



CITY OF LORAIN

PUBLIC FACILITY IMPROVEMENTS

APPLICATION FY 2025



CITY OF LORAIN BUILDING, HOUSING & PLANNING
CDBG PUBLIC FACILITY IMPROVEMENTS



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 Facility Improvements is an eligible use of these funds. Public Facility Improvement activities allow the City of Lorain to provide direct support to improve and enhance the public facilities that provide services that address various needs in our community.

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

- Health Centers and Services
- Mental Health Services
- Homeless Services and Programs
- Youth Services and Programs
- Reducing Blighted and Dilapidated Structures
- Infrastructure Improvements
- Programs and Services for Food Accessibility
- Community and Recreation Centers
- Improve Green Spaces
- Senior Center and Services

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

APPLICATION INFORMATION

Public Facility Improvements funding is available as a **reimbursable grant** for the acquisition, construction, reconstruction, rehabilitation, or installation of publicly owned facilities or facilities owned by a 501(c)(3) Nonprofit Organization and open to the general public during normal working hours (8 AM – 4 PM). This may include, but is not limited to: Community Centers, Senior Centers, Recreational Centers, Homeless Shelters, Public Schools, Libraries, and Parks.



Eligible Improvements may include, but are not limited to:

- Roof Replacement
- Parking Lots
- ADA Accessibility Improvements
- Energy Efficiency Improvements
- Lighting
- Windows
- Fencing
- Playgrounds
- Design/Architectural Services
- Infrastructure Improvements (streets, curbs, water and/or sewer line)

CDBG funding cannot be utilized for prior award costs (any costs incurred prior to the execution of a Subrecipient Agreement), maintenance, or operating costs. This may include, but is not limited to filling potholes, repairing sidewalk cracks, mowing grass, replacing street light bulbs, etc.

For projects with a total cost of **\$99,999 or below**, Applicants may choose to manage the project themselves or have the City of Lorain manage it. Applications requesting the Applicant to manage the project will require a detailed proposal and scope of work. **The funding will be available as a reimbursable grant. Funding will not be available until after project completion.** For projects that total or exceed **\$100,000**, the City of Lorain will manage the project. This is due to additional federal regulations that require the project to be bid out.

GRANT EXPECTATIONS

This application is for the award of Fiscal Year 2025 CDBG Public Facility Improvement dollars to be used in Program Year 2026. Funding will need to be exhausted within one year. Any funding not exhausted within a year of the award will be subject to reallocation. Grantees may be required to collect accomplishment data (including residency, household income, ethnic and racial data) of all persons served, complete Quarterly Reports, and are subject to monitoring to ensure timeliness and compliance with all local, state, and federal requirements. Funding will be available by January 1, 2026 at the latest. However, the funding can be received sooner and is intended to be used as soon as possible.



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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 Facility Improvements 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. Grant awards are not guaranteed.

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

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

Late and/or incomplete applications will not be considered.



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ORGANIZATION INFORMATION

Organization: _____

EIN: _____ UEI: _____

Website: _____

Address: _____

Director: _____

Phone: _____ Email: _____

Other than the Director or President, is there another authorized signing authority?

☐ YES ☐ NO

If yes, please provide their name(s) and contact information: _____

Application Contact Person: _____

Phone: _____ Email: _____

Filing Structure: ☐ 501(C)(3) ☐ Government Agency ☐ 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? _____



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

If yes, please specify: _____

Has your organization received CDBG funding before? ☐ YES ☐ NO

If yes, please explain: _____

What is your organization's background and/or program experience with CDBG or other grant-restricted funded activities?



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PROJECT INFORMATION

All applicants may choose to manage the project themselves or request the City of Lorain to manage the project. However, any project that totals or exceeds **\$100,000** must be managed by the City of Lorain.

Who will manage this project? ☐ Applicant ☐ City of Lorain

Project Title: _____

Location of the Project: _____

Who owns the facility? _____

Check the type of activity (you can select more than one):

- ☐ Rehab/Renovation
- ☐ Infrastructure Improvements (streets, curbs, water, and/or sewer line)
- ☐ ADA Accessibility Improvements
- ☐ Energy Efficiency Improvements
- ☐ Playground and Park Equipment
- ☐ Design/Architectural Services
- ☐ Historic Preservation
- ☐ Other: _____
- ☐ Other: _____

Briefly describe the project, including current conditions and the need/problem to be addressed:



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What are the effects if the project is left untreated or incomplete?

Do you anticipate any challenges with completing this project within one year?

☐ YES ☐ NO

If yes, please explain: _____

Is the project located in a floodplain? ☐ YES ☐ NO

Is the project located in a historical district or impact a historical property?

☐ YES ☐ NO

Will you need to acquire easements or property to complete this project?

☐ YES ☐ NO

If yes, please explain: _____

If the project requires the property to be temporarily shut down, is the organization able and willing to relocate? ☐ YES ☐ NO

Are there residential dwellings within the property? ☐ YES ☐ NO

If yes, how many tenants occupy the building, and is it their primary or temporary residence? _____



BENEFIT AND SITE INFORMATION

Is the property open to the general public during normal working hours? ☐ YES ☐ NO

Briefly describe the programs and services that are provided to the public at this location (including the public hours of operation):

How will the project support the provided programs and services and/or benefit low-to-moderate income Lorain residents:

Are or will any access fees be charged (i.e. membership, entrance or parking fees, etc.)? ☐ YES ☐ NO

If yes, please explain: _____

**CDBG PUBLIC FACILITY IMPROVEMENTS**

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

- | | |
|---|---|
| <input type="checkbox"/> Health Centers and Services | <input type="checkbox"/> Community and Recreation Center |
| <input type="checkbox"/> Mental Health Services | <input type="checkbox"/> Infrastructure Improvements |
| <input type="checkbox"/> Homeless Services and Programs | <input type="checkbox"/> Improve Green Spaces |
| <input type="checkbox"/> Youth Services and Programs | <input type="checkbox"/> Reducing Blighted and Dilapidated Structures |
| <input type="checkbox"/> Senior Center and Services | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Programs and Services for Food Accessibility | |

PROJECT 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. *Supplement this budget with any supporting documentation to verify the expenses.*

Funding Source	Local or State Funding	Secured or Unsecured	Amount
Organization Contribution			\$
CDBG Assistance Requested			\$
			\$
			\$
			\$
			\$
Total Project Cost			\$



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CDBG funding may not be utilized for maintenance and/or repairs. To secure the use of the CDBG investment, please describe the ongoing maintenance budget for the project and how you plan to fund the necessary maintenance for at least three years following project completion:

PROJECT PRIORITIES

This funding is not guaranteed and is limited. Therefore, the City of Lorain may only be able to fund a portion of a project. Please use the chart below to list the project priorities and estimated amounts. Use the notes section or a separate document to address the following: how the project amounts were determined, the effects of the project if left untreated or incomplete, and the extent to which the project will address the identified problem or need.

Priority	Project/Activity Item	Amount
1		\$
2		\$
3		\$
4		\$
5		\$

Notes:



PROJECT APPROVALS

If the City of Lorain is managing the project, you may skip this section.

If the project will be managed by the Applicant, additional approvals may be needed. All projects will require building permits. Any project located in the Broadway corridor, will need to go before the Design Review Board. Any project that involves rezoning, fencing, conditional use, variances, and/or new construction, will require additional permitting. Please contact the Lorain Building Department for the permitting process and to determine what types of permits will be necessary for your project.

Do you have a contractor decided for the project? ☐ YES ☐ NO

If yes, is the contractor registered with the City of Lorain Building Department?

☐ YES ☐ NO

If yes, how was the contractor decided? _____

Has the project gone before the Design Review Board? ☐ YES ☐ NO

If yes, has it been approved? ☐ YES ☐ NO

Does the project require rezoning, fencing, conditional use, variances, and/or new construction? ☐ YES ☐ NO



PROPOSAL

If the City of Lorain is managing the project, you may skip this section.

If the Applicant is managing the project, provide a separate typed-up proposal. Proposals may be handwritten, but they must be legible and completed in blue or black ink. Proposals utilizing a pencil will not be accepted. Proposals should include any supporting documentation, such as photographs, estimates, itemized scope of work, and any other supporting documentation or visuals. The proposal should describe the project in detail and include the following elements:

- Current condition of the facility and detail the need/problem to be addressed
- Describe the population/area to be served, including the estimated number of persons to be served
- The effects if the project is left untreated, unaddressed, or not completed
- The extent to which the project will address the problem/need
- Scope of work
- How the project addressed one or more of the City of Lorain's Goals and Priorities specified in the Consolidated Plan
- Proposed schedule of work or timeline for the project
- Itemized budget, specifying what the CDBG funding will be spent on
- Detail any other sources of funding that will be utilized, whether secured or unsecured at the time of application
- How the improvements will be maintained
- Organizational experience and ability to administer and complete the project in a timely manner



APPLICATION CHECKLIST

	Completed Application
	Articles of Incorporation and By-Laws
	List of Board Members and Organizational Chart
	IRS Filing
	Business Certificate & Organizational Documents
	Lorain Business Registration
	Designation of Authorized Official(s)
	W-9
	Latest 990 (or supplemental financial documents)
	Most Recent Financial and/or Compliance Audit <i>(if applicable)</i>
	Procurement Policy
	Insurance
	Copy of Valid Property Deed
	Before Photos
	Itemized Budget and/or Supporting Documentation for Expense Estimates (Quotes, Estimates, Scope of Work, etc.)
	Proposal <i>(only required if the Applicant will manage the project)</i>
	Commitment Letters for Additional sources of Funding <i>(if applicable)</i>
	Conflict of Interest Questionnaire

**Insurance is collected to verify that the organization has coverage for loss. If the building is located within a floodplain, then Flood Insurance will be required as well.*

***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.*



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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 Facility Improvements grant that the 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 participates in the 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.

Applicant:

_____	_____
Print Name	Title
_____	_____
Signature	Date

Building Owner (*if different*):

_____	_____
Print Name	Title
_____	_____
Signature	Date



CITY OF LORAIN – PUBLIC FACILITY IMPROVEMENTS
Public Facility Improvements 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:** _____