



# COUNTY OF LEHIGH

## Office of Community Development

**Laurie A. Moyer**  
**Grants Management Specialist**

March 1, 2022

Dear CDBG Applicant:

The County of Lehigh is once again anticipating the appropriation of funds from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) program. The 2022 CDBG allocation is estimated to be \$1,284,677.

In anticipation of the 2022 CDBG allocation, the County of Lehigh is seeking applications from municipalities and non-profit organizations for projects benefiting Lehigh County residents living outside of the city limits of Allentown and Bethlehem. Enclosed you will find the grant application packet. This packet includes program requirements, as well as the application forms that must be submitted for each project. If you will not be responsible for completing the application, please forward it to the appropriate person within your organization.

Applications are being accepted for all projects as listed on the attached eligible CDBG activities list. Funding determinations will be made in accordance with Lehigh County's Annual Plan Process guidelines. Of particular interest, please be aware of scoring criteria for the following types of projects:

- Construction Projects
  - Projects located in a low- to moderate-income (LMI) municipality will receive priority consideration for funding. Municipalities designated as LMI are Catasauqua, Coplay, Hanover, Fountain Hill, Macungie, Slatington, and Whitehall.
    - Projects must meet one of Lehigh County's Five-Year Consolidated Plan goals.
  - Consideration will be given to projects not located in an LMI community but projects should meet the following criteria:
    - Ability of the new project to be completed between January 1, 2023 and August 31, 2023.
    - Applicability to Lehigh County's Five-Year Consolidated Plan goals.
    - Hard cost match of 10% of request is dedicated by the applicant to completing project construction.
    - Project budget doesn't exceed \$100,000.
- Public Service Projects
  - Projects not funded via FY 2021: applications will be accepted for new or existing services. Applications for existing services must prove at least a 40% quantifiable increase in the need for the service over the past 12 months.
    - On the CDBG application webpage, there are examples illustrating public services and quantifiable increase in need. Please reference this page, entitled "Quantifiable Increase for Public Services" for details on satisfying the documentation requirements.
  - Projects funded via FY 2021 and asking for an increase in funding must provide data proving that there was at least a 40% quantifiable increase in the need for services over the past 12 months.
  - Projects funded via FY 2021 and not asking for an increase in funding do not need to prove an increase in need.
  - All projects must fit into Lehigh County's Five-Year Consolidated Plan goals and document the ability to spend down the requested amount between October 1, 2022 and September 31, 2023.

Applications are available for download via the Lehigh County Department of Community & Economic Development's webpage on Lehigh County's website (<https://www.lehighcounty.org/Departments/Community-Economic-Development/CDBG-Grant-Application>). Two separate applications are available. Except for agencies submitting a

*17 South Seventh Street  
Allentown, Pennsylvania 18101  
Phone: 610-871-1964*



**COUNTY OF LEHIGH**  
**Office of Community Development**

**Laurie A. Moyer**  
**Grants Management Specialist**

public service project, all applicants should complete the 'Public Facility, Construction and Other Projects' application. Applicants should also notice the other documents available for download from the webpage. Information within the documents will need to be referenced when completing the application.

All CDBG-funded projects are subject to an environmental review, which must be completed by the County before funds may be obligated by Grantees. Issues requiring remediation will need to be completed prior to the start of any project. Therefore, knowledge of any possible issues should be disclosed at time of application.

The Lehigh County Department of Community & Economic Development will hold a public hearing with two, duplicate sessions. The public hearings will include discussion on the CDBG application process, provide information on project eligibility and fundability, and collect comments about the CDBG program from the public.

- **April 7, 2022 at 3:00 pm** via Zoom  
<https://lehighcounty.zoom.us/j/84687785381?pwd=QWdkKzJXeXp0eGFqV2t3OVNtV1ZsUT09>
  - Should you desire an invitation to be emailed to you, or experience technical difficulty in accessing the meeting, please contact Cyndi King at [cyndiking@lehighcounty.org](mailto:cyndiking@lehighcounty.org).
- ***THIS SESSION HAS BEEN CANCELLED AS OF 4-8-22: April 12, 2022 at 10:00 am*** in Room 524 of the Lehigh County Government Center.

The Lehigh County Department of Community & Economic Development will hold another CDBG public hearing on **July 19, 2022 at 12:00 pm** in Room 524 of the Lehigh County Government Center to announce awards and also collect comments about the CDBG program from the public prior to sending the FY 2022 Annual Plan to HUD.

The application due date is **April 29, 2022**. Applications can be submitted via mail or email. Emails shall be directed to [cyndiking@lehighcounty.org](mailto:cyndiking@lehighcounty.org). **Applicants who choose to mail their submissions must include one original and three copies of the primary application**. Multiple copies of sundry supporting documents are not desired. Please do **not** use binders (three-ring or plastic binding). Applications must be postmarked by April 29, 2022 in order to be considered for funding.

It is important to make applicants aware that the *submittal* of a CDBG application triggers federal regulations for the project. The applicant should assume, for planning purposes, that from the time of submittal of the CDBG application, federal regulations will apply to the project (e.g. procurement, environmental clearances, federal prevailing wages, providing documentation, etc.) Furthermore, applicants are not able to commit any funding, regardless of source, to the *overall* project until the applicant receives a certification from Lehigh County that the environmental review is clear. Committing funding to a project prior to receiving the certification can jeopardize a CDBG award. Should the application ultimately not be funded with CDBG dollars, compliance with federal regulations will no longer apply to the project.

In the meantime, should you have questions or need technical assistance pertaining to the CDBG program, please do not hesitate to call me at (610) 871-1964.

Sincerely,

Laurie Moyer  
Grants Management Specialist

*17 South Seventh Street  
Allentown, Pennsylvania 18101  
Phone: 610-871-1964*