

## Chester County Department of Community Development 2022-2023 Community Revitalization Program Guidelines

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**Application Workshop:** March 15, 2023 at 3:00 p.m.

To attend in-person: 601 Westtown Rd. West Chester, PA  
Room 351W

To attend via zoom: [Click here to register](#)

**Application Deadline:** April 20, 2023 at 3:00 p.m.

**Questions:** For more information about the Community Revitalization Program (CRP), contact Zachary Nelson, Chester County Department of Community Development (DCD) Redevelopment Coordinator at [znelson@chesco.org](mailto:znelson@chesco.org) by April 13, 2023.

Please direct all technical questions related to the online application to Trish Hennessy, Planning Supervisor at [phennessy@chesco.org](mailto:phennessy@chesco.org).

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**Purpose:** To support development and redevelopment through revitalization efforts in Chester County's urban centers.

**Eligible Municipalities:**

- Chester County urban centers, including the 15 Boroughs and City of Coatesville. View DCD's [Data page](#) for maps of each urban center.
- Municipalities must have a current, approved Act 137 Stormwater Plan and adopted the [Chester County Hazard Mitigation Plan](#) in order to be considered for funding.

**Eligible Activities:** Urban revitalization efforts for municipally owned infrastructure. The proposed activity must be identified in an adopted Urban Center Revitalization Plan and/or Urban Center Improvements Inventory (UCII), and/or have met with the Planning Commission within the past 12 months.

Activities should focus on increasing urban center taxable assessments, connect to ongoing or planned redevelopment activities, support the development of affordable housing, and align with smart growth practices, including but not limited to:

- Affordable Housing Infrastructure (Bonus points available, see Scoring section) such as:
  - Sewer and stormwater improvements
  - Utility hookups
  - Construction of streets and/or sidewalks
  - **Note:** all infrastructure must remain municipally owned, controlled, and maintained at the completion of the housing development
- Climate resiliency and green infrastructure activities that align with CRP goals and support the [Chester County Climate Action Plan](#) (Bonus points available, see Scoring section)
- Elimination of Urban Blight: including acquisition of vacant, abandoned, or blighted

properties, blight removal, and abandoned property demolition.

- If demolishing, must have a plan in place for future use of the property (Bonus points available if the future use is related to affordable/attainable housing, see Scoring section)
- Floodplain management
- Installation or expansion of sewer, water, and storm water mains
- Installation or expansion of storm sewer inlets
- Parking facilities
- Parks and trails
- Sidewalk and curb reconstruction
- Storm drainage improvements (such as infiltration basins, rain gardens)
- Streetscape improvements, including but not limited to the installation of:
  - Streetlights
  - Trees and benches
  - Bike lanes
  - Bus shelters
- Street construction or reconstruction
- Traffic calming measures

**References:** Refer to the list, “Community Revitalization Program Application, Referenced Websites,” at the end of these guidelines for links to various plans and documents to utilize as references and to note connections to in the application.

**Matching Fund Requirement:** Urban centers are eligible for a maximum reimbursement of 75% of the total project costs up to the maximum grant award. The required matching funds (25% of the total project costs) may come from any source (municipal, state, etc.) other than County funds. Expenditures for the cost of the revitalization plans do not count toward satisfaction of this matching fund requirement.

**Exception - Revitalization Incentives:** To make the Landscapes 21st Century Fund programs accessible to all municipalities, the Chester County Board of Commissioners adopted a policy of offering “revitalization incentives” to the smallest municipalities with the least affluent populations. Eligibility is based on a variety of criteria and leads to reduced matching fund requirements through a tiered system of “primary incentives” and “intermediate incentives.”

**Primary Incentive:** maximum reimbursement of 95% of the total project costs up to the maximum grant award.

Avondale	Coatesville	Modena
Parkesburg	South Coatesville	Spring City
West Grove		

**Intermediate Incentive:** maximum reimbursement of 85% of the total project costs up to the maximum grant award.

Atglen

Honey Brook

Oxford

**Soft Costs:** The urban centers within the Primary and Intermediate Incentive designations, after County review and approval, may use up to 15% of the awarded Community Revitalization Program grant amount for activity specific soft costs. The soft costs must be an expense of the municipality and may include engineering and legal fees, and other pre-construction expenses necessary to complete the activity. These soft costs can only be invoiced and reimbursed at project completion. The urban centers are still responsible to meet the Community Revitalization Program's match requirements.

**IMPORTANT NOTE:** Eligibility for revitalization incentives does not guarantee a grant award. All applicants must meet the general eligibility requirements and follow the procedures outlined in the program guidelines and grant application.

**Application Process:** To apply for funding, urban centers must submit DCD's [online application](#) during the CRP application process. Late submissions will not be accepted.

Evaluation considerations include:

- A. Degree to which the activity relates to the goals and actions outlined in the Urban Center Revitalization Plan.
- B. Degree to which the activity includes coordination and collaboration with other community development activities in the same neighborhood or vicinity or is linked to other activities or community efforts outside of the immediate vicinity.
- C. Extent to which benefits exceed activity costs.
- D. Financial feasibility of the proposed activity in terms of effectively estimating activity costs and identifying all cost elements.
- E. Degree to which the activity is in a state of readiness, including environmental concerns, historical concerns, site control, zoning, project schedule, etc.

**Scoring:** Proposals are divided into the following categories when submitted through the online grants management system. Please note that only the narrative submitted electronically will be scored. Additional narrative attachments will not be scored. All proposals will be scored based on these categories:

- **Statement of Need – 20 Points**
  - Identify how proposal would address specific need in community
    - Note: Include [local-level data](#) from reliable sources

- Impact on historically underserved populations
  - Include [U.S. Census demographic data](#) on populations that this activity will affect
- Identify why the activity is important to the municipality
- Why does the activity require CRP funds?
  
- **Organizational Capacity – 20 Points**  
Describe the following:
  - Experience administering similar activities
  - Source of funding match
  - Fiscal controls in place and financial oversight by the municipality
  - Ongoing construction projects in the municipality
  
- **Program Design – 50 Points**  
Identify the following:
  - Detailed scope of project, including location
  - Anticipated project start and end dates
  - Coordination with County plans, with specific citations:
    - [Landscapes3](#) alignment and support of [smart growth practices](#)
    - [Urban Centers Improvement Inventory](#) (UCII) project ID
    - [Chester County Climate Action Plan](#)
    - [Chester County Hazard Mitigation Plan](#)
    - Department of Community Development Consolidated Plan
  - Reference to municipal Urban Center Revitalization Plan and/or Emergency Response Plan
  - Environmental concerns:
    - Site contamination
    - Floodplain
    - Wetlands
    - Historic district or property
  - Project readiness
  - Barriers to completion
  
- **Performance Management – 10 Points**
  - Identify how project success will be measured
  - Describe how project will:
    - Increase the urban center’s total taxable assessment

- Connect to ongoing or planned redevelopment activities (Bonus points available for the activities referenced below)
  - Indicate the number of persons or households served by project
- **Bonus Points** – Bonus points will be awarded as follows:
  - 10 points for infrastructure that supports the development of affordable housing units, with a Memorandum of Understanding (MOU) between the municipality and a non-profit developer:
    - A copy of the MOU is to be provided with the application
  - **Note:** all infrastructure must remain municipally owned, controlled, and maintained at the completion of the housing development
  - 5 points for a project that adds something entirely new (non-maintenance activities such as parks, trails, parking)
  - 5 points if the new activity aligns with the [Chester County Climate Action Plan](#) (Transportation and Land Use D5, D10, D13, E7, E8; Buildings and Energy E8, E11)

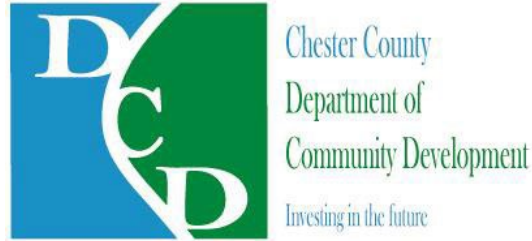
**Application Requirements:**

**Required:**

- Exact project location map
- Current annual budget
- Engineering plans
- Signed property tax certification form
- Evidence of liability insurance
- Adopted municipal resolution that includes activity description
- Project budget
- Project timeline

**Optional:**

- Audit or Financial Statements (most recent; required for applicants without current audit on file with DCD)
- Letters of support
- Proposed site conditions
- Additional photos or maps
- List of other public works projects



## Community Revitalization Program Application Referenced Websites

- **Chester County Department of Community Development:**  
[chesco.org/ccdcd](https://www.chesco.org/ccdcd)
- **CRP Application Availability Page:**  
[chesco.org/1924/Apply-for-Grants](https://www.chesco.org/1924/Apply-for-Grants)
- **ChescoViews:**  
<https://www.chesco.org/2198/ChescoViews>
- **Urban Center Improvement Inventory:**  
[chescoplanning.org/MuniCorner/UCII/ViewProject1.cfm](https://www.chescoplanning.org/MuniCorner/UCII/ViewProject1.cfm)
- **2018 – 2022 Consolidated Plan:**  
<https://www.chesco.org/DocumentCenter/View/45342/Con-Plan-2018-2022-w-2018-Action-Plan>
- **Landscapes3:**  
<https://www.chescoplanning.org/Landscapes3/>
- **Chester County Climate Action Plan**  
<https://www.chescoplanning.org/Environmental/pdf/ClimateActionPlan.pdf>  
Special reference to “Transportation and Land Use” D5, D10, D13, E7, E8; “Buildings and Energy” E8, E11 Objectives
- **Chester County Hazard Mitigation Plan:**  
<https://www.chesco.org/DocumentCenter/View/63888/Chester-County-HMP-July21>
- **Smart Growth America:**  
<https://smartgrowthamerica.org/our-vision/what-is-smart-growth/>
- **U.S. Census Demographic Data:**  
<https://www.chescoplanning.org/resources/Census.cfm>