CITY OF LORAIN

Department of Building, Housing & Planning

Community Development Block Grant (CDBG)
Public Service Application
Program Year 2022

Please note this program is only applicable for non-profit 501(c) (3) organizations

OFFICE USE ONLY:

- ☐ Received Date and Time: _____
- ☐ Received by: _____
- ☐ Method Received: _____

CITY OF LORAIN BUILDING, HOUSING AND PLANNING
CDBG PUBLIC SERVICE

APPLICATION INFORMATION

The City of Lorain, Department of Building, Housing and Planning, is accepting applications from qualified non-profit organizations interested in providing services that address one or more of the public service needs outlined below and in the City's Five-Year Consolidated Plan (Con Plan) 2020/2021 - 2024/2025. The Con Plan can be found on the City of Lorain's website (cityoflorain.org).

- Food pantries
- Legal Services
- Homeless Services and Facilities
- Youth Services and Programs
- Senior Services and Programs
- Public Transportation and Services
- Mental Health Services
- Employment Services
- Educational Programs
- Veteran Services

SCOPE OF WORK AND ELIGIBLE ACTIVITIES:

A project must be a new service or a quantifiable increase in the level of service in order to be eligible for CDBG public service funds. The funds can be used for labor, supplies, operation costs, materials, etc. No funding can be utilized to purchase food or dinks. Eligible activities include but are not limited to:

- Employment services (e.g., job training)
- Crime prevention and public safety
- Childcare Services
- Youth Services
- Health services
- Substance abuse services (e.g., counseling and treatment)
- Education programs
- Energy conservation
- Services for senior citizens
- Services for homeless persons

Grants will be awarded based on the availability of public service funding, evaluation of organization capacity and written information provided in comparison to the needs outlined in the City's Five-Year Consolidated Plan 2020/2021 - 2024/2025. Awarded projects will be monitored during the months of March, June, and September to ensure compliance with all local, state and federal requirements. Additional monitoring will be held as needed. Letters will be provided after each monitoring to ensure compliance or risk of termination.

The proposed activity must be completed in its entirety by December 31, 2022.

Application must be received prior to 3:00 PM on November 1, 2021, at the City of Lorain Building, Housing and Planning Department
200 W. Erie Ave, 5th Floor
Lorain, OH 44052

CITY OF LORAIN BUILDING, HOUSING AND PLANNING
CDBG PUBLIC SERVICE APPLICATION

Amount Requested: $_____

ORGANIZATION INFORMATION

Organization: _____
EIN: _____ Website: _____
Address: _____

Director: _____
Phone: _____ Email: _____

Proposal Contact Person: _____ Title: _____
Phone: _____ Email: _____

PROJECT INFORMATION

Program/Project Title: _____
Location of Proposed/Program Project: _____
Is this a new program/project? YES \ NO
If not, how long has the program/project existed? _____

Briefly describe the project/program *activity* and *outcome* within a couple sentences:
_____
_____
_____
_____
_____
_____
_____

Provide a separate, typed up proposal. The proposal should describe the project activity, outcome in detail, and include the following elements:

- Describe the project activity and outcome in detail
- Population/area to be served
- Discuss staffing and administrative needs
- Outline other sources of funding needed and/or acquired
- If previously funded by the City of Lorain, detail accomplishments
- If project/program is existing describe how the CDBG funds will be used to expand the existing services
- Include any necessary photographs, blueprints, estimates, etc.

PROJECT BUDGET INFORMATION

CDBG Funds Requested: _____
Other Secured Funds: _____
Total Project Budget: _____

Costs incurred prior to the execution of a Subrecipent Agreement with the City of Lorain are ineligible.

Please provide a specific budget and if not applying for the total cost of the project, please include commitment letters from other sources.

Has your organization received CDBG funding for this specific project/program? YES \ NO
If yes, please explain: _____
Has your organization received CDBG funding before? YES \ NO
If yes, please explain: _____

Do any City of Lorain employees perform paid work within the organization? YES \ NO
If yes, will the employees be paid from the CDBG grant? YES \ NO

PROJECT BENEFIT AND SITE INFORMATION

Who will benefit from this project? _____
How many households are in the service area? _____
How many are low-to-moderate income? _____

If the project is pre-existing, how many Lorain residents are currently benefiting? _____
How many of those residents are low-to-moderate income? _____

Please include any maps or income surveys completed to determine this information.

Does the project affect a historical property or historic district? YES \ NO
Is the project located in a floodplain? YES \ NO
Is the property occupied? YES \ NO
Will you need to acquire easements or property to complete this project? YES \ NO
Will any access fees be charged (i.e. membership, entrance or parking fees, etc.)? YES \ NO

REQUIRED DOCUMENTATION CHECKLIST

- ☐ Completed application (all information must be complete in order to be considered)
- ☐ Articles of Incorporation and By-Laws as a Registered Non-Profit Agency in the State of Ohio
- ☐ W-9
- ☐ Latest 990
- ☐ Project/Program Proposal
- ☐ Commitment Letters for Additional Sources of Funding if Applicable
- ☐ Itemized Budget
- ☐ Supporting Documentation (i.e. income surveys, maps, etc.)
- ☐ Certifications (supplied with application)

I/We have read and fully understand the qualifications and requirements delineated in this proposal and application. All information submitted is correct and current.

Director's Signature	Print Name	Date

Contact Person's Signature	Print Name	Date

Completed applications must be received by the Building, Housing and Planning Department by 3:00 PM on November 1, 2021.
Late and/or incomplete applications will not be considered.

CERTIFICATIONS

I/We understand that CDBG funds are paid on a reimbursement basis. The City of Lorain will not advance CDBG funds to Subrecipients nor purchase equipment, supplies, or any other materials on behalf of Subrecipients under any circumstances. I/We understand that it is the organization's responsibility to supply the capital to meet initial purchases and expenses.

_____

Signature Position Date

I/We understand that the City of Lorain will not process any reimbursements if all necessary information, including demographics and accomplishment data, is not provided with the invoice. I/We understand that failure to provide necessary information will further delay reimbursement.

_____

Signature Position Date

I/We understand that no employee, board member, officer, agent, consultant, Subrecipent 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