



# MEMORANDUM

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

**FROM:** Andrew French, RACF Executive Director

**DATE:** June 13, 2017

**SUBJECT:** Fayette County FY 2017 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 2017 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, July 28, 2017**.

The amount of CDBG funds available for projects for 2017 will be approximately **\$165,000**. 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 2017 CDBG funds will become available from DCED in the first quarter of 2018.

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, July 28, 2017**. 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.
  - 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 2017 CDBG Program. Following approval of the County's FY 2017 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.

In order to obtain citizen input on community development needs, the Redevelopment Authority will conduct a public hearing on **Monday, June 26, 2017 at 10:00 a.m.** Enclosed is a public notice with additional information on the hearing. In order to inform the general public, please post this notice in your municipal building.

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.

Enclosures.

**NOTICE OF INITIAL PUBLIC HEARING  
FAYETTE COUNTY, PENNSYLVANIA  
FY2017 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Notice is hereby given that a public hearing to obtain the views and comments of citizens on community development needs will be held at the Fayette County Redevelopment Authority (86 West Main Street, Uniontown, PA) on Monday, June 26, 2017 at 10:00 a.m. This location is accessible to persons with disabilities. Every effort will be made to provide the needed materials to all residents, including LEP persons, as needed.

The hearing will include a discussion of the County's past and future uses of CDBG funds in nonentitlement communities. CDBG funds are provided to the County from the Pennsylvania Department of Community and Economic Development (DCED) and may be utilized for a variety of community development and housing activities, which primarily benefit low and moderate income persons. The County's FY2017 CDBG allocation for use in nonentitlement communities is anticipated to be approximately \$165,000. It is the stated policy of the County to avoid activities which result in displacement. In the unlikely event any activity funded by the CDBG program results in displacement, it is the responsibility of the County and / or local municipality to provide relocation assistance.

All interested agencies, groups and persons wishing to comment on the County's community development needs and use of CDBG funds may submit written remarks to the attention of Andrew French, Executive Director, Fayette County Redevelopment Authority (86 West Main Street, Uniontown, PA 15401).



**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](mailto:afrench@racfpa.org)

Applications Due Date: **By 4:00 P.M., Friday, July 28, 2017**

**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



**REDEVELOPMENT AUTHORITY OF THE COUNTY OF FAYETTE, PENNSYLVANIA**  
**Community Development Block Grant (CDBG) Program**  
**Survey Form**

A project funded at least in part by a Community Development Block Grant from the Federal Government is being considered for your area. In order to determine if it is eligible, a survey of family size and income must be conducted. Please help by answering the simple questions on this survey form. Your answers will be confidential.

A FAMILY is defined as a group of persons living in the same housing unit (house, mobile home, apartment) who are related to each other by blood, marriage or adoption. If only one person lives in the housing unit, that person is considered a FAMILY for purposes of this survey. If, by this definition, more than one family lives in this housing unit, a separate survey is needed for each such family.

How many families, as defined above, live in this housing unit? \_\_\_\_\_

**EACH FAMILY SHOULD NOW CONTINUE ON A SEPARATE SURVEY FORM**

Check (X) the  beside the number of persons in your family. Then, in the box beside that number, check (X) to show whether the total income of all members of the family is MORE than the dollar amount, or LESS than the dollar amount shown for that size family. Please complete all sections, then sign and date the form.

<input type="checkbox"/>	1 Person	Family Income <b>MORE</b> than \$40,700	<input type="checkbox"/>
		Family Income <b>LESS</b> than \$40,700	<input type="checkbox"/>
<input type="checkbox"/>	2 Persons	Family Income <b>MORE</b> than \$46,500	<input type="checkbox"/>
		Family Income <b>LESS</b> than \$46,500	<input type="checkbox"/>
<input type="checkbox"/>	3 Persons	Family Income <b>MORE</b> than \$52,300	<input type="checkbox"/>
		Family Income <b>LESS</b> than \$52,300	<input type="checkbox"/>
<input type="checkbox"/>	4 Persons	Family Income <b>MORE</b> than \$58,100	<input type="checkbox"/>
		Family Income <b>LESS</b> than \$58,100	<input type="checkbox"/>
<input type="checkbox"/>	5 Persons	Family Income <b>MORE</b> than \$62,750	<input type="checkbox"/>
		Family Income <b>LESS</b> than \$62,750	<input type="checkbox"/>
<input type="checkbox"/>	6 Persons	Family Income <b>MORE</b> than \$67,400	<input type="checkbox"/>
		Family Income <b>LESS</b> than \$67,400	<input type="checkbox"/>
<input type="checkbox"/>	7 Persons	Family Income <b>MORE</b> than \$72,050	<input type="checkbox"/>
		Family Income <b>LESS</b> than \$72,050	<input type="checkbox"/>
<input type="checkbox"/>	8 Persons	Family Income <b>MORE</b> than \$76,700	<input type="checkbox"/>
		Family Income <b>LESS</b> than \$76,700	<input type="checkbox"/>

Also, please answer these questions regarding the characteristics of the family:
Is the head of household a female? Yes <input type="checkbox"/> No <input type="checkbox"/>
Race (select one or more): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
Ethnicity (select only one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Does any family member have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you own <input type="checkbox"/> or rent <input type="checkbox"/> your residence?

<b>Please Print:</b>
Name: _____
Address: _____ _____ _____ (____) _____
<b>For Authority Use Only:</b>
District                  Map                  Parcel

Note: "Any false statement made knowingly and willfully may subject the signer to penalties under Sections 1001 and 1010 of Title 18 of the United States Code."	
Family Member Signature	Date
Interviewer Signature	

Updated 06-13-2017

