



Grant Administration Services

Community Development Block Grant

offered by Crawford County Planning

Through Crawford County's Planning agency, local jurisdictions which receive direct allocations of Community Development Block Grant funding through the Pennsylvania Department of Community and Economic Development (PA DCED) are able to contract with the County for grant administration services. The ability for a community to have Crawford County administer their grant funding, otherwise known as "on behalf of", provides increased capacity, experience, and knowledge to administer this federally funded program.

To provide a clear, consistent, and concise description of services available, the chart below outlines two options of services rendered by County staff along with the responsibilities placed on the municipality through the partnership. Communities interested in these services should contact the Crawford county Planning Office at (814) 333-7341.

Contracted 6% of Grant Award Administration

Crawford County provides:

- Preparation of annual program application
- Ensure selected activities meet federal qualifications
- Administration of required 2nd public hearing in application process
- Creation and management of federal fair housing requirements
- Creation and management of federally required program planning
- Creation and management of environmental review record approval process
- Ensure compliance with federal and state regulations
- Annual reporting on project activities and fiscal year programs to PA DCED
- Annual auditing for County held fiscal year CDBG contracts
- Coordination and completion of PA DCED monitoring requirements
- Advertisement for procurement of services on CDBG activities
- Creation of template bid documents for municipality to conduct procurement for project activities
- Coordination of federally required MBE/WBE outreach
- Coordination of Davis Bacon prevailing wage rates for procurement of CDBG activities
- Participation in pre-bid and pre-construction meetings
- Certification of payroll for compliance with labor standards
- Fiscal management of grant contracts through federal IDIS system
- Management of invoicing and payment of services for contracted project activities
- Clear, consistent, and concise record keeping that aligns with federal and state requirements
- Management of revision and modification process if necessary
- Completion of closeout documentation for fiscal year contracts and project activities
- Act as point of contact for PA DCED

Contracted 6% of Grant Award Administration

Municipality provides:

- Hold all public hearings except the 2nd application meeting (typically 2 meetings)
- Responsible to develop project scoping and budget during application preparation
- Conduct income surveys, if necessary, to ensure project activities are eligibility with federal program
- Prepare final bid documentation for procurement of services
- Host pre-bid and/or pre-construction meetings for procurement of services
- Release Notice of Award and Notice to Proceed during procurement of services
- Prepare punch list and accept completion of project
- Prepare three-year community development plan
- Conduct wage interviews of contractors in the field for project activities
- Coordinate as lead on project activities with consultants or contractors
- Responsible to review contractor invoices before submitting to the County for payment
- Responsible to provide all proof of completion of work to the County
- Responsible for construction site visits and posting of appropriate information at the job site
- Required to provide Crawford County with resolutions regarding the CDBG program administration



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Contracted 12% of Grant Award Administration

Crawford County provides:

- All activities outlined under the 6% of Grant Award Administration
- Host all public hearings on behalf of the municipality
- Prepare bid documents and conduct procurement
- Host pre-bid and pre-construction meetings
- Prepare and release Notice of Award and Notice to Proceed letters to contractors
- Aid with project scoping and budget development during application preparation
- Coordinate as lead with contractors and consultants on project activities
- Prepare municipal three-year community development plan
- Assist with prior fiscal year contract reporting or monitoring (liability for reporting or monitoring would not be placed on Crawford County)
- Incorporate advertising costs for project activities into administrative funds resulting in more efficient program management

Contracted 12% of Grant Award Administration

Municipality provides:

- Conduct income surveys, if necessary, to ensure project activities are eligibility with federal program
- Prepare punch list and accept completion of project
- Adopt three-year community development plan
- Conduct wage interviews of contractors in the field for project activities
- Review contractor invoices before submitting to the County for payment
- Responsible for construction site visits and posting of appropriate information at the job site
- Provide Crawford County with resolutions regarding the CDBG program administration

Contracted 18% of Grant Award Administration

Crawford County provides:

- All activities outlined under the 6% of Grant Award Administration
- All activities outline under the 12% of Grant Award Administration
- Conduct income surveys, if necessary, to ensure project activities are eligibility with federal program
- Conduct wage interviews of contractors in the field for project activities
- Responsible for construction site visits and posting of appropriate information at the job site
- Prepare punch list for construction services

Contracted 18% of Grant Award Administration

Municipality provides:

- Accept project activities as completed
- Adopt three-year community development plan
- Review contractor invoices before submitting to the County for payment
- Provide Crawford County with resolutions regarding the CDBG program administration