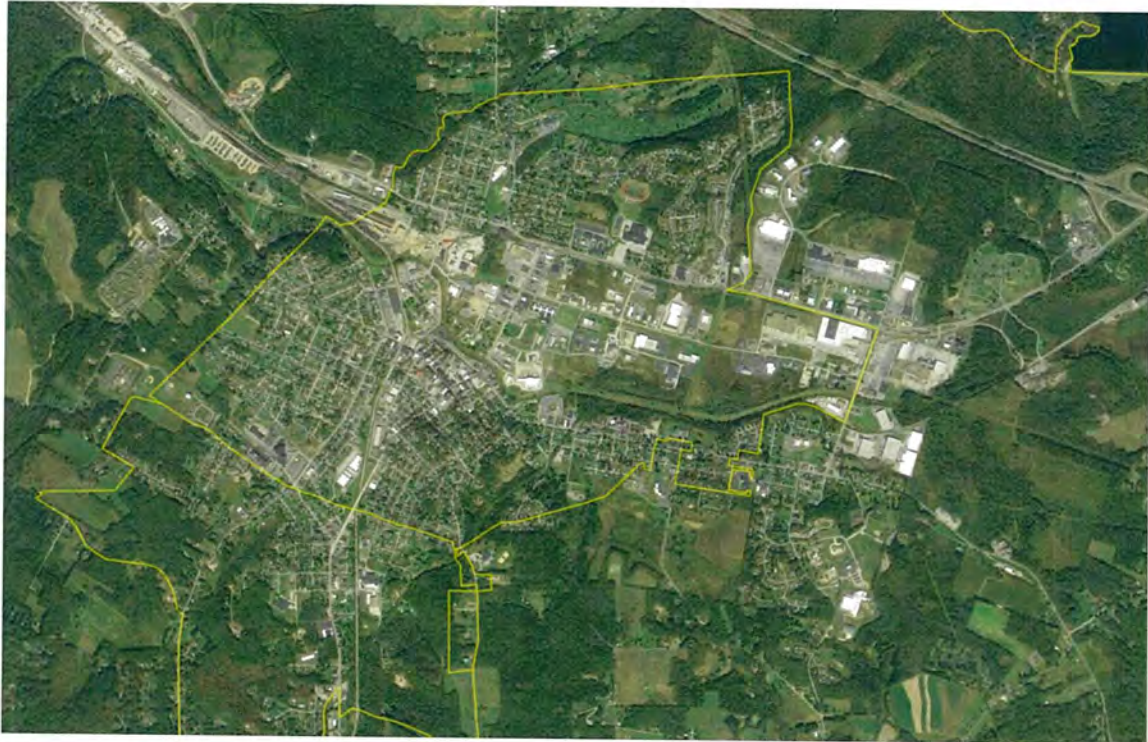




**FY 2024 COMMUNITY DEVELOPMENT  
BLOCK GRANT APPLICATION THE CITY  
OF DUBOIS, CLEARFIELD COUNTY, PA**



**APPLICATION DUE: Friday, November 1, 2024**

**PREPARED FOR: THE CITY OF DUBOIS, PA  
16 WEST SCRIBNER AVE., DUBOIS, PA 15801**



**Prepared by: Urban Design Ventures, LLC  
212 E. Seventh Ave., Homestead, PA 15120  
City Planning and Community Development Consultants**



## Cover Sheet

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- A. Background Information
  - PA FY 2024 CDBG Program
- B. Application Checklist
  - Completed Application

## Section I.

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- A. Copy of Electronic Single Application for Assistance
  - Completed Online
- B. General Application Certifications
  - General Application Certifications Form
- C. Resolution: Application Submission
  - Resolution Authorizing Application Submission
- D. Citizen Participation Report
  - Citizen Participation Report Form
- E. Disclosure Report
  - Disclosure Report Form
  - Appendix A – HUD Programs Subject to Disclosure
- F. Fair Housing / MWBE Requirements / Section 3
  - Fair Housing Advertisements
  - Fair Housing Resolution
  - Actions to AFFH
  - M/WBE Plan
  - M/WBE Participation Goals & Achievements
  - Four Factor Analysis for LEP Persons
  - Section 504 Officer Designation
- G. DCED Land Use Implementation
  - NOT APPLICABLE





## **Section II.**

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

## **Section III.**

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- A. Three-Year Community Development Plan
  - Description of Low- and Moderate-Income and Minority Persons
  - Assessment of Community Development Needs
  - Analysis of Community Development Needs of Low / Mod Areas
  - Explanation of how Community Development Objectives Address Identified Needs
  - Short-Term and Long-Term Goals and Objectives
  - List of Resources
  - Maps

## **Section IV.**

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- A. Activity Description(s)
  - Activity Description Forms
  - Maps
  - Limited Clientele Worksheet Report Form – NOT APPLICABLE
  - Force Account Certification Form – NOT APPLICABLE
  - Project Timetable Form
  - Project Budget
  - Current Photos
  - Administrative Cost Form
- B. Appendix A – CDBG Public Service Activities
  - NOT APPLICABLE
- C. Appendix B – Service Areas and Service Methodology
  - NOT APPLICABLE



D. Appendix D – Determining Service Areas

- NOT APPLICABLE

E. Local Effort / User Fee Analysis

- Local Effort / User Fee Analysis Form

**Section V.**

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A. LMI Principal Benefit Determination

- LMI Principal Benefit Determination Form

B. Budget Narrative

- Budget Narrative

**Section VI.**

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A. Other Supporting Documents

- Lobbying Certification Form
- FFATA Form
- Worker Protection Form



## **FY 2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION FOR THE CITY OF DUBOIS, PA**

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### **COVER SHEET**

#### **BACKGROUND INFORMATION:**

- ☐ Program – Pennsylvania Community Development Block Grant Program
- ☐ Applicant – City of DuBois, PA
- ☐ County – Clearfield County
- ☐ Date of Submission – November 1, 2024

#### **APPLICATION CHECKLIST:**

- ☐ Completed Application Checklist

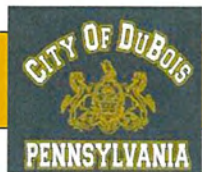


## Section III – CDBG Application Checklist

The forms below are available to applicants as Addenda in the Electronic Single Application submission portal and are not included in the Application Guidance. Applicants will follow the instructions to complete and upload all required Addenda to the Electronic Single Application as well as follow instructions for documentation that must be maintained locally. Below is a checklist to ensure a complete application and submission:

- ☒ **Resolution Unit of Local Government**  
(DCED-CDBG-CV-116) Revised Form
- ☒ **Citizen Participation Report**  
(DCED-CDBG-011)
- ☒ **Management Plan/Local Staff Capacity**  
(DCED-CDBG-003)
- ☒ **Timeliness**  
(DCED-CDBG-004)
- ☒ **Three Year Community Development Plan**  
(DCED-CDBG-017) *must include the identified components below. (CDP is modified for competitive application submissions):*
  - ☒ Description of low and moderate income and minority persons based on ACS data and/or surveys
  - ☒ Assessment of community development needs relating to housing, public community facilities and improvements, public services, and economic development
  - ☒ Analysis of community development needs of low- and moderate-income (Low Mod) areas identified through ACS data or surveys
  - ☒ Explanation of how the community development objectives address the identified needs with emphasis on benefit to low/moderate income persons. If Low Mod areas are identified with no funding, provide an explanation for this conclusion
  - ☒ Short term (1 year) and long term (3 year) plan which identifies activities that are designed to meet the CD objectives
  - ☒ List the resources that were considered when developing the local and/or area wide plans
  - ☒ **REQUIRED:** A map or maps that depict:
    - Municipal **census** geography w/boundaries; includes identifying census tracts and block groups
    - Location of low/mod income persons within each Census Tract
    - Incidence & concentration of minority within each Census Tract
    - Location of each activity selected
    - Identify the service area benefiting each submitted project. The individual projects with identified service areas may be separate maps attached to each activity description. [DCED recommends using [HUD's Mapping Tool](#)]
- ☒ **Activity Description(s)** (DCED-CDBG-007)  
The Activity Description should include:  
1) the project need – what is the problem being addressed and how does it impact the service area beneficiaries; 2) explanation of the need for CDBG funding; 3) quantity of the improvement and location of activity within the service area; 4) how the activity meets a national objective; and 5) beneficiaries, including total, Very Low Income (VLI) and Low Moderate Income (LMI), of the activities.
  - ☒ Map w/jurisdiction boundaries shown for example census tract or block group, the project area identified, the service area, and the survey area corresponding to the service area (if applicable)
  - ☐ Multi-year project? ☐ Yes or ☒ No
  - ☒ Appropriate National Objective selected
  - ☒ Answered all questions related to the selected national objective
  - ☒ Current pictures of the proposed project or project area (*strongly recommended*)
  - ☒ Administrative Costs form
  - ☒ **Project Budget**  
(DCED-CDBG-012) *Must include an itemized breakdown for each line item identified with all sources and uses of funds identified.*
  - ☒ **Project Completion Timetable**  
(DCED-CDBG-013)

- ☐ **Limited Clientele Worksheet Reporting**  
(DCED-CDBG-014)
- ☒ **Local Effort/User Fee Analysis**  
(DCED-CDBG-008)  
(required for funding for all water and sewer projects – new and existing)
- ☒ **Activity Description – Administrative Expenses**  
(DCED-CDBG-016)
- ☒ **LMI Principal Benefit Determination**  
(DCED-CDBG-009)
- ☒ **Limited English Proficiency**  
Certification of Completion of a Four-Factor Analysis and of the Activities to be Included in the Language Access Plan  
(DCED-CDBG-018)
- ☒ **Four-Factor Analysis Completion and Findings Certification**  
(DCED-CDBG-019)
- ☐ **Language Access Plan Certification**  
(DCED-CDBG-020)
- ☐ **DCED Land Use Implementation**
  - ☐ Letter from appropriate local and county planning agency certifying compliance  
(if applicable) or marked N/A.
- ☐ **Appendix A – CDBG Public Service Activities**  
(if applicable)
- ☐ **Appendix B – Service Areas & Survey Methodology** (if applicable) please include the following:
  - ☐ Demographic Survey Coversheet
  - ☐ Include script and outreach
  - ☐ Copy of sample survey form
  - ☐ Map of survey area
  - ☐ Survey Worksheet included
  - ☐ Survey Results (K-2 form)Current forms are available in the [federal resource library at dc.ed.pa.gov/library](https://dc.ed.pa.gov/library)
- ☐ **Determining Service Areas**
- ☐ **Other Supporting Documents Included**  
Such as pictures, newspaper articles, test results, consent orders, other pertinent documents.  
(to support the proposed project)







## **A. Single Application for Assistance**

# Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

## Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Dubois
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
UEI Number:	GAZVV6377NJ2
Top Official/Signing Authority:	Patrick Reisinger
Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Shawn Arbaugh
Contact Title:	City Manager
Phone:	(814)-371-2000 Ext.
Fax:	
E-mail:	sarbaugh@sandytownship.net
Mailing Address:	16 W. Scribner Avenue Dubois, PA 15801
City:	Dubois
State:	PA
Zip Code:	15801

## Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

### Enterprise Type

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

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

Government,

## Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

### Project Overview

Project Name:

Dubois

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:



## Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

### Project Overview

## Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

### Project Site Locations

Address:	16 W. Scribner Avenue Dubois, PA 15801
City:	Dubois
State:	PA
Zip Code:	15801
County:	Clearfield
Municipality:	Dubois City
PA House:	Michael Armanini (75)
PA Senate:	Wayne Langerholc (35)
Current Employees:	50 ♦
Jobs To Be Created:	0 ♦
Designated Areas:	

# Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

## Project Budget

	Community Development Block Grant (CDBG)	CDBG Program Income Federal	Total
<b>Administration and Planning</b>	\$55,186.00	\$0.00	
21A General Program Administration	\$55,186.00	\$0.00	\$55,186.00
<b>Public Facilities and Infrastructure Improvements</b>	\$251,404.00	\$0.00	
03J Water/Sewer Improvements	\$251,404.00	\$0.00	\$251,404.00
<b>Total</b>	<b>\$306,590.00</b>	<b>\$0.00</b>	
		<b>Budget Total:</b>	<b>\$306,590.00</b>

### Basis of Cost

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

### Engineer Estimates

### Budget Narrative

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

The City of DuBois proposes to use its FY 2024 CDBG funds for the following:

#### 1. Water & Sewer Improvements: \$251,404.00

The City will replace a residential main water line in C.T. 3303, B.G. 1. Costs include the design, bidding, inspection, and construction of the waterline along portions of Orient Avenue, Division Street, North Court, and South Court.

#### 2. General Administration: \$55,186.00

General administrative costs, including preparation of application, environmental review record, advertising, audit, planning, and management.

Total = \$306,590.00



## Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

### Project Narrative

#### What do you plan to accomplish with this project?

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

The existing waterlines on portions of Orient Avenue, North Court and South Court need to be replaced. This is a loop water system. Approximately 3,500 feet of new 8" PVC waterline will be installed on portions of these streets (Orient Avenue between Division Street and the northern intersection of Green Glen Drive, Division Street between Orient Avenue and Benghouser Avenue, North Court from the intersection of Orient Avenue to the recently replaced waterline, and South Court from the intersection of Orient Avenue to the recently replaced waterline). In addition, the project will include all appurtenances including fire hydrants, gate valve assemblies, water service connections, etc. Restoration of the project area will include street paving, replacements of sidewalk/curbs, lawn restoration, etc.

#### How do you plan to accomplish it?

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

The City of DuBois will replace the old waterlines along portions of Orient Avenue, Division Street, North Court, and South Court with new 8 inch PVC lines. These streets are located in of C.T. 3303, B.G. 1, whose residents are 56.7% Low/Mod Income. This will provide adequate pressure for the residents and fire hydrants. There will be no tap-in fees since all of the residents on those streets are already connected to the main water lines.

#### How do you plan to use the funds?

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

FY 2024 CDBG funds will be used for construction of new waterlines on portions of Orient Avenue, Division Street, North Court and South Court.

#### Projected Schedule and Key Milestones and Dates

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

1. Environmental Clearance - April 2025
2. Bid Specifications Prepared - May 2025
3. Project is advertised for Bids - June 2025
4. Bid opening/tabulation - July 2025
5. Contract Award of Bid - July 2025
6. Notice to Proceed - August 2025
7. Construction work begins- August 2025
8. Activity Completion - October 2025
9. IDIS Close out - December 2025

# Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

## Addenda

### 1. General Application Description Certification

Download GeneralApplicationCertifications\_CDBG-001\_2020F.pdf

Uploaded Documents

### 2. Resolution Unit of Local Government

Download Resolution-CDBG-116\_2022F.pdf

Uploaded Documents

### 3. Citizen Participation Report

Download CitizenParticipationReport\_CDBG-011\_2022F.pdf

Uploaded Documents

### 4. Management Plan/Local Staff Capacity

Download ManagementPlan\_CDBG-003\_2020F.pdf

Uploaded Documents

### 5. Community Development Plan and required mapping

Download ThreeYearCommDevPlan-CDBG-017\_2020.pdf

Uploaded Documents

### 6. Timeliness

Download Timeliness\_CDBG-004\_2024F.pdf

Uploaded Documents

### 7. Activity Description Instructions

Download ActivityDescriptionInstructions\_CDBG-007\_2024.pdf

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

# Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

## Addenda

### Download ActivityDescription\_CDBG-007\_2024F.pdf

#### Uploaded Documents

#### 8. Limited Clientele Worksheet

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

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

Download LimitedClienteleWorksheet-CDBG-014\_2024F.pdf

#### Uploaded Documents

#### 9. Force Account Certification

Is the proposed activity being done using force account labor?

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

Download ForceAccountCertification\_CDBG-0154\_2020F.pdf

#### Uploaded Documents

#### 10. Local User Effort Fee Analysis

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

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

Download LocalEffortUserFeeAnalysis\_CDBG-008\_2023F.pdf

#### Uploaded Documents

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

Download ActivityDescription-AdminExpenses\_CDBG-016\_2018F.pdf



# Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

## Addenda

### Uploaded Documents

#### 12. LMI Principal Benefit Determination

Download LMIPrincipalBenefit\_CDBG-009\_2018F.pdf

### Uploaded Documents

#### 13. Please select your Certification

##### 13a. Limited English Proficiency(LEP) Certification

Download LimitedEnglishProficiency\_CDBG-018\_2022F.pdf

### Uploaded Documents

##### 13b. Language Access Plan (LAP) Certification

Download LanguageAccessPlanCert-CDBG-020\_2020F.pdf

### Uploaded Documents

### Other Requirements

#### 1. Disclosure Form

Download DisclosureReport\_CDBG-002\_2022F.pdf

#### 2. 4 Factor Analysis Certification

Download FourFactorAnalysisCert-CDBG-019\_2020F.pdf

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

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

☐ Yes

#### 15. Please download, fill-out and upload Lobby Certification Form.

Download LobbyingCertification-DCED-CHD-001\_2024F.pdf

## Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

### Addenda

#### Uploaded Documents

16. Please download, fill-out, save and re-upload the FFATA form.

Download FFATA Form.pdf

#### Uploaded Documents

17. Per Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), all grantees must certify compliance with this order by signing and uploading the attached form for contracting purposes.

Download Worker Protection Form.pdf

#### Uploaded Documents

## Single Application for Assistance

Web Application Id: 10272002

Applicant: City of Dubois

Program Selected: Community Development Block Grant (CDBG)

### Signing Authority

#### Signing Authority

Title	First Name	Last Name	Email
City Manager	Shawn	Arbaugh	sarbaugh@sandytownship.net
Mayor	Patrick	Reisinger	pat.reisinger@duboispa.gov



## **B. General Application Certifications**





# GENERAL APPLICATION CERTIFICATIONS

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG PROGRAM YEAR:

FFY 2024

APPLICATION DEADLINE DATE:

November 1, 2024

### GENERAL INFORMATION

1. GRANT ADMINISTRATOR NAME: Shawn Arbaugh		2. GRANT ADMINISTRATOR TITLE: City Manager, City of DuBois	
3. GRANT ADMINISTRATOR ADDRESS: City of DuBois, 16 West Scribner Avenue, (P.O. Box 408)			
4. CITY: DuBois		5. STATE: PA	6. ZIP CODE: 15801
7. GRANT ADMINISTRATOR TELEPHONE: 814-371-2000		8. GRANT ADMINISTRATOR EMAIL: sarbaugh@sandytownship.net	
9. METHOD OF PROCUREMENT (CHECK ONE): <input type="checkbox"/> RFP <input type="checkbox"/> Small Purchase <input type="checkbox"/> Local Funds <input type="checkbox"/> Not Yet Procured <input checked="" type="checkbox"/> N/A			

### CERTIFICATION

10. Certification of Community Development Plan (CDP) for Boroughs and Townships administering their own grants and for county grants.

#### For Counties:

I hereby certify that all nonentitlement municipalities were provided with the notification specified in 2.a. of the Community Development Plan instructions and that the County of \_\_\_\_\_ has approved the CDP for nonentitlement municipalities.

#### For Cities, Boroughs, and Townships:

I hereby certify that the City of DuBois \_\_\_\_\_ has approved the CDP.  
(Name of Municipality)

As Chief Elected Official of the grantee, I certify compliance with the Community Development Plan requirements.

\_\_\_\_\_  
Signature of Chief Elected Official

October 28, 2024

\_\_\_\_\_  
Date

Patrick Reasinger, Mayor & Council President  
Name/Title of Chief Elected Official

City of DuBois  
Municipality

Clearfield  
County

**GENERAL APPLICATION CERTIFICATIONS | COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM****11. Certification of Community Development Plan (CDP) for counties administering grants on behalf of one or more entitlement boroughs & townships.****For Counties with "On Behalf Of" Entitlements:**

I hereby certify that the County of \_\_\_\_\_, which will administer the CDBG grant, has developed the CDP in cooperation with NOT APPLICABLE and that said Municipality has approved the CDP or applicable portion of the CDP.

(Name of Municipality)

**County:**

Signature of Chief Elected Official

Date

Name/Title of Chief Elected Official

NOT APPLICABLE

Municipality

County

**"On Behalf Of" Entitlements:**

Signature of Chief Elected Official

Date

Name/Title of Chief Elected Official

NOT APPLICABLE

Municipality

County

*(A copy of this form must be submitted for each grant applied for by the County on behalf of an Act 179 entitlement borough or township.)*

**12. Certification of Mandatory Tap in Ordinance:**

As Chief Elected Official of a municipality in which CDBG funds will be used for the extension of water and/or sewer service, I hereby certify that said municipality will, prior to the execution of a construction contract for such improvements, adopt an ordinance mandating that all residences intended to benefit from the improvements, tap into the extended system.

I further certify that said municipality will enforce said ordinance to the extent permitted under local code.

Signature of Chief Elected Official

October 28, 2024

Date

Patrick Reasinger, Mayor & Council PresidentCity of DuBoisClearfield

Name/Title of Chief Elected Official

Municipality

County

In the case of County "On Behalf Of" applications, the County must submit a signed copy of the above certification for each municipality in which a water or sewer extension project is proposed. Also, this form must be submitted for any nonentitlement municipality in which funds allocated to the County will be used for a water or sewer extension project.



## **C. Resolution Application Submission**

**CITY OF DUBOIS, PENNSYLVANIA  
RESOLUTION NO. \_\_-2024**

**THE RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF DUBOIS APPROVING AND AUTHORIZING THE  
SUBMISSION OF THE FY 2024 CDBG APPLICATION**

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

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

**WHEREAS**, the City Council of the City of DuBois has the legal authority and responsibility under PA Act 179 to apply for Community Development Block Grant funds; and

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

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

**WHEREAS**, the City Council of the City of DuBois wishes to apply for said funds.

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

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

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

**BE IT FURTHER RESOLVED**, that the Mayor of the City of DuBois is empowered to place his signature, on behalf of the governing body, on the necessary application forms and affix thereto the official seal of the City of DuBois.

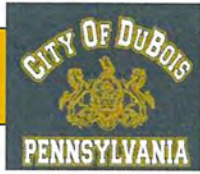
Adopted by the City Council of DuBois at the regular meeting on October 28, 2024.

**CITY OF DUBOIS, PA**

By: \_\_\_\_\_  
Hon. Patrick Reasinger, Mayor  
and President of City Council

**ATTEST:**

By: \_\_\_\_\_



## D. Citizen Participation Report





## CITIZEN PARTICIPATION REPORT

APPLICANT NAME:

City of DuBois

### CDBG INFORMATION TO THE PUBLIC

### DATE

Notice of first public hearing:

July 23, 2024

Date of first public hearing:

August 12, 2024

First citizen comment period (enter date range):

July 23, 2024 - August 23, 2024

Notice of second public hearing:

September 12, 2024

Date of second public hearing:

September 23, 2024

Second citizen comment period (enter date range):

September 12, 2024 - October 7, 2024

Describe the methods used to solicit participation of low to moderate income persons:

Newspaper notices were published in the local newspaper, "The Courier Express." The notices and related information were posted in the City Building and on the City's website at <https://duboispa.gov>. Information was discussed at open city council meetings and a copy of the "draft" application was on display for a period of 10 days.

Denote any comments/complaints received and describe resolution:

Immediately following this page, attach the documents below in the order listed:

- Ad/Proof of Publications
- Sign-In Sheets
- Minutes
- Copy of response(s) to comments and/or complaints.

\* *Competitive applicants are required to conduct two public hearings.*

\* *Note: Counties and counties applying on behalf of entitlement municipalities may have to attach additional sheets for this information. Please do not include photos of all locations of posted notices, instead provide one location photo with a list of all locations where notices were posted. Applicant must maintain all information in its files.*

**NOTICE OF PUBLIC HEARING  
FOR THE CITY OF DUBOIS, PA  
FY 2024 CDBG PROGRAM**

Notice is hereby given by the City of DuBois that a Public Hearing will be held on August 12, 2024 at 5:45 P.M., prevailing time, in the DuBois City Council Chambers in the DuBois City Hall, located at 16 West Scribner Avenue, DuBois, PA 15801. The DuBois City Hall and Council Chambers are accessible to the physically disabled. Persons requiring special accommodations to participate in the hearing may call Mr. Joe Mitchell, Executive Director of DuBois Redevelopment Authority at (814) 371-2000, Ext. 204, to make those arrangements. Persons with hearing and/or speech impairments may contact the City through the PA Telecommunications Relay Services at 1-800-654-5984 or dial 7-1-1.

The purpose of the Public Hearing is to discuss the Community Development Block Grant (CDBG) Program in general, the needs of the City of DuBois, and the City's performance under the previously funded CDBG Program Years. In accordance with PA Act 179, dated Oct. 11, 1984, P.L. 906, No. 179, as amended, the PA Department of Community and Economic Development (DCED) has allocated to the City of DuBois \$306,590 in FY 2024 Community Development Block Grant (CDBG) Funds from the State's CDBG Entitlement Grant from the U.S. Department of HUD.

At least 70% of the available funds must be used for activities which principally benefit low- and moderate-income persons. The Pennsylvania Department of Community and Economic Development (DCED) set the date for submission of the FY 2024 Application as November 1, 2024. In preparation for funding, the City will conduct a public hearing on the housing, community development, and economic development needs of the City of DuBois.

The following types of activities may be eligible for funding under the CDBG Program: water and sewer line replacement and improvements; housing rehabilitation; new construction of affordable housing; construction and reconstruction of public/community facilities; recreational facilities; public services that are a new or a quantifiable increase in the level of service; street and road improvements; historic preservation; the removal of architectural barriers; economic development; acquisition and relocation; clearance and demolition of property; costs to dispose of real estate; general administrative costs; planning; audit; environmental clearance; and the preparation of the application.

If the City would undertake the acquisition, demolition, and/or rehabilitation of residential properties that could result in displacement of families or individuals, then the City's policy for minimizing such displacement would be in effect. The City is responsible for replacing all low- and moderate-income housing units that may be demolished or converted as a result of the use of CDBG funds.

All interested residents are encouraged to attend and will be afforded the opportunity to give oral testimony at the Public Hearing and/or to present written comments concerning the needs of the City of DuBois, eligible CDBG program activities, and how the CDBG Program may address those needs. Written comments may be addressed to the attention of Mr. Joe Mitchell, Executive Director of the DuBois Redevelopment Authority, 16 West Scribner Avenue, DuBois, PA 15801, by phone at (814) 371-2000 Ext. 204, or via email at [joe.mitchell@duboispa.gov](mailto:joe.mitchell@duboispa.gov).

Honorable Patrick Reisinger  
Mayor of the City of DuBois

**Publish one time on Tuesday, July 23, 2024 as a Legal Ad. - Proof of Publication requested, as soon as possible.**

# **PUBLIC HEARING AGENDA FOR THE FY 2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR THE CITY OF DUBOIS, CLEARFIELD COUNTY, PA**

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**DATE:** Monday, August 12, 2024  
**TIME:** 5:45 PM (Prevailing Time)  
**PLACE:** DuBois City Hall, City Council Chambers  
16 West Scribner Avenue, DuBois, PA 15801

**A. MEETING IS CALLED TO ORDER:**

- Joe Mitchell, Exec. Dir. DuBois Redev. Auth.
- Reading of the Newspaper Notice

**B. PLEDGE OF ALLEGIANCE TO THE FLAG:**

**C. PURPOSE OF THE PUBLIC HEARING:**

- Discuss the Community Development Block Grant (CDBG) Program in general.
- The City will receive \$306,590.00 in FY 2024 CDBG funds from the PA Department of Community and Economic Development (DCED).
- Applications are due electronically to DCED using the Single Application Format by Friday, November 1, 2024.
- The City must conduct a public hearing to determine local needs for community development, housing, public services, and economic development.
- Residents, organizations, agencies, etc. are given the opportunity to participate in the planning process.
- The City's performance under previous CDBG Program Years.

**D. PROGRAM GUIDELINES:**

- The City must prepare an application which outlines its plan on how it will spend the FY 2024 CDBG funds
- Funds may be used for eligible activities such as: water and sewer line replacement and improvements; housing rehabilitation; new construction of affordable housing; construction and reconstruction of public/community facilities; recreational facilities; public services that are a new or a quantifiable increase in the level of service; street and road improvements; historic preservation; the removal of architectural barriers; economic development activities; acquisition and relocation; clearance and demolition of property; costs to dispose of real estate;

general administrative costs; planning; audit; environmental reviews; and the preparation of the application.

- At least 70% of the project activity costs must benefit low- and moderate-income persons.
- A maximum of 18% may be used for administrative costs.
- A maximum of 30% of the project activity costs may be spent on demolition and clearance costs.
- All activities must meet one of the three (3) national objectives of the CDBG Program: principally benefit low- and moderate-income persons; removal of slums and blighting conditions; and activities having an urgent need.

**E. RESIDENT COMMENTS AND QUESTIONS:**

**F. ADJOURNMENT:**





**NOTICE OF PUBLIC HEARING  
FOR THE CITY OF DUBOIS, PA  
FY 2024 CDBG PROGRAM**

Notice is hereby given by the City of DuBois that a Public Hearing will be held on Monday, September 23, 2024 at 5:45 P.M., prevailing time, in the DuBois City Council Chambers in the DuBois City Hall, located at 16 West Scribner Avenue, DuBois, PA 15801. The DuBois City Hall and Council Chambers are accessible to the physically disabled. Persons requiring special accommodations to participate in the hearing may call Mr. Shawn Arbaugh, City Manager at (814) 371-2000, to make those arrangements. Persons with hearing and/or speech impairments may contact the City through the PA Telecommunications Relay Services at 1-800-654-5984 or dial 7-1-1.

The purpose of the Public Hearing is to present the City's Proposed FY 2024 CDBG Application and the use of the CDBG funds. A copy of the City's Proposed FY 2024 CDBG Application is available for public review in the offices of the City of Dubois, 16 West Scribner Avenue, DuBois, PA 15801 and online at the City's Web Site at <https://duboispa.gov/> beginning on September 12, 2024, for a period of at least 5 days prior to the Public Hearing. The offices of the City of Dubois are open to the public on weekdays between the hours of 8:00 a.m. to 4:00 p.m.

The City proposes to use its FY 2024 CDBG Program funds for the following activities:

**Activity & Proposed Budget**

1. Replacement of deteriorated residential water lines on portions of Orient Avenue, Division Street, North Court, and South Court in C.T. 3303, B.G. 1, with costs to include engineering design, bidding, inspection and construction work.	<b>\$251,404.00</b>
2. General Administration costs including preparation of the application, the environmental review record, advertising, audit, planning, and management.	<b>\$ 55,186.00</b>
<b>TOTAL</b>	<b>\$306,590.00</b>

All interested residents are encouraged to attend and will be afforded the opportunity to give oral testimony at the Public Hearing and/or to present written comments concerning the needs of the City of DuBois, eligible CDBG program activities, and how the CDBG Program may address those needs. Written comments may be addressed to the attention of Mr. Shawn Arbaugh, City Manager, 16 West Scribner Avenue, DuBois, PA 15801, by phone at (814) 371-2000 or via email at [sarbaugh@sandytownship.net](mailto:sarbaugh@sandytownship.net)

Honorable Patrick Reisinger

Mayor of the City of DuBois

**Publish one time on September 12, 2024, as a Legal Ad. - Proof of Publication requested, as soon as possible.**

# **PUBLIC HEARING AGENDA FOR THE FY 2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR THE CITY OF DUBOIS, CLEARFIELD COUNTY, PA**

---

**DATE:** Monday, September 23, 2024  
**TIME:** 5:45 PM (Prevailing Time)  
**PLACE:** DuBois City Hall, City Council Chambers  
16 West Scribner Avenue, DuBois, PA 15801

**A. MEETING IS CALLED TO ORDER:**

- Shawn Arbaugh, City Manager
- Reading of the Newspaper Notice

**B. PLEDGE OF ALLIGIANCE TO THE FLAG:**

**C. PURPOSE OF THE PUBLIC HEARING:**

- Discuss the Community Development Block Grant (CDBG) Program in general.
- The City will receive \$306,590.00 in FY 2024 CDBG funds from the PA Department of Community and Economic Development (DCED).
- Applications are due electronically to DCED using the Single Application Format by Friday, November 1, 2024.
- The City must conduct a public hearing to present its plan to address the needs of the City.

**D. PROPOSED FY 2024 CDBG BUDGET:**

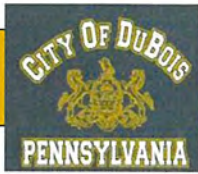
The City proposes the following CDBG eligible activities for FY 2024:

- Waterline Replacement Activity - Replacement of deteriorated residential water lines on portions of Orient Avenue, Division Street, North Court, and South Court in C.T. 3303, B.G. 1, with costs to include engineering design, bidding, inspection and construction work. The budget amount is \$251,404.00
- General Administration of the CDBG Program costs include preparation of application, environmental review record, advertising, audit, planning, and management. The budget amount is \$55,186.00.

**E. RESIDENT COMMENTS AND QUESTIONS:**

**F. ADJOURNMENT:**





## E. Disclosure Report



## DISCLOSURE REPORT

### COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

#### PART I - APPLICANT INFORMATION

1. APPLICANT/GRANTEE NAME: City of DuBois, PA	
2. ADDRESS: 16 West Scribner Avenue (P.O. Box 408) DuBois, Pennsylvania 15801	
3. PHONE NUMBER: (814)371-2000	4. FEDERAL ID NUMBER: 25-6000855
5. REPORT: Indicate whether this is: <input checked="" type="checkbox"/> Initial Report <input type="checkbox"/> Update Report	
6. PROJECT TO BE ASSISTED: Community Development Block Grant	
6A. FISCAL YEAR: FY 2024	6B. <input checked="" type="checkbox"/> Entitlement Grant(s) <input type="checkbox"/> Competitive Grant
	6C. Amount Requested/Received: ..... \$306,590.00
	6D. Program Income to be used with C Above: ..... \$0.00
	6E. TOTAL of C and D: ..... \$306,590.00

#### PART II - THRESHOLD DETERMINATIONS

1. Is the amount at 6E. (above) more than \$200,000? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Have you received or applied for other HUD assistance (through programs listed in Appendix A of the instructions) which when added to 6E (above) amounts to more than \$200,000? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If the answer to either 1. or 2. of Part II is "YES", then you must complete the remainder of this report.</p> <p>If the answer to both 1. and 2. of Part II is "NO", then you are not required to complete the remainder of this report, but you must sign the following certification.</p>	

#### CERTIFICATION

I hereby certify that this information is true.

\_\_\_\_\_  
Signature of Chief Elected Official

Patrick Reasinger, Mayor & Council President  
Name/Title of Chief Elected Official

City of DuBois  
Municipality

October 28, 2024

\_\_\_\_\_  
Date

Clearfield County  
County



1. Provide the requested information for any other Federal, State and/or local government assistance, on hand or applied for, that will be used in conjunction with the CDBG grant. (See the instructions contained in the CDBG guidelines.)

[illegible]

[illegible][illegible]

## DISCLOSURE REPORT | COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**PART V - EXPECTED SOURCES AND USES OF FUNDS**

Identify the sources and uses of all assistance, including CDBG, that have been or may be used in the Project.

Source	Use
FY 2024	Waterline replacement and general administrative costs.

**PART VI - CERTIFICATION**

I hereby certify that the information provided in this disclosure is true and correct and I am aware that any false information or lack of information knowingly made or omitted may subject me to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware that if I knowingly and materially violate any required disclosure of information, including intentional nondisclosure, I am subject to a civil money penalty not to exceed \$10,000 for each violation.

\_\_\_\_\_  
Signature of Chief Elected Official

Patrick Reasinger, Mayor & Council President  
Name/Title of Chief Elected Official

City of DuBois  
Municipality

October 7, 2024  
Date

Clearfield County  
County





**NOTICE of FAIR HOUSING OFFICER**  
**and COMPLAINT PROCESS for**  
**the CITY OF DUBOIS**

This notice will serve to advise all residents of the City of DuBois that the following actions, if based on race, color, religion, sex, national origin, familial status (families with children), or handicap (disability), is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals is considered discriminatory:

- Refusing to sell or rent to, deal or negotiate with any person.
- Discriminating on terms or conditions for buying and/or renting housing.
- Discriminating by advertising that housing is available only to persons of a certain race, color, religion, sex, national origin, familial status, or handicap.
- Denying that housing is available for inspection, sale or rent when it remains available.
- Blockbusting-for profit, persuading owners to sell or rent housing by telling them that minority groups are moving into the neighborhood.
- Denying to anyone the use of or participation in any real estate services, multiple listing services or other facilities related to the selling and renting of housing.

If you're a person with a disability and require a reasonable accommodation, please contact the below Fair Housing Officer.

If you have Limited English Proficiency and require a document translation, please contact the below Fair Housing Officer.

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

Shawn Arbaugh  
City Manager  
16 W. Scribner Street (P.O. Box 408)  
(814)371-2000 Ext. 204  
[sarbaugh@sandytownship.net](mailto:sarbaugh@sandytownship.net)



**FAIR HOUSING RESOLUTION**  
**RESOLUTION NO. 2024-0388**

**LET IT BE KNOWN TO ALL PERSONS** of the City of DuBois that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act adds the additional protected classes of age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. It is the policy of the City of DuBois to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness, or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Therefore, the City of DuBois does hereby pass the following resolution.

**BE IT RESOLVED**, that within available resources the City of DuBois will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

**BE IT FURTHER RESOLVED** that the City of DuBois shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

**FURTHER ACTION** will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
  - a. Public advertisements for vacancy or discussing the program
  - b. Applications for assistance
  - c. Contracts
  - d. Municipal letters dealing with the federal programs

If you're a person with a disability and require a reasonable accommodation to be able to access any notification and/or if you're Limited English Proficient and require a document translation of any notification, please contact

Shawn Arbaugh, City Manager  
PO Box 408, 16 W. Scribner Avenue, DuBois, PA 15801  
(814)371-2000 (ext. 109) sarbaugh@sandytownship.net

Approved at the regularly scheduled meeting of the City of DuBois held on this 9<sup>th</sup> day of September 2024.

Signature:

Patrick Reasinger, Mayor and Council President

(Seal)

Date

9-10-24

**MINORITY AND WOMEN BUSINESS ENTERPRISE GOAL  
CALCULATIONS FOR THE CITY OF DUBOIS, PA  
FOR THE CITY'S FY 2024 CDBG APPLICATION**

<b>Name of Entitlement Municipality</b>	<b>Total Population of the Municipality</b>	<b>2017-2021 ACS Minority Population</b>	<b>Percentage of the Total Population</b>
City of Dubois, PA	<b>7,548</b>	<b>247</b>	<b>3.2%</b>
Clearfield County	80,082	3,414	4.3%

The FY 2024 CDBG Activity Allocation	=	\$306,590.00
The Administration Line Item Amount	=	<u>\$ 55,186.00</u>
Total	=	\$251,404.00

Use 5% of the Activity Allocation Amount (\$12,571) for the MBE FY 2024 Goal  
Use 3% of the Activity Allocation Amount (\$7,543) for the WBE FY 2024 Goal

**Previous Calendar Year Achievements:**

No Federal contracts for construction were awarded in the previous year.

***Actions Taken to Achieve Goals This Year:***

To achieve our goals, the City encourages general contractors to utilize WBE / MBE subs, calling specifically to the necessity in pre-construction meetings. The City is committed to the following:

1. To make a good faith, comprehensive, and continuing endeavor to continue outreach to MBE and WBE firms.
2. The City will continue to publish its commitment in notices for public bids in the CDBG funded projects and activities.
3. To continue to provide support staff to oversee that responsibilities are met and that the support staff has access to the Chief Elected Official.
4. To utilize all available and appropriate public and private sector local and regional resources.



CITY OF DUBOIS, PENNSYLVANIA

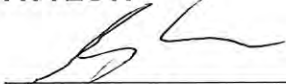
RESOLUTION NO. 2024-0389

RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF DUBOIS APPROVING A STATEMENT OF  
GOALS IN COMPLIANCE WITH THE NATIONAL PROGRAM FOR  
MINORITY AND WOMEN BUSINESS ENTERPRISE,  
EXECUTIVE ORDER 11625, CITY OF DUBOIS, PA

1. The City of DuBois, PA hereby sets as its goal for utilization of minority and women businesses, through its contracts for public works, site clearance and demolition, supplies and services, a target of \$12,571 for MBE and \$7,543 for WBE for the City of DuBois' non-administrative cost for the FY 2024 CDBG Program.
2. As part of preparation of the contract documents, the City of DuBois will analyze the specific construction, site clearance and demolition projects and will determine for each specific CDBG contract, a goal and percentage amount which represents in the judgement of the City, to be the maximum feasible involvement of minority and women businesses. Thus, individual projects may vary from the stated percentage goal. It is expected during the course of the year, however, that the total volume awarded to minority or women businesses will approximate the goals stated above.

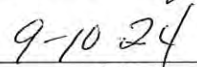
Adopted this 9<sup>th</sup> day of September 2024 at the regularly scheduled meeting of the City Council.

ATTEST:

  
Shawn Arbaugh, City Manager

CITY OF DUBOIS

  
Hon. Patrick Reasinger, Mayor

  
Date

## **CITY OF DUBOIS LETTERHEAD**

October 28, 2024

Ms. Martinez, Economic Development Analyst  
PA Department of Community and Economic Development  
Center for Community and Housing Development  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, Pennsylvania 17120-0225

RE: City of DuBois, Clearfield County  
FFY 2024, PA Community Development Block Grant (CDBG) Application

Dear Ms. Martinez:

The purpose of this letter is to notify your office that the DuBois City Council has previously adopted, and the City of Dubois is in compliance with the Pennsylvania CDBG Program and has the following plans on file in its offices:

1. An MBE/WBE Plan
2. A Section 3 Plan

These documents are available for DCED during its on-site monitoring visits. Thank you for your help and assistance in the administration of the City's CDBG Program.

Sincerely,

Shawn Arbaugh  
City Manager  
City of DuBois

**NOTICE OF SECTION 504 OFFICER AND PROCESS  
FOR GRIEVANCE FOR THE  
CITY OF DUBOIS, PENNSYLVANIA**

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

The City of DuBois does not discriminate in access to participation in, or treatment, or employment in, its programs or activities. The City of DuBois Section 504 Officer is Mr. Shawn Arbaugh, City Manager. The Officer can be reached at:

16 W. Scribner Avenue  
City of DuBois, PA 15801  
(814) 371-2000 Ext: 204  
Email: [sarbaugh@sandytownship.net](mailto:sarbaugh@sandytownship.net)

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

Shawn Arbaugh, City Manager  
16 W. Scribner Avenue,  
DuBois, PA 15801  
(814) 371-2000 Ext: 204  
Email: [sarbaugh@sandytownship.net](mailto:sarbaugh@sandytownship.net)



or

U.S. Department of Housing and Urban Development  
PITTSBURGH FHEO FIELD OFFICE  
Moorhead Federal Building  
1000 liberty Avenue  
Pittsburgh, PA 15222  
(412) 644-5449 or (412) 644-6353  
Fax: (412) 644-6515  
TTY: (800) 927-9275

Grievance procedures and complaint forms may be requested from the offices of the City of DuBois, PA, in the following manner: by contacting the Section 504 Officer, Mr. Shawn Arbaugh, at the above information.



**FOUR-FACTOR ANALYSIS**  
*for Limited English Proficiency Persons*  
*and*  
**ACTIVITIES TO BE INCLUDED IN THE LANGUAGE ACCESS PLAN**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**  
*(Includes CDBG Competitive, CDBG-DR, CDBG-CV, and NSP)*

#### GENERAL INFORMATION

GRANTEE NAME:

City of Dubois

PROGRAM:

Community Development Block Grant (CDBG) Program

FISCAL YEAR:

FFY 2024

CONTACT PERSON:

Shawn Arbaugh

PHONE:

814-371-2000

EMAIL:

sarbaugh@sandytownship.net

#### PURPOSE

In compliance with Section 601 of Title VI the Civil Rights Act of 1964 (LEP Statutory Authority) and Executive Order 13166, The City of Dubois (Grantee) has conducted the following Four Factor Analysis for Limited English Proficiency (LEP) persons for the federally funded program listed above.

#### HISTORY

Title VI of the Civil Rights Act of 1964, is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination. Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

Executive Order 13166 (Issued in the Federal Register 65 FR 50121 on August 16, 2000) mandates improved access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. The order also requires a Language Access Plan for the program or activity if a qualifying population is determined. To determine if there is an affected population of beneficiaries having limited English proficiency, all grantees receiving federal financial assistance must conduct the four-factor analysis as outlined below.

#### GRANTEE FOUR-FACTOR ANALYSIS

The following Four-Factor Analysis serves as the guide for determining which language assistance measures the Grantee will be required to undertake to guarantee access to Grantee's Community Development Block Grant (CDBG) programs by LEP persons.

### FACTOR ONE: METHODOLOGY

The grantee must analyze the number or proportion of LEP persons served or encountered in the eligible service area population (served or encountered includes those persons who would be served by the program or activity if the person received education and outreach and the grantee provided sufficient language services).

Select the paragraph(s) below that best describes your methodology for the analysis by placing a check mark in the box beside the description. Also, please fill in the blanks or circle the correct statement were indicated. These paragraphs may be modified or replaced with narrative that more accurately reflects the grantee's methodology.

- ☐ The Grantee utilized the US Census, ACS tabulation for persons that speak English "Less than Well" provided by DCED to determine the **county's** LEP population(s). The LEP data is located in the Federal Program Resource Library in the American Community Survey link and can be accessed at [dc.ed.pa.gov/library](https://dc.ed.pa.gov/library). Based on this data, the Grantee (choose one) ☐ **does** ☐ **does not** meet the 1,000 or 5% LEP persons' threshold for any language(s) identified.
- ☒ The Grantee utilized the US Census, ACS tabulation for persons that speak English "Less than Well" provided by DCED to determine its **municipalities'** LEP population(s). Based on this data, the Grantee (choose one) ☐ **does** ☒ **does not** have any municipalities within its borders that meet the 1,000 or 5% LEP persons threshold for any language(s) identified.
- ☐ The Grantee is administrating the CDBG program **on behalf of:** \_\_\_\_\_ (list other municipalities where federal financial assistance will be used). The grantee utilized the US Census, ACS tabulation for persons that speak English "Less than Well" provided by DCED. Based on this data, \_\_\_\_\_ (OBO municipality) (choose one) ☐ **does** ☐ **does not** meet the 1,000 or 5% LEP persons' threshold for any language(s) identified. (Add additional lines if needed to address all OBO municipalities the Grantee is administering)
- ☐ Income surveys were conducted to determine eligibility in the program or activity service area. Questions were asked to determine if any LEP persons were located in the potential project area. According to the results of the surveys, there were \_\_\_\_\_ (number) LEP persons located in the proposed project area. The proposed project area has a total population of \_\_\_\_\_ (number). The number of LEP persons affected by the project or activity (choose one) ☐ **does** ☐ **does not** meet the 1,000 or 5% LEP persons in the service area threshold for any languages identified. (Add additional lines if needed to address all projects or activities the Grantee is administering and used the above LEP analysis methodology)
- ☐ Local elected officials, clergy, medical personnel, and school administrators were polled by telephone/questionnaire to request input regarding their knowledge of LEP persons within the community and/or proposed project area(s). Based on the results of the telephone poll/questionnaires, there are an \_\_\_\_\_ (estimated number) LEP persons out of \_\_\_\_\_ (total persons benefitting from the program or activity) located in \_\_\_\_\_ (Grantee or service area name). This (choose one) ☐ **does** ☐ **does not** meet the 1,000 or 5% LEP persons of total service area threshold for any language(s) identified. (Add additional lines if needed to address all projects or activities the Grantee is administering and used the above LEP analysis methodology)

Please list below all municipalities and/ or service areas under this program that qualify as meeting the threshold of 1,000 or 5% LEP person's threshold for any language(s) identified as indicated by the methodology used above. Include the name of the municipality/service area, the language(s) identified, and the number or percentage of persons. For example:

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

If any of the blocks above contains a "does" meet the 1,000 or 5% LEP person threshold for any language(s) identified, the grantee must complete a Language Access Plan for that municipality and may stop further completion of this Four Factor Analysis. Please proceed to the Language Access Plan Certification. Please submit this page, along with the Language Access Plan Certification with your application.

If the grantee, after completing this section of the analysis, has **all** blocks above marked with "does not" meet the 1,000 or 5% LEP persons' threshold for any languages identified, they must continue analyzing their **program or activity** with the following questions.

#### **FACTOR TWO: THE FREQUENCY WITH WHICH LEP PERSONS COME INTO CONTACT WITH THE PROGRAM OR ACTIVITY**

Select the paragraph below that best describes the amount of public contact of your program by placing a check mark in the box beside the description. These paragraphs may be modified or replaced with narrative that more accurately reflects the grantee's program or activity.

- ☐ The proposed program or activities that provide direct assistance to the resident, which would include but not be limited to acquisition, relocation, housing rehabilitation, water/sewer laterals, and public services. Therefore, residents are likely to have considerable direct contact with the program and its staff.
- ☒ The proposed project is a program or activity that does not provide direct assistance to individuals, such as road reconstruction, water/sewer line replacement, and commercial building demolition. As a result, LEP persons are not directly affected by the CDBG program or activity and no direct assistance will be provided to the residents. However, all citizen participation activities are open to the general public and every effort should be made to provide the needed materials to all residents.

***If the first block above is marked, the grantee must complete a Language Access Plan for the program or activity and may stop further completion of this Four Factor Analysis. Please proceed to the Language Access Plan Certification form. Please submit all pages of this analysis, along with the Language Access Plan Certification with your application.***

***If the second block is marked, the grantee must continue with their analysis of their program or activity.***

**FACTOR THREE: THE NATURE AND IMPORTANCE OF THE PROGRAM, ACTIVITY, OR SERVICE PROVIDED BY THE PROGRAM OR ACTIVITY**

- ☐ The proposed project does provide direct assistance to program and activity service area beneficiaries related to; housing rehabilitation, water/sewer laterals, public services, therefore, the nature of the activity or service is significant to the proposed program and activity area(s) residents.
- ☒ The proposed program or activity does not provide direct assistance to individuals, such as road reconstruction, public facility architectural barrier removal, water/sewer line replacement. As a result, LEP persons may not be as directly affected by the program or activity with the CDBG program. However, all citizen participation activities are open to the general public and every effort should be made to provide the needed materials to all residents.

***If the first block above is marked, the grantee must complete a Language Access Plan*** for the program and may stop further completion of this Four Factor Analysis. Please proceed to the Language Access Plan Certification form. Please submit all pages, along with the Language Access Plan Certification with your application.

***If the second block is marked, the grantee must continue with their analysis of their program or activity.***

**FACTOR FOUR: THE RESOURCES AVAILABLE AND COSTS TO THE RECIPIENT**

Currently, internet sites can be utilized to translate some written materials. Additionally, local volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of a CDBG program or activity are available in multiple languages on the HUD and DOL websites. Additionally, translation activities are an eligible CDBG administrative or delivery expense. Therefore, limited LEP measures are reasonable given the resources available to Grantee. So grantees may not use this factor as the only factor determining the need for a Language Access Plan.

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



## FOUR-FACTOR ANALYSIS COMPLETION AND FINDINGS CERTIFICATION

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

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

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

\_\_\_\_\_  
Chief Elected Official (signature and printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest

\_\_\_\_\_  
City of DuBois FY 2024 CDBG Program  
Grantee Name & Program





**G. DCED Land Use Implementation-Not Applicable**

## V. State Requirements

---

### A. DCED Land Use Implementation

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

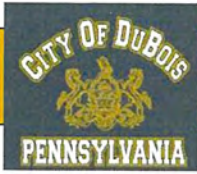
### B. Obtaining Information about Planning and Zoning

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

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

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

**NOT APPLICABLE**





## **A. Management Plan / Local Capacity**



## MANAGEMENT PLAN/ LOCAL STAFF CAPACITY

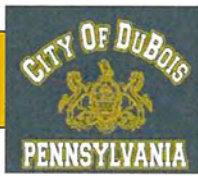
APPLICANT NAME:	GRANT ADMINISTRATOR:
-----------------	----------------------

**Describe how your CDBG program will be managed and administered by addressing the following:**

- Identify the assigned staff or consultant/engineer that is assigned to complete the identified tasks needed to accomplish your proposed activities and their experience (years administering the CDBG program or similar federal programs). If more than one agency/organization will be involved, explain the coordination and lead responsibility.
- If more than one agency/organization will be involved, explain the coordination and lead responsibility.
- Justify the need for completing certain services with third party contracts which could otherwise be provided by the creation and/or development of local staff capacity.

Task	Assigned Staff or Individual	Experience
1. Application Preparation		
2. Recordkeeping and File Set-up		
3. Environmental Review		
4. Procurement		
5. Financial recordkeeping		
6. IDIS – Set-up		
7. IDIS – Draw Abilities		
8. Oversight of 3rd party contracted agreements		
9. Contracting / Labor Standards		
10. Closeout		
11. Audit, if applicable		

*(Attach Additional sheets as necessary.)*



## B. Timeliness



## TIMELINESS

APPLICANT NAME:

City of Dubois

Each applicant must provide an analysis of its past use of CDBG funds. The lack of timely performance must be addressed by the applicant and considered by the Department prior to contracting 2023 funds. Counties administering multiple grants are to indicate the total CDBG funds contracted to the County for each corresponding year, do not include competitive awards.

Grant Year	(A) Amount of Grant	(B) Amount Expended as of Application Submission	(C) Percent Expended	(D) Amount Remaining for Expenditure	(E) % Remaining for Expenditure
2019	\$ 298,504.00	\$ 298,504.00	100.00%	\$ 0.00	0.00%
2020	\$ 314,041.00	\$ 314,041.00	100.00%	\$ 0.00	0.00%
2021	\$ 317,899.00	\$ 317,899.00	100.00%	\$ 0.00	0.00%
2022	\$ 308,613.00		0.00%	\$ 308,613.00	0.00%
			0.00%	\$ 0.00	0.00%
			0.00%	\$ 0.00	0.00%
			0.00%	\$ 0.00	0.00%
(F) TOTALS	\$ 1,239,057.00	\$ 930,444.00	(G) 75.09%	\$ 308,613.00	(H) 24.91%
(I) 2024 Grant: \$ 306,590			(J) Unexpended Funds Ratio: 1.00		
Date you received fully executed 2023 contract: 03/15/2024					

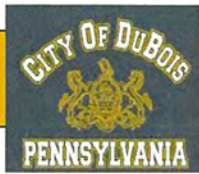
### Instructions:

- In column (A) list the amounts of any CDBG grants (excluding Planning grants) that your municipality received for each corresponding year.
- In column (B) list the amounts expended, as of the date of the application, for each grant listed in column (A).
- In column (C) list the percent of funds expended by dividing the amount in column (B) by the amount in column (A).
- In column (D) list the amounts remaining to be expended, as of the date of this application, for each grant listed in column (A).  
The amount expended in column (B) plus the amount remaining in column (D) must equal the corresponding grant amount in column (A).
- In column (E) list the percent of funds remaining to be expended by dividing the amount in column (D) by the amount in column (A).
- In line (F) provide the totals of columns (A), (B), and (D).
- Indicate at (G) the percentage of total funds expended by dividing the total of column (B) by the total of column (A).
- Indicate at (H) the percentage of total funds unexpended by dividing the total of column (D) by the total of column (A).  
The above analysis is to be evaluated by all applicants and the DCED to determine if each program year is achieving adequate levels of performance and where particular rates of expenditure may indicate problems.
- Now indicate at (I) the amount of your municipality's 2024 allocation of CDBG funds.
- Divide the total of column (D) by the amount at (I) and enter the result at (J). If this amount exceeds 1.5, proceed to address the remainder of this form.  
If the result obtained in item 10. exceeds 1.5, this means that you have previous unexpended CDBG funds which amount to more than 1 1/2 times your 2024 grant. Please attach a narrative addressing the following:

- List any problems that are delaying particular year grants. Indicate the grant year and the reasons for delay.
- What steps have been taken, or are being taken, to alleviate the problems identified, including new timeframes for expending the funds.

Your responses to the above are intended to provide you and DCED with a better understanding of existing and potential impediments to your timely performance. You should consider all of the above as you proceed to address your management plan for this year's Program.

If the problems you have outlined on this timeliness form are due to inadequate capacity on the part of your administering agency, this is expected to be considered and addressed in your Management Plan.







## **A. Three-Year Community Development Plan**

# City of DuBois, Pennsylvania

## Three Year Community Development Plan

### FY 2024 – FY 2025 – FY 2026

The City of DuBois is located in the northwestern section of Clearfield County. It is situated at the intersection of Interstate 80 and U.S. Route 219. The City serves as a transportation and commercial service center for a 35 mile radius. DuBois is an older, urban area with a diversified economic base. Even though the City has been directly impacted by similar trends that the national economy has faced, the City of DuBois is committed to revitalizing the economic base and rehabilitating distressed areas of the City that are in need of repair.

The City's population has continued to decline since the 1960s. According to the 2020 Census, the City had a population of 7,510. The CDBG funds and other public dollars will be invested in projects that will assist in maintaining and growing the population base. Improvements to the public infrastructure, housing, recreation facilities, and industrial areas will seek to enhance the physical aspects of the City. Emphasizing social and physical improvements will lead to the stimulation of residential, commercial, and industrial growth.

#### Incidence and Concentration of Low- and Moderate-Income Persons:

The following tables summarize information collected from the 2016-2020 American Community Survey (ACS) for the City of DuBois and its block groups:

Geoname	Low	Lowmod	LMMI	Lowmoduniv	Lowmod %
DuBois City, Clearfield County, Pennsylvania	2,050	3,760	5,410	7,310	51.43%

GEONAME	LOW	LOWMOD	LMMI	LOWMODUNIV	LOWMOD_PCT
Block Group 1, Census Tract 3302, Clearfield County, Pennsylvania	70	145	400	680	21.30%
Block Group 2, Census Tract 3302, Clearfield County, Pennsylvania	85	225	320	355	63.40%
Block Group 3, Census Tract 3302, Clearfield County, Pennsylvania	190	380	625	980	38.80%
Block Group 4, Census Tract 3302, Clearfield County, Pennsylvania	330	760	890	1,010	75.20%
Block Group 1, Census Tract 3303, Clearfield County, Pennsylvania	440	765	980	1,350	56.70%
Block Group 2, Census Tract 3303, Clearfield County, Pennsylvania	245	580	735	1,295	44.80%
Block Group 3, Census Tract 3303, Clearfield County, Pennsylvania	690	905	1,460	1,640	55.20%

Although the ACS data reflects that the City of DuBois has 44.50% LMI, DCED gave approval for the City to conduct a city-wide survey to determine the percent LMI. The survey was conducted in 2016 and concluded that the City actually has a higher percentage of LMI than originally projected. The 2016 survey concluded that the City of DuBois has 52.57% LMI.

## **Community Development Needs**

### **Housing**

The City has an aged housing stock with many of the structures being constructed prior to 1940. According to 2020 census data, the City has 3,823 total housing units. Of the City's total housing units, 1,761, or 44.8%, were constructed prior to 1940. The presence of older, substandard, and vacant structures has created a safety hazard, as well as blighting influences on various residential neighborhoods and sections of downtown.

The US Census Bureau reported that there were 3,823 housing units as of April 1, 2020. ACS 2017-2021 data shows that the owner-occupied housing unit rate is 58.9% and the median value of owner-occupied housing units was \$97,100. It is estimated there are 399 vacant housing units. The City conducted a housing rehabilitation program with funding from CDBG, H&CD HOME, and FMHA which helped to upgrade older housing units, stabilize neighborhoods, and provide better public safety for low and low/moderate income persons.

The City has partnered with Central Pennsylvania Community Action and utilized a HOME grant to conduct a City-wide housing rehabilitation program.

### **Public/Community Facilities**

A large number of the City's streets need to be improved. The City has been unable to provide the appropriate level of upkeep/maintenance and new construction due to the vastness of the problem. There are several miles of unpaved streets and alleys within the City limits.

The recreational facilities require continual maintenance and upgrades. City budgetary constraints make it difficult to properly maintain existing facilities as well as to construct new facilities. Several facilities have limitations for handicapped and elderly residents, which must be improved.

Fire is a constant threat in the City due to the age of both the housing and commercial building stock. As a result, firefighting equipment and facilities require continual maintenance and upgrades. In the previous three year period, the City dedicated portions of its CDBG funding to maintain and improve the fire stations. The most recent funds went toward the purchase of a rescue pumper.

The City needs to address its waterlines, especially in the oldest parts of the City which are predominantly areas with the highest concentration of low- and moderate-income persons. There are small diameter pipes which affect water pressure and hamper firefighting efforts at fire hydrants. The City has a loop water system that needs to be updated.

### **Public Services**

Programs to meet the public service needs of the community have traditionally been met by nonprofit organizations. The City is using the services of the DuBois Food Pantry to meet the nutritional needs of unemployment and under employed families.

### **Economic Development**

The unemployment rate in the City of DuBois has fallen below that of the State and Nation. According to the 2021 Five Year Estimates the City's unemployment rate is 4.2% compared to the State's 5.5% and the Nation's 5.5%. The unemployment rate has consistently fallen since the Covid-19 Pandemic when the City's unemployment reached 8.3%. The City has demonstrated a favorable recovery from the Covid-19 Pandemic.

Although the City boasts a historical industrial base, much of the economy is based in the commercial sector. A large number of national chain stores have opened in the area. The City's industrial base, as is common nationwide, has been struggling. The high-paying jobs have been replaced with minimum wage positions, resulting in individual buying power becoming diminished. The City will continue to market the area to industrial entities with the intent of returning the economy to its manufacturing roots.

The potential for growth and economic development in DuBois is aided by the City's access to Interstate 80 (East/West) and Route 219 (North/South). However, the quality of the local streets is an issue. Furthermore, at times, the existing traffic patterns can cause congestion. Lack of adequate parking in the downtown area is often an issue as well.

By continuing to enhance the City's infrastructure, DuBois will be more attractive and viable to future industrial and commercial developments.

### **Community Development Objectives**

In the short term, the City plans to improve its water and sewer lines to address leakages, inadequate size of pipes, and lack of water pressure. As these projects are completed, the long-term goal of improving the quality of life of the citizens will be recognized, including improved firefighting.

### **Short-term Plan**

The short-term (FFY 2023-2024) goals are to continue improving the main water lines in the City and improve the fire safety of its residents. FY 2021 and FY 2022 CDBG funds have been allocated for the replacement of main water lines in the center of the City in Census Tract 3303 Block Group 3. FY 2023 CDBG and FY 2024 CDBG funds will be used to improve waterline located in Census Tract 3303 Block Group 1. In the City's previous three years, the City allocated funding to park and recreation facilities.

### **Long-term Plan**

The City's long-term (three year) plan is structured to implement a series of projects and activities that will address its stated goals. Where possible, the projects will package funds from additional state, federal, and local funding agencies. The City's long-term plan is three-fold. The City will identify and remove substandard, vacant, and abandoned structures through code enforcement. Second, the City will undertake street, sewer, and recreational improvements. Lastly, the City will remove architectural barriers along with depressed curbs/ramps for the benefit of handicapped individuals. Recreation projects and public facilities equipment have been identified as a priority. Additionally, the City will try to leverage funds in cases where private investments can be stimulated, offer incentives to private enterprises to provide employment and stabilize the tax base, and to further fair housing by continued cooperation with the Housing Authority and supporting fair housing practices within the City and work with other governmental agencies to maximize the use of local funds.

### **Sanitary Sewage**

The City will continue to focus on upgrades to the City's sanitary sewer system. The current sanitary collection system is antiquated and is in need of repair and/or replacement. The City experiences inflow and infiltration issues during the wet season from pipes that are over 50 years old. If this situation was left to continue, the sewage treatment plant could be found to be non-compliant. The City has 290,000 lineal feet of sanitary collection pipe. The prudent course of action is to initially analyze areas where rehabilitation efforts can be efficient and feasible; continuing until the entire system has been upgraded.

### **Public Facilities and Services**

Requests from eligible non-profit organizations will be considered as they are requested. The public facilities needs of the City will continue to be assessed and given high priority because of the lack of financial capabilities of the City to fund public services.

### **Recreational Facilities**

The City has addressed several recreational projects recently. Additional recreational needs have been identified and the City plans on addressing these needs by supporting new projects. The community pool has been updated and walking paths and park equipment have been upgraded. In addition, Shower's Field, City Park and the Sandy Lick Creek recreation area have been funded for improved facilities. The City is committed to making all efforts to provide for the recreational needs of its residents. Previous years CDBG funds were allocated to Stern Field Reconstruction and Liberty Boulevard Recreational Area.

### **Street Improvements**

Major curb replacements, resurfacing, and reconstructing streets are necessary in order to stabilize areas and help promote economic growth.

### **Removal of Architectural Barriers**

There is an ongoing need for curb cuts, curb depressions, etc. which will be funded in future years along with Street Reconstruction work. ADA improvements are proposed with the City Pool project and the Senior Baseball Field project.

### **Housing Rehabilitation**

The City will continue to address the housing needs of the community through providing assistance to homeowners to rehabilitate their homes. The City will apply for other grants and in cooperation with outside agencies will administer a citywide rehab program to income eligible homeowners.

### **Economic Development**

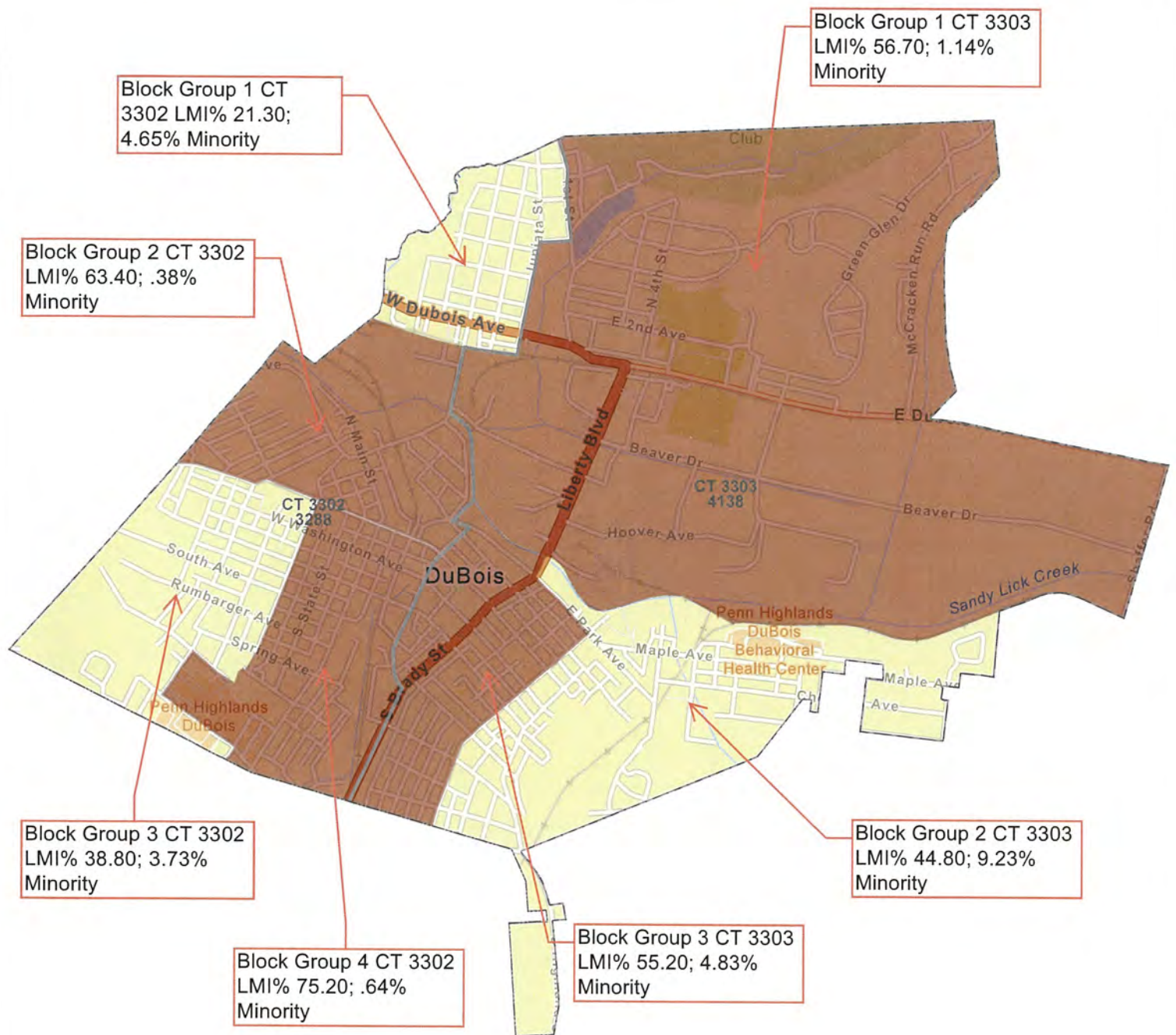
The City has adopted and approved a Redevelopment Authority Plan that is designated to remove blight and carry out planning objectives for the City. An old brewery area has been targeted for redevelopment, which will help to create jobs overall. The downtown area is also a target area for redevelopment. The City's Main Street Program will assist in promoting the redevelopment of downtown.

### **Criteria**

The short and long-term plans of the City of DuBois are structured to meet the criteria of aiding the low/moderate income population, preventing and eliminating slums/blight areas, and providing more and better public services. Additionally, the City's short and long-term plans aim to promote economic development. The City's ultimate goal is to improve the quality of life for all residents, including the low/moderate income population.

The Community Development Plan was developed utilizing various resources and in consideration of local plans known at the time. The activities and objectives are the end result of discussion with City officials and meetings with public safety personnel, such as the Police Chief, Fire Chief, and ambulance groups. Groups such as the Chamber of Commerce, DuBois Area Economic Development Corporation, the Redevelopment Authority, and DuBois Renaissance have also provided input and insight into the plan.

# Low/Moderate Income Percentage by Block Group: City of DuBois



## Legend

### 2016 Low/Moderate Income

Less than 51%

51% or More

\* Based on ACS 2016-2020



City Boundary

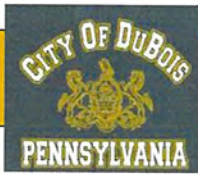


Tracts

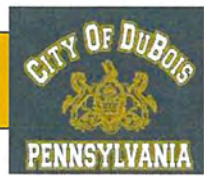
CT 9719 = tract number

Miles  
0 1  
1 inch = 0.4 miles









## A. Activity Description



## **Activity Description – Water Line Replacement**

**ACTIVITY DESCRIPTION**

(Complete one for each Activity Eligibility)

1. APPLICANT/GRANTEE NAME: City of Dubois		2. DATE: October 7, 2024																													
3. TYPE <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised		4. FUNDING YEAR FY 2024																													
5. MULTI-YEAR FUNDED (IF YES, IDENTIFY FY): N/A																															
6a. HUD MATRIX CODE: 03J Water/Sewer Improvements		6b. ACTIVITY NAME Coke Hill Are Waterline Replacement																													
7. ACTIVITY LOCATION: Orient Avenue, Division Street, North Court, and South Court, Dubois, PA 15801		8. COST:																													
9. NATIONAL OBJECTIVE: <input checked="" type="checkbox"/> LMI <input type="checkbox"/> S/B <input type="checkbox"/> UN		<table border="0"> <tr> <td>CDBG \$</td> <td>251,404</td> <td>Committed</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Federal \$</td> <td>253,134.00</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>State \$</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Local \$</td> <td>407,711.00</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Private \$</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>TOTAL \$</td> <td>912,249.00</td> <td></td> <td></td> </tr> </table>		CDBG \$	251,404	Committed				Yes	No	Federal \$	253,134.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	State \$		<input type="checkbox"/>	<input type="checkbox"/>	Local \$	407,711.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Private \$		<input type="checkbox"/>	<input type="checkbox"/>	TOTAL \$	912,249.00		
CDBG \$	251,404	Committed																													
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Local \$	407,711.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>																												
Private \$		<input type="checkbox"/>	<input type="checkbox"/>																												
TOTAL \$	912,249.00																														
10. NATIONAL OBJECTIVE JUSTIFICATION (USE FEDERAL STATE REGULATION CITATION NUMBERS 24 CFR 570.483 SERIES - 24 CFR Part 570.483(b)(1)(i) - An activity, the benefits of which, are available to all the residents in a particular area, where at least 51% of the residents are low- and moderate- income persons.																															
11. GOAL ADDRESSED: 4. Public infrastructure and community facility projects - Provide flexibility to local governi																															

**A. LMI BENEFIT TESTS (CHOOSE ONE)**

1. LMI AREA BENEFIT (CHOOSE ONE): <input checked="" type="checkbox"/> ACS DATA C.T.: 3303 B.G.: 1 CDP: Area Pop.: 1350 LMI Pop.: 765 % LMI: 56.7% OR <input type="checkbox"/> SURVEY Date of Survey: Total Families: # Responses: # Persons: # LMI Persons: % LMI Persons: <input type="checkbox"/> Required Survey Info Provided		2. LMC LIMITED CLIENTELE: Choose one of first 3 categories. <input type="checkbox"/> Income Eligibility <input type="checkbox"/> Nature/Location <input type="checkbox"/> Presumed Benefit (choose one, if applicable) <input type="checkbox"/> Abused Children <input type="checkbox"/> Battered Spouse <input type="checkbox"/> Elderly Persons <input type="checkbox"/> Homeless Persons <input type="checkbox"/> Illiterate Adults <input type="checkbox"/> Persons w/ Aids <input type="checkbox"/> Migrant Farm Worker <input type="checkbox"/> Disabled		3. LMH HOUSING INCOME ELIGIBILITY: <input type="checkbox"/> Rehabilitation One-Unit Structures- Each Household LMI? <input type="checkbox"/> Yes <input type="checkbox"/> No Two-Unit Structures- At least 1 Unit is LMI? <input type="checkbox"/> Yes <input type="checkbox"/> No Multi-Unit Structures- 3 or more units 51% of Units are LMI? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Housing Assistance Support of New Housing <input type="checkbox"/> Yes <input type="checkbox"/> No Direct Homeownership Assistance <input type="checkbox"/> Yes <input type="checkbox"/> No # of New Rental Units: _____ % LMI units (20% - 50%): _____ CDBG funds limited to: _____		4. LMJ JOB CREATION/RETENTION: Number of Jobs Created _____ Retained _____ Number of LMI Jobs Created _____ Retained _____ % LMI Jobs Created _____ Retained _____	
Describe how this activity will benefit the above designated clientele:							

**B. SLUMS/BLIGHT TEST (CHOOSE ONE)**

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

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

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

## ACTIVITY DESCRIPTION

**D. ACTIVITY DESCRIPTION**

Describe the activity sufficiently to demonstrate that it is an eligible activity, and that its scope is adequate to meet the identified needs of intended beneficiaries. Particular attention must be focused on the impact the proposed solution will have upon low and moderate income people, e.g. user fees, benefit assessments, etc. (For activities with user fees, complete "Local Effort/User Fee Analysis".)

**For Competitive Applicants** - Due to the competitive review process, the activity should be described comprehensively to substantiate the cause and magnitude of the need, and "third party" support (reports, newspaper articles, letters from affected residents, businesses, etc.), should be provided. Focus as specifically as possible on the impact of the problem on the residents of the affected area.

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

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

The City of DuBois is an older built-up urban environment. The infrastructure is aging and the deterioration is occurring at a faster pace. This is especially true of the City's water system. There have been numerous breaks and leaks in the main water lines. Also some of the pipes are undersized which is creating a water pressure problem. These lines also leak and need to be replaced. The fire hydrants also lack adequate pressure to fight fires. The existing waterlines on portions of Orient Avenue, Division Street, North Court and South Court need to be replaced. This is a loop water system. Approximately 3,500 feet of new 8" PVC waterline will be installed on portions of these streets (Orient Avenue between Division Street and the northern intersection of Green Glen Drive, Division Street from the intersection of Orient Drive to the intersection of Bengouser Avenue, North Court from the intersection of Orient Avenue to the recently replaced waterline, and South Court from the intersection of Orient Avenue to the recently replaced waterline). In addition, the project will include all appurtenances including fire hydrants, gate valve assemblies, water service connections, etc. Restoration of the project area will include street paving, replacements of sidewalk/curbs, lawn restoration, etc.. The City of DuBois owns and operates the water supply system and service lines. It is a City department, not an authority or privately owned operation.

2. This project has been reviewed to determine if any of the project is within the designated FLOODWAY using the best available data, and it has been determined that it is ☐ or is not ☒ located in the FLOODWAY.

Identify FIRM MAP or other source used for this determination. 42033C0088D

3. How will the problem be corrected: Specify type and quantity of materials to be used to correct the problem. You must answer the questions posed in the activity description instructions, as applicable.

The City of DuBois will replace the old waterlines along portions of Orient Avenue, Division Street, North Court, and South Court with new 8 inch PVC lines. This will provide adequate pressure for the residents and fire hydrants. There will be no tap-in fees since all of the residents on those streets are already connected to the main water lines. There will be no new debt incurred by the City of DuBois for this project. The project will be funded by CDBG funds and the City of Dubois Water/Sewer Department funds.

4. Who are the primary beneficiaries; who will receive the daily benefits of the proposed project. Grantee must confirm that the project serves a primarily residential area. The project and service area must be identified on the map and may be different. (Include photos)

The primary beneficiaries are the residents of C.T. 3303, B.G. 1 which are 56.7% Low/Mod Income.

(Attach Additional sheets as necessary.)

**CONTRACT NO. 23-01**



**LOCATION MAP**  
SCALE: 1" = 2000'

SCALE: 1" = 200'

SERIES TITLE → **GENERAL - 00 SERIES**  
 COVER  
 DRAWING INDEX  
 DRAWING NAME

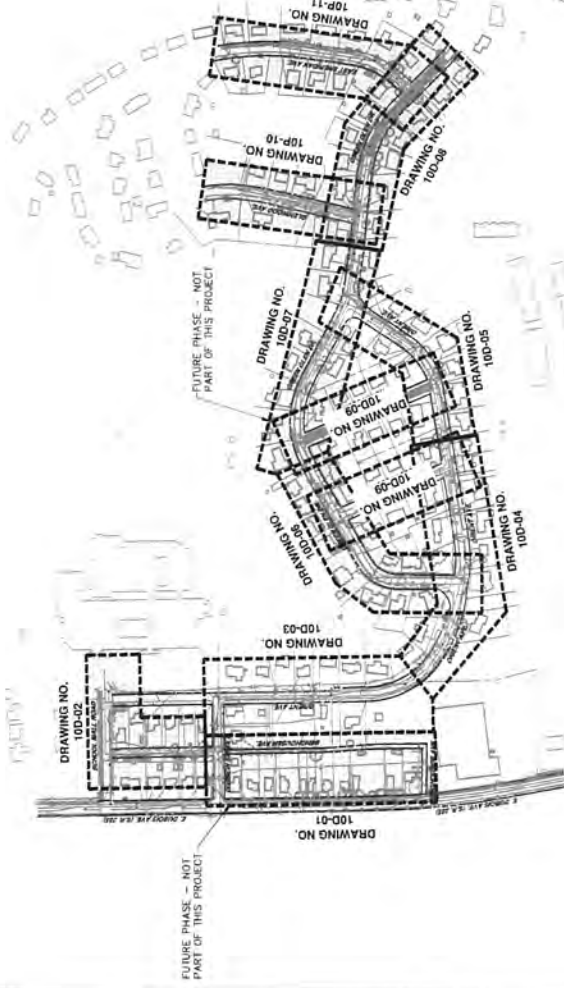
IDENTIFIER A: DISCIPLINE	BUILDING/COMPLEX DESIGNATION
G = GENERAL	SERIES 00 GENERAL
C = CIVIL	SERIES 10 WATERLINE
D = PROCESS	

## GENERAL - 00 SERIES

[illegible]

WATERLINE PLANS - 10 SERIES

DWG. NO.	SHEET NO.	DRAWING DESCRIPTION
8	100-01	WATER MAIN - T.M.
9	100-02	WATER MAIN - T.M.
10	100-03	WATER MAIN - T.M.
11	100-04	WATER MAIN - T.M.
12	100-05	WATER MAIN - T.M.
13	100-06	WATER MAIN - T.M.
14	100-07	WATER MAIN - T.M.
15	100-08	WATER MAIN - T.M.
16	100-09	WATER MAIN - T.M.
17	100-10	WATER MAIN - T.M.



**INDEX MAP**  
SCALE: 1" = 200'

SCALE: 1" = 200'



COVER SHEET

00G-01	1
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**HRG**  
HERBERT, HOWLAND & GUNDEL, P.C.  
2509 PARK CENTER BLVD.  
STATE COLLEGE, PA 16801  
814.238.7117 | <http://hrg.com>

COKE HILL AREA WATER DISTRIBUTION MAIN REPLACEMENT  
FOR  
CITY OF DUBOIS



PROJECT NUMBER: 003138-048	PLAN DATE: JULY 2022	DRAWING SCALE: AS NOTED
SHEET NUMBER: SHEET 8 OF 10		

5

21

1

cov

23



# Coke Hill Area

Waterline Replacement

North Court

South Court

Orient Avenue

Division Street





## PROJECT BUDGET

APPLICANT NAME:

City of Dubois

### Total Sources and Uses of Funds

Activity	CDBG	Other CDBG	Local (with eligible in-kind)	Program Income	Total
1 Construction Costs .....	\$183,830.00	\$253,134.00	\$407,711.00		\$844,675.00
2 Delivery Costs .....					
a. Environmental Review .....					
b. Professional Fees .....	\$67,574.00				\$67,574.00
c. Labor Compliance .....					
d. Other (please explain) .....					
3. Land Acquisition (if any) .....					
TOTAL .....	\$251,404.00	\$253,134.00	\$407,711.00		\$912,249.00

\* DO NOT include any general administrative costs, miscellaneous, contingency costs, etc. in budget.

Complete the table above. The budget is to reflect full project cost.

Immediately following this page, attach itemized cost estimate for each line item, identifying each source and use of funds.

FY 2024 CDBG Funds = \$251,404.00  
 FY 2023 CDBG Funds = \$253,134.00 (modification)  
 City of Dubois Water/  
 Sewer Dep't Funds (local) = \$407,711.00

**TOTAL = \$912,249.00**

(The City will complete a modification to the FY 2023 CDBG Program Year to allocate additional funding to this project)



# National Flood Hazard Layer FIRMette

78°44'58"W 41°07'55"N



## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

**SPECIAL FLOOD HAZARD AREAS**

- Without Base Flood Elevation (BFE)  
*Zone A, V, A99*
- With BFE or Depth  
*Zone AE, AO, AH, VE, AR*
- Regulatory Floodway

**OTHER AREAS OF FLOOD HAZARD**

- 0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
- Future Conditions 1% Annual Chance Flood Hazard *Zone X*
- Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
- Area with Flood Risk due to Levee *Zone D*

**OTHER AREAS**

- NO SCREEN
- Area of Minimal Flood Hazard *Zone X*
- Effective LOMRs
- Area of Undetermined Flood Hazard *Zone X*

**GENERAL STRUCTURES**

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

**OTHER FEATURES**

- 20.2** Cross Sections with 1% Annual Chance
- 17.5** Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

**MAP PANELS**

- Digital Data Available
- No Digital Data Available
- Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **8/28/2024 at 12:28 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.





Coke Hill Waterline Replacement Project					
City of DuBois October 2023				Coke Hill Waterline	
ITEM NO.	DESCRIPTION	EST. QUANTITY	UNIT	UNIT PRICE	EXTENSION
1	MOBILIZATION/PROJECT MANAGEMENT	L.S.	1	17,000.00	17,000.00
2	CLEARING AND GRUBBING	L.S.	1	700.00	700.00
3	MAINTENANCE AND PROTECTION OF TRAFFIC	L.S.	1	7,000.00	7,000.00
4	EROSION CONTROL	L.S.	1	22,000.00	22,000.00
5	8" PVC PIPE	L.F.	3500	68.00	238,000.00
6	8" GATE VALVE ASSEMBLY	EA.	15	2,600.00	39,000.00
7	UTILITY CROSSING	EA.	45	150.00	6,750.00
8	6" WET TAP/VALVE	EA.	6	10,000.00	60,000.00
9	WATER MAIN CONNECTION	EA.	6	4,500.00	27,000.00
10	WATERMAIN CUT/CAP	EA.	6	1,200.00	7,200.00
11	FIRE HYDRANT ASSEMBLY	EA.	8	9,500.00	76,000.00
12	EXISTING FIRE HYDRANT ASSEMBLY REMOVAL	EA.	3	1,000.00	3,000.00
13	EXISTING GATE VALVE ABANDONMENT	EA.	8	600.00	4,800.00
14	A 3/4" SERVICE LINE CONNECTION TO PROPOSED	EA.	50	1,000.00	50,000.00
	B 1" SERVICE LINE CONNECTION TO PROPOSED	EA.	1	1,000.00	1,000.00
15	A 3/4" SERVICE LINE	L.F.	1100	75.00	82,500.00
	B 1" SERVICE LINE	L.F.	10	85.00	850.00
16	(1.03) LAWNS	L.F.	2080	10.00	20,800.00
	PRIVATE				
17	(2.41) CONCRETE DRIVEWAY / SIDEWALK	SY	575	140.00	80,500.00
	MUNICIPAL				
18	A (3.11) PAVED STREET	L.F.	1300	50.00	65,000.00
	B (3.12) SPECIAL PAVED STREET	L.F.	410	70.00	28,700.00
	C CONCRETE CURB RESTORATION	L.F.	125	55.00	6,875.00
<b>TOTAL CONSTRUCTION AMOUNT:</b>					844,675.00
	CONSTRUCTION INSPECTION & ADMINISTRATION			8.0%	67,574.00
<b>TOTAL PROJECT AMOUNT:</b>					912,249.00



## PROJECT COMPLETION TIMETABLE

APPLICANT NAME:

City of Dubois

Beginning with the application submission date, outline below a reasonable timetable for project completion. Include all significant milestones, emphasizing those related to environmental clearance, procurement of third party services, plans, permits, bids, contracts, financing, acquisition of property, construction, and completion. Timeline must identify a month and year. In addition, grantees are to keep in mind each activity is to be completed within 3 years of the start of the contract.

Task	Date Completed or Projected Completion
Environmental Clearance for Activity	April 2025
Executing Sub-recipient Agreement (if applicable)	N/A
Request for Professional Services	N/A
Income Eligibility Verification (Direct Benefit Only)	N/A
Bid Specification Preparation	May 2025
Bid Project	June 2025
Bid Opening/Tabulation	July 2025
Contract Award	July 2025
Notice to Proceed	August 2025
Contracting/Project Implementation	August 2025
Activity Completion (National Objective is met.)	October 2025
IDIS Updated (Should be completed within 60 days of activity completion.)	December 2025



## **Activity Description – Administrative Expenses**



## ACTIVITY DESCRIPTION – ADMINISTRATIVE EXPENSES

APPLICANT NAME: City of Dubois 16 W. Scribner Avenue Dubois, PA 15801	TOTAL GRANT AMOUNT: <b>\$ 306,590.00</b>
	TOTAL ADMINISTRATIVE COSTS*: <b>\$ 55,186.00</b>
HUD MATRIX CODE: <b>21A</b>	% OF TOTAL GRANT: <b>18.00 %</b>
NATIONAL OBJECTIVE JUSTIFICATION:  24 CFR 570.483(f) Planning and Administrative Costs – CDBG funds expended for eligible planning and administrative costs by units of general local government in conjunction with other CDBG assisted activities will be considered to address the national objectives.	

**COUNTY APPLICANTS administering On Behalf of Grantee (OBO) – Must complete the box below.**

ENTITLEMENT	BUDGETED ADMINISTRATIVE COST
APPLICANT NAME: Not Applicable	\$ 55,186.00 *
OBO:	\$ *
OBO:	\$ *
OBO:	\$ *
OBO:	\$ *
OBO:	\$ *
OBO:	\$ *
OBO:	\$ *
OBO:	\$ *
OBO:	\$ *
OBO:	\$ *
OBO:	\$ *
OBO:	\$ *
<b>TOTAL ADMIN:</b>	<b>\$ 55,186.00 *</b>

**Please describe the expenses to be paid using CDBG administrative funds.**

*For example, staff salaries and benefits, advertisements, office supplies. In addition, please identify if administrative expenses are included in a cost allocation plan or if the grantee has an indirect cost rate being used to determine administrative expenses.*

Grantee uses a Cost Allocation Plan:   ☐ Yes   ☒ No

Grantee uses an Indirect Cost Rate:   ☐ Yes   ☒ No

\* Cannot be rounded up

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



## B. Appendix A – CDBG Public Service Activities

## **APPENDIX A – CDBG SERVICE ACTIVITIES**

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**Not Applicable**



## **APPENDIX B – SERVICE AREAS & SURVEY METHODOLOGY**

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**Not Applicable**







## LOCAL EFFORT/ USER FEE ANALYSIS

*This form is required for new water/sewer line extensions or replacements.*

1. APPLICANT NAME:

2. ANALYSIS - DEBT SERVICE PORTION - USER FEE

**A. Current (if applicable)**

- (1) Annual Debt Service .....
- (2) Number of Units (E.D.U.'s) Now Served .....
- (3) Existing User Fee .....
- (4) Debt Service Portion of Average Annual user Fee (Divide 1 by 2 above) .....
- (5) Balance Current Debt Projected to .....
- (6) Current Debt Retirement Date .....
- (7) Fund Surplus Investments Cash Balance, etc., as of .....

**Water**

**Sewer**


**B. Proposed Project**

- (1) Number of Units (E.D.U.'s) to be Served .....
- (2) Proposed User Fee and Schedule .....
- ☐ Monthly ☐ Quarterly ☐ Other (Explain) .....
- (3) Total New Debt (Other than CDBG) .....
- (4) Total CDBG Funding Requested .....


3. OPERATION AND MAINTENANCE PORTION - USER FEE

**Water**

**Sewer**

- A. Last Year's Operation and Maintenance Cost .....
- B. Operation and Maintenance Portion of Average Annual User Fee .....


4. REPAYMENT RATES AND TERMS

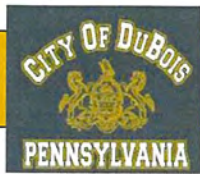
Explain repayment rates and terms of other new-debt listed in 2.b(3) above.

5. CURRENT AND PROJECTED DEBT

Attach additional sheets to illustrate and support current and projected debt as well as why CDBG funds are critical to the completion of the proposed project.

6. AGREEMENT WITH SERVICE PROVIDER

Provide copy of service provider agreement.





## **A. LMI Principal Benefit Determination**



# LMI PRINCIPAL BENEFIT DETERMINATION

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

1. APPLICANT/GRANTEE NAME: City of Dubois		2. DATE: 10/28/2024
3. TYPE: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised <input type="checkbox"/> Modification	4. FISCAL YEAR: FFY 2024	5. CONTRACT NUMBER: N/A

A. ACTIVITY		B. NATIONAL OBJECTIVE MET/CDBG			
HUD Code	Activity	1. LMI CDBG Dollars	2. Slums/Blight CDBG Dollars	3. Urgent Need CDBG Dollars	4. Total CDBG Dollars
01	Acquisition of Real Property .....				\$ 0.00
02	Disposition .....				\$ 0.00
03A	Senior Center/Facilities .....				\$ 0.00
03F	Parks, Recreation Facilities .....				\$ 0.00
03G	Parking Facilities .....				\$ 0.00
03I	Flood and Drainage Facilities .....				\$ 0.00
03J	Water / Sewer Improvements .....	\$ 251,404.00			\$ 251,404.00
03K	Street Improvements .....				\$ 0.00
03L	Sidewalks .....				\$ 0.00
03O	Fire Station / Equipment .....				\$ 0.00
03Z*	Public Facilities - Other .....				\$ 0.00
04	Clearance and Demolition .....				\$ 0.00
05A	Public Service - Senior Centers .....				\$ 0.00
05B	Public Service - Handicapped .....				\$ 0.00
05D	Public Service - Youth Programs .....				\$ 0.00
05L	Public Service - Child Care .....				\$ 0.00
05Z*	Public Service - Other .....				\$ 0.00
06	Interim Assistance .....				\$ 0.00
08	Relocation .....				\$ 0.00
12	Construction of Housing .....				\$ 0.00
13	Direct Homeownership Assistance .....				\$ 0.00
14A	Rehab: Single-Unit Residential .....				\$ 0.00
14E	Rehab: Publicly or Privately Owned Comm./Ind. ....				\$ 0.00
14G	Acquisition - for Rehabilitation .....				\$ 0.00
15	Code Enforcement .....				\$ 0.00
18A	ED Direct Financial Assistance to For-Profits ....				\$ 0.00
19F	Planned Repayment of Section 108 Loan Principal .....				\$ 0.00
	Other .....				\$ 0.00
	Other .....				\$ 0.00
<b>C. CDBG TOTALS .....</b>		\$ 251,404.00	\$ 0.00	\$ 0.00	\$ 251,404.00
<b>% LMI OF TOTAL .....</b>		100.00%			

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



## B. BUDGET NARRATIVE

**NARRATIVE IN SUPPORT OF LMI PRINCIPAL  
BENEFIT DETERMINATION FOR CITY OF DUBOIS**

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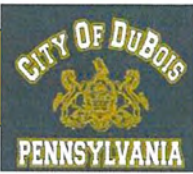
**Line Item O3J – Waterline Replacement           =       \$251,404.00**

- Replacement of old waterlines along portions of Orient Avenue, Division Street, North Court, and South Court with new 8 inch PVC lines.

**Line Item 21A – General Administration           =       \$ 55,186.00**

- Cost of preparation of the application, preparation of the environmental review record, advertising, management, planning and oversight of the program.

**Total Project/ Activity Cost for FY 2024           =       \$306,590.00**







## **A. Other Supporting Documents**



## LOBBYING CERTIFICATION FORM

### Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 13S2, Title 31, U.S. code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Shawn Arbaugh

**Printed Name\***

October 28, 2024

**Date**

City Manager

**Title**

**Signature**

City of DuBois

**Grantee Name**



# FEDERAL FUNDING ACCOUNTABILITY & TRANSPARENCY ACT

## Sub-Recipient Data Sheet (FFATA)

Grantee must complete and submit this form for all federally funded grant agreements.  
The Commonwealth will not process the grant until the Grantee provides this information.

### GRANTEE INFORMATION

1. GRANTEE NAME: City of Dubois		2. DCED CONTRACT #:
3. ADMINISTRATIVE ADDRESS: 16 West Scribner Avenue, (P.O. Box 408)		
4. CITY: Dubois	5. STATE: PA	6. ZIP CODE: 15801

### UNIQUE ENTITY IDENTIFIER (UEI)/DUNS NUMBER AND SYSTEM AWARD MANAGEMENT (SAM) REGISTRATION

1. UNIQUE ENTITY IDENTIFIER (UEI): GAZVV6377NJ2	2. SAM EXPIRATION DATE: 03/11/2025
--	---------------------------------------

Grantee must obtain a registration from the System for Award Management (SAM) (<https://sam.gov/content/home>) and their Unique Entity Identifier (UEI). Grantee must renew annually during times which they have active federal awards funded pursuant to their sub-grant agreement. By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities registered in the System for Award Management (SAM). At that point, entities doing business with the federal government will only use a Unique Entity Identifier (UEI) created in SAM.gov. They will no longer have to go to a third-party website to obtain their identifier. Active registrants will have their UEI assigned and viewable within SAM.gov.

### PRIMARY LOCATION

1. CITY: Dubois	<b>INSTRUCTIONS:</b> Grantee must provide to the Commonwealth the primary location of performance under the award, including the city, State, and zip code including 4-digit extension. If performance is to occur in multiple locations, then Grantee must list the location where the most amount of the grant award is to be expended pursuant to the grant agreement.
2. STATE: PA	
3. ZIP + 4: 15801-2210	

### COMPENSATION OF OFFICERS

OFFICER 1 NAME: Not Applicable	<b>INSTRUCTIONS:</b> Grantee must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if-- (i) the entity in the preceding fiscal year received-- (i) 80 percent or more of its annual gross revenues in Federal awards; and (ii) \$25,000,000 or more in annual gross revenues from Federal awards; and (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1).  If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.  <u>By checking the following box, grantee affirms that they do not meet the conditions for reporting highly compensated individuals.</u> <input checked="" type="checkbox"/>
OFFICER 1 COMPENSATION:	
OFFICER 2 NAME:	
OFFICER 2 COMPENSATION:	
OFFICER 3 NAME:	
OFFICER 3 COMPENSATION:	
OFFICER 4 NAME:	
OFFICER 4 COMPENSATION:	
OFFICER 5 NAME:	
OFFICER 5 COMPENSATION:	

### CERTIFICATION

I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001, 1010, 1012, 31 USC 3729, 3802).

1. NAME OF CHIEF ELECTED OFFICIAL/HIGHEST RANKING OFFICER: Patrick Reasinger	2. TITLE OF CHIEF ELECTED OFFICIAL/HIGHEST RANKING OFFICER: Mayor/Council President
3. SIGNATURE OF CHIEF ELECTED OFFICIAL/HIGHEST RANKING OFFICER:	4. DATE: 10/28/2024

*Note: This certification can only be signed by Chief Elected Officials (or Highest Ranking Officer) attesting to the accuracy of the data provided in this report. Signatures from individuals without signatory authority will not be accepted.*



## **WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM**

A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

### **CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

10/28/24	
<i>Signature</i>	<i>Date</i>
Patrick Reasinger	
<i>Name (Printed)</i>	
Mayor/President of Council	
<i>Title of Certifying Official (Printed)</i>	
City of Dubois	
<i>Grantee Name (Printed)</i>	