

GENERAL PROGRAM GUIDELINES AND ELIGIBILITY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis. This is a flexible program that provides communities with a wide range of unique community development needs. The goal of the CDBG Program is to develop viable urban communities by providing decent housing and a suitable living environment along with expanding economic opportunities, for persons of low and moderate incomes.

FUNDS AVAILABLE

- Total estimated available for Fiscal Year 2015 is \$1.44 mil.

PROGRAM TERM

- October 1, 2015 through September 30, 2016

PRE-APPLICATION MEETING

- The mandatory pre-application meeting is scheduled for 10:00 a.m. on March 27, 2015 at 1981 Blasé Nemeth Road, Painesville, Ohio 44077 in the ULAB Building. This meeting serves as Public Hearing #1.

APPLICATION DEADLINE

- The Lake County Office of Planning and Community Development, located at 125 E. Erie Street, Painesville, Ohio 44077, will accept applications no later than 4:00 P.M. on Monday, May 18, 2015.

ELIGIBLE APPLICANTS

- Units of general purpose government for “balance of County” villages, municipalities, and townships. (excluding the City of Mentor and Waite Hill Village)
- Private, non-profit organizations, small business investment corporations, or community development corporations, with specific community development and/or housing programs
- Institutions of higher education
- Public Housing Authorities
- Collaboration among applicants is encouraged. Applicants will be given preference during project selection if evidence of partnerships in project development is provided.
- A DUNS number is required of all applicants.

ELIGIBLE ACTIVITIES

- CDBG activities must meet one of the following national objectives:
 1. Benefit to low- and moderate income persons
 - a. Direct benefit
 - b. Area-wide (project located in an LMI block group or established by income survey)
 2. Elimination of slum and blighting conditions
 3. Address urgent community development needs
- Eligible Activities per Lake County Consolidated Plan include: (Each proposed project must be both an eligible activity and meet one of the National Objectives)
 - Rehabilitation of residential and non-residential structures;
 - Construction, reconstruction, rehabilitation (including removal of architectural barriers to accessibility) of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
 - Public service, within certain limits;
 - Planning and Capacity Building;

- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

INELIGIBLE ACTIVITIES

- Buildings or portions thereof, used for the general conduct of government
- General government expenses
- Political activities

GENERALLY INELIGIBLE ACTIVITIES

- Purchase of equipment
- Operating and Maintenance expenses
- New housing construction
- Income payments

RESOURCE INFORMATION

- Rhea Benton, CDBG Manager
Lake County Office of Planning and Community Development
125 East Erie Street, Painesville
rbenton@lakecountyohio.gov
phone (440) 350-2740, fax (440) 350-2606
- Available at lakecountyohio.gov/planning:
Fillable Application in Word Format, List of Helpful Resources, Sample Fair Housing Resolutions, CDBG Application Review Form, Construction Project Checklist, Five-Year Consolidated Plan

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APPLICATION FORM
Competitive Community Development Block Grant Program
FY 2015 (October 1, 2015 – September 30, 2016)
Application for Assistance

Community or Agency Name
Proposed Project Title
Check One <input type="checkbox"/> Public Service Project, or <input type="checkbox"/> Non-Public Service Project (Construction or Economic Development Activities)

I. Applicant Information

Community or Agency	Chief Executive Officer
Street Address	Direct Telephone #
City / Zip	Contact Person (<i>primary grant administrator</i>)
Federal Tax ID #	Title
Main Telephone #	Direct Telephone #
DUNS #	E-Mail
	Fax Number

I certify that this Community and/or agency possesses the legal authority to proceed with this project if it is awarded, a copy of the authorizing documentation is attached, that the information contained herein is true and correct and that the submittal of this application has been duly authorized.

Type Name of Chief Executive Officer:	Title:
Signature:	Date:

II. Project Specific Information

Project Title: <i>If this is a joint application, please specify other communities or agencies:</i>	National Objective: (check those that apply) <input type="checkbox"/> Benefit to Low/Moderate Income Persons <input type="checkbox"/> Direct* <input type="checkbox"/> Area-wide** (See appendix B map) <input type="checkbox"/> Prevent/Eliminate Slum & Blight****
Amount of CDBG Funds Requested: _____ Matching Funds: _____ Total Cost of Project: _____ Community/Agency Leverage: _____ % CDBG Leverage: _____ %	Project Location: Description and Census Block Groups Mailing address (nearest to activity) _____ Census Tract _____ Block Group _____ LMI% _____ http://factfinder.census.gov
By Census Block Groups: Total Persons _____ Total LMI Persons _____ OR Limited Clientele:*** Total # of persons project will serve _____ http://factfinder.census.gov	CDBG Cost per Beneficiary: CDBG Funds Requested: _____ # of beneficiaries: _____ CDBG Grant/Beneficiaries _____
Total population of community per 2010 Census: _____ http://factfinder.census.gov	Number of Beneficiaries/Total Population: _____ %

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

- *Direct: Verified by income documentation of each beneficiary household.
- **Area-wide: Project is located in an LMI Block Group (42.3% LMI or more, see map attached) or Established by Income Survey
- *** Limited Clientele: Abused children, elderly persons, battered spouses, homeless persons, adults meeting Bureau of Census definition of severely disabled adults, illiterate adults, persons living with the disease AIDS, and migrant farm workers.
- ****Slum/Blight: Spot Slum/Blight Certificate or Slum/Blight Area Resolution & Survey are required.

IV. Fair Housing

<p>A. Has the Community or Agency attended a Fair Housing training in the past 12 months that was facilitated by one of the following organizations?:</p> <p>Fair Housing Resource Center, or other local or regional Fair Housing Center, U.S. Dept. of Housing and Urban Development, Housing Research and Advocacy Center, Cleveland Legal Aid Society, or OneCPD Webinar</p>	<p>[] Yes [] No</p> <p>If “Yes” then please attach proof of attendance.</p> <p>If “No” then a representative must attend one of the following, and attach proof of attendance to this Application:</p> <p><u>Option #1:</u> April 24, 2015 – Fair Housing Seminar, hosted by Fair Housing Resource Center, www.fhrc.org</p> <p><u>Option #2:</u> Webinar – COHHIO Intro to Fair Housing, http://www.cohhio.org/information_resource/training_materials (scroll to bottom of page) Provide signed statement of webinar viewing.</p> <p><u>Option #3:</u> Webinar – HUD “Fair Housing Act, Section 3, Section 504 Requirements NSP” via Register to create a profile through https://www.hudexchange.info/ Register for webinar, view webinar, and complete documentation.</p> <p><u>Option #4:</u> April 29, 2015 – Stark County Fair Housing & Stark County MHA Fair Housing Luncheon, http://www.starkcountyohio.gov/fair-housing</p>
<p>B. Has the Community or Agency’s Board signed a resolution supporting fair housing in the past 12 months?</p>	<p>[] Yes [] No</p> <p>If “Yes” then please attach a copy of the most recent resolution.</p> <p>If “No” please sign a resolution to maintain eligibility for CDBG grant funding. Sample resolutions can be found at: http://www.lakecountyohio.gov/planningcommissionnew/home.aspx</p>
<p>C. Please provide a narrative below describing activities to be undertaken during the contract year to meet the obligation to affirmatively further fair housing. Refer to Appendix D. Attach additional pages if necessary.</p> <p>Fair Housing Narrative:</p>	

V. Statement of Need

A. Please describe the issue(s) the project will address.

B. Who is the beneficiary of the project?

C. How did you arrive at the number of beneficiaries?

VI. Project Narrative:

A. What is the goal of the project?

B. How will you measure these goals?

C. How will you keep accurate records of beneficiary information? Do you have a computer-based record-keeping method in place? If not, do you have an implementation plan for computer-based record-keeping?

D. How will the project be implemented?

1. County _____ 2. Subrecipient Agreement _____

Please detail implementation:

E. What is the impact of the project on the community/beneficiaries?

F. How does the project fit into the overall goals of the community?

G. Describe how community residents, businesses, or other agencies have been involved in the development of this project. Describe any partnerships that have been formed to undertake this project.

H. What is the exact location of the project?

I. Does the proposed project trigger Section 3 based on activity type? (Refer to Appendix E)

Does the proposed project trigger Section 3 based on cost threshold?

Does your organization plan to use contractors or subcontractors that qualify as Section 3 certified businesses?

J. Please list each individual who will work on this project, their role and experience. (Monitoring, construction approval, Davis Bacon enforcement, contractor payments, contract changes and reimbursement preparations)

VII. Budget (Per HUD criteria, Davis Bacon applies to all non-residential construction projects over \$2,000.00)

Project Title _____

Applicant _____

* 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

Davis Bacon Wage Rates shall be included in all estimates

	COUNTY CDBG	APPLICANT	STATE	OTHER	PRIVATE	IN-KIND CONTRIBUTATION	TOTAL
Line item expenses							
Architectural/ Engineering							
Administration							
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 and 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.

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

Project Title _____ Applicant _____

M I L E S T O N E S

Individual Work Activity (List)	Dates	Dates	Dates	Dates	Dates	Dates
County Awards Contracts						
Project Completion						XXXXX
Audit						XXXXX

PLEASE NOTE: CONTRACT SCHEDULE
October 1, 2015 - August 31, 2016

IX. THRESHOLD CRITERIA/APPLICATION CHECKLIST

Applications must meet threshold criteria by the submission date to be considered for funding.

1. ☐ Eligible under the CDBG Program regulations (24 CFR 570) – eligible activity and meets a national objective
2. ☐ The CDBG/HOME Pre-Application Meeting on March 27, 2015 was attended by at least one representative
3. ☐ All required documentation is attached to the Application for assistance:
 - A. ☐ Resolution authorizing the filing of the application
 - B. ☐ Resolution supporting Fair Housing
 - C. ☐ Proof of Attendance at a Fair Housing Training (see section IV of application)
 - D. ☐ Certificate of Attendance for CDBG/HOME Pre-Application Meeting
 - E. ☐ Location map
 - F. ☐ Service area map or Spot-Slum & Blight Cert. or Slum and Blight Area Resolution & Survey, whichever applies
 - G. ☐ Architect/Engineer estimate(s); Please include professional services fees if applicable. Federal Prevailing Wages must be included in cost estimates if applicable.
 - H. ☐ Letter of Commitment of matching funds
 - I. ☐ Section 3 documentation, where applicable
 - J. ☐ Non-Profit Agencies Only:
 - (1) List of Board Members, Trustees and Officers of the organization, identifying any who are elected officials or employees of Lake County, or who will benefit through contact services from CDBG funds
 - (2) Copy of the latest approved annual budget
 - (3) 501 c3 documentation
 - K. ☐ Applicant must submit one (1) original hard copy and one (1) electronic copy of the application, including all attachments. Electronic copy may be submitted on a disk or flash drive.

X. AUTHORIZATION

I certify that all the items listed above are contained in the CDBG Application for Assistance. I understand that failure to include any of the above items and/or if there are any errors will result in an incomplete application. If CDBG funding is granted, the agency or community, by submitting this application, agrees to comply with all CDBG, HUD, and Lake County regulations.

Typed Name

Signature

Title

Date

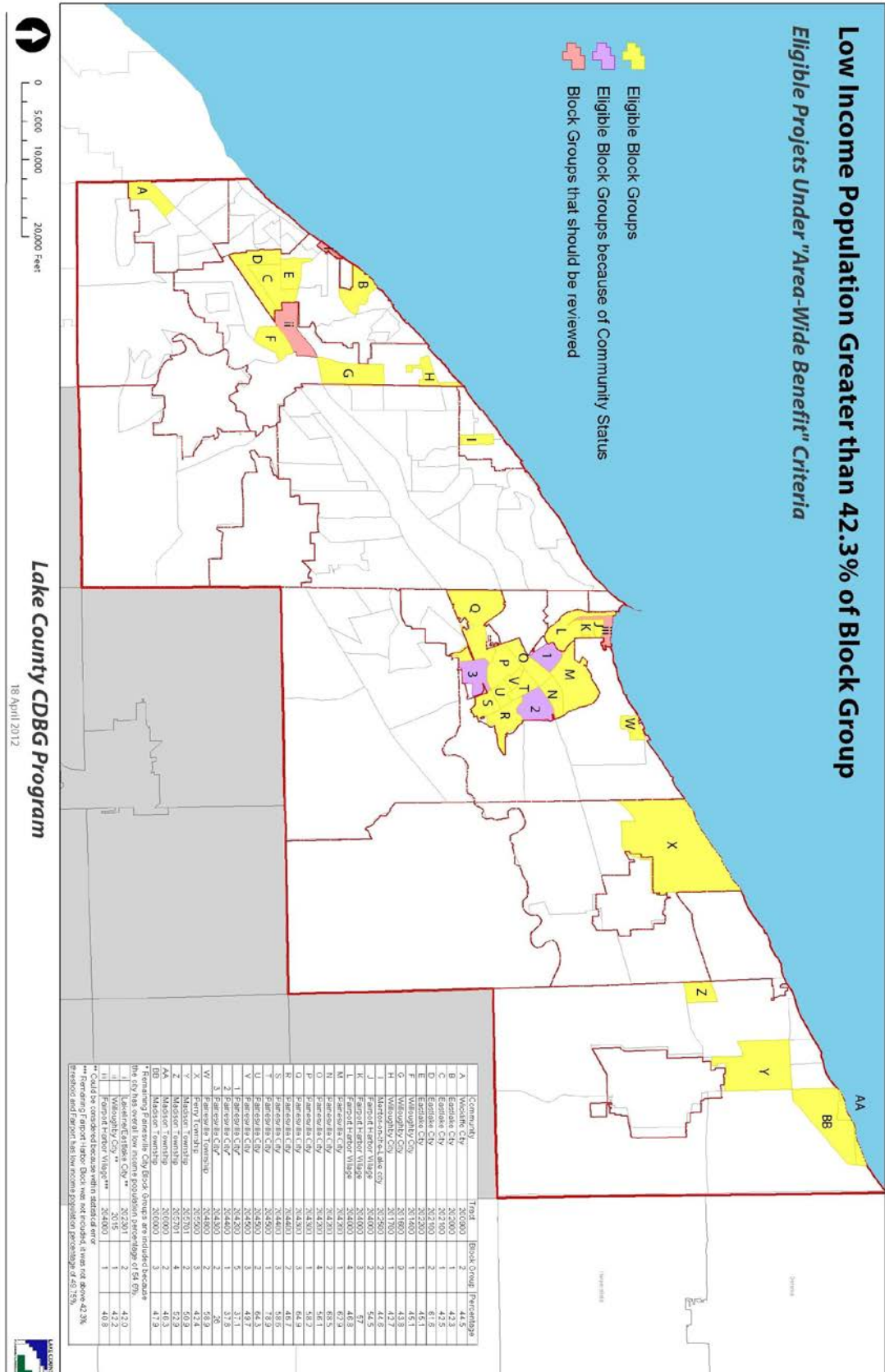
Appendix A - HUD FY 15 INCOME LIMITS

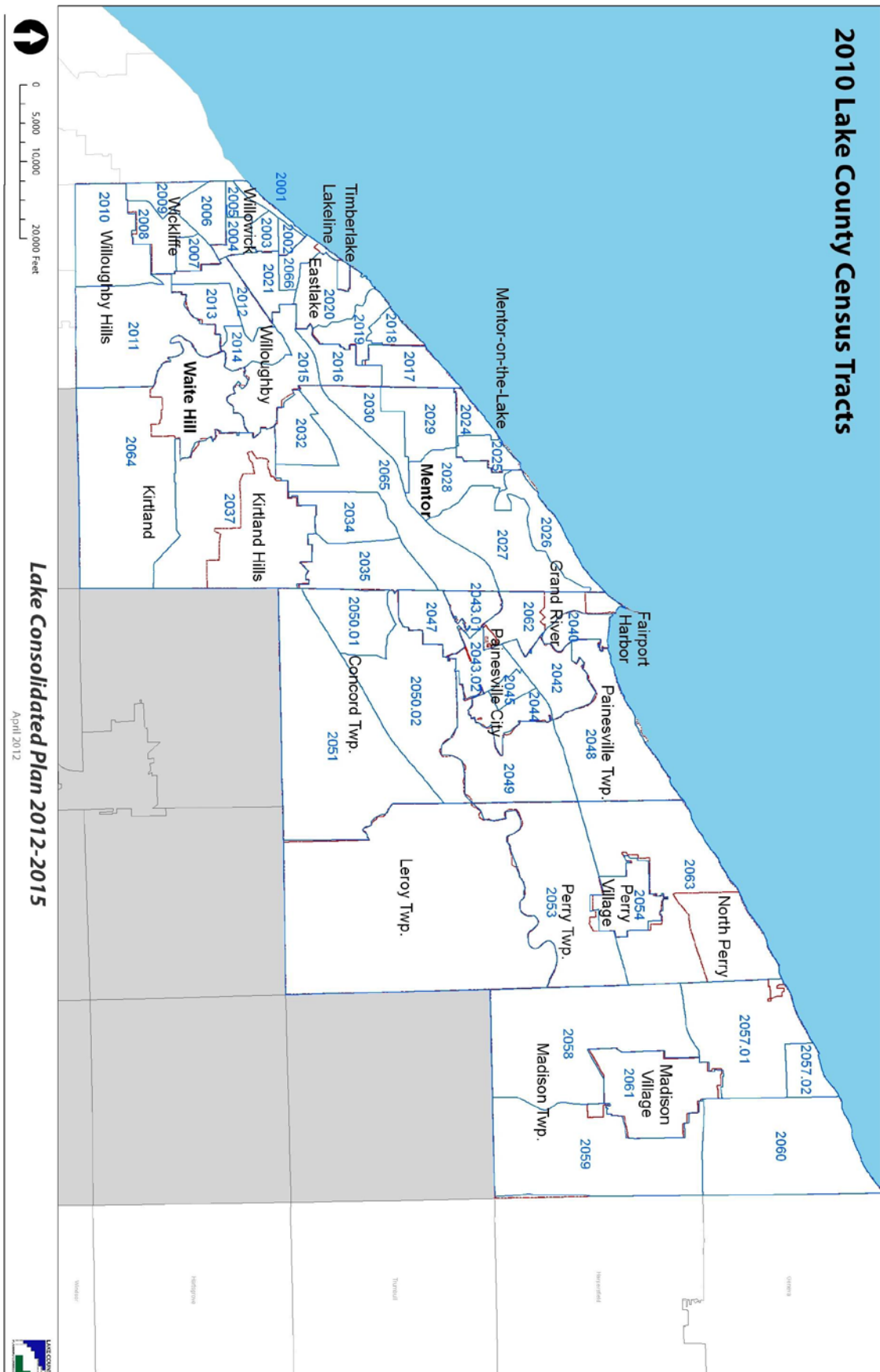
Lake County, Ohio

Income Limit Area	Median Income	Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Lake County	\$66,100	Extremely Low (30%) Income Limits	\$13,900	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890
		Very Low (50%) Income Limits	\$23,150	\$26,450	\$29,750	\$33,050	\$35,700	\$38,350	\$41,000	\$43,650
		Low (80%) Income Limits	\$37,050	\$42,350	\$47,650	\$52,900	\$57,150	\$61,400	\$65,600	\$69,850

Source: huduser.org

Appendix B - LOW INCOME BLOCK GROUP MAP





In order to be eligible for CDBG and HOME funding in Lake County, applicants are required to undertake and document the manner in which their proposed activities, if funded, will affirmatively further fair housing.

The Federal Fair Housing Act prohibits discrimination based on race, color, religion, national origin, sex, disability, and familial status. Ohio law also prohibits discrimination based on ancestry and military status. The Federal Fair Housing Act requires the Secretary of HUD to administer the programs and activities relating to housing and urban development in a manner *affirmatively to further the policies* of the statute. That is, HUD is required to take actions to affirmatively address segregation based on race and other protected classes, as well as to address acts of discrimination. This duty extends beyond HUD to those governmental entities that receive Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds.

Applicants and recipients of this funding whether agency or community are required to certify that they will take steps to “affirmatively further fair housing” (“AFFH”). Actions to AFFH should further policies of federal and state fair housing laws by actively promoting wider housing opportunities for all persons while maintaining a nondiscriminatory environment in all aspect of public and private housing markets. Greater detail on the duty of jurisdictions such as Lake County and by extension Lake County’s recipient agencies and communities to AFFH is further detailed within Presidential Executive Order #12892 dated 01.17.1994 and HUD’s mission statement (links shown below). A potential outcome of a jurisdiction’s failure to meet their obligation to AFFH can be found within the ongoing enforcement of court case *U.S. ex rel. Anti-Discrimination Center v. Westchester County*. On a positive note, ***The Fair Housing Planning Guide*** and the CDBG/HOME regulations provide guidance to local governments regarding their AFFH obligations. Applicants requiring additional guidance in determining appropriate activities to meet their obligations to affirmatively further fair housing are encouraged to contact Rhea Benton, CDBG Manager (440) 350-2740.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/EXO12892

<http://portal.hud.gov/hudportal/HUD?src=/about/mission>

Instructions: Applicants will prepare and submit a narrative that describes the activities to be undertaken during the contract year to meet the obligation to affirmatively further fair housing. Applicants must plan to conduct and/or participate in activities using its own resources (financial, staff, etc.). A few examples are shown below. Additional examples and suggestions can be obtained through consultation with county staff.

Describe the applicant’s proposed AFFH activities for the contract year.

Example: Agency/City - Staff attends educational session regarding Fair Housing. City/Village/Township - Adopts Fair Housing ordinance/resolution. Agency/City – Plan and advertise event.

What protected classes do you anticipate will benefit from your proposed activities?

Example: ALL - Race, Color, Religion, Sex, National Origin, Disability, Family Status, Military.

How will the identified protected classes benefit from the proposed activities?

Example: Agency (infant car seat distribution) - Beneficiaries will be made aware of equal housing opportunities and protected class status of families with children.

Who will be responsible for the AFFH activities? Provide name and title of all who will be involved.

Example: Agency/City – Executive Director, Case Management Staff / Elected Official/ Department Head.

How will you document and report on your AFFH activities?

Example: Agency/City – Submit attendance of planned outreach events or client served with invoices.

How will you promote your activities?

Example: Agency/City - Community newsletter, mailing, email, website, & local cable.

HUD has proposed a new approach to AFFH that aims to aid in the development of robust community planning informed by fair housing and provides states and local jurisdictions with a clear definition of what it means to affirmatively further fair housing, a standardized assessment process with supporting data, and guidance and technical assistance. To learn about the proposed rule and assessment tool, visit HUD’s website at http://www.huduser.org/portal/affht_pt.html.

Appendix E - SECTION 3 INFORMATION

Each year the U.S. Department of Housing and Urban Development invests billions of federal dollars into distressed communities for projects designed to build and rehabilitate housing, improve roads, develop community centers, and otherwise assist families achieve the American Dream. The Section 3 regulation recognizes that HUD funding typically results in projects/activities that generate new employment, training and contracting opportunities. These economic opportunities not only provide “bricks and mortar”, but can also positively impact the lives of local residents who live in the neighborhoods being redeveloped. Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] is **HUD’s legislative directive for providing preference to low-and very low-income residents of the local community** (regardless of race or gender), **and the businesses that substantially employ these persons, for new employment, training, and contracting opportunities resulting from HUD-funded projects.**

Further, as a condition of receiving HUD Community Planning and Development assistance, recipients certify that they will comply with the requirements of Section 3 annually pursuant to 24 CFR 570.607(b). Accordingly, the Department has the legal responsibility to monitor recipients such as Lake County for compliance and can impose penalties upon those that fail to meet these obligations.

All projects/activities involving **housing construction, demolition, rehabilitation, or other public construction—i.e., roads, sewers, community centers, etc.** that are completed with covered funding (CDBG, HOME and others) are subject to the requirements of Section 3. Contractors or subcontractors that receive contracts in excess of **\$100,000** for Section 3 covered projects/activities noted above are required to comply with the Section 3 regulations in the same manner as the direct recipient that provided funding to them. Section 3 applies to the **entire** covered project or activity regardless of whether the activity was fully or partially funded with covered assistance.

HUD requires that a recipient such as Lake County demonstrate compliance to the “greatest extent feasible” by meeting minimal Section 3 numerical goals. Those minimal goals include: 1) Commit to employ Section 3 Residents as 30% of the aggregate number of new hires. and 2) Commit to award at least 10% of the total dollar amount of all Section 3 covered contracts for building trades arising in connection with housing rehabilitation, housing construction and other public construction to certified Section 3 Businesses.

Inquiries can be directed to Rhea Benton (440) 350-2740 or rhea.benton@lakecountyohio.gov. Additional information on this topic is listed on the Tools and Contacts page of CDBG and HOME Applications.