



HOUSING & REDEVELOPMENT AUTHORITIES
OF CUMBERLAND COUNTY

Better Places, Better Lives

How to Save and Continue an Application on the CCHRA Website

1. Find the webpage for the program you wish to apply for.

NEWS | CALENDAR | EMPLOYMENT | PROCUREMENT

f in d Q

APPLY FOR HOUSING

HOUSING PROGRAMS HOMEOWNERSHIP PROGRAMS COMMUNITY DEVELOPMENT LANDLORDS CARLISLE BOROUGH PROGRAMS

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

HOME > COMMUNITY DEVELOPMENT > COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

CDBG Applications Open

December 1, 2024 8:00 am

CDBG applications are now open!

What Is It?

The Community Development Block Grant entitlement program allocates funds to assist in providing affordable housing, a suitable living environment, and opportunities to expand economic opportunities principally for low and moderate-income persons.

The Cumberland County Redevelopment Authority's Community Development Division administers the program on behalf of both the Borough and the County respectively. Cumberland County & The Carlisle Borough receive an annual allocation from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Program. This program provides communities with resources to assist low-to-moderate-income individuals.

2. After reading the program information, scroll to find the application form.

NEWS | CALENDAR | EMPLOYMENT | PROCUREMENT

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APPLY FOR HOUSING

HOUSING PROGRAMS HOMEOWNERSHIP PROGRAMS COMMUNITY DEVELOPMENT LANDLORDS CARLISLE BOROUGH PROGRAMS

Reference the Consolidated Plan [here](#).

Cumberland County CDBG Application

CDBG Program Application

Agency Information

Please provide the following information about your agency or the agency you are applying on behalf of.

Agency Name *(Required)*

Agency Name

Agency Type *(Required)*

Municipal Government

Federal ID Number *(Required)*

Unique Entity ID (UEI) *(Required)*

Agency Address *(Required)*

3. Begin filling out your application.

Reference the Consolidated Plan [here](#).

Cumberland County CDBG Application

CDBG Program Application

Agency Information

Please provide the following information about your agency or the agency you are applying on behalf of.

Agency Name (Required)
Agency Name:
Happy Go Lucky Industried

Agency Type (Required)
Private Nonprofit - 501(c)(3) or 501(c)(4)

Federal ID Number (Required)
123456789

Unique Entity ID (UEI) (Required)
123456789

Agency Address (Required)

4. When you need to take a break, scroll down to the end of the application and click 'Save and Continue Later.'

Please provide the following documents as they apply to your project.

Provide available maps, drawings, sketches, plans, studies, photos, surveys, etc., as available that will show the location and scope of the proposed project and demonstrate the feasibility of the project.

Choose File No file chosen
Max. file size: 100 MB.

Submit

Please ensure all information is accurate and complete to the best of your knowledge. If you have questions about the program or this application, please ask a staff member before submitting. Any false statement made knowingly and willfully may subject the signer to penalties under Section 1001 of Title 18 of the United States Code.

Signature of Agency Authorized Official (Required)

SUBMIT Save and Continue Later

5. After clicking, your screen will return to the top of the page – Do not exit the site.

The screenshot shows the top of the HRA website. The header includes the HRA logo with the tagline "Better Places, Better Lives", navigation links for "NEWS | CALENDAR | EMPLOYMENT | PROCUREMENT", social media icons for Facebook, LinkedIn, and YouTube, a search icon, and a red "APPLY FOR HOUSING" button. Below the header is a navigation menu with "HOUSING PROGRAMS", "HOMEOWNERSHIP PROGRAMS", "COMMUNITY DEVELOPMENT", "LANDLORDS", and "CARLISLE BOROUGH PROGRAMS". The main content area features a large blue banner with the text "COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)". Below the banner is a breadcrumb trail: "HOME > COMMUNITY DEVELOPMENT > COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)". A white box contains the announcement "CDBG Applications Open" dated "December 1, 2024 8:00 am" and the text "CDBG applications are now open!". Below this is a section titled "What Is It?" with two paragraphs of text explaining the program. A small accessibility icon is visible in the bottom right corner.

6. Scroll down until you find the application dropdown once again.

The screenshot shows the HRA website with the application dropdown menu open. The header and navigation menu are identical to the previous screenshot. Below the navigation menu, there is a link: "Reference the Consolidated Plan [here](#),". The dropdown menu is open, showing "Cumberland County CDBG Application" with an upward arrow. Below the dropdown is a section titled "Link to continue editing later" with the text "Please use the following link to return and complete this form from any computer." and a URL: "https://cchra.com/program/cumberland-county-cdbg/?rf_token=28bcd1ad5a0b4ee7901c730fac389655". A note states: "Note: This link will expire after 30 days. Enter your email address if you would like to receive the link via email." Below this is a text input field for "Email Address (Required)" and a "Send Link" button. At the bottom of the dropdown menu, "Carlisle Borough CDBG" is visible with a downward arrow. A "Key Resources" section is partially visible at the bottom of the page. An accessibility icon is visible in the bottom right corner.

7. Either copy and save the link provided or enter an email address to receive the link. **You will need this link to reenter the application with all saved information.**

Reference the Consolidated Plan [here](#).

Cumberland County CDBG Application

Link to continue editing later

Please use the following link to return and complete this form from any computer.

https://cchra.com/program/cumberland-county-cdbg/?df_token=28bcd1ad5a0b4ee7901c730fac389655

Note: This link will expire after 30 days.
Enter your email address if you would like to receive the link via email.

Email Address (Required)

Carlisle Borough CDBG

Key Resources

8. Click 'Send Link' to receive the link to your email inbox. The email sender will appear as 'Housing & Redevelopment Authorities of Cumberland County.' If you do not see it momentarily, check your spam or junk folders. You will again be at the top of the webpage.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

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9. Scroll down once again to view the confirmation message.

The screenshot shows the website header with the HRA logo and navigation menu. The main content area displays a confirmation message for a 'Cumberland County CDBG Application'. It includes a 'Success!' heading and a note that a link was sent to the email address 'mkitchen@cchra.com'. Below this, there is a dropdown menu for 'Carlisle Borough CDBG' and a 'Key Resources' section with links to various documents.

10. Use the link to reenter the application with all saved information.

The screenshot shows an email confirmation message. The subject is 'Link to continue CDBG Program Application'. The sender is 'Housing & Redevelopment Authority of Cumberland County <noreply@cchra.com>' and the recipient is 'Mikyla Kitchen'. The body of the email says: 'Thank you for saving CDBG Program Application. Please use the unique link below to return to the form from any computer.' followed by the URL: https://cchra.com/program/cumberland-county-cdbg/?gf_token=28bcd1ad5a0b4ee7901c730fac389655. It also includes a reminder: 'Remember that the link will expire after 30 days so please return via the provided link to complete your form submission.'

Notes:

- Each link will only be active for the next thirty (30) days from the date of generation.
- You can use the save and continue feature as many times as needed but will need to enter an email and follow through each step each time you do so.
- Only the latest link sent will have all of the previous saved information – using older links will only have as much information as was saved at the time of generating that link.
- Even after submitting the application, the latest save and continue link will be usable to make necessary edits. Using this method ensures you do not have to begin the application from scratch again.