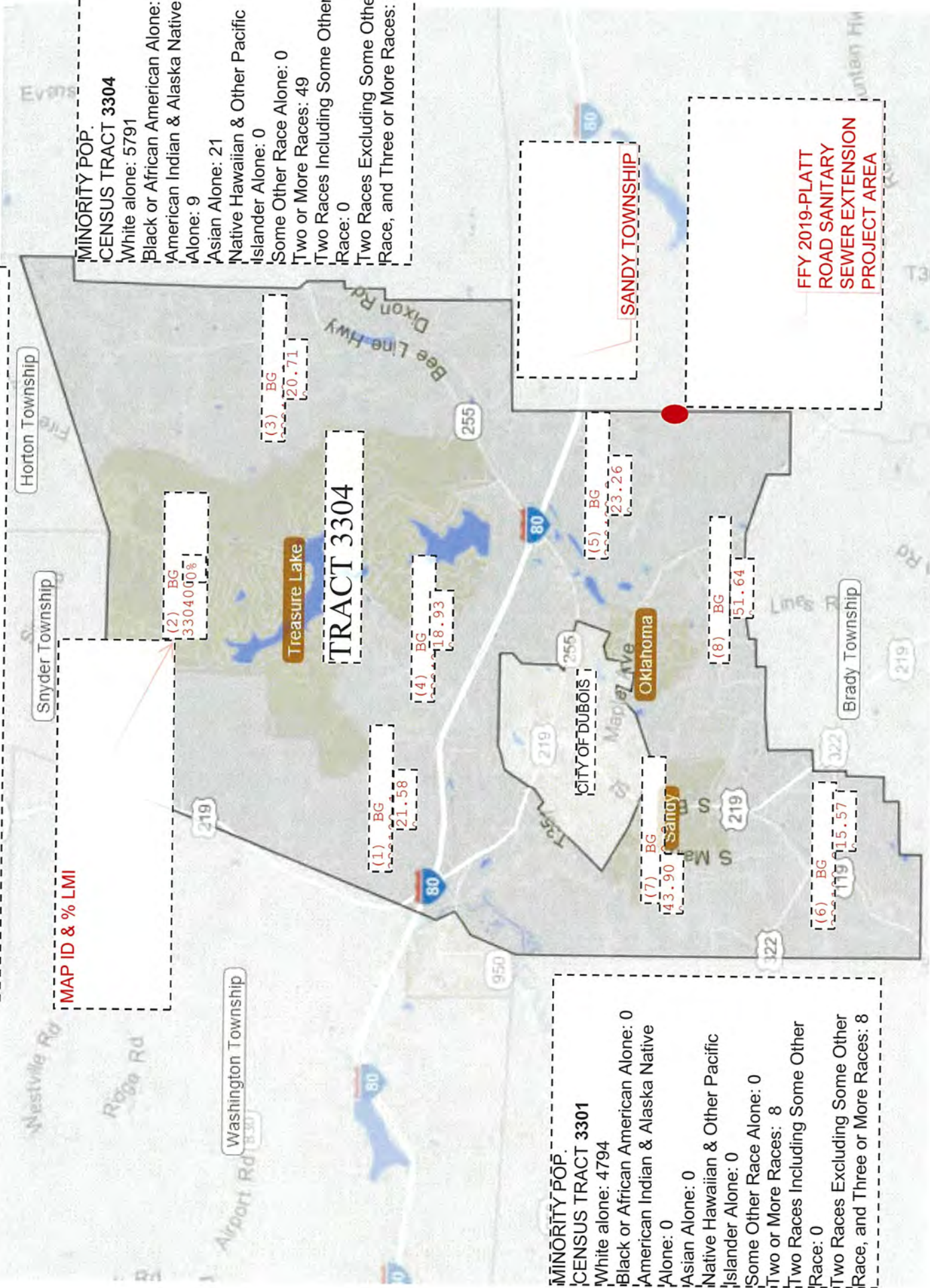
SANDY TOWNSHIP-BLOCK GROUP MAP INDEX

ation-Web Application #8359500

MAP ID & % LMI

MINORITY POP.
 CENSUS TRACT 3304
 White alone: 5791
 Black or African American Alone: 1
 American Indian & Alaska Native Alone: 9
 Asian Alone: 21
 Native Hawaiian & Other Pacific Islander Alone: 0
 Some Other Race Alone: 0
 Two or More Races: 49
 Two Races Including Some Other Race: 0
 Two Races Excluding Some Other Race, and Three or More Races: 49

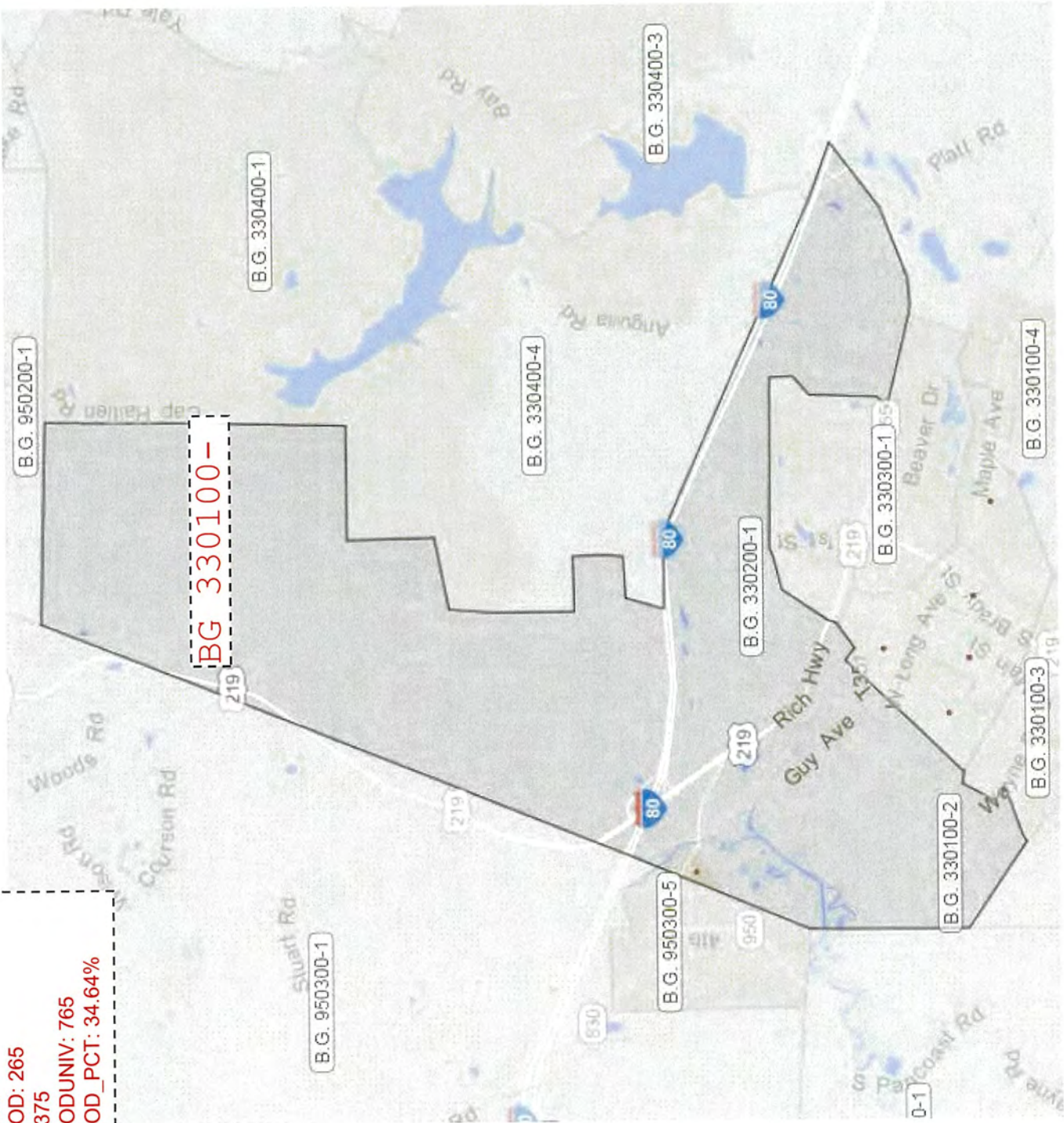
MINORITY POP.
 CENSUS TRACT 3301
 White alone: 4794
 Black or African American Alone: 0
 American Indian & Alaska Native Alone: 0
 Asian Alone: 0
 Native Hawaiian & Other Pacific Islander Alone: 0
 Some Other Race Alone: 0
 Two or More Races: 8
 Two Races Including Some Other Race: 0
 Two Races Excluding Some Other Race, and Three or More Races: 8



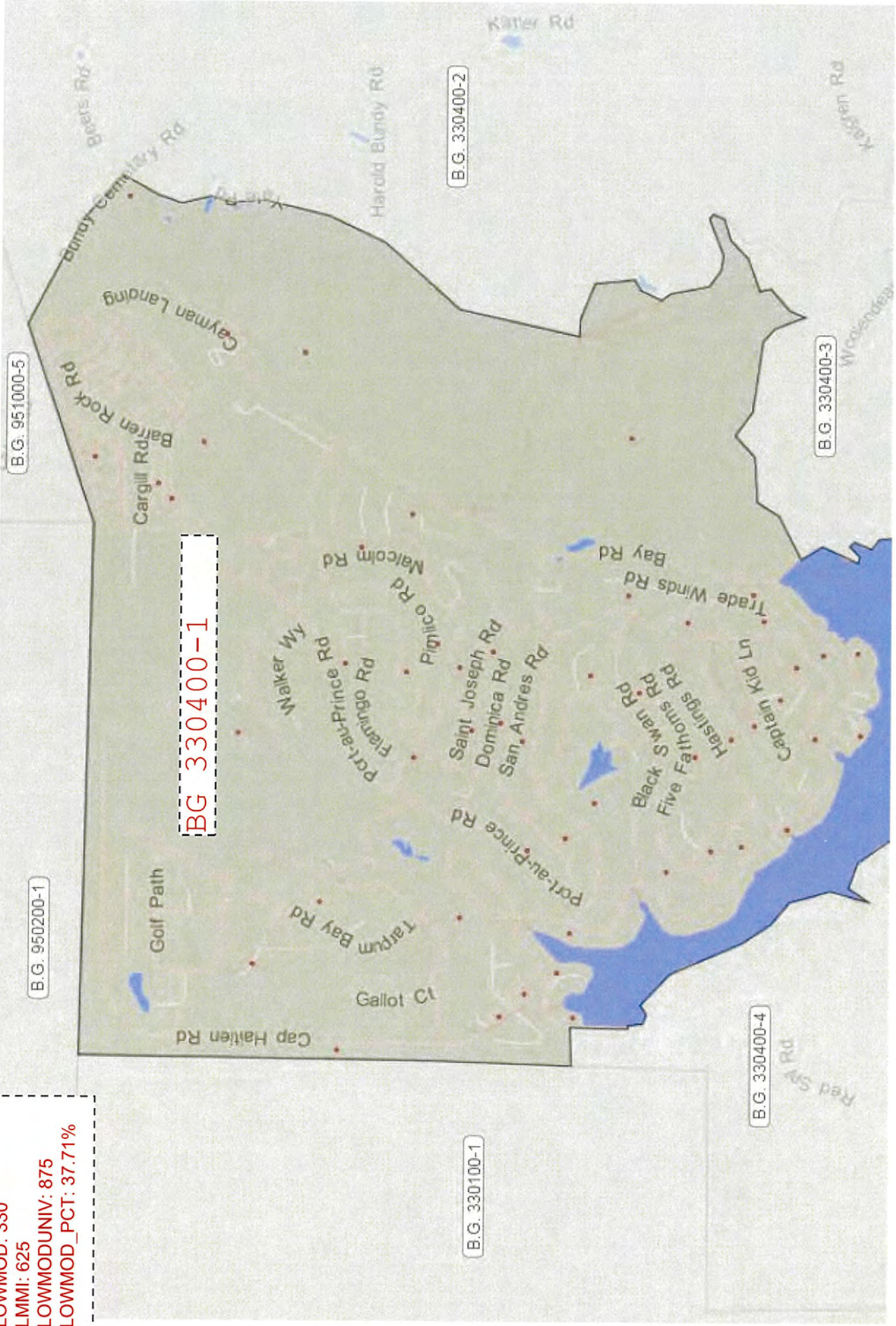
FFY 2019-PLATT
 ROAD SANITARY
 SEWER EXTENSION
 PROJECT AREA

SANDY TOWNSHIP

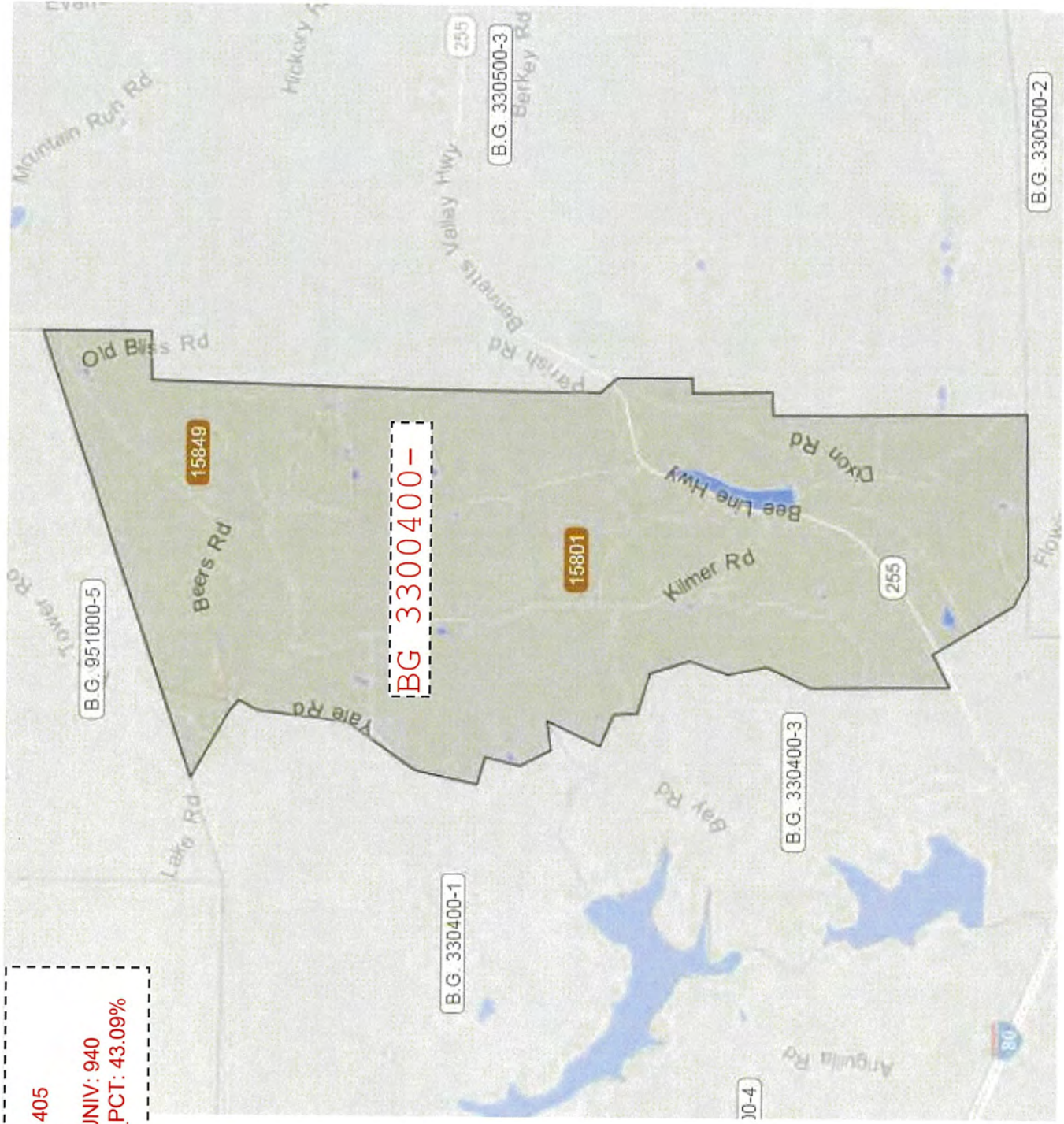
LOW: 150
LOWMOD: 265
LMMI: 375
LOWMODUNIV: 765
LOWMOD_PCT: 34.64%



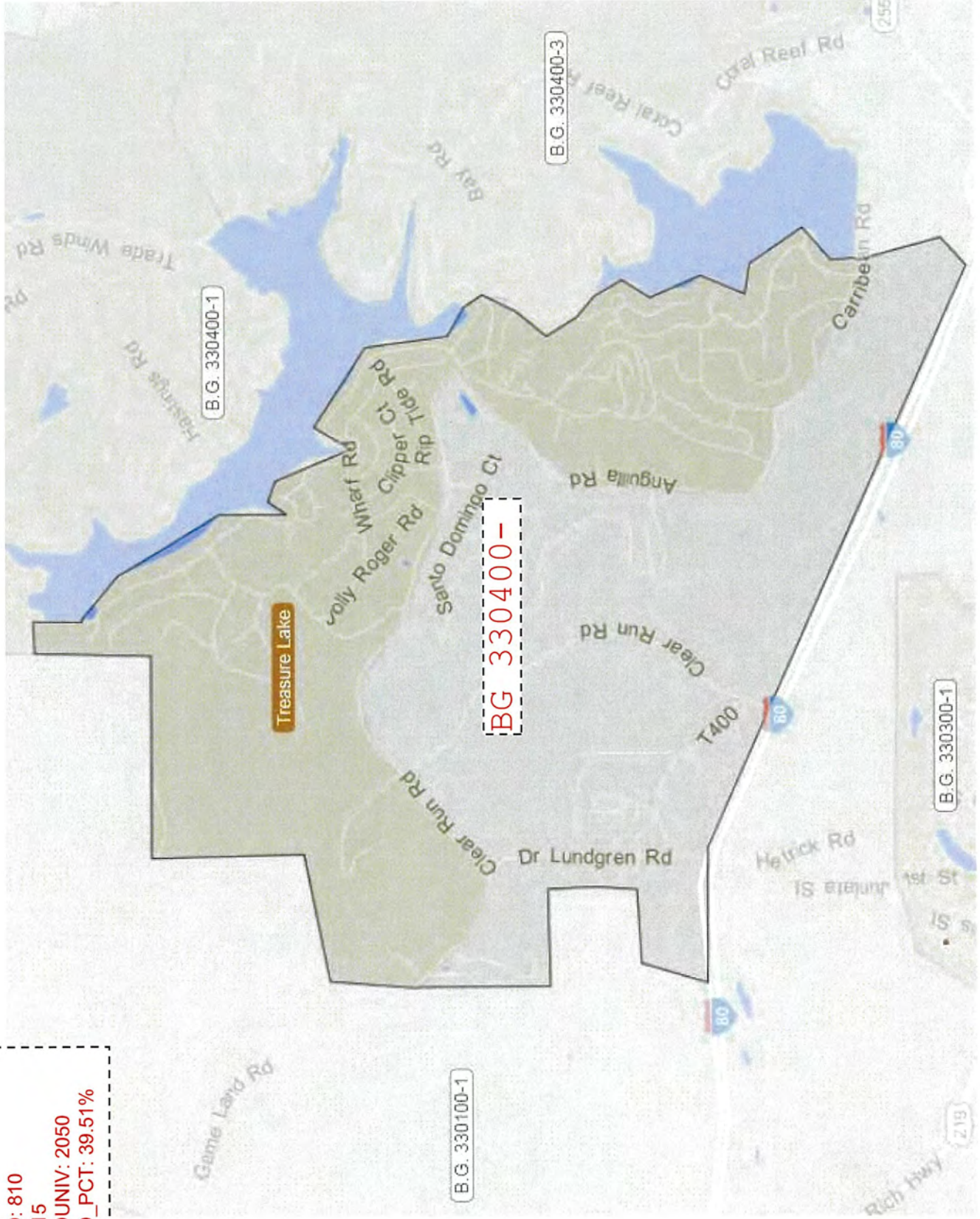
LOW: 90
LOWMOD: 330
LMMI: 625
LOWMODUNIV: 875
LOWMOD_PCT: 37.71%

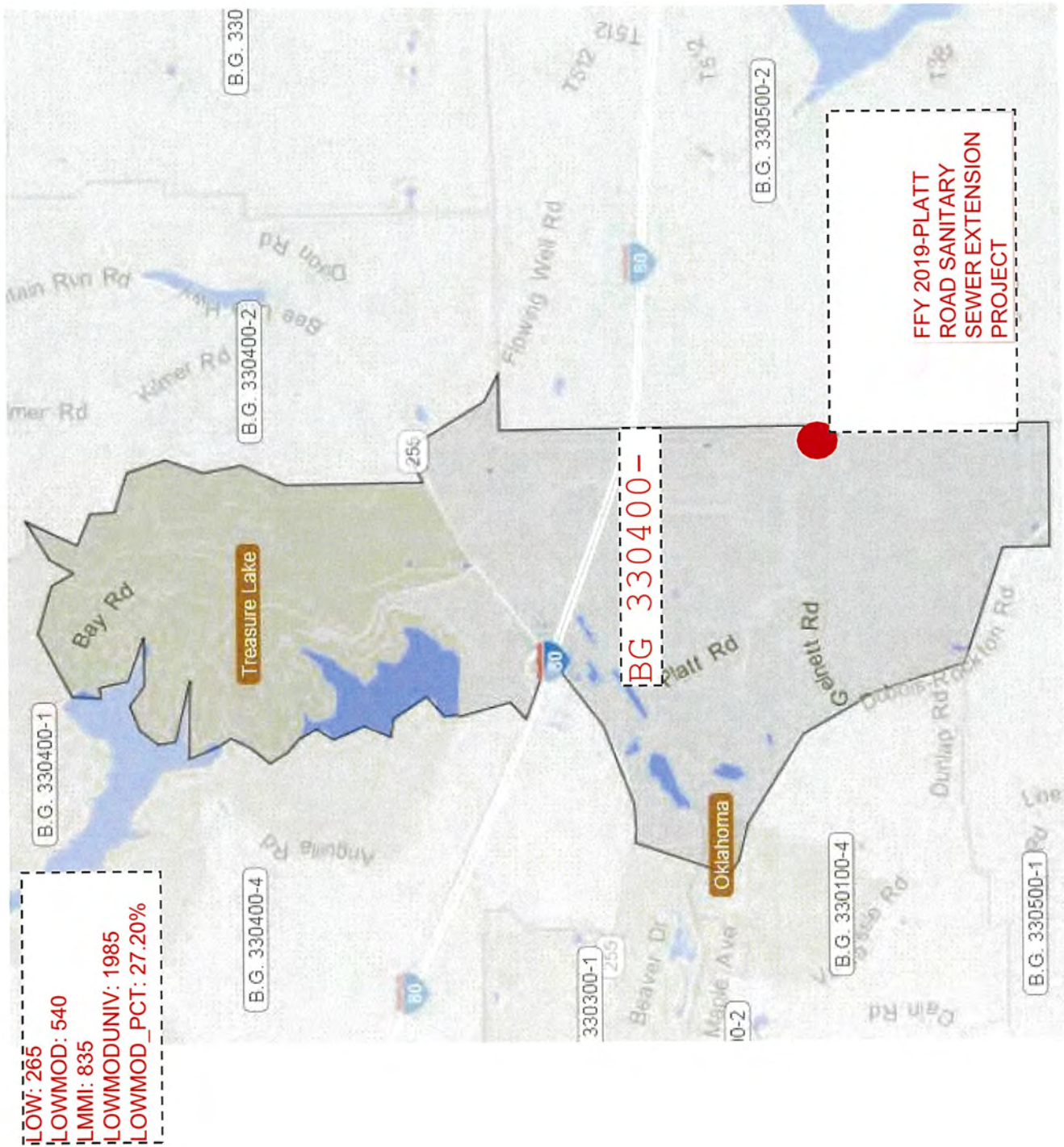


LOW: 220
LOWMOD: 405
LMMI: 645
LOWMODUNIV: 940
LOWMOD_PCT: 43.09%

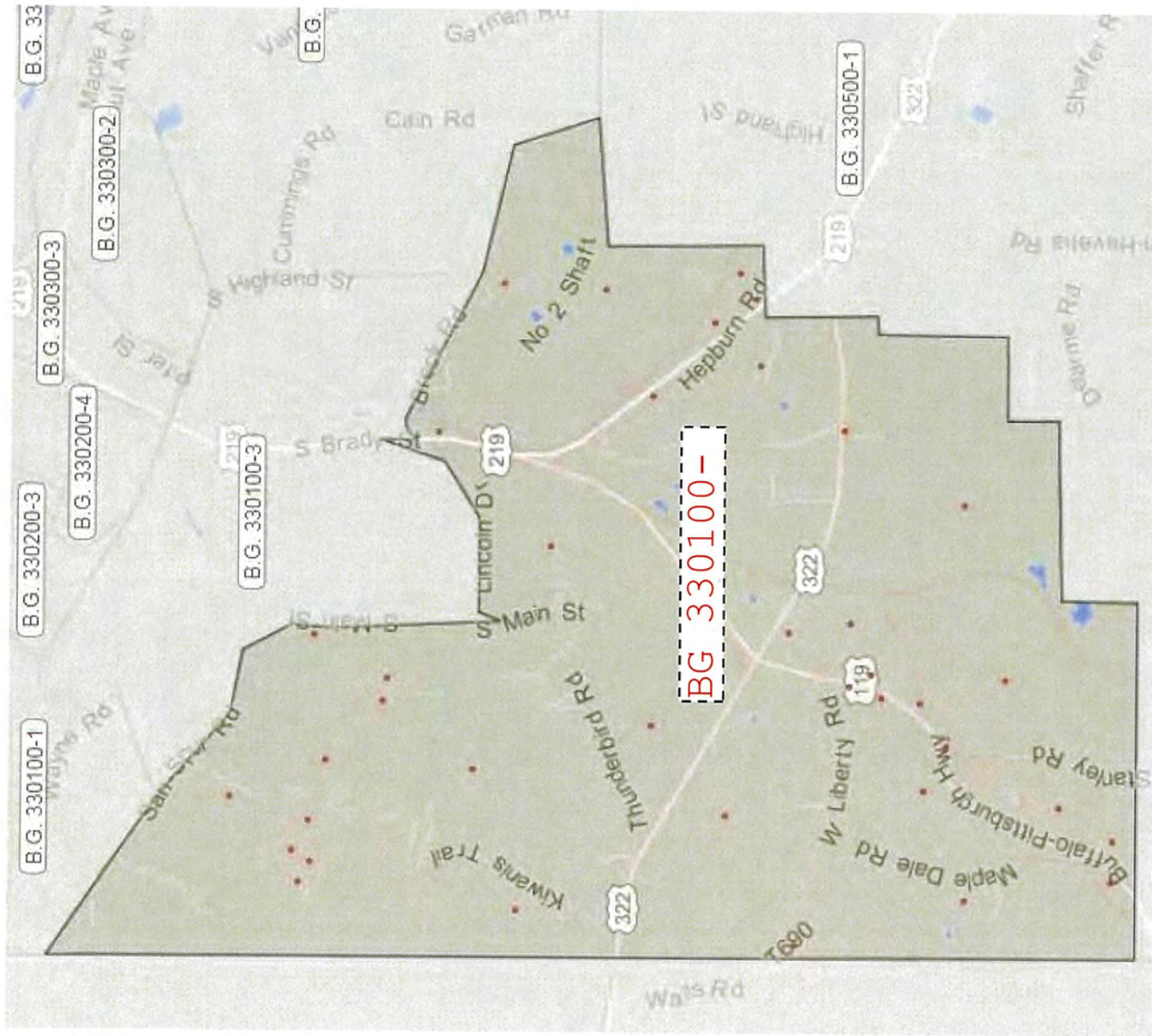


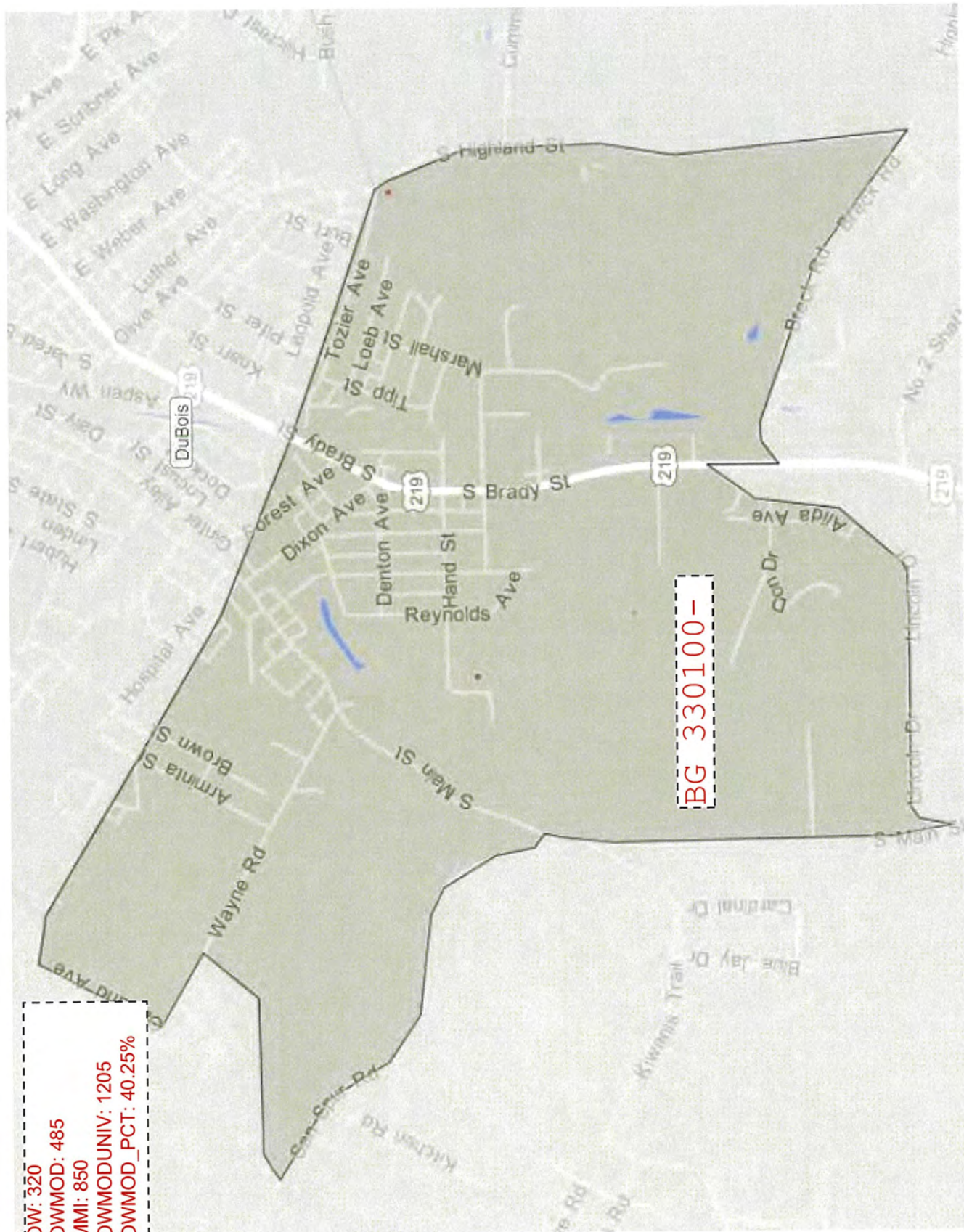
LOW: 335
LOWMOD: 810
LMMI: 1115
LOWMODUNIV: 2050
LOWMOD_PCT: 39.51%





LOW: 45
LOWMOD: 150
LMMI: 365
LOWMODUNIV: 1030
LOWMOD_PCT: 14.56%





LOW: 320
LOWMOD: 485
LMMI: 850
LOWMODUNIV: 1205
LOWMOD_PCT: 40.25%

BG 330100-

LOW: 485
LOWMOD: 585
LMMI: 850
LOWMODUNIV: 1450
LOWMOD_PCT: 40.34%





SECTION IV

Activity Description(s)



ACTIVITY DESCRIPTION

(Complete one for each Activity Eligibility)

| | | | |
|--|--|--|--|
| 1. APPLICANT/GRANTEE NAME: Township of Sandy | | 2. DATE: August 21, 2023 | |
| 3. TYPE <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised | | 4. FUNDING YEAR FFY 2023 | |
| 5. MULTI-YEAR FUNDED (IF YES, IDENTIFY FY): No | | | |
| 6a. HUD MATRIX CODE: 04 Clearance and Demolition | | 6b. ACTIVITY NAME Clearance and Demolition | |
| 7. ACTIVITY LOCATION: Citywide | | 8. COST: | |
| 9. NATIONAL OBJECTIVE: <input type="checkbox"/> LMI <input checked="" type="checkbox"/> S/B <input type="checkbox"/> UN | | CDBG \$ 41,133.00 Committed Yes No | |
| 10. NATIONAL OBJECTIVE JUSTIFICATION (USE FEDERAL STATE REGULATION CITATION NUMBERS 24 CFR 570.483 SERIES - Slum and Blight on a spot basis - The City proposes to demolish vacant, dilapidated structures on a citywide basis. 24 CFR 570.483 (c)(2) | | Federal \$ _____ <input type="checkbox"/> <input type="checkbox"/> | |
| | | State \$ _____ <input type="checkbox"/> <input type="checkbox"/> | |
| | | Local \$ _____ <input type="checkbox"/> <input type="checkbox"/> | |
| | | Private \$ _____ <input type="checkbox"/> <input type="checkbox"/> | |
| | | TOTAL \$ 41,133.00 | |
| 11. GOAL ADDRESSED: 5. Clearance and demolition - Provide the necessary assistance for local government offi | | | |

A. LMI BENEFIT TESTS (CHOOSE ONE)

| | | | |
|--|--|---|---|
| 1. LMI AREA BENEFIT (CHOOSE ONE): <input type="checkbox"/> ACS DATA C.T.: _____ B.G.: _____ CDP: _____ Area Pop.: _____ LMI Pop.: _____ % LMI: _____ OR <input type="checkbox"/> SURVEY Date of Survey: _____ Total Families: _____ # Responses: _____ # Persons: _____ # LMI Persons: _____ % LMI Persons: _____ <input type="checkbox"/> Required Survey Info Provided | 2. LMC LIMITED CLIENTELE: Choose one of first 3 categories. <input type="checkbox"/> Income Eligibility <input type="checkbox"/> Nature/Location <input type="checkbox"/> Presumed Benefit (choose one, if applicable) <input type="checkbox"/> Abused Children <input type="checkbox"/> Battered Spouse <input type="checkbox"/> Elderly Persons <input type="checkbox"/> Homeless Persons <input type="checkbox"/> Illiterate Adults <input type="checkbox"/> Persons w/ Aids <input type="checkbox"/> Migrant Farm Worker <input type="checkbox"/> Disabled | 3. LMH HOUSING INCOME ELIGIBILITY: <input type="checkbox"/> Rehabilitation Yes No One-Unit Structures- Each Household LMI? <input type="checkbox"/> <input type="checkbox"/> Two-Unit Structures- At least 1 Unit is LMI? <input type="checkbox"/> <input type="checkbox"/> Multi-Unit Structures- 3 or more units <input type="checkbox"/> <input type="checkbox"/> 51% of Units are LMI? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Housing Assistance <input type="checkbox"/> <input type="checkbox"/> Support of New Housing <input type="checkbox"/> <input type="checkbox"/> Direct Homeownership Assistance <input type="checkbox"/> <input type="checkbox"/> # 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: <input type="checkbox"/> Area has been designated as slum, blighted or deteriorated under state or local law <input type="checkbox"/> Activity Addresses Conditions (Provide a copy of the designation and any support documentation) | |
| 2. Spot: <input type="checkbox"/> Acquisition <input type="checkbox"/> Relocation <input checked="" type="checkbox"/> Clearance <input type="checkbox"/> Rehab <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Conditions detrimental to public safety & health | |

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

| | |
|--|---|
| <input type="checkbox"/> Serious, Immediate Threat | <input type="checkbox"/> Critical Within Previous 18 months |
| <input type="checkbox"/> Urgent Condition | <input type="checkbox"/> Insufficient Local Funds |

ACTIVITY DESCRIPTION

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.

All activities for entitlement and competitive submissions are requested to upload a satellite image or photographs of the project area. Please label all photos.

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

The Township of Sandy has been utilizing its code enforcement program to improve its neighborhoods. The code enforcement officer have identified structures throughout the Township that represents a blighting influence on the neighborhoods in which they are located. The Township has instituted proceedings against the owners of these properties, which are vacant and are not economically feasible to rehabilitate. The Township will utilize CDBG funds to demolish vacant properties which have been condemned and whose owners are unwilling to demolish them.

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. TBD

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

The problem will be corrected by demolishing vacant properties that are not economically feasible to rehabilitate and which are a threat to the health and safety of its residents. The Township will identify properties to be demolished after it reviews the listing of properties, determines priorities for demolition, and obtains SHPO approval to demolish structure. The Township proposes to demolish 2-3 structures this year.

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 Sandy Township will be primary beneficiaries by removing slum and blighting conditions.

(Attach Additional sheets as necessary.)



PROJECT BUDGET

APPLICANT NAME:

Township of Sandy, PA - Clearance and Demolition Activity

Total Sources and Uses of Funds

| Activity | CDBG | Other CDBG | Local (with eligible in-kind) | Program Income | Total |
|------------------------------------|-------------|---------------|----------------------------------|----------------|-------------|
| 1 Construction Costs | \$41,133.00 | | | | \$41,133.00 |
| 2 Delivery Costs | | | | | |
| a. Environmental Review | | | | | |
| b. Professional Fees | | | | | |
| c. Labor Compliance | | | | | |
| d. Other (please explain) | | | | | |
| 3. Land Acquisition (if any) | | | | | |
| TOTAL | \$41,133.00 | | | | \$41,133.00 |

* **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.



PROJECT COMPLETION TIMETABLE

APPLICANT NAME:

Township of Sandy, PA - Clearance and Demolition Activity

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. Timeline must indentify a month and year. In addition, grantees are to keep in mind each activity is to be completed within 3 years of the start of the contract.

| Task | Date Completed or Projected Completion |
|---|--|
| Environmental Clearance for Activity | March 31, 2024 |
| Executing Sub-recipient Agreement (if applicable) | Not Applicable |
| Request for Professional Services | Not Applicable |
| Income Eligibility Verification (Direct Benefit Only) | Not Applicable |
| Bid Specification Preparation | June 01, 2024 |
| Bid Project | July 01, 2024 |
| Bid Opening/Tabulation | July 15, 2024 |
| Contract Award | August 10, 2024 |
| Notice to Proceed | August 15, 2024 |
| Contracting/Project Implementation | September 01, 2024 |
| Activity Completion (National Objective is met.) | November 30, 2024 |
| IDIS Updated (Should be completed within 60 days of activity completion.) | December 31, 2024 |



ACTIVITY DESCRIPTION

(Complete one for each Activity Eligibility)

| 1. APPLICANT/GRANTEE NAME: Township of Sandy | | 2. DATE: August 21, 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|--|--------------------------|--------------------------|--------------------------|-----------|--|--|--|-----|----|------------|--|--------------------------|--------------------------|----------|--|--------------------------|--------------------------|----------|--|--------------------------|--------------------------|------------|--|--------------------------|--------------------------|-----------------|----------------|--|--|
| 3. TYPE <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised | | 4. FUNDING YEAR FFY 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6a. HUD MATRIX CODE: 19F Planned Repayments of Section 108 L | | 5. MULTI-YEAR FUNDED (IF YES, IDENTIFY FY): Yes, 10 years of CDBG funding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6b. ACTIVITY NAME Section 108 Loan Repayment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. ACTIVITY LOCATION: Platt Road from Home Camp Road to entrance of Corbett Industrial Park | | 8. COST: <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">CDBG \$</th> <th style="text-align: right;">108,069</th> <th colspan="2" style="text-align: center;">Committed</th> </tr> <tr> <th></th> <th></th> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> </tr> <tr> <td>Federal \$</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>State \$</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Local \$</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Private \$</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>TOTAL \$</td> <td>108,069</td> <td></td> <td></td> </tr> </table> | | CDBG \$ | 108,069 | Committed | | | | Yes | No | Federal \$ | | <input type="checkbox"/> | <input type="checkbox"/> | State \$ | | <input type="checkbox"/> | <input type="checkbox"/> | Local \$ | | <input type="checkbox"/> | <input type="checkbox"/> | Private \$ | | <input type="checkbox"/> | <input type="checkbox"/> | TOTAL \$ | 108,069 | | |
| CDBG \$ | 108,069 | | | Committed | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Yes | No | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Federal \$ | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| State \$ | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Local \$ | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Private \$ | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL \$ | 108,069 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. NATIONAL OBJECTIVE: <input checked="" type="checkbox"/> LMI <input type="checkbox"/> S/B <input type="checkbox"/> UN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. NATIONAL OBJECTIVE JUSTIFICATION (USE FEDERAL STATE REGULATION CITATION NUMBERS 24 CFR 570.483 SERIES - 24 CFR (b)(4)(i) - An activity designed to create permanent jobs where at least 51 percent of the jobs, involve the employment of low- and moderate-income persons. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. GOAL ADDRESSED: 9. Develop economic opportunities to improve the economic environment of the state es | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

A. LMI BENEFIT TESTS (CHOOSE ONE)

| | | | |
|--|---|---|--|
| 1. LMI AREA BENEFIT (CHOOSE ONE): <input type="checkbox"/> ACS DATA C.T.: _____ B.G.: _____ CDP: _____ Area Pop.: _____ LMI Pop.: _____ % LMI: _____ OR <input type="checkbox"/> SURVEY Date of Survey: _____ Total Families: _____ # Responses: _____ # Persons: _____ # LMI Persons: _____ % LMI Persons: _____ <input type="checkbox"/> Required Survey Info Provided | 2. LMC LIMITED CLIENTELE: Choose one of first 3 categories. <input type="checkbox"/> Income Eligibility <input type="checkbox"/> Nature/Location <input type="checkbox"/> Presumed Benefit (choose one, if applicable) <input type="checkbox"/> Abused Children <input type="checkbox"/> Battered Spouse <input type="checkbox"/> Elderly Persons <input type="checkbox"/> Homeless Persons <input type="checkbox"/> Illiterate Adults <input type="checkbox"/> Persons w/ Aids <input type="checkbox"/> Migrant Farm Worker <input type="checkbox"/> Disabled Describe how this activity will benefit the above designated clientele: _____ | 3. LMH HOUSING INCOME ELIGIBILITY: <input type="checkbox"/> Rehabilitation One-Unit Structures- Each Household LMI? Yes No <input type="checkbox"/> <input type="checkbox"/> Two-Unit Structures- At least 1 Unit is LMI? <input type="checkbox"/> <input type="checkbox"/> Multi-Unit Structures- 3 or more units 51% of Units are LMI? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Housing Assistance <input type="checkbox"/> <input type="checkbox"/> Support of New Housing <input type="checkbox"/> <input type="checkbox"/> Direct Homeownership Assistance <input type="checkbox"/> <input type="checkbox"/> # of New Rental Units: _____ % LMI units (20% - 50%): _____ CDBG funds limited to: _____ | 4. LMJ JOB CREATION/RETENTION: Number of Jobs Created <u>25</u> Retained _____ Number of LMI Jobs Created <u>14</u> Retained _____ % LMI Jobs Created <u>56%</u> Retained _____ |
|--|---|---|--|

B. SLUMS/BLIGHT TEST (CHOOSE ONE)

| | |
|--|--|
| 1. Area: <input type="checkbox"/> Area has been designated as slum, blighted or deteriorated under state or local law (Provide a copy of the designation and any support documentation) | <input type="checkbox"/> Activity Addresses Conditions |
| 2. Spot: <input type="checkbox"/> Acquisition <input type="checkbox"/> Relocation <input type="checkbox"/> Clearance <input type="checkbox"/> Rehab <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Conditions detrimental to public safety & health | |

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

- | | |
|--|---|
| <input type="checkbox"/> Serious, Immediate Threat | <input type="checkbox"/> Critical Within Previous 18 months |
| <input type="checkbox"/> Urgent Condition | <input type="checkbox"/> Insufficient Local Funds |

ACTIVITY DESCRIPTION

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.

All activities for entitlement and competitive submissions are requested to upload a satellite image or photographs of the project area. Please label all photos.

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

The Township will repay a Section 108 Loan for the installation of a sanitary sewer system on Platt Road that will serve the Corbett Industrial Park. Ten (10) years of CDBG funds will be used to repay the Section 108 Loan.

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. Not Applicable

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

The Township will begin repayment of a Section 108 Loan with two payments scheduled in 2024. Funds will be used to make payment #3 (\$10,034.25 on 2/01/2024) and payment #2 (\$98,034.25 on 8/10/2024).

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 primary beneficiaries are the low- and moderate-income job holders who will be employed in the Corbett Industrial Park. The Township estimates 14 low- and moderate-income jobs and a total 25 jobs will be created.

(Attach Additional sheets as necessary.)



PROJECT BUDGET

APPLICANT NAME:

Township of Sandy, PA - Section 108 Loan Repayment

Total Sources and Uses of Funds

| Activity | CDBG | Other CDBG | Local (with eligible in-kind) | Program Income | Total |
|------------------------------------|--------------|---------------|----------------------------------|----------------|--------------|
| 1 Construction Costs | \$108,069.00 | | | | \$108,069.00 |
| 2 Delivery Costs | | | | | |
| a. Environmental Review | | | | | |
| b. Professional Fees | | | | | |
| c. Labor Compliance | | | | | |
| d. Other (please explain) | | | | | |
| 3. Land Acquisition (if any) | | | | | |
| TOTAL | \$108,069.00 | | | | \$108,069.00 |

* **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.

PROPOSED SECTION 108 LOAN REPAYMENT SCHEDULE FOR SANDY TOWNSHIP

| Payment Number | Payment Date | Interest Due | Principal Due | Total P & I Amount | Annual Interest % | Semi Annual Interest % |
|----------------|--------------|--------------|---------------|--------------------|-------------------|------------------------|
| 1 | 02/01/2023 | \$10,937.50 | -0- | \$10,937.50 | - | 1.250% |
| 2 | 08/10/2023 | \$10,937.50 | \$88,000.00 | \$98,937.50 | 2.50% | 1.250% |
| 3 | 02/01/2024 | \$10,034.25 | -0- | \$10,034.25 | - | 1.275% |
| 4 | 08/01/2024 | \$10,034.25 | \$88,000.00 | \$98,034.25 | 2.55% | 1.275% |
| 5 | 02/01/2025 | \$ 9,087.00 | -0- | \$ 9,087.00 | - | 1.300% |
| 6 | 08/01/2025 | \$ 9,087.00 | \$88,000.00 | \$97,087.00 | 2.60% | 1.300% |
| 7 | 02/01/2026 | \$ 8,095.75 | -0- | \$ 8,095.75 | - | 1.325% |
| 8 | 08/01/2026 | \$ 8,095.75 | \$88,000.00 | \$96,095.75 | 2.65% | 1.325% |
| 9 | 02/01/2027 | \$ 7,060.50 | -0- | \$ 7,060.50 | - | 1.350% |
| 10 | 08/01/2027 | \$ 7,060.50 | \$88,000.00 | \$95,060.75 | 2.70% | 1.350% |
| 11 | 02/01/2028 | \$ 5,981.25 | -0- | \$ 5,981.25 | - | 1.375% |
| 12 | 08/01/2028 | \$ 5,981.25 | \$88,000.00 | \$93,981.25 | 2.75% | 1.375% |
| 13 | 02/01/2029 | \$ 4,858.00 | -0- | \$ 4,858.00 | - | 1.400% |
| 14 | 08/01/2029 | \$ 4,858.00 | \$88,000.00 | \$92,858.00 | 2.80% | 1.400% |
| 15 | 02/01/2030 | \$ 3,690.75 | -0- | \$ 3,690.75 | - | 1.425% |
| 16 | 08/01/2030 | \$ 3,690.75 | \$88,000.00 | \$91,690.75 | 2.85% | 1.425% |
| 17 | 02/01/2031 | \$ 2,479.50 | -0- | \$ 2,479.50 | - | 1.450% |
| 18 | 08/01/2031 | \$ 2,479.50 | \$88,000.00 | \$90,479.50 | 2.90% | 1.450% |
| 19 | 02/01/2032 | \$ 1,224.25 | -0- | \$ 1,224.25 | - | 1.475% |
| 20 | 08/01/2032 | \$ 1,224.25 | \$83,000.00 | \$84,225.25 | 2.95% | 1.475% |



PROJECT COMPLETION TIMETABLE

APPLICANT NAME:

Township of Sandy (Section 108 Loan Repayment)

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. Timeline must indentify a month and year. In addition, grantees are to keep in mind each activity is to be completed within 3 years of the start of the contract.

| Task | Date Completed or Projected Completion |
|---|--|
| Environmental Clearance for Activity | 01/01/2023 |
| Executing Sub-recipient Agreement (if applicable) | N/A |
| Request for Professional Services | N/A |
| Income Eligibility Verification (Direct Benefit Only) | N/A |
| Bid Specification Preparation | N/A |
| Bid Project | N/A |
| Bid Opening/Tabulation | N/A |
| Contract Award | N/A |
| Notice to Proceed | N/A |
| Contracting/Project Implementation | 2/01/2023 |
| Activity Completion (National Objective is met.) | 8/10/2023 |
| IDIS Updated (Should be completed within 60 days of activity completion.) | 12/31/2023 |



SECTION IV

Administration Expenses

| | |
|--|--|
| APPLICANT NAME: Township of Sandy 1094 Chestnut Avenue DuBois, PA 15801 | TOTAL GRANT AMOUNT: \$ 181,953 |
| | TOTAL ADMINISTRATIVE COSTS*: \$ 32,751.00 |
| HUD MATRIX CODE: 21A | % OF TOTAL GRANT: 18.00 % |
| 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: Not Applicable | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| OBO: | \$ * |
| TOTAL ADMIN: | \$ * |

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.

The administrative funds will be used for the administration of the CDBG program. It will include advertising, preparation of the application, preparation of the ERR, draw down of funds, preparation of reports, staff time spent on the general administration of the CDBG Program.

| | |
|--|---|
| Grantee uses a Cost Allocation Plan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Grantee uses an Indirect Cost Rate: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
|--|---|

* Cannot be rounded up

Administrative costs for each individual allocation cannot exceed 18% of the allocation.



SECTION IV

Appendix B – CDBG Public Service Activities

NOT APPLICABLE



SECTION IV

Appendix C – Service Areas & Service Methodology

NOT APPLICABLE



SECTION IV

Appendix D – Determining Service Areas

NOT APPLICABLE



SECTION IV

Local Effort / User Fee Analysis

NOT APPLICABLE



SECTION V

LMI Principal Benefit Determination



LMI PRINCIPAL BENEFIT DETERMINATION

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

| | | |
|---|-----------------------------|----------------------------|
| 1. APPLICANT/GRANTEE NAME: Township of Sandy | | 2. DATE: 8/21/2023 |
| 3. TYPE: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised <input type="checkbox"/> Modification | 4. FISCAL YEAR: FFY 2023 | 5. CONTRACT NUMBER: N/A |

| 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 | | | | \$ 0.00 |
| 03L | Sidewalks | | | | \$ 0.00 |
| 03O | Fire Station / Equipment | | | | \$ 0.00 |
| 03Z* | Public Facilities - Other | | | | \$ 0.00 |
| 04 | Clearance and Demolition | | \$ 41,133.00 | | \$ 41,133.00 |
| 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 | \$ 108,069.00 | | | \$ 108,069.00 |
| ___ | Other | | | | \$ 0.00 |
| ___ | Other | | | | \$ 0.00 |
| C. CDBG TOTALS | | \$ 108,069.00 | \$ 41,133.00 | \$ 0.00 | \$ 149,202.00 |
| % LMI OF TOTAL | | 72.43% | | | |

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



SECTION V

Budget Narrative

BUDGET NARRATIVE IN SUPPORT OF THE FFY 2023 CDBG PROGRAM FOR SANDY TOWNSHIP, PENNSYLVANIA

The Township of Sandy, Pennsylvania proposes to use its FFY 2023 CDBG Program funds for the following activities:

| <u>Activity</u> | <u>Proposed Budget</u> |
|--|------------------------|
| General Administration: | \$ 32,751.00 |
| <ul style="list-style-type: none">General administrative costs, including staff salaries benefits, preparation of application, environmental review record, advertising, financial management and planning. | |
| Demolition and Clearance: | \$ 41,133.00 |
| <ul style="list-style-type: none">Demolition of vacant dilapidated structures identified through Code Enforcement, city-wide basis, approximately 2 – 3 structures. | |
| Section 108 Loan Repayment: | \$108,069.00 |
| <ul style="list-style-type: none">Annual payment for the Section 108 Loan to HUD. There are two Section 108 Loan Repayments due next year:<ol style="list-style-type: none">February 01, 2024 = \$10,034.25 (Interest only)August 01, 2024 = \$98,034.25 (Interest & Principal) | |
| Total FFY 2023 Grant Amount: | \$181,953.00 |



SECTION VI

Other Supporting Documents Included

NOT APPLICABLE