



Memorandum

To: All interested Seneca County CDBG applicants
From: Ann Bishop
Date: 2/11/2010

This year the application for Seneca County's Community Development Block Grant (CDBG) program will be available via email. This is for the fiscal year 2010 program. If you are interested in submitting an application, you can find it at www.senecarpc.org. If you are unable to access the application, please call us and we will mail one to you.

Please be sure to fill out the application completely and include all of the necessary attachments. Your request, if it is an approved project, will then be submitted to the Seneca County Commissioners. I wish to inform all applicants that a maximum of six projects can be funded under Seneca County's program.

A public hearing and citizen participation meeting will be held on Monday, February 22, 2010 at 10:30 a.m. in the Seneca County Commissioners' Office to discuss the following: National and State program objectives, Amount of money available to the locality, Range of eligible activities, Summary of program requirements, Date of public hearing #2, Date application is due to the State, and Citizen views and comments.

The public is invited to attend this first public hearing. Please feel free to attend this first public hearing to discuss possible projects for your entity or organization.

All application forms are due on or before Friday, April 9, 2010 at 12:00 p.m.

This year program applications will be accepted by email or can be mailed or delivered to the Seneca Regional Planning Commission Grants Office, attention Ann Bishop, 109 South Washington Street, Suite 2002, Tiffin, Ohio 44883.

If you have any questions, please contact me at 447-4696 or 443-7936.

**SENECA COUNTY
CDBG FORMULA PROGRAM
FY 2010
APPLICATION**

INFORMATION FOR THE APPLICANT:

1. All proposed activities must be completed by December 31, 2011.
2. All non-residential construction and improvements must meet or exceed State Building Codes.
3. Cost estimates must be itemized, signed, and provided by a qualified source (Engineer, Architect, Contractor, etc.)
4. All cost estimates for construction projects with *an estimated cost of \$2,000 or more must include federal prevailing wages.*
5. Fire departments must provide a complete list of equipment needed to meet specific Safety Requirements of the Industrial Commission of Ohio Relating to Fire Fighting, ORC 4121:1-21, along with their itemized list of equipment request and estimate of cost.
6. Only Seneca County may enter into contracts for your projects.
7. If you are committing other funds to the project and/or if other sources of funds are included in this project, copies of letters, resolutions, ordinances, etc., committing these funds must be submitted at the time of this application to Ann Bishop, Grants Administrator.
8. To be considered for funding, all pages and questions must be completed.
9. Applications are due by **12:00 p.m. on Friday, April 9, 2010 to the Seneca Regional Planning Commission Grants Office.** Applications can be delivered or mailed to the Seneca Regional Planning Commission Office, 109 South Washington Street, Suite 2002, Tiffin, Ohio 44883. No applications will be accepted after this date.
10. If you have any questions, please contact the Grants Office at 447-4696 or 443-7936.

*******The following must be completed*******

APPLICANT INFORMATION:

Name of Applicant:_____ Phone Number:_____

Address:_____

Contact Person:_____ Daytime Phone Number:_____

Address:_____

Are you a public service group or non-profit entity?

Check one: _____ YES _____ NO

PROJECT INFORMATION:

Describe project activity and measurements in detail: (attach additional sheets and photographs if necessary) _____

Will you need to acquire easements or property to complete this project?

_____ YES _____ NO

If yes, explain:_____

Is this property occupied? _____ YES _____ NO

Who provided the Project Cost Estimate?

Name: _____ Phone Number: _____

Address: _____

Labor cost \$ _____

REMINDER: FEDERAL PREVAILING WAGE RATES MUST BE USED WHEN FIGURING LABOR COSTS FOR CONSTRUCTION PROJECTS

Materials \$ _____

Engineering \$ _____

Total Cost of Project \$ _____

How much CDBG money is being requested \$ _____

Note: *Attach a copy of the cost estimate.*

If you are not applying for the total cost of the project, where will the other funds come from?

	<u>Source</u>	<u>Amount</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

Will City/Township/Village employees perform any work?

_____ YES _____ NO

If yes, attach sheet and describe the work to be performed by employees.

If yes, will the employees be paid from the CDBG grant?

_____ YES _____ NO

PROJECT BENEFIT INFORMATION:

Where is the exact location of the project? _____

Note: Provide a map that shows the location of the activity.

What is the project service area? _____

Note: Provide a map of the boundaries of the service area.

Who will benefit from this project? _____

How many households are in the service area? _____

Have you completed an income survey? _____ YES _____ NO

What date were the households surveyed? _____

Number of households surveyed? _____

Number of beneficiaries in project area? _____

% Low-Moderate Income Households? _____

Number of persons in Household surveyed? _____

SITE INFORMATION:

Does your project affect a historical property or does your project occur in a historical district? _____ YES _____ NO

If yes, explain: _____

Is your project located in a floodplain? _____ YES _____ NO

If yes, explain how it will be mitigated: _____

Will any access fees be charged? (sewer or water line hook-up, membership fees, entrance fees, etc.) _____ YES _____ NO

If yes, explain: _____

Signature: _____

Title: _____

OFFICE USE:

Date received: _____

Time received: _____