



FY 2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) LOCAL ALLOCATION APPLICATION

Application Submission Deadline: Tuesday, April 27, 2021, by 4:00pm
\*\*\* Late Submissions Will NOT Be Accepted \*\*\*

SUBMIT COMPLETED APPLICATION WITH ALL INFORMATION AND ATTACHMENTS TO:

Sarah Mault
Community Development Coordinator
Greene County Department of Development
61 Greene Street
Xenia, Ohio 45385

OR

contactdev@co.greene.oh.us

PART I: APPLICANT INFORMATION

Applicant must be (1) a City, Township, or Village OR (2) a service group or nonprofit organization. Service groups and nonprofit organizations must attach a copy of the organization's bylaws or constitution. The contact person must be knowledgeable about the project referenced in the application and be able to provide additional information and/or material upon request.

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

[ ] Bylaws or constitution attached. Required if applicant is a service group or nonprofit organization.

## **PART II: PROJECT NARRATIVE**

Review the attached listing of eligible CDBG activities (Attachment A). The project must be listed as an “ACTIVITY NAME” on this listing. The outcome of the project must be in a unit as described as “OUTCOME MEASUREMENTS” on this listing.

Provide a detailed narrative description of the project. The narrative should include specific project activities with associated quantities, if applicable. **The scope of work and associated quantities included in the application are binding.** If applying for other non-CDBG Allocation funding, provide an explanation on how the project will continue if additional funding is NOT received.

EXAMPLE: Replace 4” water line with an 8” water line on Weaver Street from Desert Avenue to Cactus Street. Replacement will include 826 linear feet and 2 hydrants.

**PART III: PROJECT COST**

Indicate below the total cost of the project. Costs should be broken down between “Labor” and “Material” as appropriate. If the project requires an engineering contract separate from the project cost, please indicate this information in an attachment to the application. **The Applicant must cover the cost of necessary engineering services separate from the local CDBG Allocation application.**

**The “Labor” costs must be based on federal prevailing wage rates at the time of application.** The scope of work must include a statement by a qualified individual or firm that the scope is an estimation of project cost and is based on current federal prevailing wage rates. **If actual project costs exceed the estimate and amount of funding requested, it is the responsibility of the Applicant to cover the additional needed funds.**

- a. Labor: \$ \_\_\_\_\_
- +
- b. Material: \$ \_\_\_\_\_
- =
- c. TOTAL PROJECT COST: \$ \_\_\_\_\_

**PART IV: FUNDING SOURCES**

Based on the project cost estimated in PART III, please indicate all intended funding sources, including CDBG Allocation dollars. If other funds are to be utilized, indicate the specific source (e.g. local funds, other State and/or Federal funds, etc.) and attach formal commitment letters from the identified funding sources. The amount of funding included on any formal funding commitment letters must be equal to the amount listed as “Other” on the application. **These formal funding commitment letters are required, as applicable.** “Other” funds must be committed to either engineering or constructions costs only. If “Other” funds will be committed to both engineering and construction, separate commitment letters should be submitted.

- A. FY 2021 CDBG: \$ \_\_\_\_\_
- +
- B. OTHER: \$ \_\_\_\_\_
- =
- C. TOTAL: \$ \_\_\_\_\_

“Other” Funding Sources: \_\_\_\_\_

Funding Commitment Letters attached, if applicable.

**PART V: SCOPE OF WORK**

Please indicate the qualified individual or company providing the scope of work/cost estimate, specification, and/or technical drawings for the identified project. These documents must be completed in a timely manner in order to execute the project within the required grant time period. The scope of work, specifications, and technical drawings approved for the application will be the same documents utilized during the subsequent bidding process if funding is approved. **IMPORTANT NOTE:** The individual or company that provides the scope of work/cost estimate, specifications, and/or technical drawings is restricted from the subsequent bidding process per federal procurement guidelines.

Name of Individual or Company Providing Specifications and/or Technical Drawings:

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**PART VI: PROJECT INFORMATION**

Carefully consider each of the following topics in relation to the identified project. If there is a topic that applies to or may apply to the project, mark "Yes." If a marked "No" on the application is later found to be a "Yes," the project could be delayed or determined ineligible for funding.

Potential Related Topics:

- |                                 |     |    |
|---------------------------------|-----|----|
| A. Located in a Flood Plain:    | Yes | No |
| B. Involves Historic Property:  | Yes | No |
| C. Easements Required:          | Yes | No |
| D. Property Acquisition Needed: | Yes | No |
| E. Property Currently Occupied: | Yes | No |
| F. Fees to be Assessed:         | Yes | No |

**Please explain any topics marked "Yes:"**

**PART VII: NATIONAL OBJECTIVE**

All projects must meet one National Objective as defined by Housing and Urban Development (HUD) and State guidelines. **Projects not meeting a national objective will not be considered for CDBG Allocation funding.** Please contact the Greene County Department of Development for more specific interpretation if it is unclear whether a project meets a National Objective.

In order to qualify under “BENEFITS LOW/MODERATE INCOME (LMI) HOUSEHOLDS,” at least 51% of the households benefitting from the project must meet the income qualifications for the CDBG program. An income survey may be needed to qualify for this objective. **All income surveys must be completed BEFORE application submittal. Please contact the Greene County Department of Development as soon as possible to determine if an income survey will be required and for further instruction.**

In order to qualify under “LIMITED CLIENTELE,” the project must benefit a specific group of persons presumed to be LMI.

**PROJECT MUST MEET ONE OF THE FOLLOWING NATIONAL OBJECTIVES:**

Benefits Low/Moderate Income (LMI) Households

Total Number of Households Benefitting: \_\_\_\_\_

Total Number of LMI Households: \_\_\_\_\_

LMI Percentage (LMI Households / Households Benefitting = LMI Percentage): \_\_\_\_\_%

LMI Percentage Data Source (Income survey, US Census Bureau, etc.): \_\_\_\_\_

If an income survey was used, please indicate the date the survey was performed: \_\_\_\_\_

All income survey forms attached for verification.

Limited Clientele

Project must exclusively benefit one of the following groups presumed to be principally LMI.

Please select ONE of the following groups:

Abused Children

Elderly Persons

Battered Spouses

Homeless Persons

Severely Disabled Adults

Illiterate Adults

Persons with AIDS

Migrant Farm Workers

**PART VIII: PROJECT MAP**

Please attach a map highlighting the project location and benefit area with the City, Township, Village, or County, as applicable, using separate colors and titles.

EXAMPLE: A sewer line project will only serve 2 blocks but must be extended an additional 800 feet to connect to the main sewer. Only the residents along the 2 service blocks will benefit, so the 2-block area will be highlighted as the benefit area. In addition, the entire length of the sewer installation would be highlighted as the project location.

Project Map attached.

**PART IX: CERTIFICATION**

Type or print the name and title of the Chief Officer of the applying City, Township, Village, service group, or nonprofit organization. The Chief Officer may or may not be the Applicant Contact Person. Regardless, the Chief Officer must sign and date the application.

Certification of Chief Officer:

I certify that the information in this application and all attachments is true and correct to the best of my knowledge.

\_\_\_\_\_  
Typed/Printed Name of Chief Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPLICATION REVIEW AND SUBMISSION

List of attachments to be included with the completed application, if applicable:

- Group/Organization Bylaws or Constitution
- Scope of Work/Cost Estimate
- Funding Commitment Letters
- Income Verification Documentation
- Project Map
- Other

All projects are subject to County, State, and HUD eligibility criteria. As a courtesy to applicants, Greene County Department of Development staff are available to provide application assistance prior to the application submission deadline. Consultation with the department prior to application submission is highly recommended.

In order to be included for FY 2021 Allocation funding consideration, the completed application and applicable attachments must be submitted **no later than 4:00pm on Tuesday, April 27, 2021.**

**Hardcopy applications should be submitted to:**

Sarah Mault  
Community Development Coordinator  
Greene County Department of Development  
61 Greene Street  
Xenia, Ohio 45385

**Electronic applications should be submitted to:**

Greene County Department of Development  
[contactdev@co.greene.oh.us](mailto:contactdev@co.greene.oh.us)

Questions concerning the application and/or CDBG Allocation program requirements should be directed to Sarah Mault at:

Phone: (937) 562 – 5350

E-mail: [smault@co.greene.oh.us](mailto:smault@co.greene.oh.us)