

County of Blair
 Community Development Block Grant (CDBG) Program
 Housing Rehabilitation
 Water/Sewer Lateral Installations Guidelines



The following information is to be used as a homeowner’s guide to applying for Community Development Block Grant (CDBG) Funds for the installation of water and sewer laterals to income eligible residential households.

The primary objective for the use of CDBG funds is to benefit low to moderate income persons. Only households that are below the income limits set will be eligible to receive CDBG financial assistance for lateral installations.

INCOME LIMITS

The CDBG Program income limits are determined annually by the U.S. Dept. of Housing & Urban Development (HUD). The current household income limits for the number of persons residing in the household for Blair County (*Altoona MSA*) are listed below.

Blair County FY2017 Income Limit Summary

1 Person	2 Persons	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$ 34,550	\$ 39,450	\$ 44,400	\$ 49,300	\$ 53,250	\$ 57,200	\$ 61,150	\$ 65,100

For more information and details on how these limits are calculated can be found by visiting HUD’s documentation system at <http://www.huduser.org/portal/datasets>

An associated guideline is available *Whose Income is to be Counted in Household Income*, that details what sources of income must be included and what incomes are exempt in the household calculation when determining a household’s eligibility.

APPLICATION PROCESS & ELIGIBILITY

Upon municipal notification requiring connection, the County of Blair will schedule and conduct application interviews to determine a household’s eligibility. This is preferably within 3 to 6 months prior to the anticipated connection. The household size and documentation of household income must be presented during the application process. Types of documentation may include, but not limited to, most recent tax returns, 1099 statements, pay stubs, un-employment determinations, bank statements, etc. *Please note that all members of the household receiving income must be reported and determined into the calculation.*

Notification will be made to each applicant as to their eligibility status. If determined eligible further instructions will be given at that time.

MUNICIPAL TAP FEES

Mandatory tap fees are an ineligible expense under CDBG. Prior to completing the lateral installation, however, all eligible homeowners must have paid any required tap fee that may have been imposed by the municipal governing body.

CONTRACTOR SELECTION

Once a household is determined to be eligible for CDBG assistance the County of Blair will take over the responsibility to coordinate and provide a qualified contractor to complete the lateral installation. **No reimbursement can be made to previously installed laterals.** If a homeowner has obtained their own contractor and has installed the lateral connection prior to application, no reimbursement can be made even though a household is determined to be income eligible to receive CDBG assistance.

Homeowners must make their property available to potential contractors, upon notification, for site assessment during the bidding process. Required bidding process and contractor coordination will be conducted by the County of Blair through its program administrators the Blair County Dept. of Social Services. Any qualified contractor may obtain information for bidding opportunities on properties where CDBG funds are used. Interested contractors can contact the Blair County Dept. of Social Services for contractor qualification information.

Homeowners will be given an opportunity to review all proposed bids submitted on their property. No contractor awards will be entered into without the written consent from the homeowner and completion of the Acknowledgement & Bid Acceptance Form. No re-bidding will take place unless regulations require. If the homeowner refuses to accept from the submitted bids, a re-bid process may be conducted at the homeowners expense.

A Preconstruction conference will be held between the homeowner, contractor and the County representative. A construction schedule will be determined, pre-construction property conditions are documented and a Notice to Proceed is issued to contractor.

CDBG assisted households will be required to enter into a homeowner agreement with the contractor that has been selected to install the lateral. The Property Owner/Contractor Agreement further sets the roles and responsibilities of each party and dictates the project outcomes.

CONSTRUCTION

Financial assistance will be provided for costs associated with the installation of private residential water/sewer lateral from the foundation to the public water/sewer municipal main. When installations require, the proper removal and disposal of existing on-lot septic systems. Work will also include the restoration of disturbed ground to satisfactory conditions.

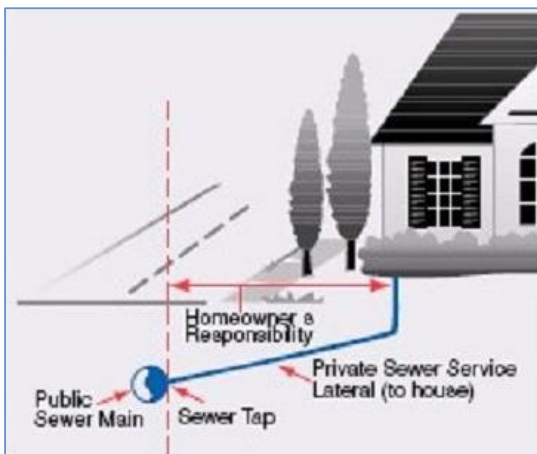


Figure 1 – A typical water/sewer lateral diagram for installation of a private residential service lateral.

The CDBG program will provide funding for the homeowner's responsibility by providing financial assistance with the installation of private water/sewer service lateral from the main public service to the house foundation.

Please Note:

Due to program limitations under the Housing Rehabilitation Guidelines, construction does **NOT** include interior re-plumbing for basement bathrooms or the connection of out buildings such as garages. Those costs will remain the homeowner's responsibility.

FINANCIAL PAYMENTS

The homeowner will be asked by the Contractor to complete the Homeowner Signoff Acknowledgement form. This form acknowledges the homeowner's satisfaction with the installation and restoration of disturbed areas. Please make the County representative aware immediately of any issues with the installation.

Please be aware, this form will not postpone the payment if restoration activities are delayed due to conditions outside of the Contractors control like weather conditions. A 20% retainage will be withheld until restoration activities have been completed.

Contractor Invoices will be paid no later than 30 days from receipt, unless corrections or repairs are identified.

RECORDKEEPING

The County of Blair CDBG Program will comply with applicable statutes regarding access to public information, while at the same time protecting the rights of individuals under applicable privacy laws.

QUESTIONS

Questions or comments can be made by contacting Trina M. Illig, Grants Coordinator for Community Development by phone at 814-693-3023 Ext.1489 or email at tillig@blairco.org. Residents may also visit the Blair County Dept. of Social Services Monday through Friday between 8:00 am to 4:00 pm at their offices located at Blair County Courthouse, 423 Allegheny Street, Fourth Floor - Suite 441B, Hollidaysburg, PA 16648.

This guideline was developed to assist homeowners with general information and is not meant to be used as the final determination for assistance.

Income limits are updated annually by the U.S. Dept. of Housing & Urban Development (HUD), the most current income limit will be used to determine a household's eligibility to receive financial assistance.

Lastly, should any interested participant require special accommodations, auxiliary aids due to disability or limited-English and non-English speaking languages, please contact Trina M. Illig, Grants Coordinator for Community Development at 814-693-3023 Ext.1489 to ensure needs will be accommodated. Persons with speech and/or hearing impairments can call the PA Telecommunications Relay Service by dialing 711.

NOTE: RESIDENTS OF HOLLIDAYSBURG BOROUGH

The County is not accepting applications for lateral assistance at this time, however residents can contact County administrators to be placed upon the contact list when the applications process does open. Interested residents will be contacted at that time and invited to complete the application.

Due to the inability to determine when funds would be available, it is possible that another cycle of income limits may be released prior to accepting applications.

VERY IMPORTANT!! - NO REIMBURSEMENTS CAN BE MADE! If a homeowner installs the lateral connection on their own, no reimbursement can be made even though a household is determined to be income eligible to receive CDBG assistance