**Community Development Block Grant Program**



**2020**

**Blight Clearance Program (BCP)**

Indiana Office of Community and Rural Affairs

CDBG Program

One North Capitol, Suite 600

Indianapolis, IN 46204

Indiana Office of Community and Rural Affairs

Community Affairs Division

One North Capitol, Suite 600

Indianapolis, Indiana 46204

(800) 824-2476

**Blight Clearance Program Information and Application Instructions**

The Office of Community and Rural Affairs (OCRA) seeks applications from eligible local units of government that would like to be considered for the Blight Clearance Program funded through the state Community Development Block Grant (CDBG) program. Eligible local units of government are counties, cities, or incorporated towns not located within an entitlement community. Unincorporated areas must apply through the county in which they are located.

**General BCP Information**

The goal of the program is to encourage communities with eligible populations to focus on long-term community development through the elimination of slum and blight areas within their jurisdiction. To be considered, projects must demonstrate the following:

* The particular project addresses established long-term community priorities;
* The funds granted will have a significant impact on the overall project;
* The community has demonstrated a strong commitment to the project and the site’s development; and
* The project is ready to proceed upon grant award and will be completed within 18 months after the award date.

**Minimum Requirements**

To be eligible for BCP assistance, projects must meet the following minimum requirements:

* The lead applicant must be a non-entitlement city, county or incorporated town that possesses the legal capacity to carry out the proposed program.
* The lead applicant may contract with a 501(c)(3) not-for-profit organization to carry out the activities of an eligible project, provided that the organization can document its not-for-profit status with the U.S. Internal Revenue Service, the Indiana Department of Revenue, and the Indiana Secretary of State.
* The proposed project must meet a national objective and be an eligible activity under Section 105 (a) of the Housing and Community Development Act of 1974. In general, the project must aid in the prevention or elimination of slums or blight, either on an area or spot basis.
* If the applicant has previously received any CDBG funds through the Office of Community and Rural Affairs or the Indiana Housing and Community Development Authority (IHCDA) the applicant must **NOT** have:
* any unresolved monitoring/audit findings;
* any overdue grant reports or closeout documents;
* for cities and towns: two (2) open CDBG grants at the time of application;
* for counties: three (3) open CDBG grants at the time of application;
* an open CDBG grant that has not received Release of Funds
* If a community has an open CDBG grant, the community must have an executed construction contract and be under construction, or a consultant under contract for planning grants before the community may apply for an additional CDBG grant. Grant Services must have received the Notice of Start of Construction to be considered “under construction” by the date the application is due.
* Any CDBG Program Income collected from a previous CDBG grant must be obligated for a use that has been approved by the Indiana Office of Community and Rural Affairs before another CDBG grant will be approved. Any available Program Income may be used as part of the local match for a CDBG project. Please contact the CDBG Program Director for additional information regarding Program Income.
* The cost per beneficiary ratio for the proposed project cannot exceed $5,000 (grant funds only).
* Local match must be provided by the applicant or third-party. Other state, federal or local grants can count toward the local match requirement. The local match must be in the amount of 10% of the total project cost, not the grant amount being requested.
* All requests to use in-kind match must be approved in advance, in writing, by the Indiana Office of Community and Rural Affairs’ CDBG Program Director. **Written requests and documentation must be submitted to the State CDBG Program Director prior to application submission** Eligible sources of in-kind match include but are not limited to:
* The appraised fair market value of donated land. Land donations by applicants, developers, organizations or individuals with financial or ownership interest in the project are ineligible as in-kind match;
* Volunteer labor calculated at $10.00 per hour regardless of the type of work being done (volunteer labor must be approved by HUD);
* Donated goods and materials and use of equipment valued at cost.

Written requests must include:

* A letter from the chief elected town or city official requesting to use In-Kind match and identifying amount requested;
* Supporting documentation, including a commitment letter form the donor regarding what is being donated and the value.
* Grant Administrators used for BCP projects must have a Grant Administrator Certification issued by the Indiana Office of Community and Rural Affairs. A complete list of grant administrators who are current in this training is available [here](https://www.in.gov/ocra/2536.htm).

The application should be packaged as a **single PDF file** and electronically submitted by email (if under 20 MB in size) to info@ocra.IN.gov, OR by mail on a USB thumb drive to OCRA, CDBG Program Director, 1 North Capitol, Suite 600, Indianapolis, IN 46204. **If the PDF is over 20 MB in size it must be mailed on a thumb drive.** Digital signatures will be accepted. **No paper copies will be accepted.**

**Eligible BCP Activities**

The following list identifies the general types of eligible activities for BCP funding. The list is not all-inclusive. Applicants should contact their Community Liaison to determine if their project is eligible for funding.

1. Demolition and/or clearance of slum and blight areas
2. Environmental clean-up of sites for future development
3. Acquisition

**Ineligible Activities**

**This list is not meant to be all-inclusive**; please consult your Community Liaison for questions regarding specific projects. The following is a list of **some** of the projects that are not eligible for CDBG funding:

* The acquisition, construction or rehabilitation of buildings for the general conduct of government;
* Real property acquisition for ineligible activities;
* General equipment purchase;
* Operation and maintenance expenses associated with public facilities or services;
* General government expenses;
* Political activities of any nature; or
* The direct construction of new housing.

**Projects Combining Eligible and Ineligible Activities**

Depending on a community’s needs, it may be appropriate for a project to combine CDBG eligible and ineligible activities. Such a project may still be eligible for CDBG funds, provided that:

* The budget clearly delineates the costs of the eligible and ineligible activities;
* CDBG funds will not pay for any ineligible activities; and
* Local funds comprise at least the minimum required match of the cost of the eligible portion of the project.

Please consult your Community Liaison or CDBG Program Director for further guidance.

**Meeting a National Objective of the Federal Act**

Title I of the Housing and Community Development Act of 1974, as amended, identifies the national objectives of the CDBG program. BCP projects must meet the national objective of Area wide or Spot Slum and Blight Prevention or Elimination.

The community will need to demonstrate that it meets the required objective by providing all required documentation and answering all relevant questions:

**Prevention or Elimination of Slums or Blight – Area Basis**

The following questions must be answered in the application on the National Objective Identification page:

1. What are the boundaries of the area?
2. What are the conditions that cause the area to be considered blighted?
3. What percentage of buildings in the area are deteriorated? How are they deteriorated?
4. What public facilities in the area are deteriorated? Describe this deterioration.
5. How will the proposed project remedy one or more of the blighted conditions described above?

The following documentation must be attached to a slum and blight, area basis application:

1. Municipal resolution passed, by the application due date, by governing body that describes boundaries of the specific blighted conditions within the area, and officially designates an area as blighted or an area in need of redevelopment in accordance with IN 36-7-1-3 and IN 36-7-14. Resolution cannot be older than 10 years.
2. Photographic documentation **with captions and dates** of the slum or blighted conditions that prompted the municipal resolution.
3. Map of area showing location of project activities. Map must provide street level detail.

**Prevention or Elimination of Slums or Blight – Spot Basis**

The following issues must be addressed on the National Objective Identification page:

1. Show the specific blighted or deteriorating structure that will be affected by the proposed project.
2. Provide a detailed description of conditions to be remedied by the proposed project, accompanied by a detailed statement of activities to address those conditions.

The following documentation must be attached to a slum and blight, spot basis application:

1. Municipal resolution passed, by the application due date by governing body that describes the blighted or deteriorating structure, including a legal description, and officially designates the structure as blighted under a spot basis.
2. Photographic documentation **with captions and dates** of the slum or blighted conditions that prompted the municipal resolution.

**Please note a spot basis blight project must not be located within a designated blight area***.*

**Amount of Grant Request and Local Match**

BCP applicants may request funds of up to $500,000 over any period of time. **However,** **once a grantee has received BCP awards totaling $500,000, the community will not be considered for additional BCP funding for a period of five years following the closeout date of the most recent award.** The $500,000 may be divided into multiple grants over time or may be requested all at once. For example, a community may be awarded $200,000 on 8/31/18, $150,000 on 3/31/20, and $150,000 on 7/30/21. At that point, the community would not be considered for further BCP funding until 1/30/28, five years after the closeout date of the most recent award (1/30/23).

**The maximum award is not intended to serve as a target figure for requests for grant assistance.** OCRA will review the level of grant assistance requested and will consider the appropriateness of the project’s scope, level of demonstrated need, and the financial resources of the applicant. **If OCRA determines that a lesser amount is appropriate, it may be necessary to revise the application before it is considered for funding.**

In order to participate in BCP, **communities must commit at least ten percent (10%) of the total project cost** in matching funds toward the grant. For example, an applicant applying to fund a project costing a total of $100,000 must commit at least $10,000 or ten percent (10%) of this project cost. The grant request would then be for the amount of $90,000.

**Consultants and Grant Administration**

The Blight Clearance Program requires the Qualifications Based Selection (QBS) procurement method for architectural and engineering services. All other professional services must be procured using the Request for Proposals (RFP) method, if being paid with CDBG funds.

All grant administrators involved in CDBG projects must be fully accredited CDBG Grant Administrators. This certification must be current at the time of application. A list of such grant administrators is available at <http://www.in.gov/ocra/2536.htm>. Additional information on the CDBG Grant Administrator Certification Policy can be found on the OCRA website at: <http://www.in.gov/ocra/2897.htm>.

**NOTE:** Private firms or non-governmental entities that perform project development and administration activities for CDBG-assisted projects (project development, environmental review, grant application preparation, procurement assistance, grant administration) will NOT be allowed to perform architectural, engineering, planning, or other related services/activities for grantees or their non-profit sub-recipients on those projects.

**If paid from CDBG funds, Grant Administrators may charge the following:**

* Environmental Review $5,000 maximum
* Labor Standards $5,000 maximum
* Administration 8% of the BCP grant amount

**Public Hearings and Citizen Participation**

Two public hearings must be held at different stages of project development. One public hearing must be held prior to the submission of the LOI and the second must be held prior to the submission of the full application.

**Note: New public hearings must be held for each grant cycle, regardless of prior application(s).**

Public hearing notice must be posted at least 10 days prior to the hearing date. **Therefore, the public hearing cannot occur until the 11th day or after**. Applicants should be aware of local newspaper deadlines for submitting advertisements. Some smaller newspapers are published weekly, and will require that the advertisement is placed well in advance of the public hearing. Other methods of advertising the public hearing are also encouraged. All public hearings must be accessible to handicapped persons. Public hearings should also be made convenient to the low- and moderate-income residents who will benefit from the project.

The public hearing notice and the publisher’s affidavit documenting publication dates, the dated sign-in sheet and signed minutes **must be attached to the application for** **both public hearings.** The affidavit is the **only** application document accepted after the due date. **The affidavits must be received within 14 days of the due date. OCRA is not responsible for reminding applicants to submit this document.**

**Minutes must be signed and dated by the party that recorded them.** *If a third party, such as a grant administrator, takes the minutes of the meeting, the applicant* ***must*** *include a document stating that the third party is acting as the applicant’s representative.* It is recommended that an audio tape of the public hearing be recorded and kept until the grant is closed out. OCRA may request transcripts of the public hearings.

* Place all documents from each public hearing together in the application. Do not separate by type of documentation.
* All public hearing ads submitted with the application must be of sufficient size to be readable upon review.
* Minutes should document the topics of discussion and not simply state “there was a discussion.”
* Minutes are a great source of quotes showing residential impact.

All questions regarding Limited English Proficiency must be answered on the Citizen Participation page. Please attach the Four Factor Analysis and Language Access Plan as required.

For more information, please refer to the [CDBG Handbook](https://www.in.gov/ocra/2575.htm).

**Application Process and Deadlines**

The application should be packaged as a **single PDF file** and electronically submitted by email (if under 20 MB in size) to info@ocra.IN.gov, OR by mail on a USB thumb drive to OCRA, CDBG Program Director, 1 North Capitol, Suite 600, Indianapolis, IN 46204. **If the PDF is over 20 MB in size it must be mailed on a thumb drive.** Digital signatures will be accepted. **No paper copies will be accepted.**



The process for submitting a BCP application is as follows:

1. **Blight Clearance Program Proposal:**

The proposal is a draft of the application that allows OCRA to review the basic information of the project and determine if it is likely to meet a national objective and is an eligible activity before approving the submission of a full application. Proposals that are not likely to meet a national objective, or are not an eligible activity will not be approved to move forward to the full application. The sections that are required at proposal are identified in the checklist with a “(RP)”. Failure to include all of the required sections at proposal could result in the proposal not being approved to move forward to the full application. OCRA will also conduct a Site visit between the Proposal and Application with the community to go over details of the project, explain the rules of the grant program, provide technical assistance, and address any questions. **The site visit must take place within one month of receipt of the proposal submission. If a site visit does not occur within this month, a new proposal will need to be submitted to OCRA.**Proposals should be packaged as a **single PDF file** and electronically submitted by email (if under 20 MB in size) to info@ocra.IN.gov, OR by mail on a USB thumb drive to OCRA, CDBG Program Director, 1 North Capitol, Suite 600, Indianapolis, IN 46204. **If the PDF is over 20 MB in size it must be mailed on a thumb drive.** Digital signatures will be accepted. **No paper copies will be accepted.** Proposals will be accepted on a rolling basis.However, applicants should be aware that they will have **three months** from the date of proposal submission to submit their full application.

1. **Procurement:**

The applicant must use Qualifications Based Selection (QBS) or Request for Qualifications (RFQ) process for architectural/engineering services, as laid out in the CDBG Handbook. This process should begin after the applicant has met with OCRA pertaining to their desired project, to allow inclusion in the scope of work any additional items identified at the site visit.

1. **Blight Clearance Program Application:**

BCP applications will be reviewed during ongoing monthly funding cycles. The application deadline is the 15th of each month by 4:00 p.m. in order to be considered for that month’s funding cycle. If an application is received after the 15th of the month, then it will be scored and considered for the following month’s funding cycle. **Applications must be submitted within (two/three months) of the proposal submission.**

**Please answer all questions completely.** Be sure to reference the page number of each piece of supporting documentation in the appendices (ex. A-00), and do not include attachments that are not discussed and referenced in the narrative unless federal or state policy requires those attachments.

Submissions MUST use a minimum of one-half (1/2) inch margins, and font, font size, and other formatting should not be changed from the application template. The application must bear the signature of the chief elected official of the lead applicant and must be single-sided. Digital signatures will be accepted.

Applications received by the 15th of the month at 4:00 p.m. will be scored on the third Thursday of that month. If the 15th and the third Thursday are the same day, then scoring will take place the following Tuesday. After scoring, a decision will be made by the end of that month. This notification of award is the official award letter. The grant agreement will be sent out to award recipients at a later date. Applications that do not receive funding will be contacted to schedule a feedback meeting after which they may revise and reapply when satisfactory changes to the proposed project are made.

**NOTE:** Applicants that do not receive funding but choose to reapply will need to hold one additional public hearing to discuss the revisions that were made to the original application before resubmission.

**NOTE:** In the event of an incomplete application, the application will be returned and can be resubmitted once complete. All of the additional information needed to complete the application must be submitted upon request. Date of receipt of application will be based on the date of receipt of all required documentation.

**NOTE:** If an application is returned because it is incomplete, no additional public hearing is required as long as the scope and budget for the project does not change substantially (by at least 10%). If an application is returned because it did not meet the minimum score requirement to be awarded, then another hearing will be required.

**Closeout and Five Year Monitoring Period**

Pursuant to 24 CFR 570.489 property that has been acquired or improved in whole or in part using CDBG funds may not change the use of such property for a period of five (5) years after closeout unless they go through a change in use process. Any change in use must remain an eligible activity under CDBG. To comply with this regulation, OCRA will monitor all grants made under the Blight Clearance Program (BCP) 2.0 for the five (5) year period following closeout of a project. If the community plans to change the use of a property within that five (5) year period, they must submit a request to OCRA in writing prior to making any change and go through the change in use process. All projects changed to an ineligible activity under CDBG the grant will have to repay all or part of the grant funds.

**GRANT EVALUATION CRITERIA**

**700 POINTS TOTAL**

Applications must achieve a minimum score of **450 points** to be eligible for award.

**NATIONAL OBJECTIVE SCORE (100 POINTS):**

**Prevention or Elimination of Slums or Blight:** 100 points maximum awarded based on the characteristics listed below. The total points given are computed as follows:

**National Objective Score = (Total of the points received in each category below)**

* + Applicant has a Slum/Blight Resolution for project area (50 pts.)
	+ The project site is a [brownfield](https://www.in.gov/ifa/brownfields/files/7-18-2018%20Final.pdf)\* (25 pts.)
	+ The building or district is listed on the Indiana or National Register of Historic Places\*\* (10 pts.)
	+ The building or district is eligible for listing on the Indiana or National Register of Historic Places\*\* (10 pts.)
	+ The building is on the Historic Landmarks Foundation of Indiana’s “10 Most Endangered List” (15 pts.)

\*The State of Indiana defines a brownfield as an industrial or commercial property that is abandoned, inactive, or underutilized, on which expansion or redevelopment is complicated due to actual or perceived environmental contamination.

\*\*Project may either be listed on **or** eligible for listing on the National Register of Historic Places. ***Both cannot be checked***.

**COMMUNITY DISTRESS FACTORS (175 POINTS):**

Various factors are used to determine the distress of a community. OCRA has partnered with Stats Indiana, an Indiana University entity to analyze and calculate the distress of Indiana’s small cities, towns, counties and townships. Factors used to calculate the Community Distress points used for CDBG scoring include:

**Percentage of Households with Income under Poverty Level**

**Median Household Income**

**Percent of Housing Units that are Vacant**

**Median Home Value**

**Unemployment Rate**

**Labor Force Participation**

Local government scores, which are updated and published annually, can be found at: [www.stats.indiana.edu](file:///C%3A%5CUsers%5Ceogle%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CIA8OBI97%5Cwww.stats.indiana.edu).

**LOCAL MATCH CONTRIBUTION (75 POINTS):**

A maximum of 75 points based on the percentage of local funds devoted to the project. This total is determined as follows:

**Total Match Points = % Eligible Local Match X 1**

The points total is capped at 75 points or 75% match, i.e., a project with 75% match or greater will receive 75 points. Below 75% match, the formula calculation will apply.

Eligible local match can be local cash, debt or in-kind sources. Federal, state, and local government grants are considered eligible match. In-kind sources may provide eligible local match for the project, but the amount that can be counted as local match is limited to 5% of the total project budget or a maximum of $25,000. Use of in-kind donations as eligible match requires approval from the CDBG Program Director approximately 1 week prior to application submission.

**PROJECT DESIGN FACTORS (300 POINTS):**

A maximum of 300 points awarded according to the evaluation in three areas:

**Project Description** – Is the project clearly defined as to determine eligibility? – 50 points

**Project Need** - Is the community need for this project documented and compelling? – 125 points

**Financial Impact** - Why is grant assistance necessary to complete this project? – 125 points

The points in these categories are awarded by the OCRA Scoring Committee when evaluating the projects**. Applicants should refer to the application packet and address all questions present.** Applicants should work with their OCRA Community Liaison to identify ways to increase their project’s competitiveness in these areas.

**PROGRAM SPECIFIC POINTS (50 POINTS):**

**IFA Registry** – A maximum of 25 points awarded for projects listed on the IFA Brownfield registry (IFA program site number) which indicates prior involvement of the Indiana Brownfield Program.

**Site Redevelopment Plan** – A maximum of 25 points will be awarded for projects that have a site redevelopment plan for the future use of the Brownfield site.

**BONUS POINTS POLICY:**

It is OCRA’s policy to encourage and support regional coordination amongst rural communities. As such a grant application that is included in a regional plan will be awarded 25 bonus points. To receive these bonus points requires verification of the regional plan from the CDBG Program Director approximately 1 week prior to application submission.

**Bonus Points for Regional Planning** – 25 points.

**POINTS REDUCTION POLICY:**

It is the policy of OCRA not to fund more than one phase or component of a single project type in different funding rounds. This applies to all project types, although it is particularly relevant to utility projects. If a community needs to phase a project in order to complete it, they should consider which phase would be most appropriate for CDBG assistance. Even if a community doesn’t intentionally phase a project, OCRA will take into account previously awarded projects for the same project type. A community that has previously been awarded a grant for the same plan type will likely not be competitive and will be subject to the following point reduction. This applies to all plan types, although it is particularly relevant to utility plans.

**0 – 5 years since previous funding** – -50 points

**Example:** Community submits and receives a Wastewater Drinking Water (WDW) grant in 2015. When applying for a WDW grant in 2020, they would be subject to a point reduction of 50 pts. In 2021, they would have no point reduction.

**NOTE:** BCP applicants may request funds of up to $500,000 over a period of time. **However,** **once a grantee has received BCP awards totaling $500,000, the community will not be considered for additional BCP funding for a period of five years following the closeout date of the most recent award.** The $500,000 may be divided into multiple grants over time or may be requested all at once. For example, a community may be awarded $200,000 on 8/31/18, $150,000 on 3/31/20, and $150,000 on 7/30/21. At that point, the community would not be considered for further BCP funding until 7/30/27, five years after the closeout date of the most recent award (7/30/22).

**Proposal and Application Checklist**

Place the information in the application in the following order so OCRA staff can review the information efficiently. Forms and resources on OCRA’s website have been hyperlinked. Please use those links to ensure you are using the most current version of those resources. All CDBG resources can be found at <http://in.gov/ocra/2575.htm>.

**For the proposal, items with an “(RP)” next to them are required at that time. Failure to include those items could result in the project not moving forward to the full application.**

***DO NOT INCLUDE THIS CHECKLIST, ANY OF THE PRECEDING PAGES, OR THE SAMPLES AT THE END IN THE SUBMISSION.***

[ ]  **Applicant Information (RP)** [ ] First page of the application

 [ ]  All blanks completed

 [ ]  Local match meets program requirements

 [ ]  [Updated W-9 Form (Nov. 2017 Version)](https://www.irs.gov/pub/irs-pdf/fw9.pdf)

[ ]  **Table of Contents**

[ ]  **Project Narrative (RP)** [ ]  Project Description

 [ ]  Project Need

 [ ]  Fiscal Impact

[ ]  All sections are completed and are no more than four (4) pages in length

[ ]  **National Objective (RP)** [ ] Appropriate National Objective indicated

[ ] All questions answered

[ ]  **Beneficiaries** [ ] Grant amount requested divided by the total number of beneficiaries does not exceed $5,000/beneficiary limit

[ ] Numbers are added correctly and consistent throughout application

[ ]  **Budget (RP)** [ ] Amounts must be rounded to the nearest dollar

[ ] Summary Project Budget

[ ] Detailed Itemized Budget

[ ] All sections completed

[ ] All calculations are correct (errors may result in rejection of submission)

[ ] If applicable, approval of in-kind match from CDBG Program Director

[ ]  **Citizen Participation (RP)** [ ] All public hearing documentation

[ ] Documentation for each hearing packaged independently

[ ] Copy of the published Notice for both public hearings from the publisher/publication

[ ] Copy of publisher’s affidavits

[ ] Public hearings occurred on or after the 11th day from publication

[ ] Sign-in sheet from both hearings included

[ ] Signed Minutes from both public hearings

[ ] Copy of response(s) to comments and/or complaints

[ ] Four Factor Analysis worksheet

[ ] Copy of Language Access Plan (if required)

[ ] Documentation of third-party authorization to take minutes

[ ] If applicable, multi-jurisdictional

[ ] Citizen participation for each jurisdiction

[ ] Two hearings held within each jurisdiction

[ ] Separate documentation for all public hearings

[ ]  **Readiness** [ ] Fully signed Readiness to Proceed Certification

[ ] Financing information and local match documentation

[ ] Statement from Chief Financial Officer stating funds are available and dedicated to the proposed project

[ ] Status of Environmental Review Process

[ ] [FORM 7 Environmental Review](http://in.gov/ocra/files/Environmental_Form_7_-_ER_Agency_Contact_Listing_6.14.17.doc) (weblink)

[ ] Statement on engineering and/or architectural services

[ ] Permit information

[ ] Site Control information

[ ]  **Program Specific Section** [ ] BCP project specific Program Development Issues (PDIs)

[ ] Site Redevelopment Plan

[ ]  **Legal** [ ] Displacement

[ ] Displacement Assessment

[ ] Displacement Plan

[ ] [Form 6.6 Federal Funding Transparency Form (FFATA)](https://www.in.gov/ocra/files/FORM06.6_Federal_Funding_Accountability_Final.pdf)

[ ] [Form 1 Disclosure Report](https://www.in.gov/ocra/files/Contract_Form_1_-_Disclosure_Report%282%2912.31.2015.pdf)

[ ] Copy of Fair Housing Ordinance (only the actual ordinance language) **(RP)**

[ ] Copy of Drug Free Workplace Policy

[ ] Sub-recipient documentation

[ ] Draft of sub-recipient agreement based on [OCRA’s template](https://www.in.gov/ocra/files/SUBRECIPIENT_AGREEMENT_Spring%202016.docx)

[ ] IRS federal designation documentation

[ ] Indiana Dept. of Revenue Certification

[ ] Applicant has confirmed via the [Business Entity Search](https://bsd.sos.in.gov/publicbusinesssearch) the sub-recipient is in good standing with the Secretary of State (nothing needs to be attached)

[ ] Civil Rights Certification

[ ] Assurances & Certification

[ ] Authorization of Submission **(RP)**

[ ] If applicable, Cooperation Agreements

[ ] If applicable, Multi-jurisdictional

[ ] Inter-local Cooperation Agreement

[ ] Resolution for each jurisdiction

[ ]  **Appendix A: National Objective Information (RP)**

 [ ]  Maps (in color)

 [ ]  Boundaries of jurisdiction shown

 [ ]  Project area shown as well as service area

 [ ]  Detailed map of service area (including street names)

 [ ]  Service area corresponds to survey area

 [ ]  Floodplain map if located in 100-year flood plain

 [ ]  Resolution designating the site/area as slum/blight

 [ ]  Proof of listing on IFA Registry (if applicable)

 [ ]  Copy of Site Redevelopment Plan (if applicable)

[ ]  **Appendix B: Project Description Documentation (RP)**

[ ] Scope of Work

 [ ]  Sub-recipient not-for-profit status documentation, including Federal designation from the IRS and Indiana Dept. of Revenue certification.

[ ]  **Appendix C: Project Need Documentation**

[ ] Relevant letters of need and other evidence of community need (Limited to seven letters; no page limit on the letters)

[ ] Photos in color with dates and captions explaining relevancy

[ ]  **Appendix D: Fiscal Impact Documentation**

[ ]  Applicant fiscal impact documentation

 [ ]  Cash & Investment Combined Statement

 [ ]  Tax sheet

 [ ]  Clerk/Treasurer’s Debt Report

[ ]  Ending balances of discretionary funds with explanations of the future use of those funds

[ ]  If applicable, sub-recipient fiscal documentation

 [ ]  Income & Expenses Report

 [ ]  Annual operating budget

[ ]  **Appendix E: Readiness Information** [ ]  Municipal resolution authorized by governing body committing the total amount of local match, indicating source and amount of match

 [ ]  Written statement from Chief Financial Officer stating funds are available and dedicated to project

 [ ]  Correspondence from bank, not-for-profit or other funding source (If applicable- Must be with original signature on letterhead)

[ ]  **Appendix F: Procurement Documentation**

[ ]  Copy of the detailed scope of work

 [ ]  Original legal ad announcing Request for Proposals/Qualifications and publisher’s affidavit

 [ ]  Copies of certified mail receipts

 [ ]  List of firms solicited

[ ]  List of at least two MBE/WBE firms solicited **(please note which firms are MBE/WBE)**

 [ ]  List of firms responding to solicitation

 [ ]  List of firms on the short list

 [ ]  List of scoring/selection committee members and titles

[ ]  Copies of all SIGNED score sheets (one per committee member per firm considered)

 [ ]  Summary of scores (Group Interview Evaluation Form)

 [ ]  Copies of any correspondence to firms, including copies of letters sent to firms not selected

[ ]  Copy of proposed contract with selected firm, including Third Party Contract Provisions

**Blight Clearance Program - Applicant Information**

**LEAD (LEGAL) APPLICANT:**

CHIEF ELECTED OFFICIAL (NAME & TITLE):

MAILING ADDRESS:

CITY:       COUNTY:       CDBG COUNTY CODE:

ZIP:       PHONE:       FAX:       E-MAIL:

CHIEF FINANCIAL OFFICER (NAME & TITLE):

PHONE:       EMAIL:

FEDERAL I.D. /E.I.N. NUMBER:

**DUNS NUMBER**:

**CAGE NUMBER:**

**SAMS EXPIRATION DATE:**

**SUB-RECIPIENT (IF APPLICABLE):**

CHIEF EXECUTIVE OFFICER:

MAILING ADDRESS:

CITY:

ZIP:       PHONE:       FAX:

EMAIL:

FEDERAL I.D. /E.I.N. NUMBER:

**DUNS NUMBER**:

**GRANT ADMINISTRATOR:**

BUSINESS OR ORGANIZATION:

ADDRESS:

CITY:

ZIP:       PHONE:       FAX:

EMAIL:

DATE CERTIFICATION FROM OCRA EXPIRES:

ESTIMATED # OF BENEFICIARIES:

LMI % OR SLUM/BLIGHT POINTS:

**PROJECT FUNDING SOURCES** Amounts should be rounded to the nearest dollar.

|  |  |
| --- | --- |
|  | **Amount** |
| 1. **CDBG Request** |  |
| 2. Lead and/or Joint Applicants |       |
| 3. Loans |       |
| 4. CDBG Program Income |       |
| 5. Philanthropic Match  |  |
| 6. In-kind Match (Max 5% of grant request, or $25,000, whichever is less) |  |
| 7. Private and/or Local Grants |       |
| 8. Other Government Grants |       |
|  List sources: |       |
| 9. **TOTAL MATCH** (add lines 2-8) |       |
| 10. **SUBTOTAL** (add lines 1 & 9) |       |
| 11. Ineligible Costs |       |
| 12. **TOTAL PROJECT COST** (add lines 10 & 11) |  |

**METHOD OF PROCUREMENT** (check one):

Grant Administrator: [ ]  RFP [ ]  Local Funds [ ]  Not Yet Procured [ ]  N/A

 Architect/Engineer: [ ]  RFQ [ ]  Local Funds [ ]  Not Yet Procured [ ]  N/A

**FAIR HOUSING ORDINANCE attached** (check one): [ ]  Yes [ ]  No

(only the ordinance language is needed; additional language from resolutions or minutes should not be included)

**What year was the ordinance adopted?**

**DRUG FREE WORKPLACE POLICY in place and attached** (check one): [ ]  Yes [ ]  No

(copy of entire policy must be attached to final application)

**Is any part of this project in a floodplain?** [ ]  Yes [ ]  No

**Will the applicant unit of government have open CDBG grants at time of application?** [ ]  Yes [ ]  No

**If so, list them?**

**In what Indiana Senate District(s) is this project?**

**State Senator(s) representing this district:**

**In what Indiana House of Representatives District(s) is this project?**

**State Representative(s) representing this district:**

**In what US Congressional District(s) is this project?**

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Project Narrative

*This is the section of the application where the community tells its story. It is organized in three (3) sections to encourage brief but complete answers to the questions concerning project development and history. Please be succinct and use numerical and quantified information whenever possible.* ***For the entire narrative section (all three topics), there is a limit for four (4) pages.*** *Documentation that supports the narrative may be provided in the appendices; please be sure to reference the location of each piece of documentation, and do not include attachments that are not discussed and referenced in the narrative, unless Federal or state policy requires those attachments.*

Project Description

*Documentation supporting this section may be added as Appendix B. Please cite the page number for reference within this section (ex. B-00).*

**Provide a detailed description, in non-technical terms, of the proposed project and desired outcomes at the conclusion of the grant period. Include the scope of work, which covers the entire scope of the project including both eligible and ineligible items.**

**Please also answer the questions below:**

Has the community completed a BCP project(s) in the past? **Yes** [ ]  **No** [ ]

If yes, please answer the following questions:

 In what year(s) was the project completed?

What is the total amount of BCP dollars awarded to the community over the past five years?

Project Need

*Documentation supporting this section may be added as Appendix C. Please cite page number for reference within this section (ex. C-00).*

**Justify the need for this plan, including why it is a priority for the community. Summarize the issues that have occurred over the past 3-5 years (including frequency and magnitude) that have made this plan a priority. Specifically, delineate the current issues being experienced by residents. Describe the current condition/services of the existing facility or property. Outline the impact the project will have on the residents of the community.**

Fiscal Impact

*Documentation supporting this section may be added as Appendix D. Please cite page number for reference within this section (ex. D-00).*

**Describe the fiscal impact this project will have on the community. Address how the community will fiscally maintain and sustain the project beyond the grant. Provide an explanation of other funding sources that were evaluated and why a CDBG grant is the best option. Explain the financial condition of the applicant, the sub recipient if applicable and why they cannot afford the project without grant assistance.**

# National Objective Identification

*The National Objectives Identification Form is included to ensure that the project meets an objective of the federal CDBG program. On this page, all applicants* ***must check one*** *of the national objectives and provide information regarding how the project meets the selected national objective****.*** *Documentation supporting this section may be added as Appendix A. Please cite page number for reference within this section (ex. A-00).*

**Identify only one of the CDBG National Objectives listed below.**

Prevention or Elimination of Slums or Blight [ ]  Area Basis [ ]  Spot Basis

**National Objective Score = (Total of the points received in each category below)**

* + Applicant has a Slum/Blight Resolution for project area (50 pts.)
	+ The project site is a brownfield\* (25 pts.)
	+ The building or district is listed on the Indiana or National Register of Historic Places\*\* (10 pts.)
	+ The building or district is eligible for listing on the Indiana or National Register of Historic Places\*\* (10 pts.)
	+ The building is on the Historic Landmarks Foundation of Indiana’s “10 Most Endangered List” (15 pts.)

\*The State of Indiana defines a brownfield as an industrial or commercial property that is abandoned, inactive, or underutilized, on which expansion or redevelopment is complicated due to actual or perceived environmental contamination.

\*\*Project may either be listed on **or** eligible for listing on the National Register of Historic Places. ***Both cannot be checked***.

**Is the proposed area/spot listed on the** [**IFA Registry**](https://www.in.gov/ifa/brownfields/files/7-18-2018%20Final.pdf) **(Provide the site number)?**

**Explain why the National Objective was selected and how this project meets the criteria of that Objective. Refer to the instructions, on pages 4-5, for further guidance on the criteria and information that must be included. Specifically, make sure to address the questions listed for the chosen national objective.**

# Beneficiaries

*Total beneficiaries must equal the sum of 1-10. L/M and Non-L/M must equal the sum of 1-10.*

**Total Beneficiaries (all activities):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Total | % | Of the total population in the service area how many are Hispanic? | % | Activity Description |
| **Number of People** |  |  |  |  |  |
| SINGLE RACE | 1. Number of Whites | 0 | 0% | 0 | 0% |       |
| 2. Number of Blacks / African Americans | 0 | 0% | 0 | 0% |       |
| 3. Number of Asian | 0 | 0% | 0 | 0% |       |
| 4. Number of American Indian / Alaskan Native | 0 | 0% | 0 | 0% |       |
| 5. Number of Native Hawaiian / Other Pacific Islander | 0 | 0% | 0 | 0% |       |
| MULTI-RACE | 6. American Indian / Alaskan Native & White | 0 | 0% | 0 | 0% |       |
| 7. Asian & White | 0 | 0% | 0 | 0% |       |
| 8. Black / African American & White | 0 | 0% | 0 | 0% |       |
| 9. American Indian / Alaskan Native & Black / African American | 0 | 0% | 0 | 0% |       |
| 10. Balance / Other | 0 | 0% | 0 | 0% |       |
|  | Number of Handicapped | 0 | 0% | 0 | 0% |       |
| Number of Elderly People | 0 | 0% | 0 | 0% |       |
| Number of Female-headed Households | 0 | 0% | 0 | 0% |       |
| **Number of Low/Moderate-Income People** | 0 | 0% | 0 | 0% |       |
| **Number of Non-Low/Moderate People** | 0 | 0% | 0 | 0% |       |

Project Budget

Summary Budget

*The project budget* ***MUST*** *provide as much specific information on project expenditures, from all funding sources, as is available. When the sources of local match are requested, it is unacceptable to identify funding as “local” or “private”. Specific funding sources must be identified such as “General Fund,” “Revenue Bond Issue,” “XYZ Foundation Grant,” etc. It is not permissible to identify an activity as being funded by “CDBG and Local.” Specific dollar amounts for each line item must be attributed to each specific funding source.*

**Complete the table based on the detailed budget. Amounts should be rounded to the nearest dollar.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **CDBG** | **LOCAL****(with eligible In-Kind)** | **INELIGIBLE** | **TOTAL** |
| Construction Costs |       |       |       |       |
| Professional Fees |       |       |       |       |
| Labor Standards ($5,000 max) |       |       |       |       |
| Land Acquisition (if any) |       |       |       |       |
| Environmental review ($5,000 max) |       |       |       |       |
| Administration (Max 8% of CDBG funds) |       |       |       |       |
| **TOTAL** |       |       |       |       |

**Note:** If using CDBG funds for grant administration, then maximum amount permitted is 8% of the total CDBG request or $4,000, whichever is less. Please see additional information in the “Consultants & Grant Administration” section of the Application Instructions.

In-Kind up to 5% of the grant amount or $25,000, whichever is less, may be included in the Local column of the budget, all amounts in excess should be included in the Ineligible column.

Do not include any miscellaneous, contingency, general or similar costs in budget.

Local Match

**List the sources of local match and leveraged funds. Amounts should be rounded to the nearest dollar.**

|  |  |
| --- | --- |
| **Source** | **Amount** |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
| **TOTAL LOCAL MATCH** |       |

Detailed Budget

A detailed itemized budget should be attached to this page. This budget needs to show all costs of the project, and identify each cost as eligible or ineligible. **Amounts should be rounded to the nearest dollar.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **CDBG** | **LOCAL** | **INELIGIBLE** | **TOTAL** |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
|       | $0.00 | $0.00 | $0.00 | $0.00 |
| **Total Project Cost** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

Citizen Participation

*The Citizen Participation section requests a summary of the methods used to solicit public participation in the development of the proposed project and the decision to submit the application. As discussed in the Public Hearings & Citizen Participation section of this application packet, at least one properly advertised public hearing is required prior to application. Other methods of soliciting public participation, such as letters to affected residents, fliers, public posting of notices, electronic and print media coverage, etc. are also recommended. These other methods should take into consideration the needs and circumstances of low- to moderate-income persons.*

*Applicants must have completed the Four Factor Analysis for Limited English Proficiency and created a Language Access Plan, when necessary,* ***PRIOR*** *to submission of the BCP LOI and application. Information on the Limited English Proficiency requirements can be found in the Civil Rights chapter of the CDBG Handbook.*

**Note: New public hearings must be held for each grant cycle, regardless of prior application(s).**

|  |  |
| --- | --- |
| **Public Hearing Information** | **Date** |
| Notice of first public hearing |       |
| Date of first public hearing |       |
| Notice of second public hearing |       |
| Date of second public hearing |       |

 \*Public Hearing must occur on or after the **11th day** from the date the ad was first published.

**Describe the methods used to solicit participation of low- and moderate-income persons:**

**Denote any adverse comments/complaints received and describe resolution:**

**Describe outcomes of Four Factor Analysis for Limited English Proficiency:**

**If no comments were made by the residents during the public hearing, describe efforts to obtain input from resident on the project:**

Hearing Ad/Publisher’s Claim for First Hearing

*Must be attached.*

Hearing Minutes for First Hearing

*Must be attached.*

Sign-In Sheet for First Hearing

*Must be attached.*

Response(s) to Comments and/or Complaints

*Must be attached.*

Four Factor Analysis

*Must be attached.*

Language Access Plan (if required)

*Must be attached.*

Third Party Authorization Letter (if required)

*Must be attached.*

# Readiness to Proceed

## Readiness to Proceed Certification

The (City/Town/County) of name hereinafter referred to as “Applicant”, submits this certification to the Indiana Office of Community and Rural Affairs, hereinafter referred to as “OCRA” respective to the Applicant’s application to OCRA for federal Community Development Block Grant (CDBG) funding. This certification is submitted to OCRA to assure that the Applicant has attained sufficient readiness in order to complete the subject project within eighteen (18) months after award of the CDBG grant by OCRA. The Applicant warrants that the project will be completed within eighteen (18) months following CDBG grant award, and herein indicates the level of readiness-to-proceed respective to the following areas:

\* Project Financing

\* Completion of required environmental review process

\* Project engineering and/or architectural services

\* Control of all interests in real property necessary to complete the project (site control)

\* Obtaining necessary local, state and federal permits to complete the project

**Project Financing**

As Chief Elected Official (CEO) of the Applicant, I hereby certify that all non-CDBG sources of funding necessary to carry out the project as listed in the project application have been secured and are available for expenditure immediately upon full execution of the CDBG grant agreement between Applicant and OCRA, and subsequent release of funds by OCRA. I further certify that all such project matching funds will be placed into, and disbursed from, a separate special fund in accordance with IC 36-1-8-12, as amended by House Enrolled Act 1542 of the Acts of the 1997 General Assembly. Pertinent comments respective to this certification are indicated below.

 \_\_\_\_\_\_\_\_\_\_

**Signature, Chief Elected Official** **Date**

**Typed Name and Title:**

**Comments**

(List any comments regarding this section here)

## Status of Required Environmental Review Process

As Chief Elected Official (CEO) of the Applicant, I hereby certify that the subject project activity will require the following type of environmental review respective to 24 CFR Part 58:

Type of activity: (Exempt, Categorical Exclusion, Environmental Assessment)

Except for an exempt activity, I further certify that all applicable local, state and federal agencies have been contacted in writing and the present status of the environmental review process for this project is as follows (you must check one box for every line):

|  |  |
| --- | --- |
| **YES N/A** |  |
| [ ]  [ ]  | All agencies have been contacted and all responses by these agencies have been received no negative environmental comments received. |
| [ ]  [ ]  | All agencies contacted - all responses received - negative environmental comments received - mitigation necessary; actions necessary to mitigate negative environmental concerns are as follows: (list actions below) |
| [ ]  [ ]  | All agencies contacted - no negative environmental comments received from commenting agencies; comments still pending from following agencies: (list agencies below) |
| [ ]  [ ]  | The Indiana Department of Natural Resources has required that an archaeological reconnaissance be conducted, and this reconnaissance has been conducted, and no negative findings resulted therefrom; OR, negative findings resulted and the following mitigation steps are necessary: (list steps below) |
| [ ]  [ ]  | Format II Equivalency completed. (N/A for Categorically Excluded) |
| [ ]  [ ]  | Environmental assessment completed - Finding of No Significant Impact (FONSI) determined - ready to publish combined notice (N/A for Categorically Excluded) |
| [ ]  [ ]  | Notice of Intent to request Release of Funds - ready to be published (Categorically Excluded only) |

 \_\_\_\_\_\_\_\_\_\_

**Signature, Chief Elected Official** **Date**

**Typed Name and Title:**

(List any comments regarding this section here)

## Project Engineering and/or Architectural Services

As Chief Elected Official (CEO) of the Applicant, I hereby certify that all preliminary architectural and/or engineering services necessary to complete the environmental review process have been completed and the Applicant is prepared to immediately proceed with final architectural and/or engineering services upon award of the CDBG grant by OCRA.

 \_\_\_\_\_\_\_\_\_\_

**Signature, Chief Elected Official** **Date**

**Typed Name and Title:**

(List any comments regarding this section here)

Status of Site Control (Submit one form with both signatures)

As the Applicant’s Legal Counsel and Project Engineer or Architect, respectively, we hereby mutually certify that the following activities have been completed respective to all interests in real property which are related or involved with the commencement and completion of CDBG-assisted activities in accordance with the federal Uniform Relocation and Acquisitions Policies Act of 1970, as amended, hereinafter referred to as “URA”:

|  |  |
| --- | --- |
| **Yes N/A** |  |
| [ ]  [ ]  | All project-related sites, parcels, easements and other real property interests have been identified. |
| [ ]  [ ]  | All title searches and title opinions have been completed. |
| [ ]  [ ]  | All subject parcels, easements or interests are unencumbered to the extent that the same may be dedicated to the project by the owner(s) of title. |
| [ ]  [ ]  | OCRA’s real property acquisition questionnaire has been completed for each parcel, easement or other interest. |
| [ ]  [ ]  | The owner(s) of record for each parcel, easement or other interest has been furnished the HUD-1041-CPD brochure entitled “When a Public Agency Acquires Your Property”, and certified mail-return receipts are on file with Applicant. |
| [ ]  [ ]  | Written notifications to owners of right to accompany appraiser for all parcels or easements have been completed and are on file. |
| [ ]  [ ]  | Completion of all fee and review appraisals for all parcels, or market value estimate if below $10,000. |
| [ ]  [ ]  | Where applicable, written waiver of rights in accordance with the URA has been obtained from all applicable owner(s) of record. |
| [ ]  [ ]  | All options and easement agreements completed and fully executed by owner(s) of record. |

**Applicant’s Legal Counsel**

 \_\_\_\_\_\_\_\_\_\_

**Signature** **Date**

**Typed Name and Title:**

**Applicant’s Professional Engineer or Architect**

 \_\_\_\_\_\_\_\_\_\_

**Signature** **Date**

**Typed Name and Title:**

**Comments regarding this section (attach documentation if appropriate):**

Status of Permits

Submit one form with both signatures.

As Chief Elected Official of the Applicant, I hereby certify that all local, state and federal permits necessary to complete the project have been listed in the CDBG application document and such permits may be secured in sufficient time for the Applicant to complete the project within twelve (12) months following grant award.

 \_\_\_\_\_\_\_\_\_\_

**Signature, Chief Elected Official** **Date**

**Typed Name and Title:**

**Affirmation by Applicant’s Professional Engineer or Architect**

 \_\_\_\_\_\_\_\_\_\_

**Signature**  **Date**

**Typed Name and Title:**

(List any comments regarding this section here)

# Displacement

## Displacement Assessment

Use this page to assess displacement plans and strategy.

[ ]  N/A - No displacement will occur

1. Describe the need for displacement:

2. Substantiate the need for displacement:

3. Explain how displacement will be minimized:

4. Explain how the negative effects of displacement will be minimized:

## Local Displacement Plan

Attach Local Displacement Plan even if displacement will not occur.

1. (Applicant) will consider for submission to the Indiana Office of Community and Rural Affairs, under its various Community Development Block Grant funded programs, only projects and activities that will result in the displacement of as few persons or businesses as necessary to meet State and local development goals and objectives.

2. (Applicant) will certify to the State, as part of its application process, that it is seeking funds for a project or activity that will minimize displacement.

3. (Applicant) will provide referral and reasonable moving assistance, both in terms of staff time and dollars, to all persons involuntarily and permanently displaced by any project or activity funded with Community Development Block Grant funds.

4. All persons and businesses directly displaced by (applicant) as the result of a project or activity funded with Community Development Block Grant funds will receive all assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, including provisions of the Uniform Relocation Act Amendments of 1987, Title IV of the Surface Transportation and Uniform Relocation Assistance Act of 1987.

5. (Applicant) will provide reasonable benefits and relocation assistance to all persons and businesses involuntarily and permanently displaced by the Community Development Block Grant activity funded by the State in accordance with appendices attached hereto, provided they do not receive benefits as part of such action under number 4 above.

##  Project Development Issues (PDIs)

Answer the PDIs for the specific program and project type of this application only. PDIs should not be included for any other projects. Include appropriate documentation in **Appendix F** and cite page number for reference within answer below (EX: see F-00).

**1. Explanation of site redevelopment planning and proposed uses after clearance?**

(Limit response to 250 words)

**2. Previous planning studies and recommendations: PER, building plans, scaled drawings, cost estimates, feasibility studies, etc. (in Appendix).**

(Limit response to 250 words)

**3. Document blighted conditions with color pictures, etc (in Appendix). [ ]**

## Site Redevelopment Plan

This section is limited to **2 pages**. Content from a previously developed, separate site redevelopment plan may be used, but it must be transferred to this format.

**1: INTRODUCTION/SUMMARY**

**OVERVIEW OF THE PROJECT AREA:**

**BACKGROUND:**

**PARTICIPANTS:**

**2: VISION AND GOALS**

**3: CONTEXT AND EXISTING CONDITIONS**

**4: DEVELOPMENT POTENTIAL**

**5: NEXT STEPS**

Legal

## Civil Rights Certification

The Applicant, any contractor, any subcontractor, or any other party performing any services or having any responsibilities hereunder shall fully and completely comply with the following:

1. Section 109 of the Housing and Community Development Act of 1974 which requires that no person in the United States shall on the grounds of race, color, national origin or sex, be excluded from the participation in, be denied the benefits of, or be subjected to, discrimination under any program or activity funded in whole or in part with Community Development Block Grant (CDBG) funds.
2. Shall not, under any program or activity pursuant to this Agreement, directly or through contractual or other arrangements, on the grounds of race, color, national origin, sex, age, handicap status or religion:
	1. Deny any individual any facilities, services, financial aid or other benefits provided under the program or activity.
	2. Provide any facilities, services, financial aid or other benefits in a different form from those provided under the program or activity.
	3. Subject any person to segregated or separate treatment in, or in any matter of process related to receipt of any services or benefit under the program or activity.
	4. Restrict an individual in any way access to, or the enjoyment of, any advantages or privilege enjoyed by others in connection with facilities, services, financial aid or any other benefits under the program or activity.
	5. Treat an individual different from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirement or condition which the individual must meet in order to be provided any facilities, services or any benefit provided under the program or activity.
	6. Deny an individual an opportunity to participate in a program or activity as an employee.
3. Shall not use criteria or methods of administration which have the effect of subjecting individuals to discrimination on the basis of race, national origin, sex, age, handicap status or religion, or have effect of defeating or substantially impairing the accomplishment of the objectives of the Housing and Community Development Act of 1974, (as amended).
4. In determining a site or location of housing or facilities shall not make selections of such site or location which have the effect of excluding individuals from, denying them the benefits of, or subjecting them to discrimination on the grounds of race, color, national origin, sex, age, handicap status, or religion.

The Applicant in all contracts or agreements subject to Executive Order 11246 shall be subject to HUD Equal Employment Opportunity regulations at 24 CFI Part 135 applicable to HUD assisted construction contracts.

The Applicant shall cause or require to be inserted in full in any non-exempt contract and subcontract for construction work, or modification thereof, as defined in said regulations, which is paid for in whole or in part with assistance provided under this Agreement, the following equal opportunity clause:

The Applicant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or handicap. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising: layoff or termination: rates of pay or other forms of compensation: and selection or training: including apprenticeship. The applicant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Grantor setting for the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the applicant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The Applicant Contractor will comply with all provisions of Executive Order 11246 of September 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Applicant/Contractor will comply with all provisions of Title VIII, Civil Rights Act of 1968, which prohibits discrimination in the sale of rental dwellings, discrimination in the financing of housing, blockbusting, and discriminatory advertising and makes it unlawful to deny any person access to, or membership or participation in, any multiple listing services or real estate brokers’ organization for discriminatory reasons.

The Applicant/Contractor will comply with Section 3 Housing and Urban Development Act of 1968, Section 504: Rehabilitation Act of 1974, Executive Order 11063 and all other Federal Rules and Regulations.

The Applicant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules and regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of the Applicant’s noncompliance with the nondiscrimination clauses of an executed agreement or with any such rules, regulations, or orders, this agreement may be canceled, terminated or suspended in whole or in part and the applicant May be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965 or by rule, regulation, or order of the Secretary of Labor.

The Applicant shall require that the language referred to in this certification be included in the award documents for all sub-awards at all tiers (including sub-contract, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

**The Legal Applicant/Recipient Certifies That:**

To the best of my knowledge and belief, the recipient will comply with the above certification if funded.

Certifying Representative: (to be signed by Chief Elected Official)

 \_\_\_\_\_\_\_\_\_\_

**Signature, Chief Elected Official Date**

**Typed Name and Title:**

Assurances and Certifications

*The assurances and certifications must be signed and dated by the chief elected official of the lead applicant. For cities, the chief elected official is the mayor; for towns, the president of the town council (not the clerk-treasurer); for counties, the president of the county commissioners. At a minimum, the chief elected official and/or the corporate counsel should read the assurances and understand the provisions to which the applicant is agreeing. Questions concerning the provisions of any of the assurances and certifications may be directed to the Grant Services Division. Applicants who have received or expect to receive $200,000 or more in Community Development Block Grant funds in a federal fiscal year (October 1 to September 30) will be required to disclose certain information periodically. Please see the CDBG Disclosure Page in the application. Applications received from units of local government will be made available for public inspection for a period of 5 years, beginning not less than 30 days after award of assistance.*

**By affixing his or her signature to the application, the chief elected official is committing the applicant to comply with these assurances if grant assistance is approved.**

Definitions:

“Applicant” refers to an eligible unit of local government.

“HUD” refers to the United States Department of Housing and Urban Development.

“OCRA” refers to the Indiana Office of Community and Rural Affairs, an agency of the State of Indiana.

“State” refers to the State of Indiana.

The applicant hereby assures and certifies that:

1. It possesses legal authority to apply for the grant, and to complete the proposed activities.
2. Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing submission of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. It has facilitated or will facilitate citizen participation by:
	1. Publishing a statement of proposed activities so that affected citizens have an opportunity to submit comments on the proposed activities of the applicant;
	2. Providing adequate notices for two or more public hearings, specifically to persons of low- and moderate-income;
	3. Holding two or more public hearings on the proposed application at times and locations convenient to potential beneficiaries, accessible to the handicapped, and that meet the needs of non-English speaking residents, if appropriate, to obtain citizens’ views before adoption of resolution or similar action by the local governing body authorizing the submission of the application;
	4. Providing citizens information concerning the amount of funds available for proposed community development activities and the range of activities within the project;
	5. Providing citizens with information concerning the amount of funds that will benefit persons of low- and moderate-income;
	6. Furnishing citizens with the plans made to minimize the displacement of persons and to assist persons actually displaced as a result of grant activities;
	7. Providing technical assistance to groups representing persons of low- and moderate-income requesting such assistance in developing proposals;
	8. Providing citizens with reasonable notice of substantial changes proposed in the use of grant funds and providing opportunity for public comment;
	9. Providing citizens with reasonable access to records regarding the past use of Community Development Block Grant (CDBG) funds received; and
	10. Any modifications or amendments to the project will be made in accordance with the same procedures required in (c) for the preparation and submission of a statement of proposed activities.
4. It has identified housing and community development needs, including those of low- and moderate-income persons and the activities to be undertaken to meet such needs.
5. The CDBG program has been developed so as to give maximum feasible priority to activities that will benefit low- and moderate-income families, or aid in the prevention or elimination of slums or blight.

*[The requirement for this certification will not preclude the Indiana Office of Community and Rural Affairs from approving an application where the applicant certifies, and the Indiana Office of Community and Rural Affairs determines, that all or part of the Community Development Block Grant Program activities are designed to meet other community development needs having a particular urgency as specifically explained in the application.]*

1. It will minimize displacement of persons and provide for reasonable benefits to any person involuntarily and permanently displaced as a result of activities associated with program funds.
2. It will not attempt to recover any capital costs of public improvements assisted in whole or part with CDBG funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (I) CDBG funds received are used to pay the proportion of such fee or assessment that relates to the capital costs of public improvements that are financed from revenue sources other than CDBG funds; or (II) for purposes of assisting any amount against properties owned and occupied by persons of low- and moderate-income who are not persons of very low income, the applicant certified to the Secretary or such State, as the case may be, that it lacks sufficient funds received from CDBG Program to comply with the requirements of clause.
3. It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative rules, including the provision that project completion be no longer than eighteen (18) months from project startup, inclusive of the bid process for professional and engineering services as well as program close-out. In addition, said provision includes an assurance of the availability of project funds, both local and private, upon award of the grant.
4. It will comply with:
	1. Section 110 of the Housing and Community Development Act of 1974, as amended, by the Housing and Urban-Rural Recovery Act of 1983 and the Housing and Community Development Act of 1987, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;
	2. The provisions of the Davis-Bacon Act (46 U.S.C. § 276a-5) with respect to prevailing wage rates (except for projects for rehabilitation of residential properties of fewer than eight units);
	3. Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-332, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty in a work-week, and
	4. Federal Fair Labor Standards Act, 29 U.S.C. § 102 et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week; and
	5. Anti-kickback (Copeland) Act of 1934, 18 U.S.C. § 874 and 40 U.S.C. § 276c, which outlaws and prescribes penalties for “kickbacks” of wages in federally financed or assisted construction activities.
5. It will comply with:
	1. Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United State shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;
	2. The Fair Housing Act (previously known as Title VIII of the Civil Rights Act of 1968) (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;
	3. Section 109 of Title I of the Housing and Community Development Act of 1987, as amended, and the regulations issued pursuant thereto (24 CFR 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program activity;
	4. Executive Order 11063, as amended by Executive Order 12259 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with Federal assistance, and requiring that programs and activities relating to housing and urban development be administered in a manner affirmatively to further the goals of Title VIII of the Civil Rights Act of 1968; and
	5. Executive Order 11246 as amended by Executive Order 11375 and 12086, and the regulations issued pursuant hereto (24 CFR Part 6), the Indiana Code (I.C. 22-9-1-10), which provides that no person shall be discriminated against on the basis of race, religion, color, sex, disability, national origin or ancestry in all phases of employment during the performance of Federal or federally assisted construction contracts. Contractors and subcontracts on Federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training and apprenticeship.
6. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing within the unit of local government.
7. It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Federal implementing regulation at 49 CFR Part 24, and the requirements of section 24 CFR Part 570.488 and it is following a residential anti-displacement and relocation assistance plan under section 104(d) of Title I of the Housing & Community Development Act of 1974, as amended.
8. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
9. It will comply with the provisions of the Hatch Act, which limits the political activity of employees.
10. It will give the State, HUD and the Comptroller General through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant and project activities.
11. Its chief executive officer or other officer of applicant approved by the Office of Community and Rural Affairs:
	1. Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. S 4321 et seq.) and other provisions of Federal law, as specified at 24 CFR 58.1(b)(1), which further the purposes of NEPA insofar as the provisions of such Federal law apply to the CDBG Program; and
	2. Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.
12. It will comply with:
	1. The National Environmental Policy Act of 1969 (42 U.S.C. S 4321 et seq.) and 24 CFR Part 58, and in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (U.S.C. 469a-1, et seq.):
		1. By consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the proposed activity; and
		2. By complying with all requirements established by the State and to avoid or mitigate adverse effects upon such properties.
	2. Executive Order 11988, Floodplain Management;
	3. Executive Order 11990, Protection of Wetlands;
	4. Endangered Species Act of 1973, as amended, (16 U.S.C. Section 1531 et seq.);
	5. The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. Section 661 et seq.);
	6. The Wild and Scenic Rivers Act of 1968, as amended, (16 U.S.C. Section 1271);
	7. The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Section 300f et seq.);
	8. Section 401(f) of the Lead-Based Paint Poisoning Prevention Act, as amended, (42 U.S.C. Section 4831 (b);
	9. The Clean Air Act of 1970, as amended, (42 U.S.C. Section 7401 et seq.);
	10. The Federal Water Pollution Control Act of 1972, as amended, (33 U.S.C. Section 1251 et seq.);
	11. The Clean Water Act of 1977 (Public Law 95-217); and
	12. The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et. seq.);
	13. Section 202(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) as it relates to the mandatory purchase of flood insurance for special flood hazard areas.
13. It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.
14. It will abide by the provisions of 24 CFR 570.611 that no member, officer, or employee of the grantee or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the project during the duration of the project and for one year thereafter shall have any direct or indirect interest in any contract, subcontract, or the proceeds thereof, financed in whole or in part with CDBG funds.
15. It agrees to repay to the State of Indiana any funds under this program which, as the result of a HUD or State of Indiana authorized audit, are found to have been spent in an unauthorized manner or for unauthorized activities.
16. It certifies that none of the funds being applied for will be used to supplant any local, state, federal or private dollars that have been committed to the project as proposed in this application.
17. It certifies that it has adopted and will enforce a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction (Section 104(I) of Title I of the Housing & Community Development Act of 1974, as amended).
18. It certifies that pursuant to 31 U.S.C. § 1352, and any regulations promulgated thereunder:
	1. no federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
	2. if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the proposed Federal contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
	3. The applicant shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

**THE LEGAL APPLICANT CERTIFIES THAT:**

To the best of my knowledge and belief, the applicant will comply with the above assurances if funded.

CERTIFYING REPRESENTATIVE: (To be signed by Chief Elected Official)

 \_\_\_\_\_\_\_\_\_\_

**Signature, Chief Elected Official** **Date**

**Typed Name and Title:**

## Authorization of Submission

I certify that submission of this document has been duly authorized by the governing body of the lead applicant; that the applicant has the legal capacity to carry out the proposed project; that the proposed project is designed to meet the identified housing and community development needs of the community, including those of low- and moderate-income persons; and that the proposed project will minimize the need for displacement of businesses and families and provide reasonable benefits for those displaced. I also certify that the proposed project will be completed within eighteen (18) months of award, if funded.

 \_\_\_\_\_\_\_\_\_\_

**Signature, Chief Elected Official** **Date**

**Typed Name and Title:**

Grant Administrator Certification

As the Lead Applicant’s Grant Administrator, I hereby certify that to the best of my knowledge and belief, the information, including any uploaded documents, submitted as part of this application are true and accurate, meets all relevant federal, state, and local laws, regulations, and policies, that above individuals have reviewed and confirmed the information for their respective sections on the online application, and that all the above signatures are authentic. I, as a certified Grant Administrator, have disclosed any real or potential conflict of interest to the community and certify that I have and will abide by the Grant Administrator Certification Policy and Code of Conduct set by the Office of Community and Rural Affairs.

 \_\_\_\_\_\_\_\_\_\_

**Signature, Grant Administrator** **Date**

**Typed Name and Title:**

Appendix A: National Objective Information

*Attach all supplementary materials relating to the selected national objective here.*

Appendix B: Project Description Documentation

*Attach all supplementary materials relating to the project description here.*

Appendix C: Project Need Documentation

*Attach all supplementary materials relating to the project need here.*

Appendix D: Fiscal Impact Documentation

*Attach all supplementary materials relating to the fiscal impact here.*

Appendix E: Readiness Information

*Attach all supplementary materials relating to readiness here.*

Appendix F: Procurement Documentation

*Attach all supplementary materials relating to procurement here.*

Slum and Blight Area Declaratory Resolution (SAMPLE)

 **(CITY/TOWN/COUNTY) OF**

**RESOLUTION #**

WHEREAS, the (city/town) of \_\_\_\_\_\_\_\_desires to eliminate blighted areas within the corporate limits of (city/town), Indiana, and specifically downtown (city/town), and

WHEREAS, identifying such areas is necessary for effective action to eliminate blighting conditions, and

WHEREAS, public improvements such as (insert specific things in need of improvement) have severely deteriorated, contributing to blighting conditions, and

WHEREAS, the downtown area has experienced a cessation of private investment since \_\_\_\_\_\_\_\_\_\_, and

WHEREAS, ( ) percent of first floor commercial space, ( ) percent of second floor commercial space, and ( ) percent of total commercial space in downtown (city/town) is currently vacant, and

WHEREAS, ( ) percent of downtown commercial buildings are deteriorated as evidenced by (insert specific information regarding the cause of deterioration),

WHEREAS, the project activities are designed to address slums or blight on an area basis as defined by 24 CFR 570.483(c)(1),

BE IT RESOLVED by the (city/town) of \_\_\_\_\_\_\_\_\_\_\_that the following areas of downtown (city/town) hereby be designated as an area in need of redevelopment as defined by Indiana Code 36-7-14: (insert specific boundaries of the area).

Slum and Blight Spot Declaratory Resolution (SAMPLE)

 **(CITY/TOWN/COUNTY) OF**

**RESOLUTION #**

WHEREAS, the (city/town) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ desires to eliminate blighted structures within the corporate limits of (city/town), Indiana, and

WHEREAS, the structure located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has experienced a cessation of private investment since \_\_\_\_\_\_\_\_\_\_, and

WHEREAS, deterioration of the structure has taken place as evidenced by (insert specific description of deterioration),

WHEREAS, the project activities are designed to address slums or blight on a spot basis as defined by 24 CFR 570.483(c)(2),

BE IT RESOLVED by the (city/town) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that the following property of (city/town) hereby be designated as a structure in need of redevelopment as defined by Indiana Code 36-7-14: (insert specific address of spot location).

Site Redevelopment Plan (SAMPLE)

Please limit to 2 printed pages.

**1: INTRODUCTION/SUMMARY**

 **OVERVIEW OF THE PROJECT AREA: (discuss the property and immediately surrounding/attached properties)**

 **BACKGROUND: (History of the project and property)**

 **PARTICIPANTS: (list and include roles and responsibilities)**

**2: VISION AND GOALS**

These are just examples. What are your vision and goals for the space?

* + Amenities
	+ Economic viability
	+ Land use
	+ Sustainability

**3: CONTEXT AND EXISTING CONDITIONS**

* Site description

These are just examples. Describe existing conditions.

* + current zoning
	+ floodplain
	+ surrounding neighborhood

**4: DEVELOPMENT POTENTIAL**

* Office

These are just examples. What various development options do you have?

* + retail
	+ residential
	+ manufacturing

**6: NEXT STEPS**