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# PY23 CDBG TIMELINE

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- March 03, 2023**      **Applications posted**
- March 03, 2023**      **Public hearing notice posted in Xenia & Fairborn Gazette**
- March 16, 2023**      **1<sup>st</sup> Public hearing at 1:15 PM**  
**Greene County Board of Commissioners**  
**35 Greene Street**  
**Xenia, OH 45385**
- April 04, 2023**      **MANDATORY Informational meeting at 6:00 PM**  
**Greene County Parks & Trails**  
**635 Dayton-Xenia Road**  
**Xenia, Ohio 45385**
- April 27, 2023**      **Applications due to Department of Development by 4:00 PM**
- May 04, 2023**      **Application presentations to BOCC at 1:30 PM**  
**Greene County Board of Commissioners**  
**35 Greene Street**  
**Xenia OH 45385**
- May 12, 2023**      **2<sup>nd</sup> Public hearing notice posted in Xenia & Fairborn Gazette**
- May 25, 2023**      **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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# PY23 APPLICATION INSTRUCTIONS

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1. Total proposed activities must be such that they can be completed between March 1, 2024, and August 31, 2025.
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 engineering source that will not be directly involved in the project grant agreement. The estimate must be obtained from an engineer 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, including a statement stating as such.
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. Applicants must utilize their own funds to pay for engineering services. Engineering costs 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, 2023, by 4:00pm**
- **Applications will be accepted via hardcopy or e-mail with valid signature**
- **Applicant or another representative must be present at the April 4, 2023, MANDATORY stakeholder informational meeting to be eligible to submit an application**

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

937-562-5350 or [sarah.mault@greencountyohio.gov](mailto:sarah.mault@greencountyohio.gov)