



MEMORANDUM

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

FROM: Andrew French, RACF Executive Director

DATE: July 2, 2019

SUBJECT: Fayette County FY 2019 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 16, 2019**.

The amount of CDBG funds available for projects for 2019 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 2019 CDBG funds will become available from DCED in the first quarter of 2020.

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 16, 2019**. 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 2019 CDBG Program. Following approval of the County's FY 2019 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 \$1,000,000 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 16, 2019**

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, certain family demographic information must be gathered. 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 MORE than \$44,750 | <input type="checkbox"/> |
| | | Family Income LESS than \$44,750 | <input type="checkbox"/> |
| <input type="checkbox"/> | 2 Persons | Family Income MORE than \$51,150 | <input type="checkbox"/> |
| | | Family Income LESS than \$51,150 | <input type="checkbox"/> |
| <input type="checkbox"/> | 3 Persons | Family Income MORE than \$57,550 | <input type="checkbox"/> |
| | | Family Income LESS than \$57,550 | <input type="checkbox"/> |
| <input type="checkbox"/> | 4 Persons | Family Income MORE than \$63,900 | <input type="checkbox"/> |
| | | Family Income LESS than \$63,900 | <input type="checkbox"/> |
| <input type="checkbox"/> | 5 Persons | Family Income MORE than \$69,050 | <input type="checkbox"/> |
| | | Family Income LESS than \$69,050 | <input type="checkbox"/> |
| <input type="checkbox"/> | 6 Persons | Family Income MORE than \$74,150 | <input type="checkbox"/> |
| | | Family Income LESS than \$74,150 | <input type="checkbox"/> |
| <input type="checkbox"/> | 7 Persons | Family Income MORE than \$79,250 | <input type="checkbox"/> |
| | | Family Income LESS than \$79,250 | <input type="checkbox"/> |
| <input type="checkbox"/> | 8 Persons | Family Income MORE than \$84,350 | <input type="checkbox"/> |
| | | Family Income LESS than \$84,350 | <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? | |

| | | |
|----------------------------------|-----|--------|
| Please Print: | | |
| Name: _____ | | |
| Address: _____ _____ _____ | | |
| Phone: (____) _____ | | |
| For Authority Use Only: | | |
| 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 | |

RACF 06/28/2019 - (HUD-06/28/2019)



CDBG Income Survey Do's and Don'ts

| Survey/Questionnaire Perpetration | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Do | Don't |
| <ul style="list-style-type: none"> • Avoid any bias into the survey results by selecting unbiased Interviewers and using unbiased wording. Interviewers and Questionnaire language should be neutral and interviewers should have no vested interest in the project. | <ul style="list-style-type: none"> • Select an interviewer who has a vested interest in the project or use an interview or Questionnaire text/script that will bias the survey results. |
| <ul style="list-style-type: none"> • Review/Update the survey and cover letter annually, being sure the income limits are correct. | <ul style="list-style-type: none"> • Do not just pull an old survey from a file to re-use. Income limits are updated annually. If you are unsure, contact RACF for an updated survey questionnaire. |
| <ul style="list-style-type: none"> • Review the survey Questionnaire and its terms: Family, Household, etc • NOTE: You are measuring <u>FAMILIES</u> | <ul style="list-style-type: none"> • Just jump right into the survey. NOTE: Don't measure <u>HOUSEHOLDS*</u> <i>*There may be more than one Family per Household. See Attached Terms.</i> |
| <ul style="list-style-type: none"> • Kept all information confidential. People are more likely to provide honest answers if their answers are to remain anonymous. • It is recommended that the respondent's name, address, and telephone number appear only on the cover sheet of the questionnaire, and that the Questionnaire be numbered/coded by parcel number if they are uncomfortable. | <ul style="list-style-type: none"> • Don't put the respondent's name, address, and telephone number or any other personal information on the survey if they are uncomfortable. • <i>You can use their parcel number instead.</i> |
| Recommended Binder Items*: | |
| <ul style="list-style-type: none"> • Print out extra surveys in case of mistakes, multiple families per household, etc. | <ul style="list-style-type: none"> • Take just enough surveys in case some are lost or damaged. |
| <ul style="list-style-type: none"> • Print a map or address list of the actual project area that the activity will service to survey and use this map as your survey interview checklist. • NOTE: Seasonal properties are to be included if they will benefit from the type of activity taking place. | <ul style="list-style-type: none"> • Randomly survey general households in the project area. |
| <ul style="list-style-type: none"> • Prepare identification for interviewers to take with them: business cards, photo ID; phone number the respondent can call to verify the interviewer's authenticity; cover letter from the sponsor of the survey; note for the head of the family (or responsible adult) to telephone the interviewer; etc. | <ul style="list-style-type: none"> • Just send interviewers to households that do not appear to be official representatives. They may be perceived as scammers. |
| <p style="text-align: center;">Consider public notice prior to conducting the survey:</p> <p style="text-align: center;"><i>To promote citizen participation it may be worthwhile to arrange advance notice in a local newspaper, at churches, civic organizations, etc to let people know that you will be conducting a survey to determine the income levels of the area. Moreover, if you let people know in advance how, why, and when you will be contacting them, usually they may be more likely to cooperate. As with all aspects of the survey and questionnaire, any publicity must be worded so that it does not bias the results.</i></p> | |
| <p>DO: For example, it is better to say that the community is applying for a CDBG grant and that, as part of the application, the community must provide current estimates of the incomes of the residents of the service area.</p> | <p>DON'T: It is not appropriate to say that, in order for the community to receive the desired funding, a survey must be conducted to show that most of the residents of the service area have low and moderate incomes.</p> |

| Survey Interview & Follow-up | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Do | Don't |
| <ul style="list-style-type: none"> Do your best to get a 100% response. NOTE: Any non-response will count as over-income. | <ul style="list-style-type: none"> Don't give up on someone who is not home. NOTE: Any non-response will count as over-income. |
| <ul style="list-style-type: none"> Follow-up with non-respondents. Have a Follow-up Plan that applies to multiple attempts for non-respondents > ie: leave survey w/ cover letter, mailing, phone call, etc. | <ul style="list-style-type: none"> Don't give up after the first try if no one is home, if no one answers the phone, does not return your call or mail back the survey. Don't be pushy or insistent. |
| <ul style="list-style-type: none"> If someone wants to refuse to participate and wants to know how it will affect the project, you can tell them: "100% response from the project area is required for the project application. Your refusal to participate could affect the township's/county's ability to apply for and/or receive funding for this project. All information is kept completely confidential." | <ul style="list-style-type: none"> Don't tell someone that if they refuse to participate that it will hurt the project or count as "over-income". |
| <ul style="list-style-type: none"> Be consistent in interview types & Follow-Up Plans! For Example: <ul style="list-style-type: none"> 1st Attempt: Mailed Survey 2nd Attempt: Door to Door 3rd Attempt: Phone Call 4th Attempt: Repeat Attempts 1-4 until homeowner refuses to participate in survey. | <ul style="list-style-type: none"> Don't mix methods. All participants must complete the survey in the same manner at each attempt. |
| <ul style="list-style-type: none"> Read from or memorize the interview script. | <ul style="list-style-type: none"> Don't begin interviews without knowledge of the questionnaire or proposed project. |
| <ul style="list-style-type: none"> Be sure to ask how many families live in a household first. REMEMBER: You are measuring FAMILIES not HOUSEHOLDS! | <ul style="list-style-type: none"> Just jump right into the survey NOTE: Don't measure HOUSEHOLDS* <i>*There may be more than one Family per Household. See Terms.</i> |
| <ul style="list-style-type: none"> Avoid any bias into the survey results by using unbiased language and facial expressions. Interviewers and Questionnaire language should be neutral. | <ul style="list-style-type: none"> NOTE: You cannot encourage families to tell you they are "Under Income" and you cannot tell them that the project will only receive funding if the majority of homes are low to moderate income homes. |
| <ul style="list-style-type: none"> Send more than enough materials. <ul style="list-style-type: none"> It is recommended that multiple copies of all of the above items* are placed in a three-ring binder for each interviewer to take with them when conducting the surveys. Make sure they have official ID. | <ul style="list-style-type: none"> Do not send interviewers out unprepared. |
| <ul style="list-style-type: none"> Make contact with the head of the family or someone who is qualified to speak for the family and has knowledge about the family income. | <ul style="list-style-type: none"> Don't interview someone who may not have accurate information. You may need to follow-up with the head of the household to verify information or schedule an interview. |
| <ul style="list-style-type: none"> PRINT & Mark all selection boxes clearly. If you make a mistake, cross out the mistake and initial and make a clear indication of the correct answer next to the correction. | <ul style="list-style-type: none"> Don't use illegible penmanship/cursive. Don't make sloppy corrections that are confusing to the survey reader. |

| Survey Editing, Submission, and Tabulation | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Do | Don't |
| <ul style="list-style-type: none"> • Review questionnaires for completion and readability before turning them in to RACF. • If they illegible or are missing information, follow-up with the household. | <ul style="list-style-type: none"> • Don't turn in incomplete or unreadable questioners. |
| <ul style="list-style-type: none"> • As soon as you have 100%, turn your surveys into: Redevelopment Authority of the County of Fayette, Pennsylvania (RACF) ATTN: Andrew French, Executive Director 86 West Main Street – Uniontown, PA 15401 Email: afrench@racfpa.org | <ul style="list-style-type: none"> • Hold onto surveys past deadlines. If you have |
| <ul style="list-style-type: none"> • Along with surveys, please turn in Required Supplemental Information to RACF: <ul style="list-style-type: none"> ○ List of addresses surveyed or map of the project area that clearly states or shows the households surveyed. ○ Identify any Vacant properties. ○ Identify any Non-respondents. ○ Name and position of the Interviewers, and briefly identify if any have a vested interest in the project. ○ Dates including days of the week and times of day that the survey was conducted ○ Survey Methods: Phone, Door-to-Door, and/or Mail ○ Briefly describe Follow-Up Activities | <ul style="list-style-type: none"> • Don't just turn in the survey questioners. < Be sure to include Required Supplemental Information. |
| <ul style="list-style-type: none"> • Keep the completed surveys. • Keep the cover sheets separated from the questionnaires in your files to maintain the privacy of your respondents. | <ul style="list-style-type: none"> • Discard them in case they are ever needed again. • Avoid attaching the name or address of the respondents to the questioners to help maintain privacy. |
| <i>RACF will maintain the tallied results along with a copy of the unidentified questionnaires.</i> | |

TERMS

Family - All persons living in the same household who are related by birth, marriage, or adoption.

Pursuant to 24 CFR 5.403, family includes but not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

1. A single person, who may be an elderly person, displaced person, nearly-elderly person, or any other single person; or
2. A group of persons residing together, and such group includes, but not limited to:
 - a. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size).
 - b. An elderly family—a family whose head (co-head), spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living with one or more live-in aides. (A live-in aide is a person who resides with one or more elderly persons or near elderly persons, or persons with disabilities).
 - c. A near-elderly family—a family whose head (co-head), spouse, or sole member is a person who is at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.
 - d. Disabled family—a family whose head (including co-head), spouse, or sole member is a person with disabilities. It may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides.
 - e. A displaced family—a family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
 - f. The remaining member of a tenant family.
 - g. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Household - All persons who occupy a housing unit. There may be multiple families in a household (unit)

Pursuant to 24 CFR 570.3, household means all persons who occupy a housing unit. A household may consist of persons living together or any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived sexual orientation, gender identity, or marital status.

Income - Entitlement grantees may select any one of the following three definitions of income:

- Annual income as defined at 24 CFR 5.609 (except that if the CDBG assistance being provided is homeowner rehabilitation under 24 CFR 570.202, the value of the homeowner's primary residence may be excluded from any calculation of net family assets);
- Annual income as reported under the Census long-form for the most recent available decennial Census; or
- Adjusted gross income as defined for the purpose of reporting under Internal Revenue Service (IRS) Form 1040 for individual Federal annual income tax purposes.