

PY2025 Community Development Block Grant (CDBG) Formula Program Application

Champaign County is requesting project proposals from units of local government and/or local organizations for funding consideration under the County's PY25 CDBG Allocation Program. If you believe you qualify, submit this form and attachments by April 14, 2025, to:

Heather Martin
Logan-Union-Champaign Regional Planning Commission
PO Box 219
East Liberty OH 43319
heathermartin@lucplanning.com
937-666-3431

Part 1. Applicant Information*

Applicant: _____ Contact Person: _____
Address: _____ Title: _____
City/State/Zip: _____ Telephone: _____

*applicant must be Township, Village, City or if applicant is a public service group or non-profit entity, attach constitution or by-laws

Part 2. Project Information*

Describe project in detail using measurements. Submit one application sheet for each project.

*See attached listing of eligible and non-eligible projects

Part 3. Estimated Cost of Project

Labor*	\$	Engineering	\$
Material	\$	Total Cost	\$

If project cost exceeds original estimate, indicate how you will fund increased amount:

*Labor must be based on Federal Prevailing Wage Rates. Submit letter from qualified person or firm providing estimate. Letter must state cost estimate includes Federal Prevailing Wage and time needed to complete project.

Part 4. Sources of Funds

PY25 CDBG: \$ _____ + Other* \$ _____ = Total \$ _____

*Identify source of "other" funds:

Submit Letter of Commitment of the "other" dollars from funding source.

Part 5. Specifications

Technical specifications and/or drawings, who will provide these items?

Part 6. Project Schedule

Amount of time needed to complete Project: _____ months

Part 7. Project Information

Are any of the following related to project (circle as applicable):

Located in a Flood Plain	Yes	No	Property acquisition needed	Yes	No
Involve Historic Property	Yes	No	Property currently occupied	Yes	No
Easement Required	Yes	No	Will fees be assessed	Yes	No

If you answered Yes to any of these questions, explain:

Part 8. National Objective

Project must meet one of the CDBG objectives "A" or "B" below. Will the project:

A. Benefit low and moderate (LMI) households? Yes _____ No _____

If yes, provide the following information:

Number of Households Benefitting*: _____

Number of Households Low/Mod Income: _____

Low/Mod Income Households (percent)*: _____

*How did you obtain these numbers (survey**, census data, other): _____

**If you conducted an income survey, indicate date of survey:
(survey forms must be submitted for verification) _____

OR

B. Prevent/eliminate slums and blight? Yes _____ No _____

If yes, please explain:

Part 9. Map of Project Area

Submit a map showing the location of the project, highlighting the area served by this project.

Part 10. Other Information

Will Village/Township employees perform work related to this project? Yes _____ No _____

If yes, will they be paid from CDBG money? Yes _____ No _____

If yes, describe work to be performed:

Part 11. Certification

Certification of Chief Official: I certify that the information in this application and related documents is true and correct to the best of my knowledge.

Printed Name & Title of Chief Official	Signature of Chief Official	Date
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- Reminder: Have you submitted the following items (as needed) with your application?
- ✓ Cost Estimate in a letter from qualified individual or firm
 - ✓ Letter committing the "other" funds to complete project
 - ✓ Map showing the area to be served by the project
 - ✓ Income verification of area being served by project
- All projects are subject to County, State and HUD criteria

PY2025 Community Development Block Grant (CDBG) Formula Program Application Instructions

Part 1. Applicant Information

Complete the information requested. Applicant must be township or village. Applicants may also be a service group or non-profit organization but must attach a copy of the constitution or bylaws of the organization. "Contact Person" must be an individual who can respond to specifics about the project contained in the application and be able to provide additional information or material upon request.

Part 2. Project Information

Review the separate listing of eligible and ineligible activities. Your project must be listed as an "activity name" on this list. The result or outcome must be in a unit described as "Outcome Measurements" on this list. This part needs to be as detailed as possible. Explain exactly what the project is and state quantities for every element.

Part 3. Cost of Project

Indicate the total cost of the project. It is important to take into consideration the total cost if engineering will be necessary for the project and who will perform this task. Breakdown costs by "Labor", "Material", and/or "Engineering" as applicable. The "Labor" costs must be based on Federal Prevailing Wage Rates. A letter must be submitted by a qualified individual or firm which states the estimate of costs and must state that the cost estimate is based on paying laborers the Federal Prevailing Wage Rates. Also, should actual costs exceed estimate and amount requested, respond to how you would address this problem in the space provided.

Part 4. Sources of Funds

Based on the cost estimate in Part 3, above, indicate the sources of funds, CDBG and other sources. If other funds are to be utilized, indicate specifically the other source such as local funds or other State and/or Federal funding sources. If other funds are to be used, a letter Committing Funds from the "other" source is required. The letter(s) of commitment must coincide with the amount noted as "other \$" noted on the application form.

Part 5. Specifications

The preparation of technical drawings and specifications of the project is critical. You must indicate the qualified individual or firm who will be providing these items. The engineering costs must be calculated in the total cost of the project if this service will be needed. The plans and specs must be completed in a timely manner to complete the project within the required time frame.

Part 6. Project Schedule

Consider all aspects of the project from beginning to end, such as: construction time of year; engineering selection; plans and specification preparation; actual construction time; inspection; changes to work; site conditions; amount of required paperwork, etc. When this has been considered, then fill in the number of months needed to complete the project.

Part 7. Project Information

Consider each subject noted in this part carefully. If you only think there is a possibility that a particular issue applies to the project, circle the "Yes". If there are other conditions or circumstances that should be considered which may affect the project, note them in the space provided in Part 7. If you answer "No" on the application and it's discovered later that a "Yes" is applicable, the project could be delayed or possibly eliminated as unfundable.

Part 8. National Objective

All projects **must** meet a National Objective as defined by HUD and State guidelines. If a project cannot meet either objective, it cannot be considered for funding. Listed below are the general objectives.

To qualify under "**A**" **Benefit Low/Moderate Income (LMI) Households**, at least 51% of the households benefitting from the project must meet the income qualifications of the CDBG program.

To qualify under “**B**” **Prevent/Eliminate Slums or Blight**, the project must aid in the prevention or elimination of slums or blight.

Part 9. Map

Include a map of the general area highlighting the area served by the project. For instance, if a sewer line will only serve two blocks but must be extended another 800’ to make the connection to the main sewer, only the residents along the two blocks will benefit and the two-block area is the “benefit area”. Highlight the two-block area but also show the entire length of the sewer installation.

Part 10. Other Information

This item is self-explanatory.

Part 11. Certification

Type or print the name and title of the Chief Official of the organization applying for funding. The Chief Official must sign and date the application.