



MEMORANDUM

TO: Fayette County Non-Entitlement Municipalities and Other Interested Agencies

FROM: Andrew French, RACF Executive Director

DATE: July 23, 2018

SUBJECT: Fayette County FY 2018 CDBG Program

The purpose of this memorandum is to advise local municipalities and other interested agencies that the County of Fayette is accepting proposals from local units of government for projects to be carried out with FY 2018 Community Development Block Grant (CDBG) funds. All proposals must be received by the Redevelopment Authority of the County of Fayette (RACF) at the address below no later than **4:00 p.m., Friday, August 17, 2018**.

The amount of CDBG funds available for projects for 2018 will be approximately **\$175,000**. While all eligible proposals for funding will be considered, in order to maximize the impact of the County's entitlement CDBG grant, priority will be given to project proposals which involve substantial leveraging of non-CDBG funds. All projects proposed should be planned in sufficient detail so that implementation may occur immediately following approval of the County's CDBG Application by DCED. Due to their extensive review and contracting process, it is anticipated 2018 CDBG funds will become available from DCED in the first quarter of 2019.

Any projects proposed must meet all Federal and State CDBG regulations and requirements, as well as the thresholds established by the County, which are identified below:

- While a variety of different projects are eligible under the CDBG Program, priority will be given to projects which involve infrastructure improvements (water, sanitary sewer, and storm sewer), demolition, and recreation improvements.
- Payment of professional services is not a priority of the County's CDBG Program. Therefore, municipalities should identify in their proposals other local, state, or federal funds which may be utilized to pay for engineering and / or architectural costs.
- More than 51% of the persons served by the project must be considered low or moderate income, or the project must result in the prevention or elimination of slums and blight. Income eligibility may be determined on an area basis or may be verified using the attached *Survey Form*.

- If selected for CDBG funding, purchasing and contracting must be made through the Redevelopment Authority in order to insure compliance with applicable procurement regulations and other local, state, and federal requirements, including Federally established Davis-Bacon prevailing wage rates.
- The attached *Project Request Form* must be returned to the Authority at the above address no later than **4:00 p.m., Friday, August 17, 2018**. With the *Project Request Form*, the following must be included:
 - A clear **description** of the project and a firm cost estimate.
 - A municipal **map** which illustrates the precise location and service area of the project.
 - **Pictures** of the project site or area.
 - If the CDBG funds requested are to provide the local matching share of another grant, please submit with your *Project Request Form* a copy of the application / pre-application / letter of intent that has been or will be submitted for the other grant.

Following the submission deadline, all project proposals received will be reviewed by Redevelopment Authority staff, which will make preliminary funding selections. If your municipality's project is selected, you may be required to conduct a survey (utilizing the attached *Survey Form*) to verify that 51% of the persons which will benefit from the project are low to moderate income. In addition, the governing body may be required to adopt a resolution approving the request. If required, both the surveys and resolution must be completed and presented to the Authority in a timely fashion so as not to delay submission of the County's application for CDBG funds to DCED.

Final approval of all project applications will take place by the County Commissioners following a public hearing on the County's FY 2018 CDBG Program. Following approval of the County's FY 2018 CDBG Program by the County Commissioners, the application will be submitted to DCED.

In addition to the County's CDBG Program, DCED also makes CDBG funds available through the State's Competitive CDBG Program. This competitive program provides up to \$750,000 in CDBG funding for larger water and sanitary sewer system improvement projects. As in the past, the Redevelopment Authority is available to work in partnership with municipalities to sponsor submission of Competitive CDBG Applications. This includes preparing and submitting Competitive CDBG Applications to DCED on behalf of municipalities and providing administrative services for projects which receive Competitive CDBG funding. If your municipality is planning on requesting Competitive CDBG funds from DCED, please notify the Redevelopment Authority as soon as possible.

Redevelopment Authority staff is always available to meet with municipalities and other interested organizations which would like to further discuss CDBG requirements or potential projects. If you have any questions or require assistance preparing the *Project Request Form*, please do not hesitate to contact me at 724-437-1547 ext. 210 or afrench@racfpa.org. You may also contact Brenda Girod, at 724-437-1547 ext. 208 or bgirod@racfpa.org.

Enclosures.



**REDEVELOPMENT AUTHORITY
of the
COUNTY OF FAYETTE, PENNSYLVANIA**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
NON-ENTITLEMENT PROJECT REQUEST FORM**

RACF STAFF USE ONLY:

D-O-R: _____

S-P: _____

INSTRUCTIONS: Send completed applications to: Fayette County Redevelopment Authority
86 West Main Street
Uniontown, Pennsylvania 15401

For assistance, contact: Andrew French, Executive Director
724-437-1547 ext. 210
afrench@racfpa.org

Applications Due Date: **By 4:00 P.M., Friday, August 17, 2018**

SECTION I: GENERAL INFORMATION

Municipality: _____	Contact Person: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____
Fax: _____	Solicitor: _____
E-Mail: _____	Telephone: _____
Regular Meeting Date and Time: _____	

SECTION II: PROJECT INFORMATION

Has an Engineer / Architect been selected: Yes _____ No _____

If Yes: Name: _____

Address: _____

Telephone: _____

No. of Households to be Served by Project: _____

Location and Description of Project (attach project map and any other supporting documentation)

SECTION III: ESTIMATED PROJECT BUDGET AND SCHEDULE

Total Estimated Project Cost: \$ _____	Estimated Project Schedule:
CDBG Funds Requested: \$ _____	
Non-CDBG Funds Available \$ _____	
Identify Source: _____	

NOTE: For infrastructure and construction related projects, attach engineer / architect report, specific cost estimates, maps, plans, and applications for other grants. The service area must indicate the location of all households which will be served by the project.

All projects must principally benefit low and moderate income persons. DO NOT submit a proposal for an activity unless it is reasonably certain that at least 51% of the households affected by the project have incomes below the 80% of the Areas Median Income Limit (as indicated on the attached *Survey Form*). If this proposal is accepted for further consideration, you may be required to conduct a survey of households to verify low and moderate income benefit. If necessary, the Redevelopment Authority will provide technical assistance on conducting all income surveys.

CERTIFICATION AND SUBMITTAL AUTHORIZATION

I HEREBY CERTIFY THAT THE INFORMATION SUBMITTED WITH THIS PROJECT REQUEST FORM IS TRUE AND CORRECT. IF THIS PROJECT IS ACCEPTED FOR FURTHER CONSIDERATION, OUR GOVERNING BODY WILL CONSIDER ADOPTION OF A RESOLUTION APPROVING THE PROJECT AT OUR NEXT REGULARLY SCHEDULED MEETING.

Date

President of Council or Township Chairperson