



# FRANKLIN COUNTY 2024

## *Application Packet for FY 2024 Community Development Block Grant Program*



### **Introduction:**

Franklin County has been notified that it will receive Community Development Block Grant (CDBG) funds for 2024. The Pennsylvania Department of Community and Economic Development (DCED) allocate this funding, on behalf of the United States Department of Housing and Urban Development (HUD), to benefit non-entitlement municipalities and community organizations within the County. Currently there are two (2) municipalities located in the County, the Borough of Chambersburg and the Borough of Waynesboro, which are classified as entitlement municipalities and are not eligible to apply for the County's CDBG allocation.

### **Program Administration:**

The Franklin County Planning Commission administers the CDBG program. Grantees will be required to sign a **sub-recipient agreement** outlining responsibilities to the County and grantee to ensure compliance with all grant regulations.

### **Eligible Activities:**

Grantees may use CDBG funds for activities that include (but not limited to):

#### **(1) Eligible Activities Related to Housing**

- Housing services in connection with Home Investment Partnerships (HOME) Program activities;
- New construction of housing by eligible organizations or as last resort housing;
- Homeownership assistance (e.g., homebuyer counseling and down-payment assistance interest subsidies);
- Rehabilitation to buildings which are residential, low-income rental or homeowner housing. This also includes conversion of non-residential structures for residential use. The following types of rehabilitation activities may be undertaken:
  - Acquisition for rehabilitation and rehabilitation for residential purposes;
  - Labor, materials, etc. for rehabilitation of properties;
  - Loans for refinancing existing secured indebtedness;
  - Energy improvements;
  - Water efficiency improvements;
  - Connection to water and sewer lines (ex. laterals on private property);
  - Some homeowner warranty, hazard and flood insurance premiums;
  - Testing for and abatement of lead-based paint;
  - Costs of acquiring tools to be lent for rehabilitation;
  - Rehabilitation services;
  - Assistance for the rehabilitation of housing under Section 17 of the United States Housing Act of 1937; and
  - Removal of material and architectural barriers that restrict accessibility.
- Lead-based paint testing and abatement as a stand-alone program or included as rehabilitation; and
- Activities that support new housing construction such as acquisition, clearance, and street improvements.

#### **(2) Other Real Property Activities**

- Acquisition
- Disposition
- Clearance and demolition
- Rehabilitation of publicly- or privately-owned commercial or industrial buildings
- Code enforcement
- Historic preservation

- Renovation of closed buildings
  - Interim assistance to arrest severe deterioration or alleviate emergency conditions
  - Privately-owned utilities
- (3) Public Facilities**
- ‘Public improvements’ includes, but is not limited to, streets, sidewalks, water and sewer lines, and parks.
  - ‘Public facilities’ includes, but is not limited to, neighborhood/community facilities and facilities for persons with special needs (e.g.: homeless shelters, group homes, and halfway houses).
- (4) Eligible Activities Related to Public Services**
- Job training and employment services;
  - Health care and substance abuse services;
  - Child care;
  - Crime prevention; and
  - Fair Housing counseling.
- (5) Eligible Activities Related to Economic Development**
- Microenterprise assistance;
  - Commercial rehabilitation; and
  - Special economic development activities.
- (6) Eligible Assistance to Nonprofit Development Organizations**
- Community revitalization;
  - Community economic development; and
  - Energy conservation.
- (7) Other Eligible Types of Activities**
- Payment of non-federal share of grants in connection with CDBG-eligible activities;
  - Relocation assistance;
  - Loss of rental income;
  - Technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities. Note that this activity is rare.
  - Assistance to institutions of higher education with the capacity to carry out other eligible activities.
- (8) Eligible Planning and Administration Activities**
- Comprehensive plans;
  - Community development plans;
  - Functional plans (for housing; land use and urban environmental design, economic development; open space and recreation; energy use and conservation; floodplain and wetland management; transportation; utilities; historic preservation; etc.);
  - Other plans and studies (e.g.: small area and neighborhood plans; capital improvements program plans; individual project plans; general environmental; urban environmental design; historic preservation studies; etc.);
  - Policy planning, management, and capacity building activities; and
  - Eligible administrative activities
    - General management, oversight and coordination;
    - Public information;
    - Fair Housing activities;
    - Indirect costs;
    - Submission of application for Federal programs.

## **Ineligible Activities:**

The general rule is any activity that is not authorized under the provisions of Federal Regulations 24 CFR 570.201 – 570.206 are ineligible to be assisted with CDBG funds. Below further identifies specific activities that are ineligible:

- (1) Federal Regulation 24 CFR 570.207 stipulates that the following activities may not be assisted with CDBG funds**

- Buildings for the general conduct of government are ineligible. However, the removal of architectural barriers from government buildings is eligible under the category of public facilities and improvements.
  - General government expenses are ineligible.
  - Financing for political activities or to engage in other partisan political activities are ineligible. However, a facility assisted with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, if the building is available to all community organizations on an equal basis.
- (2) **The following activities may not be assisted with CDBG funds unless authorized as a special economic development activity or when carried out by an eligible nonprofit development organization**
- Purchase of equipment.
    - Compensation for the use of construction equipment through leasing, depreciation, or use allowances **is eligible**.
    - Fire protection considered an integral part of public facilities **is eligible**. This includes fire engines and specialized tools such as ‘jaws of life’ and life-saving equipment as well as protective clothing worn by fire fighters.
  - Purchase of personal property including equipment, fixtures, motor vehicles, furnishing, or other personal property.
  - Operating and maintenance expenses (of public facilities, improvements, and services).
    - Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program;
  - New housing construction except under certain conditions or when carried out by a Section 105(a)(15) nonprofit development organization as part of a neighborhood revitalization or community economic development project.
  - Income payments made to an individual or family for items such as food, clothing, housing, or utilities. One time grants, emergency type grants, or loans for such purposes may be eligible under the category of public services.

## **Project Guidelines:**

- (1) **Applicants must take the following items into consideration when selecting a project for CDBG funding:**
- Projects must meet one (1) of the following national (federal) objectives:
    - Benefit a minimum of fifty-one percent (51%) low-to-moderate income (LMI) persons.
    - Prevent or eliminate slum or blight.
    - Eliminate an urgent situation that poses a threat to the health and safety of the community.
  - Projects benefiting LMI persons require completion of LMI survey or census tract verification. The applicant may also qualify a project under the presumed LMI benefit or limited clientele benefit. More information under section titled: “Qualify”.
  - Applicants should not submit grant applications that exceed \$275,000.00. If the project exceeds \$275,000.00, consider adding other local or private funds to the project or consider requesting the application to be submitted competitively to the state for competitive CDBG funding.
  - All projects must undergo an Environmental Review by Franklin County Planning Commission staff before funds can be released and prior to any legal binding agreements are executed.
  - The Franklin County Planning Commission reserves the right to conduct an independent engineering review on all projects requiring engineering services before funding is released.

## **Qualify:**

To meet aforementioned national objectives (under Project Guidelines), the project must qualify. To qualify, one (1) or more tests may apply to the project.

To meet **Low to Moderate Income National Object**, projects must meet the LMI criteria in one (1) of the four (4) categories listed below:

- (1) **Area Benefit** – For additional information, please reference 24 CFR 570.483(1).

- An activity, the benefits of which are available to all the residents in a particular area, where at least fifty-one (51%) percent of the residents are LMI persons. This area does not need to be coterminous with census tracts or other officially recognized boundaries, but must be the entire area serviced by the activity. HUD-provided data comparing census data with appropriate LMI levels may be used to support this qualification.
- An activity where the assistance is to construct a public improvement that provides benefits to all the residents of an area will also qualify, so long as special assessments are not levied against residential properties owned and occupied by persons that are LMI.
- An activity that serves an area that is not primarily residential in character shall not qualify under this criterion.
- **Surveys** - If the service area does not coincide with census data, a survey must be completed. Surveys must be conducted in accordance with Franklin County's and PA DCED's standards. If your project requires a survey, Franklin County will discuss the survey and survey methodology with the organization after the communication of intent is submitted. Different types of surveys may be used (mail, door to door, and telephone). If surveys are required, Franklin County expects the applicant to cover the costs (envelopes, postage, etc.). The applicant must also notify the community prior to conducting the survey through an advertisement or physical posting. Applicant costs will be further discussed with the organization after communication of intent is submitted. If the project's service area contains 100 or less people, a census survey is required.

**(2) Limited Clientele** – For additional information, please reference 24 CFR 570.483(2).

- **Presumed** – An activity, facility or service benefiting clientele that are presumed to be principally LMI. (handicapped, senior citizens, abused children, battered spouses, homeless, illiterate and migrant farm workers).
- **Income Eligibility** – Requires information on family size and income that limits the benefit exclusively to LMI persons, or where it is evident that at least fifty-one (51%) percent of the clientele are persons whose family income does not exceed LMI limits.
- **Nature/Location** – The activity's nature and/or location leads to the conclusion that clientele will primarily be LMI persons.

**(3) Housing** – For additional information, please reference 24 CFR 570.483(3)

- **One Unit Structures** – Each household receiving CDBG assistance must meet LMI limits;
- **Multi-Unit Structures** – Over fifty-one (51%) percent of the multi-unit structure must be considered LMI.
- **New construction of multi-family and non-elderly rental housing** must have at least fifty-one (51%) percent of the units constructed and occupied by persons of LMI households.

**(4) Job Creation/Retention** – For additional information, please reference 24 CFR 570.483(4)

- Eligible activities that create or retain jobs may qualify. If the applicant seeks to qualify the project as a job creation/retention, Franklin County will contact the applicant after communication of intent is submitted.

To qualify a project as *Slum or Blight National Objective*, the following tests must occur:

**(1) Area Basis** – Activity must meet both criteria below:

- **Boundary Identified/Qualified** - The area must be delineated geographically and must meet the federal and state definitions for slum/blighted area with documentation maintained on the conditions of area upon which the qualification is made. The following definitions apply:
  - The state definition of slum blighted area (16 PA Code, Chapter 21) is as follows: *'A portion of urban community which contains unsafe, unsanitary, inadequate, or overcrowded dwellings or is inadequately planned because of excessive land coverage, the lack of proper light and open spaces, the defective design and arrangement or economically or socially undesirable land uses.'*
  - The federal definition, although less comprehensive, is far more focused. It defines slum/blight area as one: *'Where there is a substantial number of deteriorating or dilapidated buildings throughout the area.'*
- **Activity Addresses Conditions** – The activity addresses one (1) or more of the conditions which contributed to the deterioration of the area. Residential rehabilitation must correct substandard conditions before less critical deficiencies are completed.

**(2) Spot Basis**

- **Activities Limited To** – Acquisition, relocation, clearance, rehabilitation and historic preservation that eliminate certain conditions of blight or physical activity decay are the only eligible activities.

- Rehabilitation Limitation – Rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety.

To qualify a project as Urgent Need Objective, the following conditions must be met:

- Must be of recent origin or has recently become urgent (within the past 18 months).
- The municipality must certify that it is unable to finance the activity on its own.
- Other sources of funding are not available.

To qualify under “Urgent Need”, Franklin County must receive approval from DCED prior to application submission.

## **Activities within other existing Entitlement Communities:**

Applicants that wish to submit applications containing activities that would be undertaken within other existing Entitlement Communities (such as Chambersburg Borough or Waynesboro Borough) must first approach the other Entitlement Communities regarding the project. The County may use any part of its entitlement allocation towards the project located in the Entitlement Communities, however the project must be considered a County-wide activity and the Entitlement Community must contribute to a proportional cost of the project/program. The project may not be considered if the applicant does not contact the Entitlement Community first.

## **Selection Criteria:**

Projects are evaluated according to the following criteria:

### **(1) Seriousness of the Problem to be Addressed**

- The seriousness of the problem identified in the application will be compared to problems identified in other applications. Under the criterion, the applicant is to explain how the problem affects people and if the project urgently needed to improve will be determined from the information.

### **(2) Resolution of the Problem**

- The degree to which the proposed project will resolve the identified problem will be compared to the ability of other projects to resolve identified problems. This information will allow the relative impact of the proposed project on the problem identified under Section 1 to be measured. A determination of whether the proposed project will totally resolve the problem or only part of the problem in consideration of the intended beneficiaries will be made.

### **(3) Benefit to Low / Moderate Income (LMI) Persons**

- The extent to which the proposed project will benefit these income categories will be compared to other projects. Information provided should document the relative extent to which the project identified in Section 2 will benefit these income categories. Consideration will be given to the type of project and the number of LMI persons that can be expected to benefit. In addition to the numbers of LMI people to benefit, equal consideration will be given to the percent of LMI persons benefiting from the project.

### **(4) Readiness**

- The ability of the proposed project to be implemented and completed in a timely fashion. Under this criterion, each project will be evaluated based on its type to determine if planning, engineering, permitting and financing are complete to the point that the project can commence within six (6) months of contract award and be completed within three (3) years thereafter.

### **(5) Capacity**

- The applicant’s management plan/local staff capacity will be evaluated to ensure that there will be adequate staff, in terms of quantity, expertise and availability, to administer the proposed project in conformance with applicable laws and regulations.

### **(6) Timeliness / Past Performance**

- Applicants that were under contract for CDBG funding at any time in the past will be evaluated on their performance and timeliness in administering these grants.

### **(7) Local Match**

- If an applicant contributes matching funds or other in-kind contributions toward the project, additional consideration will be given based on the type and amount of the local match.

## **(8) Past Funding**

- This category will be considered if two (2) or more municipalities are given close or equal consideration. In this scenario, the applicant that has not recently (past five (5) years) received CDBG Entitlement funding will be given extra consideration.

## **Application Information:**

Application information must be accurate and concise since it will serve as the basis for evaluating the project with respect to other applications. All items required for the application are detailed in the attached "Project Narrative Checklist". Please provide the following information:

- A cover letter including the name of the applicant, the name of the project, the total amount of CDBG funds requested, and a brief explanation of the proposal.
- Explain how the organization has accomplished past projects on time or ahead of time.
- List all CDBG and other federal funding received in the past five (5) years and the current status of that funding (expended, encumbered or unencumbered).

Immediately following the cover letter should be the completed Risk Assessment with accompanying documentation, the completed Project Narrative Checklist, and the narrative itself broken down by the sections provided. If you have any questions about the checklist itself or how to complete it, please contact the Franklin County Planning Department by calling or emailing using the information below.

## **Notes:**

- Only 'shovel-ready' projects will be considered during the selection process.
- Projects that can be completed within one (1) construction season will be prioritized.
- Projects that are relying on CDBG funding for a small portion of the overall cost will be prioritized.
- Applicants may use COSTARS and force account work/labor (current employees). If using COSTARS, any documents showing that the organization is a COSTARS member should be submitted. Applicant must also comply with M/WBE requirements. Any project being completed using force account labor must complete the Force Account Labor Form.
- Any work performed prior to the contract execution may jeopardize allocated funding.
- If seeking Multi- Funding Year CDBG allocations, projects must be broken down into stand-alone phases.
- **Special Items pertaining to Specific Activities**
  - If the project involves any streets or bridges:
    - Submit any engineering reports regarding the condition of the bridge or road.
    - Include traffic count, average daily trips, and a thorough description of where the drives on the road or bridge are from to determine the service area.
  - If the project involves sewer extensions:
    - Provide an address list of direct beneficiaries (no residents' names, only addresses).
    - Describe the local Act 537 Sewage Facilities Plan.
    - Submit any maps, soil reports, and any sewage enforcement officer reports.
    - Provide 'tap-in' or 'hook-up' ordinance.
  - If the project involves water extensions:
    - Provide an address list of direct beneficiaries (no residents' names, just addresses).
    - Include any on-lot water-well samples.
    - Provide any official documentation that public water is required.
    - Provide a cost comparison showing the costs of on-lot water well and public water.
  - If the program is a public service project:
    - Provide information showing that the program is a new service or will be a quantifiable increase in the level of an existing service.

## **Application Submission:**

All application forms are enclosed herein.

1. Risk Assessment
  - Please include all additional documentation requested on the form.
2. Complete project narrative (outlined below), be sure to include the following:
  - The specific National Objective being met, the number of beneficiaries being serviced by your project, and how you will determine their LMI eligibility (if using that national objective).
  - Attach a proposed budget from the Activity Description & Cost Estimate Summary.
  - Attach photos and maps of the project area.
  - Attach a copy of the engineering design(s). Include any necessary right-of-ways, easements, and state or local permits that are required prior to the start of construction.
  - If available, please attach letters of support.
  - Attach any items or documents that address the 'Special Items pertaining to Special Activities' note above.
  - Attach all public meeting/hearing information.
  - Attach any documents that demonstrate the organization's timeliness.
  - Attach any documents that demonstrate the organization's capacity.

### **Competitive Applications:**

Franklin County will apply for CDBG funding through the competitive application process on behalf of non-entitlement municipalities or community organizations that present a project of significant need. Competitive applications are ranked on a statewide basis and the maximum amount of funding available is \$1,000,000.00 per project. The state's priority is on sewer and water projects; however, other activities could be submitted. If competitive funding is received, it will be administered in the same manner as the CDBG entitlement program. Franklin County will determine which competitive CDBG applications will be prepared for submission.

Any applications that are not funded by Franklin County's CDBG program will receive the opportunity to be submitted competitively to the state. Franklin County Planning Commission will ask for the applicant's permission prior to submission to the state.

### **Who to Call For Assistance:**

Technical assistance with any portion of the application process can be obtained by calling the Franklin County Planning Department at (717) 261-3855.

### **Application Deadline:**

Application deadline is Wednesday, July 31, 2024 @ 4:30 p.m. Applications may be mailed to 272 N. Second Street, Chambersburg, PA or emailed to [cdtidd@franklincountypa.gov](mailto:cdtidd@franklincountypa.gov).

*\*Additional public hearings may be required if modifications occur during the 2024 CDBG program application process. These hearings will be scheduled accordingly. All public hearings will be advertised in the Mercersburg Journal in accordance with all federal, state and local requirements.\**

*\*Franklin County reserves the right to request supplemental or revised information regarding an applicant's submission.\**

# RISK ASSESSMENT

According to 2 CFR Part 200 Subpart F of Uniform Guidance, Franklin County is required to monitor the activities of current and potential Subrecipients to ensure that the federal funding is used for authorized purposes in compliance with Federal statutes, regulations, and the terms and conditions of the federal funding.

Below you will find a risk assessment checklist and a list of additional documents to attach. Please complete, sign, and return via e-mail to [cdtidd@franklincountypa.gov](mailto:cdtidd@franklincountypa.gov). If deemed to be low-risk by the Franklin County Planning Department, in consultation with the Franklin County Fiscal Department, your organization will be considered as a subrecipient of federal funding during fiscal year **2024-2025** for the **Community Development Block Grant (CDBG) Program**.

**Items to attach:**

- Externally/internally prepared financial statements – This includes a balance sheet and income statement
- Documentation of the applicant’s most recently completed audit
- The minutes from the applicant’s last board meeting

**Please check the appropriate yes or no box and provide an explanation for each question:**

Yes     No    The Board of Directors and Management have proper oversight over the Subrecipients operations.

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Yes     No    The subrecipient utilizes standardized fiscal policies and procedures.

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Yes     No    The subrecipient utilizes comprehensive and integrated fiscal systems.

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Yes  No The subrecipient has had frequent turnover of the operational and fiscal management staff.

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Yes  No The subrecipient has had changes in client service, financial systems, operations, and/or business environment.

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Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# PROJECT NARRATIVE CHECKLIST

## Section 1 – Applicant Information:

- Administering Municipality / Agency
  - Include Name, FEIN, DUNS No., Chief Elected Official, Contact Person, Address, Telephone, and Email.
- Project Engineer
  - Include Firm Name, Project Engineer, FEIN, DUNS No., Address, Telephone, and Email.

## Section 2 – Project Budget:

- Budget Breakdown
  - Include a spreadsheet detailing CDBG funds requested, local funds, and any other federal, state, or private funds.
  - Include the type of activity each portion of funding will be paying for. (Ex. Construction, Professional Fees, Land Acquisition, etc.)
  - DO NOT include any miscellaneous, contingency costs, etc. in the budget.
- Budget Narrative and Timeliness
  - Identify all sources of project funding and if each is approved/committed/pending.
  - Provide a brief explanation of what each source of funds will be used for.

## Section 3 – Activity Description:

- Describe the activity sufficiently to demonstrate that this activity is eligible for CDBG funding, and that its scope is adequate to meet the identified needs of the intended beneficiaries. Be sure to address the following:
  - The problem and location of the problem (by street name if applicable). Include enough detail to convey its seriousness and magnitude. Quantify the problem with data and statistics. Describe the size of the project area.
  - How will the problem be corrected? Specify the type and quantity of materials to be used.
  - Who are the primary beneficiaries; who will receive the benefits of the proposed project? The project and service area must be identified on maps or photos provided. Indicate the number of persons, households, businesses, etc. to be served.
- Identify which National Objective your project will meet
  - 51% LMI Service Area
  - Slums and Blight
  - Immediate Threat / Urgent Need
- Identify the percent of LMI persons being serviced and how it was determined:
  - Census data or income survey
  - Has the income survey been coordinated with and approved by the Franklin County Planning Department?
- Project completion timetable:
  - Outline a reasonable timetable for project completion, beginning at the notice to proceed from Franklin County.
  - Include all significant milestones, emphasizing procurement of third party services, plans, permits, bids, contracts, financing, acquisition of property, construction and completion.

- Be aware that your CDBG project cannot be implemented until all administrative requirements are met. Absolutely no project activity can be started before notice from the County.
- Franklin County contracts with DCED allow three years for project completion.

#### **Section 4 – Photographs:**

- Please submit multiple photographs of the project service area.
  - Be sure to label each so their location can be easily identified
  - Include a map showing the location of each photograph, if possible.

#### **Section 5 – Project Map:**

- Please submit maps describing your project site / service area
  - Include a copy of a USGS topographic map clearly depicting the project site and service area
  - Include a map that shows the individual properties within the project area, if applicable to your project.
  - Additional maps and graphics, which illustrate and explain the project, are encouraged, but not required

#### **Section 6 – Engineering Designs / Permits:**

- Attach a copy of all engineering designs for your activity.
  - This includes any necessary right-of-ways, easements, and state or local permits that are required prior to the start of construction.
  - Include the current status of any documents that will need to be obtained prior to construction, but have not yet been obtained.

**\*\* Franklin County reserves the right to request supplemental or revised information regarding an applicant's submission. \*\***

**SECTION 1  
APPLICANT INFORMATION**

A. Municipality/Agency:

Name:	
FEIN (Employer ID):	
DUNS No.:	
Chief Elected Official and Title:	
Contact Person:	
Address:	
Telephone:	
FAX:	
E-mail:	
NOTE: The contact person should be knowledgeable about the project and be able to answer questions or secure additional information.	

B. Project Engineer:

Firm Name:	
Project Engineer:	
FEIN (Employer ID):	
DUNS No.:	
Address:	
Telephone:	
Fax:	
E-Mail:	

## SECTION 2 PROJECT BUDGET

A. Project Budget:

CDBG Funds Requested	
Local Funds	
Other Federal Funds	
Other State Funds	
Other Private Funds	
<b>TOTAL PROJECT BUDGET</b>	

B. Source of Funds

Activity	CDBG	Local	Other-Federal	Other-State	Other-Private	Total
<b>Construction / Operational</b>						
Professional Fees						
Land Acquisition						
Environmental Review						

**DO NOT** include any miscellaneous, contingency costs, etc. in the budget. **Please attach an itemized cost estimate for each line item, identifying each source and use of funds. If an activity for your project is not listed here, please feel free to add it on your attachment.**

C. Budget Narrative

- 1) Identify all sources of project funding, including the grant/loan/assistance name and amount, the name of the agency providing the funding and a contact person/telephone/e-mail.
- 2) Identify whether each source is approved/committed/pending/denied.
- 3) Explain why the project cannot be completed solely with user fee increase, other local funds or a loan. If additional space is needed, attach pages as needed.

**SECTION 3**  
**ACTIVITY DESCRIPTION**

Describe the activity sufficiently to demonstrate that it is an eligible activity, and that its scope is adequate to meet the identified needs of intended beneficiaries. Particular attention must be focused on the impact the proposed solution will have upon low and moderate income people; For activities with user fees, you must complete a "Local Effort/User Fee Analysis." form. Please contact the Planning Department if needed.

1. Identify the problem and location of the problem. Identify the location of the project by street name(s) if applicable. Be sure to include enough detail to convey its seriousness and magnitude. Quantify the problem with data and statistics. Describe size of the project area.

2. How will the problem be corrected? Specify type and quantity of materials to be used to correct the problem.

3. Who are the primary beneficiaries; who will receive the benefits of the proposed project? The project and service area must be identified on maps or photos provided. Indicate the number of persons, households, businesses, etc. to be served.

## NATIONAL OBJECTIVES TEST

A. Check one:

- 51% LMI Service Area
- Slums and Blight
- Immediate Threat/Urgent Need

B. Percent of LMI Persons as determined by:

- Census Data
- Income Survey

Has the income survey been coordinated with and approved by the Franklin County Planning Department?

- Yes  No

## PROJECT COMPLETION TIMETABLE

Beginning at the notice to proceed from Franklin County, outline below a reasonable timetable for project completion. Include all significant milestones, emphasizing those related to procurement of third party services, plans, permits, bids, contracts, financing, acquisition of property, construction and completion. Please be aware that your CDBG project cannot be implemented until all administrative requirements are met. This means that absolutely no project activity on site, including purchasing of materials, contract, etc. can be started before notice from the County. Franklin County's contract with DCED only allows three years for project completion.



## SECTION 4 DISCLOSURE REPORT

<b>Other Government Assistance Provided/Applied For</b>			
1. Provide the requested information for any other Federal, State and/or local government assistance, on hand or applied for, that will be used in conjunction with CDBG Grant.			
Name and Address of Agency Providing or to Provide Assistance	Program	Type of Assistance	Amount Requested or Provided (Also Indicate Which)

**Interested Parties**

Alphabetical List of All Persons with a Reportable Financial Interest in the Project	Social Security Number (last 4 digits) or Employer ID Number	Type of Participation in the Project	Financial Interest in Project (\$ and %)

## **SECTION 5 PHOTOGRAPHS**

**Please submit multiple photographs of the entire project area.**

**Photographs must be labeled so that their location can be easily identified.**

**Include a map showing the location of each photograph, if possible.**

## **SECTION 6 PROJECT MAP**

**A copy of a USGS topographic map CLEARLY depicting the project site, project components and project service area is REQUIRED.**

**Please include a map that shows the individual properties in the project area, if applicable.**

**Additional maps and graphics, which illustrate and explain the project, are encouraged, but are not required.**

## **SECTION 7**

### **Engineering Designs / Permits**

**Attach a copy of all engineering designs for your activity.**

**This includes any necessary right-of-ways, easements, and state or local permits that are required prior to the start of construction.**

**Include the current status of any documents that will need to be obtained prior to construction, but have not yet been obtained.**