

ALLEGHENY COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
EMERGENCY DEMOLITION
APPLICATION



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County Executive

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**Allegheny County
Community Development Block Grant
Emergency Demolition Application**

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Allegheny County Community Development Block Grant Emergency Demolition Application

General Instructions

This Emergency Demolition application should only be completed and submitted if:

There is a sudden or unexpected occurrence or event, within the last 30 days, calling for immediate action to protect the health, safety and welfare of the public. There is imminent danger of failure or collapse of a building or structure which endangers life, property, the environment, and/ or damage to adjacent structures.

Applications must be typed. An application should include one (1) structure, unless multiple buildings are attached.

Review the Emergency Demolition Application Checklist to ensure all required documentation is submitted. Sample Resolutions are included in the application. Failure to submit a complete application, with the exception of Legal Clearance Documentation, and the required copy will result in the application being disqualified.

Deadline for submission of an Emergency Demolition Application to Allegheny County Economic Development (ACED) is: Ten (10) days after occurrence.

Submit the original, complete CDBG Emergency Demolition Application along with all supporting documentation (with the exception of the Legal Clearance) and one (1) copy of the application to:

Allegheny County Economic Development
Attention: Emergency Demolition
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

TECHNICAL ASSISTANCE:

For questions or technical assistance, please contact:

Cheryl Cummings – (412) 350-1042; or
Simone Thomas – (412) 350-7350; or
E-mail: ACEDCDBGProgram@alleghenycounty.us

PLEASE NOTE:

Applications that are incomplete and have insufficient documentation (with the exception of Legal Clearance Documentation) will be returned to the Municipality or COG and will not be considered for CDBG Emergency Demolition funding.

Applications that achieve an emergency designation and have successfully met ACED policy guidelines must realize that CDBG funding awards are based on funding availability at the time of consideration.

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Other Applicable Requirements Regarding Emergency Demolition Projects

Emergency Demolition Environmental Requirements

These are the steps regarding the Environmental Review Process. This information *is not* to be submitted with the Emergency Demolition Application. This process should take one (1) to three (3) business days, unless extenuating circumstances require additional time.

1. ACED's Project Manager will submit an Environmental Review Request to the Environmental Review Specialist.
2. A site visit will be conducted by the Applicant and ACED's Project Manager or Environmental Review Specialist.
3. ACED will begin a historic review:
 - The 35mm or Digital Photos on photo paper that are submitted with the Emergency Demolition Application will be used for this review.
 - The pictures submitted should include the structure's entire front, back, sides and streetscapes (with the structure included in the streetscape for context).
4. Asbestos concerns may need addressed:
 - If the structure is commercial, contains more than four (4) units of housing or there are two (2) or more single family homes on a single block, an asbestos inspection is required.
 - An asbestos inspection is not required if the above minimum conditions are not met.
5. ACED will complete the review and issue an environmental clearance.

Emergency Demolition Procurement Process

These are the steps regarding the Procurement Process. This information *is not* to be submitted with the Emergency Demolition Application. This process should take one (1) to seven (7) business days, unless extenuating circumstances require additional time.

1. The Applicant must submit a wage determination request to ACED.
2. To expedite the procurement process, no public advertising will be required. The Applicant is required to:
 - Solicit a minimum of three (3) written bids. At least one (1) of the potential bidders contacted must be a Minority, Women and Disadvantaged Business Enterprises (M/W/DBE) or a Veteran Owned Small Business (VOSB).
 - Bid notification and actual bids can be provided via mail, e-mail, hand delivery or fax.
 - All bids received must be in a format where the bidder can be verified.
 - The bid shall be awarded to the lowest responsible, responsive bidder.
3. All contracts with the contractor must be awarded within five (5) business days after the bid opening.
4. All projects must receive a Notice to Proceed from ACED in order to begin demolition. A Notice to Proceed will be issued upon receipt of the Applicant's bid documentation by ACED.
5. All procurement and labor compliance documentation must be completed by the Applicant or contractor and submitted to ACED as directed by the ACED Project Manager.
6. Payrolls, if applicable, must be submitted to ACED on a weekly basis for the duration of the project.

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Emergency Demolition Application

-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 Telephone Number

E-mail Address

Project Name

Brief Description of Emergency Demolition Project (include how it meets the Emergency Demolition definition):

Amount of CDBG Funds Requested _____ (round to nearest dollar)

Yes

No

Is the Applicant an M/W/DBE
or a VOSB?

If yes, is the Applicant
certified?

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Emergency Demolition Project Description

SITE LOCATION:

Provide a street address or other location information indicating specifically where the activity is physically being carried out.

ZIP CODES AND ACS CENSUS TRACTS MUST BE INCLUDED FOR THE SITE LOCATION.

DETAILED DESCRIPTION OF PROJECT:

In concise, measurable, and quantifiable terms, describe the work to be accomplished with the funds requested, along with a detailed line item budget. Include other funding sources and amounts, if applicable.

NATURE OF PROBLEM/REMEDY: Provide a detailed description of the nature of the problem, which includes: A description of the incident that occurred, date of occurrence and the threat posed by this structure to the public. Include the relationship to the Emergency Demolition definition. Attach additional paper if required.

EMERGENCY DEMOLITION SCHEDULE

Estimated date Emergency Demolition will commence: _____

Estimated Emergency Demolition completion date: _____

Allegheny County Community Development Block Grant Emergency Demolition Application Certifications

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

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

Projects receiving CDBG funding must notify and include minority, women and disadvantaged 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 goals of thirteen percent (13%) Minority and two percent (2%) Female Business Enterprise; VOSB Ordinance #6867-12 of the County of Allegheny, Commonwealth of Pennsylvania, amending Article 903, § 5-903.02 which sets a goal of five percent (5%) participation.*]

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 and 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 National Environmental Protection Act (NEPA) regulations. Allegheny County conducts these reviews but needs Applicant's cooperation with the process.

Title VI of the Civil Rights Act of 1964

This Act provides that no person in the United States shall on the ground of race, color, national origin, religion or sex, 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*)

Age Discrimination Act

Section 109 also directs that the prohibitions against discrimination on the basis of age under the Age Discrimination Act shall apply to programs or activities receiving Federal financial assistance under Title I programs.

ADA Compliance

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

Allegheny County Equal Opportunity

Allegheny County Ordinance 26-09 provides for equal opportunity without regard to race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, age or use of a guide or support animal because of blindness, deafness or physical disability.

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.

Print/ Type Name of Authorized Official

Signature of Authorized Official (use blue ink)

Title

Date

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ATTACHMENT A 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 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 Emergency Demolition application.

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

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

NOW, THEREFORE, BE IT RESOLVED, that the _____
Name of Applicant/Municipality
does hereby formally request a grant 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.
Name of Applicant/Municipality

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

BE IT FURTHER RESOLVED, that the _____
Name of Applicant/Municipality
will assure that the project will be awarded within fifteen (15) days after the Allegheny County Economic Development contractual execution.

Adopted this _____ day of _____, 20____, by the _____
Name of Applicant/ Municipality

Print/ Type Name

Signature (Must *not* be same as Authorized Official) (use blue ink)

Title

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ATTACHMENT B Professional's Certification

The purpose of the Professional's Certification is to have on record a statement from the Municipal Engineer that the proposed demolition meets the Emergency Demolition criteria, the work for the project is feasible, and the costs itemized hereto are fair and reasonable estimates of the project costs.

1. PROJECT NAME: _____

2. PROJECT LOCATION: _____

3. TOTAL PROJECT COST: _____

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

Print/ Type Name

Signature (use blue ink)

Date

(SEAL)

PLEASE NOTE:

ANY COSTS THAT EXCEED THE TOTAL PROJECT COSTS STATED ABOVE, WILL BE THE RESPONSIBILITY OF THE APPLICANT OR MUNICIPALITY

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ATTACHMENT C

Declaration of an Emergency Demolition Slum and Blight Resolution

Resolution Number _____
Declaration of an Emergency Demolition

A resolution of the Council/Board of the Municipality of _____ (hereinafter the “Municipality”) authorizing the Municipality to declare an emergency situation due to recent exposure of a dangerous condition to the health and safety of Municipality residents.

WHEREAS, on or about _____, an unstable structure located on that certain parcel of property situated in the Municipality, known as _____ and designated as Lot and Block _____ (hereinafter the “Structure” collapsed, or has caused or threatens to cause injury, damage and suffering to the persons and property located within the Municipality, and immediate action is required to mitigate the problem; and

WHEREAS, it has been determined upon inspection by a certified Building, Code or Fire Official (Chief) or Municipal Engineer for the Municipality that the Structure endangers the health, safety and welfare of _____ in the Municipality because _____; and

WHEREAS, the condition of the Structure further threatens to create problems greater than the Municipality may be able to resolve; and

WHEREAS, the Municipality has taken the appropriate measures according to their Ordinance Number _____, enacted on _____, to condemn and authorize the demolition of the Structure; and

WHEREAS, the Municipality will proceed to take immediate action to procure a contractor and award a demolition contract on or about _____ to mitigate the condition of the Structure.

NOW, THEREFORE, BE IT RESOLVED by the Council/Board of the Municipality on this ____ day of _____, as follows:

The Council/Board of the Municipality hereby declares that an unforeseen and unanticipated emergency situation exists in the Municipality as a result of _____ (hereafter “the Emergency”).

The designated officials of the Municipality are hereby authorized to take any and all actions deemed appropriate under the circumstances to mitigate the Emergency, including but not limited to the following actions:

The Council/Board President of the Municipality, or approved designee, is hereby authorized to execute and deliver any and all agreements, certificates, affidavits, and other instruments or documents of any kind or nature whatsoever that may be required to mitigate the Emergency.

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Furthermore, any and all other actions heretofore taken by any official, agent, or employee of the Municipality to address the Emergency, including but not limited to the execution and delivery of the agreements and documents authorized by this Resolution, or taking of any actions to address, remediate and mitigate the Emergency, are hereby approved, ratified and confirmed in all respects.

Municipal Agenda Number _____

Attest:

Print/ Type Name
Secretary/ Manager

Print/ Type Name
President/ Chairman

Signature (**use blue ink**)
Secretary/ Manager

Signature (**use blue ink**)
President/ Chairman

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Emergency Demolition Application Checklist

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

In order to be considered for Allegheny County’s CDBG Emergency Demolition funding, the proposed demolition property cannot be located in the City of Pittsburgh, the Municipality of Penn Hills or 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 and are not eligible for CDBG Funding.

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

- | YES | NO | |
|--------------------------|--------------------------|--|
| <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>CONCURRING RESOLUTION – Attachment A</u>
Requests a CDBG grant and designates an official to file the application. When an application is submitted by a Council of Governments (COG) as the Applicant on behalf of a Municipality, a Concurring Resolution from the Municipality is required. Original signature, <u>in blue ink</u> , is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>PROFESSIONAL’S CERTIFICATION – Attachment B</u>
Verifies the feasibility and accuracy of the budget scope. A Municipal Engineer’s seal should be affixed to the original application. Original signature, <u>in blue ink</u> , is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>DECLARATION OF AN EMERGENCY DEMOLITION SLUM AND BLIGHT RESOLUTION – Attachment C</u>
Required to be submitted by the Municipality as evidence of an official emergency designation. Original signature, <u>in blue ink</u> , is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>PHOTOGRAPHS</u>
Photographs of the project or project area <u>MUST</u> be included with the application. All demolition photos <u>MUST</u> be 35mm or Digital Photos on photo paper. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>PROPERTY(S) LOT AND BLOCK NUMBER(S)</u> |