



MEMORANDUM

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

FROM: Andrew French, RACF Executive Director

DATE: June 14, 2024

SUBJECT: Fayette County FY2024 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 FY2024 Community Development Block Grant (CDBG) funds. All proposals must be received by the Redevelopment Authority of the County of Fayette (RACF) no later than **4:00 p.m., Friday, July 26, 2024.**

Applicants may also submit their applications via e-mail to: racfpa@racfpa.org. All e-mailed applications must be in .pdf format and must have "FY2024 CDBG Non-Entitlement Application" in the subject line. Once received and recorded, a verification of receipt e-mail will be sent by the Redevelopment Authority.

The amount of CDBG funds available for projects for 2024 will be approximately \$190,000. 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 2024 CDBG funds will become available from DCED in the second quarter of 2025.

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 ensure 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 26, 2024**. 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.
 - Confidence that the project will primarily **benefit low- to moderate-income persons** based on census data, demographics and/or surveys.
 - **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 FY2023 CDBG Program. Following approval of the County's FY2024 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 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, PA 15401
racfpa@racfpa.org

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

Applications Due Date: **By 4:00 P.M., Friday, July 26, 2024**

SECTION I: GENERAL INFORMATION

Municipality: _____ Contact Name: _____
Address: _____ Contact Phone: _____
_____ Has an Engineer / Architect been selected: Yes _____ No _____
Telephone: _____ If Yes, Name: _____
E-Mail: _____ Telephone: _____

SECTION II: PROJECT INFORMATION

Location and Brief Description of Project:

<p>No. of Households to be Served by Project: _____</p> <p>Anticipated Project Start-Date: _____</p> <p>Anticipated Time Needed to Complete: _____</p>	<p>Attachments:</p> <p>_____ Area Map with Project Location Highlighted (Required)</p> <p>_____ Pictures of the Project Location (Required)</p> <p>_____ Completed Income Survey Forms* (If Available)</p>
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***Note:** 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.

SECTION III: ESTIMATED PROJECT BUDGET

<p>Total Estimated Project Cost: \$ _____</p> <p>CDBG Funds Requested: \$ _____</p> <p>Non-CDBG Funds Available: \$ _____</p>	<p>Attachments:</p> <p>_____ Detailed Cost Estimate from Engineer (If Available)</p> <p>_____ Documentation of Matching Funds (If Available)</p>
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Identify Source of Matching Funds:

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.

President of Council or Township Chairperson

Date