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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	USDA-RD-HCFP-HPG-2024
Opportunity Title:	Rural Housing Preservation Grant
Opportunity Package ID:	PKG00287038
CFDA Number:	10.433
CFDA Description:	Rural Housing Preservation Grants
Competition ID:	
Competition Title:	
Opening Date:	06/14/2024
Closing Date:	07/29/2024
Agency:	Rural Housing Service
Contact Information:	Mandy Couture Finance and Loan Analyst E-mail: mandy.couture@usda.gov Phone: 5154182188

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01381837
Application Filing Name:	Redevelopment Authority of the City of Erie
UEI:	TLBLH773JNQ9
Organization:	REDEVELOPMENT AUTHORITY O
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Jul 12, 2024 09:48:22 AM EDT
Form State:	No Errors

FORM ACTIONS:

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

TLBLH773JNQ9

5a. Federal Entity Identifier:

TLBLH773JNQ9

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

PA

8. APPLICANT INFORMATION:

* a. Legal Name:

THE REDEVELOPMENT AUTHORITY OF THE CITY OF ERIE

* b. Employer/Taxpayer Identification Number (EIN/TIN):

25-6009029

* c. UEI:

TLBLH773JNQ9

d. Address:

* Street1:

626 State Street

Street2:

Room 107

* City:

ERIE

County/Parish:

PA

* State:

PA: Pennsylvania

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

16501-1128

e. Organizational Unit:

Department Name:

Intake

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Aaron

Middle Name:

J

* Last Name:

Snippert

Suffix:

Title:

Executive Director

Organizational Affiliation:

The Redevelopment Authority of the City of Erie

* Telephone Number:

8148701540

Fax Number:

814-870-1331

* Email:

asnippert@redeveloperie.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

Quasi-Governmental

*** 10. Name of Federal Agency:**

Rural Housing Service

11. Catalog of Federal Domestic Assistance Number:

10.433

CFDA Title:

Rural Housing Preservation Grants

*** 12. Funding Opportunity Number:**

USDA-RD-HCFP-HPG-2024

* Title:

Rural Housing Preservation Grant

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Areas eligible for the Rural Housing Preser

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Rural Home Assistance Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: PA-016

* b. Program/Project: PA-016

Attach an additional list of Program/Project Congressional Districts if needed.

Areas eligible for the Rural Housing Prese

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 11/01/2024

* b. End Date: 09/01/2026

18. Estimated Funding (\$):

* a. Federal	204,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	132,867.83
* f. Program Income	0.00
* g. TOTAL	336,867.83

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. * First Name: Aaron
Middle Name: J
* Last Name: Snippert
Suffix:

* Title: Executive Director

* Telephone Number: 8148701540 Fax Number: 814-870-1331

* Email: asnippert@redeveloperie.org

* Signature of Authorized Representative: Completed by Grants.gov upon submission. * Date Signed: Completed by Grants.gov upon submission.

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Workspace ID:	WS01381837
Application Filing Name:	Redevelopment Authority of the City of Erie
UEI:	TLBLH773JNQ9
Organization:	REDEVELOPMENT AUTHORITY O
Form Name:	Budget Information for Non-Construction Programs (SF-424A)
Form Version:	1.0
Requirement:	Mandatory
Download Date/Time:	Jul 12, 2024 10:12:20 AM EDT
Form State:	No Errors

FORM ACTIONS:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Rural Housing Preservation Grant		\$ 204,000.00	\$	\$ 204,000.00	\$ 132,867.83	\$ 336,867.83
2.						
3.						
4.						
5. Totals		\$ 204,000.00	\$	\$ 204,000.00	\$ 132,867.83	\$ 336,867.83

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Rural Housing Preservation Grant	(2) N/A	(3) N/A	(4) N/A	
a. Personnel	\$ 4,378.92	\$ 4,378.92	\$ 4,378.92	\$ 4,378.92	\$ 17,515.68
b. Fringe Benefits	950.97	950.97	950.96	950.98	3,803.88
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction		57,800.00	57,800.00	57,800.00	173,400.00
h. Other	2,320.11	2,320.11	2,320.11	2,320.11	9,280.44
i. Total Direct Charges (sum of 6a-6h)	7,650.00	65,450.00	65,449.99	65,450.01	\$ 204,000.00
j. Indirect Charges	33,216.96	33,216.96	33,216.95	33,216.96	\$ 132,867.83
k. TOTALS (sum of 6i and 6j)	\$ 40,866.96	\$ 98,666.96	\$ 98,666.94	\$ 98,666.97	\$ 336,867.83
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Rural Housing Preservation Grant	\$ 0.00	\$ 0.00	\$ 132,867.83	\$ 132,867.83	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 132,867.83	\$ 132,867.83	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 204,000.00	\$ 51,000.00	\$ 51,000.00	\$ 51,000.00	\$ 51,000.00
14. Non-Federal	\$ 132,867.83	\$ 33,216.95	\$ 33,216.96	\$ 33,216.96	\$ 33,216.96
15. TOTAL (sum of lines 13 and 14)	\$ 336,867.83	\$ 84,216.95	\$ 84,216.96	\$ 84,216.96	\$ 84,216.96
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Rural Housing Preservation Grant	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					



STATEMENT OF ACTIVITIES-TEMPLATE

The preapplication must include a statement of activities proposed by the applicant for its HPG program as appropriate to the type of assistance the applicant is proposing. The statement of activities must be published for public comment in a print or online newspaper and allow at least 15 days for public comment. The start of the 15-day period must occur no later than 16 days prior to the last day for acceptance of the preapplications by Rural Development, see § 1944.674. The statement of activities should include § 1944.676(b)(1) paragraphs (i) through (xvii):

(i) A complete discussion of the type of and conditions for financial assistance for housing preservation, including whether the request for assistance is for a homeowner assistance program, a rental property assistance program, or a cooperative assistance program. The first step for an interested resident would be to complete an application that would verify who lives in the home, any assets (cash) the resident may have, as well as income verification to make certain that they fall into the very low- or low-income bracket. However, we will utilize the 80% AMI that is observed for our other programs. It's our endeavor to focus on the homeowners in the area, rather than splitting resources between both homeowners and landlords. All renovations, and rehab projects would be done at no cost to the homeowner.

Funding received from the USDA Rural Housing Grant Program would be used to fund a homeowner assistance housing rehabilitation program executed by the Redevelopment Authority of the City of Erie (RACE). The RACE will directly pay qualified contractors for work completed on approved dwellings. Homeowners may be responsible for administrative costs, not to exceed \$150.

Eligible properties are located in Erie County and in municipalities identified as "rural" by the USDA Income and Eligibility Site's Property Eligibility Map (Eligibility 2024). Approved applicants will be at or below 80% AMI for Erie County (low-income), with a specific focus on approving applications for households at or below 50% AMI (very-low income) (FY 2024 2024).

Eligible properties must be in a condition that is agreeable to housing rehabilitation work. The structural integrity of the property must permit that work which is completed increases the longevity of the dwelling overall. Dwellings found to be structurally unsound, unsafe, or unhealthy for our staff and contractors to enter and/or perform work will not be considered for funding. The intention of the program is to rehabilitate residential dwellings by replacing or repairing windows, roofs, siding, plumbing, furnaces, etc. to increase the health and safety of the residence.

(ii) The process for selecting recipients for HPG assistance, determining housing preservation needs of the dwelling, performing the necessary work, and monitoring/inspecting work performed.

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While we would love to help all homeowners with all of the repairs that they need, we will cap it at \$24,999. The homeowner will absolutely have input on what work is done, however the housing inspector will have the final say on what is completed first to ensure the integrity of the home. Our inspectors have a combined fifty years' experience in construction and sound housing practices.

Potential Housing Preservation Grant program participants will:

- a) Submit a complete application, including all supporting documents in accordance with HUD standards. Approved applicants will update these required documents as needed in accordance with HUD standards.
 - a. A complete application includes (1) A copy of the property deed, (2) Paid property tax receipts for the past year, (3) Proof of income and assets for all household members over the previous 6 months OR an equivalent affidavit, (6) Proof of current homeowner's insurance, (7) Completed employment verification forms for each employed household member, (8) Program authorization forms, (9) Verification of assets forms for each adult household member OR an equivalent affidavit, (10) A current mortgage statement, (11) Proof that utilities are current, and (12) Identification for all household members, including birth certificates, social security cards, and government issued photo identification.
- b) Meet the income requirements of 80% AMI or less per household annually conducted in accordance with federal regulations (24 CFR Part 5).
- c) Own and occupy a property that is located in Erie County and in any municipality identified as "rural" by the USDA Income and Eligibility Site's Property Eligibility Map.

Applicants may be denied funding due to:

- a) Receiving an annual total household income of more than 80% AMI.
- b) Unpaid or delinquent mortgage, utility, or tax bills.
- c) Residence being located outside of the funding area.
- d) Determined non-feasibility of project by qualified inspectors.
- e) Lack of homeowner's insurance.

real insured, (c) performing a site-specific environmental review, including floodplain determination, and (d) an initial property review to confirm that the property is in reasonable condition and can be properly rehabilitated within the program's restrictions.

Applicants who meet this criterion will be considered for participation in RACE programs funded by USDA HPG funding until funding has been exhausted. Priority will be assigned in the order of which eligible applications are received, unless a particular prioritization scheme is required by the funding source.

Once eligibility has been confirmed, the Authority's inspector will arrange an appointment with the applicant(s) to conduct an initial on-site inspection of the property. When required, a lead-based paint risk assessment will be performed at the same time. The property will be evaluated in accordance with any local building codes (or in the absence of local building codes, HUD's Housing Quality Standards) and the Pennsylvania DCED Housing Rehabilitation Guidebook. Information gathered during this inspection will be utilized to determine eligible construction/rehabilitation activities.

This inspection will be followed with the preparation of a preliminary work write-up and cost estimate. If estimated costs exceed the allocated funding, the Authority may consider reducing the overall scope of work to eliminate work items that are not a clear threat to health and safety. In some cases, the required rehabilitation work may exceed the scope and available funding of the program; the property owner will be notified and the home will be ineligible to receive assistance through the program.

If the project is deemed feasible, the work scope and cost estimate will be reviewed with the property owners and a schedule for bidding and contract award will be developed.

Upon 100% completion of the contracted work on a unit, the contractor submits a bill for payment to RACE, along with a signed statement from the owner that the work was completed to their satisfaction. (In limited instances, the contractor may request and be approved for interim payments. In these situations, a 10% retainage will be withheld until final completion.) After receipt of these documents, the inspector performs a final inspection and if satisfied signs the "Authorization for Payment." If deficiencies are discovered, the contractor is notified in writing along with a specified number of days to complete the repairs and a return inspection is conducted.

In cases where there is a conflict between the homeowner and contractor and after the homeowner and the contractor have made a good faith effort to resolve the dispute, RACE will make a final determination as to whether the contractor has met specifications. (RACE will investigate the nature of the complaint, gather details and arbitrate as necessary.) If the homeowner does not agree at this stage, then the contract provides for pursuit of formal mediation.

When the contract is complete, a Contractor Certificate of Release form is signed which includes releases from subcontractors, liens and suppliers. A signed statement is obtained from the contractors with relevant information pertaining to warranty periods, certification that the contractor has explained warranties, supplied original documents to support warranties, mailed notifications to the manufacturer that their product has been installed, and contractor contact information. The original document is retained by RACE and a copy is provided to the homeowner. The contractor provides the homeowner with a written one-year warranty on the workmanship and a two-year warranty on roof workmanship.

(iii) The process for identifying potential environmental impacts, see § 1944.672 and historical places please see RD Instruction 2000-FF, available in any Rural Development Office.

Every potential Approved Project receives a site-specific environmental review by a qualified RACE inspector. Additionally, a FEMA Floodplain Determination is administered for review and consideration. Each potential Approved Project requires an Approved SHPO determination before the initial inspection is conducted.

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(iv) The development standard(s) the applicant will use for the housing preservation work; and, if not the Rural Development standards for

~~the State of Pennsylvania~~ The evidence of its acceptance by the jurisdiction where the grant will be implemented.

The property will be evaluated in accordance with any local building codes (or in the absence of local building codes, HUD's Housing Quality Standards) and the Pennsylvania DCED Housing Rehabilitation Guidebook. Information gathered during this inspection will be utilized to determine eligible construction/rehabilitation activities. The RACE has previously utilized these standards to execute numerous successful housing rehabilitation programs in Erie County, Pennsylvania that have been supported by Code Enforcement of the City of Erie, City of Erie Government, and the Erie County Government.

(v) The time schedule for completing the program.

Under the grant guidelines we are required to wrap up within 24 months and we are confident in our ability to comply with that. The RACE will close out the HPG funded program within 24 months of reception of funding.

(vi) The staffing required to complete the program.

Staff needed to effectively carry out this program will include the Director of Program Administration, Housing Rehab Manager, Housing Inspector, Risk Assessor, Executive Assistant, and the Director of Finance and Administration. We hope to complete 7 projects and the staffing for each project would be 87 hours by 6 different staff members, totaling \$3,045.65. Multiply that by the seven projects and you have a grand total of \$21,319.55 for staffing and fringe benefits.

(vii) The estimated number of very low- and low-income minority and nonminority persons the grantee will assist with HPG funds; and, if a rental property or cooperative assistance program, the number of units and the term of restrictive covenants on their use for very low- and low-income.

In Erie County, where 80% AMI for a 1-person household is \$45,100, 7.4% of households receive less than \$10,000 income annually, 15% receive \$10,000-24,999, and 8.1% of households receive between \$25,000 and \$34,999 annually (Census Bureau Tables 2022). Estimates indicate that approximately 16.5% of Erie County residents are impoverished (Poverty Rates 2023). Many homeowners applying for our programs note that their household bills are behind due to financial stress. Of those households in Erie County receiving less than \$20,000 annually, approximately 88.4% of households spent 30% or more of their monthly income on household expenses (Financial Characteristics 2022). As 29.2% of African Americans and 22.5% of Hispanic/Latino residents in Erie County live in poverty. Overall, Erie County is 86.5% White. (Quickfacts 2023). Our goal is a corresponding percentage of minority low-income residents receiving assistance under this program.

(viii) The geographical area(s) to be served by the HPG program.

Funding allocated to RACE by the USDA for a Rural Housing Grant Program would serve rural municipalities in Erie County as identified by USDA (*Municipalities in PA 2023*). These include:

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Albion Borough	Girard Borough	Springfield
Amity Township	Girard Township	Township Summit
Concord Township	Greene Township	Township Union City
Conneaut Township	Greenfield Township	Borough Union
Corry City	LeBoeuf Township	Township Venango
Cranesville	McKean Borough	Township Washington
Borough Edinboro	McKean Township	Township Waterford
Borough Elgin	Mill Village	Borough Waterford
Borough	Borough North East	Township Wattsburg
Elk Creek Township	Borough North East	Borough Wayne
Fairview Township	Township Platea	Township
Franklin Township	Borough	

(ix) The annual estimated budget for the program period based on the financial needs to accomplish the objectives outlined in the proposal. The budget should include proposed direct and indirect administrative costs; such as personnel, fringe benefits, travel, equipment, supplies, contracts, and other cost categories, detailing those costs for which the grantee proposes to use the HPG grant separately from non-HPG resources, if any. The applicant budget should also include a schedule (with amounts) of how the applicant proposes to draw HPG grant funds, i.e., monthly, quarterly, lump sum for program activities, etc.

(x) A copy of an indirect cost proposal when the applicant has another source of Federal funding in addition to the Rural Development HPG program.

(xi) A brief description of the accounting system to be used.

Once a project is finished and the work has been verified by our inspector to be complete and correctly done, the project is then moved on to our finance team who will pay the contractor directly.

Currently, our finance team is using Intuit QuickBooks, but will be transferring over to Blackbaud in the next three months. However, the effects of this will be strictly internal.

(xii) The method of evaluation to be used by the applicant to determine the effectiveness of its program which encompasses the requirements for quarterly reports to Rural Development in accordance with 7 CFR 1944.683(b) and the monitoring plan for rental properties and cooperatives (when applicable) according to 7 CFR 1944.689;

The Authority would track this project the same we track all of our projects, through spreadsheets and quarterly reporting to ensure compliance of the grant from award to completion.

Rental properties are not applicable because they are not listed within our program guidelines.

(xiii) The source and estimated amount of other financial resources to be obtained and used by the applicant for both HPG activities and housing development and/or supporting activities.

The Authority operated several programs throughout the same locations that this funding would encompass. Our LHRD program the state lead program and the Whole Home program would add leverage and work in coordination with HPG funding.

(xiv) The use of program income; if any, and the tracking system used for monitoring same.
There will no program income. As with most of our programs this will be run at no cost to the homeowner.

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(Added 07-11-22, SPECIAL PN)

(xv) The applicant's plan for disposition of any security instruments held by them as a result of its HPG activities in the event of its loss of legal status.

The Authority was created under the Urban Redevelopment Law of 1945, so the Authority will not lose its legal status.

(xvi) Any other information necessary to explain the proposed HPG program.

The program, by design of both the USDA and The Redevelopment Authority of the City of Erie, is to ensure the preservation and safety of the home and in turn the rural areas of our Erie County. It's important to step and help those families that fall within what is considered low income, because without assistance their homes could potentially fall into such poor disrepair that they become inhabitable. This is an issue that the Authority is uniquely qualified to handle. The goal of quality of housing is more than just a sideline of our organization it is literally our entire endeavor, one that we've been effectively executing for nearly 70 years.

(xvii) The outreach efforts outlined in 7 CFR 1944.671(b).

The Authority utilizes its outreach efforts to reach all eligible applicants in all areas of our footprint. This is including but not limited to community meetings, fairs and events, social media updates and media spotlights. If awarded the funds, the Authority will make the same efforts to reach the residents that need the funds in the rural areas of Erie County.

References

- Eligibility*. United States Department of Agriculture Rural Development. (2024a). <https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfpd>
- Municipalities in PA*. PA Department of Community & Economic Development. (2023, November 2). <https://dced.pa.gov/local-government/municipal-statistics/municipalities/>
- US Department of Housing and Urban Development. (2024). *FY 2024 income limits documentation system*. FY 2024 Income Limits Documentation System -- Summary for Erie County, Pennsylvania. https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?STATES=42.0&INPUTNAME=METRO21500M21500%2A4204999999%2BErie%2BCounty&statelist=&stname=Pennsylvania&wherefrom=%24wherefrom%24&statefp=42&year=2024&ne_flag=&election_type=county&incpath=%24incpath%24&data=2024&SubmitButton=View%2BCounty%2BCalculations
- Municipalities in PA*. PA Department of Community & Economic Development. (2023, November 2). <https://dced.pa.gov/local-government/municipal-statistics/municipalities/>
- Census Bureau Tables - Income in the Past 12 Months*. (2022). The United States Census Bureau. https://data.census.gov/table?t=Income+and+Poverty&g=040XX00US42_050XX00US42049_160XX00US4200628%2C4216296%2C4216960%2C4222608%2C4222960%2C4224856%2C4229232%2C4240960%2C4246216%2C4249936%2C4254952%2C4261168%2C4278448%2C4281456%2C4281648
- Financial Characteristics*. United States Census Bureau. (2022). <https://data.census.gov/table/ACSST1Y2022.S2503?q=housing&g=050XX00US42049040XX00US42>
- Poverty Rates in Erie and Erie County*. UnitedWayErie.org. (2023). <https://www.unitedwayerie.org/assets/Poverty-Stats-for-Erie-County-2019.pdf>
- Quickfacts: Erie County, Pennsylvania*. United States Census Bureau . (2023). <https://www.census.gov/quickfacts/fact/table/eriecountypennsylvania/PST045222>