



**CITY OF YOUNGSTOWN
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
and
HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM**

**IMPORTANT INSTRUCTIONS
Fiscal Year 2012- 2013 (July 1, 2012 – June 30, 2013)**

38th Year Application/Proposal: Due February 27, 2012 - 2:00 P.M.

IMPORTANT NOTICE FOR APPLICANTS

Each year, the demand for funds exceeds the amount made available to the City of Youngstown from the Federal Community Development Block Grant (CDBG) Program. The City is, therefore committed to funding projects that are ready to proceed immediately after funds are available and to those prepared to spend the approved funds within 18 months from the date of allocation. Unspent funds remaining at the end of the Subrecipient agreement term may be reprogrammed by the City's Federal grant managing organization, the Community Development Agency (CDA). Plan your projects accordingly. If approved for funding, agencies may not submit a request to revise the project category or the project description that you listed on the submitted application. The CDBG managing agency (CDA), however, reserves the right to request revisions to the scope of services/work and/or budget line items during the pre-agreement period in an effort to improve the benefit to low-moderate clients and communities to be served.

FUNDS ARE NOT AN ON-GOING SOURCE OF SUPPORT. EVEN IF YOUR PROJECT IS FUNDED THIS YEAR, THERE IS NO GUARANTEE THAT YOUR PROJECT WILL RECEIVE FUNDING IN SUBSEQUENT YEARS.



**City of Youngstown
38th Year (2012-2013)**

GRANT INFORMATION AND APPLICATION INSTRUCTIONS

Community Development Block Grant (CDBG) is a Federal grant to the City of Youngstown from the U. S. Department of Housing and Urban Development (HUD). The funds are provided to the City to enable the development of a viable community by providing decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income persons.

The HOME Investment Partnership Grant (HOME), a Federal grant from HUD, was created by the National Affordable Housing Act of 1990 to provide decent affordable housing to lower-income households and strengthen the ability of state and local governments to provide such housing. The eligibility criteria is much the same as that of CDBG, however HOME funds are restricted for housing and housing related activities only.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidated three of the separate homeless assistance programs that are administered by HUD under the McKinney-Vento Homeless Assistance Act into a single program. The HEARTH Act revised the Emergency Shelter Grant program and renamed it the **Emergency Solutions Grant (ESG)** Program. This new program offers funds that will no longer be allocated through this application process, but rather through collaboration with the Mahoning County Homelessness Continuum of Care planning process. The revised process will further assist homeless persons by providing greater coordination in responding to their needs.

Although they have three distinct titles and differing criteria, these three sources of funding are often collectively referred to as the widely recognized Community Development Block Grant, which provides the most flexibility in its use. On the front page of the application you will be asked to indicate under which source of funding (CDBG or HOME) you wish to be considered. The final determination will be made by the Community Development Agency.

In order to be eligible for funding, the activity must qualify as meeting one of three National Objectives:

- LOW- MODERATE- INCOME PERSONS
- SLUM & BLIGHT PREVENTION AND REMOVAL
- URGENT NEED (Used only in the situation of disasters)

The CDBG Program is designed to allow the City to determine how best to meet the needs of its low- and moderate-income residents. The City of Youngstown established nine main priorities within its Five-Year Consolidated Plan submitted to HUD. Within each of these nine main priorities, several goals were established. The priorities and goals established in the Consolidated Plan are intended to be the guiding principles for how funds are awarded.

The City of Youngstown Consolidated Planning Priorities and Goals:

Each category is rated high (**H**), medium (**M**), or low (**L**) priority

1. **Housing-H:** There are five objectives for housing:
 - a. **LMI Homeowner Rehab**
 - b. **Homebuyer Assistance**
 - c. **New Construction Owner/Occupied Housing**
 - d. **New Construction Rental**
 - e. **Homeless Assistance**
2. **Public Facilities-M:** Support for improvements to parks, development of open space, growth of neighborhoods, expansion of health facilities, and improvement to other public facilities to advance the sustainability of the community
3. **Infrastructure-H:** Support for improvements that include streets, sidewalks, water/sewer, landscaping, and other infrastructure improvements to develop the sustainability of the community.
4. **Public Services-M:** Support for fair housing, youth programs, senior programs, health services, employment training, and other public service activities to increase the availability, affordability, and accessibility or promote a viable community.
5. **Clearance and Demolition-M:** Activities related to demolishing dilapidated structures and preparing the sites for development.
6. **Code Enforcement-M:** Refers to the payment of salaries and overhead costs that are associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes.
7. **Acquisition of Real Property-M:** Refers to the purchase of real property that will be developed for a public purpose. An example of an acquisition activity is a purchase of a building that will be converted into a shelter for the homeless, or the purchase of land in a LMI residential neighborhood to be used as a park.
8. **Economic Development -M:** Support for job creation activities and business development to include downtown office buildings and parking, business park development, business façade improvement, and 108 loans or float loans when appropriate or necessary to improve the availability and accessibility to jobs.
9. **Planning -M:** Completion and implementation of the City's comprehensive plan, further implementation of Youngstown 2010 projects, the creation of new zoning code, and neighborhood revitalization planning activities.

Proposals submitted to the City must address at least one of the Priority/Goal areas identified in the Consolidated Plan. While other proposals will be accepted, only those aligned with the Consolidated Plan will be given preference for funding. Proposals will be evaluated based on scoring related to your responses.

CDBG Regulations specify that activities must address a National Objective. This can be achieved in a number of ways and is dependent upon the type of activity proposed.

LOW- AND MODERATE-INCOME BENEFIT

An activity could qualify as benefiting low- and moderate-income households, if the following certain conditions are met:

- a. Area Benefit- Benefits all residents where at least fifty-one percent (51%) are L/M income.
- b. Limited Clientele- Benefit a limited number of people as long as at least fifty-one percent (51%) are L/M income.
- c. Housing- Provides or improves residential structures which house L/M income persons.
- d. Jobs- Creates or retains permanent jobs of which at least fifty-one percent (51%) are available to or held by L/M income persons.

See chart below for HUD Income Limits Documentation System Income Limit Summary

2012 INCOME DETERMINATION: MAHONING COUNTY MEDIAN INCOME \$55,700 (income based on FY 2012 Fair Market Rent {FMR} areas).

Income	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Very Low 50%	\$19,500	\$22,300	\$25,100	\$27,850	\$30,100	\$32,350
Extremely Low 30%	\$11,700	\$13,400	\$15,050	\$16,700	\$18,050	\$19,400
Low 80%	\$31,200	\$35,650	\$40,100	\$44,550	\$48,150	\$51,700

SLUM AND BLIGHT BENEFIT

An activity could qualify as addressing a slum and blight benefit, if either of the following conditions is met.

- a. Area Basis- Eliminates or prevents slums or blight in a designated area.
- b. Spot Basis- Eliminates specific conditions on a spot basis not located in a slum or blighted area.
- c. Urban Renewal- Activities in a designated Urban Renewal Project.

GENERAL ELIGIBILITY

For the purposes of this application process, the applicant's proposed CDBG projects must comply with an Eligible Activity **AND** a National Objective as explained above.

ELIGIBLE ACTIVITIES: The following criteria should be used to determine whether a CDBG assisted project complies with one of the basic eligible activities as required.

- **Acquisition:** To acquire real property in whole or in part by purchase, long-term lease, donation, or otherwise (including land, air rights, easements, water rights, rights-of-way, buildings and other real property improvements, and other interests in real property) for any public purpose. In order to be considered acquisition, a permanent interest in the property must be obtained. Long-term leases are considered to constitute a permanent interest for this purpose if the lease is for a period of 15 years or more. The City does **not** recommend that agencies apply for this activity due to the time constraints involved in the purchase of a property **AND** executing an agreement with the City of Youngstown.

- **Disposition:** To pay costs incidental to disposing of real property acquired with CDBG funds, as long as after disposition, the property still meets a CDBG National Objective. The property may be disposed through sale, lease, donation, or otherwise. Funds may also be used to pay reasonable costs of temporarily managing such property, until final disposition is complete.

- **Public Facilities and Improvements:** To acquire, construct, reconstruct, rehabilitate, or install public facilities and improvements. (Activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements). In the CDBG Program, public facilities and public improvements are broadly interpreted to include all improvements and facilities that are either publicly owned or that are traditionally provided by the government, or owned by a nonprofit, and operated so as to be open to the general public. This would include neighborhood facilities, firehouses, public schools, and libraries. Public improvements include streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, utility lines, and aesthetic amenities on public property such as trees, sculptures, pools of water and fountains, and other works of art.

The regulations specify that facilities that are designed for use in providing shelter for persons having special needs are considered to be public facilities (and not permanent housing), and thus are covered under this category of basic eligibility. Such shelters would include nursing homes, convalescent homes, hospitals, shelters for victims of domestic violence, shelters and transitional facilities/housing for the homeless, halfway houses for run-away children, drug offenders or parolees, group homes for the developmentally disabled, and shelters for disaster victims.

- **Clearance:** This activity is related to demolition of buildings and improvements; removal of demolition products (rubble) and other debris; physical removal of environmental contaminants or treatment of such contaminants to render them harmless; and movement of structures to another site. Demolition of HUD-assisted housing units may be undertaken only with the prior approval of HUD.

- **Public Services:** For the provision of public services (including labor, supplies and materials), including but not limited to those concerned with employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments), homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the City in the 12 calendar months before the submission of the action plan. (An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the City.) The amount of CDBG funds used for public services shall not exceed 15% of the City's entitlement amount and program income amount.

- **Direct Financial Homeownership Assistance:** For the provision of financial assistance to low- or moderate-income households to assist them in the purchase of a home. The specific purposes for which financial assistance using CDBG funds may be provided are as follows:

- (1) subsidize interest rates and mortgage principal amounts, including making a grant to reduce the effective interest rate on the amount needed by the purchaser to an affordable level;

- (2) finance the cost of acquiring property already occupied by the household at terms needed to make the purchase more affordable;

- (3) pay all or part of the premium (on behalf of the purchaser) for mortgage insurances required by up-front private mortgagee;

- (4) pay any or all of the reasonable closing costs associated with the home purchase on behalf of the purchaser; or

- (5) pay up to 50 percent of the down payment required by the mortgagee for the purchase on behalf of the purchaser.

- **Micro-enterprise Assistance.** A micro-enterprise is a business having five or fewer employees, one or more of whom owns the business. Funds are to be utilized in facilitating economic development through the establishment, stabilization, and expansion of micro-enterprise businesses. This category authorizes the use of CDBG funds to provide financial assistance of virtually any kind to an existing micro-enterprise or to assist in the establishment of a micro-enterprise. It also authorizes the provision of:

(1) Technical assistance to a new or existing micro-enterprise or to persons developing a micro-enterprise, such as advice and business support services; and

(2) General support to owners of micro-enterprises or to persons developing a micro-enterprise, which could include, but not limited to, child care, transportation, counseling, and peer support programs.

- **Technical Assistance:** For the provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities.

- **Rehabilitation:** To be used to finance the costs of rehabilitation as detailed below.

Eligible types of property are:

(a) Residential property, whether privately or publicly owned. This includes manufactured housing, when such constitutes part of the community's housing stock;

(b) Commercial or industrial property, but where such property is owned by a for-profit rehabilitation under this category is limited to exterior improvements of the building and correcting code violations; and

(c) Non-profit-owned, non-residential buildings and improvements that are not considered to be public facilities or improvements.

APPLICATION INSTRUCTIONS

The 38th year application is accessible through a link on the Community Development Agency's (CDA) webpage, which is attached to the City of Youngstown's community website: http://www.cityofyoungstownoh.org/city_hall/departments/cda/cda.aspx

The application, which is enabled in PDF form at the abovementioned link, should be completed on a computer. Although the format is not editable, there is space for you to provide your answers. You must print out your completed application for signatures before submitting it to CDA.

Read each part of the application carefully to make certain that you provide answers to all questions and submit all required attachments. Review the attachment checklist at the end of the application.

Applicants should be direct and concise in responding to all questions.

PART I – General Information

This section provides general information about your organization and the program and activities that you are proposing. Make certain that you provide a response for each inquiry.

All applicants must complete this section.

PART II – National Objectives and Consolidated Plan Priorities

Have your agency's authorized representative provide a signature at the end of this part.

All applicants must complete this section.

PART III – Organizational Capacity and Experience

Make certain that you answer all sections and provide all requested attachments.

All applicants must complete this section.

PART IV – Proposal Narratives

All applicants must complete this section.

PART V – Anticipated Benefits, Timetable, and Scope of Services

All applicants must complete this section.

PART VI – Budget Forms and Attachments

Make certain that you answer all sections and provide all requested attachments.

Excel Budget Worksheet (also linked on the CDA webpage) has been automated for your convenience. The areas shaded in blue are the only areas where you can input information into the budget. You simply put the proper dollar amount in the appropriate line item and the rest is done for you.

If you need to list an item in your budget that is not already identified within the budget categories, simply enter the description of that budget item in one of the fields titled "Other" within the appropriate section of the budget.

PROGRAM BUDGET WORKSHEETS – Pages A, B, and C

Item A. Personnel Services – Personnel services are for the program and activity for which you are requesting Block Grant funding. List the job titles of each staff person involved in the program and the number of hours per week that they spend on the program. If the staff person is a part time employee, provide the total number of hours per week this person works and the number of hours per week that this staff persons works on the proposed activity. Place a “FT” next to each full-time employee.

List each staff person’s total annual salary and fringe benefit costs attributed to the program and the amount attributable to the CDA request.

NOTE: FOR ITEMS B THROUGH D, PROVIDE PROGRAM TOTALS ONLY, NOT FIGURES FOR THE ENTIRE ORGANIZATION.

Item B. Operating/Administrative Expenses – List the total expenses related to the operation/administration of your program and the amount you are requesting to be funded from CDA.

Item C. Capital Expenditures – Capital Expenditures are assets purchased at a cost over \$300.00. Please describe the asset, total cost, and CDA funding request for the asset.

Item D. Direct Program/Activity Costs – Describe any additional costs other than salaries that are directly attributable to the program/activity that you are proposing.

Program Totals – List the totals for each of the items from the prior budget worksheet pages.

Program Revenue Sources 38th Year – This section requests information on the funding sources for your program. Please list all sources and be sure that the total of the funding sources and the program budget total match.

All applicants must complete this section.

PART VII – Budget Narratives

These questions are relative to the budget form that you provided as an attachment to PART VI. Be sure to address each of the budget sources listed on the Program Revenue Sources.

All applicants must complete this section.

PART VIII – Insurance/Worker’s Compensation/Payroll Taxes/Audits/Bankruptcy

You should review this section and answer all questions as appropriate. In signing the application for funding for which these guidelines apply, you agree that you are responsible to comply with such requirements as outlined.

PART IX – Attachment Checklist

This checklist is designed to ensure that you submit all applicable attachments with your application.

PART X– Economic Development Project/Activity

Complete all questions in this part *only if you are proposing an economic development project or activity*
Refer to Census Tract Map – Use a highlighter to indicate the area of the City that your proposed activity will take place.

PART XI – Housing, Public Facility, Infrastructure, or Planning Activities

Complete all questions in this part *only if you are proposing a Housing, Public Facility, Infrastructure, or Planning Project*. Refer to Census Tract Map – Use a highlighter to indicate the area of the City that your proposed activity will take place.

PART XII – Public Service Activity

Complete all questions in this part *only if you are proposing a public service activity including programs for youths, seniors, fair housing activities, anti-crime, or other public services*.

Refer to Census Tract Map – Use a highlighter to indicate the area of the City that your proposed activity will take place.

Explanation: “Units of Service” and “Program Income”

Units of service typically represent the number of people, households, housing units, jobs, businesses or organizations your program will serve over the period of the program. The “unit” may vary slightly depending on nature of the program and the type of service provided. Some programs serve households, while others serve individuals. In either event, whether it is a five-person household that was provided with a new furnace or one youth that participated in a twelve-week learning program, each represents one (1) unit of unduplicated service.

Example: In a 12-week summer youth program, each child participating in the program represents one unit of unduplicated service. It does not matter if a child comes only six weeks or eight weeks or all twelve weeks. When they register for the program each represents one unit of unduplicated service. The unit of service is not how many times a child comes, but rather how many children come and receive the service.

Example: In a housing rehabilitation program, a unit of unduplicated service would typically represent a household. You would count how many households were provided with service. If it were a fully occupied duplex with a family in each unit and a roof was put on the duplex, this would represent two (2) units of unduplicated service. If it were a single-family home that was provided with a new furnace, it would represent one (1) unit of unduplicated service.

Example: In a homeless program a unit of unduplicated service would typically represent each homeless person who was provided with shelter, meals, or etc. It does not matter if the homeless person stays one night or three nights, each person served represents one unit of unduplicated service.

Example: You’re proposing an economic development initiative that will create employment. The unit of measure would be the number of jobs created or retained. You must report the total number of jobs created or retained and the number of jobs that went to LMI persons.

Program Income: Program income is income received that was directly generated from the use of CDA funds. Program income must be used in accordance with the grant agreement or returned at the expiration of the agreement.

You must submit one (1) original with all attachments and three (3) additional UNBOUND copies of the application only (no attachments) to:

City of Youngstown
Community Development Agency
9 West Front St. (Y&S)
Youngstown, Ohio 44503
(330) 744-0854

Applicants are encouraged to call Sherry Moore at (330) 744-0854 with any questions concerning their application.

APPLICATIONS ARE DUE TO THE COMMUNITY DEVELOPMENT AGENCY NO LATER THAN 2:00 P.M. ON A CBDAY February 27, 2012.

ANY APPLICATIONS RECEIVED AFTER THIS DEADLINE WILL BE RETURNED UNOPENED TO THE RESPONDENT.

Overview of CDBG and HOME Administration

After a proposal is determined to be eligible, scored, and approved for funding the following requirements will apply:

Environmental Review - As part of HUD requirements and regulations, an environmental review must be completed before executing a contract. Most of our recently funded activities have been classified, by their nature, as exempt. With these activities, we are not required to complete an environmental assessment. **Please note that no organization will be reimbursed for any charges that were incurred prior to the environmental review.**

Contract – Following approval for funding and the environmental review, Community Development Agency (CDA) staff will prepare contracts for all approved activities. Each contract will contain the terms and conditions of the funding, a description of the approved activity and related costs, and performance time schedule. The contract will also specify applicable City insurance requirements, including comprehensive general liability and other insurance as deemed necessary. The authorized person will be required to sign the contract and return it to the City. **Please note that no organization will be reimbursed for any charges that were incurred prior to a signed contract being fully executed by the City.**

Payment of Funds – Funds for actual costs related to the implementation of the project are paid through a **reimbursement system**. Payment will be made only for the costs described and approved in the subrecipient contract. Upon submittal of an accurately prepared payment request, supported with all required back-up documents, including, but not limited to receipts, invoices, appropriate time-sheet documentation, accomplishment reports, etc., CDA will reimburse the subrecipient agency for eligible expenditures. CDA will provide a standardized request form for the reimbursement process, which usually takes approximately 15 days.

Reporting Requirements and Monitoring – It is the CDA's responsibility to ensure that subrecipients receiving funds are in compliance with all HUD regulations. Subrecipients, which are public agencies, non-profit organizations, and in some instances for-profit entities, are responsible to provide all information requested to assist CDA compliance staff in having all needed documentation in a timely manner. Subrecipients are further required to submit quarterly and annual progress and accomplishment reports regarding the funded activity. The format for these reports will be discussed with each subrecipient. Noncompliance with any rules or regulations could result in suspension or termination of the contract and reallocation of funds. Unresolved compliance issues will affect a subrecipient's ability to obtain future funding.

CDA staff may schedule periodic on-site monitoring (performance and financial) of all funded activities. CDA will provide technical assistance regarding program administration and training on HUD rules and regulations as needed. Each subrecipient is responsible to make certain that their relevant program staff acquire a basic knowledge of the Block Grant program, follow administrative standards, and adhere to all statutory and regulatory principles as outlined in the subrecipient agreement.