

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Schedule of Required Activities to Carry Out Public Facility Improvements Programs

Anytime during the year that a project need is discovered in a community it is wise to bring it to the attention of the CDBG/Housing Rehabilitation Coordinator and begin planning the project to be ready for funding.

Community Development Block Grants (CDBG) is designed to provide financial assistance to municipalities and non-profit organizations for eligible critical community development needs.

1. The County CDBG/Housing Rehabilitation Coordinator requests project proposals from communities and non-profits whenever the need is discovered, any time of year. There is no longer a set schedule and sometimes little to no lead time before the grant application is released.
2. Community grant proposals are received by the CDBG/Housing Rehabilitation Coordinator who works with the applicant as needed to ready them for the Public Meeting.
3. A Public Meeting is held at the Court House to fulfill the federal public input regulation, to explain the CDBG program and to allow proposed projects be presented to the County Commissioners, the CDBG/Housing Rehabilitation Coordinator, the media, the public and any other interested parties. Questions and answers are also addressed during the hearing.
4. The Three-Year Plan is formulated.
5. Project selection process begins.
6. State notifies County of amount of CDBG funding and deadline for Grant submission to the Pennsylvania Department of Community and Economic Development (DECD).
5. Selections for funding are finalized. The Three Year Plan is completed and a full application is submitted to DCED for funding.
6. DCED reviews and approves the grant application and enters into a contract with the county.
7. An Environmental Review is conducted by the county for each activity.
8. The county enters into Sub-Recipient Agreements with the communities that will receive current year funding. This agreement requires that communities and non-profits follow CDBG regulations for contracting and other activities.

9. The community can begin the procurement process as soon as the Environmental Review Clearance is received which includes the Release of Funds Certificate.
10. If engineering or architectural services are required and are to be paid for from CDBG funds, a request for proposals (RFP) is sent out by the community to prospective firms (a legal ad is also be placed and a copy submitted to the Grants Office).
11. An engineer is selected and a contract is executed (provided by the county).
12. The project is designed and the engineer/architect prepares bid documents/project specifications. The County will provide **the** bid and contract documents. The County will also work with small contractors and municipalities in non-architect or engineer projects in activities other than design and technical specifications.
13. When a project is ready to go out for bid, the County will obtain federal prevailing, Davis-Bacon Wage Rates. The bidding contractors must follow instructions to show an effort to use Minority and Women owned businesses. The instructions and forms are included with the bid and contract documents. Section 3 requirements are also included if the overall project costs are \$100,000 or more. Bids submitted by contractors **must be** accompanied by a **10% Bid Bond**. Bids without the bid bond are ineligible.
14. The project is advertised for bid and notification is sent to interested contractors. An ad must be placed 2 times if in a weekly publication **or** 3 times (3 days apart) if in a daily publication. The bid opening can be **no** sooner than 10 days from the first ad date.
15. If the project is to be carried out by a county municipality using its own work force, no Davis-Bacon wage rates will apply. Any material purchases or equipment rentals will be subject to bidding requirements.
16. Bids are opened and reviewed by the CDBG/HR Coordinator, Community and Project Architect or Engineer. The lowest bidder with the required qualifications is awarded the project. The County requests contractor clearance for the low bidder. Following clearance for the lowest bidder a Notice of Award is issued.
17. Within 10 days of the award the contractor must secure and present **100%** Performance (including language to include Maintenance Bond coverage) and Payment Bonds, also faxed from their insurance company, a copy of their insurance certificate.
18. The Pre-Job Conference is required with the Community, the Contractor, the Architect or Engineer and the County in attendance to review contract activities, schedule, inspection, payments, wage requirements, Equal Opportunity, Section 3, etc. A Notice to Proceed is issued by the project leader, a copy sent to the Grants Office.
19. While contract work is underway, employees of the contractor are interviewed by the CDBG/Housing Rehabilitation Coordinator for wage rate compliance **while on the job**. Work is to be inspected and the inspection is sent with invoices or a payment certification approval.
20. Certified payrolls must be submitted to the Grants Office for each pay week during construction.

Weeks during the construction period where no work was done must also be documented, a payroll cert with the payroll or other listing of pay periods with, "No Work Performed" A final inspection, signed by the sub-recipient. The architect/engineer or Universal Construction Code inspector is submitted and the Grants Office initiates the payment process.

Payment is approved by the community and the architect or engineer then the county processes payment, which takes approximately 2 and a half weeks. Payment will be made directly by the County once funding is received from DCED, through a county Purchase Order paid by the Accounting Department.

21. After satisfaction of all contract requirements including provision of all warranties, the project is closed out.
22. Monitoring, reporting and close out activities are completed by the Grants Office.

NOTE: Any questions on procedure for the above steps should be directed to the County CDBG/Housing Rehabilitation Coordinator, Robyn D'Anna at: 570-268-4193.