

ALLEGHENY COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
PROJECT APPLICATION FORM



Rich Fitzgerald
County Executive

GENERAL INSTRUCTIONS

In accordance with U. S. Department of Housing and Urban Development (HUD) regulations, organizations receiving federal funding are required to register with the Central Contractor Registry and 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 or by calling 1-877-474-2912.

Applications must be typed. Handwritten applications will be returned.

Please read the General Instructions Section thoroughly before completing this Community Development Block Grant (CDBG) application. For **public improvement activities** refer to the Project Criteria and Project Service Area Guidelines before completing this CDBG application.

Deadline for submissions of all applications is November 18, 2016. The 2017 (Year 43) CDBG program year begins July 1, 2017 through June 30, 2018.

CDBG APPLICATIONS: The original complete application, supporting documentation, and one (1) copy of the application must be submitted to Allegheny County Economic Development (ACED) at One Chatham Center, Suite 900, 112 Washington Place, Pittsburgh, PA 15219 by **November 18, 2016**. **Sewer and water projects require one original application and two (2) copies**.

Failure to submit a complete application and the required copies by the deadline will result in the application being disqualified.

An application should include one (1) type of activity. If there is more than one type of activity, then **separate** applications must be submitted for each activity.

Applications for all public improvement projects, (i.e., sewer and water, public improvements, demolition, parks and recreation, and removal of architectural barriers/ADA improvements) **WILL NOT** be accepted without prior submission and approval of the pre-application. Pre-applications must be submitted to ACED by September 16, 2016.

Each ACED-approved pre-application is assigned an application number. This application number should be placed in the upper right hand corner of all application pages, and on any future correspondence submitted to ACED pertaining to this activity. All other types of activities will be assigned a number after the application has been received by ACED.

Performance Measurement System – HUD requires recipients of Federal funding to assess the outcomes of the program in question. The Performance Measurement System has been designed to establish and track measurable goals and objectives for the CDBG, HOME, and ESG programs. All approved applicants are required to comply with the Performance Measurement System.

IMPORTANT APPLICATION CHANGES

All Applications Minimum Project Amount -

All CDBG applications must have a project budget of \$20,000 or greater with no less than \$20,000 CDBG funds being requested.

Sewer and Water -

ACED is removing from the Project Criteria Guidelines, Sewer and Water Program policy #2. There will no longer be 100% funding consideration for projects \$25,000 or less.

Demolition -

- ACED has created a separate Demolition Program Area funded at \$400,000.00.
- Demolition activities are not permitted to be funded out of the COG-Wide Public improvement funding or the Act 47 master contract funding.
- ACED will establish project selection criteria and will choose all demolition activities.
- Legal clearance documentation is not required to be submitted with the application. Legal clearance will only be required if a demolition activity is selected for funding.

REMINDER: The American Community Survey (ACS) is an ongoing survey by the U. S. Census Bureau that provides data every year. The ACS is updated annually as opposed to every 10 years as it was done in the past. Qualified census tracts may change as a result. Current ACS data will be utilized to determine the percentage of low/moderate income households in a particular census tract.

REMINDER: Housing projects are now classified as either Housing Construction projects or Client Services and Programs projects, with separate applications and requirements. Please submit the relevant application according to project type:

- Housing Construction projects – Included are new construction and/or rehabilitation of rental, homeownership or owner/occupied housing units. Funding requests for these project types **must** be submitted on an Allegheny Housing Development Fund (AHDF) application. **DO NOT** use this CDBG application. The AHDF application information can be obtained from the County's website: <http://www.alleghenycounty.us/economic-development/index.aspx> , or call ACED's Housing and Human Services Division at 412-350-1065.
- Client Services and Programs projects – Included are any type of client-based assistance programs, such as housing counseling, fair housing, hunger and nutrition, utility assistance, facility improvements, applicant project delivery costs, etc. Funding requests for these project types should be submitted on the attached 2017 (Year 43) CDBG application, along with required supporting documentation.

If there are any questions concerning project type or which application to submit, please contact ACED staff at: ACEDCDBGProgram@alleghenycounty.us

**Minority, Women and Disadvantaged Business Enterprise (MWDBE) and
Veteran Owned Small Businesses (VOSB)**

It is the policy of Allegheny County (County) that Minority, Women and Disadvantaged Business Enterprises (MWDBEs) and Veteran Owned Small Businesses (VOSB) shall have the maximum opportunity to participate in CDBG projects funded by the County. MWDBEs are defined as a small business concern which is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more socially and economically disadvantaged individuals. Socially and economically disadvantaged individuals include Women, African-Americans, Hispanic-Americans, Native Americans, Asian-Pacific Americans, and Asian-Indian Americans. MWDBEs business concerns can be contractors, suppliers, or professional service providers.

VOSBs are defined as a business having one hundred (100) or fewer full-time employees and not less than fifty-one (51) percent of which is owned by one (1) or more veterans, or in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one (1) or more veterans, and the management and daily business operations of which are controlled by one (1) or more veterans.

Specific goals have been established for the utilization of MWDBEs and VOSBs for all applicable CDBG funded projects. The established goals are 13% for MBEs, 2% for WBEs and 5% for VOSBs. These goals will remain in effect throughout the life of the project. In the event the participation goals are not met, evidence must be provided demonstrating that a good faith effort was undertaken to identify and negotiate participation by certified MWDBEs and VOSBs.

TECHNICAL ASSISTANCE

If additional technical assistance is required, please contact:

Cheryl Cummings – (412) 350-1042

or

Chrissy Dzubinski – (412) 350-1081

or

email: ACEDCDBGProgram@alleghenycounty.us

Submit Applications To:

Allegheny County Economic Development
Attention: 2017 (Year 43) CDBG Application
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

CDBG Application 2017 (Year 43)

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COMMUNITY DEVELOPMENT BLOCK GRANT

APPLICATION CHECKLIST

Do not submit checklist with application. For Applicant Use Only.

In order to be considered for Allegheny County's Community Development Block Grant Program, at least 51% of the clients benefiting from the proposed activity **must reside in Allegheny County, outside of the City of Pittsburgh, the Municipality of Penn Hills and the City of McKeesport.** **For CDBG years 2015 (Yr 41), 2016 (Yr 42) and 2017 (Yr 43), McDonald and Trafford have opted out of the Allegheny County CDBG program.**

Please review your completed application and note that the following items must be submitted with each application.

| YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <u>RESOLUTION OF GOVERNING BODY – Attachment A</u> Requests grant and designates official to file application. When an application is submitted for a municipality with a Council of Governments (COG) as the applicant, a resolution is required from the municipality. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>PROFESSIONAL CERTIFICATION – Attachment B</u> Verifies feasibility and accuracy of scope of budget (engineer's or architect's seal should be affixed to original application) with the exception of project management or acquisition projects. Original signature, <u>in blue ink</u> , is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>MAP OR SKETCH OUTLINING PROJECT AREA –</u> Identifies site location and is required for monitoring and recordkeeping purposes. Street names must be legible. All projects require an ACS census tract map, with the exception of administration/planning and studies. ACS census tract maps are available at: http://factfinder2.census.gov. Tax maps or building footprint maps are required for all projects using the household survey methodology for project justification. Project service areas and site locations should be clearly marked. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>PHOTOGRAPHS –</u> Photographs of the project or project area <u>MUST</u> be included with the application. Digital photos are acceptable <u>EXCEPT</u> for demolition activities. All demolition photos <u>MUST</u> be 35mm or 35mm digital photos on photograph paper. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>CERTIFICATIONS</u> Certifies that the statements and application requirements are correct and contain no misrepresentation or falsification. Original signature, <u>in blue ink</u> , is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>INSURANCE REQUIREMENTS –</u> Subrecipients receiving CDBG funds must carry the following types of insurances: |
| <input type="checkbox"/> | <input type="checkbox"/> | General Liability (additional insured: "The County of Allegheny; its elected officials; officers and appointees") |
| <input type="checkbox"/> | <input type="checkbox"/> | Auto only if agency owns or leases vehicles |

Worker's Compensation

Fidelity Bond

SUBRECIPIENT PRE-AWARD ASSESSMENT SECTION

Must be completed by agencies applying for CDBG funds for the first time or who have applied but never received CDBG funding.

OUTCOME PERFORMANCE MEASUREMENT SECTION

Must be completed in order to be considered for funding.

Pages 1-12 must be completed for each application. Depending on the nature of the project, one of the following additional sections, where applicable, must also be submitted with each application: (Sections that are not applicable may be omitted from the application.)

PUBLIC IMPROVEMENT ACTIVITIES – Activities may include sewer and water, public improvements, parks and recreation, demolition, removal of architectural barriers/ADA improvements, sidewalks ramps, municipal buildings, and recreational facilities.

AREA BENEFIT ACTIVITIES – To determine the eligibility of a project which is intended to benefit low/moderate income families, one of the following three income criteria must be used:

YES **NO**

ACS CENSUS DATA–

No documentation is required if 51% or more of the total persons within the ACS census tract(s) are of low/moderate income. (2006-2010 American Community Survey (ACS) census and low/moderate data chart must be used and is available at <http://www.alleghenycounty.us/economic-development/index.aspx>).

HOUSEHOLD SURVEY–

The Household Survey should be undertaken when the service area of the project has been determined to include 150 or fewer families.

EXCEPTION CRITERIA–

No income documentation is required if **45.24%** (subject to change) or more of the total persons within the block group(s) are of low/moderate income.

YES **NO**

PUBLIC IMPROVEMENT – Removal of Architectural Barriers/ADA Improvements

YES

NO

BROWNFIELD REMEDIATION ACTIVITIES

Require the following resolutions:

CONCURRING RESOLUTION (Attachment A)

PLANNING COMMISSION RESOLUTION (Supplemental Attachment C)*

RESOLUTION OF COUNCIL (Supplemental Attachment D)*

DEMOLITION ACTIVITIES

Property address, Slum & Blight Resolution, Lot & Block Number and 35mm pictures or 35mm digital photos on photograph paper **must** be submitted for each demolition activity. Legal clearance documentation will only be required if the project is selected for funding.

SLUMS & BLIGHT RESOLUTION (Supplemental Attachment E)*

ECONOMIC DEVELOPMENT ACTIVITIES

Activities may include any activity designed to create or retain jobs which is not a public service.

ECONOMIC DEVELOPMENT

Letter(s) of intent from affected businesses to create the required number of low/moderate income jobs.

LOW/MODERATE INCOME CLIENT SERVICES AND PROGRAMS ACTIVITIES

Activities may include client-based assistance programs, such as housing counseling, fair housing, hunger and nutrition, utility assistance, facility and equipment improvements, and applicant project delivery costs, etc.

DIRECT BENEFIT FORMS

PUBLIC SERVICES ACTIVITIES

Activities may include senior citizen's centers, centers for the disabled persons, handicap accessibility in non-profit facilities or public service centers, public services and food bank services.



LIMITED CLIENTELE ACTIVITES

DIRECT BENEFIT FORMS

Direct Benefit forms must be completed for the following activities:

Removal of Architectural Barriers/ADA Improvements

Low/Moderate Job Creation/Retention

Client Services and Programs

Public Services Activities

It is mandatory that Pages 1-12 be completed and submitted with the application. Other Sections that are not applicable to the proposed activity may be omitted from the application.

***Supplemental Attachments Planning Commission Resolution (Attachment C), Resolution of Council (Attachment D), and Slum & Blight Resolution (Attachment E), are available upon request from ACED or on the internet at <http://www.alleghenycounty.us/economic-development/index.aspx>, or can be obtained through the Council of Governments.**

**ALLEGHENY COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
2017 (YEAR 43)**

**-Computer Data Entry Sheet-
(ALL APPLICATIONS MUST BE TYPED)**

Census Tract in Which Project is Located

Block Group No.

Municipality in Which Project is Located (*Not Service Area for Project*)

Legal Name of Applicant

Legal Address of Applicant

City State Zip Code

Contact Person Title

Telephone Number Alternate Number Email Address

Project Name

Brief Description of Project

Amount of CDBG Funds Requested (round to nearest dollar)

| | | |
|------------------------------------|--------------------------|--------------------------|
| | Yes | No |
| Is the agency a M/W/DBE or a VOSB? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, is the agency certified? | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: A project will be re-evaluated for eligibility if there are any deviation(s) from the submitted application's scope of work or project location(s).

Is this project a priority of the organization or municipality?

Is this project part of a comprehensive or other type of local plan?

ACTIVITY STATUS (Check One) NEW CONTINUATION

Type of Project: (Select only one from A through N, and one subgroup, if applicable)

Symbol denotes that photographs of the project or project site must be included with the application. Digital photos are acceptable EXCEPT for demolition activities. All demolition photos **MUST** be 35mm or 35mm digital photos on photograph paper.

A. Acquisition or disposal of real property

B. Public facilities and improvements of:

- | | |
|--|--|
| <input type="checkbox"/> Flood Drainage Facilities <input checked="" type="checkbox"/> | <input type="checkbox"/> Senior Centers <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Handicapped Centers <input checked="" type="checkbox"/> | <input type="checkbox"/> Sidewalks <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Homeless Centers <input checked="" type="checkbox"/> | <input type="checkbox"/> Solid Waste Disposal Facilities <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Neighborhood Facilities <input checked="" type="checkbox"/> | <input type="checkbox"/> Streets <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Parking Facilities <input checked="" type="checkbox"/> | <input type="checkbox"/> Water or Sewer Facilities <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Parks/Recreational Facilities <input checked="" type="checkbox"/> | <input type="checkbox"/> Youth Centers <input checked="" type="checkbox"/> |

C. Clearance and demolition
(35mm Only or 35mm digital photos on photograph paper)

D. Provide public services (CDBG funds will be used for):

- | | |
|--|--|
| <input type="checkbox"/> Abused and Neglected Children | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> AIDS Patients | <input type="checkbox"/> Public Safety Services |
| <input type="checkbox"/> Battered and Abused Spouses | <input type="checkbox"/> Recreation Programs |
| <input type="checkbox"/> Child Care Services | <input type="checkbox"/> Screening for Lead-Based Paint/Lead Hazards |
| <input type="checkbox"/> Crime Awareness | <input type="checkbox"/> Poisoning |
| <input type="checkbox"/> Education Programs | <input type="checkbox"/> Senior Services |
| <input type="checkbox"/> Employment Training | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Fair Housing Activities | <input type="checkbox"/> Tenant/Landlord Counseling |
| <input type="checkbox"/> Handicapped Services | <input type="checkbox"/> Transportation Services |
| <input type="checkbox"/> Health Services | <input type="checkbox"/> Youth Services |

E. Removal of architectural barriers/ADA improvements at the following locations:

- | | | |
|--|--|--|
| <input type="checkbox"/> Curbs/Sidewalks/Ramps | <input type="checkbox"/> Public Service Centers <input checked="" type="checkbox"/> | <input type="checkbox"/> Municipal Buildings <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Non-Profit Facilities <input checked="" type="checkbox"/> | <input type="checkbox"/> Recreational Facilities <input checked="" type="checkbox"/> | |

F. Client Services and Programs

- | | |
|---|--|
| <input type="checkbox"/> Housing Counseling | <input type="checkbox"/> Energy Efficient Improvements <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Fair Housing | <input type="checkbox"/> Utility Assistance |
| <input type="checkbox"/> Hunger & Nutrition | |

G. Code Enforcement

H. Special Economic Development Assistance to Private for-Profit entities. (check one)

- Job Creation Job Retention

I. Business District Improvements: Check appropriate boxes.

- Public Improvements Facades Planning

J. Planning

K. Administration (Check One)

Salary - Administration Salary – Direct Client Services

L. Other – Please describe: _____

Will the proposed activity:

Yes

No

Help prevent homelessness?

Help the homeless?

Help those with HIV or AIDS?

OUTCOME PERFORMANCE MEASUREMENT SECTION

This section must be completed in order to be considered for funding.

HUD requires recipients of federal funding to assess the outcomes of the program in question. In 2006, Allegheny County employed a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG, HOME, and ESG programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)

- Goal # 1 – Creates a suitable living environment**
This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- Goal # 2 – Provides decent housing**
This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Goal # 3 – Creates economic opportunities**
This objective applies to the types of activities related to economic development, business district improvements, brownfield remediation, or job creation.

II. OBJECTIVES

The proposed activity meets which of the following objectives: (Select only one)

- Improve availability/accessibility**
This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Improve affordability**
This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve sustainability

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

III. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes expected to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

If you have any questions regarding this section, please contact (412) 350-1042 or (412) 350-1081 or send an email to ACEDCDBGProgram@alleghenycounty.us.

SITE LOCATION:

Provide a street address or other locational 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 ACS CENSUS TRACTS MUST BE INCLUDED FOR EACH SITE LOCATION.

DETAILED DESCRIPTION OF PROJECT:

In concise, 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.

Administrative costs must include an itemized budget breakdown.

PLEASE CHECK ONE BLOCK IN EACH SECTION OF THE FOLLOWING:

YES

NO

Does the project involve any environmental impact where Department of Environment Resources mandates or Health Department citations are involved?

If yes, please specify:

Does the applicant or operating agency own the structure where the project is located?

If no, please explain:

NATURE OF PROBLEM/REMEDY: 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 additional paper if required.

CONSTRUCTION PROJECT INFORMATION

A. Describe applicant’s familiarity with Davis-Bacon prevailing wage requirements (Labor Standards Provisions for construction projects).

B. Describe applicant’s familiarity with oversight of construction projects.

C. If applicant currently does not have the construction capacity or has identified a weakness in capacity, how will this be remedied?

CONSTRUCTION SCHEDULE

Estimated Date Construction will commence _____

Estimated Completion Date _____

Projects must be awarded or under construction within 180 days after the CDBG Program Year begins, which takes effect July 1. Failure to comply shall result in the reprogramming of funds.

NOTE: A project will be re-evaluated for eligibility if there are any deviation(s) from the submitted application’s scope of work or project location(s).

PROJECT FINANCIAL SUMMARY – PERFORMANCE MEASUREMENT REQUIREMENT

Identify all funding sources, including federal (include CDBG funds), state, county, local and private grants or loans, committed or applied for. If funds are committed by other funding sources, a letter must be submitted verifying this commitment.

AMOUNT OF FUNDS LEVERAGED

| Source | Amount | % of Total Project Cost | Grant/Loan | Status Pending/Committed |
|---|---------------|--------------------------------|-------------------|---------------------------------|
| CDBG | | | | |
| Local funds (Specify): | | | | |
| State funds (Specify): | | | | |
| Other Federal funds (Specify): | | | | |
| Private financing (Specify): | | | | |
| Other (Specify): | | | | |
| Totals | | | N/A | N/A |
| List all other federal funds applicant receives on an annual basis | | N/A | N/A | N/A |

According to 2 CFR Part 200, ACED may require a single audit of the applicant.

PROJECT SOURCES AND USES TABLE - BUDGET

| PROPOSED PROJECT COST CATAGORY | PROPOSED PROJECT AMOUNT | PROPOSED CDBG FUNDING | CDBG % OF TOTAL PROJECT | LOCAL FUNDING SOURCES | OTHER FUNDING SOURCES |
|--|--------------------------------|------------------------------|--------------------------------|------------------------------|------------------------------|
| GENERAL CONSTRUCTION | | | | | |
| DEMOLITION | | | | | |
| CONSULTANT SERVICES | | | | | |
| Accountant | | | | | |
| Appraisal | | | | | |
| Architectural Consultant | | | | | |
| Engineering and Inspection | | | | | |
| Legal | | | | | |
| Marketing Consultant | | | | | |
| Planning Consultant | | | | | |
| Project Coordination | | | | | |
| PROJECT MANAGEMENT | | | | | |
| Advertising | | | | | |
| Computer Services | | | | | |
| Indirect Costs (Requires cost allocation plan approved by ACED) | | | | | |
| Insurance/ Bonding | | | | | |
| Office Equipment Expenses | | | | | |
| Office Operating Expense | | | | | |
| Rent/ Utilities | | | | | |
| Training | | | | | |
| Travel | | | | | |
| PERSONNEL/ ADMINISTRATION | | | | | |
| Salaries | | | | | |
| Fringes | | | | | |
| Technical Assistance | | | | | |
| SUPPLIES | | | | | |
| FIXED ASSET OR EQUIPMENT | | | | | |
| ACQUISITION, REAL PROPERTY | | | | | |
| HOUSING SUBSIDY | | | | | |
| OTHER (Please list) | | | | | |
| TOTAL PROPOSED COSTS | | | | | |

NOTE: A project will be re-evaluated for eligibility if there are any deviation(s) from the submitted application's scope of work or project location(s).

CERTIFICATIONS

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

Utilization of Minority/Women/Disadvantaged Businesses and Veteran Owned Small Businesses

Projects receiving CDBG funding must notify and include minority and women businesses in their bidding process. *Executive Order 11625 (Utilization of Minority Business Enterprise); Executive Order 12138 (Utilization of Female Business Enterprise); Allegheny County MBE/WBE Program enacted July 1981, which sets forth goals of 13 percent Minority and 2 percent Female Business Enterprise. VOSB Ordinance #6867-12 of the County of Allegheny, Commonwealth of Pennsylvania, amending Article 903, § 5-903.02*

Labor Standards Provisions (Davis-Bacon)

Construction projects receiving \$2,000.00 or more in CDBG (federal) funds will be required to comply with prevailing wage requirements.

Section 3

Projects receiving CDBG funding involving building or public facilities improvements must, to the greatest extent feasible, utilize lower income residents for employment and training opportunities. (24 CFR, Part 135).

Environmental Regulations

All funded projects will need to have an environmental review to ensure compliance with NEPA (National Environmental Protection Act) regulations. Allegheny County conducts these reviews but needs Sub-Grantee cooperation.

Title VI of the Civil Rights Act of 1964

Provides that no person in the United States shall on the ground of race, color, religion or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. (*Public Law 99352*)

Title VIII of the Civil Rights Act of 1969

Popularly known as the **Fair Housing Act**, it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States and prohibits any persons from discriminating in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including otherwise making unavailable or denying a dwelling to a person, because of race, color, religion, sex, or national origin. (*Public Law 90-294*)

ADA Compliance

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

I also certify that the statements and application requirements in this official application are correct and that this application 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.

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

Print Authorized Official Name

Title

Date

**ATTACHMENT A
CONCURRING RESOLUTION**

The purpose of the Resolution form is to have on record a statement confirming that the applicant has formally requested CDBG funds, has designated an official to perform the required duties between the applicant and Allegheny County Economic Development and has assured, where applicable, the provision of local matching funds. In addition, the applicant will comply with all other provisions of the CDBG application.

Resolution of the _____ authorizing
Name of Operating Agency/Municipality
the filing of an application for CDBG funds with Allegheny County Economic Development.

WHEREAS, the _____ is
desirous of obtaining funds from Allegheny County Economic Development in the amount of _____
under the Federal Housing and Community Development Act of 1970, as amended. *(CDBG Funds)*

NOW, THEREFORE, BE IT RESOLVED, that the _____
does hereby formally request CDBG funds from Allegheny County Economic Development.

BE IT FURTHER RESOLVED, that the _____ does hereby
designate _____ as the official to file all applications, documents, and forms between
(Authorized Official)
the _____ and Allegheny County Economic Development.

BE IT FURTHER RESOLVED, that the _____
will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the _____
will assure, that the project will be awarded or under construction within 180 days after contractual execution.

Adopted this _____ day of _____, 20____, by the _____
Operating Agency/Municipality

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

Title

NOTE: A project will be re-evaluated for eligibility if there are any deviation(s) from the submitted application's scope of work or project location(s).

**ATTACHMENT B
PROFESSIONAL’S CERTIFICATION**

The purpose of the Professional’s Certification 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.

Print Name

Signature

Date

(SEAL)

**PLEASE NOTE:
ANY COSTS THAT EXCEED THE TOTAL PROJECT COST STATED ABOVE, WILL BE THE
RESPONSIBILITY OF THE APPLICANT, AGENCY OR MUNICIPALITY.**

NOTE: A project will be re-evaluated for eligibility if there are any deviation(s) from the submitted application’s scope of work or project location(s).

Subrecipient Pre-Award Assessment Section

(Must be completed by agencies applying for CDBG funds for the first time or who have applied for but never received CDBG funding.)

This section of the application must be completed in order to assess the capabilities of prospective subrecipients prior to awarding CDBG Funds, as well as a beginning point for identifying training and technical assistance.

Agencies must submit the following documentation: (check if attached)

- Tax Status Certifications [501(c) (3)] (Non-Profits Only)
- Board of Directors List (include Officers name and title)
- Most current audit
- Agency brochure or narrative outlining services available

A. Capacity:

1. What services/activities is applicant currently providing to what type of clientele?

2. Describe applicant's current capacity and staff qualifications in carrying out the proposed activity.

3. Describe applicant's administrative systems. Check each item that exists within applicant's capacity.

- Audit System**
- Client eligibility and demographic data collection and reporting**
- Conflict of interest policies**
- Financial System**
- Formal Personnel System – Are written procedures in place?**
- Fund Raising**
- Insurance Coverage**
- Procurement System – Are formal written procedures in place?**
- Record Keeping Systems**
- Revenue Generation**
- Staff Salary Tracking**

4. If any gaps exist in applicant's administrative systems, how will they be addressed?

B. Experience

1. Has applicant ever done this type of activity before? yes no If yes, explain.

2. Describe applicant's experience with CDBG or other Federal grant programs:

3. Is applicant working with other agencies that perform similar services? yes no
If yes, identify agencies.

C. Insurance Requirements

Does applicant carry insurance? yes no

(If yes, please check which type of insurances are carried)

- General Liability
(If funded, additional insured **must** state: "The County of Allegheny; its elected officials; officers, and appointees")
- Auto (only if applicant owns or leases vehicles)
- Worker's Compensation
- Fidelity Bond
- Other (Identify) _____

Subrecipients receiving CDBG funds must carry the above listed insurances.

DIRECT BENEFIT FORMS

Direct Benefit Forms must be completed for the following activities:

*Removal of Architectural
Barriers/ADA Improvements*

*Low/Moderate Job
Creation/Retention*

Client Services and Programs

Public Services Activities

DIRECT BENEFIT FORM INSTRUCTIONS

Please read the following instructions before completing the Direct Benefit Summary Form

1. A Direct Benefit Summary form must be completed for activities that benefit a limited clientele; provide low/moderate income client services and programs; low/moderate income job creation/retention; or removal of architectural barriers/ADA improvements.

Low/Moderate Income Jobs – As a general rule, the applicant has 3 years to create/retain jobs, however annual updates are encouraged so HUD can see that progress is being made. At the end of the three years, this form must be submitted documenting that the at least 51% of the jobs created/retained are low/moderate income and/or a presumed low/moderate income beneficiary. In addition, job forms must be submitted along with the Direct Benefit Form. (Contact your Project Manager at ACED for copies of the forms to be completed.)

Low/Moderate Income Client Services and Programs - At the end of the contract period this form must be submitted documenting that the beneficiaries of the project were at least 51% low/moderate income and/or a presumed low/moderate income beneficiary.

Limited Clientele – At the end of the contract period this form must be submitted documenting that the beneficiaries of the project were at least 51% low/moderate income and/or a presumed low/moderate income beneficiary. Persons presumed to be low/moderate income are: abused children, elderly persons (age 62 or older), battered spouses, homeless persons, severely disabled **Adults** (as defined by the Bureau of Census), illiterate persons, persons living with AIDS, and migrant farm workers.

2. **2013 5-Year Census data** for disabled persons may be used for the following types of activities (Information can be found at <http://www.alleghenycounty.us.economic-development/index.aspx>):
 - provide handicapped accessibility for curbs, sidewalks, and ramps
 - provide handicapped accessibility for Municipal Buildings and recreational facilities

This information must be reported on the Direct Benefit Summary report.

3. Public Services activities, which include Senior Citizen Centers; Centers for disabled persons (MH/MR); handicapped accessibility for non-profit facilities or public service centers; public services and food bank services, must complete a Direct Benefit Summary Form. In addition, **an individual intake sheet** must be completed for each client participating in a public service activity. Individual intake sheets are to remain on file with the Operating Agency. Submit only the Direct Benefit Summary Form with the application.

CHECK APPROPRIATE ITEM:

- Applicant currently serves clients.
- Proposed activity is new and currently does not serve clients.

If an activity is selected for funding, Direct Benefit information must be submitted for the contractual period.

**ALLEGHENY COUNTY ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Subrecipient Summary Report: Direct Benefit Activities**

Project Activity: _____

Agency Name: _____

Agency Address: _____

Contact Person (Name/Title): _____

Signature: _____ Date: _____

Report Period: _____ From: _____ To: _____

**HUD PERFORMANCE OUTCOME MEASUREMENT SYSTEM
HUD Required Performance Output Indicators**

| Persons Assisted by this CDBG-funded Activity | Total |
|---|-------|
| Total Number of Unduplicated Persons Assisted | |
| Total Number of Disabled Persons Assisted | |

| Income Status (% of Median Family Income "MFI") | Total |
|---|-------|
| Total Persons Assisted (0 - 30% MFI) | |
| Total Persons Assisted (31 - 50% MFI) | |
| Total Persons Assisted (51 - 80% MFI) | |

| Race / Ethnicity of Persons Assisted | Total | Hispanic or Latino |
|---|-------|--------------------|
| SINGLE RACE PERSONS | | |
| White | | |
| Black or African American | | |
| American Indian or Alaska Native | | |
| Asian | | |
| Native Hawaiian or Other Pacific Islander | | |
| MULTI-RACE PERSONS | | |
| American Indian or Alaska Native <i>and</i> White | | |
| Asian <i>and</i> White | | |
| Black or African American <i>and</i> White | | |
| American Indian or Alaska Native <i>and</i> Black | | |
| Other Multi-Racial | | |
| Total Number of Persons Assisted: | | |

HUD Performance Indicator for Public Services Activities

Accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people. Where a service/facility *does not exist*, the assistance provided results in "*new*" access to that service/facility. Where a service/facility is *limited in size or capacity*, and the assistance expands the existing service/facility, the result would be "*improved*" access.

| | | |
|--|---------------|--|
| No. of Persons assisted with new access to service or benefit. | Total: | |
| No. of Persons assisted with improved access to service or benefit. | Total: | |

ALLEGHENY COUNTY
2016 INCOME GUIDELINES

Income Limits Subject to Change by HUD

| Household Size | 30% Area Median Income | 50% Area Median Income | 80% Area Median Income |
|----------------|------------------------|------------------------|------------------------|
| 1 | \$14,950 | \$24,950 | \$39,900 |
| 2 | \$17,100 | \$28,500 | \$45,600 |
| 3 | \$19,250 | \$32,050 | \$51,300 |
| 4 | \$21,350 | \$35,600 | \$56,950 |
| 5 | \$23,100 | \$38,450 | \$61,550 |
| 6 | \$24,800 | \$41,300 | \$66,100 |
| 7 | \$26,500 | \$44,150 | \$70,650 |
| 8 | \$28,200 | \$47,000 | \$75,200 |

PUBLIC IMPROVEMENTS, * BROWNFIELD REMEDIATION, AND BUSINESS DISTRICT IMPROVEMENTS ACTIVITY JUSTIFICATION SECTION

**Activities may include sewer and water, public improvements, parks and recreation, demolition, commercial revitalization and handicapped accessibility for curbs, sidewalks ramps, municipal buildings and recreational facilities.*

I.

BENEFIT TO LOW/MODERATE INCOME PERSONS

A. PROJECT INFORMATION

Please provide the following information:

1. **Actual number of households served by the project** _____. If number of households differ from that agreed upon in the pre-application, please submit a letter of explanation. (2006-2010 ACS Census Tract Data and low/moderate data chart must be used and is available at <http://www.alleghenycounty.us/economic-development/index.aspx>).
2. When submitting sanitary sewer, waterline or storm sewer applications, the applicant must clearly indicate the following:
 - a. Is work to be completed (Check one):
 - a. A new installation? _____
 - b. A replacement of any existing line? _____
 - b. List the municipality in which the project is located and include the name of any Authority if they are the applicant for the project. _____

B. PROJECT BENEFIT

Project benefit specifically addresses the area or individuals which directly benefit by the implementation of the project. Please indicate how the project benefits low/moderate income persons by checking one of the following categories (Area Benefit, Limited Clientele, Low/Moderate Income Client Services and Programs Activities, Low/Moderate Income Job Creation/Retention Activities, General Administrative Costs, Planning/Studies) and submit the documentation requested for each item.

AREA BENEFIT ACTIVITY

Defined as an activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low/moderate income persons. An activity that serves an area that is not primarily residential in character shall not qualify under this criterion.

- a. Multi-Municipality (Specify)

- b. Total-Municipality (Specify)

- c. Neighborhood (specify boundaries of project area which generally include more information than site location, e.g., Martin Street is the actual site location. The benefit area would be defined as all the homes on both sides of Martin Street from 1st to 5th Avenue.)

C. INCOME JUSTIFICATION SECTION (For Area Benefit Activity Only)

To determine the eligibility of a project which is intended to benefit low/moderate income persons, one of the following three income criterion must be used: ACS census data, exception criteria, or household survey (check one):

ACS CENSUS DATA (Primary method of determining project eligibility):

Project is eligible by the 2006-2010 ACS census data and low/moderate data chart if 51% or more of the total persons within the census tract(s) or block group(s) are of low/moderate income based on 24 CFR Part 5 (formerly Section 8) Income limits at the time of the census. See <http://www.alleghenycounty.us/economic-development/index.aspx>. (Census tract and block group information is available upon request from the ACED.) **Census Tracts and/or block groups are to be used only when the project service area encompasses the entire census tract or block group.**

Provide the ACS census tract(s) and/or block groups that are reasonably coterminous with the service area.

| *ACS Census Tract Number(s) | Block Group Numbers |
|-----------------------------|---------------------|
| | |
| | |
| | |

EXCEPTION CRITERIA

The “exception criteria” may be undertaken for area benefit activities in any residential areas where the percent of low/moderate income persons in the service area is less than 51%, but where the proportion of low/moderate income persons falls within the first quartile of **45.24%** (subject to change) or Allegheny County’s low/moderate threshold.

HOUSEHOLD SURVEY

A household survey should be undertaken only if it meets the following guidelines:

- A. The proposed activity benefits only a fragment of the census block group.
- B. The service area of the fragment has been determined to include 150 or fewer households. If the project area exceeds 150 households, the survey methodology must be approved by ACED prior to the commencement of the survey.
- C. The degree of concentration of low/moderate income persons in the fragmented service area is less than the 2006-2010 ACS census data of **51%** or the “exception criteria” threshold of **45.24%** (subject to change).

Household surveys may not be used when the degree of concentration of low/moderate persons fails to meet the “exception criteria” of **45.24%** (subject to change) threshold, and the service area encompasses the entire block group.

It is imperative that information be collected for all of the households within the service area. A project has a better chance of qualifying for eligibility when a greater number of responses are received for a service area.

The percentage of benefit to low/moderate income households is calculated on the total number of households in the service area, not just those households surveyed.

Any household that refuses to complete the survey form or is not available will be calculated as a non-low and moderate income household.

NOTE: A Block Group Number(s) is required for any activity requiring household survey as criterion for determining eligibility. Vacant homes and businesses should not be included in the household survey but clearly identified on the map.

All Applications Minimum Project Amount -

All CDBG applications must have a project budget of \$20,000 or greater with no less than \$20,000 CDBG funds being requested.

Sewer and Water -

ACED is removing from the Project Criteria Guidelines, Sewer and Water Program policy #2. There will no longer be 100% funding consideration for projects \$25,000 or less.

Demolition –

- ACED has created a separate Demolition Program Area funded at \$400,000.00.
- Demolition activities are not permitted to be funded out of the COG-Wide public improvement funding or the Act 47 master contract funding.
- ACED will establish project selection criteria and will choose all demolition activities.
- Legal clearance documentation is not required to be submitted with the application. Legal clearance will only be required if a demolition activity is selected for funding.

**ALLEGHENY COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2016 INCOME LEVELS
Income Limits Subject to Change by HUD**

INDIVIDUAL HOUSEHOLD SURVEY FORM

For the purpose of determining eligibility for proposed community development improvement projects to be funded by HUD in your area, the following information is necessary. Each household should indicate the number of persons living in the residence and whether total gross household income exceeds or falls below the listed figure for that size household.

- | Check one | Household Size/Income Level |
|--------------------------|---|
| <input type="checkbox"/> | 1 Person.. Total Income is <input type="checkbox"/> above or <input type="checkbox"/> below \$39,900 |
| <input type="checkbox"/> | 2 Persons.. Total Income is <input type="checkbox"/> above or <input type="checkbox"/> below \$45,600 |
| <input type="checkbox"/> | 3 Persons.... Total Income is <input type="checkbox"/> above or <input type="checkbox"/> below \$51,300 |
| <input type="checkbox"/> | 4 Persons.... Total Income is <input type="checkbox"/> above or <input type="checkbox"/> below \$56,950 |
| <input type="checkbox"/> | 5 Persons.... Total Income is <input type="checkbox"/> above or <input type="checkbox"/> below \$61,550 |
| <input type="checkbox"/> | 6 Persons.... Total Income is <input type="checkbox"/> above or <input type="checkbox"/> below \$66,100 |
| <input type="checkbox"/> | 7 Persons.... Total Income is <input type="checkbox"/> above or <input type="checkbox"/> below \$70,650 |
| <input type="checkbox"/> | 8 Persons.... Total Income is <input type="checkbox"/> above or <input type="checkbox"/> below \$75,200 |

Project Name: _____

Household Address:

Street

_____ Apt. No.

City

State

_____ Zip

Check if Applicable:

- Household Occupant(s) Not Home
- Household Occupant(s) Refused To Complete Survey

Interviewer's Printed Name

Interviewer's Signature

Date

7. Based on Individual Household Surveys, please complete the following chart:

| A | B | C |
|---|-------------------|----------------|
| _____ Total Number of 1 Person Households | _____ Above _____ | Below \$39,900 |
| _____ Total Number of 2 Person Households | _____ Above _____ | Below \$45,600 |
| _____ Total Number of 3 Person Households | _____ Above _____ | Below \$51,300 |
| _____ Total Number of 4 Person Households | _____ Above _____ | Below \$56,950 |
| _____ Total Number of 5 Person Households | _____ Above _____ | Below \$61,550 |
| _____ Total Number of 6 Person Households | _____ Above _____ | Below \$66,100 |
| _____ Total Number of 7 Person Households | _____ Above _____ | Below \$70,650 |
| _____ Total Number of 8 Person Households | _____ Above _____ | Below \$75,200 |
| _____ Total Number of Households (Refusals) | | |
| _____ Total Number of Households (Not Home) | | |
| _____ Total (Same as #6 – Page 24) | _____ Total | _____ Total |

ANY FALSE STATEMENTS MADE KNOWINGLY AND WILLFULLY MAY SUBJECT THE SIGNER TO PENALTIES UNDER SECTION 1001 OT TITLE 18 OF THE UNITED STATES CODE.

Print Name of Authorized Official

Signature of Authorized Official (*use blue ink*)

Title

Date

NOTE: *The percentage of benefit to low/ moderate income households is calculated on the total number of households in the service area – not just those households surveyed. Vacant properties ARE NOT to be included in the service area, but need to be identified on the map.*

However, since the National Objective of low/moderate income benefit is based on persons, not households, ACED will convert all households in the service area to total persons in order to determine eligibility.

NOTE: *A project will be re-evaluated for eligibility if there are any deviation(s) from the submitted application’s scope of work or project location(s).*

D. ADMINISTRATION

The following types of projects are not required to benefit low/moderate income persons, but are eligible CDBG activities:

- a. General Administrative Costs – Costs incurred for the administration of a program that benefits greater than 51% low/moderate income persons.
- b. Planning/Studies – A study, which if implemented, would benefit greater than 51% low/moderate income persons.

E. LIMITED CLIENTELE ACTIVITY – Public Improvement Removal of Architectural Barriers Activity/ADA Improvements

(Check this section if application is submitted by a municipality for the following types of architectural barrier removal/ADA improvements: handicapped accessibility for curbs, sidewalks, ramps, municipal buildings and recreational facilities)

The Direct Benefit Forms must be completed for any activity which benefits a limited clientele.

Limited Clientele Activity

Defined as an activity which benefits a limited clientele, at least 51% of whom are low/moderate income persons. (The following kinds of activities may not qualify under this paragraph: activities, the benefits of which are available to all the residents of an area; activities involving the acquisition, construction, or rehabilitation of property for housing; or activities where the benefit to low/moderate income persons to be considered is the creation or retention of jobs.)

- Removal of Architectural Barriers/ADA Improvements (***Purchase/installation of handicapped playground equipment no longer qualifies under this criterion.***)

IMPORTANT ADA REGULATION CHANGE: *Effective December 11, 1995, the purchase/installation of handicapped playground equipment no longer qualifies under the National Objective criterion of presumed benefit/limited clientele unless the activity is designed specifically for and used exclusively by handicapped children. **Eligibility must be based on the low/moderate income criterion which requires justification by ACS census tract data or a household survey.***

II.

ELIMINATION AND PREVENTION OF SLUMS AND BLIGHT

The municipality must designate the project area as blighted by formal resolution through interpretation of Pennsylvania's Urban Redevelopment Law (Public Law 991). The law formally defines a slum/blight area as follows:

Please check those that are applicable to this project:

- a. Unsafe, unsanitary, inadequate or overcrowded condition of dwellings therein;
- b. Inadequate planning of the area;
- c. Excessive land coverage of the buildings therein;
- d. Lack of proper light and air and open space;
- e. Defective design and arrangements of buildings thereon;
- f. Faulty streets and lot layout;
- g. Economically or socially undesirable land use.

Please provide a brief summary of how this project qualifies under Slum/Blight Area: _____

For a proposed project to be eligible, the appropriate governing body resolutions declaring the area blighted must be submitted with the application.

Project Types:

A. Brownfield Remediation

The elimination of slums and blight is one way brownfield remediation projects can be justified. Applicants can also justify projects under low/moderate income area. If the applicant will be using the elimination of slums and blight to justify the project, please follow the instructions below.

A municipality and its Planning Commission are required to pass a new slums and blight resolution if the previous resolution is older than 2013. If a resolution was passed after 2013, a copy should be submitted with the application. All newly passed resolutions must be originals. The following information must be provided for commercial revitalization activities: Planning Commission Resolution (Supplemental Attachment C), and Resolution of Council (Supplemental Attachment D) are required resolutions for brownfield remediation projects in addition to the Concurring Resolution (Attachment A). If no Planning Commission exists within the community, please indicate on the Planning Commission Resolution (Supplemental Attachment C).

- i. Site location and precise description of the targeted area to be addressed (i.e. number of linear feet, etc., and specific boundaries of the designated blighted area):

NOTE: A project will be re-evaluated for eligibility if there are any deviation(s) from the submitted application's scope of work or project location(s).

-
-
- ii. Provide the percent of buildings or public improvements that were deteriorated when the area was designated and the year of designation:
 Percentage of Deterioration: _____ Year of Designation: _____
 - iii. A narrative outlining the existing conditions that qualify the targeted area as “blighted” and what is proposed to address these conditions.
 - iv. Photographs (35 mm) or 35mm photos on photograph paper of the “blighted” area. Before and after pictures are required as part of the documentation to be kept on file.
 - v. Is project is a continuation activity from the previous CDBG Year funding cycle, please check one:
 Yes No

B. Business District Improvements

- i. Site location and precise description of the targeted area to be addressed (i.e. number of linear feet, decorative lights, etc., and specific boundaries of the designated blighted area):

- ii. Is project is a continuation activity from the previous CDBG Year funding cycle, please check one:
 Yes No

C. Demolition

Property address, 35mm photographs or 35mm digital photos on photograph paper and Lot & Block Number must be included in the Detailed Description of Project section of the application.

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

A demolition activity qualifies under the Elimination of Slums and Blight when there is no known future intended use of the property. If the demolition is part of an overall project where the intended use of the property is known, the project may qualify under another National Objective. If so, specify the end-use.

Please check those that are applicable to this project:

- a. Such Structure, because of physical condition, use or occupancy, is considered an attractive nuisance to children (including but not limited to abandoned wells, shafts, basements, excavations, and unsafe fences or structures);
- b. Such Structure, because it is dilapidated, unsanitary, unsafe, vermin-infested or lacking in the facilities and equipment required by the housing code, is unfit for human habitation;

- c. Such Structure is a fire hazard or otherwise dangerous to the safety of persons or property;
- d. Utilities, plumbing, heating, sewerage or other facilities have been disconnected, destroyed, removed, or rendered ineffective from such Structure, so that the Structure is unfit for its intended use;
- e. Such Structure is unoccupied and has been tax delinquent for a period of more than two years;
- f. Such Structure is vacant (but not tax delinquent), and has not been rehabilitated within one year of receipt of notice to rehabilitate from the appropriate code enforcement agency.

Please provide a brief summary of how this project qualifies: _____

Slums and Blight Resolution (Supplemental Attachment E) is a required resolution in addition to the Concurring Resolution (Attachment A)

D. Other

If the above categories are not appropriate for the proposed project and the Elimination and Prevention of Slums and Blight is being used as eligibility justification, then proper counsel should be sought in developing an appropriate resolution which should then be included with the application.

Planning Commission Resolution, Resolution of Council and Slums & Blight Resolution are available upon request from ACED, <http://alleghenycounty.us/economic-development/index.aspx>, or from your area Council of Governments.

III. ADDRESS AN URGENT NEED

A proposed project is eligible by urgent need criteria if **all** the following supporting items are submitted with the application.

- a. Statement from an independent expert, who is approved by ACED, verifying the proposed project is intended to address a serious or immediate threat to the health and welfare of the community.
- b. Statement from an independent expert, who is approved by ACED, verifying the condition occurred within the last eighteen (18) months.
- c. Statement of financial condition of the applicant, signed by the Chief Executive Officer, verifying the applicant is unable to finance the project with its own resources.
- d. Denial of benefit letters from other federal, state, local, or private funding sources, along with a statement that other sources were consulted and no other source of funds exist.

NOTE: Emergency projects do not qualify as urgent need projects. Please contact ACED for clarification.

NOTE: A project will be re-evaluated for eligibility if there are any deviation(s) from the submitted application's scope of work or project location(s).

ECONOMIC DEVELOPMENT* ACTIVITY JUSTIFICATION SECTION

**Activities may include any activity designed to create or retain jobs which is not a public service.*

CLIENT SERVICES AND PROGRAMS* ACTIVITY JUSTIFICATION SECTION

**Activities may include any activity designed to directly assist low/moderate income clientele.*

I. BENEFIT TO LOW/MODERATE INCOME PERSONS

CLIENT SERVICES AND PROGRAMS

Activities include client-based assistance services and programs, such as housing counseling, fair housing, hunger and nutrition, utility assistance, facility and equipment improvements, and applicant project delivery costs, etc.

Direct Benefit Forms must be submitted for the contractual period.

Please note that income verification and proof of benefit to at least 51% low/moderate income persons will be required either upon project completion or June 30 of that given year, whichever comes first. This date marks the end of the county's annual reporting period. Failure to provide this documentation and benefit to 51% low/moderate income persons may result in the repayment of the CDBG award.

PUBLIC SERVICES*

ACTIVITY JUSTIFICATION SECTION

**Activities may include senior citizen centers, centers for disabled persons, handicapped accessibility in non-profit facilities or public service centers, and public services.*

I.

BENEFIT TO LOW/MODERATE INCOME PERSONS

LIMITED CLIENTELE ACTIVITY – PUBLIC SERVICES

The Direct Benefit Forms must be completed for any activity which benefits a limited clientele for the contractual period funded.

A *low/moderate income limited clientele* activity provides benefits to a specific group of persons rather than everyone in an area. It may benefit particular persons without regard to the area in which they reside, or it may be an activity which provides benefit on an area basis but only to a specific group of persons who reside in the area. In either case, at least 51% of the beneficiaries of the activity must be low/moderate income persons. (The following kinds of activities may not qualify under this paragraph: activities, the benefits of which are available to all the residents of an area; activities involving the acquisition, construction, or rehabilitation of property for housing; or activities where the benefit to low/moderate income persons to be considered is the creation or retention of jobs.) To qualify under this paragraph, the activity must meet one of the following (a through m):

- a. Abused Children
- b. Elderly Persons (age 62 and older)
- c. Battered Spouses
- d. Homeless Persons
- e. Severely Disabled **Adults** (as defined by Bureau of Census)

▪ *Persons are classified as having a severe disability if they: (a) used a wheel-chair or had used another special aid for six months or longer; (b) are unable to perform one or more “functional activities” or need assistance with an “ADL or IADL” (this includes seeing, hearing, having one’s speech understood, lifting and carrying, walking up a flight of stairs, and walking. An ADL is an “activity of daily living” which includes getting around inside the home, getting in or out of a bed or a chair, bathing, dressing, eating, and toileting. An IADL is an “instrumental activity of daily living” and includes going outside the home, keeping track of money or bills, preparing meals, doing light housework, and using the telephone); (c) are prevented from working at a job or doing housework; or (d) have a selected condition including autism, cerebral palsy, Alzheimer’s disease, senility or dementia, or mental retardation. Also, persons who are under 65 years of age and who are covered by Medicare or receives SSI are considered to have a severe disability.*

- f. Illiterate Persons
- g. Persons Living with AIDS
- h. Migrant Farm Workers
- i. Removal of Architectural Barriers/ADA Improvements (***This section should be checked if applicant is requesting funds for the removal of architectural barriers/ADA improvements in a non-profit facility, public service center, or any municipality ADA needs.***)

If the project consists of architectural barriers to the mobility or accessibility of adults meeting the Bureau of Census definition of severely disabled, please describe the project in detail.

If any of the above items (a) through (i) are checked, the clientele are a “presumed benefit” (presumed to principally benefit low/moderate income persons). Income documentation is not required to be submitted with this application. **Direct Benefit Forms indicating racial and ethnic groups who benefit from the proposed activity must be completed for the contractual period funded.**

- j. Be a microenterprise assistance activity carried out in accordance with the provisions of §570.201(o) with respect to those owners of microenterprises and persons developing microenterprises assisted under the activity during each program year who are low/moderate income persons. (Note that for these purposes, once a person is determined to be low/moderate income, he/she may be presumed to continue to qualify as such for up to a three-year period. This would enable the provision of general support services to such a person during that three-year period, without having to check to determine whether the person’s income has risen.)
- k. Be an activity designed to provide job training and placement and/or other employment support services, including, but not limited to, peer support programs, counseling, child care, transportation, and other similar services, in which the percentage of low/moderate income persons assisted is less than 51% which qualifies under the limited clientele in the following **limited circumstance**:
- In such cases where such training or provisions of supportive services assists business(es), *and the only use of CDBG assistances* received by the business is to provide the job training and/or supportive services, **and the proportion of the total cost** of the services borne by CDBG fund is *no greater than the proportion of the total number of persons benefiting from the services who are low/moderate income.*
- l. Activity which requires information on household size and income so that it is evident that at least 51% of the clientele are persons whose household income does not exceed the low/moderate income limit (e.g. rehab of a day care center).
- m. Activity which has income eligibility requirements which limits it exclusively to low/moderate income persons (e.g. food bank for the unemployed worker).

If (l) or (m) is checked, please explain the method used to collect income statistics. **Direct Benefit Forms indicating racial and ethnic groups who benefit from the proposed activity must be completed for the contractual period funded.**

Items (m) or (n) may be used to qualify projects even though the activity has not begun and persons will benefit only upon project completion. In these instances, income verification and proof of benefit to at least 51% low/moderate income persons will be required upon project completion or June 30 of that given year (whichever comes first). This date marks the end of the county's annual reporting period. Failure to provide this documentation and benefit 51% low/moderate income persons may result in the repayment of the CDBG award.

- n. Activity is of such nature and in such a location that it may be concluded that the activity's clientele will primarily be low/moderate income persons (e.g. rehab of a community center for youths).

The nature of some activities is such that it is impractical to obtain personal records of income for beneficiaries and the beneficiaries are not among the categories of individuals presumed by HUD to be low/moderate income persons. If (n) is checked, please describe below how the nature, location, or other information demonstrates the activity benefits a limited clientele or at least 51% of whom are low/moderate income persons. **Direct Benefit Forms indicating racial and ethnic groups who benefit from the proposed activity must be completed for the contractual period funded.**
