

WARREN COUNTY BOARD OF COMMISSIONERS

**Community Development Block Grant (CDBG)
Application**

FISCAL YEAR 2024

DUE: Friday, January 12, 2024 by 4:00 PM

DESCRIPTION

Warren County annually receives Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development (HUD). The primary objective of the CDBG Program, as set forth by Congress is "the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income." All projects must meet at least one of three objectives:

1. Benefit to low-to-moderate income persons
2. Prevention or elimination of slums or blight
3. Meet an urgent need

EXAMPLES OF CDBG PROJECTS IN WARREN COUNTY

- \$160,000 awarded to a township to repair roads in a low/moderate income neighborhood.
- \$60,000 awarded to local homeless shelter to provide care for homeless persons.
- \$175,000 awarded to a city to repair curb and gutter in a low/moderate income neighborhood.
- \$71,000 awarded to a village to remove architectural barriers in a public restroom to make it ADA compliant.
- \$103,500 awarded to a village for engineering and repair of deteriorating storm sewer in a low/moderate income neighborhood.
- \$100,000 awarded to a village for playground equipment in low/moderate income neighborhood park.

NOTES

1. Total proposed activities must be such that they can be completed by December 31, 2025. Failure to complete project in timely manner may result in rescinding of award funds.
2. With few exceptions, projects must benefit low-to-moderate income (LMI) households. LMI is determined either by census data or an in-house survey. At least 40.54% of benefitting households must be LMI.
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, etc.)

4. All cost estimates for construction projects with an estimated cost of \$2,000 or more must include federal prevailing wages.
5. Chip and seal or gravel-base road improvements are not eligible.
6. Only the county may enter into contracts for your project unless other arrangements are made.
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 the county commissioners.
8. A map locating the project must be included with the application. (The type of project will determine the scale to be used).
9. Awarded public improvement projects must pass an environmental review before it is funded. The County will assist with this process. Applicants will be expected to provide information for this review.
10. CDBG funds cannot be used on buildings used for the purpose of conducting government activities.
11. Grant awards exceeding \$200,000 are subject to Section 3 regulations, for which applicants will be responsible for ensuring that requirements are met.
12. Grant awards exceeding \$250,000 are subject to Build America, Buy America regulations, for which applicants will be responsible for ensuring that requirements are met.

SUBMISSION

Applications are due by Friday, January 12, 2024 at 4:00 PM by emailing grantsadmin@co.warren.oh.us. Your email should include the entire application as a single attachment, or at most two. If you do not receive a confirmation of receipt within one business day, please call 513-695-1210. If you are not able to email your application, please discuss by calling 513-695-1210.

SECTION I – APPLICANT INFORMATION	
Applicant:	
Address:	
Phone Number:	
Contact Person:	
Phone Number:	
E-mail Address:	
Are you a public service group or non-profit entity? : (If yes, attach a copy of constitution and by-laws.)	

SECTION II – PROJECT DESCRIPTION

Project Name:	
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Project Location: (include an address)	
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Provide a map that shows the location of the activity.



Provide a brief description of the project. Include details about measurements and quantity of materials, if applicable, and the need for the grant. While it is not required, you may choose to attach additional description information. However, you must still fill out this question by providing a brief description. (Brief: Do not exceed 80 words)

Project Description:

Will you need to acquire easements or property to complete this project?:	
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What is the project service area? Which residents will benefit from the project? :	
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How many households are in the service area?	
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What census tract and/or block group does the project fall in? (Contact Warren County Grants Office if assistance is needed to answer this question.)	
If applicable, was an income survey completed?	
Does your project affect an historical property or does your project occur in an historical district?	
Do you know if your project is located in a floodplain?	
Will any access fees be charged? (i.e. sewer or water line hook-up, membership fees, entrance fees, etc.)	

SECTION III - PROJECT FUNDING		
Labor (use prevailing wage) :	\$	
Materials:	\$	
Engineering:	\$	
Total Cost of Project :	\$	
How much CDBG money is being requested?	\$	
If you are not applying for the total cost of the project, where will the other funds come from? (List source and amount):	Source	Amount
		\$
		\$
		\$
Please attach a copy of the cost estimate.		
Who provided the Project Cost Estimate?: (Include Name, Phone Number, and email address)		

Note: Any portion of the project that is being funded with CDBG funds will be subject to Warren County procurement policies. If you are applying for funds to cover both the construction and engineering, the County will select and hire both the contractor and engineer. If there is a specific engineer you want to use, you must contract and pay for the engineer with your funds.

SECTION IV – CHECKLIST	
	Authorizing Resolution - the applicant's governing body should adopt a resolution authorizing: 1) the submission of an application to the Warren County Board of Commissioners for grant monies to financially assist in the undertaking of the proposed project; and 2) the execution of a cooperation agreement with the Warren County Board of Commissioners upon grant application approval.
	Map - a map of the project area indicating proposed project improvements.
	Cost Estimate , if applicable. A signed cost certification must be provided by a qualified party that would not directly be involved in the project grant agreement (i.e., a third party). This certification must be done on their letterhead and indicate the estimated cost of the activity, the basis for that estimate in terms of quantities or other unit costs and the period for which the estimate will be accurate. Indicate whether or not prevailing wage has been considered in the cost.
	Letter , if applicable. - If your proposed project meets the national objective of either eliminating slums and blight or meeting an urgent need (imminent threat), documentation supporting that contention must be attached to the application.
	Survey Information , if applicable. - If a house-to-house confidential income survey was undertaken to determine low and moderate income benefit, the survey forms as well as the methodology used in the determination must be attached to the application.

APPLICATION DEADLINE:

Please submit your application to the Warren County Office of Grants Administration, by emailing grantsadmin@co.warren.oh.us by Friday, January 12, 2024. Please submit one application for each separate project activity. For questions, please contact the Grants Administration at grantsadmin@co.warren.oh.us, 513-695-1210.