



# REQUEST FOR QUOTATIONS

# REQUEST FOR QUOTATIONS FOR PROFESSIONAL ENGINEERING SERVICES

LOYALSOCK TOWNSHIP  
LOYALSOCK CURB CUTS AND TRUNCATED DOMES PHASE II  
LOYALSOCK TOWNSHIP  
LYCOMING COUNTY, PENNSYLVANIA



Quotations Solicited by:  
Larissa Hassinger  
SEDA-COG Project Coordinator

Project Coordinator  
201 Furnace Road  
Lewisburg, PA 17837

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Contact: Larissa Hassinger, SEDA-COG

**REQUEST FOR QUOTATIONS**  
**Professional Engineering Services**  
**Loyalsock Township**  
**Loyalsock Curb Cuts and Truncated Domes Phase II**  
**Loyalsock Township**  
**Lycoming County, Pennsylvania**

The Township of Loyalsock, proposes to use a recently approved Community Development Block Grant to reconstruct curb cuts at multiple locations on Blair Street continuing south toward Homewood Avenue. The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project from design to final inspection. It should be recognized by all proposers that the Scope of Services included herewith might exclude some minor, incidental Engineering responsibilities not currently identifiable.

Quotations shall include the attached "Standard Engineering Estimate" and be submitted to:

Larissa Hassinger, Project Coordinator  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

All quotations shall be sealed and clearly marked on the outside, "Engineering Services Quotation," and must be received by April 7, prevailing time, 2:00 PM, 2026, at which time they will be publicly opened at the Loyalsock Township Building.

Questions regarding this quotation should be directed to:

Larissa Hassinger, Project Coordinator  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837  
570-524-4491  
lhassinger@seda-cog.org

## PROJECT DESCRIPTION

Loyalsock Township will be selecting an engineering firm as Project Engineer to undertake project design, prepare technical specifications, assist with the bidding process, and oversee the construction of multiple curb cuts and handicap ramps. Based on current available funding, it is anticipated that approximately 51 curb cuts can be reconstructed. The proposed project includes curb cut reconstructions to meet ADA compliance on all curbs, ramps, landings, and sidewalks at the following designated locations:

- Homewood Ave at Russell Ave (4)
- Homewood Ave at Pearson Ave (4)
- Homewood Ave at Clayton Ave (4)
- Homewood at Wyndahm Ct. (4)
- Homewood Ave at Tinsman Ave (4)
- Westminster Dr at Edercrest Rd (2)
- Morgan Ave at Blair St. (4)
- Morgan Ave at Sheridan St. (4)
- Morgan Ave at Reed St. (2)
- Tinsman Ave at Reed St. (4)
- Tinsman Ave at Blair St. (4)
- Clayton Ave at Blair St. (4)
- Clayton Ave at Reed St. (2)
- Russell Ave at Sheridan St. (2)
- Russel Ave at Blair St. (2)
- Sheridan St. at Pearson Ave (1)

Construction is to be completed by 11/1/2026.

Curb cuts should be designed utilizing the Pennsylvania Department of Transportation's (PennDOT) standard design for curb ramps and sidewalks. In addition, precast truncated domes will be installed at all identified locations. All curb cuts, handicap ramps and other elements shall conform to all applicable local, state, and federal regulations, including the Americans with Disabilities Act of 1990, as amended. The Project Engineer will assist Loyalsock Township in compliance with the Pennsylvania Department of Community and Economic Development (DCED) Architectural Barriers Guidance, (CDBG 01-2016), attached. This includes the following:

- An assessment of the pedestrian access route to the curb cut.
- Based on information provided by the Township, certification of the need for reconstruction of the proposed curb cuts **IF** they have been installed or otherwise reconstructed since 2008.
- Completion of PennDOT's Technically Infeasible Form (TIF) for all curb cuts to be designed, which are technically infeasible. This document must be assessed and certified by a third party that is not employed by the same firm performing the design.

## PROJECT DESIGN

The Engineer shall prepare all necessary design plans, drawings and specifications to be used for the construction of the improvements and should therefore be complete in detail and contain all necessary information. Drawings shall conform with standard professional practice and consist of all architectural and engineering drawings, including profiles and sections, plot, and site plans, and all else necessary to illustrate the interest and scope of the work. Working drawings shall be prepared for structural, hydraulic, mechanical, electrical, and all other branches of the construction work.

The Engineer shall investigate any existing systems affected by the proposed project, identifying options, and advising the Township in the most appropriate method of modifying the systems as part of the design of this project. Plans and specifications shall be developed in such a manner to delete and add segments should the project costs be over or under budget.

1. All permits, plans, or surveys which may be necessary to define the scope of the work or for the performance of the project shall be the responsibility of the Engineer. The quotation shall include a list of those permits currently anticipated as necessary, identifying actual permit fees which shall be paid by the Engineer as a component of their project quotation. Survey work required for easements/rights-of-way is not a part of this quotation. Federal Environmental Reviews, State Historic Preservation Office Review, and Archaeological Reviews are not a part of this quotation.

Assistance from the Engineer is necessary for SEDA-COG and the Township to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this quotation shall include four (4) design phase meetings, as well as four (4) preconstruction meetings (as noted below), at which the Engineer is expected to be in attendance. These meetings shall be conducted during the design and construction specifications phase at the convenience of the Township, and shall include the following:

- Design phase meetings
    - o A kick-off meeting
    - o Two (2) development meetings
    - o A meeting to present the final design and receive approval to advertise
  - Preconstruction meeting(s) – (Engineer will coordinate and prepare meeting agenda w/ minutes.)
    - o Pre-bid meeting (optional)
      - Note: Required if using an electronic bidding service such as PennBid
    - o Bid Opening (Engineer will prepare bid tabulation form)
    - o Award – (Engineer will make formal recommendation to award)
  - Preconstruction Conference
2. The Township may request, and the Engineer may suggest, additional meetings. Accordingly, proposers should indicate their intention to do so in the narrative of their quotation. Any cost associated with additional meetings shall be included on the standard Engineers Estimate form.
  3. A project design schedule must be included as part of this quotation indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by the Township. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by the Township. It is the intention of the Township to advertise for construction bids

on or before August 3, 2026. It is understood that changes in the project scope or nature may affect this schedule.

4. Upon completion of the preliminary design, and again when requesting approval of the final design, the Engineer shall prepare and provide to the Township an opinion of probable construction costs, either as a lump sum or utilizing the itemized bid schedule if a line-item construction bid is proposed.

#### **PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING**

The Engineer shall prepare all construction contract documents, including but not limited to bid schedule, bond forms (bid, performance, payment), construction specifications and agreements, compliance forms, etc. The Engineer shall be responsible for coordinating the bidding process, including printing, and distributing up to ten (10) sets of bid documents, publishing the required advertisements, fulfilling all requirements outlined in the Engineer's Memo, which will be provided prior to bidding, and management of any required deposits or payments. Costs for this portion of the work shall be borne by the Engineer except that the actual costs for legal advertisements will be reimbursed by the Township. Insofar as federal CDBG monies are being used in the project, forms and procedures meeting the requirements of the PA Department of Community and Economic Development shall be used in the contracting documents. SEDA-COG shall facilitate this process by providing model bidding documents for use by the Engineer.

In addition, the Engineer will assist the solicitor throughout the project including, but not limited to, the preparation of documents involving engineering matters and preparation of contract documents for the solicitor's opinion, a review of the bid documents, conformity with the specifications, and requirements, as well as a formal recommendation of bid award. The Engineer is also responsible to manage the construction contract award process, including issuance of the Notice of Intent to Award, execution of the agreements, Award, Notice of Start of Construction, Substantial Completion, Final Inspection, and Completion.

#### **CONSTRUCTION SUPERVISION**

The Engineer is expected to furnish customary engineering advice and assistance necessary to enable the Township to readily understand the project. The Engineer shall visit the construction site to observe progress and quality of work, to determine if work is proceeding in accordance with contract documents, to keep the Township informed of progress, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents. The Engineer shall serve as the Township's representative at the project site, issuing all instructions to the contractors and preparing any change orders.

The Engineer will check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which contractors are required to submit to ensure conformity with project design, concept, and requirements. The Engineer, in accordance with accepted professional standards and practice, shall review contractors' payment requests and approve, in writing, payment to the contractors in such amounts. The Engineer will also conduct, in the company of the owner and the contractor, a final inspection of the project for conformity with design, concept, and contract documents. When the project is complete, the Engineer will correct all drawings to show

construction and installation as actually accomplished and will furnish one set of full size "As Built" prints and one electronic copy to the Township.

These services, to be provided by the Engineer, do not infer resident inspection services. The Engineer is expected to visit the project site during construction, not less than once a week and conduct a final inspection at project completion. Comprehensive design, inspection of work and compliance with specifications is of utmost importance to a successful and timely project completion. Accordingly, the Engineer shall indicate with what frequency field visits will be provided. As a part of this quotation, it is the Engineer's responsibility to estimate the project duration in order to calculate the number of construction supervision site visits. Should the project take less or more time than anticipated, no adjustment to the costs for project supervision will be considered.

### **ADDITIONAL SERVICES OF ENGINEER**

Where participating state and/or federal agencies require reports relating to construction, the Engineer shall prepare and submit such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

### **TERMS OF PAYMENT**

The Engineer will be required to enter into a written Professional Services Agreement with Loyalsock Township, which will incorporate the information contained in this Request for Quotations. The Engineer will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this quotation. Payment shall be made to the Engineer on a monthly basis.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts. Payment shall be expressly contingent upon receipt of funds from the Department of Community and Economic Development.

### **MBE/WBE GOALS**

It is the public policy of Loyalsock Township, to promote the opportunity for full participation by Minority and Women's Business Enterprises ("MBE's" and "WBE's") business concerns in all projects receiving federal funds from the United States Department of Housing and Urban Development which are administered by the Pennsylvania Department of Community and Economic Development.

Loyalsock Township has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG, ESG, and/or HOME funding.

### **SECTION 3 GOALS**

Section 3 24 CFR Part 135 has been updated to the New Rule, 24 CFR Part 75. The New Rule for Section 3, 24 CFR Part 75, is applicable for projects for which the total amount of federal assistance is greater than \$200,000. Section 3 does not apply to professional services; however, you are still encouraged to follow Loyalsock Township's Section 3 Action Plan for Section 3 and Targeted Section 3 Labor Hours. The new 24 CFR Part 75 rule does apply to construction contracts and the professional service provider is expected to

assist with facilitation of these efforts for compliance. Professional Service firms who hire Section 3 or Targeted Section 3 workers can count those labor hours as Section 3, or Targeted Section 3, but should be excluded from the total number of labor hours. Benchmarks are only qualified as being met if Section 3 Laborer Hours = 25%, *and* Targeted Section 3 Labor Hours = 5% of the total number of labor hours.

### **QUOTATION SUBMISSION AND EVALUATION**

Three (3) copies of the quotation must be submitted to:

Larissa Hassinger, Project Coordinator  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

Quotations must be received no later than April 7, 2026. **Quotations that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Quotations will be reviewed and evaluated by Loyalsock Township and SEDA-COG. The evaluation will include the following areas in order of relative importance:

- Adequacy of quotation in the terms of addressing the needs that are set forth in the Request for Quotations.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Proposer's commitment to the obligations of Loyalsock Township Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.

Note: Cost is only one of several criteria to be considered in evaluating quotations. Accordingly, quotation cost summaries will not be published. Proposers are, however, invited to attend the opening.

### **REQUIRED INFORMATION**

Each proposer shall provide all information herein requested. Further, no quotation will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of two references where similar engineering services have been performed during the past three years. These projects should be similar in design and scope. If the

proposer is an MBE/WBE business concern, a certification form shall be submitted with the bid attesting to the firms' status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the proposers must submit documentary evidence of MBE/WBE business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the MBE/WBE requirements are not triggered.

Loyalsock Township reserves the right to accept or reject any and all quotations or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

**STANDARD ENGINEERING ESTIMATE**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

REPRESENTATIVE E-MAIL: \_\_\_\_\_

I. Project design, specification, required meeting attendance, bidding, and other engineering services \_\_\_\_\_

II. Project construction supervision  
Indicate project duration and frequency of visits below. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL LUMP SUM: \$ \_\_\_\_\_

Additional Meetings:

Lump sum cost for additional meetings if requested by \_\_\_\_\_ \$ \_\_\_\_\_

I, \_\_\_\_\_, a licensed professional Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the \_\_\_\_\_ Request for Quotations, and I/we am/are prepared to provide the required services for the above costs.

(SEAL) \_\_\_\_\_

ATTACH A MINIMUM OF TWO (2) PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE.  
ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.

**MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT  
TO BE SUBMITTED WITH THE BID**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

Name of Bidder:	Project Name:
Address:	Bid Opening Date:
Email Address:	
Telephone Number:	Contact Person:

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

<b>Company Name &amp; Telephone Number</b>	<b>MBE*</b> (enter code from below)	<b>WBE</b> (X)	<b>Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project</b>	<b>Total Dollar Amount of Quote Received</b>  (Please mark NR if no response was received)	<b>Total Dollar Amount Awarded</b>  (If not awarded indicate reason)
Prepared By:			Title:		

\*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

**MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION**

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

*Where the goals are not met*, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Architectural Barriers - Guidance

### CDBG-01-2016

#### CDBG Programs

##### HISTORY

Utilization of Community Development Block Grant (CDBG) funds for the removal of an architectural barrier is expressly eligible within the Housing and Community Development Act of 1974 (HCDA).

The removal of accessibility barriers may be presumed to meet the Low and Moderate Income national objective by meeting the Limited Clientele criteria if the costs of removal are restricted, to the extent practicable, to the removal of such barriers. The presumption is for severely disabled adults meeting the Census Bureau's definition and/or elderly persons.

##### ELIGIBILITY

HCDA Section 5301 (Section 105 of the Act) (a) (5) Special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and/or handicapped persons.

##### NATIONAL OBJECTIVE QUALIFICATIONS

###### Limited Clientele (LMC)

24 CFR 570.483 (b) (2) (ii) (A) - It must benefit a clientele who are generally presumed to be principally low and moderate income persons. Activities that exclusively serve a group of persons is any one or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are low and moderate income: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or...

###### Low Mod Area (LMA)

24 CFR 570.483 (b) (1) (i) - An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low and moderate income persons. Such an area need not be coterminous with census tracts or other officially recognized boundaries but must be the entire area served by the activity. The LMA may qualify using the most current ACS Data or an approved income survey.

## POLICY DISCUSSION

Architectural barriers are obstacles which impede the use of a facility by persons with physical disabilities. This discussion is related to all types of activities that remove barriers including but not limited to curb cuts, handicap ramps, public facilities improvements, etc.

Questions have arisen related to removal of architectural barriers and use of the CDBG Program. The questions include but are not limited to:

- defining what is a barrier;
- to what extent can CDBG funds be used to remove the barrier; and
- meeting the national objective of Limited Clientele on a presumed basis (LMC).

### Determination of a Barrier/Section 504 Plan

- (A) Update or Conduct a review of the Grantees Section 504 Plan as it Relates to the Given Project – In order to determine if a barrier is present, the grantee as a recipient of federal funds is required to perform an assessment of existing conditions. Guidance on conducting an assessment under Section 504 can be found at:

**<http://www.newpa.com/download/section-504-handicapped-accessibility-update-may-14-2013-pdf/#.Vz8F9E1wVhE>**

The Section 504 review/update will determine if a barrier exists. For example, a public facility does not provide bathroom facilities. There is no architectural barrier to be addressed. If the jurisdiction decides to install restroom facilities, the installation cannot qualify under the LMC presumed benefit because the new installation requires the bathroom installation to be handicap accessible.

However, the Section 504 review of the existing restrooms which are present and are available for use by everyone in the building have impediments for use by persons with disabilities. Persons with disabilities cannot use the restroom facilities unless modifications are completed to remove the barriers. The activity may qualify on the national objective of benefit LMC – presumed benefit. Upgrading the restroom would be an eligible CDBG project but only to the extent of the actions necessary to remove the barrier. The

improvements included installation of a wall. The wall needs to be painted which would be eligible; painting the entire restroom would not as it has no direct impact on the barrier removal.

(B) Condition Of The Pedestrian Access Route –

The Pedestrian Access Route (PAR) must also be assessed when making determinations on where to install architectural barrier removal projects. A PAR for example, may be a sidewalk that allows pedestrians to get from point A to point B without obstruction. If a project identifies the need for a curb cut at street intersections, the PAR must also be evaluated.

Curb cuts may only be installed when there is a functional pedestrian access route. An example of a PAR assessment that has an obstruction might be the front porch on a house extending out in to the sidewalk - PAR. If there is not a minimum of 36" of walkway past the porch the PAR is blocked becoming non-functional for passage. In those installations there may be design alternatives for curb cuts and pedestrian access routes. The determination of an obstructed PAR is a local decision. Should the installation of a curb cut permit access to some type of facility prior to an obstruction blocking the PAR, the curb cut may be allowable. Should there not be some type of facility prior to an obstruction blocking the PAR the curb cut may not be permitted. These should be discussed with the design professional and the grantee's respective Grant Manager prior to commencing any work activity.

This may also be an example of where it may be necessary to move the curb cut to another location in the block in order to address the accessibility issue. Assessment of the alternative location is critical as well. If a curb cut is moved to an alternative location, the sidewalk may need to be widened at the curb cut location as well in order to provide sufficient PAR.

If the assessment identifies a project that only involves installation of curb cuts and there are no sidewalks, the curb cut is not an eligible activity. A sidewalk and curb cuts may be installed if the service area qualifies as having 51% or greater benefit to LMI persons (LMA national objective).

An additional item for consideration in the PAR is truncated domes. The use of truncated domes provides visually impaired persons with a means to traverse a community's walkways by identifying intersections. The domes are needed at signalized intersections, high volume traffic locations which may not be signalized and raised platforms related to bus and train stops. During the Section 504 assessment it may be determined a

given neighborhood has visually impaired residents which could warrant the installation of truncated domes in these neighborhoods as well as identifying those locations in need of truncated domes. Truncated domes may be installed at locations that currently do not have them provided the Section 504 review warrants installation.

#### **Technically Infeasible Form (TIF) Process and Form Used By PennDOT**

In the instance of areas where the design of an ADA compliant curb cut may not be possible, an alternate design may be approved through the use of PENNDOT's Technically Infeasible Form or TIF. The design engineer will need to complete a Technically Infeasible Form using PennDOT's TIF Design Standards. Completion of a TIF will detail the rationale for installing a curb cut that is not ADA compliant but still has standards which would permit the design of a usable curb cut. When a TIF is used for the design of a curb cut that does not fall under the purview of PennDOT's jurisdiction, the TIF must be reviewed and certified by a third party design professional. This individual/firm cannot be the same individual/firm performing the design and specifications. Any curb cut installation proposed where a TIF is completed and does not fall under PennDOT's jurisdiction, a copy of the third party certification must be supplied to the grantee's respective Grant Manager prior to commencement of any work activity.

#### **Projects Proposed for Buildings for the Conduct of General Government**

If an architectural barrier removal project has been installed related to a facility and is compliant with the minimum requirements for ADA compliance additional improvements will not be permitted.

#### **Improperly Installed Architectural Barrier Removal Projects**

If an architectural barrier removal project was undertaken and it is determined the project was not properly installed, use of CDBG Funds to correct errors will not be allowed.

#### **Existing Improvements that Met ADA Standards**

Rehabilitation or Reconstruction – An existing curb cut or other existing ABR project is in a deteriorated condition and in need of repair. Repairs are not eligible activities. Section 105 (a) (5) of the Housing and Community Development Act (HCDA) details eligible activities: special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons. 24 CFR 570.482 further details eligible activities and those activities not specifically detailed are not

eligible. If the existing project is deteriorated beyond repair and reconstruction is warranted, reconstruction may be permitted following the criteria below:

- Identify that the project has been in place a **minimum of 10 years** and has deteriorated to the point reconstruction is warranted. Documentation will be required to be submitted to the grantee's respective Grant Manager, including as a minimum an engineer's certification of the need for reconstruction, verification of age of the improvement with date of installation, photographs, etc. This may allow the proposed project to be reconstructed and deemed eligible using LMC presumed benefit.

The project has been in place a **minimum 15 or more years** and has deteriorated to the point reconstruction is warranted. Documentation will be required to be submitted to the grantee's respective Grant Manager, including as a minimum verification of age of the improvement with date of installation, etc. This may allow the proposed project to be reconstructed and deemed eligible using LMC presumed benefit **without** the need for an engineer's certification. Note: Grantees may be asked to provide photos of the existing activities and it is highly recommended that photos be included with application submissions.

- The handrail on the handicap access ramp has deteriorated (rusted through) in several locations where it meets the ramp and needs to be repaired. This is a maintenance activity and cannot be repaired with CDBG funds as it is part of a barrier that has already been removed. However, it could be addressed if the users of the facility qualify at greater than 51% LMI as an LMA activity. Additionally this example could be eligible under presumed benefit if the serviceable life of the project has been met and warrants reconstruction with documentation from a qualified professional including certification that the serviceable life has been met.