

**\*\*FOR PUBLIC IMPROVEMENT PROJECTS\*\***  
**ALLEGHENY COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PRE-APPLICATION**  
**2017 (Year 43) CDBG**

**PRE-APPLICATIONS MUST BE TYPED. HANDWRITTEN PRE-APPLICATIONS WILL BE RETURNED.**

**Submit an original and one (1) copy to Allegheny County Economic Development**

**PRE-APPLICATION**

- ACED USE ONLY -

Date Received \_\_\_\_\_

Proposal Number Assigned \_\_\_\_\_

**NEW:** Please note that the U. S. Department of Housing and Urban Development (HUD) has reinstated the use of Block Groups in conjunction with Census Tracts to determine low/moderate income eligibility, which is available on the website (<http://www.allghenycounty.us/economic-development/index.aspx>).

1. \_\_\_\_\_  
Legal Name of Applicant
2. \_\_\_\_\_  
Address of Applicant
3. \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_
4. \_\_\_\_\_  
Contact Person/Title \_\_\_\_\_ Telephone Number \_\_\_\_\_
5. \_\_\_\_\_  
Municipality in Which Project is Located
6. \_\_\_\_\_  
ACS Census Tract of Project Location / Include map with this pre-application (See Number 14) \_\_\_\_\_  
Block Group No. **(REQUIRED FOR SURVEYS)**
7. \_\_\_\_\_  
Project Name
8. \$ \_\_\_\_\_  
Estimated Total Project Cost (Round to nearest dollar)
9. \$ \_\_\_\_\_  
Amount of Community Development Block Grant Funds (CDBG) Requested (Round to nearest dollar)
10. \_\_\_\_\_ Number of households in service area benefiting from project.

**NOTE: Written approval of this pre-application by Allegheny County Economic Development (ACED) is required prior to submission of a full application. If a written response is not received within 30 days from the date of the submission of the pre-application, please contact ACED at (412) 350-1042 or (412) 350-1081.**

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11. Identify all other funds. If matching funds are indicated, please complete the following chart.

Source	Amount	% of Total Project Cost	Grant/ Loan	Status Pending/Committed

12. **DETAILED DESCRIPTION OF PROJECT:** In concise, measurable and quantifiable terms, describe the work to be accomplished with the funds requested, including a specific physical description (i.e., 500 L.F. of 4" pipe along Painter Street). Also include a detailed line item budget. This description must include exact locations and detailed outline of work items, quantities to be used, estimated engineering and related costs including any special assessments and/or tap-in fees.

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13. 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 projects, indicate if there are any specific state or local compliance requirements in effect: i.e. EPA, DEP, ACHD. This information will be verified for accuracy. (Attach additional pages if required.)

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14. **ACS CENSUS TRACT (CT) MAPS / BUILDING FOOTPRINT / TAX MAPS:** ACS Census Tract (CT) map is required with all applications. A building footprint/tax map are required for household survey-justified projects and must be submitted with this pre-application. Highlight each house in the service area; mark all vacancies; and identify apartments with the number of units and any businesses.

**American Community Survey (ACS) Census Tract maps are available at:**  
<http://factfinder2.census.gov> (Contact ACED for technical assistance at 412-350-1042 or 412-350-1081)

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**HOUSEHOLD SURVEYS:** A household survey must be submitted with the **full** application if the project is being deemed eligible using a household survey. Also submit a footprint/tax map identifying the structures.

- a. Household surveys over 150 households will not be accepted and are deemed ineligible.
- b. Do not include vacant properties or businesses in the household survey, but clearly identify them on the footprint map.

**PROJECT TYPES – CT MAP REQUIREMENTS:**

**PUBLIC IMPROVEMENT** projects **must** include a **CT map**. A **building footprint/tax map is required if a project is household survey-justified**. Highlight all houses in the service area.

**SEWER AND WATER** projects **must** include a **CT map**. A **building footprint/tax map is required if the project is household survey-justified**, that depicts the project’s service area, and a **USGS topographic map** indicating direction of flow. Sewer and Water projects should show the delineation of a drainage area which identifies the affected households.

- a. Is work to be completed (Check one):
  - a. A new installation? \_\_\_\_\_
  - b. A replacement of an existing line? \_\_\_\_\_
- b. List the municipality in which the project is located and include the name of any Authority if it is the applicant for the project: \_\_\_\_\_

**RECREATION** projects **must** include a **CT map** outlining the appropriate radius of the service area; a **building footprint map** is also required if activity is justified by household survey. If an activity benefits an entire community or segment of a community (block group), then only a location map is required.

**RECREATION PARK CLASSIFICATION STANDARDS:** Check one of the following park classifications when applying for Recreation funds. (See Project Service Area Guidelines for more detailed Park Classification Standards.)

- \_\_\_ **Playlot/Tot lot** - Short walk to recreation areas with play apparatus(es) for young children such as swings or slides, and having a 1/4 mile service area.
- \_\_\_ **Neighborhood Playground** - Active short-term recreation area generally for school age children (ages 5-14). Facilities may include multiple-use paved areas for court games, playground and shelters, and having a 3/8 mile service area.
- \_\_\_ **Neighborhood Park** – Small park servicing all age groups. Facilities could include paved court areas, field sport areas, seating for spectators, walks and parking, and having a 1/2 mile service area.
- \_\_\_ **Community Playfield** - Large outdoor recreation area with lighted athletic fields for all age groups, picnic facilities, swimming pool, large off-street parking areas and restrooms, and servicing an area 1 to 1-1/2 miles depending on population size.

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— **Major Community Park/Community Centers** - See guidelines and contact ACED for assistance at (412) 350-5678.

**REQUIREMENTS FOR FULL APPLICATIONS:**

**Reminder:**

**PHOTOGRAPHS** – Photographs of the project or project area must be included with the **full** application. Digital photos are acceptable. All demolition photos **MUST** be 35mm or 35mm digital photos on photograph paper.

**Reminder:**

**DEMOLITION** projects **must** include property address, lot and block number(s), and **35mm** pictures or 35mm digital photos on photograph paper with the **full** application.

Legal clearance documentation will be required only if the project is selected for funding.

**PLEASE NOTE:**

**SAM & DUNS NUMBERS:** In accordance with new HUD regulations, organizations receiving Federal funding are required to register with the Central Contractor Registry to obtain a System for Award Management (SAM) number (formerly known as CCR) as well as a Data Universal Numbering Systems (DUNS) number. In order to get a SAM number you must first obtain a DUNS number. To obtain a DUNS number go to the following website: <https://smallbusiness.dnb.com> or by calling 1-800-264-1318. The SAM number must be renewed on a yearly basis, and can be obtained/renewed by registering at the following website: [www.federalcontractorregistry.com](http://www.federalcontractorregistry.com) or by calling 1-877-474-2912.

**Community Development Block Grant pre-applications and full applications can be  
downloaded from the County Web Page:**

<http://www.alleghenycounty.us/economic-development/index.aspx>