

PIKE COUNTY 2023 Community Development Program APPLICATION FOR FUNDING CONSIDERATION

Please mail or deliver your application to: Pike County Community & Economic Development
Attn: Marena Carter
116 S. Market Street, Suite 103
Waverly, Ohio 45690

**RETURN PROJECT APPLICATION ON OR BEFORE: March 31, 2023, TO BE
CONSIDERED FOR FUNDING**

Eligible applicants include local governments, local government agencies, fire departments, and non-profits serving low- and moderate-income individuals. *Individuals are not eligible to apply.*

INSTRUCTIONS: TYPE or PRINT responses to the questions and attach all documentation listed in the 'attachments' section. Use additional sheets of paper if needed to answer questions. *If you have any questions or need assistance, please call the Community Development staff at 740-947-4104 ext. 7 or email them at: marena@pikecountydevelopment.com*

<u>Applicant</u>	<u>Project Location</u>	<u>Choose Improvement (x)</u>	<u>Total Cost</u>	<u>CDBG \$ requested</u>
		Street____ Sewer Facility____ Sidewalk____ Senior Center____ Water Facility____ Fire Protection Facility____ Neighborhood Facility____ Flood & Drainage____ Other____ (Please Specify)		

Name and contact information of applicant. (Examples of applicants are citizen groups, townships, villages, fire departments, etc.)

- a. NAME: _____
- b. ADDRESS: _____
- c. PHONE: _____

Name and contact information of **primary contact person** for applicant. (Examples of contact persons are mayors, council person, township trustee, fire chief, village administrator, etc.)

- a. NAME: _____
- b. ADDRESS: _____
- c. PHONE: _____

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d. EMAIL: _____

To be considered for funding by the County for the CDBG Allocation Program, I/we acknowledge and understand the following:

- I. Proposed projects must be completed between _____.
- II. Projects must qualify based on benefiting areas which are at least 51% low- and moderate-income per the 2010 US Census Data or valid Income Survey or aid in the prevention of slum and blight.
- III. If an Income Survey is required to qualify the project, it is the applicant's responsibility to meet with Hocking. Athens. Perry Community Action Community Development staff to receive instructions on how to properly conduct an Income Survey.
- IV. If an Income Survey is required, it is the applicant's responsibility to conduct the Income Survey prior to the due date.
- V. All non-residential construction and improvements must meet or exceed State Building Codes (such as: Neighborhood Facility, Community Center or Senior Center etc.).
- VI. Cost estimates must be itemized, signed, and provided by a qualified source (engineer, architect, county engineer, etc.).
- VII. All cost estimates for construction projects with an estimated cost of \$2,000 or more must include a federal prevailing wage statement. **This must be noted on the estimate.**
- VIII. Chip and Seal and gravel-based road improvements **are not eligible**.
- IX. Only the County may enter into contracts for your project. If funded, the applicant understands that the county is the recipient of the grant and must enter into all contracts for the activity. The local applicant is not authorized to perform any procurement activities for this project.
- X. If non-CDBG funds will be contributed to the proposed project a commitment letter is required.
- XI. If funded, the applicant understands that all administration and procurement activities must follow CDBG requirements.
- XII. All required rights-of-way, easements, and property needed for the proposed activity are owned by the applicant or applicant has received authority from the owner, which must be provided in writing.

Printed Name of Authorized Official of Applicant

Title

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Signature of Authorized Official

Date

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QUESTIONS:

1) Location of the project. An address is required. If there is no mailing address, please provide the closest **physical** address to the site.

- a. ADDRESS: _____
- b. COUNTY: _____
- c. TOWNSHIP/JURISDICTION: _____
- d. DOES THE APPLICANT OWN THIS PROPERTY/BUILDING? ☐ YES ☐ NO

IF YES, attach proof of ownership IF NO, attach proof of ownership and owner project approval.

2) Benefit area. Who will benefit from the proposed project?

- a. DESCRIBE THE GEOGRAPHICAL PROJECT BENEFIT AREA (Village, Township, Street, etc.):

- b. IMPACT LEVEL, (How will the project impact the community?):

- c. PLEASE CHECK ALL THAT APPLY TO YOUR PROPOSED PROJECT:

Benefit a primarily Low –Moderate Income Individuals	
Eliminate Slum and Blight from the Community	
Benefit Limited Clientele such as: seniors or persons with disabilities	

- d. LMI% OF BENEFIT AREA: _____% (Please See Attached Data)

- i. From 2010 Census Data _____
- ii. From Income Survey _____

3) Criticality. What factors determine the proposed project's urgency?

- a. PLEASE CHECK ALL THAT APPLY TO YOUR PROPOSED PROJECT:

Safety_____ Health_____ General Welfare_____ Other_____

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b. PLEASE DESCRIBE THE CRITICALITY OF THE PROPOSED PROJECT:

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- 1) DESCRIBE YOUR PROJECT IN AS MUCH DETAIL AS POSSIBLE (specifically the feasibility of the proposed project):

- 2) WILL THIS PROJECT INVOLVE RIGHTS-OF-WAY OR EASEMENTS? ☐ YES ☐ NO

a. **IF YES, PLEASE EXPLAIN**

b. **IF YES, PROVIDE LETTER OF SUPPORT FOR THE PROJECT FROM THE OWNER/S OF THE PROPERTY WHICH WILL REQUIRE OBTAINING RIGHTS-OF-WAY OR EASEMENTS (IF APPLICABLE).**

- 3) PROVIDE A DETAILED EXPLANATION OF WHY YOUR COMMUNITY NEEDS THIS PROJECT.

EXPLAIN WHY YOUR COMMUNITY NEEDS CDBG FUNDING FOR THIS PROJECT.

- 4) **PLEASE LIST ANY OTHER RELEVANT INFORMATION YOU WOULD LIKE TO PROVIDE REGARDING YOUR PROJECT AS AN ATTACHMENT.**

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COST BREAKDOWN

Provide a cost breakdown of the project including the total cost of the project, the amount of CDBG funding you are requesting and the sources for all other funding. Please note that any additional funding will need to be in place and documented as committed by May 1, 2023 resolutions, statement from treasurer on the applicant's letterhead, etc.). If your CDBG application is approved and anticipated funds from other sources are not received it will be your (the applicant's) responsibility to secure replacement funding or risk losing the CDBG funding.

INSTRUCTIONS FOR PROJECT COST BREAKDOWN:

1. This is the amount of funds you are requesting from the County through its PY2023 Community Development Program application.
2. This is the amount of local contribution. A local contribution is not required but is encouraged if the applicant has funds available. If you intend to provide a local contribution, indicate whether these funds have been committed to the project by circling Y (yes) or N (no).
3. Other sources of funds. This could be from other grants such as ARC or ODNR. It is not required that you have other sources of funds. If other funds will be used on this project, indicate whether these funds have been committed to the project by circling Y (yes) or N (no).
4. Same as #3.
5. Same as #3.
6. Same as #3.
7. Enter the value of in-kind labor, if any, you intend to use on this project.
8. Enter the total project cost.

PROJECT COST BREAKDOWN			
(1) Requested CDBG amount:			\$
(2) Local Contribution (if applicable)		Committed? Y N	\$
(3) Other: Source:		Committed? Y N	\$
(4) Other: Source:		Committed? Y N	\$
(5) Other: Source:		Committed? Y N	\$
(6) Other: Source:		Committed? Y N	\$
(7) In-kind labor (if applicable):		Committed? Y N	\$
(8) TOTAL PROJECT COST			\$

ADDITIONAL INFORMATION:

1. If in-kind labor will be used, answer the following:

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a. Detailed explanation of what kind of work will be done utilizing in-kind labor:

b. What expertise do you have in order to do the proposed work?

2. If additional funds are planned to be used on this project but have not yet been committed, please provide an explanation regarding the source and when the funds are expected to be committed.

3. Please use this space to provide any additional information about your project not covered elsewhere in this application (optional).

SITE INFORMATION

CDBG funded construction projects are required to undergo an environmental review process. The environmental review process may result in conditions which could add to the cost of the project. These questions are intended to help you and the design professional submitting the cost estimate take into consideration any potential environmental issues that may affect the cost of the project. Please remember that if your project is funded, the amount of the grant award will not be increased, and it will be your responsibility to secure any additional funding that may be required to complete the project.

Please consider your entire project when answering the following questions.

1. Does your project involve a building? If so, what year was it built? _____

2. If your project involves a building, are there any existing code violations that need to be addressed? ☐ Yes ☐ No

a. If yes, will this project address those code violations? ☐ Yes ☐ No

3. Certificate of Occupancy Requirement for activities involving an existing building:

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☐ Yes ☐ No

SECTION 111 CERTIFICATE OF OCCUPANCY

111.1 Approval required to occupy. No building or structure, in whole or in part, shall be used or occupied until the building official has issued an approval in the form of a certificate of occupancy. The certificate of occupancy shall indicate the conditions under which the building shall be used. The building owner shall only use the structure in compliance with the certificate of occupancy and any stated conditions. The structure and all approved building service equipment shall be maintained in accordance with the approval. When a building or structure is entitled thereto, the building official shall issue a certificate of occupancy.

- **I have read the above statement and certify that the structure pertaining to this request for funding is in compliance with Section 111 – Certificate of Occupancy of the Ohio Building Code. I understand a copy of the Certificate of Occupancy may be required if this project is selected for funding.**

Signature of applicant

Date

-
4. Does the building or project area contain asbestos, lead, or other materials which have special disposal considerations? ☐ Yes ☐ No
5. Do you have surveys verifying this? ☐ Yes ☐ No
6. Does the building or project location have any historical significance (such as listed on the National Register of Historic Places, eligible for a listing due to age, etc.)? ☐ Yes ☐ No
- a. If so, please explain:

-
7. Is the project in a historic district or neighborhood? ☐ Yes ☐ No
8. Will the project affect brick streets or sidewalks? ☐ Yes ☐ No
9. Is the project site located in or near the floodplain or wetlands? ☐ Yes ☐ No
10. Are there any streams on or near the project site? ☐ Yes ☐ No
11. Will the project involve excavation or clearing of undisturbed land? ☐ Yes ☐ No
12. Will the project involve demolition? ☐ Yes ☐ No
13. Will easements need to be acquired? ☐ Yes ☐ No
14. Will any access fees be charged (examples: sewer or waterline hook-up, membership fees, etc.)?
☐ Yes ☐ No

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15. Is the project site near any natural features such as bluffs or cliffs? ☐ Yes ☐ No
16. Are there any unusual conditions on the site? ☐ Yes ☐ No
17. Will the project change the current use of the building/site? ☐ Yes ☐ No
18. Is the proposed project in compliance with local zoning? ☐ Yes ☐ No

ATTACHMENTS (This Application is subject to change)

THE FOLLOWING ARE REQUIRED FOR ALL PROPOSED PROJECTS:

1. COST ESTIMATE – Cost estimates must be from an architect, engineer, or appropriate professional on their letterhead. Be sure the cost estimate includes all items.
2. COMMITMENT LETTER(S) – Commitment letters are needed from all sources of funds for the project other than CDBG. Include letters for volunteer labor and in-kind contributions. All funds committed to the project must be officially documented as committed to the project by:
3. MAP – Indicate the location of the project and draw a border around the benefit area.
4. PROOF OF OWNERSHIP – Proof that the applicant has the authority to request this project.

THE FOLLOWING ARE OPTIONAL ATTACHMENTS FOR ALL PROPOSED PROJECTS:

1. Photographs of the project area to visually document need.
2. Copies of newspaper articles about the project.
3. Any other pertinent information that will help the County Commissioners understand why our community needs this project.

**THE FOLLOWING ARE SPECIFIC ATTACHMENTS FOR PROPOSED PROJECTS
DEPENDING ON APPLICANT:**

THE FOLLOWING IS REQUIRED IF THE APPLICANT IS A NON-PROFIT:

1. COPY OF CONSTITUTION AND BY-LAWS.

THE FOLLOWING IS REQUIRED IF THE APPLICANT IS A FIRE DEPARTMENT:

1. COMPLETE LIST OF EQUIPMENT – Attach 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 an itemized list of equipment request and estimate(s) of cost.

**THE FOLLOWING ARE REQUIRED IF THE PROPOSED PROJECT IS FOR THE
PURCHASE OF EQUIPMENT FOR A PUBLIC SERVICE:**

1. PROGRAM DESCRIPTION – Describe the agency, services, and clientele and how the proposed activity meets a national objective (limited clientele or low-moderate income). Discuss the service and whether it is a new service or expansion of an existing service.

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2. LEVEL OF SERVICE –

- a. Define how the service is measured. Identify a unit of service (e.g. nights of shelter, meals per day, individuals served per month, etc.).
- b. Identify the *previous year's* source of funds and respective funding levels.
- c. Document the previous calendar year's level of service in units.
- d. Identify the upcoming year's projected source of funds and respective funding levels.
- e. Project the upcoming year's level of service both with and without CDBG funding.
- f. Indicate the percentage of clients or persons served who reside in your community.

ATTACHMENTS CHECKLIST

REQUIRED ATTACHMENTS	
Cost Estimate - must include Federal Prevailing Wage & Useful Life Statements from Engineer or Architect	
Commitment Letters - required per funding source and local commitments	
Location Map	
Proof of Ownership	
OPTIONAL ATTACHMENTS	
Photos	
Additional Pertinent Information	

PLEASE SEE SPECIAL ATTACHMENT REQUIREMENTS ON PAGE 8 IF APPLICABLE

APPROXIMATE TIMELINE:

- February 28th, 2023, Applications Made Available
- March/April 2023 Public Hearing 1
- June 14, 2023, Applications Due
- March/April 2023 Community Development Implementation Strategy Meeting
- April 2023 Project selections
- Early April 2023 Public Hearing #2/Finalize project selections.
- June 2023 Prepare County's Community Development Program Application
- June 14, 2023, Submit County's application to the state.
- September 2023 Grant award
- October-February Environmental Reviews
- TBA Procure Design Professionals and project design phase.
- TBA Construction Phase
- TBA Deadline for project completion

*-Applicants will be notified of actual date when scheduled

** -Applicants required to complete an Income Survey will be notified of actual date.

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FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

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116 S Market Street, Suite 103
Phone: 740-947-4104 ext. 7
Cell: 740-835-7313
Fax: 740-941-4308
Email: marenda@pikecountydevelopment.com
www.pikecountydevelopment.com
www.pikecountyohiofairhousing.com



DATE: November 2012

**COMPLETE LIST OF ALL ACTIVITY NAMES WITH
OUTCOME MEASUREMENT NAMES**

ACTIVITY NAME	OUTCOME MEASUREMENT
Acquisition	Acres of Land Square Feet of Structure Structures Parcels Households Assisted Business Buyouts Permanent Easements/Right-of-Way
Acquisition/Rehab	Units Acquired, Rehabbed and Sold Units Acquired, Rehabbed
Centers for Handicapped	Buildings Rehabbed/Constructed
Clearance Activities	Structures Demolished
Code Enforcement	Units Assisted or Inspected
Conversion/Rehab/Renovate	Square Feet of Structure Buildings Rehabbed/Constructed
Disposition	Acres of Land Square Feet of Structure Structures
Downpayment Assistance	Households Assisted-Downpayment Assistance Mobile Homes Assisted-Downpayment Assistance Households Assisted with Counseling/Education Number of Target Areas Assisted
Downpayment Assistance/Rehabilitation	Units Acquired, Rehabbed Households Assisted with Counseling/Education Number of Target Areas Assisted
Exist Essential/Supportive Services	Households Assisted
Fair Housing Program	FH Training Program FH Counseling FH Complaint System FH Education Outreach FH Legislation Adopted FH Affirmative Action Plan FH Analysis FH Coordinator FH CHIP Outcomes Standard Fair Housing Program



**COMPLETE LIST OF ALL ACTIVITY NAMES WITH
OUTCOME MEASUREMENT NAMES**

ACTIVITY NAME	OUTCOME MEASUREMENT
Fire Protection Facilities and Equipment	Square Feet of Structure Buildings Rehabbed/Constructed Vehicles Purchased Items of Equipment Purchased Fire Hydrants Installed
Flood and Drainage Facilities	Linear Feet Culverts/Catch Basins Installed Manholes Installed Permanent Easements/Right-of-Way
General Administration	NO MEASUREMENT NEEDED
Grant/Loan/Int. Supplement	Square Feet of Structure Businesses/Organizations Assisted Units Rehabbed – Owner Units Repaired – Owner Facades Improved Units Repaired – Rental
Historic Preservation	Buildings Rehabbed/Constructed Units Rehabbed – Owner
Homelessness Prevention Implementation	Households Assisted Households Assisted with Counseling/Education
Home/Building Repair	Units Repaired – Owner Units Repaired – Rental Buildings Repaired Number of Target Areas Assisted
Homeless Facilities	Buildings Rehabbed/Constructed Households Assisted
Homelessness Prevention	Households Assisted Households Assisted with Counseling/Education
Housing Development – Owner Units	Units Rehabbed – Owner Units Constructed – Owner
Housing Development – Rental Units	Units Rehabbed – Rental Units Constructed – Rental
Housing Development/Information/Counseling	Households Assisted Households Assisted with Counseling/Education



**COMPLETE LIST OF ALL ACTIVITY NAMES WITH
OUTCOME MEASUREMENT NAMES**

ACTIVITY NAME	OUTCOME MEASUREMENT
Interim/Emergency Rental Assistance	Households Assisted
Lead Reduction/Evaluation	Units Rehabbed – Owner Units Rehabbed – Rental Lead Safe Units
Leasehold Improvements	Square Feet of Structure Units Rehabbed – Owner
Machine/Capital Equipment	Items of Equipment Purchased
Microenterprise Program	Households Assisted Units Assisted or Inspected
Mortgage Payments	Households Assisted Units Assisted or Inspected
Moving Costs	NO MEASUREMENT NEEDED
Neighborhood Facilities / Community Center	Buildings Rehabbed/Constructed
New Construction	Square Feet of Structure Units Constructed – Owner Units Constructed – Rental Units Acquired, Constructed and Sold
Non-Capital Equipment	Items of Equipment Purchased
Off-Site Improvements	USE EITHER STREET IMPROVEMENTS, SIDEWALKS IMPROVEMENTS OR WATER AND SEWER ACTIVITY NUMBERS
Operating Expenses/CHDO	Households Assisted Units Assisted or Inspected
Other Costs	NO MEASUREMENT NEEDED
Parking Facilities	Square Feet of Pavement/Landscaping Parking Spaces



**COMPLETE LIST OF ALL ACTIVITY NAMES WITH
OUTCOME MEASUREMENT NAMES**

ACTIVITY NAME	OUTCOME MEASUREMENT
Parks and Recreation Facilities	Acres of Land Square Feet of Structure Athletic Fields/Curbcuts Installed/Repaired General Park Improvements Items of Equipment Installed/Repaired Restroom Facilities Installed Linear Feet of Fencing Linear Feet of Walkway
Permanent Housing Placement	Households Assisted
Planning	NARRATIVE OUTCOMES
Private Rehabilitation	Square Feet of Structure Units Rehabbed – Owner Units Repaired – Owner Facades Improved Households Assisted with Counseling/Education Number of Target Areas Assisted
Private Rental Rehabilitation	Units Rehabbed – Rental Units Repaired – Rental
Professional Fees	NO MEASUREMENT NEEDED
Project Reserves	NO MEASUREMENT NEEDED
Public Rehabilitation	Buildings Rehabbed/Constructed Handicapped Ramps Installed Restroom Facilities Installed Elevators/Doors Installed
Public Services	NARRATIVE OUTCOMES
Public Utilities	Utility Poles/Lines Relocated
Relocation Payment and Assistance	Households Assisted Businesses/Organizations Assisted Households Assisted – Optional Relocation
Rental/Housing Assistance	Households Assisted Units Assisted or Inspected Households Assisted with Counseling/Education
Resource Identification	NARRATIVE OUTCOMES



**COMPLETE LIST OF ALL ACTIVITY NAMES WITH
OUTCOME MEASUREMENT NAMES**

ACTIVITY NAME	OUTCOME MEASUREMENT
Revolving Loan Fund	Businesses/Organizations Assisted
Senior Centers	Buildings Rehabbed/Constructed
Sewer Facility Improvements	Items of Equipment Installed/Repaired Linear Feet Tap-Ins Installed Water/Septic Tanks/Sludge Pits Installed Manholes Installed Permanent Easements/Right-of-Way
Sidewalk Improvements	Linear Feet Curbcuts Installed Linear Feet of Curbs
Site Preparation	Acres of Land
Solid Waste Disposal Facility	Items of Equipment Installed/Repaired Facility Constructed/Rehabbed
Street Improvements	Linear Feet Culverts/Catch Basins Installed Bridges Replaced/Repaired Traffic Control/Street Signs Installed Trees, Benches, Street Lights and Planters Slips/Slides/Retaining Walls Repaired Permanent Easements/Right-of-Way Linear Feet of Curbs
Supportive Services without Housing	Households Assisted Households Assisted with Counseling/Education
Supportive Services with Housing	Households Assisted Households Assisted with Counseling/Education
Tenant/Landlord Mediation	Households Assisted
Training/Technical Assistance	Households Assisted
Utility Payments	Households Assisted Units Assisted or Inspected



**COMPLETE LIST OF ALL ACTIVITY NAMES WITH
OUTCOME MEASUREMENT NAMES**

ACTIVITY NAME	OUTCOME MEASUREMENT
Water and Sewer Facilities	Items of Equipment Installed/Repaired Fire Hydrants Installed Linear Feet Tap-Ins Installed Water/Septic Tanks/Sludge Pits Installed Manholes Installed Water Valves Installed Permanent Easements/Right-of-Way
Water Facility Improvements	Items of Equipment Installed/Repaired Fire Hydrants Installed Linear Feet Tap-Ins Installed Water/Septic Tanks/Sludge Pits Installed Wells Drilled Water Valves Installed Permanent Easements/Right-of-Way
Weatherization	Units Repaired – Owner Facades Improved Units Repaired – Rental
Working Capital	Businesses/Organizations Assisted

updated
4/21/21

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Ohio Housing Trust Fund (<https://development.ohio.gov/wps/portal/gov/development/communi>)

Using Community Development Block Grant Funds for Street Improvement Activities

Guidance on street improvement activities for CDBG grants beginning in PY 2021.

🕒 Apr 21, 2021 · Knowledge

INFORMATION ①

24 C.F.R. § 570.207 states "the general rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible". To better align with this rule, the Office of Community Development added the following information to its Program Year 2021 Consolidated Plan:

Street resurfacing (paving) is not eligible for Allocation or Critical Infrastructure Program funding. Street resurfacing (paving) can be funded only as a component of a targeted Neighborhood Revitalization program. Street reconstruction is eligible as an Allocation, Neighborhood Revitalization or Critical Infrastructure project.

Communities may forfeit Allocation funding for projects if applications include street resurfacing or repair projects.

	Street Resurfacing (Paving)	Street Rehabilitation and Full-depth Reconstruction
Definition	Installing new asphalt over an existing road layer	Removing pavement layers (i.e. milling) and replacing both sublayers and the surface layer. Replacing pavement layers at a depth below the surface increases the improvement's useful life
Eligibility	<p><i>Allocation or Critical Infrastructure Program</i></p> <ul style="list-style-type: none"> • Ineligible: repair or maintenance activity (examples: installing new asphalt over an existing layer of road, chip seal) • Eligible: street improvement projects classified as rehabilitation or reconstruction activities <p><i>Neighborhood Revitalization Program</i></p> <ul style="list-style-type: none"> • Eligible: as a component of a comprehensive Neighborhood Revitalization Program 	Allocation, Critical Infrastructure, and Neighborhood Revitalization programs

Cost Estimates

Communities applying for street improvement projects (street resurfacing, rehabilitation, and reconstruction projects) must submit a cost estimate with the application that includes a description of the work to be performed, and a cost per layer or other sufficient detail to clearly demonstrate rehabilitation or reconstruction. The cost estimate also must include a useful life statement to support rehabilitation or reconstruction and a professional engineer's stamp. The community's Project Description Narrative must also include a detailed description of the improvements.

SUMMARY ①

