**Preliminary Project Description & Level of Review**

**INSTRUCTIONS:** The completion of the Preliminary Project Description is required for all CDBG applications except for the Economic Development Opportunity.

To assist with the project description, the applicants can complete the project description checklist as a supplementary resource. Not all sections may be applicable depending on the project and the CDBG opportunity. The checklist sections and examples provide detailed guidance to the applicant of the necessities for the Preliminary Project Description. An example of a project description is listed after the checklist.

The applicant must compose the project description assuming project has already been awarded. Do not use statements such as “The City is applying for $433,000 in Community Development Block Grant Funds” but rather “The City of St. Michael is preparing to implement a street improvement project within the municipal limits of the City” or similar.

*To be completed in AmpliFund:*

Based on the project description, identify the Level of Environmental Review Record to be completed. Refer to Chapter 6, CDBG Administration Manual for more information.

 [ ]  Exempt

[ ]  Categorically Excluded Subject to (CEST)

[ ]  Categorically Excluded Not Subject to (CENST)

[ ]  Environmental Assessments (EA)

**Project Description Checklist**

|  |  |
| --- | --- |
|  | **Included** |
| **Description** | **Yes** | **No** | **N/A** |
| **Purpose and need for the project**  |  |  |  |
| * Are acronyms defined? Don’t use “CDBG” unless you have spelled out Community Development Block Grant first – another example is to spell out Americans with Disability Act (ADA). Spell out liner feet (LF) or square yards (SF) the first time you use them and then use LF and SF
* Avoid technical jargon
* Use exact legal names of entities

*Example:* *The streets are currently asphalt and have fallen into disrepair with severe deterioration.* |
| **Identify the CDBG national objective** |  |  |  |
| *Example:* *The project will primarily benefit low-to-moderate income persons.* *The project will address the prevention or elimination of slum and blight.*  |
| **Exact geographic location of the project** |  |  |  |
| * Include common address (this must include city / county / state)

*Example:* *The City of St. Michael, Buffalo County, Nebraska (City).* Since “City” has now been defined, you can reference “City” throughout the remainder of the document and not “St. Michael” or “The City of St. Michael”. *Two (2) streets will be improved:  Bluff Road and St. Michael Road, with the project beginning at the intersection of 95th Road and Bluff Road, follows Bluff Road, and ends at the intersection of 110th Road and St. Michael Road (following 110th Road).* |
| **Geographic footprint of the project** |  |  |  |
| * Include a description of the project area.
 |
| **Estimated area of ground disturbance** |  |  |  |
| *Example:**The total project area covers a distance of approximately two (2) miles.* |
| **General summary of the surrounding area (e.g., land use) where the project is proposed** |  |  |  |
| *Example:**These roads are owned and maintained by the City and are surrounded by a mix of commercial and residential usage.* |
| **Specific numbers related to the project** |  |  |  |
| The number of dwelling units involved, linear feet of pipeline to be installed, new service connections to be installed, etc. |
| **Brief description of the activities** |  |  |  |
| * Describe change in zoning or land use
* Detail unusual smokestack or toxicity (and, if so, the potentially adverse aspects)
* Describe what you are doing with some narrative beyond just the basics

*Example:**Project activities include asphalt pavement installation which will include demolition and removal of the existing surface; grading and sloping; sub-base preparation and repair; installation of new asphalt and a final roll (which includes using a roller truck to ensure that the new asphalt pavement surface is compacted and smoothed).  Roads will continue to be 22’ wide (as they are currently) and asphalt will be 8” thick.  Curb, gutter and intersections that are in poor condition will be replaced and sidewalk repairs (approximately 800 linear feet (LF)) will occur along 310th Road in compliance with the Americans with Disabilities Act (ADA).* |
| **Identify if demolition, acquisition, construction, relocation, remodeling interior, etc. will be involved** |  |  |  |
| * Avoid non-descript words like “expansion” or “start-up” or “shovel-ready” without specifics
* Avoid marketing language – you are describing your project, not selling an idea
 |
| **Indicate if and how activities affect the general public** |  |  |  |
| * Road closures, noise, dust, cranes, change in traffic, etc.

*Example:**Project impacts may include temporary road closures, noise and dust. Businesses, residents and emergency services will be notified of all road closures and will be routed to alleyways or other roads during construction. Project activities will take place during normal business hours.* |
| **Total estimated project cost including total estimated funding sources – CDBG funds and non-CDBG amounts and their source (e.g., LB840, bank financing, bond, TIF, other grants, etc.) and indicate CDBG budget items for administration, housing administration, construction management** |  |  |  |
| *Example:* *Total project costs are estimated at $1,000,000, including $25,000 for general administration and $8,000 for construction management. Funding sources include a Community Development Block Grant (CDBG) for $433,000 and a match from the City of $567,000.* |
| **Indicate time frame for actions** |  |  |  |
| *Example:**Construction will be completed within thirty (30) months.* |
| **Identify the applicant and the owner or manager of the project** |  |  |  |
| *Example:**These proposed streets in need of improvement are owned and maintained by the City.* |
| **Statement indicating that no residents, businesses, or farms will be displaced with this project** |  |  |  |
| *Example:**No residents, business, or farms will be displaced as a result of the project activities.* |
| **If the sites have not been identified, the project description must include a statement that a Tier II environmental review will be conducted upon site selection** |  |  |  |
| *Example:**Potential commercial property will be reviewed for program eligibility and once a commercial property is selected for the program, a site-specific environmental review (Tier II) will be completed.* |

**EXAMPLE PROJECT DESCRIPTION:**

The City of Sodtown, Buffalo County, Nebraska (City) is preparing to implement a street improvement project within the municipal limits of the City. Two (2) streets will be improved: Sodtown Road and 310th Road, with the project beginning at the intersection of 295th Road and Sodtown Road, follows Sodtown Road, and ends at the intersection of 310th Road and Sioux Road (following 310th Road). The total project area covers a distance of approximately two (2) miles. These roads are owned and maintained by the City and are surrounded by a mix of commercial and residential usage. The streets are currently asphalt and have fallen into disrepair with severe deterioration and potholes.

Project activities include asphalt pavement installation which will include demolition and removal of the existing surface; grading and sloping; sub-base preparation and repair; installation of new asphalt and a final roll (which includes using a roller truck to ensure that the new asphalt pavement surface is compacted and smoothed). Roads will continue to be 22’ wide (as they are currently) and asphalt will be 8” thick. Curb, gutter and intersections that are in poor condition will be replaced and sidewalk repairs (approximately 800 linear feet (LF)) will occur along 310th Road in compliance with the Americans with Disabilities Act (ADA).

Project impacts may include temporary road closures, noise and dust. Businesses, residents and emergency services will be notified of all road closures and will be routed to alleyways or other roads during construction. Project activities will take place during normal business hours.

Total project costs are estimated at $1,000,000, including $25,000 for general administration and $10,000 for construction management. Funding sources include a Community Development Block Grant (CDBG) for $435,000 and a match from the City of $565,000. The project will primarily benefit low to moderate income (LMI) persons. Construction will be completed within two (2) years. No persons or businesses will be displaced as a result of the project activities.