
FY19 CDBG TIMELINE

- March 01, 2019** Applications posted
- March 01, 2019** Public hearing notice posted in Xenia & Fairborn Gazette
- March 14, 2019** 1st Public hearing at 1:15 PM
Greene County Board of Commissioners
35 Greene Street
Xenia, OH 45385
- March 28, 2019** Informational meeting @ Xenia Community Library at 6:00 PM
MANDATORY if you plan to apply for FY19 funds
76 E Market St
Xenia, OH 45385
- April 23, 2019** Applications due to Department of Development by 4:00 PM
- May 02, 2019** Summary from applications to BOCC at 1:30 PM
Greene County Board of Commissioners
35 Greene Street
Xenia OH 45385
- May 10, 2019** Public hearing notice posted in Xenia & Fairborn Gazette
- May 23, 2019** 2nd Public hearing at 1:15 PM (Projects recommended)
Greene County Board of Commissioners
35 Greene Street
Xenia, OH 45385

FY19 APPLICATION INSTRUCTIONS

1. Total proposed activities must be such that they can be completed between March 1, 2020, and August 31, 2021.
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. Engineer 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 Bi-Laws.

- **Application due date: April 23, 2019 by 4:00pm**
- **Applicant must be present at the March 28, 2019, MANDATORY stakeholder informational meeting to submit an application.**