

**REDEVELOPMENT AUTHORITY
OF ALLEGHENY COUNTY**

**COMMUNITY INFRASTRUCTURE & TOURISM FUND
GRANT APPLICATION
2017**



Rich Fitzgerald
County Executive

William Brooks
Chairman, RAAC

GENERAL INSTRUCTIONS

- **Read the CITF Program Guidelines before completing this application.** Read this document to determine your projects' eligibility to qualify for CITF funding before completing this application.
- Please complete all applicable sections on the application form. Do not leave any section blank. Those sections which do not apply to your project should be listed as "N/A". Be certain to include all required forms and backup documentation.
- A checklist is included with the grant application to assist in the preparation of a completed application. Incomplete applications will not be considered. Please include additional sheets behind the page on which the question appears if space provided is insufficient.
- All responses should be typewritten. **All hand written applications will be rejected.**
- **(2) original grant application, supporting documentation** should be submitted to Allegheny County Economic Development, C/O CITF, One Chatham Center, Suite 900, 112 Washington Place, Pittsburgh PA 15219.
- Applications must be received at in hard copy form by the deadline. **Electronic applications will not be accepted. Applications received after the deadline will not be accepted.**
- All questions should be directed to Gloria Redlinger at gloria.redlinger@alleghenycounty.us or (412) 350-1004, Fax: (412) 642-2217.

DEADLINE FOR SUBMISSION

- **Applications for the 2017 funding cycles will be accepted during the following application period:**

**Applications will only be accepted from January 17, 2017 through February 24, 2017.
Application Deadline is February 24, 2017 at 3:00 p.m.**

ADDITIONAL INFORMATION

- The required Applicant Certification must be signed and notarized. Professional seals are required where applicable. Municipalities may provide a municipal stamp in lieu of notarization.
- Consult the Program Guidelines. The guidelines describe criteria used in the evaluation of the grant application. The review process includes a financial evaluation, a business evaluation, and a public impact evaluation. The approval process is competitive in nature, and therefore, the evaluation criteria will play an important role in the comparison of submitted applications.
- Applicants must utilize **prevailing wages** on budget estimates for construction projects exceeding \$25,000 in total costs.
- The applicant is advised that additional documentation beyond that specified on the checklist may be required to complete the review of the application. The applicant must submit additional documentation upon request.

GRANT APPLICATION CHECKLIST

CHECK IF ATTACHED

- | | |
|---|--------------------------|
| GENERAL PROJECT INFORMATION-TYPE OF PROJECT | <input type="checkbox"/> |
| PROJECT DESCRIPTION | <input type="checkbox"/> |
| PROJECT FINANCING / SOURCES AND USES TABLE - BUDGET | <input type="checkbox"/> |
| PROJECT TIMETABLE | <input type="checkbox"/> |
| LAND AND USE PLANNING | <input type="checkbox"/> |
| COMMUNITY IMPACT REPORT | <input type="checkbox"/> |
| ORGANIZATION PROFILE | <input type="checkbox"/> |
| APPLICANT CERTIFICATIONS | <input type="checkbox"/> |
| CONCURRING RESOLUTION | <input type="checkbox"/> |
| PROFESSIONAL'S CERTIFICATION | <input type="checkbox"/> |
| ADDITIONAL INFORMATION (IF APPLICABLE): | |
| • ECONOMIC DEVELOPMENT | |
| • DEMOLITION | <input type="checkbox"/> |
| • HOUSING | <input type="checkbox"/> |
| • COMMUNITY CENTERS/FACILITY | <input type="checkbox"/> |

GENERAL PROJECT INFORMATION

(ALL APPLICATIONS MUST BE TYPED, HANDWRITTEN APPLICATIONS WILL BE REJECTED)

Project Location (Address & Lot-Block Number)

Municipality

Census Tract / Block Group / Ward (*List All; Ward is only required for City of Pittsburgh*)

Information can be found at <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

Project Name

Amount of Funding Requested

Total Project Cost

Legal Name of Applicant

Type of Applicant: (Non Profit or Government)

Legal Address of Applicant

City

State

Zip Code

Contact Person (Please specify Ms. or Mr.)

Title

Telephone

Fax

Email Address

TYPE OF PROJECT: (CHECK ALL THAT ARE APPLICABLE.)

Acquisition

Land Building Machinery Equipment

Construction / Rehabilitation Public Improvements

Flood/Storm Water Infrastructure
 Solid Waste Disposal Facilities Street Improvements
 Water & Sewer Facilities Sidewalks
 Retaining Walls Parking Facilities
 Demolition Landslides
 Other: Explain:

Site / Building Preparation

Industrial Site Industrial Building
 Military Site Military Building
 Commercial Site Commercial Building
 Institutional Site Institutional Building
 Environmental Site Assessment & Remediation

Renovation / Construction

Housing Cultural Amenities
 Commercial Educational
 Industrial Parks/Recreational Facilities
 Community Facility Other: Explain:

Affordable Housing

Acquisition – for Housing – Rehab
 Single Family Residential – Rehab Multi-Family Housing-Rehab
 Vacant Property Program

Transportation Facilities

Economic Development

Job Creation Job Retention Brownfield Redevelopment
 Commercial Revitalization
 Public Improvements Facades Planning

Pre-Development / Planning Activities

Other – Please describe:

PROJECT DESCRIPTION

SITE CONTROL

Do you have control of the site?

If no, when do you expect to obtain control of the site (DATE)?

If yes, please identify type of controlling interest.

Option	Expires	Ownership
Lease	Expires	Other

SITE DESCRIPTION

Land Acquisition	Acres	<hr style="border: 1px solid black;"/>
Facility (acquisition)	sq. ft.	<hr style="border: 1px solid black;"/>
Facility (construction)	sq. ft.	<hr style="border: 1px solid black;"/>
Facility (expansion)	sq. ft.	<hr style="border: 1px solid black;"/>

PROJECT LOCATION

Provide a street address or other location information indicating specifically where the activity is physically being carried out. For activities such as street reconstruction or sewer lines not located at a specific street address, provide beginning and ending points, e.g. James Street from 5th to 10th Street. **ZIP CODES AND CENSUS TRACTS MUST BE INCLUDED FOR EACH SITE LOCATION.**

DESCRIPTION OF PROJECT

In detailed, measurable, and quantifiable terms, describe the work to be accomplished with the funds requested, including specific physical description (i.e. 500 L.F. of 4" pipe along Painter Street; 1,500 feet of sidewalk and curb replacement on Spencer Street) along with a detailed line item budget. **Provide empirical data that provides insight to overall public impact.** (i.e. 50 households impacted, 40% at or below medium income, number of visitors/users, etc.) Attach supporting documentation as necessary.

If the project is proposed to remedy a problem, provide a detailed description of the nature of the problem and indicate how the proposed work will correct the situation. For sewer and water activities, indicate if any specific state or local compliance requirements are in effect (i.e. EPA, DEP, and ACHD). **Attach supporting documentation as necessary.**

PROJECT FINANCIAL SUMMARY CITF

GRANT FUNDING REQUESTED

Total Grant Request:

Total Project Costs:

- Use the **Sources and Uses** table on the next page to itemize the proposed use of funds. Be sure to include CITF as a Source and all additional funding Sources.*
- Provide supplemental budget information including copies of estimates as necessary.*
- Pennsylvania Prevailing Wages must be included in all project budget projections.*
- Please provide building pro-formas and operating budgets for real estate development projects.*
- Provide award letters for all confirmed funding sources.*

NOTE: Prevailing Wages must be incorporated into construction projects exceeding \$25,000 in total costs.

Provide the current status of each funding source. Explain how any potential funding shortfalls will be addressed.

PROJECT SOURCES AND USES TABLE - BUDGET

Name of funding source:	SOURCE #1	SOURCE #2	SOURCE #3	SOURCE #4
	CITF			
LAND				
Acquisition				
Site Preparation				
Infrastructure				
Other-Specify:				
BUILDING				
Acquisition				
New Construction				
Rehabilitation				
Engineering				
Architectural				
Other-Specify				
MACHINERY & EQUIPMENT				
Acquisition				
New Equipment				
Used Equipment				
Delivery/Installation				
Other-Specify				
WORKING CAPITAL				
Inventory				
Training-Non Payroll				
Other-Specify				
ENVIRON. REMEDIATION				
Remediation Study				
Other-Specify				
VACANT PROPERTY REUSE				
Prep & Assemblage				
Other-Specify				
SUB TOTAL A:				

PROJECT SOURCES AND USES TABLE (CONT'D)

Name of Funding Source:	SOURCE #1	SOURCE #2	SOURCE #3	SOURCE #4
CITF				
SOFT COSTS				
Planning				
Engineering				
Architectural				
Permit Fees				
Title Ins. Recording				
Surveys				
Appraisal Costs				
Legal Costs				
Grant Origination Fee (REQUIRED)				
Recording Fees				
Transfer Tax				
Professional Fees				
Close-out Audit ¹ (REQUIRED)				
Other-Specify				
SUB TOTAL B:				
TOTAL A+B:				

¹ No less than \$2,500 must be budgeted for a close out audit for funding requests over \$100,000. Funding requests \$100,000 and under must budget \$1,000.

PROJECT TIMETABLE

Acquisition Date (for real estate projects): Provide appraisal and sales agreement.

Construction/Project Activity Commencement Date:

Construction/Project Activity Completion Date:

Equipment Purchase Date:

Equipment Delivery Date:

LAND USE & PLANNING

1. Does the proposed project comply with the current zoning regulations? _____ If no, please explain what steps will be taken to obtain the appropriate zoning designation. **If yes, identify the permits required and their current status** (e.g. *application submitted; hearing scheduled; approved*).

2. What was the previous use of the land and are there any environmental problems associated with that use?

3. Does the project involve any environmental impact where U.S. Environmental Protection Agency (EPA), PA Department of Environmental Protection (DEP) mandates or Allegheny County Health Department (ACHD) citations are relevant? Please specify:

4. How will the proposed structure impact the existing surroundings?

5. Does the proposed project comply with a neighborhood or municipal master plan? _____ Please describe.

ORGANIZATION PROFILE

OWNERSHIP (Corporation, Partnership, Sole Proprietor, Public Non-Profit, Private Non-Profit, Government, etc.):

DATE ORGANIZATION FOUNDED/INCORPORATED:

BRIEF HISTORY OF COMPANY:

PRODUCT/SERVICE DESCRIPTION/PURPOSE:

OWNERSHIP/BOARD OF DIRECTORS/ELECTED OFFICIALS: (list names and ownership percentages if applicable)

%

%

%

%

%

%

LIST NAMES AND OWNERSHIP PERCENTAGES OF ANY AFFILIATED COMPANIES:

%

%

APPLICANT CERTIFICATIONS

I hereby certify that for any CITF project, compliance is required in the following areas:

Utilization of Minority/Women & Disadvantaged Contractors

Projects receiving CITF funding must notify and include minority and women contractors in their bidding process. *(Allegheny County MBE/WBE Program enacted July 1981, which sets forth goals of 13 percent Minority and 2 percent Female Business Enterprise)*

Use of Minority/Women & Disadvantaged contractors is encouraged.

Procurement Provisions

Construction projects receiving \$25,000.00 in CITF funds will be required to comply with State prevailing wage requirements.

In addition, municipalities & municipal authorities should comply with their respective municipal or authority codes regarding procurement.

Environmental Regulations

An Environmental Review will be required for funded projects. The Environmental Review will include, but not limited to, the following: historic standards, floodplain standards, wetlands, hazards, air quality, water quality.

ADA Compliance

Projects receiving CITF funding involving building or public facilities improvements must include accessibility and comply with the Americans with Disabilities Act Guidelines (ADAG).

Non Prejudicial Approval

Applicants must request a Non Prejudicial Approval for project costs incurred while an application is pending for those costs to be eligible for reimbursement in the event an applicant is awarded funding. If a Non Prejudicial Approval is granted, costs incurred are taken at the applicant's own risk and do not guarantee funding or reimbursement eligibility.

I also certify that the statements and application requirements in this official proposal are correct and that this proposal contains no misrepresentation or falsification, omission, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief, and that no bids have been awarded, contracts executed, or construction begun on the proposed project.

NOTARY SEAL

Signature of Authorized Official (**use blue ink**)

Printed Name:

Title:

Date:

Signature

Date

CONCURRING RESOLUTION

The purpose of the Resolution form is to have on record a statement confirming that the applicant has formally requested a grant, has designated an official to perform the required duties between the applicant and the Redevelopment Authority of Allegheny County ("RAAC"), has authorized the execution and delivery of any and all agreements between the applicant and RAAC, and has assured, where applicable, the provision of local matching funds. In addition, the applicant will comply with all other provisions of the application.

Resolution of the _____ Authorizing
Name of Applicant
the filing of an application for funds with the RAAC.

WHEREAS, the _____ is
Name of Applicant
desirous of obtaining funds from the RAAC in the amount of \$

NOW, THEREFORE, BE IT RESOLVED, that the _____
Name of Applicant
does hereby formally request a grant from the RAAC for the _____
Name of Project
project.

BE IT FURTHER RESOLVED, that the _____ does hereby
Name of Applicant
designate _____ (the "Authorized Official") as the official to file all applications,
Authorized Official documents, and forms between
the _____ and the RAAC.
Name of Applicant

BE IT FURTHER RESOLVED, that the Applicant is hereby authorized to enter into the Grant Contract between the applicant and RAAC (the "Grant Contract") and any and all documents relating to the Grant Contract as may be required or necessary (said Grant Contract and other documents are collectively referred to as the "Grant Documents").

BE IT FURTHER RESOLVED, that the execution and delivery of the Grant Documents as well as all other agreements, writings and documents (and all changes, modifications and additions thereto) executed and delivered in connection with the transactions contemplated thereby be and hereby are approved and ratified and that the Authorized Official be and hereby is authorized to execute and deliver such documents.

BE IT FURTHER RESOLVED, that the _____
Name of Applicant
assures, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the _____
Name of Applicant

assures, that the project will be awarded or under construction within 180 days after contractual execution.

Adopted this _____ day of _____, by the _____

ATTEST:

Signature (Must *not* be same as Authorized Official)

Title

Printed Name

PROFESSIONAL'S CERTIFICATION

The purpose of the Professional's Certification Attachment is to have on record a statement from an engineer, architect or construction professional that the work is feasible and the costs are fair. If activity is limited to purchase of materials, two (2) estimates must be obtained.

1. PROJECT NAME _____

2. PROJECT LOCATION _____

3. TOTAL PROJECT COST _____

I, _____, a professional _____ in the Commonwealth of Pennsylvania, do hereby certify that the proposed work for the above project is feasible and the costs itemized hereto are fair and reasonable estimates of the project costs.

Signature

Printed Name

Date

(PROFESSIONAL SEAL)

ADDITIONAL INFORMATION REQUIREMENTS

FOR ECONOMIC DEVELOPMENT, DEMOLITION, HOUSING OR COMMUNITY CENTER / FACILITY TYPE PROJECTS, ADDITIONAL INFORMATION IS REQUIRED AS OUTLINED IN THE FOLLOWING SECTIONS.

ECONOMIC DEVELOPMENT

Activities may include any activity designed to create or retain job

For an activity that projects to retain or create jobs, the applicant must provide the following information:

- Job creation-NEW (Employment positions that are new and permanent in nature)
- Job creation-TEMPORARY (Employment positions that are temporary (i.e. construction jobs, professional services and other project specific employment that will end after the project concludes)
- Job retention (The impact of the project will allow specified positions to be retained).

Job Title	# Created	# Temporary	# Retained	Hourly Wages
Total Jobs				

Provide a description of how the project or activity is expected to create and retain jobs:

DEMOLITION

The following is a list of requirements that should be presented with your application for all Demolition Projects. Provide as attachment to your application.

1. Photographs
 - a. Front
 - b. Back
 - c. Streetscape
2. Legal Clearance
3. Lot & Block Number
4. Identify the zoning classification for each structure (residential, commercial, industrial, etc.).

HOUSING

Funding provided by the CITF will assist in the development of affordable housing. Funding will support the construction or renovation of affordable housing, including infrastructure. Funding awards are made on a competitive basis. Applications will be reviewed based, in part, upon:

- Need for housing;
- Experience of the applicant and applicant's development team;
- Funding leverage demonstrated;
- Integration of the project with other development initiatives; and
- Demonstrated community support.

Applicants need to submit applications early enough to allow for a thorough review and comment period, especially when also combining with other sources of funds with varying deadlines. Additional information may be required during the review process.

Proposals are reviewed according to the following criteria:

- Submission of a complete application package;
- Location, site features, unit layout, amenities;
- Review of operating budget estimates;
- Approval of total development costs;
- Verification of tenants' income;
- Historic and environmental reviews;
- Property and credit reports;
- Owner's/developer's past affordable housing experience;
- Availability of private financing/leveraged funds;
- Need for gap financing, provision of closing documentation;
- Program funding limits; and
- Community support

Further, CITF has the following goals to provide safe, decent, and sanitary housing and promote all aspects of quality housing:

- 1) Quality construction, incorporating design features that will minimize ongoing maintenance and energy costs;
- 2) The provision for shared partnership in the financing effort and active participation of Minority/Women/Disadvantaged (M/W/DBE) Business Enterprises throughout the development process;
- 3) Projects should be in areas where there is a demonstrated need for the type of development proposed;
- 4) Projects should complement other developments in the specific proposed area as part of the larger socio-economic plan; and
- 5) Quality property management, including the provision of fair housing procedures to insure an equal housing choice among all participants.

COMMUNITY CENTERS / FACILITY

For buildings owned by nonprofit organizations where social service/community service activities are provided.

1. Please include the following information:
 - a. Operating Budget of the Facility (including Sources)
 - b. Proof of funding secured to pay the on-going operating costs
 - c. Total Development Budget
 - d. Status of funding applications/commitments for other development costs (include name of source, amount requested and anticipate notification date re: funding)
 - e. Detailed description of on-going programs to be provided at the facility.
 - f. Itemized list of who (organizationally) the programs will be provided by.
 - g. History of the facility including who its been used by & how it's been used in the recent past
 - h. How does the facility benefit the community? Indicate from which geographical areas beneficiaries will be drawn from. If the facility is currently open /operating, please provide data on who currently uses the facility.
 - i. Please provide copies of any studies done on the facility – i.e. architectural plans/needs assessment, social services need-assessment, etc.
 - j. Proof of ownership of the building. If the owner is different from the applicant, please provide a copy of the lease agreement between the applicant and the owner.

2. Please list your experience in undertaking similar activities. If an architect/engineer has already been identified, please include their letter of engagement.