



**BOROUGH OF CHAMBERSBURG, PA
 COMMUNITY DEVELOPMENT BLOCK GRANT
 FUNDING APPLICATION FY 2026
 JULY 1, 2026 – JUNE 30, 2027**

APPLICANT INFORMATION

Organization Name*:	
Mailing Address:	
Project Address (if different):	
Director's Name:	Phone:
Director's Title:	Fax:
E-Mail Address:	Agency Website:
Tax I. D. Number:	UEI Number:
Is this organization registered as a charitable organization under Section 501(c)(3) of the Internal Revenue Code?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Must have been in operation for a minimum of two (2) years.

PROJECT DESCRIPTION AND BUDGET

1. Project Name:	
2. Project Type: (Public Service, Capital Improvement, etc.)	
3. Brief Project Summary/Description:	
4. Project Location:	
5. Project Start Date:	6. Project Completion Date:
7. Total Project Cost:	
8. Total CDBG Funding Requested*:	
9. CDBG Funding Request as a Percentage (%) of Overall Project Budget: _____ %	

*Minimum application request must be at least \$2,500.00.

10. Total # of low/mod clients/households to be served by this project: _____	
Please check which of the following applies: Individuals <input type="checkbox"/> or Households <input type="checkbox"/>	
11. Indicate the Priority Need that Best Identifies Your Project:	
<input type="checkbox"/> Abused Children	<input type="checkbox"/> Senior Services
<input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Housing
<input type="checkbox"/> Services for the Disabled	<input type="checkbox"/> Homeless Shelter/Transitional Housing
<input type="checkbox"/> Infrastructure Improvements	<input type="checkbox"/> Serving the special needs population
<input type="checkbox"/> Services for HIV/AIDS	<input type="checkbox"/> Other
12. Attended CDBG Training Session	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Activity eligibility must meet at least one of the Five-Year Consolidated Goals

Select the strategy that best fits the proposed project.

Housing Strategy
<input type="checkbox"/> HS-1 Housing Rehabilitation - Conserve and rehabilitate existing affordable housing units occupied by owners and renters in the community by addressing code violations, emergency repairs, utility improvements, and accessibility for persons with disabilities.
<input type="checkbox"/> HS-2 Housing Construction - Increase the supply of decent, safe and sanitary accessible housing that is affordable to owners and renters in the Borough by assisting with acquisition, development fees, infrastructure improvements, construction, rehabilitation of vacant units, and redevelopment of vacant property.
<input type="checkbox"/> HS-3 Homeownership - Continue to assist low- and moderate-income homebuyers to purchase homes through down payment / closing cost assistance, and associated housing counseling.
<input type="checkbox"/> HS-4 Rent and Utility Assistance - Provide funds for utility payments, deposits, and rental fees for low-income households who are faced with the threat of eviction and who may be at risk of becoming homeless.
Homelessness Strategy
<input type="checkbox"/> HO-1 Housing Opportunities - Increase the housing opportunities and living conditions of persons and families who are homeless or who are at risk of homelessness.
<input type="checkbox"/> HO-2 Support and Management Services - Promote and assist supportive and management services for public and non-profit agencies and organizations which assist persons who are homeless or who are at risk of homelessness.
<input type="checkbox"/> HO-3 Homeless Prevention - Promote and assist in anti-eviction and unfair housing practices which may contribute to homelessness.
<input type="checkbox"/> HO-4 Permanent Supportive Housing - Promote and assist in the development of new permanent supportive housing opportunities for persons and families who are experiencing homelessness and who are exiting out of shelters and transitional housing programs.
<input type="checkbox"/> HO-5 Shelter Housing - Support and assist in the development of shelters and supportive training and educational programs for sheltered residents.
Other Special Needs Strategy
<input type="checkbox"/> SN-1 Housing - Increase the number of decent, safe, sound, sanitary, accessible and affordable units that is available and accessible to all sectors of special needs populations.

<input type="checkbox"/> SN-2 Accessibility - Promote and assist in making accessibility improvements to existing housing units, including making reasonable accommodations for the physically disabled so they can remain in their housing accommodations.
<input type="checkbox"/> SN-3 Social Services - Promote and support social service programs and facilities that address the special needs population.
<input type="checkbox"/> SN-4 Removal of Architectural Barriers - Remove architectural barriers which restrict the mobility and access to public facilities and services for persons with physical disabilities.
<input type="checkbox"/> SN-5 Transportation - Improve and expand access to transportation services for the elderly, persons with disabilities, and persons with other special needs.
Community Development Strategy
<input type="checkbox"/> CD-1 Community Facilities - Improve parks, recreational facilities, neighborhood facilities, and trails including accessibility improvements to public buildings and all community facilities in the Borough.
<input type="checkbox"/> CD-2 Infrastructure - Improve the public infrastructure through rehabilitation, reconstruction, and new construction, of streets, sidewalks, bridges, curbs, walkways, water, storm water, sanitary sewer, lighting enhancements, handicap accessibility improvements/removal of architectural barriers, etc.
<input type="checkbox"/> CD-3 Public Services - Improve and enhance public services, programs for youth, the elderly, persons with disabilities, and general social/welfare public service programs for low- and moderate-income Borough residents.
<input type="checkbox"/> CD-4 Nutritional Services - Promote and support programs that provide assistance for food and nutritional programs to address the needs of the unemployed, underemployed and homeless.
<input type="checkbox"/> CD-5 Public Safety - Improve and enhance public safety and the ability to respond to emergency situations through facility improvements, purchase new equipment, crime prevention, community policing, and other related activities.
<input type="checkbox"/> CD-6 Clearance/Demolition - Remove and eliminate slum and blighting conditions through demolition of vacant, abandoned, and dilapidated structures.
<input type="checkbox"/> CD-7 Transportation - Support the expansion of public transportation and improvements to pedestrian, bicycle, and vehicular transportation infrastructure, to assist low-income residents who are elderly, persons with disabilities, and persons with other special needs in accessing medical services, accessing work, childcare, training, and other essential needs.
Economic Development Strategy
<input type="checkbox"/> ED-1 Employment - Support and encourage job creation, job retention, and job training opportunities.
<input type="checkbox"/> ED-2 Development - Support business and commercial growth through expansion and new development including entrepreneurship and small business development.
<input type="checkbox"/> ED-3 Redevelopment - Plan and promote the development, redevelopment, and revitalization of vacant commercial and industrial sites.
<input type="checkbox"/> ED-4 Financial Assistance - Support and encourage new economic development through local, state, and Federal tax incentives and programs such as Tax Incremental Financing (TIF), Local Economic Revitalization Tax Assistance (LERTA), Enterprise Zones/Entitlement Communities, Section 108 Loan Guarantees, Economic Development Initiative (EDI) funds, Opportunity Zones, Congressionally Directed Spending, etc

ED-5 Access to Transportation - Support the expansion of public transportation and access to bus and automobile service to assist residents to get to work or training opportunities.

2. What National Objective(s) does your project fit under:

- Benefits low- and moderate-income persons;
- Aids in the prevention or elimination of slums and blight; or
- Meets another community development need of particular urgency.

3. Description of Project & Grant Request:

On a separate sheet of paper, please describe the activities to be carried out through this funding request (include attachments):

- *Describe the full details of the activity being undertaken with CDBG funds (who, what, where and how).*
- *Describe, and quantify where appropriate, the services and outcomes that will be provided as a result of the expenditure of CDBG funds.*
- *How will these services be delivered?*
- *Why are CDBG funds needed to support the project?*
- *How will the CDBG funds leverage other funds?*

4. Project Service Area:

The Project Service Area refers to the location where project beneficiaries reside or where clients accessing services reside. A Project Service Area may be a broader area that is beyond the actual location of a physical site.

- *Describe the Project Service Area using street boundaries, census tracts, or other recognizable boundaries – if a proposed project/service is available to all Chambersburg residents, state the service area as Borough-wide. (Keep in mind the project must serve Chambersburg residents, regardless of the organization’s physical location.)*

5. Describe the Clientele you intend to serve:

The organization must ensure that individuals or households benefiting from CDBG funding are low- and moderate-income. Documentation demonstrating this MUST be obtained for each client. This information will be used to measure the project’s performance outcome.

On a separate sheet of paper, please answer the following questions:

- *Is the project serving individual clients or households?*
- *If there is a target population served, explain how the population is selected, income qualified, and monitored.*

- Describe the process of collecting data for individuals or households and explain what documentation your organization collects to determine income status (i.e. self-surveys, pay stubs, tax forms, bank statements, sworn statements, etc.).

**FY 2025 Income Limits
Chambersburg - Waynesboro, PA MSA**

2025 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Extremely Low - 30% median income or below	\$21,100	\$21,950	\$25,800	\$28,650	\$30,950	\$33,250
Very Low – 50% of median income	\$33,450	\$38,200	\$43,000	\$47,750	\$51,600	\$55,400
Low – 80% of median income	\$53,500	\$61,150	\$68,800	\$76,400	\$82,550	\$88,650

LMI Clientele Table
(Based on the income guidelines listed above)

Low/Moderate Income Persons or Households:	Total Number of Individuals or Households:
30% of median income or below	
30 - 50% of median income	
50 - 80% of median income	
Total # Served:	

6. Agency Description & Experience:

On a separate sheet of paper, briefly describe the following:

- Mission of the organization.
- Experience of the organization in carrying out the proposed activities/services.
- Length of time the organization has provided the proposed activities/services.
- Describe how your organization markets its services to clients/consumers. How do clients access your services and programs?
- What are your hours and days of operation?
- List the names of the board of directors and describe the staff and volunteers who will be involved on this project (including the training of volunteers).

7. Budget Breakdown:

Please fill out this budget to support your CDBG project request. The final program budget will be incorporated into the Statement of Work section of the organization’s subrecipient agreement with the Borough. On a separate sheet of paper, please provide a brief description of each budget line item.

Uses of Funds (Budget):

Use of Funds	Budget
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
Total:	\$

Sources of Funds:

Use of Funds	Budget	Committed (Yes/No)
1.	\$	
2.	\$	
3.	\$	
4.	\$	

5.	\$	
Total:	\$	

Please note: if this budget is not filled out completely your application will not be complete, which may affect if your proposal is funded.

Time Schedule:

Task	Date
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

8. Other Items

Attach a copy of the following items:

- *Your organization's budget for the current year showing sources of funds and types of expenses.*
- *Commitment letters from non-CDBG sources or evidence of application(s) for other funds, if available.*
- *Most recent financial audit or statement, including balance sheet and income statement.*
- *Most recent IRS Form 990 submittal (or tax return).*
- *Most recent annual report.*
- *List of current officers and board members.*
- *Articles of Incorporation.*
- *IRS Determination Letter.*

- *Any other appropriate information about your project or organization (annual reports, maps, brochures, newsletters, news articles, etc.)*
- *Drawings, color photos, work summary, and cost estimates for public facility improvement projects.*
- *Special Note: The organization must have been in operation for a minimum of two (2) years in order to receive an award. The minimum amount an applicant can apply for is \$2,500.00.*

Applications are due to the Borough of Chambersburg, Office of Community and Economic Development, 2nd Floor, 100 South Second Street, Chambersburg, PA 17201 by 4:00 p.m. on Thursday, February 12, 2026. Please provide two (2) copies (1 original and 1 electronic copy) of the application and all attachments **NOT STAPLED OR BOUND. The application document and attachments should be in 8-1/2" x 11" format, the electronic version of the document should be in pdf format except the actual application document which should be in Word. The application should be addressed to Mr. Guy Shaul, Community & Economic Development Specialist. If you have any questions or require guidance in completing this application, please contact Mr. Guy Shaul, Community & Economic Development Specialist at (717) 251-2446 or via email at gshaul@chambersburgpa.gov.**

CERTIFICATION

The undersigned certifies the information contained herein is true, accurate, and complete to the best of his/her knowledge and belief. The applicant agrees to comply with all Federal, State, and Borough policies and requirements affecting the CDBG program. The signatory declares that he/she is an official of the organization, is authorized to file this application, and certifies that the information in this application is true and accurate, to the best of his/her knowledge. In order for your application to be accepted, in addition to the application itself, your organization must submit the following items to the Office of Community and Economic Development **no later than 4:00 p.m. on Thursday, February 12, 2026**

- 1 original and 1 copy of the application with **all** questions completed. ***If an area does not apply, state N/A, do not leave a question blank.***
- Articles of Incorporation and Bylaws
- Current List of Board of Directors
- Certified Organization Audit/Financial Statements of most recent year
 - a. Copy of OMB A-133 Audit (required if \$750,000 in aggregate Federal funds expended), or
 - b. Financial statements audited by a CPA (only if not qualified for A-133), or
- IRS 501(c)(3) Designation Letter (Pending letters will not be accepted)
- Copy of IRS Form 990 filed for most recent year
- Form W-9 (can be obtained at www.irs.gov)
- Current Fiscal Year Agency Budget, including all funding sources
- Job Descriptions for this activity/project
- Organizational Chart
- An Executed Statement of Applicant
- An Executed Signature Authorization

I hereby confirm that this packet contains all materials requested.

Printed Name

Title

Signature

Date

STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. To the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. No revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
3. The Borough of Chambersburg may request or require changes in the information submitted, and may substitute its own figures, which it deems reasonable for any or all figures provided. The applicant will participate in required interview(s) for project assessment and cooperatively assist in the review process.
4. If the project(s) is recommended and approved by the CDBG committee, the Borough of Chambersburg reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
5. The Borough of Chambersburg reserves the right not to fund any submittals received.
6. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.
7. By submission of this application, the organization agrees to abide by the Borough of Chambersburg's locally established policies and guidelines.
8. Past program and financial performance will be considered in reviewing this application.
9. Services are to be provided at no cost to citizens during the grant period. All program income (i.e., fees, repayments, foreclosures, etc.) must be remitted to the Borough of Chambersburg.
10. If the project is funded, the Borough of Chambersburg, or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
11. If the project is funded, the Borough of Chambersburg will perform an environmental review prior to the obligation of funds.
12. If a project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the Borough of Chambersburg.

- 13. A project’s funding does not guarantee its continuation in subsequent action plans.
- 14. Provide written signatory authority from the organization’s governing body indicating who can execute contracts and amendments on its behalf.
- 15. Disclosure by attached memo of matters that may give the appearance of a conflict of interest. (i.e., Borough of Chambersburg and Borough staff members/employees, elected officials, staff members’ families, elected officials’ families, etc.

By signature below, the applicant acknowledges the above in its name on this day _____ of, _____, 2026.

Authorized Signature/Title: _____ Date: _____

SIGNATURE AUTHORIZATION FORM

The Board of Directors of _____ hereby applies to the Borough of Chambersburg for funding consideration for the CDBG and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax-exempt and incorporated in the State of Pennsylvania.

_____ hereby proposed to provide the services of project identified in the Scope of Services in accordance with this application for CDBG funds. If this application is approved and this organization receives CDBG funding from the Borough of Chambersburg, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the Borough. Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete. I also authorize the following person(s) to have signatory authority regarding this grant:

Printed Name: _____ Title: _____

Printed Name: _____ Title: _____

President/Board of Directors:

Printed Name: _____ Title: _____

Signature: _____ Date: _____