

August 29, 2018

Dear Municipal Official:

The Potter County Board of Commissioners is pleased to announce the opening of the Federal Fiscal Year 2018 Community Development Block Grant (CDBG) Program. This program uses federal funds through the Pennsylvania Entitlement Program as enacted by Pa. Act 179. This act further requires that the county serve as the local administering agency for these funds for all municipalities with populations of less than 4,000.

For Federal Fiscal Year 2018, Potter County estimates that it will receive \$214,000. Eligible activities include broad areas of housing, community infrastructure, economic development, and public services. Specific activities may include property acquisition, recreation, and senior facilities. Funds may also be used for public works, water and sewerage development/improvement, and the removal of architectural barriers. All projects must have a direct benefit to low- and moderate-income residents, elimination of slums and blight, and/or elimination of urgent threats to health and safety.

In order to receive input and to solicit proposals, a Public Hearing and Project Development Workshop will be held on **Tuesday, September 18<sup>th</sup>, at 7:00 p.m.**, in the Gunzburger Building Main Conference Room. This meeting will provide information regarding the program, and, more importantly, will assist communities in developing their project requests, including determination of project's eligibility for CDBG funding, and methods to determine if your project serves or provides a benefit to an area that is 51% or more low- to moderate-income people. Projects intended to eliminate blight or an urgent health and safety threat do not need to meet this income requirement for consideration of funding.

Attached to this letter is the application preparation schedule, as well as a Project Summary form to be completed by applicants. We are requesting information to determine project eligibility, fundability, cost and schedule to ensure efficient development and construction should the project be funded by the commissioners. We are also requesting a map of the service area, the number of households served, and a list of addresses in the service area. Additionally, we are asking applicants to secure and submit an estimate of probable cost and a schedule from an engineer. We will review the form and necessary project information at the September 18<sup>th</sup> workshop. If you are unable to attend the workshop, you may complete and submit the Project Summary form with attachments to Jennifer Rossman, Community Development, Potter County, 1 N. Main St., Suite 200, Coudersport, PA 16915 before September 18<sup>th</sup>, 2018.

Following the workshop, the commissioners will be accepting proposals which will be evaluated based on need, impact, and completeness. Projects will then be prioritized by Potter County for submission to Pa. Dept. of Community and Economic Development. Projects that are submitted with all requested documentation, including the estimate of probable cost, and from applicants who attended the Public Hearing and Project Development Workshop, will be prioritized for funding.

We strongly encourage you to attend the Public Hearing and Project Development Workshop. It will provide additional insight into the application process, as well as allow us to review your project in detail. If you are unable to attend, you should contact Jennifer Rossman at 814-274-8290 x 209 to discuss your project before submitting the Project Summary form.

We are excited about the benefits that this program may yield throughout Potter County and look forward to seeing you at the meeting on September 18<sup>th</sup>.

Kind regards,



Jennifer Rossman  
Community Development Director