

**WESTMORELAND COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
(2018-2020)**

****INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING UNTIL
ALL REQUESTED INFORMATION HAS BEEN SUBMITTED****

DATE APPLICATION SUBMITTED (Due no later than September 30th): _____

MUNICIPALITY: _____

MUNICIPAL ALLOCATION (2018-2020): \$ _____

ESTIMATED AMOUNT OF CDBG FUNDS NEEDED: \$ _____

**If previous projects were funded from the 2018-2020 municipal allocation, please identify project(s)
and amount of CDBG funds used:** _____

The following project is being submitted for inclusion in the Three (3)-Year CDBG Program cycle noted above. If there is more than one project requested, a separate application must be completed for each project; each application must be prioritized as Priority #1, #2, etc.

1. Project Name: _____

2. Provide a narrative description of the project (attach additional paper if necessary and include number of linear feet to be improved, types of material to be used, approximate quantities, why project is needed, etc.)

3. Location in Municipality (location must be specific - include street name or route number, from initial point to terminus; name of village, etc.):

4. Priority: _____ (First, Second, Third, Etc.)

5. Attach a topographical map for all projects and identify the project area.

6. Service Area

For all projects determined to benefit a low and moderate income area, include a tax map depicting all properties served by (benefitting from) the project. This is considered the service area.

- a. If using an income survey to determine the low and moderate income area status, indicate on the tax map which properties were surveyed, which properties responded, note any commercial or business properties, vacant properties, land, lots, etc. Renters and the number of rental units per building must also be identified. Include a master list of property owners and occupants.
- b. Road and bridge reconstruction projects require a clear delineation of the geographic service area. An estimated average daily traffic count may be requested. The municipality should develop and keep on file a description of the methodology used to make the service area determination.
- c. Storm sewer projects require a map to be submitted with the CDBG application, showing the delineation of the drainage area. The map must also identify the households benefitting from the project.
- d. Water and sanitary sewer projects must include material documenting current conditions and how the current conditions impact the health and / or safety of the affected residents. It must also be demonstrated that the project will provide a significant positive impact on the area served. Supporting documentation can include notices from third parties that demonstrate the necessity of the project such as a PA DEP letter on malfunctioning septic systems or wells.

e. Is this project using Census Tract / Block Group data to determine low and moderate income status? Yes _____ No _____

Identify Census Tract / Block Group numbers: Census Tract: _____

Block Group: _____

Were income surveys conducted for this project to determine low and moderate income status? Yes _____ No _____

Are income surveys included with this application? Yes _____ No _____

If not, were income surveys previously submitted? Yes _____ No _____

Total number of occupied households in survey area: _____

Total number of households responding to survey: _____

Total number of all persons identified on surveys: _____

Total number of low income persons identified on surveys: _____

NOTE: Unless this project is a planning project or a project to eliminate architectural barriers, the response to item 6(e) must be: census information was used to determine the area is low and moderate income or an income survey must be conducted. If you are unsure how to address this section, please contact the Department of Planning & Development.

7. Total Project Costs

Phase	Local Match 15%	CDBG	Other Funding Sources	TOTAL
Administrative		Not Eligible		
Legal		Not Eligible		
Accounting		Not Eligible		
Engineering		Not Eligible		
Permits		Not Eligible		
Construction				
Contingency		Not Eligible		
Tap-In Fees				
Other - Identify		Not Eligible		
Totals				

- a. The applicant **MUST** provide a match of 15% of the total project cost.
- b. IF THE PROJECT COSTS EXCEED THE AMOUNT OF CDBG FUNDS ALLOCATED TO THE PROJECT, THE MUNICIPALITY WILL BE REQUIRED TO PROVIDE THE ADDITIONAL FUNDS.
- c. Attach a letter of commitment from the governing body documenting the match. The match can include hard and/or soft costs. Engineering costs are also considered eligible for this purpose.
- d. Attach documentation of funding available to support other and local costs.
- e. For waterline extensions, cost estimate may include cost of hydrants; for water and sewer extensions include tap fees or any other fee required. Note: CDBG funds must be used to pay tap fees for all low and moderate income homeowners. The homeowner must **own and reside** in the home to be eligible for the CDBG-paid tap. This cost must be included in the estimate.

NOTE: CDBG funds may NOT be used to pay for third party professional costs such as engineering, consulting, etc. unless the project is classified as a planning activity and prior approval is obtained from the Westmoreland County Department of Planning and Development.

8. Engineering

A DATED ENGINEER'S ESTIMATE MUST BE INCLUDED WITH THE APPLICATION. APPLICATIONS THAT DO NOT INCLUDE ENGINEERING WILL NOT BE CONSIDERED.

Name, address and phone number of Engineer supplying estimate:

9. Will the project require the acquisition of temporary and/or permanent right-of-ways or easements? Yes _____ No _____

If yes, contact the Planning Department before proceeding with the project. If rights-of-way are obtained without consultation with the Planning Department the CDBG funding could be jeopardized.

NOTE: ANY property acquired for this project must be acquired in accordance with the regulations of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA).

10. Municipal Official who can be contacted concerning this project:

Name	Title	Phone Number
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11. Date of public meeting / municipality approval concerning this Project: _____

- a. Attach a list of public officials, titles.
- b. Attach a list of board members, titles.
- c. Attach meeting minutes of project approval.

12. List all Public Officials residing in Project Area: _____

NOTE: If any public officials are listed in section 12, contact Westmoreland County Department of Planning and Development prior to public approval of project.

SUBMITTED BY: _____

Signature	Date
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Typed Name / Title

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PLEASE RETURN COMPLETED APPLICATION AND REQUIRED DOCUMENTATION TO:

Westmoreland County Department of
Planning and Development
Fifth Floor, Suite 520
40 North Pennsylvania Avenue
Greensburg, PA 15601
(724) 830-3600

Please review the following checklist to make sure your application is complete.
Check off each item and return with your application. If item is not applicable, please mark NA.

YOUR APPLICATION IS COMPLETE WHEN IT INCLUDES:

- _____ 1. Project narrative
- _____ 2. Project location
- _____ 3. Priority (first, second)
- _____ 4. Topographical map showing exact location of project
- _____ 5. Census Tract and Block Group
- _____ 6. Tax map showing all properties served by the project
- _____ 7. Delineation of service area for road and bridge reconstruction projects
- _____ 8. Delineation of drainage area and affected households for storm water projects
- _____ 9. Letter supporting project need (e.g. DEP letter on malfunctioning septic systems)
- _____ 10. Income surveys included
- _____ 11. Project costs identified
- _____ 12. Engineer's estimate attached
- _____ 13. Match letter attached
- _____ 14. Evidence of local and other funding secured
- _____ 15. Are right-of-ways addressed
- _____ 16. Application signed and dated
- _____ 17. Date of public meeting and attached meeting minutes

If all required documents are not included with the application, please explain why.
