



**CDBG  
ALLOCATION  
2019  
APPLICATION**

Application due:

**No later than 4:00pm on March 18, 2019**

Room 204 Zanesville City Hall  
401 Market Street

# PROJECT REQUIREMENTS

Please use this check list for your convenience. Check off item as information is gathered.

- NON-PROFIT GROUPS:** You must submit a copy of your IRS certification, constitution and by-laws.
  
- PROJECT DESCRIPTION:** Describe the project in quantifiable measurements (linear feet of road resurfacing, water line replacement, # of playground equipment needed, square feet of building to be rehabbed, etc.).
  
- ATTACH THE FOLLOWING:**
  - Photos of the project area, especially areas where proposed activities will occur.
  - A location map identifying the exact location of the project.
  - A floodplain map identifying the exact location of the project within the floodplain.
  - A Plat Map, where applicable (Easements or Acquisition).
  
- COST ESTIMATES:** Cost estimates for capital improvement projects must be obtained from an architect or an engineer and provided on their letterhead. Estimates **MUST** be based on the use of **FEDERAL PREVAILING WAGE SCALE WITH THIS INDICATED ON THE ESTIMATE**. Industry estimates will be accepted for purchases.
  
- ROAD RESURFACING:** Chip and Seal or gravel-based road improvements are not eligible. Road resurfacing estimates **MUST** include the required 8 year guarantee. This **MUST** be indicated on the engineer's estimate on the company's letterhead.
  
- OTHER FUNDS:** If you are committing other funds to the project, and/or if other sources of funds are included in the project, copies of letters, resolutions, ordinances, etc., committing these funds must be submitted with this application.
  
- QUALIFYING AREA:** The benefit area must be at least 51% low to moderate income. Include a map of the benefit area and show how it qualifies. (income surveys or census information).
  
- FIRE EQUIPMENT:** 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 request and estimate(s) of cost.

**Jay D. Bennett, Community Development Director**  
**740-617-4909**                      **[jay.bennett@coz.org](mailto:jay.bennett@coz.org)**

# PY 2019 CDBG ALLOCATION PROGRAM APPLICATION

**Important things to remember:**

- ◆ *Only the City may enter into contracts for your project.*
- ◆ *Total proposed activities must be such that can be completed during January 2019 through October 2020. Projects may not begin until awards are made and the environmental reviews are cleared.*
- ◆ *All non-residential construction and improvements must meet or exceed State Building Codes.*
- ◆ **Most Important:** *Please plan your project carefully, and be specific in your description. Changes after the project require State approval and may cause a substantial delay to the project's completion.*

Name of Applicant  
 (citizen group, affiliation or government unit) \_\_\_\_\_

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Mailing Address (if different)

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Address of the Project Site

\_\_\_\_\_  
 Contact Person (Printed)

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**RETURN THIS FORM TO:**

**Jay D. Bennett, Community Development Director  
 City of Zanesville  
 Community Development Department  
 401 Market Street  
 Zanesville, Ohio 43701  
 740-617-4909      jay.bennett@coz.org**

**For office use only:**

Date Received	Census/Income	Info. Complete	Approved	Denied (Reason)

# PROJECT INFORMATION

Describe project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check the box that best describes the type of project:

- Building Improvement/ Renovation
- Equipment/ Fixtures
- Program Staff Dollars
- Program Material Dollars

## COST ESTIMATES

*Please attach an estimate provided by a licensed architect or engineer on company letterhead with prevailing wages and useful life indicated.*

1. Describe any environmental issues associated with the project? yes no  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Will the Applicant Agency employees perform any work? yes no

3. If you answered yes to #2, will the employees be paid from the CDBG Grant? yes no  
**If yes, indicate this under CDBG below.**

Describe the work to be performed by Applicant Agency employees or volunteers (Use the back of this form if needed).  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Cost Breakdown:	Applicant Dollars	CDBG Dollars
Labor	\$	\$
Materials	\$	\$
Engineering/ Architect	\$	\$
<b>Total Cost of Project</b>	<b>\$</b>	<b>\$</b>

List Sources for all applicant dollars: \_\_\_\_\_

If you are **not** applying for the total cost of the project, where will the other funds come from?

<b>Source</b>	<b>Amount</b>
1.	\$
2.	\$
3.	\$

**List others on the back of this form, if necessary. Commitment letters from all sources listed must be attached, including sources of volunteer labor and in-kind contributions.**

Cost Estimate Attached

Commitment Letters Attached

## **PROJECT BENEFIT INFORMATION**

**Provide a map which shows the boundaries of the service area.**

Explain who will benefit from this project. When doing this, keep in mind that the people benefiting must be inclusive of the service area. This area must be at least 51% low to moderate income in order to qualify in meeting the national objective of the CDBG Program. For example, a roof replacement to a community center would benefit the entire community for which it is intended to serve (this may be city-wide), whereas, waterline replacements would benefit only those households living on the street where the waterline is being replaced.

---

---

---

---