

TOWNSHIP OF LOWER MERION

GRANTS AND COMMUNITY DEVELOPMENT COMMITTEE

Wednesday, July 30, 2025
6:00 PM (Approximately)

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

AGENDA

1. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AND CONSIDER FOR APPROVAL A SUBSTANTIAL AMENDMENT TO THE 2022-2024 ANNUAL ACTION PLANS FOR CDBG FUNDING
2. RESOLUTION - APPLICATION TO THE PA DCED MAIN STREET MATTERS GRANT FOR IMPROVEMENTS TO SCHAUFFELE PLAZA IMPROVEMENTS
3. WAIVER OF CDBG RESIDENTIAL REHABILITATION FUND LIMIT
4. WAIVER OF CDBG RESIDENTIAL REHABILITATION EMERGENCY PROJECT FUND LIMIT
5. WAIVER OF CDBG RESIDENTIAL REHABILITATION EMERGENCY PROJECT FUND LIMIT
6. AUTHORIZATION TO EXECUTE AGREEMENTS WITH KAISERMAN JEWISH COMMUNITY CENTER TO FACILITATE REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM GRANT



AGENDA ITEM INFORMATION

ITEM: PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AND CONSIDER FOR APPROVAL A SUBSTANTIAL AMENDMENT TO THE 2022-2024 ANNUAL ACTION PLANS FOR CDBG FUNDING

The Committee will hold a public hearing and consider for recommendation to the Board of Commissioners approval of a Substantial Amendment to the Lower Merion Township CDBG Action Plans for Fiscal Years 2022-2024 to reallocate \$214,836 in Annual Entitlement Funds to the Owner-Occupied Residential Rehabilitation Program from activities that were either cancelled or under budget.

PUBLIC COMMENT

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Issue Briefing	Issue Briefing
<input type="checkbox"/> Proposed Substantial Amendment	Backup Material

TOWNSHIP OF LOWER MERION

Grants and Community Development Committee

Issue Briefing

Topic: Substantial amendment to the Lower Merion Community Development Block Grant (CDBG) Action Plans For Fiscal Years 2022-2024 with Recommended Entitlement Funding Activity changes.

Prepared By: Emily Crane, Community Development Technician

Date: July 25, 2025

I. Action To Be Considered By The Board:

Hold a public hearing to receive public comment on and consider for approval a Substantial Amendment to the Lower Merion Township CDBG Action Plans for Fiscal Years 2022-2024 to reallocate \$214,836 in Annual Entitlement Funds to the Owner-Occupied Residential Rehabilitation Program from activities that were either cancelled or under budget.

II. Why This Issue Requires Board Consideration:

Federal regulations require the Township to hold a public hearing to obtain public comment on proposed CDBG Action Plan amendments. The Board of Commissioners must adopt the Amended Plan and submit the Plan for final approval by the U.S. Department of Housing and Urban Development (HUD).

III. Current Policy Or Practice (If Applicable):

In accordance with CDBG program regulations, the Township is permitted to make substantial amendments to its Annual Action Plans and their associated budgets.

IV. Other Relevant Background Information:

Lower Merion Township receives Federal CDBG funding on an annual basis. Generally, the Township's yearly allocation is split among: Administration/Planning, Housing Rehabilitation, Public Services, Public Facilities, Economic Development and Public Works activities, with special emphasis on allocations to the Owner-Occupied Residential Rehabilitation Program and Public Services. HUD permits the Township to carryover

CDBG funds from year to year and to amend program budgets from previous years to reallocate CDBG funds between eligible programs and/or projects.

The Substantial Amendment proposes the reallocation of \$214,836 in CDBG funding from fiscal years 2022, and 2023 and 2024 to other uses than those originally budgeted with those funds.

Amendments to CDBG budgets are common practice and a necessary step to reflect the realities of programs/projects that are completed under- or over-budget, experience delays that prevent timely completion, or do not materialize due to extenuating circumstances. The proposed reallocation will allow funds to be moved from such programs to existing CDBG initiatives that could more efficiently and effectively utilize the \$214,836. It is important to note that reallocating funds from a particular CDBG program does not preclude the Township from funding the same activity again in the future.

The accompanying CDBG Substantial Amendment document identifies the program and year from which CDBG funds would be withdrawn and the new proposed use for those funds. The Substantial Amendment proposes reallocating the unused CDBG funds to the Township's residential rehabilitation program.

This amendment is also an important step in adhering to CDBG spending regulations. As noted earlier, HUD allows the Township to carryover CDBG funds from subsequent years up to a certain amount. HUD has strict spending and timeliness regulations designed to ensure that CDBG funds are spent efficiently.

Staff will submit the Substantial Amendment to HUD for review as soon as it is approved by the Board to facilitate prompt reallocation and use for these historical CDBG funds.

V. Impact On Township Finances: There will be no impact on the Township's finances since the funds are part of the CDBG.

VI. Staff Recommendation: Staff recommends approval of the Substantial Amendment reallocation of CDBG 2022, 2023 and 2024.

LOWER MERION TOWNSHIP, PENNSYLVANIA



SUBSTANTIAL AMENDMENTS TO THE FY 2022 - 2024 ANNUAL ACTION PLANS FOR THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

SUBMITTED BY:

Lower Merion Township
75 E. Lancaster Avenue
Ardmore, PA 19003

SUBMITTED TO:

U.S. Department of Housing & Urban Development
Community Planning and Development
The Strawbridge Building
801 Market Street, 12th Floor
Philadelphia, PA 19107



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A. EXECUTIVE SUMMARY

It is necessary for Lower Merion Township to process a "Substantial Amendment" to the Township's FY 2022, 2023, and 2024 Annual Action Plans for the use of Community Development Block Grant (CDBG) funds. In accordance with CDBG Program's Regulations, the Township is allowed to make substantial amendments to its Annual Plans and Budgets in accordance with the Township's Citizen Participation Plan.

The Township has determined that it is necessary to amend the previously approved CDBG program year budgets since some activities will be cancelled and one activity will have a reduction in the budget amount.

In accordance with CDBG program regulations, the Township is permitted to make substantial amendments to its Annual Action Plan and Budget in accordance with their Citizen Participation Plan.

These amendments to the Annual Action Plans are necessary because the Township is proposing the following changes in funding to the FY 2022 – 2024 CDBG Annual Action Plans:



**SUBSTANTIAL AMENDMENT TO THE FY 2019-2023
ANNUAL ACTION PLANS FOR CDBG FUNDS AND CDBG-CV FUNDS**

Transfer from:			Transfer To:		
Program Year	Activity	Amount	Program Year	Activity	Amount
2022	Ardmore Initiative Fundraising/HUD Training (#684)	\$2,500	2022	Owner-Occupied Rehabilitation – Hard Costs (#685)	\$ 52,500
2022	Rental Rehab Program (#688)	\$50,000			
Total:					\$52,500
2023	Rental Rehab Program (#707)	\$50,000	2023	Owner-Occupied Rehabilitation – Hard Costs (#704)	\$87,336.74
2023	JCC Planning (#709)	\$5,836.74			
2023	Center for Creative Works (#711)	\$26,500			
2023	ElderNet Emergency Homeless Vouchers (#718)	\$5,000			
Total:					\$87,336.74
2024	Rental Rehab Program (#730)	\$50,000	2024	Owner-Occupied Rehabilitation – Hard Costs (#727)	\$75,000
2024	Façade Program (#744)	\$25,000			
Total:					\$75,000



**SUBSTANTIAL AMENDMENT TO THE FY 2019-2023
ANNUAL ACTION PLANS FOR CDBG FUNDS AND CDBG-CV FUNDS**

B. CITIZEN PARTICIPATION

**NOTICE OF SUBSTANTIAL AMENDMENTS
TOWNSHIP OF LOWER MERION
FY 2022 - 2024 ANNUAL ACTION PLANS**

The purpose of this notice is to present amendments to the Township of Lower Merion's FY 2022-2024 Annual Action Plans to reallocate unused CDBG funds.

The FY 2022 Annual Action Plan was approved with \$992,047 in federally allocated grant dollars and \$59,843 in Program Income. The FY 2023 Annual Action Plan was approved with \$964,068 in federally allocated grant dollars and \$93,252 in Program Income. The FY 2024 Annual Action Plan was approved with \$985,310 in federally allocated grant dollars and \$25,851 in Program Income.

In accordance with CDBG program regulations, the Township is permitted to make substantial amendments to its Annual Action Plans and Budgets in accordance with its Citizen Participation Plan.

These amendments to the Annual Action Plans are necessary as the Township is proposing the following changes in funding to the FY 2022 – 2024 CDBG Annual Action Plans:

Transfer from:			Transfer To:		
Program Year	Activity	Amount	Program Year	Activity	Amount
2022	Ardmore Initiative Fundraising/HUD Training (#684)	\$2,500	2022	Owner Occupied Housing Rehabilitation - Residential Rehab Hard Cost (#685)	\$ 52,500
2022	Rental Rehab Program (#688)	\$50,000			
Total:					\$52,500
2023	Rental Rehab Program (#707)	\$50,000	2023	Owner Occupied Housing Rehabilitation - Residential Rehab Hard Cost (#704)	\$87,336.74
2023	JCC planning #709)	\$5,836.74			
2023	Center for Creative Works (#711)	\$26,500			
2023	ElderNet Emerg Homeless (#718)	\$5,000			
Total:					\$87,336.74



**SUBSTANTIAL AMENDMENT TO THE FY 2019-2023
ANNUAL ACTION PLANS FOR CDBG FUNDS AND CDBG-CV FUNDS**

2024	Rental Rehab Program (#730)	50,000	2024	Owner Occupied Housing Rehabilitation - Residential Rehab Hard Cost (#727)	\$75,000
2024	Façade Program (#744)	\$25,000			
Total:					\$75,000

The stakeholder and general public consultation and citizen participation process for this Substantial Amendment will conform to the Township’s Citizen Participation Plan, last revised in 2020.

In order to obtain the views of residents, public agencies and other interested parties, Lower Merion Township will place a draft of the Substantial Amendments on public display on the Township website at the following address: <https://www.lowermerion.org/CDBGReports>. These documents will also be available to the public at the Township Building & Planning Office (address below). The public review period will last for no less than thirty (30) days – from June 30, 2025, through July 30th, 2025.

On July 30, 2025, at approximately 6:00 PM, the Township will conduct a public meeting to solicit comments from the public. In-person and virtual attendance is permitted at these meetings. For those who wish to attend in person, the meetings will be held in the Township Administration Building - 2nd Floor Board Room at 75 East Lancaster Ave, Ardmore, Pennsylvania 19003-2323. Individuals wishing to participate virtually via Zoom during these meetings should e-mail publiccomment@lowermerion.org before 12:00 p.m. the day of the meeting.

Public comments must be submitted to Emily Crane via (610) 645-6118, ecrane@lowermerion.org or Lower Merion Building & Planning Department, 75 E Lancaster Avenue, Ardmore, PA 19003 by July 30, 2025. After the public review closes, the Township will approve the substantial amendments on August 4, 2025 at 7:00 PM, after which time the Township will submit the substantial amendments to the U.S. Department of Housing and Urban Development (HUD).

Persons interested in reviewing the document who require translation assistance (i.e. – visually impaired or non-English speaking), or other accommodations, shall notify Lower Merion Township by contacting Emily Crane at (610) 645-6118 or ecrane@lowermerion.org.



C. CDBG PROGRAM YEAR

1. FY 2022 CDBG Program Year:

The following changes are proposed for the FY 2022 Annual Action Plan for the use of Community Development Block Grant funds:

- **Ardmore Initiative – Fundraising/HUD Training (#684).** Reduce the project/activity budget by \$2,500.00 and cancel the project/activity.
- **Rental Rehab Program (#688).** Reduce the project budget by \$50,000.00 and cancel the project/activity.
- **Owner -Occupied Residential Rehab Program – Hard Costs (#685).** Increase the project budget by \$52,500 for a new project budget of \$358,760.

2. FY 2023 CDBG Program Year:

The following changes are proposed for the FY 2023 Annual Action Plan for the use of Community Development Block Grant funds.

- **Rental Rehab Program (#707).** Reduce the project/activity budget by \$50,000.00 and cancel the project/activity.
- **JCC Planning (#709).** Reduce the project/activity budget by \$5,836.74 for a new project/activity budget of \$4,163.26. Then close-out the project/activity.
- **Center for Creative Works (#711).** Reduce the project/activity budget by \$26,500.00 and cancel the project/activity.
- **ElderNet Emergency Homeless Vouchers (#718).** Reduce the project/activity budget by \$5,000.00 and cancel the project/activity.
- **Owner -Occupied Residential Rehab Program – Hard Costs (#704).** Increase the project budget by \$87,336.74 for a new project budget of \$287,336.74.



SUBSTANTIAL AMENDMENT TO THE FY 2019-2023 ANNUAL ACTION PLANS FOR CDBG FUNDS AND CDBG-CV FUNDS

3. FY 2024 CDBG-CV Program Year:

The following changes are proposed for the FY 2024 Annual Action Plan for the use of Community Development Block Grant:

- **Rental Rehab Program (#730).** Reduce the project/activity budget by \$50,000.00 and cancel the project/activity.
- **Façade Program (#744).** Reduce this project/activity by \$25,000 and cancel the project.
- **Owner -Occupied Residential Rehab Program – Hard Costs (#727).** Increase the project budget by \$75,000 for a new project budget of \$307,161.



AGENDA ITEM INFORMATION

ITEM: RESOLUTION - APPLICATION TO THE PA DCED MAIN STREET MATTERS GRANT FOR IMPROVEMENTS TO SCHAUFFELE PLAZA IMPROVEMENTS

Consider for recommendation to the Board of Commissioners adoption of a resolution authorizing the Township to submit a grant application to the Pennsylvania Department of Community and Economic Development (PA DCED)'s Main Street Matters program for improvements to Schaufele Plaza.

PUBLIC COMMENT

ATTACHMENTS:

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

TOWNSHIP OF LOWER MERION
Grants & Community Development Committee
Issue Briefing

Topic: Resolution to Submit an Application to the PA DCED Main Street Matters Grant for Schuffele Plaza Improvements

Prepared By: Charlie Doyle, Assistant Director, Department of Building & Planning

Date: July 25, 2025

I. Action To Be Considered By The Board:

Adoption of a resolution authorizing the Township to submit a grant application to the Pennsylvania Department of Community and Economic Development (PADCED)'s Main Street Matters (MSM) program for Schuffele Plaza improvements.

II. Why This Issue Requires Board Consideration:

The Main Street Matters program requires a resolution passed by the applicant's government body authorizing submission to the grant program.

III. Current Policy Or Practice (If Applicable): N/A

IV. Other Relevant Background Information:

The Pennsylvania Department of Community and Economic Development (PA DCED) is committed to creating and maintaining healthy, vibrant main streets and communities. The Main Street Matters (MSM) program is designed to support Pennsylvania's downtown cores and surrounding neighborhoods by providing tools to foster economic vitality, aesthetic improvements, and increased safety and security. Funding is available to support revitalization efforts in planning, business development, infrastructure, and public safety enhancements.

Ardmore is a designated Main Street, recognized by PA DCED for its commitment to downtown revitalization through the Main Street Program. This designation makes Ardmore eligible for funding through the MSM Program to support economic development, infrastructure upgrades, and community revitalization efforts. As a municipality, Lower Merion is an eligible applicant for a District Development Grant of up to \$1,000,000, which requires a 50% match, under the MSM program.

The Schuffele Plaza redesign, identified as a priority in the 2023 Ardmore Master Plan, provided an opportunity for design consultants to explore improvements to the plaza and adjacent public parking lot. These improvements focus on enhancing and improving connectivity in downtown Ardmore and nearby residential neighborhoods as well as creating a vibrant public space in the heart of Ardmore.

While the design has yet to be finalized, improving the plaza is a priority. The improvements associated with Schauffele Plaza are estimated by the Township Engineer to cost \$5,333,751, of which \$1,000,000 will be covered by the requested grant funds.

V. Impact On Township Finances:

The total estimated cost of this project is approximately \$5,333,751. Additional grant funding opportunities are being pursued to address any funding gaps. Any funds awarded to this project would result in potential savings to the Township by avoided CIP costs.

VI. Staff Recommendation:

Staff recommends approving the resolution authorizing the Township to submit an application to the PADCED MSM grant program for Schauffele Plaza improvements.

TOWNSHIP OF LOWER MERION

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE TOWNSHIP OF LOWER MERION AUTHORIZING THE
APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF
COMMUNITY & ECONOMIC DEVELOPMENT FOR A MAIN
STREET MATTERS GRANT TO PARTIALLY FUND
IMPROVEMENTS FOR SCHAUFFELE PLAZA**

WHEREAS, the Commonwealth of Pennsylvania (“the Commonwealth”) has established the Main Street Matters Program through the Pennsylvania Department of Community and Economic Development (PA DCED) to provide grants for large public and private development projects, including the improvement of public spaces, buildings, and infrastructure within Main Street districts, as well as public safety and aesthetic enhancements; and

WHEREAS, Ardmore is a designated Main Street within the Township of Lower Merion (the “Township”), recognized by the Pennsylvania Department of Community and Economic Development (PA DCED) for its commitment to downtown revitalization through the Main Street Program, making it eligible for funding opportunities through the Main Street Matters Program to support economic development, infrastructure improvements, and community revitalization efforts within the district; and

WHEREAS, the Township of Lower Merion is an eligible applicant as a municipality for a grant that shall not exceed a total of \$1,000,000 under this program; and

WHEREAS, eligible projects for development, rehabilitation, and improvements under the Main Street Matters Program include the acquisition, rehabilitation, or restoration of buildings, public infrastructure improvements such as streetscapes, sidewalks, lighting, and other public safety infrastructure, as well as enhancements to public spaces that support community and economic growth; and

WHEREAS, Schaufele Plaza in Ardmore is a central parking facility (“Lot #5) and public gathering space that supports the economic vitality of a large number of commercial enterprises; and

WHEREAS, as part of the broader planning process, the Township has designed improvements within and along Schaufele Plaza, specifically aimed at expanding public parking in Lot #5, creating on-street parking, and improving pedestrian connectivity to the existing parking garage to increase utilization (the “Project”); and

WHEREAS, this Project aligns with the goals of the 2023 Ardmore Master Plan, which identified improvements to public spaces and infrastructure as key opportunities for revitalization and enhanced walkability within the district; and

WHEREAS, the 2024 Capital Improvement Program for the Township of Lower Merion includes Administration No. 4072, which allocates funding for public space and infrastructure improvements in Ardmore’s commercial district; and

WHEREAS, the Township seeks to apply to the PA DCED through its Main Street Matters Program for implementation grant funds of \$1,000,000 to construct the Project, which is estimated by the Township Engineer to cost \$5,333,751 with a match that exceeds the minimum 50% match requirement for the total grant being sought from the Commonwealth; and

WHEREAS, the Township fully understands the application requirements, including the contracting process, if awarded grant funds from the Main Street Matters Grant Program.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Township of Lower Merion hereby authorizes the Township Manager to submit an application to the PA DCED requesting a Main Street Matters grant in the amount of \$1,000,000 from the Commonwealth Financing Authority to be used for the Schuuffele Plaza improvements.

BE IT FURTHER RESOLVED, that the Township hereby designates Ernie B. McNeely, Township Manager, to execute all documents and agreements between the Township of Lower Merion and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

RESOLVED this _____ day of _____, 2025 by the Board of Commissioners of the Township of Lower Merion.

BOARD OF COMMISSIONERS
TOWNSHIP OF LOWER MERION

BY: _____
Todd M. Sinai, President

ATTEST:

Jody L. Kelley, Secretary



AGENDA ITEM INFORMATION

ITEM: WAIVER OF CDBG RESIDENTIAL REHABILITATION FUND LIMIT

Consider for recommendation to the Board of Commissioners approval to add \$41,000 to the staff approved expense of \$75,000 for a total of \$116,000 including a contingency of \$10,000 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: **Community Development Block Grant Residential Rehabilitation Program**

Prepared By: Emily Crane, Community Development Technician

Date: **July 25, 2025**

I. Action to Be Considered by The Board:

Approve adding \$41,000 to the staff approved expense of \$75,000 for a total of \$116,000 (excluding lead abatement costs) including a contingency cost of \$10,000 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:

This single-family residence in Ardmore requires extensive lead removal, replacement of lead paint coated front porch windows, new front landing and steps, interior rehabilitation of bathroom and lead paint affected areas, and re-build of rear one story structure, including back steps and landing. This initial funding approval is sought in advance of the bidding process in order to avoid a delay in project start date. Staff may request additional funding once bids are in and work begins.

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 25, 2025

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, replacement of lead coated windows at front porch, new front landing and steps, interior rehabilitation of bathroom and lead paint affected areas, and re-build of rear one story structure, including back steps and landing

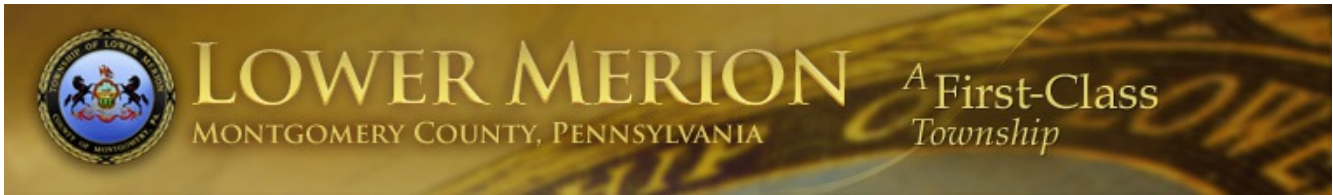
Total Project Cost (excluding lead)			\$116,000
General Contractor		\$100,000	
Structural Engineer Fee		\$6,000	
Lead Abatement	\$30,000		
Relocation	\$5,000		
Contingency		\$10,000	

Pre-Approved Source of Funds			
Staff Approved	\$50,000		
Grants Review committee	\$25,000		
Pre-Approved Funds Subtotal			\$75,000
Additional funding requested from Board of Commissioners			\$41,000

CDBG STAFF REVIEW COMMITTEE:

DATE: _____

BOARD OF COMMISSIONERS APPROVAL: _____



AGENDA ITEM INFORMATION

ITEM: WAIVER OF CDBG RESIDENTIAL REHABILITATION EMERGENCY PROJECT FUND LIMIT

Consider for recommendation to the Board of Commissioners approval to add \$107,000 to the staff approved emergency project expense of \$25,000 for a total of \$132,000 including a contingency of \$10,000 to bring this home in Bryn Mawr 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 25, 2025

I. Action to Be Considered by The Board:

Approve adding \$107,000 to the staff approved emergency project expense of \$25,000 for a total of \$132,000 (excluding lead related work) to bring this home in Bryn Mawr 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 an Emergency Residential Rehabilitation project funded with CDBG funds exceeds \$25,000.

III. Current Policy or Practice (If Applicable):

Approval from the Board of Commissioners is required for Emergency Residential Rehabilitation projects exceeding the \$25,000 base threshold for expenditures.

IV. Other Relevant Background Information:

This single-family home in Bryn Mawr needs a new roof, extensive lead abatement, and structural re-build of front porch, 2-story portion on the rear of the house, and concrete landing and steps at the rear door. This initial funding approval is sought in advance of the bidding process in order to avoid a delay in project start date. Staff may request additional funding once bids are in and work begins.

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 25, 2025

SUBJECT: Request approval of funds for CDBG Housing Rehabilitation

DESCRIPTION: Bryn Mawr (80%) Income; Ward 10

SUMMARY: This Bryn Mawr single family residence in Bryn Mawr requires extensive lead removal, new roof, rebuild of front porch structure, interior rehabilitation, and re-build of two-story portion at the rear of the house, including removal and rebuild of rear concrete landing and steps.

Total Project Cost (Excluding lead related work)			\$132,000
Roofing		\$22,000	
General Contractor		\$90,000	
Engineer Fee		\$10,000	
Lead Abatement	\$10,000		
Relocation	\$5,000		
Contingency		\$10,000	

Pre-Approved Source of Funds			
Staff Approved	\$25,000		
Grants Review committee			
Pre-Approved Funds Subtotal			\$25,000
Additional funding requested from Board of Commissioners			\$107,000

CDBG STAFF REVIEW COMMITTEE:

DATE: _____

BOARD OF COMMISSIONERS APPROVAL: _____



AGENDA ITEM INFORMATION

ITEM: WAIVER OF CDBG RESIDENTIAL REHABILITATION EMERGENCY PROJECT FUND LIMIT

Consider for recommendation to the Board of Commissioners approval to add \$62,000 to the staff approved emergency project expense of \$25,000 for a total of \$87,000 including a contingency of \$10,000 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 25, 2025

I. Action to Be Considered by The Board:

Approve adding \$62,000 to the staff approved emergency project expense of \$25,000 for a total of \$87,000 including a contingency cost of \$10,000 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 an Emergency Residential Rehabilitation project funded with CDBG funds exceeds \$25,000.

III. Current Policy or Practice (If Applicable):

Approval from the Board of Commissioners is required for Emergency Residential Rehabilitation projects exceeding the \$25,000 base threshold for expenditures.

IV. Other Relevant Background Information:

This Ardmore single family residence requires complete rehabilitation of the bathroom and kitchen, new electrical panel and additional plumbing repair.

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 25, 2025

SUBJECT: Request approval of funds for CDBG Housing Rehabilitation

DESCRIPTION: Ardmore (50%) Income; Ward 4

SUMMARY: This single-family residence in Ardmore requires complete rehabilitation of the bathroom and kitchen, new electrical panel and additional plumbing repair.

Total Project Cost			\$87,000
Roofing		\$0	
General Contractor		\$75,000	
Lead Abatement		\$0	
Relocation		\$2,000	
Contingency		\$10,000	

Pre-Approved Source of Funds			
Staff Approved	\$25,000		
Grants Review committee			
Pre-Approved Funds Subtotal			\$25,000
Additional funding requested from Board of Commissioners			\$62,000

CDBG STAFF REVIEW COMMITTEE:

DATE: _____

BOARD OF COMMISSIONERS APPROVAL: _____



AGENDA ITEM INFORMATION

ITEM: AUTHORIZATION TO EXECUTE AGREEMENTS WITH KAISERMAN JEWISH COMMUNITY CENTER TO FACILITATE REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM GRANT

Consider for recommendation to the Board of Commissioners authorizing execution of a Cooperation Agreement with Kaiserman Jewish Community Center (JCC) and the Redevelopment Authority of Montgomery County to facilitate a \$500,000 Redevelopment Assistance Capital Program (RACP) grant to the JCC from the Commonwealth of Pennsylvania for facility upgrades and execution of an Indemnity Agreement with Kaiserman JCC ensuring the Township has no financial liability.

PUBLIC COMMENT

ATTACHMENTS:

Description	Type
❑ Issue Briefing - Kaiserman JCC RACP	Issue Briefing
❑ Kaiserman JCC RACP Agreements	Backup Material

TOWNSHIP OF LOWER MERION

Grants & Community Development Committee

Issue Briefing

Topic: Cooperative Agreement for Kaiserman JCC RACP Grant

Prepared by: Brandon J. Ford, Assistant Township Manager

Date: July 25, 2025

I. Action To Be Considered By The Board:

Authorize execution of a Cooperation Agreement with the Kaiserman Jewish Community Center (JCC) and the Redevelopment Authority of Montgomery County to facilitate the release of a \$500,000 Redevelopment Assistance Capital Program (RACP) grant from the Commonwealth of Pennsylvania to the Kaiserman JCC for facility upgrades and execution of an Indemnity Agreement between the Kaiserman JCC and Lower Merion Township ensuring the Township has no financial liability.

II. Why This Issue Requires Board Consideration:

These types of agreements must be approved by the Board of Commissioners.

III. Current Policy Or Practice (If Applicable):

There is no policy but the Township has historically entered into cooperative and indemnity agreements with other local entities awarded RACP funding.

IV. Other Relevant Background Information:

The Kaiserman JCC has been awarded a \$500,000 RACP grant by the Commonwealth of Pennsylvania for facility upgrades. Specifically, this project will renovate the Main and Preschool Lobbies to enhance building security while also improving the overall aesthetic to create a welcoming and professional environment. In the Preschool Wing, the outdated boiler will be replaced with a new ductless HVAC system and hot water units. Electrical systems will also be upgraded, and classrooms will be weatherproofed to support the new systems and improve comfort. Finally, the Gymnasium floor will be refinished and restriped, and the structural elements will be repaired as needed. A full repainting of the gym will follow, encompassing the underside of the roof deck, all mechanical and fire suppression systems, piping, walls, ceilings, track structure and railings, and all doors and frames. The entire project will be undertaken by the Kaiserman JCC.

The RACP funds will be awarded to Kaiserman JCC from the state through the Redevelopment Authority of Montgomery County, which is typical for the RACP program. Also characteristic of RACP grants to non-governmental entities is the requirement for a cooperation agreement to be executed between the entity and the host municipality (i.e. Lower Merion Township). This cooperation agreement requires the local government to assure repayment of any of the grant funds that might be spent for ineligible activities. This is an odd and seemingly onerous requirement for a local government but is one that the Township has encountered in the past.

The Township addresses this requirement by having the Solicitor prepare an indemnity agreement between the entity receiving the RACP grant and the Township, which guarantees that the grant awardee (Kaiserman JCC) will pay the Township for any such ineligible expenditures. A copy of the proposed Cooperation Agreement as well as the Indemnity Agreement ensuring the Township will not be liable for any ineligible expenditure are attached. The Township Solicitor has reviewed/prepared the agreements and finds them both satisfactory.

V. Impact on Township Finances:

There is no impact to Township finances.

VI. Staff Recommendation

Staff recommends the Board of Commissioners authorize execution of the proposed Cooperation Agreement with the Kaiserman JCC and the Redevelopment Authority of Montgomery County to facilitate the release of a \$500,000 RACP grant from the Commonwealth of Pennsylvania for facility upgrades as well as the execution of an Indemnity Agreement with the Kaiserman JCC ensuring the Township has no financial liability for this project.

REIMBURSEMENT AGREEMENT

THIS AGREEMENT is made this day of _____, 2025, by and between the **TOWNSHIP OF LOWER MERION**, a township of First Class with offices at 75 E. Lancaster Avenue, Ardmore, PA 19003 (hereinafter the “Township”) and **KAISERMAN JEWISH COMMUNITY CENTER**, located at 45 Haverford Road, Wynnewood, Pennsylvania 19096.

BACKGROUND

1. KAISERMAN JEWISH COMMUNITY CENTER (hereinafter "Kaiserman") is redeveloping a property owned by the JEWISH FEDERATION OF GREATER PHILADELPHIA, (hereinafter “Federation”) in Lower Merion Township, Montgomery County, Pennsylvania, located at 45 Haverford Road, Wynnewood, Pennsylvania ("Property").
2. In connection with the redevelopment of the Property, KAISERMAN and FEDERATION have entered into a Subgrant Agreement with the Redevelopment Authority of the County of Montgomery ("Authority") dated _____ relating to the use of Redevelopment Assistance Capital Funds (“RCAP”), that being grant funding from the Commonwealth, administered by the Authority.
3. Lower Merion Township ("Township"), as the host municipality for the Project, has entered into a Cooperation Agreement with the Authority ("Cooperation Agreement") to guarantee certain contingent obligations of the Authority to the Commonwealth as specifically provided in the Cooperation Agreement and the Contract between the Commonwealth and the Authority.
4. In connection with its obligations under the Cooperation Agreement, KAISERMAN desires to take appropriate actions to insure that contingent repayment obligations are not incurred and desire to reimburse the Township for any costs associated therewith, all as set forth herein.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto, intending to be legally bound, agree as follows:

1. KAISERMAN agrees to provide the Township with copies of all documentation submitted to the Authority in order to initiate all disbursements of grant funds to the Authority by the Commonwealth. This documentation shall be submitted by KAISERMAN to the Township at the same times that KAISERMAN submits it to the Authority. The documentation submitted by KAISERMAN shall be sent to the following address:

Ernie B. McNeely, Township Manager
Township of Lower Merion
75 East Lancaster Avenue
Ardmore, PA 19003

2. Upon receipt of documentation from KAISERMAN, the Township may take any actions it deems necessary to confirm to its satisfaction that KAISERMAN's request for reimbursement pertains to paid, eligible and reimbursable project expense(s). The Township is hereby authorized by KAISERMAN to access the Property for any inspections pertaining to the reimbursement request so that the Township can confirm that the work covered therein has been satisfactorily completed and made a part of the project, and to confirm that the work for which reimbursement has been requested, to the extent applicable, has been satisfactorily constructed, installed, incorporated into or otherwise made a part of the Project, that the expenses therefore have been paid by KAISERMAN and that the expenses are for eligible and reimbursable Project costs.

3. KAISERMAN agrees to cooperate with the Township's reasonable efforts to confirm that Commonwealth funds are released and/or disbursed for paid, eligible and reimbursable purposes.

4. KAISERMAN agrees to reimburse the Township for: (1) attorney's fees incurred in the preparation, negotiation and execution of this Agreement and the Cooperation Agreement, as well as any other attorney's fees reasonably incurred in carrying out the Township's obligations under the Cooperation Agreement, (2) costs reasonably incurred by the Township to confirm that the Commonwealth funds are released and/or disbursed only for paid, eligible and reimbursable purposes. KAISERMAN shall make payment to the Township within thirty (30) days of receipt of an itemized invoice, and (3) any sums which the Township expends by virtue of its guarantee under the Cooperation Agreement and the Contract between the Commonwealth and the Authority. Itemized invoices shall be sent to KAISERMAN at the following address:

KAISERMAN JEWISH COMMUNITY CENTER
45 Haverford Road
Wynnewood, PA 19096

IN WITNESS WHEREOF, the parties, intending to be legally bound hereby) have caused this Agreement to be executed the day and month set forth above.

TOWNSHIP OF LOWER MERION

Attest: _____

By: _____
Ernie B. McNeely, Township Manager

**KAISERMAN JEWISH COMMUNITY
CENTER**

Attest: _____

By: _____

**COOPERATION AGREEMENT AMONG LOWER MERION TOWNSHIP,
THE REDEVELOPMENT AUTHORITY OF THE COUNTY OF MONTGOMERY,
AND KAISERMAN JEWISH COMMUNITY CENTER**

THIS COOPERATION AGREEMENT is made this _____ day of _____, 2025 among LOWER MERION TOWNSHIP, having an address of 75 East Lancaster Avenue, Ardmore, Pennsylvania 19003 (hereinafter the “Township”), the REDEVELOPMENT AUTHORITY OF THE COUNTY OF MONTGOMERY, having an address of 104 W. Main Street, Suite 2, Norristown, Pennsylvania 19401 (hereinafter the “Authority”), and KAISERMAN JEWISH COMMUNITY CENTER, having an address of 45 Haverford Road, Wynnewood, Pennsylvania 19096 (hereinafter referred to as the “Developer”).

WHEREAS, the Authority is an independent agency created by the County of Montgomery (the “County”) existing to carry out the public purposes of the Pennsylvania Urban Redevelopment Law, Act of Assembly of May 24, 1945, P.L. 991, 35 P.S. Section 1701 et seq., as amended, and the Authority was established for the purpose, among other things, of encouraging economic revitalization and redevelopment within the Commonwealth of Pennsylvania (the “Commonwealth”); and

WHEREAS, the Township is a first class township organized under the laws of the Commonwealth and located in the County; and

WHEREAS, the Township is the host municipality for a construction project known as the Kaiserman Jewish Community Center project, which includes renovations to the gymnasium and roof repairs (the “Project”) on property located at 45 Haverford Road, Wynnewood, Pennsylvania 19096 (the “Property”); and

WHEREAS, in furtherance of its purpose, the Authority, together with the Developer, submitted an application on May 12, 2023 (the “Application”) to the Commonwealth’s Office of the Budget to receive a Five Hundred Thousand Dollar (\$500,000.00) grant (the “Grant Funds”) through the Commonwealth’s Redevelopment Assistance Capital Program (the “Program”) for the Project; and

WHEREAS, the Authority has entered into Contract No. ME 300-3261 with the Commonwealth’s Office of the Budget (the “OB Agreement”) attached hereto and incorporated hereby as Exhibit “A” setting forth the terms, requirements, obligations and conditions in connection with the use of the Grant Funds awarded to the Authority by the Commonwealth under the Program; and

WHEREAS, pursuant to the terms and conditions of a Sub-grant Agreement dated, _____ (the “Sub-grant Agreement”) entered into by and between the Authority and Developer, Developer will agree to comply with the terms of the Sub-grant Agreement attached hereto as Exhibit “B”; and

WHEREAS, in accordance with the Program requirements, the host municipality for the Project must authorize the Project and agree to reimburse certain contingent repayment obligations

of the Authority pursuant to the terms and conditions of this Agreement, and the Township is willing to do so because of the benefits that inure to the Township as a result of the Project.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto, intending to be legally bound agree as follows:

1. The Township hereby authorizes the Project in accordance with the terms and conditions of this Agreement, the OB Agreement and the Sub-grant Agreement. The Authority shall administer the Grant Funds in accordance with the terms and conditions of its contractual obligations and ensure that the Township shall receive a copy of each request for reimbursement for paid, eligible Project expenses submitted to the Commonwealth.

2. In accordance with the requirements of the Program, if funds are advanced to Developer and used in the Project for expenses that are determined by the Commonwealth to have been ineligible for reimbursement, and if the Authority is required to reimburse the Commonwealth for such amounts, the Township agrees to reimburse the Commonwealth for such amounts.

3. This Agreement shall commence upon full execution by the parties hereto and shall terminate upon the earlier to occur of: (a) disbursement of all Grant Funds and the issuance by the Commonwealth of the close out certificate; or (b) full repayment to the Commonwealth of all Grant Funds released by the Commonwealth to the Authority which the Authority is obligated to reimburse to the Commonwealth (the "Termination Date").

4. Upon the Termination Date, the parties hereto shall have no further liabilities, obligations or responsibilities to each other under this Agreement.

5. There shall be no amendments to this Agreement without the written consent of the parties.

6. This Agreement shall be binding upon the parties hereto, their heirs, successors, administrators and assigns and shall not be assigned to another party without written consent of each party hereto.

7. This Agreement shall be construed and interpreted under the laws of the Commonwealth of Pennsylvania.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have executed this Agreement the day and year first above written.

LOWER MERION TOWNSHIP

By: _____
Name:
Title:

Attest: _____

REDEVELOPMENT AUTHORITY OF
THE COUNTY OF MONTGOMERY

By: _____
Name:
Title:

Attest: _____

KAISERMAN JEWISH COMMUNITY CENTER

By: _____
Name:
Title:

Attest: _____