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# FY21 CDBG TIMELINE

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- March 02, 2021**      **Applications posted**
- March 02, 2021**      **Public hearing notice posted in Xenia & Fairborn Gazette**
- March 18, 2021**      **1<sup>st</sup> Public hearing at 1:15 PM**  
**Greene County Board of Commissioners**  
**35 Greene Street**  
**Xenia, OH 45385**
- April 01, 2021**      **Informational meeting via Zoom at 6:00 PM**  
**MANDATORY if you plan to apply for FY21 funds**
- April 27, 2021**      **Applications due to Department of Development by 4:00 PM**
- May 06, 2021**      **Summary from applications to BOCC at 1:30 PM**  
**Greene County Board of Commissioners**  
**35 Greene Street**  
**Xenia OH 45385**
- May 14, 2021**      **2<sup>nd</sup> Public hearing notice posted in Xenia & Fairborn Gazette**
- May 27, 2021**      **2<sup>nd</sup> Public hearing at 1:15 PM (Projects recommended)**  
**Greene County Board of Commissioners**  
**35 Greene Street**  
**Xenia, OH 45385**

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# FY21 APPLICATION INSTRUCTIONS

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1. Total proposed activities must be such that they can be completed between March 1, 2022, and August 31, 2023.
2. All non-residential construction and improvements must **MEET OR EXCEED STATE BUILDING CODES**.
3. Cost estimates must be itemized, signed, and provided by a qualified source (i.e. Engineer, Architect, County Engineer, Contractor, etc.) that will not be directly involved in the project grant agreement. The estimate must be obtained from a contractor on their letterhead and indicate the estimated cost of the activity, the basis for that estimate in terms of quantities or other unit cost, and the period for which the estimate will be accurate.
4. All cost estimates for construction projects with an estimated cost of \$2,000 or more **MUST INCLUDE** federal prevailing wage.
5. Chip and seal or gravel base road improvements are not eligible.
6. 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.
7. **ONLY** the county may enter into contracts for your project.
8. If you are committing other funds to the project and/or if other sources of funds are included in this project, copies of letters, resolutions, ordinances, etc., committing these funds must be submitted at the time of the application to the County Commissioners.
9. Attach letter(s) from agency(s) requiring improvements, if applicable.
10. If the project will require an engineer's report (e.g. based on type of work to be done, required by Greene County Building Regulation for permit acquisition, etc.), applicants must utilize their own funds to pay for this service. Engineering services should not be included in the request for funding.
11. Local governments must submit a copy of their meeting minutes showing citizen participation in the CDBG application process.
12. Organizations (other than local government) must submit a copy of their Articles of Incorporation and/or Bylaws.

- **Application due date: April 27, 2021, by 4:00pm**
- **Applications will be accepted via hardcopy or e-mail with valid signature**
- **Applicant must be present at the April 1, 2021, MANDATORY stakeholder informational meeting via Zoom to submit an application**

Questions or concerns? Please contact Sarah Mault, Community Development Coordinator

937-562-5350 or [smault@co.greene.oh.us](mailto:smault@co.greene.oh.us)