

**COUNTY OF LEXINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
2014 PROJECT SUMMARY PROPOSAL INSTRUCTIONS**

**COMPLETING THE PROJECT SUMMARY**

1. General Information:
  - Locality/Organization Name: List the name of the agency applying for funding.
  - Contact Person: List the name, e-mail, address, telephone and fax numbers of the person to be contacted regarding the application.
2. Project Funding:
  - CDBG Funds Requested: List the amount of CDBG funds your agency will be requesting.
  - 10% Cash Match: List the amount of funding your agency will be able to contribute.
  - Total Project Budget: List the entire amount (from all sources) it will cost to complete the project.
  - Identify all sources of funding for the project. Indicate whether other sources funds will be available as of 7/1/2014.
3. Brief Project Description: Provide a specific description of the project that will clearly allow a reviewer to understand your project and any obvious details. Attach additional pages if necessary.
4. Project Location: Identify the specific location(s) of the project and attach a map clearly showing the specific area(s).
5. Project Begin and End: Identify the expected start and end dates of this project. *Construction and Demolition & Clearance projects should not exceed two (2) years. Public Service and Planning projects should not exceed one (1) year.*
6. Identify the person(s) that will be responsible for project administration.
7. National Objective: Select the correct national objective. Refer to the Eligibility Requirements section of the Application Handbook.
8. If the benefit is to low- and moderate-income (LMI) persons, what is the total number of proposed beneficiaries and of those how many persons are LMI?
9. Select how you will document benefit to low-and moderate-income persons.
10. If the project addresses slum and blight indicate, how you will verify?

**TECHNICAL ASSISTANCE**

Grant Programs Division staff is available to meet with you to answer questions regarding CDBG regulations, applicant and project eligibility and the County's application process. Please contact Peatra Cruz at (803) 785-8121 for additional information.

**HELPFUL WEBSITES**

[www.hud.gov/offices/cpd](http://www.hud.gov/offices/cpd)  
[www.hud.gov/offices/cpd/communitydevelopment/index.cfm](http://www.hud.gov/offices/cpd/communitydevelopment/index.cfm)  
[www.access.gpo.gov/nara/cfr/waisidx\\_04/24cfr570\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr570_04.html)  
[www.lex-co.com/Departments/CommunityDevelopment/CDBG/Index.html](http://www.lex-co.com/Departments/CommunityDevelopment/CDBG/Index.html)  
[www.hud.gov/offices/cpd/communitydevelopment/library/subrecipient/](http://www.hud.gov/offices/cpd/communitydevelopment/library/subrecipient/) (Find "Playing By The Rules")  
[www.usmayors.org/bestpractices/](http://www.usmayors.org/bestpractices/) (Select Community Development Block Grant Success Stories)

**Please mail completed applications to:**

**County of Lexington  
Community Development Department  
Grant Programs Division  
212 South Lake Drive, Suite 401  
Lexington, South Carolina 29072**