



PUBLIC SERVICE APPLICATION

FY2025 PY2026

THE CITY OF LORAIN



CITY OF LORAIN BUILDING, HOUSING & PLANNING CDBG PUBLIC SERVICE

PROGRAM INFORMATION

Community Development Block Grant (CDBG) funding is provided by the Department of Housing and Urban Development's (HUD) Office of Community Planning and Development to develop viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities. Public Service is an eligible use of these funds. Public Service activities allow the City of Lorain to support and provide various services to address specific needs in our community in a more accessible and direct manner.

The City of Lorain utilizes Public Service funding to address one or more of the Public Service needs outlined in the City's Five-Year Consolidated Plan (Con Plan) 2025 – 2029. These priorities are:

- Health Services
- Mental Health Services
- Youth Services
- Senior Services
- Homeless Services and Facilities
- Food Services (Programs and Services for Food Accessibility)
- Community and Recreation Center (Operations and Programs)

For more information, the Con Plan can be found on the City of Lorain's website (cityoflorain.org).

APPLICATION INFORMATION

Applicants must be a registered 501(c)(3) on the federal, state, and local level. All applicants must have a Unique Entity ID (UEI) generated by SAM.gov. Additionally, the applicant must be located within the City of Lorain or provide substantial services to Lorain residents (validation may be required).

In order to be eligible to receive Public Service funding, the activity or project must be a new service or a quantifiable increase in the level of service.

New Service: An activity or project, with the same objective and outcome, that has not been administered within the previous 12 months. ***Please note that if the programmatic outcome and accomplishments are not changing and just the program name or brand is, that is not considered a new service.***

- Example: Organization A is requesting funding for their childcare program, Growing Seeds, which teaches children about gardening. The program has operated previously but has not been in operation since 2019. This would qualify as a new service since the program has not been in operation for 5 years.

Quantifiable Increase: For any activity or project that is currently being administered or has been administered within the previous 12 months and has received local or state funding, must document a quantifiable increase. Documentation may include, but is not limited to, waitlists, surveys, and other data collected by the organization. Local or



CITY OF LORAIN BUILDING, HOUSING & PLANNING CDBG PUBLIC SERVICE

state funding refers to a funding source provided by a government agency, such as the City of Lorain or Lorain County.

- Example: Organization B received \$20,000 in CDBG funding in 2023 and \$10,000 in local funding from Lorain County in 2024 for their food pantry. Both years, the pantry served 200 low-to-moderate income households. Organization B applied for \$25,000 in CDBG funding to support those same 200 households. This is **not** a quantifiable increase, as they continue to service 200 households and would not be considered eligible. Organization B **would** qualify as a quantifiable increase if they provided a waitlist showing they can support 10 households in addition to the 200 households already served.

Public service funding can be used for labor, supplies, operational costs, materials, etc. This is a reimbursable grant. Eligible activities include, but are not limited to:

- Employment Services
- Childcare Services
- Crime Prevention and Public Safety
- Youth Services
- Health Services
- Substance Abuse Services
- Education Programs
- Energy Conservation
- Senior Services
- Services for Homeless Persons

Ineligible activities and costs include but are not limited to:

- Food and Drink
- Income Payments
 - Gift cards, gas cards, food cards, cash payments, etc.
- Political Activities
- Vehicle purchase or lease
- Pre-Award Costs
 - Costs incurred before a Subrecipient Agreement is executed
- General administrative costs, "overhead" or "indirect" costs

More information regarding the use of Public Service funding and the expectations for a Grantee can be found in the City of Lorain's CDBG Public Service Playbook. A copy is available on the City's website and can be requested via email or picked up at BHP.

EMERGENCY SERVICES

The Emergency Services Program is a sub-fund of Public Service funding. The City of Lorain dedicates a portion of their Public Service funding to support emergency services. An activity or project may be considered an emergency service if the service is necessary to aid or combat a serious or immediate threat to the health and/or welfare of the community. This can include, but is not limited to, disaster relief response, warming centers, cooling centers, and aid to homeless populations. The Emergency Services Program follows the same regulations and requirements as the Public Service Program. Activities can receive Emergency Services and Public Service funding.



CITY OF LORAIN BUILDING, HOUSING & PLANNING CDBG PUBLIC SERVICE

GRANT EXPECTATIONS

This application is for the award of Fiscal Year 2025 CDBG Public Service dollars to be used in Program Year 2026. Funding will be available on January 1, 2026, and must be exhausted by December 31, 2026. Any funding not exhausted by December 31, 2026, may be subject to reallocation. All awarded Grantees will be required to collect accomplishment data (including residency, household income, ethnic and racial data of all persons served), complete quarterly reporting, and are subject to monitoring to ensure timeliness and compliance with all local, state, and federal requirements.

SUBMITTAL PROCESS

All applications will be reviewed by City Staff for completeness. Any application considered late and/or incomplete will not be considered. A Risk Assessment will be conducted as well. Then, applications will be reviewed, scored, and ranked by the CDBG Scoring Committee for award. The CDBG Scoring Committee is responsible for reviewing proposals, per CDBG regulations and other HUD guidance, to ensure that any requirements would be met if a proposed activity is funded.

Grants will be awarded based on the availability of public service funding, evaluation of organization capacity, financial feasibility, community need and benefit, program design and soundness of approach, presentation of the application, and written information provided in comparison to the needs outlined in the City's Five-Year Consolidated Plan 2025-2029.

Physical applications must be legible and submitted in a professional manner. Applications can be bound via paperclips, binderclips, binders, folders, etc. ***Applications should not be stapled or wire bound as applications will need to be scanned in.***

Applications can be submitted in person, via email, or mail (postmarked) by 3:00 PM August 29, 2025 to the following:

City of Lorain Building, Housing and Planning Department

ATTN: Community & Economic Development
200 W. Erie Ave, 5th Floor
Lorain, OH 44052

Hannah C. Kiraly-Frilling, MNO

Program Manager of Community and
Economic Development
(440)204-2087
Hannah_Kiraly@cityoflorain.org

Desiree A. Thompson

Community Development Analyst
(440)204-2308
Desiree.Thompson@cityoflorain.org

Application must be received before 3:00 PM on August 29, 2025.

Late and/or incomplete applications will not be considered.



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC SERVICE

LEAD APPLICANT INFORMATION

Organization: _____

EIN: _____ UEI: _____

Website: _____

Address: _____

Director: _____

Phone: _____ Email: _____

Proposal Contact Person: _____ Title: _____

Phone: _____ Email: _____

Filing Structure: 990 990-EZ 990-N Other Tax Exemption

If other, please specify: _____

Has your organization had a financial audit and/or compliance audit completed?

YES NO

If yes, when was the most recent? _____

If not, why? _____

Has your organization experienced any turnover or vacancies for key programmatic administrative positions within the last three years? YES NO

If yes, please specify: _____



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC SERVICE

CO-APPLICANT INFORMATION (only if applicable)

Organization: _____

EIN: _____ UEI: _____

Website: _____

Address: _____

Director: _____

Phone: _____ Email: _____

Proposal Contact Person: _____ Title: _____

Phone: _____ Email: _____

Filing Structure: 990 990-EZ 990-N Other Tax Exemption

If other, please specify: _____

Has your organization had a financial audit and/or compliance audit completed?

YES NO

If yes, when was the most recent? _____

If not, why? _____

Has your organization experienced any turnover or vacancies for key programmatic administrative positions within the last three years? YES NO

If yes, please specify: _____



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC SERVICE

FISCAL SPONSOR INFORMATION (only if applicable)

A fiscal sponsor is required for any organization that is not registered as a non-profit 501(c)(3) organization at the local, state, and federal levels. The fiscal sponsor will be responsible for the administration of the funding and will also sign the Subrecipient Agreement.

Organization: _____

EIN: _____ UEI: _____

Website: _____

Address: _____

Director: _____

Phone: _____ Email: _____

Has the organization had a financial audit and/or compliance audit completed?

YES NO

If yes, when was the most recent? _____

If not, why? _____

Has your organization experienced any turnover or vacancies for key programmatic administrative positions within the last three years? YES NO

If yes, please specify: _____



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC SERVICE

PROJECT INFORMATION

Project Title: _____

Briefly describe the project's **activity** and **outcome** within a couple of sentences:

Will any access fees be charged (i.e. membership, entrance or parking fees, etc.) to participate or receive services from the project? YES NO

If yes, please explain what those access fees will be and how they will be used:

Which con plan priority will your project address (select all that apply):

- Health Services
- Mental Health Services
- Homeless Services and Programs
- Youth Services and Programs
- Senior Services and Programs
- Programs and Services for Food Accessibility
- Community and Recreation Center (Operations and Programs)
- Other: _____
- Other:



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC SERVICE

Is this a new project? YES NO

Is the project currently being administered? YES NO

If yes, how long has the project existed? _____

When was the last year the project was administered? _____

How many Lorain residents did the project serve previously? _____

How many Lorain residents does the project anticipate serving? _____

Has your organization received CDBG funding for this specific project before?

YES NO

If yes, please explain: _____

Has your organization received any other local or state funding for this specific project before?

YES NO

If yes, please explain: _____

Has your organization received CDBG funding before? YES NO

If yes, please explain: _____



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC SERVICE

Has your organization received any other federal or state grant funding before?

YES NO

If yes, please explain: _____

PROJECT SITE INFORMATION

Location(s) of the Project: _____

If the project is not located in Lorain, how will you service and market to Lorain residents? _____

Does the project affect a historical property or historic district? YES NO

Is the project located in a floodplain? YES NO

Is the project location outside of one of the organization's facilities or buildings?

YES NO

If yes, do you have the proper permission, permits, leases, rental agreements, etc. to occupy the space? YES NO



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC SERVICE

BUDGET

Please use the chart below to give an overall project budget. The "Funding Source" is the source of funding contributed to the project, the "Local or State Funding" specifies whether the contribution is a local or state-funded source, the "Secured or Unsecured" specifies whether the funding is secured or unsecured at the time of application, and the "Amount" is the amount of the funding being contributed.

Funding Source	Local or State Funding	Secured or Unsecured	Amount
Organization General Fund			\$
CDBG Emergency Services Amount Requested			\$
CDBG Public Services Amount Requested			\$
			\$
			\$
			\$
			\$
Total Project Cost			\$

What will the CDBG funding be spent on (mark all that apply):

<input type="checkbox"/> Payroll	<input type="checkbox"/> Art Supplies (markers, crayons, tracing paper, paint, etc.)
<input type="checkbox"/> Office Supplies (paper, ink, pens, folders, flash drives, computer mice, headphones, etc.)	<input type="checkbox"/> Personal Protective Equipment
<input type="checkbox"/> Building Operational Expenses (rent, utilities, etc.)	<input type="checkbox"/> Equipment (computers, freezers, etc.)
<input type="checkbox"/> Packing Supplies (boxes, bubble wrap, packing tape, etc.)	<input type="checkbox"/> Contractual Services
	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Other: _____



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC SERVICE

PROPOSAL

Provide a separate typed-up proposal. Proposals may be hand-written, but they must be legible and completed in blue or black ink. Proposals utilizing pencil will not be accepted. Proposals should include any supporting documentation (photographs, estimates, and/or any other supporting documentation and visuals). The proposal should describe the project in detail and be no longer than five (5) pages, including the following elements:

Project Information:

- Detail project eligibility
- Detail the need/problem to be addressed
- Describe the population/area to be served, including the estimated number of persons to be served (including how this will be tracked)
 - What are your intended goals and accomplishments?
- Description of work
 - How will the project be operated? Who will administer the project? What data will be collected and how will it be collected? How will records be maintained?
- How the project addresses one or more of the City of Lorain's Goals and Priorities specified in the Consolidated Plan
- If the project has been previously funded, detail the project's accomplishments.
- If the project already exists, detail how the CDBG funding will expand the existing services.
 - You must justify the quantifiable increase for eligibility.
- Proposed schedule of work or timeline of the project on an annual basis

Community Engagement:

- How was it determined that the project is wanted and/or needed by Lorain residents?
- How will the project be marketed to City of Lorain residents?
- If the project or organization is not located within the City of Lorain, how does the organization plan on serving Lorain residents?

Organizational Information:

- Organization experience
- Discuss your experience, expertise, or ability to administer the project
- Discuss the staffing and administrative requirements to administer the project

Budget & Project Sustainability:

- Itemized budget
 - This should specify exactly what the CDBG funding will be spent on
- Outline other sources of funding acquired and/or needed
- Detail how the project will be maintained without CDBG support



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC SERVICE

APPLICATION CHECKLIST

Completed Application
Articles of Incorporation and Bylaws*
List of Board Members and Organizational Chart*
IRS Filing*
Business Certificate & Organizational Documents*
Lorain Business Registration Form*
Designation of Authorized Official(s)*
W-9*
Latest 990 (or supplemental financial documents)*
Most Recent Financial and/or Compliance Audit (if applicable)*
Procurement Policy*
Insurance*
Proposal
Itemized Budget
Commitment Letters for Additional Sources of Funding (if applicable)
Conflict of Interest Questionnaire*

*If your organization has a co-applicant or is using a fiscal sponsor, we will need these documents from them as well.

**Insurance is collected to verify that the organization has coverage for loss.

***The Procurement Policy should detail your organization's procurement policy. The City of Lorain will need to be aware of how your organization procures goods, supplies, equipment, quotes, contracts, etc. to verify if additional steps are required to ensure compliance with federal and state procurement requirements.

****If your organization has been funded with CDBG Public Service funds within the last three years and nothing has changed, you do not need to resubmit the following documents as they are already on hand. Please notify Lorain City staff regarding this request 3 business days prior to the submittal of the grant application. It is recommended that your organization verify what the City of Lorain has on file.

- Articles of Incorporation and Bylaws
- List of Board Members and Organizational Chart
- IRS Filing
- Business Certificate and Organizational Documents
- Lorain Business Registration
- Designation of Authorized Officials



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC SERVICE

CERTIFICATIONS

I/We have read and fully understand the qualifications and requirements delineated in this proposal and application. All information submitted is correct and current to the best of my/our knowledge.

I/We understand that if we are awarded a Public Service grant 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.

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 and that failure to provide necessary information will further delay reimbursement.

I/We 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.

Lead Applicant:

Print Name _____ Title _____

Signature _____ Date _____

Co-Applicant:

Print Name _____ Title _____

Signature _____ Date _____

Fiscal Sponsor:

Print Name _____ Title _____

Signature _____ Date _____



CITY OF LORAIN – PUBLIC SERVICE
Public Service Applicant
CONFLICT OF INTEREST QUESTIONNAIRE

Name: _____
Title: _____ **Organization:** _____

1. Are you a voting member on the board for your organization?
 YES NO
2. Does any City of Lorain employee perform paid or unpaid work within your organization (this includes leadership positions such as board members)?
 YES NO
3. If you answered yes to question 2, please explain:

4. Has any member of your organization, paid or unpaid, been employed by the City of Lorain within the past 5 years?
 YES NO
5. If you answered yes to question 4, please explain:

6. Does any individual in your organization (paid or unpaid) have a relationship (familial or romantic) with a City of Lorain employee?
 YES NO
7. If you answered yes to question 7, please detail the individuals, their relationship, and their positions:

8. Are you aware of any other conflicts of interest or the appearance of any conflicts of interest?
 YES NO
9. If you answered yes to question 8, please describe the conflicts below:

Signature: _____ **Date:** _____