

CDBG COMMUNITY DEVELOPMENT ALLOCATION PROGRAM 2020 APPLICATION

*** Applications are due by 4:00 p.m. on Friday, May 1, 2020 ***

Late or incomplete applications will NOT be reviewed.

GENERAL INSTRUCTIONS

The Commissioners anticipate receiving \$150,000 to complete a maximum of 4 projects. Please make your requests accordingly. If your project needs to be completed before calendar year 2020, DO NOT apply for this program.

Before submitting please check that you have included the following items:

- Engineer Stamped Cost Estimate (*must be itemized, signed, include federal prevailing wages, and list useful life*)
- Location and Service area maps
- Maximum of 5-10 photos of the project site
- Commitment letter of funding for additional dollars associated with the project
- Income Surveys and supporting documentation (when applicable)

THIS APPLICATION ALONG WITH ALL OF THE REQUIRED ITEMS MUST BE SUBMITTED BY THE APPLICATION DEADLINE. PLEASE MAIL, OR HAND-DELIVER YOUR COMMUNITY'S APPLICATION. *Note: Maumee Valley Planning must have the original of any documents with a signature or stamp.*

SUBMIT APPLICATIONS TO: Sandy Kessler, Planner
Maumee Valley Planning Organization
1300 E. Second Street, Suite 200 Defiance, OH 43512
419.784.3882

APPLICANT INFORMATION

1. Applicant Name:

Address:

2. Contact Name:

Address:

Telephone Number:

Email Address:

PROJECT INFORMATION

3. **Project Description:** Provide a detailed description of the project including purpose of the project, existing conditions, and quantities and measurements of proposed improvements.

Attach additional sheets if necessary

4. **Will the project require the purchase of easements and/or property?** YES NO

If yes, explain: _____

Note: *Permits must be obtained by the Community and/or the Engineering Firm working with the Community*

5. **Cost Estimate:** Attach the original cost estimate. Must include Professional Engineers Stamp, Federal Prevailing Wage statement, and useful life statement.

6. **Cost Estimate Prepared By:** _____

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Note: Cost estimate *MUST* be certified and stamped by a Professional Engineer or Architect including statements referencing useful life and estimate using Federal Davis-Bacon wage rates

7. **Project Funding:** List funding sources and attach a commitment letter from each funding source.

Labor (use federal prevailing wages)	\$
Materials	\$
Engineering	\$
Other cost	\$
Total Project Cost	\$
Total Funds Requested	\$

8. **Your community is required to commit 5-10% of funds to the project.**

What percentage does your community anticipate contributing? Please identify the source(s) of funding.

5% 10% 15% 20% Other: _____

SOURCE	FUNDS
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

NOTE: A commitment letter *MUST* be attached to the application from the community or the sources above verifying the leveraged funding.

PROJECT BENEFIT INFORMATION

9. Where is the exact location of the project?

Note: **PROVIDE A MAP** which shows the location of the activity.

10. What is the project service area?

Note: **PROVIDE A MAP** of the boundaries of the service area (i.e Entire village/township/block group or a portion of village/township/block group).

11. Who will benefit from the proposed project?

12. How many households are in the service area? _____

13. How does the project meet a National Objective? (Please Explain)

To be eligible for funding under the CDBG Community Development Allocation Program, the project must meet a National Objective, which include the following: 1) the project must benefit a service area that is at least 51% low to moderate income as determined by census data or a valid income survey; 2) the project must eliminate slum/blight; or 3) the project must benefit persons established under limited clientele (*attachment: qualifying community development projects*). **Applications submitted that do not meet one these requirements and do not include income documentation will not be considered for funding.** *Income surveys completed prior to June 2015 are no longer valid.*

LMI % _____ Slum/Blight _____ Limited Clientele
