



**COMMISSIONERS**  
Robert E. Aufuldish  
Raymond E. Sines  
Daniel P. Troy

**Federal Grants Office  
Competitive CDBG Grant Program  
FY 2008  
Application For Assistance**

Interested CDBG Applicants:

Thank you for expressing interest in Lake County's FY'08 Community Development Block Grant Program (CDBG).

Lake County will be submitting its FY'08 Action Plan, as part of the Consolidated Plan, to the Department of Housing and Urban Development (HUD), no later than August 15th. Prior to the submission of the Consolidated Plan, two public hearings will be held. The first public hearings will be to inform interested citizens about the CDBG program; to solicit comments regarding the proposed use of funds; and, to present information about eligible and ineligible CDBG activities. The second public hearing will present the County's proposed use of its FY'08 CDBG funds. Notices of these hearings were or will be published in the News-Herald.

Any organization requesting CDBG funds for a Public Service activity must show justifiable need. A public service must be either a new service, or a quantifiable increase in the level of a service above that which has been provided over the preceding twelve months; or evidence of a decrease in the level of a service that was the result of events not within the control of the unit of general local government or agency; and, that other sources of funding have been investigated and are unavailable.

The proposed use of CDBG funds must be for an eligible CDBG activity that benefits low and moderate income persons, eliminates slum and blight, and/or meets an imminent threat/urgent need.

Lake County's total FY'08 CDBG allocation is approximately \$1,300,000. The maximum total amount available for public service activities will be approximately \$195,000.

There are always more requests than available funds. Consequently, you should be aware that your request may not be funded, and that *if* funded, there would be no guarantee of continued CDBG funding in succeeding years.

Lake County will review all funding requests and present the proposed FY'08 CDBG activities at the second public meeting. **A proposed statement of CDBG and HOME Program Activities will be published on or about June 15, 2008** at the start of the 30-day public comment period.

Enclosed, please find a CDBG Application. Interested applicants will need to complete this information and return it to the Federal Grants Office **no later than Friday, May 2, 2008.**



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**I. General Information**

<div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Community Name</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Street Address</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>City / Zip</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Federal Tax ID #</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">(      )</div> <div style="border-bottom: 1px solid black;"><i>Main Telephone #</i></div>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Chief Executive Officer</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">(      )</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Direct Telephone #</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Contact Person</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Title</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">(      )</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Direct Telephone #</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>E-Mail</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">(      )</div> <div style="border-bottom: 1px solid black;"><i>Fax Number</i></div>
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*I certify that this Community and/or agency possesses the legal authority to proceed with this project if it is awarded, that the information contained herein is true and correct and that the submittal of this application has been duly authorized.*

<i>Type Name of Chief Executive Officer:</i>	<i>Title:</i>
<i>Signature:</i>	<i>Date:</i>

**Type of grant:** (check one)

**Construction** \_\_\_\_\_

**Public Service** \_\_\_\_\_

## **II. Project Specific Information**

<b>Project Title:</b>  <i>If this is a joint application please specify other communities and lead agency:</i>	<b>National Objective:</b> (check those that apply)  <input type="checkbox"/> <b>Benefit to Low/Moderate Income Persons</b> <input type="checkbox"/> <b>Prevent/Eliminate Slum &amp; Blight</b>
<b>Amount of CDBG Funds Requested:</b> \$ <b>Matching Funds</b> \$ <b>Total Cost of Project:</b> \$ <b>Community/Agency Leverage</b> % <b>CDBG Leverage</b> %	<b>Project Location: Description and Census Block Groups</b>
<b>By Census Block Groups:</b> <b>Total Persons</b> _____ <b>Total L/M/I Persons</b> _____ <b>OR</b> <b>Limited Clientele:</b> <b>Total # of persons project will serve</b> _____	<b>CDBG Cost per Beneficiary:</b> <b>CDBG funds requested</b> _____ <b># of beneficiaries</b> _____ <b>CDBG Grant / Beneficiaries</b> _____
<b>Total population of community per 2000 Census:</b> _____	<b>Number of Beneficiaries / Total Population:</b> _____ %

## **III. Project Summary (General Description of the project in 50 words or less):**

**V. Statement of Need (Please describe the issue(s) the project will address):**

**VI. Project Narrative / Description (Solution):**

*A) Who is the beneficiary of the project?*

*B) How did you arrive at the number of beneficiaries?*

*C) What is the goal of the project?*

*D) How will you measure these goals?*

*E) How will the project be implemented?*

*F) What is the impact of the project on the community /beneficiaries?*

*G) How does the project fit into the overall goals of the community?*

*H) What is the exact location of the project?*

*I) Indicate staff positions that will handle each aspect of the project.*

*(Monitoring, construction approval, Davis Bacon enforcement, contractor payments, contract changes and reimbursement preparations)*

Project Title \_\_\_\_\_

Applicant \_\_\_\_\_

## VI. Budget

\*Leverage \_\_\_\_\_%

\*Leverage: Add the amount of funds committed and *documented* from sources other than CDBG, including in-kind contribution, and divide by the total project cost.

USE OF FUNDS							
	COUNTY CDBG	APPLICANT	STATE	OTHER	PRIVATE	IN-KIND CONTRIBUTION	TOTAL
Construction							
Contingency							
Architectural/ Engineering							
Administration (i.e. Advertising)							
Total Project Cost							

**Please Note:** Submit Third Party Cost Estimates and documentation of all sources of other funds committed to project.

Explain In-Kind Contribution & Breakdown costs: (i.e.: \$10,000 City Engineer, \$10,000 Chamber of Commerce)

Please note: dollars not committed by a letter from the proper authority will not be counted as leverage.

**Project Title** \_\_\_\_\_

**Applicant** \_\_\_\_\_

**VII. Schedule** - Each project activity must be listed and an estimated time of completion identified.

**M I L E S T O N E S**

Individual Work Activity (List)	10/ 08 to 12/08	12/08 to 2/09	2/09 to 4/09	4/09 to 6/09	6/09 to 8/09	Completion Date
County awards contracts						
Project Completion						XXXXXXXX
Audit						XXXXXXXX

**Please Note: Contract Schedule**

October 1, 2008 – August 31, 2009



**VIII.** Construction projects ***MUST*** attach the following:

- A. Map of project location
- B. Third party cost estimate of project.
- C. Service area of project shown on map.
- D. If project is an "area benefit," applicant must conduct an income survey of area residents.

**NOTE:** Applicants who submit construction projects will be required to undertake an area income survey to demonstrate that at least 51% of the beneficiaries are low and moderate income persons.

**IX.** All applicants from nonprofit agencies ***MUST*** include a list of Board Members, Trustees, and Officers of their organization, identifying any who are elected officials or employees of ***Lake County***, or who will benefit through contract services from the CDBG funds.

**X.** Non-profit agencies ***MUST*** include a copy of their latest approved annual budget.

***Authorization:***

The undersigned hereby represents that he/she is authorized by the agency/applicant named above to submit this application for CDBG funding, and attest that all information herein is accurate. If CDBG funding is granted, the agency, by submitting this application, agrees to comply with all CDBG, HUD, and ***Lake County*** regulations.

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Typed Name

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Signature

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Title

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Date

Applicant is required to complete all information as completely and accurately as possible to aid in the project review process. Additional information may be submitted and attached.

Submit **two (2) applications** (1 signed original and 1 copy) no later than 4:00 p.m., Friday, May 2, 2008 to:

**Tracy Udrija, Federal Grants Administrator**  
**Federal Grants Office**  
**Lake County Board of Commissioners**  
**105 Main Street**  
**Painesville, Ohio 44077**

# **Fiscal Year 2008 CDBG Program**

## **Factors to Be Considered in Reviewing CDBG Application Requests**

Lake County will consider the following factors in reviewing application requests for funding. All projects will be first reviewed for activity eligibility and national objective compliance.

1. Assessment of whether the project would meet a National Objective and quality of information provided to support National Objective compliance.
2. Total number of low and moderate income (LMI) persons served by the project.
3. Percent of low and moderate income persons within the project location or service area.
4. Leverage - the amount of other public and non-public funds committed directly to the proposed project.
5. Past performance of the applicant, in particular, regarding unspent funds from prior programs years.
6. Delivery costs - the ratio of actual CDBG dollars delivered directly to the beneficiaries of the project as opposed to the total grant requested. Do grant funds provide service directly to the beneficiaries versus administrative/operating costs?
7. Assessment of whether project is duplicating services and/or facilities provided by other agencies.
8. The amount of the grant request in relation to agency's annual budget.
9. The total project cost per total population being served by the project.