

TO: Local Funding Request Applicants for Hocking County's CDBG
Formula Program
DATE: February 7, 2011
FROM: Sandy Johnson, Community Development Coordinator



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The Hocking County Commissioners and the Community Development Staff at Hocking Athens Perry Community Action thank you for taking an interest in improving your community. The CDBG Formula Program is federally funded and has several program requirements and restrictions. Please keep the following in mind when selecting a project and preparing your application:

- Funding requirements: The project must either benefit primarily low- and moderate-income persons or prevent/eliminate slum and blight. Benefit areas must have a low- and moderate-income (LMI) rate of 51% or higher according to the 2000 census or a recent income survey. Please call or email our office if you need assistance with determining if your project is eligible for funding, the benefit area, or the LMI percentage rate. Additional funding requirements and more detailed information is available in the *Funding Overview* document.
- A certified cost estimate from a professional engineer or architect is required for project involving construction, repair, or renovation. Be sure to provide the *Cost Estimate Guideline* sheet to the design professional assisting you with a cost estimate. This will help ensure that the estimate includes everything required so we will not need to contact you for a corrected estimate.
- The amount of grant funding your project is eligible for is based on the cost estimate you submit. Be sure the estimate includes everything required for your project and that it takes into consideration that the project will not get underway until next year. Federal Davis-Bacon wage rates apply to construction projects funded with this grant. The grant amount will not be increased even if the project experiences cost overruns so be sure to include a 10% contingency in your estimate. *It is the applicant's responsibility to secure any additional funding required to complete the project if the awarded grant funds are insufficient to cover the project costs.*
- The CDBG Formula Program is competitive at the local level. Make sure your request for funding is complete, accurate, and includes all the required attachments.

If you have any questions or need assistance during the application process, please contact the Community Development Staff at 740-767-4500 or contact us via email at cdbginfo@hapcap.org.