

Community Development Block Grant Program

The U.S. Department of Housing and Urban Development (HUD) provides annual grants on a formula basis to entitlement cities and urban counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The County of York has participated in the Community Development Block Grant Program since 1977. During that time, it has been able to fund approximately \$78 million in York County housing, public services, public facilities and planning projects! Community Development Block Grant Program entitlement amounts vary from year to year, but the expected amount for the year 2024 is \$2.8 million.

Consolidated Plan, Three Year Project Plan, and Annual Action Plans

HUD requires the County to prepare a *Consolidated Plan* every five years, which covers several HUD funded programs administered by the York County Planning Commission (YCPC): Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Continuum of Care (COC), and Emergency Solutions Grants (ESG). The Consolidated Plan currently underway covers 2021 through 2025. It consists of three (3) parts:

1. an assessment of housing and community development needs;
2. the development of a strategy that prioritizes needs and establishes goals that can be initiated or continued in order to address the identified needs; and
3. an Annual Action Plan that lists specific projects/activities that will be undertaken in a particular year to address priority needs and accomplish community goals.

The *Annual Action Plan* includes some YCPC operated housing and planning activities. The other CDBG and ESG projects/activities in each Annual Action Plan are selected through the *Three Year Project Plan* process and are undertaken by municipalities, non-profit organizations, and HOME program financed affordable housing owners/operators.

At this time, these entities are invited to submit applications for funding for activities that they would like to undertake during the following program years:

2024 Program Year 1 - July 1, 2024 to June 30, 2025

2025 Program Year 2 - July 1, 2025 to June 30, 2026

2026 Program Year 3 - July 1, 2026 to June 30, 2027

**2024, 2025, and 2026 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GENERAL INFORMATION**

Three Year Plan Preparation Schedule

- October, November, 2023** A "Notice of Request for Projects for the CDBG Program Years 2024, 2025, and 2026" is e-mailed to all Municipalities, to presently funded Non-Profit Organizations, owners/operators of HOME funded affordable housing, and others who have expressed interest in the program.
- Additional application forms are available at:
<https://www.ycpc.org/314/Community-Development-Block-Grant-CDBG>
- and by contacting :
Senior Project Compliance Specialist
York County Planning Commission
28 East Market Street, York PA 17401
Telephone (717)771-9870 extension 1737
e-mail: <mailto:wmontalvo@ycpc.org>
- November 2023 (date tbd)** Virtual Workshop for CDBG program application
- January 23, 2024** Complete applications are due at the YCPC no later than 4:00 P.M., January 23, 2024.
- February & March 2024**
- Applications are reviewed, scored, and ranked, with assistance from the YCPC Housing and Community Development departments. A recommendation of the activities to be included in the Three Year Project Plan is prepared.
 - The Loan Committee recommendations are reviewed by the York County Citizens Advisory Committee, along with other proposed CDBG activities.
- April, 2024**
- The activities recommended for funding are compiled into the 2024-2025-2026 Three Year Project Plan and presented to the York County Board of Commissioners.
 - The Three Year Project Plan Three Year Project Plan Year 1 activities are included in the 2024 Annual Action Plan.
 - 2024 Annual Action Plan advertised and public hearing held.
 - 2024 Annual Action Plan presented to Board of Commissioners for approval.
 - 2024 Annual Action Plan submitted to HUD for review and approval.
- July 1** Beginning date for each program year.
-

Preparing an Application

Activities that ARE NOT eligible for CDBG funding:
**acquisition, construction, or reconstruction of buildings for the general conduct
of government (EXCEPT ADA improvements)**

- A. **Eligible Activities.** The County of York CDBG program includes five types of activities. More than one application may be submitted under any or all types. Multi-year funding for an individual activity may be requested on one application form.
1. **Clearance/Demolition** of unoccupied, unsafe structures including acquisition of real property (apply using the Public Facilities application)
 2. **Public Facilities Activity.** Public facilities activities must benefit a predominantly residential area, based on the primary service area of the activity.
Examples:
 - Rehabilitation of non-residential structures, including stabilization of historic structures
 - Construction, reconstruction, and extension of public facilities and infrastructure such as water and sewer facilities, streets, curbs and sidewalks, neighborhood centers, and recreation facilities. Includes acquisition of real property such as permanent easements.
 - ADA improvements to existing facilities
 3. **Public Services Activity.** Eligible public service activities are wide ranging. Activities previously funded by the County must be either a *new service* or a *quantifiable increase in the level of an existing service*. The County is limited by HUD regulations in the amount of CDBG funding that it may expend on public service activities in a given program year.
 4. **Planning Activity.** Planning activities include comprehensive plans, community development plans, and studies. Also eligible are strategies and action programs to implement plans, including the development of codes, ordinances and regulations. The County is limited by HUD regulations in the amount of CDBG funds that it may expend for planning activities in a given program year.
 5. **Housing Activity.** Housing activities include acquisition, selective demolition, relocation, and rehabilitation of existing structures for the purpose of creating or preserving permanent rental units. Activities in the Affordable Housing Development/Rehabilitation Program (AHDP) for HOME program financed properties are examples of eligible housing activities. Requirements for the AHDP are detailed in Attachment C "Activity Guide".
-

GENERAL INFORMATION

B. **National Objectives of the CDBG Program.** All activities must meet one or more of the following national objectives of the CDBG program: primarily benefit low- and moderate-income (LMI) people; eliminate slums and blighting influences; or address an urgent need. The specific requirements for qualifying an activity as meeting a national objective are detailed in Attachment A.

1. **Clearance/Demolition Activities** typically meet a national objective by *eliminating slums and blighting influences on an area or spot basis*.
2. **Public Facilities Activities** are typically available to all residents of a primary service area. In order to meet a national objective, *the residents of the primary service area must be predominately LMI*. In order to assist municipalities in determining the areas of their jurisdiction that are predominately LMI (44.25% for York County), the YCPC has prepared maps showing the Census block groups HUD has determined to be majority LMI, based on the most recent Census American Community Survey (2015). The current maps can be viewed and printed at: <https://www.ycpc.org/381/CDBG-Program-Maps>. These maps will be updated when HUD reviews new Census data, approximately every five years. In cases where the primary service area of an activity is not in a LMI Census block group, the YCPC staff is available to assist with an income survey. In cases where a primary service area overlaps block groups; the CD office is available to provide a calculation of the percentage of LMI. Some activities meet the LMI national objective by primarily or exclusively benefiting a *limited clientele presumed by HUD to be LMI* (ex. ADA improvements primarily benefit disabled adults).
3. **Public Service Activities** typically meet a national objective by benefitting a *limited clientele who are predominately (51%) LMI persons*. The activity can collect client data on location, family size and income to document that it primarily (51%) or exclusively *LMI persons*; or, it can limit services to people *presumed to be LMI*. Persons HUD has *presumed to be LMI* include: abused children; battered spouses; elderly persons; severely disabled adults age 15 or older; homeless persons; illiterate adults; persons living with AIDS; and migrant farm workers.
4. **Planning Activities** are *presumed* by HUD to benefit LMI persons.
5. **Housing Activities** meet national objectives based on *renting to LMI households and charging affordable rents*.

C. **Consolidated Plan Priority Needs and Goals and Objectives.** Priority needs and goals established in the 2020 through 2025 County of York Consolidated Plan are described in Attachment B.
Applications must include a citation of the Consolidated Plan Priority Need and Goal that the proposed activity will address.

GENERAL INFORMATION

Process for Review of Applications and Selection of Activities

The YCPC always receives requests for funding far in excess of the amount of CDBG funds that the County anticipates receiving. Accordingly, the funding process is very competitive. The process for reviewing, scoring, and ranking applications follows:

Completeness	Each application is reviewed for completeness: activity description, primary service area and clientele, budget, required attachments, and documentation.
Eligible Activities	CD staff review each proposed activity to see if it is an eligible CDBG activity.
National Objectives	CD staff review each proposed activity to see if it meets a national objective.
Project Review	<p><u>Clearance/demolition & Public Facilities applications</u>: The YCPC Interdepartmental Project Review Committee staff will review the description of the proposed activity and visit each location. They will confirm the service area and beneficiaries, and slums and blighted areas or spot blight. Staff may choose to contact municipal officials, staff and or engineers regarding the activity. New public facilities and proposed extensions are compared to the Growth Areas Map adopted by the YCPC.</p> <p><u>Public Services applications</u>: The YCPC Committee may consult with County departments and agencies, as well as, officers or staff of non-profit organizations, for clarification or additional information.</p> <p><u>Planning applications</u>: Planning activities will be submitted to the YCPC County Long-Range and Current/Municipal Planning staff for review and recommendation.</p> <p><u>Housing applications</u>: YCPC Housing Department and the County Loan Committee will be consulted on proposed multi-family rehabilitation activities.</p>
Project Scoring	<p><u>LMI Benefit</u>: In order to ensure compliance with HUD requirements, first priority is given to activities that principally benefit low- and moderate-income persons.</p> <p><u>Match</u>: Amount of non-CDBG matching funds included in the activity, if any</p> <p><u>Partnerships</u>: Extent of cooperative efforts between municipalities and/or other entities, if any</p> <p><u>Previous Funding</u>: Has the applicant received CDBG funding in the past 3 years?</p> <p><u>Meet a Priority Need and Goal</u>: Does the activity address one or more “Consolidated Plan Priority Needs and Goals”?</p> <p><u>Continuation of Earlier Activities</u>: Is this a continuation of an activity previously funded with CDBG?</p> <p><u>Consistency with York County Comprehensive Plan</u>: Is the activity consistent with York County Comprehensive Plan and associated planning documents?</p>
Project Ranking	Applications are ranked by their score. Top ranking projects are recommended for inclusion in the Three Year Plan. However, some of the top ranked projects that cannot be included within the amount of projected CDBG funding are assigned to a “Short List” for consideration in case additional funding is received.

*Questions?
Need more information?*

Contact:
Wanda Montalvo,
Senior Project Compliance Specialist

York County Planning Commission
28 East Market Street
York, PA 17401

www.ycpc.org

Telephone: (717) 771- 9870 extension 1737

E-mail: wmontalvo@ycpc.org

ATTACHMENT A.
CDBG Program National Objectives

National Objective 1. Principally Benefit Low- and Moderate-Income Persons

1. Benefits will be available to *all residents in a particular service area* where a majority of the residents are LMI persons:
 - a. The service area is located within a census tract(s) and block group(s), or municipality that is at least 44.25% LMI. (At this time, HUD is using the 2015 Census data and municipal maps showing the location of LMI areas are available from <https://www.ycpc.org/381/CDBG-Program-Maps>.) OR
 - b. An income survey has been conducted in accordance with YCPC procedures and the service area has been determined to be at least 51% LMI. (These LMI income limits are based on HUD Section 8 income limits, which are adjusted by family size and updated by HUD every year.) CD staff are available to assist municipalities in conducting income surveys. OR
 - c. The service area needs to be surveyed, but “we believe that it is LMI” and describe why (type and value of housing, elderly population, etc.) If the activity is selected for funding through the 3 Year Project Plan process, the actual percentage of residents who are LMI will need to be documented before the grant contract is executed.

OR

2. Benefits will be available to a *limited clientele*, a majority of whom are LMI (at least 51%):
 - a. the activity is targeted to clientele who are presumed by HUD to be LMI (*abused children, battered spouses, elderly persons, severely disabled adults age 15 or older, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers*); OR
 - b. Eligibility requirements of the activity limit the activity exclusively to LMI persons; OR
 - c. Nature of the proposed activity, in combination with the project location, can support a presumption of primary benefit to LMI persons; OR
 - d. Family size and income will be documented to show that LMI persons primarily benefit from the activity.

OR

3. Benefits will be available to LMI *households in a housing activity* with an income less than or equal to HUD HOME program qualified income for York County:
 - a. 51% of the units in each assisted structure are to be occupied by LMI households; OR
 - b. less than 51% or more of the units in an assisted structure are *to be occupied* by LMI households:
 - project reduces the development cost of the new construction (or conversion of a non-residential building) of a multi-family, non-elderly rental housing project; AND
 - project includes not less than 20% of the units occupied by LMI households at affordable rents as defined in the York County Housing Assistance Programs (HAP) manual; AND
 - the proportion of the CDBG funding is no greater than the proportion of the units in the project occupied by LMI households

GENERAL INFORMATION

AND

- c. rents are set at levels that are *affordable* to LMI persons. *Affordable* is defined in the York County Housing Assistance Program Manual, Chapter XI, Section H. as HUD “Fair Market Rent” or “High HOME Rent”.

National Objective 2. Addressing Slum/Blight on an Area or Spot Basis

1. Activity will address slums or blight on an *area basis*.
 - a. Activity is located in an area officially designated as a slum or blighted area under state or local law OR a substantial portion of deteriorated buildings and/or infrastructure exists in the area (CD staff are available upon request to conduct a slum and blight study for a designated area); AND
 - b. The proposed activity will address one or more conditions that contributed to the area’s deterioration.
 - c. If the activity benefits primarily LMI *and* is in a designated slum/blight area, please note *both* in the application.
2. Activity will address slums or blight on a *spot basis*.
 - a. Deteriorated buildings and/or infrastructure, including historic structures; AND
 - b. Activity specifically addresses the conditions of blight and physical decay.

National Objective 3. Urgent Need

Activity will address an urgent need. Use of the urgent need national objective category is rare. It is designed specifically for activities that alleviate emergency conditions. HUD authorization is required.

Urgent need activities must meet the following criteria:

1. The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
2. The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);
3. The grantee is unable to finance the activity on its own; AND
4. Other sources of funding are not available.

ATTACHMENT B.

2020 through 2025 Consolidated Plan Priority Needs and Goals

Priority Need 1. Priority Level HIGH – Affordable Housing

Description: Housing affordability has been identified as the County's most predominant housing need for extremely low, low, moderate and households with income > 80% median family income. Data shows that extremely low, low, moderate income individuals and families are finding it increasingly difficult to afford housing. The proportion and absolute number of renters paying more than 50% of income for housing expenses, as well as those paying more than 30%; the extent of rent delinquency and eviction; the need for emergency housing; the number requesting pre-rental information; and the number attending Rental Assistance Program workshops indicate an affordability problem. Owners are facing similar problems, demonstrated by the large number paying more than 50% of income for housing expenses, as well as those paying more than 30%; the need for emergency mortgage assistance; the need for mortgage delinquency/default assistance and the number seeking counseling for HUD reverse annuity mortgages.

Goals: Housing Counseling – Rental
 Homebuyer Assistance – YHAP Rehabilitation
 Fair Housing Affordable Housing
 Permanent Supportive Housing

Priority Need 2. Priority Level HIGH – Housing Supply

Description: Housing supply is identified as the County's second most predominant housing need for LMI households. Based on 2013-2017 American Community Survey (ACS) data, program experience, subsidized housing waiting lists, public response, and the 2019/2020 Housing Needs Assessment Survey, there is a need to provide additional affordable housing, especially for small and large families, special needs populations, and elderly. Emergency shelter, transitional housing, and permanent supportive housing facilities also need to be expanded, especially for special groups, families, single women, and single men.

Goals: Rehabilitation
 Affordable Housing
 Emergency Shelter
 Acquisition
 Transitional Housing
 Permanent Supportive Housing

Priority Need 3. Priority Level HIGH – Rapid Re-Housing & Homeless Prevention

Description: As a result of the COVID-19 pandemic, current housing and economic conditions are moving individuals and families into homelessness and near-homeless situations. Efforts and funding streams are being directed to assist and prevent homelessness through the expansion of RRH and HP programs (i.e., rental assistance, utility payment assistance, rapid re-housing). This need is supported by CARES Act surveys and needs assessment, Coordinated Entry referral lists, Point in Time and LAS/HMIS data, which are identified in the Consolidated Plan needs assessment and market analysis chapters.

Goals: Rapid Re-Housing & Homeless Prevention

Priority Need 4. Priority Level HIGH – Housing Conditions

Description: Improvement of housing conditions for LMI households is identified as the County's fourth priority need. A need to rehabilitate substandard owner- and renter- occupied units and vacant units continues to exist. Based on the needs assessment in the Consolidated Plan and the County's definition of substandard housing, 4,728 total units are substandard. Of these units, 15% are so severely deteriorated that rehabilitation would not be economically feasible. Based on the number of households requiring assistance through the County's Home Improvement and Weatherization programs, it is presumed that some of the housing problems of LMI households are physical in nature.

Goals: Rehabilitation
Permanent Supportive Housing

Priority Need 5. Priority Level HIGH – Housing Supportive Services

Description: Housing supportive services are identified as the County's fifth priority housing need for LMI households. Supportive services need to be provided to LMI families in order to support independent living. Among the necessary services are counseling, meals, health care, homeless prevention, and transportation. Data from public service agencies and housing providers indicate that there is a strong need for housing related supportive services for individuals, families, elderly, and special needs persons with LMI. Housing services are also essential to homeless populations and individuals/families who reside in permanent supportive housing or are rapidly re-housing in order to sustain such housing and/or move into independent housing.

Goals: Permanent Supportive Housing

Priority Need 6. Priority Level High – Public Facility & Infrastructure Improvement

Description: Based on information solicited during the development of the Consolidated Plan and a Community Development Needs Assessment survey, public facility and infrastructure improvement activities are identified as the primary community development priority need throughout the County. The needs focused on filling gaps within and near to YCPC and municipal designated growth areas, investing in maintenance and increased capacity of existing infrastructure and facilities, and providing a full range of facilities within growth areas of the County.

Goals: Public Facility & Infrastructure Improvement

Priority Need 7. Priority Level HIGH – Public Services

Description: Provide adequate and cost effective emergency services throughout the County, in addition to human service needs, while utilizing cooperative and regional solutions.

Goals: Provide governmental and non-profit organizations with assistance to either continue currently funded activities, establish new services, or increase the level of a service to predominately LMI households. Provide governmental and non-profit organizations with assistance to provide services to persons in need of emergency shelter, including but not limited to: employment; health; fair housing counseling; housing counseling; adequate health care; emergency shelter; job training; programs for the physically and developmentally disabled; and, programs for those at risk of abuse, neglect, or exploitation.

Goals: Fair Housing
Emergency Shelter Transitional Housing Public Services

Priority Need 8. Priority Level LOW – Economic Development

Description: Providing balance, including: workforce development that addresses both employer and employee needs; encouraging non-residential development to serve the County's recent residential expansion; protecting the review and regulatory processes; and, locating development in appropriate areas of the County.

Goals: Acquisition
Economic Development

Priority Need 9. Priority Level LOW – Planning

ATTACHMENT C.

Activity Guide for the Affordable Housing Development/Rehabilitation Program

Introduction

The York County Community Development Block Grant (CDBG) program, funded through the U.S. Department of Housing and Urban Development (HUD), includes an activity called **Affordable Housing Development/Rehabilitation Program (AHDP)**. The AHDP is administered by the York County Planning Commission (YCPC), on behalf of the County of York.

Who is eligible to apply for a CDBG funded AHDP rehabilitation loan? Either nonprofit or for-profit entities who own York County HOME funded residential rental properties still in their period of affordability are eligible to apply for rehabilitation loans. The minimum loan amount per property is \$50,000 and the maximum is \$150,000.

What is the application process? The application process follows the Three Year Project Plan.

What type of activities are eligible for a CDBG funded AHDP rehabilitation loan? All work items must have a minimum seven (7) year life and cannot include maintenance work. Eligible work items that have been identified by YCPC HOME property inspection staff will have funding priority.

- Energy efficiency improvements
- Water conservation costs
- Evaluating and treating lead-based paint
- Handicap accessibility improvements
- Labor, materials and other rehabilitation costs focused on shell and major systems (including testing and addressing environmental hazards such as asbestos and radon)
- Landscaping, sidewalks, and driveways

What is not included in the CDBG funding?

- Permits, inspections, project oversight and management, and costs of professional services are the responsibility of the owner
- Construction of new units is not included
- Maintenance items are not included

What are the loan terms?

- Low or zero percent interest rate
 - Minimum term of five years or length of term left on the HOME program loan, whichever is longer
 - Loans are secured with a note and a recorded mortgage
-

Loan Agreement between County and Owner/Operator

Loan Agreement In accordance with HUD guidelines, a developer is a private for-profit or non-profit agency or organization receiving CDBG funds from a grantee (County) to undertake eligible housing development OR rehabilitation activities.

Before disbursing funds to any developer that is carrying out CDBG activities on behalf of the County, a written agreement must be executed.

The CDBG regulations and County policy stipulate that certain requirements be included in all written agreements. The County CDBG program uses a standard agreement for activities that incorporates the project description, funding amount and terms, time of performance and Federal and County requirements.

The following describes the process for the loan agreement:

1. CD Department prepares the following for the project and sends two copies to the subrecipient entity/developer:
 - Subrecipient loan agreement including description of project and project budget and loan terms and conditions including term and continued conformance with CDBG program affordability, eligibility and national objectives.
 - form of mortgage and note securing the loan
2. Subrecipient entity/developer reviews and signs all copies of documents and returns the copies to the CD Department. CD Department forwards loan agreement to County Commissioner's office for approval and execution.
3. CD Department forwards signed agreement with standard Quarterly Report and Request for Payment forms to the subrecipient entity/developer.
4. Subrecipient loan agreements may be modified upon agreement by the subrecipient entity/developer and the County.
5. The YCPC records the mortgage and note.
6. The subrecipient entity/developer is responsible for filing Quarterly Reports with the CD Department. A fillable PDF is provided by the CD Department to the entity.

Procurement of Materials or Services

The subrecipient entity/developer initiates **Procurement** of materials and services in accordance with York County Procurement Procedures for CDBG Funded Activities. The following guidance is taken from regulations at 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and "Buying Right", a HUD Community Planning and Development guide to procurement for CDBG and CDBG-DRGR. Subrecipient entities/developers may add requirements, such as public advertisement and bonding requirements, so long as full and open competition is maintained.

1. *Basic Principles:*
 - Regardless of the method of procurement, all transactions must be conducted in a manner providing full and open competition consistent with the standards of 2 CFR part 200.319.
-

GENERAL INFORMATION

- Specifications using “brand name” without “or equal to” are *not* permitted without prior approval by HUD.
- No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest, per 2 CFR part 200.318.

2. *Record keeping.* Maintain records of procurement actions, which include:

- rationale for the method of procurement used
 - micro-purchase(\$3,500 and less) or
 - small purchase (over \$3,500 to \$150,000) or,
 - sealed bids (*all* construction, or other procurement costing over \$150,000)
- selection of the contract type
- entity process for contractor selection or rejection
- basis for contract price i.e. cost estimate

Step 1. Solicitation

1. *Materials, services and equipment* that is more than \$3,500 but less than the Simplified Acquisition Threshold amount of \$150,000 (level as of 4/16/2016, adjusted annually for inflation), solicitations must include at a minimum:

- description of items or services and cost estimate
- Include businesses on the County’s MBE/WBE/Section 3 businesses list (see www.ycpc.org), or any other MBE/WBE/Section 3 businesses that are known to be qualified for the service requested, in the distribution of the solicitation.
- Receipt of at least two bids for each item or service (three is preferred). If only one bid received, then item/service must be re-bid. If only one response to second solicitation, may proceed with award if cost is reasonable
- Public advertisement is not required

2. *Contracted construction services, even if cost is less than the Simplified Acquisition Threshold amount of \$150,000* (level as of 4/16/2016, adjusted annually for inflation), HUD encourages the *Sealed Bid* method of solicitation.

- If the project affects 8 or more units, Federal minimum wages will apply to contracted labor working on the project.
 - When requesting quotes for work that requires contracted labor, provide applicable Federal minimum wage decision to all contractors who will be providing contracted labor.
 - Bidders must include the minimum wage rates in the calculation of their quote. These wage rates are subject to change by the Department of Labor and the minimum wages rates in the wage decision that is in place 10 days before the date that bids are due will apply to the project.
 - Contractors who are owner operators supplying their own labor only, do not pay themselves the minimum wage. They do file payroll reports, however.
-

GENERAL INFORMATION

- Vendors supplying materials only, without contracted labor, are not subject to the minimum wage.
- Contact Wanda Montalvo, Labor Compliance Officer, wmontalvo@ycpc.org for assistance in obtaining current wage decision.

All solicitations for construction services must be reviewed by the YCPC Community Development Department before release. The YCPC can act as distribution agent and as a location for bid opening, if subrecipient wishes. Sealed Bid Solicitations must include, at a minimum:

- Copy of the “Invitation to Bid”.
 - Must be sent to an adequate (minimum 3) number of companies to encourage full and open competition, and
 - Must be sent to qualified minority and women owned businesses on the County’s list, or any others that are known to be qualified for the service requested.
 - Bid opening date, time, place.
 - Pre-bid meetings date, time, place must be included, if bidders are required to attend
- Federal requirements will be *provided by the CD department*:
 - Current wage decision, or modification, with Davis Bacon minimum wage rates
 - Section 3 requirements
 - EEO
 - anti-kickback
 - non-collusion requirements
 - contract work hours and overtime
 - General Federal Conditions
 - York County project sign schematic
- Work specifications and pertinent attachments with definition and quantity of items or services is required. Depending on complexity of work, a professional licensed in PA may be required for the preparation of specification, drawings, and cost estimate.
- Creation and installation of a project sign. *Conformance with the sign schematic provided by the CD Department is required.*
- Requirement for contractor proof of insurance as follows:
 - Original certificate of insurance with a the following coverage, at a minimum:
 - Comprehensive General Liability-\$500,000 minimum per occurrence for Bodily Injury or Property Damage.
 - Automobile Liability-\$500,000 minimum per occurrence for Bodily Injury or Property Damage.
 - Workers Compensation
 - Umbrella (Excess Catastrophe) Liability-\$1,000,000 minimum if basic liability limits are less than \$1,000,000
- Public advertisement is not required.

Step 2. Selection and Contracting:

Minimum of two bids is required in order to proceed with selection and contracting. If a project is re-bid and only one bid is received, the subrecipient may proceed with the selection process.

- Subrecipient performs an analysis of price compared to cost estimate.
- Subrecipient informs CD Department of the names and UEI's numbers for the two lowest bidders; the CD Department checks them against Federal debarment list and informs subrecipient of results.
- Subrecipient awards to lowest responsible bidder(s), rationale for any other award must be documented and to the benefit of the project.
- Any and all bids may be rejected if a sound documented reason is made.
- Contracts for construction (AIA form for contracted services) must contain Federal requirements (including Federal minimum wage rates), insurance, bonds, and York County project sign schematic.
- Subrecipient provides CD Department with copy (ies) of executed contract(s).

Construction

Construction is the responsibility of the subrecipient entity/developer.

Step 1. Pre-construction Conference.

Subrecipient entity/developer is responsible for convening a pre-construction conference before work starts. Invitees include: all contractor and subcontractor representatives, subrecipient entity/developer representatives, YCPC Labor Compliance Officer, and YCPC Project Manager.

The conference must include review of the Federal labor requirements (including but not limited to wage rate reporting), coordination of work, start and completion of work, responsibility of parties, inspections, schedule of job meetings, change orders, payments, and other topics related to construction.

Step 2. Start of Work.

1. *Notice(s) to Proceed* Subrecipient entity/developer issues Notice(s) to Proceed to contractor(s) with copies to YCPC Labor Compliance Officer and Project Manager.
2. *Start Dates* The YCPC Labor Compliance Officer and Project Manager must be notified by each contractor of their anticipated and actual start date.

GENERAL INFORMATION

Step 3. Conduct of work.

1. *Inspections.* The subrecipient entity/developer project manager shall conduct regular inspections of contractor work.
2. *Monitoring Visits.* The YCPC Labor Compliance Office and YCPC Project Manager shall conduct regular visits to monitor compliance with payment of minimum wage rates and work progress.
3. *Job Meetings.* YCPC Labor Compliance Office and YCPC Project Manager shall be invited to all job meetings.
4. *HUD.* HUD conducts monitoring visits to the County, which may require an on-site or file review of subrecipient and the project.

5. *Requests for Payment*

Standard form

- CD Department prepares a standard fillable PDF with the activity account numbers and grant amount and provides this form to subrecipient entity/developer. Instructions are attached to the form.
- Subrecipient entity/developer completes the form and has the form signed by an approved officer or employee in accordance with subrecipient fiscal policies.
- Typically, requests are submitted to the CD Department monthly.
- The CDBG program allows for payment directly to suppliers and contractors.

Backup documentation

- AIA form for contracted services or invoice from supplier, with signed approval by subrecipient entity/developer project manager or fiscal officer. Also:
 - current schedule of payments listing all contracts, amounts paid to date, source of payment, retainage, payments included in this request, and balances
 - copies of material slips, etc.

County payment procedures

- CD Department Chief and YCPC Project Manager reviews the Request and backup documentation as submitted
- YCPC Labor Compliance Officer confirms that all minimum wage and other labor reports have been submitted and are correct, for each applicable contractor and subcontractor(s), for the time-period covered by the Request.
- Completed and approved Requests are submitted weekly for County drawdown of CDBG program funds
- Upon receipt of CDBG program funds, County prepares and sends payment to subrecipient, or contractor or supplier.

Step 4. Conclusion of Rehabilitation Work

1. A final inspection must be held upon completion of work, to which the YCPC designated staff must be invited. Included in the final inspection is the subrecipient entity/ developer project manager, contractor representative(s), and any municipal representative(s) responsible for codes enforcement or building permit approval.
2. Records for the CDBG funded activities must be maintained a minimum of 4 years from the date of final payment. The County and HUD have the right to review subrecipient entity/developer records of the activity.