



# COUNTY OF LEHIGH

## Office of Community Development

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

March 3, 2025

Dear Grant Applicant:

The County of Lehigh is accepting applications for the following grant programs:

- Community Development Block Grant (CDBG) program (Title I of the Housing and Community Development Act of 197, as amended). The 2025 CDBG allocation is estimated to be \$1,240,000.
- HOME Investment Partnerships Program (Title II of the National Affordable Housing Act of 1990, as amended). The 2025 HOME allocation is estimated to be \$500,000.
- Affordable Housing Trust Fund (AHTF) program. Available AHTF dollars is estimated to be \$1,000,000.

The CDBG, HOME, and AHTF applications are available for download via the Lehigh County Department of Community & Economic Development's webpage on Lehigh County's website (<https://www.lehighcounty.org/Departments/Community-Economic-Development>).

Enclosed you will find multiple grant applications. This packet includes program requirements, as well as the application forms that must be submitted for each project. If you will not be responsible for completing the application, please forward it to the appropriate person within your organization.

### **CDBG**

The County of Lehigh is seeking applications from municipalities and non-profit organizations for projects benefiting Lehigh County residents living outside of the city limits of Allentown, Bethlehem, and Lower Milford Township.

Applications are being accepted for all projects as listed on the attached eligible CDBG activities list. Funding determinations will be made in accordance with Lehigh County's Annual Plan Process.

Of particular interest, please be aware of scoring criteria for the following types of CDBG projects.

- Construction Projects
  - Projects located in a low- to moderate-income (LMI) municipality will receive priority consideration for funding. Municipalities designated as LMI are Coplay, Hanover, Fountain Hill, Macungie, and Slatington.
    - Projects must meet at least one of Lehigh County's Five-Year Consolidated Plan goals.
  - Consideration will also be given to projects not located in an LMI community. Such projects should meet the following criteria:
    - Ability of the new project to be completed between January 1, 2026 and August 31, 2026.
    - Applicability to Lehigh County's Five-Year Consolidated Plan goals.
    - Hard cost match of 10% of request is dedicated by the applicant to completing project construction.
    - CDBG request doesn't exceed \$125,000.

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- Public Service Projects
  - Projects not funded via FY 2024: applications will be accepted for new or existing services. Applications for existing services must prove at least a 40% quantifiable increase in the need for the service over the past 12 months.
    - On the CDBG application webpage, there are examples illustrating public services and quantifiable increase in need. Please reference this page, entitled “Quantifiable Increase for Public Services” for details on satisfying the documentation requirements.
  - Projects funded via FY 2024 and asking for an increase in funding must provide data proving that there was at least a 40% quantifiable increase in the need for services over the past 12 months prior to application submittal.
  - Projects funded via FY 2024 and not asking for an increase in funding do not need to prove an increase in need.
  - All projects must fit into Lehigh County’s Five-Year Consolidated Plan goals and substantiate the ability to request reimbursement of the requested amount between October 1, 2025 and September 31, 2025.

Two separate CDBG applications are available. Except for agencies submitting a public service project, all applicants should complete the ‘Public Facility, Construction and Other Projects’ application. Applicants should also notice the other documents available for download from the webpage. Information within the documents will need to be referenced when completing the application.

All CDBG-funded projects are subject to an environmental review, which must be completed by the County before funds may be obligated by Grantees. Issues requiring remediation will need to be completed prior to the start of any project.

Therefore, knowledge of any possible issues should be disclosed at time of application.

**HOME**

The County of Lehigh is seeking applications from housing organizations for projects benefiting Lehigh County residents. Primary consideration will be given to projects benefiting households living outside of the city limits of Allentown, Bethlehem, and Lower Milford Township; however, projects may be based within Allentown and Bethlehem if the respective participating jurisdiction is also contributing significantly to the project.

Enclosed you will find a HOME application, as well as an application for CHDOs (Community and Housing Development Organizations). Each application includes program requirements, as well as the forms that must be submitted for each project. Funding determinations will be made in accordance with Lehigh County’s Annual Plan Process. HOME requires a 25% match.

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

### **AHTF**

The County of Lehigh is seeking applications from housing organizations for projects benefiting residents whose income does not exceed 100% of the median income for Lehigh County. Projects may benefit residents living anywhere within Lehigh County.

Applications are being accepted for projects impacting affordable housing. Such affordable housing efforts include, but are not limited to:

- Programs that increase homeownership;
- Programs that improve housing conditions and housing stock for homeowners and renters;
- Programs that increase the availability of affordable housing through development and/or preservation;
- Operating support for programs addressing the affordable housing needs of Lehigh County;
- Programs that need matching funds to secure HOME Investment Partnership funding;
- Second soft mortgage programs; and
- Employee assistance housing programs.

Enclosed you will find an AHTF application, as well as a Notice of Funding Availability (NOFA). Each application includes program requirements, as well as the forms that must be submitted for each project, while the NOFA includes additional details on application criteria and submittal. Funding determinations will be made in accordance with Lehigh County Ordinance 2007-182.

### **PUBLIC HEARINGS**

The Lehigh County Department of Community & Economic Development will hold two (2) public hearings in March. The public hearings are duplicate sessions which will include discussion on the application process for CDBG and HOME, provide information on project eligibility and fundability, and collect comments about needs of the communities to be included in the Annual Plan. Participation in the public hearings is not a prerequisite for submittal of an application.

- **March 25, 2025 at 3:00 pm** via Zoom
  - For an invitation to the Zoom, please contact Cyndi King at [cyndiking@lehighcounty.org](mailto:cyndiking@lehighcounty.org).
- **March 27, 2025 at 10:00 am** in Room 524 of the Lehigh County Government Center

The Lehigh County Department of Community & Economic Development will hold another public hearing on **July 15, 2025 at 12:00 pm** in Room 524 of the Lehigh County Government Center to announce the CDBG and HOME awards.

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The due date for all applications is **April 15, 2025**. Applications can be submitted via mail or email. Emails shall be directed to [cyndiking@lehighcounty.org](mailto:cyndiking@lehighcounty.org). **Applicants who choose to mail their submissions must include one original and one copy of the primary application.** Multiple copies of sundry supporting documents are not desired. Please do **not** use binders (three-ring or plastic binding). Mailed applications must be postmarked by April 15, 2025 in order to be considered for funding.

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

In the meantime, should you have questions please do not hesitate to call me at (610) 871-1964.

Sincerely,

A handwritten signature in cursive script that reads "Laurie A. Moyer".

Laurie Moyer  
Grants Management Specialist

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