



4. **Will the project require the purchase of easements and/or property?** YES NO
 If yes, explain: _____

5. **Project Location Map and Service Area Map:** Attach a copy of a map identifying the location of the project to be completed and outlining the area/residences that will benefit from the project.

6. **Cost Estimate:** Attach a copy of the cost estimate. (Estimates included in the City's CDBG application must include Federal Prevailing Wage.)

7. **Cost Estimate Prepared By:**

Name: _____
 Address: _____
 Telephone Number: _____
 Email Address: _____

8. **Project Funding:** List funding sources and attach a commitment letter from each funding source.

CDBG Funding:	\$
Other:	\$
Other:	\$
Other:	\$
Total Project Cost	\$

9. **Project Completion:** (required for CDBG application)

Will city employees perform any work? YES NO
 If yes, will the employees be paid with CDBG grant funds? YES NO
 Describe the work to be performed by city employees if any: _____



PROJECT BENEFIT INFORMATION

To be eligible for funding under the CDBG Community Development Allocation Program, the project must benefit a service area that is at least 51% low to moderate income as determined by census data or a valid income survey. Applications submitted that do not meet this requirement cannot be considered for funding for this year's allocation. In addition, income documentation has to be obtained/provided. (Please note: income surveys completed prior to June 2013 are no longer valid.)

10. What is the project benefit area? Who will benefit from the proposed project? _____

11. How many households will benefit from the project? _____

12. How does the project meet a National Objective? _____

This application along with all of the required items must be received by the application deadline in order to eligible for this CDBG allocation funding cycle. Applications that are incomplete or deficient for CDBG purposes will be evaluated for general community development purposes.

Submit complete applications to: Seneca Industrial & Economic Development Corporation
Attn: David Zak, President & CEO
19 W. Market Street, Suite C
Tiffin, OH 44883
Phone: (419) 447-3831
Fax: (419) 447-5141
zak@senecacounty.org



PY 2018-19 CDBG Community Development Allocation Program Application Checklist

Application Deadline: Friday, May 25, 2018, 4:00 p.m.

Complete applications need to include the following:

- **Completed Application Form**
- **Third Party Cost Estimate** from a Certified Engineer, Architect, or Contractor. Or, supplier if purchasing equipment.
*Must include the following statement:
"Costs were estimated utilizing Davis Bacon Prevailing Wages."
*If project includes infrastructure, must include a Useful Life Statement.

- **Project Location Map Project Service Area Map**

- **Digital Photographs of Project Site**

Can be emailed to zak@senecacounty.org OR submitted on a CD/flash drive

- **Commitment Letter(s)** for balance of funding
- **Income Surveys** if needed
- Any other pertinent information to help describe the project

Please note: incomplete applications cannot be submitted

Applications may be:

faxed:	419.447.5141
emailed:	zak@senecacounty.org
mailed:	SIEDC 19 W. Market Street, Suite C Tiffin, OH 44883 Attn: David Zak

Please Note: This application is available as a PDF and a Microsoft Word document. Please email David Zak at the above email address or Danielle Steinhauser @ dsteinhauser@ctconsultants.com if you would like either electronic copy. Applications are also available on www.senecasuccess.com.



CDBG Community Development Program Guidelines Program Year 2018-19

1. Background

"The Community Development Block Grant (CDBG), one of the longest-running programs of the U.S. Department of Housing and Urban Development, funds **Building Better Neighborhoods** local community development activities such as affordable housing, anti-poverty programs, and infrastructure development. CDBG, like other block grant programs, differ from categorical grants, made for specific purposes, in that they are subject to less federal oversight and are largely used at the discretion of the state and local governments and their subgrantees." (Wikipedia)

The State of Ohio Consolidated Plan puts it this way: the goal of the program is to "provide communities with a flexible housing and community development resource that can be used to address locally identified needs that are eligible Community Development Block Grant (CDBG) activities and qualify under the national objective of Low- and Moderate-Income (LMI) Benefit or Elimination of Slum and Blight (S/B)."

The Seneca Industrial & Economic Development Corp. (SIEDC), a 501c3 nonprofit, administers the Community Development Block Grant CD Allocation & Competitive programs for the City of Tiffin. Each project should identify a need within the community and is required to meet the national objectives of serving those individuals with low to moderate income, or by removing slum & blight. The Competitive Program includes Critical Infrastructure, Neighborhood Revitalization, and Downtown Revitalization programs.

2. Project Eligibility

To meet the guidelines of the CDBG CD Allocation Program, every project submitted for funding must meet at least one of the following National Objectives:

- Benefit low and moderate income (LMI) persons
- Serve a limited clientele (seniors, disabled, etc.)
- Aid in the prevention or elimination of slum and blight.

At least 51% of the households in the area that the project benefits must be low to moderate income to qualify as benefiting LMI persons. If the benefit area is not at least 51% LMI according to the 2006 - 2010 American Community Survey, the applicant can complete an income survey to re-evaluate if the area is LMI. Please contact SIEDC to determine if an income survey is needed.

Please note - if your project needs to be completed prior to September 1, 2018, this is not the program for you.



3. Eligible Activities

Eligible activities include:

- Construction or improvement of public facilities +1"
- senior centers
- parks, playgrounds and other recreation facilities
- centers for the handicapped
- neighborhood facilities
- solid waste disposal facilities
- fire protection facilities and equipment
- parking facilities
- street improvements (chip & seal/gravel based road improvements are not eligible)
- water and sewer facilities
- flood and drainage facilities
- curbs and sidewalks
- Clearance and/or demolition of blighted buildings or sites
- Removal of architectural or other barriers to make buildings or sites accessible for the handicapped and elderly
- Preservation of historic buildings or areas
- Planning activities

4. Cost Estimates

A signed, certified cost estimate by a qualified professional such as an engineer or architect must be provided. Funds are allocated to projects on the basis of the cost estimate provided. It is very important that the estimate is as accurate as possible and include **Federal Prevailing Wages**. The estimate must outline the cost of the project, the basis for the estimate in terms of quantities and other unit costs. If the cost estimate includes costs for professional services, the cost for such services must be noted separate from the construction costs. **CDBG funds will not be utilized to cover the cost of engineering/architectural fees, but fees can be considered leveraged funds.**

The following should be taken in to account when completing an estimate:

- Project construction will not occur until the 2019 construction season.
- Federal prevailing wage must be used for projects with an estimated cost of \$2,000 or more.
- The estimate must state the following: "Costs estimated with Federal Prevailing Wages."
All non-residential construction and improvements must meet or exceed State Building Codes and all applicable ADA requirements.
- A useful life statement must be included for all infrastructure projects (minimum 8 years).



5. Project Completion

Projects approved under the Program Year 2018-19 CDBG Community Development Allocation Program will be bid and completed in 2017, not before. **All projects must be completed by August 31, 2020.**

The City is the actual owner of all projects funded under the Community Development Program. The project must be awarded by the City. Grant funds cannot be committed or obligated prior to the execution of a grant agreement and the completion of an environmental review.

If a project is started before grant agreements are signed and an environmental review completed, grant funds will be forfeited.

Successful applicants must provide plans and specifications or other materials necessary to bid the project in 2019.

6. CDBG Community Development Allocation Program Timeline

Applications will be available at 19 W. Market St., Suite C, Tiffin, OH, 44883, or at www.senecasuccess.com. To be considered, completed applications should be returned to the same address or emailed to zak@senecacounty.org by 4:00pm, Friday, May 25, 2018.

Projected Timeline

April 24, 2018	First Public Hearing - CDBG Programs Tiffin City Council
May 4, 2018	Community Development Visioning Session SIEDC Offices, 19 W. Market Street Suite C, Tiffin 9:00 – 10:00 am
May 25, 2018	Project Applications Due to SIEDC by 4:00 pm May be mailed or dropped off in person to SIEDC offices 19 W. Market Street Suite C, Tiffin or emailed to zak@senecacounty.org
June 1-8, 2018	Second Public Hearing (to be determined, see website for updated info) Recommendations for funding presented
June 15, 2018	CDBG Allocation Application due to the State
June — August 2018	State reviews applications



September 2018	City receives and executes Grant Agreement from the State
October - November 2018	SIEDC begins Environmental Review Process on behalf of City SIEDC sends notification of Environmental Review Completion Applicants begin Design/Engineering Work for Projects
January 2019	SIEDC works with grantees to start bidding process
August 31, 2020	Projects must be complete or risk loss of funding

7. Contact

If you have any questions, please do not hesitate to reach out.

David R. Zak
President & CEO
SIEDC
19 W. Market St., Suite C
Tiffin, OH 44883
419.447.3831, zak@senecacounty.org

Danielle Steinhauser
Community Development Specialist
CT Consultants
433 N. Summit Street, Suite 601
Toledo, OH 43604
419.469.5465, dsteinhauser@ctconsultants.com