



CARROLL COUNTY COMMISSIONERS

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Commissioners

*Lewis A. Mickley * Jeffrey L. Ohler * Robert E. Wirkner*

FISCAL 2017 CDBG DIRECT ALLOCATION PROGRAM CARROLL COUNTY For projects that will be implemented during calendar year 2018 & 2019

Information to keep in mind when preparing your project application:

- Carroll County can fund one to six (1-6) projects.
- The overall application area must achieve at least a 51% Low/Moderate Income benefit or benefit one of the following categories of individuals:

| | |
|--------------------------|--------------------------|
| Abused Children | Battered spouses |
| Elderly persons | Handicapped persons |
| Homeless Persons | Illiterate persons |
| Migrant farm workers | Persons living with AIDS |
| Severely disabled adults | |

- Income surveys or census data specific to the project area may be required to demonstrate LMI benefit. **Please contact Rebecca Hall, Hall Community Development (330-499-8266) to discuss your benefit area and the need for income surveys. Specific forms and certifications are required for income surveys.**
- If your project is to eliminate slums and blight, building and infrastructure surveys are required. **This objective is rarely used for Formula projects.** Again, contact Rebecca Hall for information.
- Applicants with projects involving public services should include the page specifically addressing public service projects.
- **COST ESTIMATES must** be submitted with the application forms. Estimates must be certified by an independent party and detail material and labor costs. **NOTE that parties providing estimates are excluded from bidding the project.** Cost estimates for nonresidential construction activities exceeding \$2,000 must state that "Davis-Bacon Prevailing Wage Rates were taken into consideration when determining costs." (These projects must be bid and managed according to CDBG requirements. Quotes may be obtained for equipment purchases and other activities if less than \$10,000 for Counties.) If the actual project cost exceeds the estimate or if the project cost exceeds the budgeted CDBG funding, **the local entity applying must certify**

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that it will absorb the additional costs or the project will not be considered. Remember that CDBG and local procurement requirements must be followed and documented if the project is funded. The State strictly monitors these particular activities.

- Enclosed for your information and use are application forms and general information concerning the CDBG Direct Allocation.
- Please be thorough and specific in completing your application. Please do not hesitate to call Christopher R. Modranski (330-627-4869) if you have any questions.

CDBG DIRECT ALLOCATION PROGRAM CARROLL COUNTY

1. Total proposed activities will be completed between roughly January 1, 2018 and December 31, 2019.
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 (i.e., Engineer, Architect, County Engineer, Contractor, etc.). **Again, note that contractors providing estimates are not permitted to bid the project.**
4. All cost estimates for non-residential construction projects with an estimated cost of \$2,000 or more must include Davis-Bacon Prevailing Wage Rates (federal rates) and are to be bid and managed according to CDBG regulations.
5. A useful life certification (for 8+ years) signed and sealed by an engineer must be submitted with road surface projects.
6. 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 requested and cost estimate. The service area must be considered low to moderate income by census data or income survey in order to qualify.
7. Only the County may enter into contracts on behalf of selected projects. The County CDBG Administrator will be the project manager for any projects approved.
8. If you are committing other funds toward the project and/or if other sources of funding are included in this project, letters, resolutions, ordinances, etc., committing these funds must be submitted with this application. We generally do not cover engineering or design costs with the grant funds.
9. Attach letters from agencies requiring or mandating improvements (if applicable).
10. Organizations (other than local governments) must submit: (1.) a copy of their constitution and by-laws and (2.) a copy of their year-end income and expense reports. Non-profit organizations must submit a copy of their 501 (c)(3) designation form.

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*****COMPLETE THE FOLLOWING*****

FY 2017 CDBG FORMULA PROGRAM - CARROLL COUNTY

1. APPLICANT INFORMATION:

| | |
|--|-----------------------|
| Name of Applicant: | Phone No. |
| Address: | |
| Contact Person: | Phone No. |
| Address: | Email: |
| Are you a public service group or on-profit entity? | Circle One: Yes or No |
| IF YES , attach a copy of: (1) constitution and by-laws, (2) year-end income and expense report, and 501 (c)(3) designation form. | |

2. PROJECT INFORMATION:

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| Describe project activity and measurements in detail. Attach additional sheets if needed. Photographs and letters of support of those affected are helpful |
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| |
| Will you need to acquire easements or property to complete this project? |
| Circle One: Yes or No |
| IF YES , explain/describe: |
| |
| |
| Is this property occupied? Circle One: Yes or No |

| | |
|--|----------------------|
| Who provided the Project Cost Estimate? | |
| Name: | |
| Address: | |
| Phone: | |
| Labor: (use Federal Prevailing Wage Rates) | \$ |
| Materials: | \$ |
| Engineering: | \$ |
| Total Cost Project: | \$ |
| (NOTE: ATTACH COPY OF CERTIFIED COST ESTIMATE, PROPOSED PROJECT TO MEET OR EXCEED STATE BUILDING CODE, STATE ON ESTIMATE "DAVIS-BACON PREVAILING WAGE RATES WERE TAKEN INTO CONSIDERATION WHEN DETERMINING COSTS.") | |
| Please identify all funds committed to this project: | |
| <u>SOURCE</u> | <u>AMOUNT</u> |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| (NOTE: ATTACH COMMITMENT LETTERS FROM EACH SOURCE ABOVE.) | |
| Will Village, Township or County employees perform any work on this project? Circle One: Yes or No | |
| IF YES , will employees be paid from CDBG funds? Circle One: Yes or No | |
| Describe the work to be performed by village, township or county employees: | |
| | |
| | |

3. PROJECT BENEFIT INFORMATION:

| |
|---|
| Where is the exact location of the project? (Attach project site map.) |
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| What is the project service area? (Attach map indicating location of proposed project beneficiaries.) |
| |
| |
| |
| Who will benefit from this project? |
| |
| |
| |
| How many households are in the service area? |
| Has an income survey been done for the project area? Circle One Yes or No (Submit surveys with this application.) |
| Date of Income Survey: |
| Number of Households Surveyed: |
| Number of LMI Households: |
| % LMI Households: |
| Number of Persons in Households Surveyed: |

4. SITE INFORMATION:

| |
|--|
| Does your project affect historic property or does your project occur in a historic district? Circle One: Yes or No |
| IF YES , explain/describe: |
| |
| |
| (Note: Plans and specifications for improvements to properties 50 years of age or older must receive approval from the Ohio Historic Preservation Office.) |
| Is your project in a floodplain? Circle One: Yes or No |
| |

IF YES, explain/describe:

Signature

Typed Name

Title/Agency Address

ADDITIONAL INFORMATION NEEDED FOR PUBLIC SERVICE PROJECTS ONLY:

Complete pages 3-5 of the Formula CDBG Pre-application. Also provide the following information:

1. Describe your agency and the services you provide on a separate page.
2. Describe the proposed public service to be provided. Is it:
 - a. A new service not currently provided? ___Yes ___No
 - b. A measurable expansion of an existing service ___Yes ___No

Note: Proposed service must be either a new service or measurable increase in an existing service.

3. Please describe how many persons are projected to benefit from the proposed service.

_____ new beneficiaries

4. Explain how the beneficiaries from your service will be primarily low to moderate income (see income survey for income limits)

- a. If beneficiaries qualify on the basis of income limited, describe how service to low and moderate income persons can be documented. (Does your program have income eligibility limits? Or will beneficiaries complete the CDBG income survey?)
- b. Certain groups of beneficiaries automatically qualify, as a group, as low to moderate income. Do your beneficiaries fall into any of the following groups as a whole?

- i. ___Abused children
- ii. ___Battered spouses
- iii. ___Elderly persons
- iv. ___Handicapped persons
- iv. ___Homeless persons
- v. ___Illiterate persons
- vi. ___Migrant farm workers
- vii. ___Persons living with AIDS
- ix. ___Severely disabled adults
- x. ___Programs with eligibility requirements that limit the benefits of an activity to low and moderate income persons.

5. Define how a unit of service is measured (i.e. nights of shelter, meals delivered per day, persons served per month or year).

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To document an increase in service resulting from CDBG funds, identify:

- a. Previous year's source of funds and funding levels
- b. Previous year's level of service in units described above
- c. Coming year's projected source of funds and respective funding levels (including proposed CDBG)
- d. Coming year's projected level of service, both with and without CDBG funding.

NOTE: All applications are due no later than 1:00 p.m. on Friday, April 28, 2017. Please submit applications to:

**Christopher R. Modranski, CDBG Administrator
Carroll County Commissioner's Office
119 S. Lisbon Street, Suite 201
Carrollton, Ohio 44615
(330)627-4869**

1. **Please submit one application for each project or activity.**
2. **If assistance is needed, please contact Christopher R. Modranski at (330)627-4869. You are strongly encouraged to call and discuss your proposed project prior to submitting an application.**
3. **Please be sure to include the required attachments:**

Photographs
Letters of support as appropriate
Certified cost estimate (with Davis-Bacon prevailing wage statement for construction projects)
Commitment letter from each matching funding source
Project site map
Service area map
Income surveys (if needed)
For public service or nonprofit groups, provide the following:
(1) constitution and by-laws,
(2) year-end income and expense report,
(3) 501 (c)(3) designation form.
(4) Public Service Project Information sheet.

**** IF YOU THINK YOU MAY NEED TO QUALIFY A PROJECT BY USING AN INCOME SURVEY, PLEASE CONTACT THIS OFFICE. THERE ARE NEW REGULATIONS FROM THE STATE FOR PROJECTS TO BE QUALIFIED USING INCOME INFORMATION. ****

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