

The City of Elyria

**Community Development
Block Grant Program (CDBG)
Non-Profit Provider Application 501(c) 3
for
Program Year 2025**



APPLICATION INFORMATION FOR CDBG-FUNDED PUBLIC SERVICE ACTIVITIES

The City of Elyria, Office of Community Development, is accepting applications from qualified non-profit organizations and City departments interested in providing services that address one or more of the public service needs targeted in the City's CDBG program. Public Service activities are an eligible category for use of CDBG funds. The City of Elyria may consider funding entities to carry out such activities, but is not required to fund Public Activities.

SCOPE OF WORK:

Under this program, CDBG funds may be used to provide public services (including labor, supplies, materials and other costs), provided the public service is:

- **A new service; or**
- **A quantifiable increase in the level of a service**

Eligible public service activities include, but are not limited to:

- Child Care Services
- Crime Awareness
- Handicapped Services
- Health Services
- Employment /Training Services
- Fair housing activities (a requirement of CDBG)
- Senior Services
- Youth Services

The completed application must address one or more eligible public service needs listed above or other need and must serve primarily low- to moderate-income persons in City of Elyria. It is the intent of the City of Elyria to fund those activities that meet a high priority in the City's Consolidated Plan and comply with at least one of the three CDBG National Objectives: Benefit to low-moderate-income persons, Aid in the prevention or elimination of slums or blight, or meet community development needs having a particular urgency.

Funding Allocation:

The City of Elyria expects to receive **\$750,039** in CDBG funding for the 2025 Program Year. The CDBG allocation for public service requests is capped at 15% of the total annual allocation plus 15% of the prior years' program income. The City may choose to fund an amount of Public Services at or below \$112,506. However, if Elyria's allocation is less than **\$750,039**, the public service budget must be reduced.

The selection process of applications for funding will be based upon an evaluation of the organizational capacity as well as written information provided in comparison to the needs outlined in the City's Five-year Consolidated Plan and Annual Action Plans.

This application is offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the City of Elyria reserves the right to negotiate an agreement

based on fair and reasonable compensation for the scope of work and services proposed; and, the City reserves the right to reject any and all responses that: do not meet a national objective; 2) are deemed not feasible; 3) do not meet a local need; and/or 4) do not serve eligible or intended beneficiaries.

Funding Timeline:

Application funding recommendations made by the Office of Community Development staff will be forwarded to the City Council for approval as part of the Annual Action Plan process. The process has been finalized by January 15th every year with the submittal of the Action Plan to HUD. However, HUD has instructed grantees to not submit their plans until the final allocations are announced. This may not occur before January 15th. Once HUD approves the plan and funds are released, a funding agreement will be signed between the City of Elyria and the subrecipient. Expenditures incurred prior to the execution of funding agreement cannot be reimbursed. Funding agreements will have an implementation period (from date of “notice to proceed”) and completion deadline no later than December 31, 2025.

Contractual Requirements:

Each subrecipient selected to receive funds is required to sign a Subrecipient Agreement with the City. ***No costs incurred prior to the execution of a subrecipient agreement with the City are reimbursable.*** After the execution of an agreement with the City, no funds are to be spent until a “notice to proceed” letter, including the dollar amount of the grant award, is issued by the Office of Community Development. ***Please note: the actual funding amount may change between the date of the approval of the Annual Action Plan and the actual allocation date of release of funding from HUD.***

Under CDBG regulations, certain requirements must be met in order to negotiate a Subrecipient Agreement. These requirements include the following:

1. Applicants must certify that they are a non-profit organization or a governmental agency.
2. After an application is approved for funding, a Subrecipient Agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term(s) and administrative provisions. Special conditions attached to the award will also be specified in the agreement.
3. Each agency receiving CDBG funding from the City is required to certify that it will conduct its business in compliance with the non-discrimination requirements of the City of Elyria, state and federal governments, as applicable. Equal Opportunity Employment policies will be required.
4. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part by the City of Elyria.
5. All subrecipients will be required to comply with the federal government audit requirements as described in 2 CFR 200.

Availability of Funds for Next Fiscal Year:

There is no implicit or explicit guarantee funding will be allocated or renewed; consequently, if funds are not allocated or are reduced, the City of Elyria reserves the right to notify the non-profit provider that funding is unavailable. No liability shall accrue to the City of Elyria in the event this provision is exercised; and, the City of Elyria shall not be obligated or liable for any damages as a result of termination under this paragraph.

Anticipated Timeline:

- 08.12.24 First Public Hearing at Joint Community Development/Finance Committee
- 09.30.24 Second Public Hearing at Joint Community Development/Finance Committee
- 10.15.24 Third Public Hearing at Joint Community Development/Finance Committee
- 10.18.24 Beginning of thirty-day public comment period
- 11.18.24 End of thirty-day public comment period
- 11.25.24 Final consideration and action to be taken at Joint Community Development/Finance Committee for the City's *PY 2025 Community Development Block Grant Action Plan, 2025-2029 Consolidated Plan, Analysis of Impediments to Fair Housing Choice and Slum and Blight Recertification*.
- 12.02.24 The *PY 2025 Community Development Block Grant Action Plan, 2025-2029 Consolidated Plan, Analysis of Impediments to Fair Housing Choice and Slum and Blight Recertification* considered by City Council. Final action to be taken.

**APPLICATION
FOR CDBG-FUNDED
PUBLIC SERVICE ACTIVITIES**

Agency: _____

Address: _____

Elyria, Ohio 44035

Telephone: _____ **E-mail** _____

Contact Person/Title: _____

Federal Tax ID Number: _____

Unique Entity ID (sam.gov): _____

Program/Project Title: _____

Location of Proposed/Program Project: _____

Total years the proposed program has been in existence: _____

Amount of CDBG funds requested for this project: \$: _____

Amount of Total Project Budget: \$: _____

Total Number of Persons who will directly benefit from this Project: _____

Number of unduplicated, LMI, Elyria persons who will directly benefit from this Project:

***If proposed program is an existing program, provide the number of unduplicated, Elyria persons currently directly benefiting:** _____

Has your agency received CDBG funding for this program or activity before? Yes ___ No ___.

If yes, please explain below.

If your agency has been funded in the past you must at a minimum maintain the level of beneficiaries from previous grant cycles. Otherwise, the applicant may not be considered for CDBG funding during the current or future fiscal years.

Checklist of required documents that must be attached

- _____ Completed Application (All information must be complete on application to be considered for funding including Federal Tax ID # and DUNS Number)
- _____ Narrative on agency (See attached instructions)
- _____ Narrative on project (See attached instructions)
- _____ Articles of Incorporation/Bylaws
- _____ Current Proof of non-profit determination, 501 (c)(3), unless furthering economic development by way of microenterprises.
- _____ List of Board of Directors (Please indicate Officers)
- _____ Authorization from Board to request funds
- _____ Organizational chart of the agency
- _____ Qualifications of program administrator (2 page limit)
- _____ Agency financial statement and copy of most recent audit
- _____ Completed Budget Sheet (include line item costs associated to CDBG funds requested), Revenue Sheet and Certifications (attached)
- _____ Certificate of Good Standing with the State
- _____ State and Federal Tax Determination Letters or other Third Party verification that agency is tax Exempt
- _____ Agency W-9 form
- _____ Waiver Request if applicable. See Page 7, d. and e.

Please submit only what has been requested above. You must submit this application form with all supporting documentation listed above.

All requests and submittals must be received by the Office of Community Development by **12:00 noon September 16, 2024. Late requests and submittals will not be accepted.** A representative of your organization is recommended to be present and answer any questions presented by the Council members for the second public hearing. See schedule of public hearings on page 4. Public hearings will be held in Council Chambers at 6:00 PM at Elyria City Hall, 131 Court Street, Elyria, Ohio 44035.

Instructions on Agency and Project Narrative (Must be typewritten and cannot exceed 5 pages)

All project information must be included in the draft Action Plan that will be made available for public comment as part of the citizen participation process. See page 4 for dates pertaining to the public comment period.

- 1) **Agency narrative should include the following elements:**
 - a.) Length of time agency has been in operation
 - b.) Purpose of the agency and its capabilities
 - c.) Types of services the agency currently provides
 - d.) Audit requirements of the agency on State/Federal level. This should include verification that the Agency is in compliance with all Audit requirements.

2) Program/project narrative should include the following elements:

- a.) Brief description of proposed program/project including the need or problem to be addressed.
- b.) Population to be served and/or area to be benefited.
- c.) Describe the work to be performed including the activities to be undertaken or the services to be provided. Description of how the proposed project will be a National Objective.
- d.) Describe goals/objectives and the implementation schedule *Please be advised, the City will not enter into contracts until the City receives HUD approval of the Action Plan, which usually occurs between June and August.* Include the proposed program/project budget specifying line item costs such as personnel, supplies, etc. Discuss the intended staffing for the program/project.
- e.) You may apply for a waiver. Please include a note indicating how and why the costs incurred prior to grant award are necessary for the efficient and timely performance of the programming you are applying for.
- f.) Outline other sources of funding sought and secured for this program/project. Are the other funds restricted? If so, how? List all available sources of funding and verification that the Agency has the financial capacity to administer program while awaiting CDBG fund reimbursement.
- g.) If you were funded by the City previously, detail your accomplishments with those funds, including the number of persons served. Describe how the request will be to expand services or provide new services.

PROJECT BUDGET SHEET

| Specific Cost Item/description | CDBG Amount Requested | Other Funds Source | Other Funds Amount | Total Amount CDBG & Other Sources |
|---------------------------------------|------------------------------|---------------------------|---------------------------|--|
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| TOTAL | | | | |

PROGRAM REVENUE

List all other program resources that have been secured for the 2024 program year. Since the CDBG funds are provided on a reimbursement basis, total must be greater than or equal to "Total CDBG Amount Requested" listed above (use additional page if necessary).

| FUNDING SOURCE | AMOUNT |
|-----------------------|---------------|
| | |
| | |
| | |
| | |
| TOTAL | |

CERTIFICATIONS

I understand that CDBG funds are paid to agencies on a reimbursement basis. The City will not advance CDBG funds to Subrecipients nor purchase equipment, supplies or any other materials on behalf of Subrecipients under any circumstance. I understand that it is the agency's responsibility to supply the capital to make the initial purchases.

| | | |
|-----------|----------|------|
| Signature | Position | Date |
|-----------|----------|------|

I understand that no employee, board member, officer, agent, consultant, Subrecipient which are receiving funds under a CDBG assisted program who have responsibilities with respect to the CDBG activities or who participate in decision making process or have access to inside information with regard to activities cannot obtain a personal or financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611). The City cannot reimburse for any payroll for board members of the agency.

| | | |
|-----------|----------|------|
| Signature | Position | Date |
|-----------|----------|------|