

**APPROVAL FOR USE REQUEST**  
**I. Program Income Project Summary**

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1.	<b>Jurisdiction</b>		
2.	<b>Project Type</b>	<input type="checkbox"/> H <input type="checkbox"/> PF <input type="checkbox"/> ED	
3.	<b>Project Title</b>		
4.	<b>Local Project Number</b>		
5.	<b>Applicant</b>	Applicant Name	
		Street/P.O. Box	
		City, Zip Code	
		County	
6.	<b>Joint Applicant (if applicable)</b>	Joint Applicant Name	
		Street/P.O. Box	
		City, Zip Code	
		County	
7.	<b>RLF Administering Agent (i.e. LDC, Industrial Authority, etc)</b>	Name	
		Street/P.O. Box	
		City, Zip Code	
		Telephone	
8.	<b>Application Preparer</b>	Name	
		Street/P.O. Box	
		City, Zip Code	
		County	

**9. Financing**

Source(s)	Amount	Project %	Type Loan/Grant/Other	Rate %	Term (Months)	Security Position	Collateral
Program Income	\$	%		%			
	\$	%		%			
	\$	%		%			
	\$	%		%			
	\$	%		%			
Misc. Revenue	\$	%		%			
	\$	%		%			
	\$	%		%			
	\$	%		%			
	\$	%		%			
<b>Total</b>	<b>\$</b>	<b>100%</b>		<b>%</b>			

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**10. Project Description**

Provide a thorough description including dimensions of any construction to be financed and jobs to be created/retained. Continue on attachments if necessary.

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### III. Certifications

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1. Project meets one of the following national objectives:
  - a. Benefit to low and moderate income persons.
  - b. Prevention or elimination of slums of blight, and/or
  - c. Meeting community development needs having a particular urgency.  
*(Attach evidence to indicate how the national objective will be met)*
  
2. Verification of 51% benefit to low and moderate income persons as required by Title I of the Housing and Community Development Act (HCDA) shall be obtained by:
  - a. Job Survey
  - b. Residential Survey
  - c. Census Data
  - d. Other
  
3. Project meets eligibility requirements under Title I, HCDA Section 105(a) paragraph.  
*(This eligibility criteria is found in Appendix A of the CDBG Program Guidelines)*
  
4. Penalties for failure to achieve 51% LMI benefit shall be assessed in accordance with Title I, HCDA and State CDBG Program Guidelines as applicable to the funding year.
  
5. Citizen participation requirements as mandated by Title I, HCDA, Section 104(a) have been met.
  
6. State Clearinghouse comments as required by Executive Order 12372 shall be considered.
  
7. Environmental review requirements as mandated by 24 CFR Part 58 and State CDBG Program Guidelines have been met and the project determined to be environmentally eligible.
  
8. Special action has been or shall be taken by the applicant and community to meet all civil rights requirements as described by the State CDBG Handbook for the applicable funding year and as mandated by federal laws and Executive Orders, including but not limited to:
  - Civil Rights Act of 1964, Title VI
  - Civil Rights Act of 1968, Title VIII
  - Housing and Community Development Act of 1968, Section 3
  - Housing and Community Development Act of 1974, Section 109
  - Rehabilitation Act of 1973, Section 504
  - Age Discrimination Act of 1975
  - Executive Order 11063: Equal Opportunity in Housing
  - Executive Order 11246: Equal Employment Opportunity
  
9. Financial records for the community, local RLF and this project shall be maintained in compliance with 24 CFR Part 570 and Part 85.
  
10. Federal and State Labor provisions will be enforced for the project as applicable.
  - Check if Federal wages apply.
  - Check if State wages apply.

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**III. Certifications**

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- 11. Procurement procedures for securing contractor services, professional services, materials and supplies shall conform to requirements of 24 CFR 85.36 and the CDBG Handbook for the applicable funding year.
  
- 12. Project Loan Administration       Applicable     Not Applicable
  - Loan Agreement between the community and applicant shall be executed on the day of the first disbursement of loan funds.
  - Security documents shall be executed on the first day secured property can be firmly identified by deed, serial number, or any other means and lodged for the record in the \_\_\_\_\_ County Clerk's office.
  
- 13. All necessary and required steps shall be taken to assure compliance with all federal and state laws, regulations and guidelines applicable to CDBG projects and records of same shall be maintained and readily accessible at all times to state and federal officials.
  
- 14. Project eligible under:  
Section \_\_\_\_\_ of local Revolving Loan Fund  
Adopted by \_\_\_\_\_ on (date) \_\_\_\_\_.

*To the best of my knowledge and belief, data in this Request are true and accurate. Certifications are offered in good faith and the Request and accompanying certifications are duly authorized by the governing body of the community.*

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_