



CUMBERLAND COUNTY DEMOLITION FUND GUIDELINES

AUTHORIZATION

Act of November 4, 2016, P.L. 1170, No. 152, Amending P.L. 210, No. 87 (4/8/1982) of the Commonwealth of Pennsylvania (42 P.S. §21052.2) provided the Cumberland County Board of Commissioners with the power to authorize the Recorder of Deeds of Cumberland County to charge and collect a fee for each deed and mortgage recorded in order to establish a demolition fund to be used exclusively for the demolition of blighted property situated in the County (the "Demolition Fund").

PROGRAM ADMINISTRATION AND DELIVERY

By Resolution 2020-24 the Board of Commissioners designated the Redevelopment Authority of the County of Cumberland as agent of Cumberland County to administer the Demolition Fund.

BLIGHTED PROPERTY DEFINED

"Blighted Property" is defined as a property which meets at least three (3) of the criteria listed below:

- 1) The building or physical structure is a public nuisance.
- 2) The building is in need of substantial rehabilitation and no rehabilitation has taken place during the previous 12 months.
- 3) The building is unfit for human habitation, occupancy, or use.
- 4) The condition and vacancy of the building materially increase the risk of fire to the building and to adjacent properties.
- 5) The building is subject to unauthorized entry leading to potential health and safety hazards and one of the following applies:
 - (A) The owner has failed to take reasonable and necessary measures to secure the building.
 - (B) The municipality has secured the building in order to prevent such hazards after the owner has failed to do so.
- 6) The property is an attractive nuisance to children, including, but not limited to, the presence of abandoned wells, shafts, basements, excavations, and unsafe structures.

7) The presence of vermin or the accumulation of debris, uncut vegetation or physical deterioration of the structure or grounds has created potential health and safety hazards and the owner has failed to take reasonable and necessary measures to remove the hazards.

8) The dilapidated appearance or other condition of the building negatively affects the economic well-being of residents and businesses near the building, including decreases in property value and loss of business, and the owner has failed to take reasonable and necessary measures to remedy appearance or the condition.

9) The property is an attractive nuisance for illicit purposes, including prostitution, drug use and vagrancy.

PROGRAM GUIDELINES

The following program guidelines have been established in order to carry out the Demolition Fund Plan.

ELIGIBLE APPLICANTS

Cumberland County Demolition Fund is available to Cumberland County municipalities, public authorities, non-profit entities, for-profit entities, or individual residents for the purpose of blight demolition.

ELIGIBLE PROJECTS

Eligible projects include any residential, commercial, institutional, or industrial property located in Cumberland County that meets the blighted property criteria, as defined herein. Projects must begin within ninety (90) days immediately proceeding the execution date of the grant agreement. Projects must be completed within one (1) year of the executed grant agreement.

ELIGIBLE USE OF FUNDING

The Demolition Fund exclusively applies to future demolition work. Demolition Fund activities are those that include the proper removal of hazardous materials, the disconnection of utilities, the obtaining of proper demolition permits, the razing of structures, the proper disposal of demolition waste, the backfilling and regrading of the site, the placement of cover materials such as seeding or gravel, and site clean-up. Any work that is required to return the property to a safe and hazard-free condition as required by local code enforcement is permitted but must be properly documented. All work must be completed by the selected licensed contractor for the project in order to be eligible for reimbursement.

Noneligible activities include new construction, acquisition of property, installment of any facilities, features, or upgrades that are not directly required to bring the property up to code, and previously completed demolition work.

GRANT AGREEMENT

A successful applicant (the “grantee”) will be required to enter into a grant agreement with the Redevelopment Authority of the County of Cumberland defining the obligations of the grantee, the terms and conditions for reimbursement and the eligible use of grant funds.

FUNDS

Applicants may request 75% of the total project cost (as prepared by a certified engineer, architect, or contractor and approved by the Authority), up to \$50,000.00. Applicants will pay a 25% match to the Authority at the time of execution of a written grant agreement. The Authority will pay the contractor in full at the close of the project, covering the remaining 75% of the total project cost. The applicant is responsible for all costs over the original grant amount (i.e. change orders, etc). Municipalities and public authorities may request a waiver of the match requirement due to financial hardship or project necessity. All grant funding received must be reported as income at the close of the following tax year. 1099 forms will be provided by the Redevelopment Authority of Cumberland County. The grantee named in board approval and on the grant agreement must be the same grantee listed on the W-9 document and other IRS tax forms.

Projects are subject to a minimum request of \$5,000. Funding under this program shall be limited to a cumulative total of \$100,000.00 per eligible project address. Awards may be spread over multiple grants as deemed necessary and reasonable by the Program Manager but the sum total of all awards to an address are not to exceed the \$100,000.00 cumulative limit.

SITE CONTROL/OWNERSHIP

Applicants must identify and demonstrate site control or legal ownership at the time of application through project completion and final reimbursement. Site control requires municipalities to demonstrate that they are able to exercise necessary police powers or alternative legal authority to enable demolition of the proposed property.

COST ESTIMATE

Proceeding the application, the Authority’s Rehabilitation and Inspection Supervisor will issue a scope of work and, if necessary, Pennsylvania Prevailing Wage rates. The applicant is to include these documents in their requests for estimates. Three cost estimates, each prepared by a certified engineer, architect, or contractor, must be

submitted. The estimates will be compared against the original scope of work and contractors checked for debarment. The apparent low bid will be selected unless exceptions apply. All estimates must be signed and dated by the respective certified professional. Cost estimates dated more than sixty (60) days prior to the submittal date of the application will not be accepted. Cost estimates are subject to the following:

1) Asbestos reports are required for commercial, industrial, institutional, or multi-unit (exceeding 4 units) residential properties and must be submitted with the application. Asbestos remediation will be required for any project containing asbestos and is an eligible project cost.

2) Any project with a total cost of \$25,000 or more will be subject to Pennsylvania Prevailing Wage rates.

Sole proprietors completing demolition work alone may submit their own, sole estimate. Proof and documentation of sole proprietorship must be submitted by the contractor and verified by Authority staff. Staff reserve the right to request additional outside estimates from sole proprietors for any reason.

BLIGHT CERTIFICATION

All applications must include a completed blight certification checklist signed by a municipal code official or inspector in the municipality in which the property is located. Applications will not be reviewed without a completed checklist from the municipality. A property must meet three of the blighted property criteria outlined above to be eligible for funding. The municipality must certify that the property is vacant and the property must remain vacant during all work periods. Completing this form does not constitute entrance into the Cumberland County Blighted Property Reinvestment Board Program and will apply solely to the Cumberland County Demolition Fund.

PROGRAM TIMELINE

Applicants must submit a completed application alongside a \$100 application fee before the application will be reviewed or processed. Once an application is approved to move forward, a site visit will be scheduled to determine scope of work. The Rehabilitation and Inspection Supervisor will then provide the applicant with the scope of work and any other necessary documents. The applicant will need to then secure three cost estimates (which must include the original scope of work and PA Prevailing Wage if necessary) and submit them to the Assistant Director for review. The three estimates along with the suggested award will be presented to the Board for approval. If approval is granted, the applicant will receive a Grant Agreement to be signed and returned before any demolition work can begin. Beginning or completing work before

this document is processed can result in project disqualification and retraction of grant funding. The applicant's 25% match requirement is due upon signing the grant agreement. Final payments to contractors will be processed once all work is completed.

ADDITIONAL CRITERIA

All applicants will be reviewed for any additional property tax arrears throughout Cumberland County. Any applicants with any property tax delinquency within Cumberland County will not be eligible for the Demolition Fund.

PRIORITIES

Applications will be reviewed on a rolling basis and awarded contingent on available funding.

Municipal Applications for Emergency Demolition are a priority for funding.

Applications with a public/private component with plans for reuse of the site are also considered a priority. Properties that have been certified as "blighted" by the Cumberland County Blighted Property Reinvestment Board will receive preference. All other applications will be reviewed and evaluated for completeness and feasibility.

APPLICATION FEE

All applicants, except for municipalities or public authorities, are required to submit a nonrefundable \$100 application fee with their completed application. The application fee should be made payable to the Redevelopment Authority of the County of Cumberland. No application will be processed before this payment is received.

APPLICATION SUBMISSION

Completed applications should be submitted online at cchra.com and a check for the \$100 application fee should be submitted to:

Attn: Mikayla Kitchen
Redevelopment Authority of the County of Cumberland
114 N Hanover St.
Carlisle, PA 17013