

PROJECT REQUEST FORM COVER PAGE

Applicant Name _____ Contact Person/Title _____

Address _____ Telephone _____

Municipality _____ Telephone _____
(Borough or Township)

Address _____

Number of Households to be served _____

Number of Individuals to be served _____

Number of Low/Moderate Income Households to be served _____

Number of Low/Moderate Income individuals to be served _____

(See attached income ranges for low/moderate income for Elk County based on household size)

Estimated Costs

CDBG Grant Request Amount \$ _____

Local Funds (Municipality match) \$ _____

Federal Funding \$ _____

State Funding \$ _____

Other (leverage) \$ _____

Total Project Cost \$ _____

Please complete checklist as necessary and add any other situations that are known but not listed within the project description:

- Code enforcement/ permitting services (i.e. building permit, PennDot permitting/inspections)
- Environmental Issues (i.e. asbestos, lead paint, mold, etc. be specific in project description)
- E&S Control Plan is Needed
- Can Provide Proof of an Occupancy permit

*** Written Support must be included for the project from the local municipal officials in the form of a descriptive letter as well as this form signed below:**

CERTIFICATION AND SUBMITTAL AUTHORIZATION

I hereby certify that the information submitted with this Project Request is true and correct.

President of Borough Council or
Chairman of Board of Township Supervisors

Chairman of Municipal Authority

Elk County
FFY 2012 Community Development Block Grant
Request for Proposal

I. Project Description

Provide a clear and concise statement of the use and purpose of your project for which funding is being requested. Include what outcomes this grant will have for your Municipality and the County.

Attach a map that clearly indicates the project area and it's surrounding, show the service area location and households to be served.

II. Project Need

Provide a statement of need for the project and funding. You may use statistical information, survey studies, Elk County Comprehensive Plan, etc.

III. Work Plan/Time Frame/Costs

Provide a time frame of how the funds will be used in timely manner. Attach Timeline with Engineer/Architect plan, cost estimates, map, and photos. The service area must indicate all locations.

IV. Budget Summary

Submit a budget in detail of the project including all cost from this grant and other sources. Include cost estimates for all work included in the project, define and itemize what each funding source will be paying for.

Description	CDBG Funding Requested	Municipality/ Applicant Match	Other Funding	Other Funding	Total
Totals	\$	\$	\$	\$	\$

PROJECT SELECTION CRITERIA

FY 2012 CDBG

- The governing body demonstrates that it has studied its problem, has insight into it and can establish a sound budget for project.
- The project area has been established as serving above 51% low/moderate income households and individuals.
- It is shown that the project solves a serious threat to the health and/or safety of the community, that the serious threat became critical within 18 months preceding the application process, that the municipality has no other sources of funding for handling the threat.
- That CDBG funds will leverage other state and/or federal grants.
- The municipality provides a local cash match.
- Project displays a regionalized effort by including more than one municipality.
- The project has been through a CDBG application process before and did not receive funding or received insufficient funds.
- Once a governing body receives CDBG funds from the County, it falls to a position of lesser priority and higher priority is given to municipalities not yet served.
- Project to have a maximum limit of \$100,000 in CDBG funds (not counting leveraging) unless there are no other projects proposed which can show leveraging and/or municipal contributions.
- Municipality or municipal authority has the ability to pay for professional engineering and/or architectural services and the professional firm meets compliance with all state and federal regulations as established by CDBG directives.

Please use the following directions for completion and submission of a Elk County FFY 2012 Community Development Block Grant Application:

A complete application should consist of the following:

Elk County FFY 2012 Community Development Block Grant Application

- I. Project Description
- II. Project Need
- III. Work plan/Time Frame
- IV. Budget Summary

Additional pages may be submitted for each section but are not necessary. Applications must be received by 4:00PM on Friday January 6, 2011 at the location stated below. A Paper Clip or Large Binding Clip should be used to hold the application together, please do not use book bindings or staples.

Please send original and 2 copies of the complete application to :

Elk County Planning Department
Attn: Tracy Gerber ,CDBG Coordinator
P.O. Box 448, 300 Center Street
Ridgway, PA 15853

Applications will be reviewed with priority based on selection criteria enclosed with the application.

All applicants must establish that the area served by the project is above fifty one percent (51%) of the Low/Moderate Income Guidelines as established by HUD. See attached form for use to complete your income survey. For assistance completing an income survey contact Tracy Gerber at (814) 787-4649.

Community Development Block Grant (CDBG) Income Survey CONFIDENTIAL

(All information herein will be kept strictly confidential)

THE COUNTY OF ELK

For determining eligibility for proposed community development projects, to be funded by the Pennsylvania Community Development Block Grant (CDBG) Program, the following information is necessary. Please complete and return this document to:

Elk County Planning Department, P.O. Box 448, 300 Center Street, Ridgway, PA 15853

Please indicate below the number of persons in your household by placing an "X" on the appropriate line. Follow the line directly to the right and indicate by circling whether your total household income is above or below the amount listed that corresponds to your household size.

NOTE: A "Household" is all persons living in the same home

COUNTY OF ELK INCOME LIMITS

"X" Here	Household Size	Total household income amount	Circle Above or Below
	1 Person	Total Income is \$31,750	Above or Below
	2 Persons	Total Income is \$36,250	Above or Below
	3 Persons	Total Income is \$40,800	Above or Below
	4 Persons	Total Income is \$45,300	Above or Below
	5 Persons	Total Income is \$48,950	Above or Below
	6 Persons	Total Income is \$52,550	Above or Below
	7 Persons	Total Income is \$56,200	Above or Below
	8 Persons	Total Income is \$59,800	Above or Below

How many families currently reside at this address _____ (If more than one family, each family must complete a separate questionnaire.)

Ethnicity: (select **only one**)

- Hispanic or Latino
- Not Hispanic or Latino

Race: (select **one or more**)

- African American African American & White
- American Indian or Alaska Native
- Asian Asian & White
- Native Hawaiian or Other Pacific Islander
- White Other Multi-racial

Street Address _____ City _____ State _____ Zip _____

Respondent Signature _____ Date _____

Interviewer Signature _____ Date _____

"Any false statements made knowingly and willfully may subject the signer to penalties under Section 1001 and 1010 of Title 18 of the United States Code."

ANNUAL INCOME INCLUDES:

1. Gross wages before deductions of all adult members of the households.
2. The net income from operation of a business or profession or from rental of real or personal property.
3. Interest and dividends.
4. Social Security and pensions.
5. Unemployment Compensation, Disability Compensation, Workmen's Compensation.
6. Public Assistance.
7. Alimony and child support.

ANNUAL INCOME DOES NOT INCLUDE:

1. Income from dependent minors under age 18. Heads of households and spouses may never be considered minors.
2. Income of full-time students age 18 or older, who are not heads of households or spouses.
3. One-time additions to family assets such as inheritances, capital gains, settlement for personal or property losses.