



LANCASTER COUNTY  
**Redevelopment  
Authority**

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**PUBLIC IMPROVEMENTS PROGRAM  
FISCAL YEAR 2020 FUNDING REQUEST APPLICATION**

**Submit By: 4:00 PM, Thursday, April 30<sup>th</sup>, 2020  
One Original and One Electronic Submission Required**

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This application is for all infrastructure, water and sewer projects, and community facility improvement projects. For assistance in completing this Funding Request Application, please contact [Jocelynn Ritchey](#)

[Please Review all Policies and Eligibility Requirements](#)

*Use only the space provided*

**A. APPLICANT INFORMATION**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

DUNS # : \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

***Engineering or Architectural Firm***

Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

**B. GENERAL INFORMATION**

**1. Project Name and Location:**

Name: \_\_\_\_\_

Location: \_\_\_\_\_

**2. Is the Project located in an Urban Growth Area or Village Growth Area?**

Urban Growth Area:  ----- Select -----

Village Growth Area:  ----- Select ----- ----- Select -----

**3. Has the applicant applied for CDBG Funds for this specific project or project phase before?**

Yes  No

**a. List dates and amounts.**

<i>Date</i>	<i>Amount Requested</i>

**4. If this is a project phase, list prior phases and funding amounts received.**

<i>Project Phase</i>	<i>Date</i>	<i>Funded with CDBG</i>	
		<input type="checkbox"/> Yes	<i>Amount Received:</i>
		<input type="checkbox"/> Yes	<i>Amount Received:</i>
		<input type="checkbox"/> Yes	<i>Amount Received:</i>

**5. Exhibit A – Project Implementation Schedule - All projects must have 50% of the construction completed by December 31<sup>st</sup> 2020, assuming the Federal Funds are released by July 1.**

**a. What is the expected completion date of the project? \_\_\_\_\_**

## C. PROJECT ELIGIBILITY

*Community Development projects MUST meet the basic national fundability criteria established by Congress. All projects MUST principally benefit low- and moderate- income persons. The Redevelopment Authority will provide assistance in determining the number and percentage of low- and moderate- income persons.*

**1. This project principally benefits low- and moderate- income persons based on:**

American Community Survey (ACS) Data –

Census Tract/Block Group(s): CT

Total number persons in service area: \_\_\_\_\_ Percent Low/Mod: \_\_\_\_\_

Income Survey

Total number persons in service area: \_\_\_\_\_ Percent Low/Mod: \_\_\_\_\_

Use as a Community Facility and:

Eligible as Presumed Benefit:

Abused Children

Adults “Severely Disabled”

Battered Spouses

Illiterate Adults

Elderly Persons

Persons Living With Aids

Homeless Persons

Migrant Farm Workers

Eligible because there are income eligibility requirements which limit the facility exclusively to low and moderate income persons

Eligible because of required information on family size and income so that it is evident that at least 51 percent of the clientele are persons whose family income does not exceed the low- and moderate- income limit.

## D. PROJECT COSTS

Provide the financial data requested below. Costs should be based on the best information available. More exact figures will be requested if needed. When preparing this data, consider the following:

- A project should be completed in one phase if feasible;
- Federal Prevailing Wage Rates apply to all construction projects over \$2,000;
- Cost estimates must be as detailed as possible;
- It is likely that most projects will not begin construction until late June 2020; and
- Project sponsors must certify that a minimum of twenty percent (20%) of the total project cost will be financed through non-CDBG sources of funding. At least five percent (5%) of the cost of construction contracts must be paid with non-CDBG funds. Project sponsors are responsible for covering all legal, advertising, right-of-way acquisition, engineering, and design (soft) costs. Proposed community park projects require a fifty percent (50%) Match through non-CDBG sources of funding.

1. **Total Project Costs: (Note: a+b must = c)**

<b>a. Amount of CDBG Funds Requested:</b>	
<b>b. Amount of Non-CDBG Funds (Match):</b>	
<b>c. Total Project Cost:</b>	

2. **Breakdown of Non-CDBG Funds (Match):**

<i>Fund Type:</i>	<i>Fund Name:</i>	<i>Amount:</i>
-----Select-----		
-----Select-----		
-----Select-----		
-----Select-----		

3. **Non-CDBG Funding that was sought but denied**

<i>Fund Type:</i>	<i>Fund Name:</i>	<i>Amount:</i>
-----Select-----		
-----Select-----		

4. **Construction Costs Only:**

**Exhibit B – Construction Cost Estimate - You will need to provide a detailed line-item construction budget.**

- a. It is recommended that a copy of the preliminary plans and specifications be submitted with the Construction Cost Estimate.

- b. *Construction Estimate:* \_\_\_\_\_
- c. *Source of Estimate:* ex: ABC Engineering
- d. *Date of Estimate:* \_\_\_\_\_

## E. PROJECT NARRATIVE AND OBJECTIVES

### 1. *Project Description*

- a. **Scope of Work** – description of the specific project activities that will be undertaken.
- b. **Service Area** - Include the exact street location, the geographical boundaries, characteristics and nature of the neighborhood/community of the project.
- c. **Exhibit C – Location/Service Area Maps** - Provide Maps showing the location of the project and boundaries of the service area.

**2. Definition of the Problem and Need:**

- a. Describe circumstances in your community that make this project necessary. You must provide detailed specific information on the urgency and severity of the need for this project such as health and safety problems, substandard housing conditions, public facility problems, lack of essential services, etc.**
- b. Explain why the proposed project cannot be undertaken without CDBG funds.**
- c. Exhibit D – Supporting Documentation and Photographs - Provide Supporting documentation and photos of the problem and need.**

3. *County Planning Goals and Objectives:*

- a. *Explain the proposed project's relationship to goals and objectives of Lancaster County's Consolidated Plan for 2016-2020.*
- b. *Explain the proposed project's relationship to the [Lancaster County Comprehensive Plan](#) including the Policy Element, Growth Management Element and all Functional Elements.*
- c. *Exhibit E – Lancaster County Planning Commission (LCPC) Approval – Infrastructure projects must obtain a formal letter of approval or resolution from LCPC. Projects will be forwarded to LCPC by Jocelynn Ritchey.*

**4. Local Planning Goals and Objectives:**

- a. Clearly explain the project’s local priority and its relationship to your municipal (or organizational) comprehensive planning and/or capital improvements program.*
- b. Describe how your municipality (or organization) has worked and /or is working to provide and support affordable housing within this specific neighborhood or community. Additionally, provide an assessment of the impact of any improvements completed to date in the designated neighborhood or community.*
- c. Exhibit F – Local Governing and Planning Commission Approval - Infrastructure*



*d. projects must obtain formal letters of approval and/or resolutions from the local municipal governing body and local municipal planning commission. Organizations must obtain formal written endorsement from the governing board.*

**5. Public Notice and Meeting of proposed project:**

**Exhibit G – Public Meeting Documents - All applicants must hold a public meeting to inform the community about the proposed project and provide a copy of the following:**

**• Legal Notice and Proof of Publication**

*(A legal notice that announces the public hearing must be published in the local newspaper not less than ten (10) days (excluding holidays) prior to the date of the meeting).*

- *Attendance List*
- *Detailed Minutes of Citizens Questions/Answers*

a. *Date of Published Legal Notice:* \_\_\_\_\_

b. *Date of Public Meeting:* \_\_\_\_\_

**F. ENVIRONMENTAL, HISTORIC, AND ENGINEERING REQUIREMENTS**

1. *Has the applicant identified any of the following in proposed service area?*

- Historic Buildings / District
- Floodplain and/or wetlands (If CHECKED, Attach FEMA FIRMetete map with Exhibit H)
- Endangered Species
- Explosive and Flammable Hazards (i.e. above ground storage tanks)
- Farmland Protection
- Airport Hazards (i.e. near any commercial service airports)

2. *List all applicable federal, state, and local permits or approvals required for this project and list the current status of each permit or approval in the space provided.*

Permit or Approval Required	Application Date	Status
		----- Select -----
		----- Select -----
		----- Select -----
		----- Select -----

3. *If the need for permits or approvals has not been identified and/or if the application submission process for permits has not been started, please explain why not.*

6. *Do you intend to use a municipal work force to provide any or all of the construction labor?*

- Yes       No

7. ***Exhibit H – Other Required Documentation – include all other required documentations specific to the type of proposed project (Sanitary Sewer Systems, Public Water Systems).***

**G. BUDGET**

- 1. *2020 Summary:*
  - a. *Annual Budget:*
  - b. *Capital Improvements Budget:*
  - c. *Anticipated Operating Reserve:*

2. *Capital Improvements*

<i>Ongoing Capital Improvements:</i>	<i>\$ Funds</i>	<i>Source of Funds</i>

<i>Anticipated Capital Improvements:</i>	<i>\$ Funds</i>	<i>Sources of Funds</i>

- 3. *Municipal Water and Sewer Authorities:*
  - a. *Current # of EDU'S:* \_\_\_\_\_
  - b. *Current Amount of Indebtedness:* \_\_\_\_\_
  - c. *Present Hook-Up/Tapping Fees:* \_\_\_\_\_
  - d. *Quarterly/Monthly User Fees:* \_\_\_\_\_
  - e. *Other Fees (specify):*  
 \_\_\_\_\_  
 \_\_\_\_\_

- 4. ***Exhibit I – Current Year Budget - All applicants must submit a current year budget.***
- 5. ***Exhibit J – Most Recent Audited Financial Statement - All applicants must submit a copy of their most recent audited financial statement***

## H. CERTIFICATIONS

The Grantee hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program, if approved for funding. Also, the Grantee gives assurances and certifies with respect to the grant that:

1. It possesses the legal authority to make a grant submission and execute a Grant Contract to undertake the proposed program;
2. Its governing body has adopted or passed as an official act, a resolution, motion, or similar action authorizing the submission of the Funding Request Application;
3. Prior to the submission of the Funding Request Application, the Grantee held a public hearing to provide an opportunity for the public to comment on the proposal and that the public hearing was advertised in a local paper of general circulation;
4. The Applicant will work to affirmatively further fair and affordable housing and take appropriate actions to overcome the effects of any identified impediments to fair and affordable housing choices for low- and moderate-income persons and families. When affordable housing is being developed within the municipality, the Applicant agrees that this may include, but not be limited to, working in cooperation with Lancaster County, the Redevelopment Authority, and the Lancaster Housing Opportunity Partnership within its municipal boundaries or area of operation, whichever is greater;
5. The Applicant will administer the grant, if provided, in accordance with Community Development Block Grant Program regulations defined in 24 CFR Part 570 and other Federal regulations, policies, guidelines, and requirements, including those outlined in 2 CFR 200 as they relate to the acceptance and use of federal funds under this federally assisted program; and the Uniform Administrative and Program Management Standards and Cost Principles contained in 2 CFR 200;
6. No member, officer, or employee of the Grantee, or its designees or agents, no member of the Borough Council or Board of Supervisors, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure in office or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this grant, if approved; and
7. It will give HUD, the Comptroller General, Lancaster County, the Redevelopment Authority, or any other authorized representatives access to and the right to examine all records, books, papers, or documents.

### ***THE APPLICANT CERTIFIES THAT:***

To the best of its knowledge and belief, the data and statements presented in this application are true and correct; the governing body of the applicant has duly authorized the document; and the applicant will comply with the certifications listed above if the application is approved.

**Certifying Representative:**

**Name:**

**Title:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A - PROJECT IMPLEMENTATION SCHEDULE**

	<u>Task/Activity</u>	<u>Completion Date</u>
1.	Submit Preliminary Plans and Specs	May 2020
2.	Publish Notice to Bidders	
3.	Public Bid Opening	
4.	Award Construction Contract	
5.	Preconstruction Meeting	
6.	Issue Notice to Proceed	
7.	Start Construction	
8.	Project Construction Must be 50% Completed	December 31, 2020
9.	Project Construction Must Be 100% Completed	June 1, 2021
10.	Complete "Punch List" Items	
11.	Submit Final Change Order and Final Invoice	
12.	Execute Certificate of Acceptance for Project	June 30, 2021

**EXHIBIT B – CONSTRUCTION COST ESTIMATE**

SAMPLE CONSTRUCTION COST ESTIMATE SHEET

KEY: LS = LUMP SUM; LF = LINEAR FEET; SY = SQUARE YARD; EA = EACH

<i>Item No.</i>	<i>Approximate Quantity</i>	<i>Unit</i>	<i>Description</i>	<i>Unit Price</i>	<i>Total Price</i>
1	1	LS	Engineering And Design		\$ _____
2	1	LS	Excavation And Grading		\$ _____
3		LF	Curb	\$ _____	\$ _____
4		SY	Sidewalk	\$ _____	\$ _____
5		SY	Paving	\$ _____	\$ _____
6		LF	Storm Sewer Pipe	\$ _____	\$ _____
7		EA	Storm Sewer Inlets	\$ _____	\$ _____
8		LF	Water Main (with appurtenances)	\$ _____	\$ _____
9		LF	Sanitary Sewer	\$ _____	\$ _____
10		EA	Sanitary Sewer Manholes	\$ _____	\$ _____
11		LF	Trench Restoration	\$ _____	\$ _____
12	1	LS	Traffic and/or Erosion Control		\$ _____
13		EA	Street Trees	\$ _____	\$ _____
14			Other Items (Itemize)	\$ _____	\$ _____
15			_____	_____	_____
16			_____	_____	_____
17					
<b>TOTAL</b>				\$	\$

## EXHIBIT C – LOCATION/SERVICE AREA MAPS

- *Attach a map of the entire municipality showing the general project location.*
- *Attach a map showing the specific project location and the boundaries of the Urban or Village Growth Area, if applicable.*
- *Attach at least one map showing the boundaries of the service area. All street names and reference points must be clearly labeled. If the project will be constructed in several phases, both the overall service area and individual service area for each phase of the project must be described and identified.*



## EXHIBIT D – SUPPORTING DOCUMENTATION AND PHOTOGRAPHS

- *Attach documents and current data including such items as surveys, reports, feasibility studies, letters, traffic/pedestrian counts, well/on-lot sewage disposal system test data, newspaper articles, petitions, preliminary site plans/drawings/technical specifications, zoning/tax maps, inter-municipal agreements, letters from residents, letters of support from organizations, and other descriptive information.*
- *Attach photographs that will help visually show the problem and need.*

## **EXHIBIT E – LANCASTER COUNTY PLANNING COMMISSION APPROVAL**

*Infrastructure projects must obtain a formal letter of approval or resolution from LCPC.*

### **Requirements for Requesting a Review - Lancaster County Planning Commission (LCPC)**

*Be sure to include a project narrative and exhibits of sufficient detail to allow for a thorough review. The LCPC Commission will act on determinations of plan consistency at their regular scheduled meetings.*

- *Attach proposed project's formal letter of approval and/or resolution from the Lancaster County Planning Commission*

## **EXHIBIT F – LOCAL GOVERNING AND PLANNING COMMISSION APPROVAL**

- *Attach the proposed project’s formal letter of approval and/or resolution from local municipal governing body and local Municipal Planning Commission.*
- *For projects submitted by community organizations, attach specific formal written endorsement from the governing board.*

## **EXHIBIT G – PUBLIC MEETING DOCUMENTS**

*All applicants must hold a public meeting prior to the submission deadline to inform the community about the proposed project prior to submittal. A legal notice that announces the public hearing must be published in the local newspaper not less than ten (10) days (excluding holidays) prior to the date of the meeting.*

- *Attach a copy of the Legal Notice ([click to view sample](#)) and Proof of Publication*
- *Attach a copy of the Attendance List*
- *Attach a copy of the detailed Minutes of Citizens Questions/Answers*

## **EXHIBIT H – OTHER REQUIRED DOCUMENTATION**

- *Attach all other required documentation specific to the type of proposed project (Sanitary Sewer Systems, Public Water Systems) as outlined in the most current [Community Development Program Policies](#) document.*
- *Non-Municipal (Community Organizations) must be tax exempt, as provided in Section 501(c)(3) of the IRS Code. Attach a copy of your organization's 501(c)(3) IRS certification letter.*

## **EXHIBIT I – CURRENT YEAR BUDGET**

**EXHIBIT J – MOST RECENT AUDITED FINANCIAL STATEMENT**