



## **FY 2012 Community Development Block Grant Discretionary Targets of Opportunity for Downtown Revitalization Pre-Assessment Worksheet**

To be invited to submit a full application for Fiscal Year 2012 Community Development Block Grant (CDBG) Discretionary Targets of Opportunity for Downtown Revitalization, the Intended Local Government Applicant must submit a Pre-Assessment Worksheet to the Office of Community Development (OCD) for review. OCD will work with Heritage Ohio to schedule a technical assistance visit if the proposed project appears eligible. A technical assistance visit is required for submission of a full application. *The italicized items will need to be addressed at the full application stage.*

### **Intended Local Government Applicant Information**

- 1) Please identify the Intended Local Government Applicant (must be non-Entitlement county, city, or village).\*
- 2) Please identify Intended Local Government Applicant as Main Street, Emerging Main Street, or Non-Main Street Community.
- 3) Is the Intended Local Government Applicant currently a member of Heritage Ohio?
- 4) Has the Intended Local Government Applicant adopted a Downtown Plan or Comprehensive Plan that includes the Central Business District? Does this plan govern the activities of the Central Business District? *The Intended Local Government Applicant must demonstrate that the proposed improvements are consistent with the plan.\**
- 5) Does the Intended Local Government Applicant have Design Review Standards that include the Secretary of the Interior's Standards for Rehabilitation (verbatim) in place for the Central Business District?\*
- 6) Please provide information on the Intended Local Government Applicant's downtown business/building owners' organization, including the age, organizational structure, membership, and level of activity. *Building owners applying for assistance must be members of the Intended Local Government Applicant's downtown business/building owners' organization.\**
- 7) Please provide the name and title of the local government employee who will be primarily responsible for the administration of Community Development Block Grant (CDBG) funds.
- 8) Funding for Fiscal Year 2012 Discretionary Targets of Opportunity for Downtown Revitalization Program will be awarded under the Slum/Blight CDBG National Objective. To document the national objective, the Intended Local Government Applicant will be required to complete a building conditions survey form for each building to receive assistance. The Intended Local Government Applicant will also be required to certify the target area as Slum/Blight. Please acknowledge that these requirements are understood and will be followed.\*

\* Denotes program thresholds

- 9) CDBG funding requires compliance with federal statutory environmental review requirements, including coordination with the Ohio Historic Preservation Office. Please acknowledge that these requirements are understood and will be followed.\*
- 10) Has the Intended Local Government Applicant received CDBG funding for downtown revitalization from the Office of Community Development (OCD) in the past five years? If so, please identify the program (Tier I, Tier II or Tier III), program year, and the amount of assistance.
- 11) Please identify potential partner organizations and their anticipated role in the project.

### **Project Information**

- 1) How many buildings will be improved with funding from this project? The minimum number of buildings is one and the maximum number is four.\* If the project will assist multiple buildings, the buildings must be in a concentrated area, i.e. city block, intersection. *The building(s) must be in the Intended Local Government Applicant's Central Business District and substandard as documented by a building conditions survey.\**
- 2) Who owns the building(s)? *The building owner must be current on taxes and have clear title for assistance to be provided.\**
- 3) Is the building(s) on the National Register of Historic Places, in the Ohio Historic Inventory, in a Local Historic District or in any other way iconic?
- 4) Please provide proposed project sources and uses, including the amount of CDBG assistance (loan or grant) that will be requested and the amount/source/structure (loan or grant) of matching funds. All non-CDBG project funds must be committed. The Intended Local Government Applicant should also include the estimated Total Project Cost calculated with the required federal prevailing wage rates. *CDBG can fund no more than 50 percent of the project (not to exceed \$250,000), but CDBG is not required to be 50 percent of each building cost. Eligible costs include façade improvements and the correction of code violations. Improvements must address identified substandard conditions.\**
- 5) Is the building(s) occupied? If not, has a potential or committed end-user for the building been identified?
- 6) Will the Intended Local Government Applicant commit funds to the project? *If the building is owned by the Intended Local Government Applicant, at least 5 percent match is required for projects in excess of \$500,000 and 10 percent match for projects at/under \$500,000.\**
- 7) Have specifications or preliminary design work been completed for the building(s)? If so, please attach a milestone chart including the date the work was completed.
- 8) Has a pro-forma been completed for the building?\*
- 9) Please submit a map that shows the building(s), the Intended Local Government Applicant's Central Business District, and Design Review Standards District. Please also include one photo of the building.

If there are questions regarding the Pre-Assessment, please contact the Office of Community Development's Economic and Appalachian Development section at (614) 466-2285.

\* Denotes program thresholds