

TOWNSHIP OF LOWER MERION

GRANTS & COMMUNITY DEVELOPMENT COMMITTEE

**WEDNESDAY, DECEMBER 10, 2025
6:35 PM (Approximately)**

Chairperson: Maggie Epstein

Vice Chairperson: Andrew Gavrin, Ray Courtney

AGENDA

1. **AWARD OF CONTRACT - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) OWNER-
OCCUPIED HOUSING REHABILITATION SERVICES**



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Grants & Community Development

ITEM: **AWARD OF CONTRACT - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) OWNER-OCCUPIED HOUSING REHABILITATION SERVICES**

Consider for recommendation to the Board of Commissioners award of a contract to Community Grants, Planning, & Housing (CGP&H) in an amount not to exceed \$150,000 for owner-occupied housing rehabilitation services as part of the Township's Community Development Block Grant (CDBG) program.

PUBLIC COMMENT

ATTACHMENT(S):

[Rehab Consultant Issue Briefing 12-05-2025.docx](#)

TOWNSHIP OF LOWER MERION

Grants & Community Development Committee

Issue Briefing

Topic: Community Development Block Grant (CDBG) Owner-Occupied Housing Rehabilitation Services Contract

Prepared By: Emily Crane, Community Development Technician
Brandon Ford, Assistant Township Manager

Date: December 5, 2025

I. Action To Be Considered By The Board:

Approve award of a contract to Community Grants, Planning, & Housing (CGP&H) for owner-occupied housing rehabilitation services as part of the Township's Community Development Block Grant (CDBG) program.

II. Why This Issue Requires Board Consideration:

Board approval is required for award of a contract of this type.

III. Current Policy Or Practice (If Applicable):

The Township's Community Development Technician currently administers the CDBG Owner-Occupied Housing Rehabilitation Program, including but not limited to application intake and review, contractor selection, project inspections, and processing payments to contractors. The Housing Rehabilitation Program is part of the Township's larger federally-funded CDBG program.

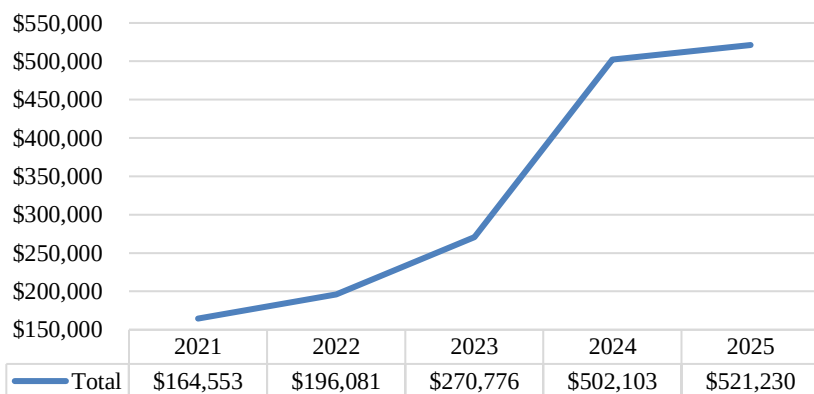
IV. Other Relevant Background Information:

Lower Merion Township is identified as an entitlement community under the U.S. Department of Housing and Urban Development (HUD)'s CDBG program. An entitlement community is defined as a municipality (city or metropolitan area) with a population of 50,000 persons or more, which receives an annual allocation of CDBG funds directly from HUD. The Township administers an Owner-Occupied Housing Rehabilitation Program through its annual CDBG allocation to assist income-eligible homeowners in addressing health, safety, and code deficiencies in their primary residences. The program provides financial assistance, typically in the form of grants or deferred-payment loans, to owners of single-family or two-family dwellings whose household incomes fall within HUD's low- and moderate-income limits.

Eligible rehabilitation work includes structural, electrical, plumbing, mechanical, and fire-safety repairs, as well as required mitigation of lead-based paint and other environmental hazards identified during inspection. The Township's Community Development Technician oversees all aspects of program administration, including eligibility review, property inspections, preparation of work specifications, contractor coordination, and compliance with federal program

requirements. The program plays an important role in maintaining safe, habitable, and affordable housing for vulnerable residents and in preserving the Township's aging housing stock. Historically, the Owner-Occupied Housing Rehabilitation Program has represented the largest single line expenditure in the Township's CDBG Budget. Of the \$1 million in federal CDBG funds received, approximately \$250,000-\$300,000 (25-30%) is allocated towards the program on an annual basis. Over the past five years (2021-2025), a total of thirty-four (34) homes have been rehabilitated at a cost of \$1.65M in federal CDBG funds (inclusive of reallocations of funds into the program). There is currently \$550,000 in unspent funds allocated towards the rehabilitation program with roughly 10-20 homes on the program's waitlist at any given time.

Lower Merion Township
CDBG Housing Rehabilitation Annual Cost
(2021-2025)



One of the priorities of the Board of Commissioners is to explore and potentially expand the Township's efforts to preserve existing affordable housing in the community. Referred to as Naturally Occurring Affordable Housing (NOAH), the Township's CDBG Housing Rehabilitation Program directly ties to the preservation of NOAHs by providing funding to assist existing homeowners in addressing costly and often essential home repairs. The program helps stabilize older housing stock, extend the useful life of modestly priced homes, and reduce the financial pressure that can push low- and moderate-income owners out of the community. This preservation effect helps maintain a pipeline of naturally occurring affordable units in areas where market pressures might otherwise erode them.

The proposed recommendation to contract with a third party to provide certain aspects of the Township's CDBG Housing Rehabilitation Program is intended to improve the efficiency of the program as well as increase both the number of households served and the speed at which they are rehabilitated. Running the rehabilitation program is currently done completely in-house by Lower Merion's Community Development Specialist, who is also responsible for administering all the other Township CDBG programs (i.e. affordable home purchasing, public services funding, fair housing efforts, ADA curb-cut improvements, etc). Although the rehabilitation program constitutes 20-30% of the Township's CDBG Budget, it requires the largest percentage of staff time (roughly 70-80%).

As stated earlier, this is a time and effort intensive program because a single full-time staff member is presently responsible for all aspects of the program (e.g. eligibility review, property inspections, preparation of work specifications, contractor coordination, and compliance with federal program

requirements, etc.). The proposed contract would result in the recommended third-party housing rehabilitation services provider taking over the most laborious, in-the-field portions of the rehabilitation program, namely the coordination of contractors, preparation of work specifications, and inspections. Township staff would still retain administration of the overall program and would still be responsible on the front-end of the process by continuing to handle the initial intake of applications, eligibility review, and regulation compliance.

In October 2025, the Township advertised and issued a Request for Proposals (RFP) inviting experienced firms to submit proposals. A total of four proposals were received and reviewed by a panel of Township staff. The firm CGP&H submitted the proposal that is being recommended to the Board. Founded in 1993, CGP&H is a full-service affordable housing implementation company with a team of 40+ that includes professional planners, COAH certified housing specialists, licensed building inspectors, lead testers, and knowledgeable support staff. The firm also currently provides CDBG housing rehabilitation services to over 50 clients through New Jersey and Pennsylvania, including Abington Township, the Municipality of Norristown, and Montgomery County. If awarded, the contract period would be for one year with the possibility of two single year extensions.

Given that the work incurred by this recommended contract would be a CDBG related expense, all costs would be attributed to the Township's CDBG Budget. The anticipated impact on the CDBG Budget would vary since the cost would be correlated with the number of rehabilitation projects and scope of the rehabilitation needed. Based on historical experience, staff anticipates approximately \$100,000-\$150,000 in CDBG expenses over the course of the one-year contract. Although the estimated cost of contracting with CGP&H would constitute a significant amount of the annual allocation to the CDBG Housing Rehabilitation program, there is currently a significant unspent amount (\$550,000) in the current CDBG Budget that Township staff will be unlikely to spend before the next CDBG Budget cycle, and more CDBG funds are allocated to the program, due to operational capacity. Additionally, a supplementary benefit of proposed contract is that Township staff would be able to dedicate more time and resources to pursue Pennsylvania HOME funds to secure additional dollars for the rehabilitation program. Every other nearby entitlement community annually seeks and secures HOME funds totaling approximately \$250,000-300,000 in additional revenue for their housing rehabilitation program. Township staff is confident in their ability to pursue and secure these funds and expand the Township's housing rehabilitation program.

V. Impact On Township Finances:

There would be no financial impact on Township finances as the cost of providing these services would be funded by the Township's federal CDBG Budget.

VI. Staff Recommendation:

Staff recommends the Board of Commissioners approve the award of a contract for CDBG Owner-Occupied Housing Rehabilitation Services to CGP&H.