



MUNICIPAL SPOT SLUM AND BLIGHT CLEARANCE PROGRAM

Program Objective: The primary objective of the Municipal Spot Slum and Blight Clearance Program is to aid municipalities in eliminating conditions which constitute a menace to health, safety and overall deterioration of neighborhoods. This program is designed to enable the municipality to upgrade neighborhoods through the elimination of slum and blight. Activities may include municipally or privately owned properties, as well as properties that were not eligible for funding under the County's Scattered Site Demolition Program.

Funding Source: Funds are derived from the municipality's allocation from the County's Community Development Block Grant Program. The municipality may utilize all or part of its CDBG allocation to carry out spot slum and blight clearance activities.

Eligible Funding Recipients: Boroughs and Townships who participate in the County's Community Development Program are eligible to carry out the Municipal Spot Slum and Blight Clearance Program by designating all or part of their Community Development allocation for demolition activities. Allocations are provided to each municipality on a rotating basis, approximately once every 3 years. The County will notify you when your funding cycle is approaching and provide Local Needs Forms and appropriate guidance for selection of priority activities. Each individual project will require compliance with procedures listed below. Funds are not available for private individuals; however, the municipality may include privately owned properties in their program, with the owner's consent. Note: Properties owned by a member, officer, employee, elected official or any other public official of the Municipality applying for funding who exercises any function with respect to the demolition activities are ineligible.

Eligible Structures: Demolition funding is available for razing municipally or privately owned properties which are in a deteriorated state. All structures must be vacant. Funds may not be utilized for properties that will create displacement of occupants.

Eligible Costs: Demolition of structure, and removal of debris and environmental contaminants are all eligible costs under this program. Legal fees, engineering fees, advertising, asbestos inspections and all other fees are not eligible for funding.

Post Demolition Use of Site: The County must be advised at the time of application of the intended use of the site after demolition. If the site is not intended to remain vacant, the proposed use must meet County eligibility/fundability requirements and may require additional regulatory compliance.

Liens: It is the option of the municipality to place a lien against the property for all or part of the costs associated with razing the structure. It is also the municipality's option to require some financial participation by the property owner. In the event the municipality is desirous of placing a lien on the property, a sample of the note and mortgage utilized by the County can be requested.

Additional Program Requirements:

Municipally Owned Properties

- The municipality must submit a demolition application to the County, along with required supportive documentation.
- Approved activities must be carried out in accordance with program requirements, including County bidding procedures, execution of Release and Right of Entry Certification, asbestos analysis, and completion of required legal certifications. An information packet and guidance will be provided by the County.

Privately Owned Properties

- Requests must come through the municipality.
- The Municipality must submit a demolition application to the County, along with required supportive documentation.
- Approved activities must be carried out in accordance with program requirements, including County bidding procedures, execution of Release and Right of Entry agreements, asbestos analysis, and completion of required legal certifications. An information packet and guidance will be provided by the County.

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APPLICATION PROCEDURES

The Municipality is advised by the County of its ability to include activities for funding under the Community Development Block Grant Program, in the County's application to the Department of Housing and Urban Development. The County will provide a Local Needs form to the Municipality for designation of priority activities. Guidance will be provided by the County throughout this process to insure that selected activities are eligible and fundable. Should the Municipality desire to use all or a portion of its allocation on demolition activities, it must be included on the Local Needs Form. Specific properties may be identified at this time or the request may be to carry out a scattered site demolition program, with applications for specific sites to be submitted to the County on a case-by-case basis. The County will advise the municipality once HUD approval is received. Once HUD approval is received, the following application procedures must be carried out for each property to be demolished with CDBG funds.

1. The Municipality submits a demolition application to the County, along with required supportive documentation.
2. The County will review this information based upon program guidelines. The County will seek approval from the State Historic Preservation Office to proceed with demolition activities. This process will take 30 days from the time of submission to the State. Notice will be provided if project receives preliminary approval.
3. Municipality will obtain and submit the Asbestos Inspection Report. In the event findings in the Asbestos Inspection Report will impact on the initial cost estimate, a revised estimate should also be submitted at this time for consideration. Note: It is recommended that the Municipality wait until notice of preliminary approval is received before seeking an asbestos inspection to insure the property is eligible for demolition prior to incurring inspection costs.
4. Upon receipt and review of all required documentation, formal approval will be issued by the County through provision of a Demolition Cooperation Agreement for an amount not to exceed the estimated demolition costs. Note: Multiple demolition projects can be included in one cooperation agreement if all properties are identified and appropriate documentation has been submitted for each individual property prior to preparation of the co-op. If not, individual co-ops will be required for each activity.

5. The Municipality will return the executed co-op to the County, along with a copy of bid specifications for County review and approval.
6. Upon County approval of specs, Municipality will carry out bidding process. Bids will be reviewed and Municipality selects a contractor, based upon County's bidding requirements, and submits the advertisement, bid packet, bid tabulation sheet, and notice of selected contractor to County.
7. Upon receipt of documents, the County will schedule a pre-demolition conference, at which time the executed contract between the municipality and the contractor will be submitted, along with evidence of contractor insurance and dumping certificates. Demolition may commence upon approval by the County.
8. Upon completion of the project, the municipality must submit to the County the Asbestos Abatement and Demolition/Renovation Notification Form (if applicable); copy of the contractor's bill; and the Certificate of Completion and Request for Payment, executed by Municipality.

FOR FURTHER INFORMATION CONTACT:

**Luzerne County Office of Community Development
54 W Union St., Wilkes-Barre, PA 18701
Wilkes-Barre – (570) 824-7214**

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