

## **TOWNSHIP OF LOWER MERION**

### **GRANTS AND COMMUNITY DEVELOPMENT COMMITTEE**

**Wednesday, July 10, 2024  
6:30 PM ( Approximately)**

Chairperson: Maggie Harper Epstein  
Vice Chairperson: Ray Courtney, Andrew Gavrin

### **AGENDA**

1. **RESOLUTION - ADOPTION OF COMMUNITY DEVELOPMENT BLOCK GRANT  
ACTION PLAN FOR YEAR L (2024-2025)**
2. **WAIVER OF CDBG RESIDENTIAL REHABILITATION FUND LIMIT**
3. **WAIVER OF CDBG RESIDENTIAL REHABILITATION FUND LIMIT**
4. **WAIVER OF CDBG RESIDENTIAL REHABILITATION FUND LIMIT**



## AGENDA ITEM INFORMATION

### ITEM: RESOLUTION - ADOPTION OF COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN FOR YEAR L (2024-2025)

Consider for recommendation to the Board of Commissioners adoption of a Resolution for the adoption of the Annual Action Plan for Year L in the amount of \$1,011,161, and the filing of Fund Year L CDBG application including all Assurance and Certifications therein.

## PUBLIC COMMENT

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Issue Briefing	Issue Briefing
<input type="checkbox"/> RESOLUTION	Resolution
<input type="checkbox"/> CDBG Funding Budget - Proposed	Backup Material

## **TOWNSHIP OF LOWER MERION**

### ***Grants and Community Development Committee***

#### **Issue Briefing**

**Topic:** Resolution to be submitted to HUD for Fiscal Year 2024-2025 Annual Action Plan for CDBG Funded Activities

**Prepared By:** Emily Crane, Community Development Technician

**Date:** July 5, 2024

- I. Action to be Considered By the Board:** Adoption of a Resolution for the adoption of the Annual Action Plan for Year L in the amount of \$1,011,161, and the filing of Fund Year L CDBG application including all Assurances and Certifications contained therein.
- II. Why This Issue Requires Board Consideration:**  
Federal regulations require the Township to hold two public hearings and to approve a resolution adopting the Annual Action Plan before submitting the application to The Department of Housing and Urban Development (HUD) to obtain the Township's funding allocation.
- III. Current Policy or Practice (If Applicable):** N/A
- IV. Other Relevant Background Information:**  
The Board of Commissioners held the public hearings required by HUD in February and June and is required to adopt the Annual Action Plan in August.
- V. Impact On Township Finances:** The Federal CDBG funds assist the Township to meet the public service needs of the community and reduce the need to impose higher local taxes to provide local services.
- VI. Staff Recommendation:** Staff recommends approval of the amended Annual Action Plan.

**TOWNSHIP OF LOWER MERION**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the Township of Lower Merion is entitled to receive Federal financial assistance under the provisions of the Housing and Community Development Act of 1974, PL 93-383, as amended; and,

**WHEREAS**, to secure such financial assistance, it is necessary to file an Annual Action Plan for Fiscal Year 2024-2025 with the Department of Housing and Urban Development on or before August 15, 2024; and,

**WHEREAS**, the Housing and Community Development Act of 1974, as amended, requires each municipality to give certain assurances with respect to the Community Development Block Grant funds:

**NOW, THEREFORE, BE IT RESOLVED**, that:

1. The Township's Community Development Annual Action Plan (2024) attached hereto and made a part hereof, dated July 17<sup>th</sup>, 2024 is hereby approved.
2. The Township Manager of the Township of Lower Merion is hereby authorized as follows:
  - (a) to file said Plans and amendments with the Department of Housing and Urban Development (HUD) on or before August 15, 2024 ; and
  - (b) to serve as authorized representative of the Township of Lower Merion in connection with the Community Development Block Grant Program and to provide such additional information as may be required.
3. The Secretary of the Department of Housing and Urban Development be, and hereby is, assured of full compliance by the Township of Lower Merion to the assurances attached thereto and made a part hereof.

**RESOLVED**, this \_\_\_\_ day of \_\_\_\_\_, 2024.

BOARD OF COMMISSIONERS  
TOWNSHIP OF LOWER MERION

By: \_\_\_\_\_  
Todd Sinai, President

ATTEST:

\_\_\_\_\_  
Jody L. Kelley, Secretary

APPLICATION REQUESTS FOR CDBG FUNDING THROUGH LMT  
FUND YEAR 50 (2024-2025)

ACTIVITY for Program Year 50 (2024-2025) Proposed Budget	AGENCY	COMMENTS	LAST YEAR'S REQUESTED FUNDING	LAST YEAR'S FUNDED AMOUNT	REQUESTED AMOUNT	RECOMMENDED FUNDING
<b><u>ADMINISTRATION</u></b>						
CDBG Administration	LMT	CDBG staff salaries, expenses, professional services, advertising	145,000	145,000	170,000	170,000
Affordable Housing Support	Lower Merion Affordable Housing	Supporting LMAH Admin Cost	15,000	15,000	15,000	15,000
Funds AI for Board Training	Ardmore Initiative	Funding for Board Training	N/A	N/A	2,000	2,000
Fair Housing Rights Assistance for Lower Merion	Housing Equality Center of PA	Seminars, workshops, complaints, housing outreach- agency in Montco	8,500	8,500	8,500	8,500
<b>ADMINISTRATION TOTAL</b>		20% Admin CAP per HUD \$197,062			<b>\$195,500</b>	<b>\$195,500</b>

APPLICATION REQUESTS FOR CDBG FUNDING THROUGH LMT  
FUND YEAR 50 (2024-2025)

ACTIVITY for Program Year 50 (2024-2025) Proposed Budget	AGENCY	COMMENTS	LAST YEAR'S REQUESTED FUNDING	LAST YEAR'S FUNDED AMOUNT	REQUESTED AMOUNT	RECOMMENDED FUNDING
<b><u>PUBLIC SERVICES</u></b>						
Ardmore Avenue Community Center - partially fund staff salaries	Parks & Recreation	Adult and Youth group activities in low to moderate income area	487,646	108,500	110,000	102,000
Mini Bus Program-partial funding for driver's salary	Parks & Recreation	Transportation for senior citizens, residents with mental and physical challenges to various cultural, social and recreational trips	30,767	6,000	10,000	3,500
Escort Driver - partially funds driver service	ElderNet	Provides cab rides when volunteers are not available to help the elderly	3,000	1,800	2,500	2,000
Care Management & Clerical Assistance- fund partial salary	ElderNet	Social worker works with elderly & disabled residents	65,000	7,500	10,000	8,000
Senior Center in Ardmore -funds partial pay for program services	PALM-Positive Aging in Lower Merion	Instructional programs-seniors	38,250	7,500	23,000	8,000
Domestic Violence Satellite Office in Bryn Mawr partial rent payment	Women's Center of Montgomery County	Presumed benefit abused victims	3,500	3,500	4,000	4,000
New Horizons Senior Center-fund partial salary Program Coordinator	New Horizons Senior Center	Presumed benefit seniors	15,500	6,000	15,500	6,000
Neighbors Helping Neighbors on the Main Line	NHN	Food Insecurity/instructional programming - low mod	87,070	7,500	16,950	8,000
Free Meal delivery for seniors	Meals on Wheels	Expansion of number of no- cost meals delivered	N/A	N/A	8,840	8,000
Exercise Programs for Seniors	Kaieserman JCC	Expansion of Classes for Seniors	N/A	N/A	10,000	8,000
Monthly free legal clinic in Bala Cynwyd	Episcopal Legal Aid	Expansion of free legal Services	N/A	N/A	10,000	8,000
Job Training for in home Care Givers	Surrey Services	Job Training	N/A	N/A	10,000	8,000
		15% Public Serice Cap on Allocation - \$147,796				

APPLICATION REQUESTS FOR CDBG FUNDING THROUGH LMT  
FUND YEAR 50 (2024-2025)

<b>PUBLIC SERVICES TOTAL</b>		15% Public Service Cap with added allowance for \$172,341 in 2023 Program Income - <b>\$173,647</b>		<b>\$230,790</b>	<b>173,500</b>
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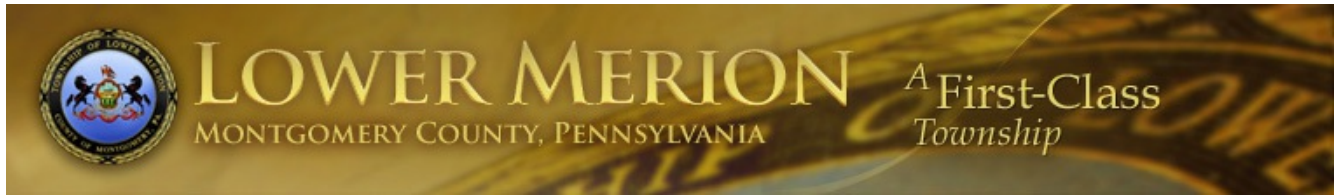
APPLICATION REQUESTS FOR CDBG FUNDING THROUGH LMT  
FUND YEAR 50 (2024-2025)

ACTIVITY for Program Year 50 (2024-2025) Final Budget	AGENCY	COMMENTS	LAST YEAR'S REQUESTED FUNDING	LAST YEAR'S FUNDED AMOUNT	REQUESTED AMOUNT	RECOMMENDED FUNDING
<b><u>PUBLIC WORKS</u></b>						
Accessibility: Curb Cuts includes engineering, construction and PENNDOT reviews	Public Works	Remaining money from previous years is available and can be used together with current funding.	230,000	100,000	230,000	150,000
<b><u>ECONOMIC DEVELOPMENT</u></b>						
Façade Restoration	LMT	Program details in process.			25,000	25,000
<b>PUBLIC WORKS &amp; ECONOMIC DEVELOPMENT TOTAL</b>					<b>\$255,000</b>	<b>\$175,000</b>



APPLICATION REQUESTS FOR CDBG FUNDING THROUGH LMT  
FUND YEAR 50 (2024-2025)

ACTIVITY for Program Year 50 (2024-2025) Final Budget	AGENCY	COMMENTS	LAST YEAR'S REQUESTED FUNDING	LAST YEAR'S FUNDED AMOUNT	REQUESTED AMOUNT	RECOMMENDED FUNDING
<b><u>HOUSING</u></b>						
Res.Rehab Program Soft Costs	LMT	Pays for salary, risk assessor, temporary relocations expenses, lead and roof inspections	15,000	15,000	20,000	20,000
Residential Rehab Program	LMT	Hard construction costs includes lead paint hazards and staff salaries	250,000	306,260	300,000	232,161
Housing Development- Home Purchase Program	LMT/LMAH	Funds to Purchase-Sell a home to low to moderate income families/assist LMAH	150,000	150,000	150,000	165,000
Rental Rehab Program	LMT	Grant money to landlords for rental unit rehab in return for renting to a low/mod income household.	50,000	50,000	50,000	50,000
<b>HOUSING TOTAL</b>					<b>\$520,000</b>	<b>\$467,161</b>
<b>TOTAL REQUESTS FOR FUNDING</b>					<b>\$1,625,698</b>	<b>\$1,011,161</b>
<i>The Township's CDBG allocation for Fund Year 50 is \$985,310. Previous year's fund allocation was \$964,068. The proposed budget is \$1,011,161, and includes \$25,851 in Program Income from FY 2023.</i>						
<b>15% Public Services</b>		<b>HUD imposed funding cap- \$173,642</b>	Cap includes 15% of program income funds from 2023 (\$172,341)			
<b>20% Administration</b>		<b>HUD imposed funding cap- \$197,062</b>				



## AGENDA ITEM INFORMATION

### ITEM: WAIVER OF CDBG RESIDENTIAL REHABILITATION FUND LIMIT

Consider for recommendation to the Board of Commissioners approval to add \$19,292 to the staff approved expense of \$75,000 for a total of \$94,292 to bring a property in Ardmore to minimum standards pursuant to CDBG regulations.

## PUBLIC COMMENT

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Issue Briefing	Issue Briefing
<input type="checkbox"/> REHAB CHART	Issue Briefing

# **TOWNSHIP OF LOWER MERION**

## ***Grants and Community Development Committee***

### **Issue Briefing**

**Topic: CDBG Residential Rehabilitation Program**

**Prepared By: Emily Crane, Community Development Technician**

**Date: July 10, 2024**

**I. Action to Be Considered by The Board:**

Approval to add \$19,292 to the staff approved expense of \$75,000 for a total of \$94,292 including a contingency cost of \$10,000 to bring the property to minimum standards pursuant to CDBG regulations.

**II. Why This Issue Requires Board Consideration:**

The Lower Merion Township CDBG Residential Rehabilitation program requires staff to obtain approval from the Board of Commissioners when a Residential Rehabilitation project funded with CDBG funds exceeds \$75,000.

**III. Current Policy or Practice (If Applicable):**

Approval from the Board of Commissioners is required for Residential Rehabilitation projects exceeding the \$75,000 base threshold for expenditures.

**IV. Other Relevant Background Information:**

This Ardmore single family residence requires extensive lead removal, new electrical service, removal of all knob and tube wiring, complete re-wiring of the house, a new hot water heater, kitchen renovations, and relocation for the family of 6 people during lead remediation and re-wiring.

**V. Impact on Township Finances:**

There is no impact to the Township's finances. All funds are federal CDBG funds.

**VI. Staff Recommendation:**

Staff recommends that the Board of Commissioners approve the additional funding request.

**BUILDING AND PLANNING DEPARTMENT**  
**COMMUNITY DEVELOPMENT DIVISION**

**TO:** GRANTS REVIEW COMMITTEE (GRC)

**FROM:** Emily Crane, Community Development Technician

**DATE:** July 10, 2024

**SUBJECT:** Request approval of funds for CDBG Housing Rehabilitation

**DESCRIPTION:** Ardmore (80%) Income; Ward 4

**SUMMARY:** This Ardmore single family residence requires extensive lead removal, new electrical service, removal of all knob and tube wiring, complete re-wiring of the house, a new hot water heater, kitchen renovations, and relocation for the family of 6 people during lead remediation and re-wiring.

<b>Total Project Cost</b>			\$94,292
Roofing		\$0	
General Contractor		\$57,950	
Plumbing Contractor		\$5,500	
Lead Abatement		\$12,931	
Relocation		\$7,911	
Contingency		\$10,000	
<b>Pre-Approved Source of Funds</b>			
Staff Approved	\$50,000		
Grants Review committee	\$75,000		
<b>Pre-Approved Funds Subtotal</b>			\$75,000
<b>Additional funding requested from Board of Commissioners</b>			\$19,292

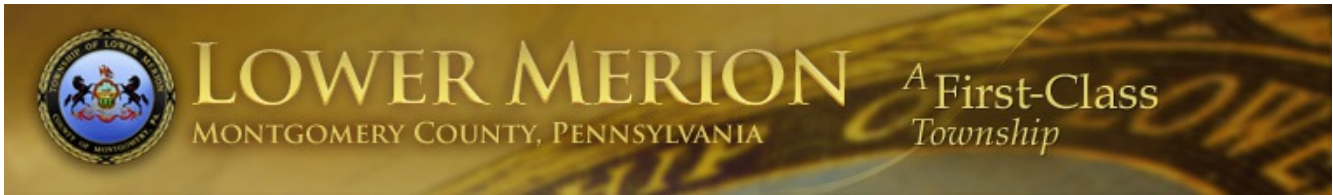
CDBG STAFF REVIEW COMMITTEE:

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

BOARD OF COMMISSIONERS APPROVAL: \_\_\_\_\_



## AGENDA ITEM INFORMATION

### ITEM: WAIVER OF CDBG RESIDENTIAL REHABILITATION FUND LIMIT

Consider for recommendation to the Board of Commissioners approval to add \$29,665 to the staff approved expense of \$75,000 for a total of \$104,665 to bring a property in Ardmore to minimum standards pursuant to CDBG regulations.

## PUBLIC COMMENT

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Issue Briefing	Issue Briefing
<input type="checkbox"/> REHAB CHART	Backup Material

# **TOWNSHIP OF LOWER MERION**

## ***Grants and Community Development Committee***

### **Issue Briefing**

**Topic: CDBG Residential Rehabilitation Program**

**Prepared By: Emily Crane, Community Development Technician**

**Date: July 10, 2024**

**I. Action to Be Considered by The Board:**

Approval to add \$29,665 to the staff approved expense of \$75,000 for a total of \$104,665 including a contingency cost of \$10,000 to bring the property to minimum standards pursuant to CDBG regulations.

**II. Why This Issue Requires Board Consideration:**

The Lower Merion Township CDBG Residential Rehabilitation program requires staff to obtain approval from the Board of Commissioners when a Residential Rehabilitation project funded with CDBG funds exceeds \$75,000.

**III. Current Policy or Practice (If Applicable):**

Approval from the Board of Commissioners is required for Residential Rehabilitation projects exceeding the \$75,000 base threshold for expenditures.

**IV. Other Relevant Background Information:**

This Ardmore single family residence requires extensive lead removal, relocation of the family during lead work, a new roof, minor interior renovation, and a complete rebuild of the front porch including new foundations and careful tie in to the connected twin.

**V. Impact on Township Finances:**

There is no impact to the Township's finances. All funds are federal CDBG funds.

**VI. Staff Recommendation:**

Staff recommends that the Board of Commissioners approve the additional funding request.

**BUILDING AND PLANNING DEPARTMENT**  
**COMMUNITY DEVELOPMENT DIVISION**

**TO:** GRANTS REVIEW COMMITTEE (GRC)

**FROM:** Emily Crane, Community Development Technician

**DATE:** July 10, 2024

**SUBJECT:** Request approval of funds for CDBG Housing Rehabilitation

**DESCRIPTION:** Ardmore (50%) Income; Ward 4

**SUMMARY:** This Ardmore single family residence requires extensive lead removal, relocation of the family during lead work, a new roof, minor interior renovation, and a complete rebuild of the front porch including new foundations and careful tie in to the connected twin.

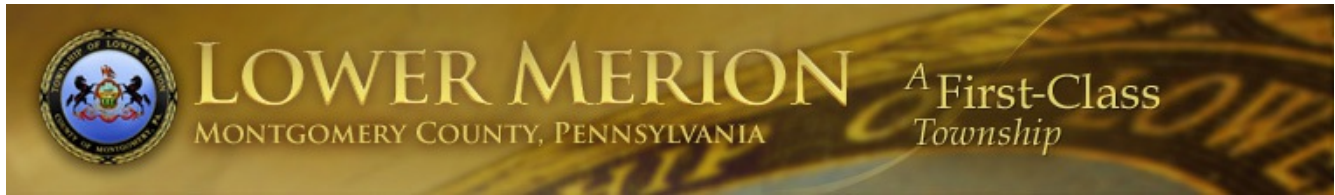
<b>Total Project Cost</b>			<b>\$104,665</b>
Roofing		\$12,350	
General Contractor		\$57,260	
Plumbing Contractor		\$0	
Lead Abatement		\$22,809	
Relocation		\$2,246	
Contingency		\$10,000	
<b>Pre-Approved Source of Funds</b>			
Staff Approved	\$50,000		
Grants Review committee	\$75,000		
<b>Pre-Approved Funds Subtotal</b>			<b>\$75,000</b>
<b>Additional funding requested from Board of Commissioners</b>			<b>\$29,665</b>

CDBG STAFF REVIEW COMMITTEE:

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

DATE: \_\_\_\_\_

BOARD OF COMMISSIONERS APPROVAL: \_\_\_\_\_



## AGENDA ITEM INFORMATION

### ITEM: WAIVER OF CDBG RESIDENTIAL REHABILITATION FUND LIMIT

Consider for recommendation to the Board of Commissioners approval to add \$41,598 to the previously approved expense of \$137,290 for a total of \$178,888 including a contingency of \$5,000 to bring this home in Ardmore to minimum standards pursuant to CDBG regulations.

## PUBLIC COMMENT

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Issue Briefing	Issue Briefing
<input type="checkbox"/> REHAB CHART	Backup Material



# **TOWNSHIP OF LOWER MERION**

## ***Grants and Community Development Committee***

### **Issue Briefing**

**Topic: CDBG Residential Rehabilitation Program**

**Prepared By: Emily Crane, Community Development Technician**

**Date: July 5, 2024**

**I. Action to Be Considered by The Board:**

Approve adding \$41,598 to the previously approved expense of \$137,290 for a total of \$178,888 including a contingency cost of \$5,000 to bring this home in Ardmore to minimum standards pursuant to CDBG regulations.

**II. Why This Issue Requires Board Consideration:**

The Lower Merion Township CDBG Residential Rehabilitation program requires staff to obtain approval from the Board of Commissioners when a Residential Rehabilitation project funded with CDBG funds exceeds \$75,000.

**III. Current Policy or Practice (If Applicable):**

Approval from the Board of Commissioners is required for Residential Rehabilitation projects exceeding the \$75,000 base threshold for expenditures.

**IV. Other Relevant Background Information:**

The Board approved funding the original scope of work at their Nov 1<sup>st</sup> meeting, with \$87,290 in additional funds over the previously approved \$50,000 (funding limit at that time). The initial funding approval was sought during the bidding process in an attempt to avoid a delay in beginning the project after final bidding. The bids came in higher than anticipated, and additional issues that must be addressed were identified during the interior demolition work, including inadequate framing of the second floor, second floor ceiling and the roof, the absence of fire separation from the adjoining house along the entire second floor, lack of insulation above the second floor ceiling and the need to reframe the existing porch.

**V. Impact on Township Finances:**

There is no impact to the Township's finances. All funds are federal CDBG funds.

**VI. Staff Recommendation:**

Staff recommends that the Board of Commissioners approve the additional funding request.

**BUILDING AND PLANNING DEPARTMENT**  
**COMMUNITY DEVELOPMENT DIVISION**

**TO:** GRANTS REVIEW COMMITTEE (GRC)

**FROM:** Emily Crane, Community Development Technician

**DATE:** July 10, 2024

**SUBJECT:** Request approval of funds for CDBG Housing Rehabilitation

**DESCRIPTION:** Ardmore (80%) Income; Ward 4

**SUMMARY:** This Single-Family home requires extensive lead removal, a new roof, replacement of HVAC system, plumbing and electrical repairs, and extensive interior renovation.

The additional work involves repairing inadequate framing, repairing insufficient duct work, providing fire blocking and insulation and reframing the porch.

<b>Total Project Cost</b>			\$178,888
Roofing		\$8,265	
General Contractor		\$136,185	
HVAC Contractor		\$12,890	
Lead Abatement		\$16,548	
Electrical Contractor			
Contingency		\$5,000	
<b>Pre-Approved Source of Funds</b>			
Staff Approved	\$50,000		
Grants Review committee	\$75,000		
<b>Pre-Approved Funds Subtotal</b>			\$137,290
<b>Additional funding requested from Board of Commissioners</b>			\$41,598

CDBG STAFF REVIEW COMMITTEE:

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

DATE: \_\_\_\_\_

BOARD OF COMMISSIONERS APPROVAL: \_\_\_\_\_