

City of Canton
Department of Development
Notice of Funding Available



Guidelines and Application
For
CDBG and HOME Funds
Including CHDO & CBDO

2016

Mayor, Thomas M. Bernabei
Lisa Miller, Community Dev. & Planning Director



Table of Contents

Section I	General Information	
Background		4
Objective		4
Section II	Application Process	
Application Information, Due Date		5
Technical Assistance		6
Informational Meeting		7
Contract/Grant Agreement Process		7
Contract/Subrecipient Agreements		7
Section III	Program Requirements	
Affirmative Action and Equal Employment Opportunity		8
Environmental Review and Clearance		8
Facility Standards		8
Fair Housing		8
Lead-Based Paint Requirements		9
MBE/WBE or Section 3 Requirements for Rehab/Construction Projects		9
Prevailing Wage		9
Mission Statement and Project Summary		9
Leverage/Match		9
Handicapped Accessibility		10
Additional Requirements		10
Additional Documents		10
Ineligible Activities		10

Section IV	Financial Information
Funds Disbursement	11
Reporting and Monitoring	11
Audits/Catalog of Federal Domestic Assistance	11
Section V	Project Proposals
Request for Project Proposals (RFP)	12
Community Based Development Org. (CBDO)	12
Program Description	12-13
Target Area	14
Eastside NRSA	14
Central NRSA	15
Section VI	Forms
Application Checklist	16
CDBG Application Coversheet	17-18
Standards to Determine Compliance with National CDBG National Objectives (Attachment I)	19-21
Bidder And Contractor Employment Practices Report (Attachment II)	22-25
Mission Statement and Project Summary (Attachment III)	26
Sources of Fund (Attachment IV)	27
Handicapped Accessibility Statement (Attachment V)	28
Affidavit (Attachment VI-1)	29
City Ordinance 205-2010 (Attachment VI-2)	30-31
CBDO Application (Attachment VII)	32-41
CHDO Application (Attachment VIII)	41-54

I General Information

BACKGROUND

The Community Development Block Grant (CDBG) program is operated by the Department of Housing and Urban Development and provides communities with resources that can be used to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1,180 general units of local government and states.

The CDBG entitlement program allocates annual grants to larger cities and urban counties to assist with the development of viable communities.

Entitlement communities may develop their own programs and funding priorities. However, grantees must give maximum priority to activities that benefit low- and moderate-income persons. A grantee may also carry out activities that aid in the prevention or elimination of slums or blight, and activities meeting an urgent need. CDBG funds may not be used for activities that do not meet these broad national objectives, and this round of funding will only consider applications that benefit low/mod income persons or the elimination of slum and blight.

All awarded activities must fall within the guidelines of the City's Consolidated Plan.

OBJECTIVE

The objective of the City of Canton's CDBG program is to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

II APPLICATION PROCESS

The Community Development Block Grant (CDBG) is designed to provide communities with resources that can be used to address a wide range of unique community development needs. As a grantee, the City of Canton must give maximum priority to activities that benefit low- and moderate-income persons. The application process is designed to provide applicants with the necessary resources to comply with all Federal requirements and to allow the city to determine that all projects are in compliance with both Federal requirements and the city's Consolidated Plan.

A separate application must be submitted for each program for which funding is being requested.

All applications presented for submission must be sealed upon delivery. Applications that are not sealed will not be time stamped.

"Sealed applications" must be time stamped on or before Noon on Friday, April 8, 2016.

Informational Meeting/Workshop

The City will be scheduling an informational meeting/workshop for Wednesday, March 30th at 10 am. at Canton City Hall, City Council Chambers, to provide general information on the CDBG and HOME Programs, the range of activities eligible for funding, and the application process.

The Scoring Committee will review and score applications between 4/25/16 and 4/29/16.

Final grant awards will be based on actual funding allocations from HUD. The Scoring Committee's recommendations will be made available on/before Monday, May 2, 2016.

A communication expressing the Department of Development's recommendations will be presented to Canton City Council on/before Monday, May 9, 2016.

Grant award determinations and funding agreements will be prepared upon completion and acceptance of the city's Annual Action Plan and receipt of funds from HUD.

Sealed applications should be labeled and include an original and four (4) copies. Applications must be submitted on or before Noon on Friday, April 8, 2016 to:

City of Canton Department of Development
Attention: Reneé Biggums
218 Cleveland Ave SW
PO Box 24218
Canton Ohio 44701-4218

**APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**

TECHNICAL ASSISTANCE

While Community Development staff is available to answer questions regarding CDBG regulations, applicant and project eligibility and the City's application process, it is the responsibility of the applicant to become educated on the federal regulations that govern the CDBG program, as well as any state or local standards that apply to their program.

CDBG Regulations can be found at:

http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16470.pdf

OMB Circulars can be found at:

http://www.whitehouse.gov/omb/circulars_default

Census data is available on the American Fact Finder website at

<http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>

INFORMATIONAL MEETING/WORKSHOP

The City has scheduled an informational meeting/workshop for **Wednesday, March 30, 2016 at 10 am.** at Canton City Hall, City Council Chambers, 218 Cleveland Ave SW, Canton, Ohio 44702 to provide general information on the CDBG and HOME Programs, including the amount of funds expected to be available, the range of activities eligible for funding, and the application process.

CONTRACT/GRANT AGREEMENT PROCESS

All applicants will receive written notice of the decisions for awards.

All grant awards must be expended in accordance with the signed contract or agreement.

Department of Development staff may contact applicants for verification or clarification of information or for additional information prior to a funding decision.

CONTRACTS/SUBRECIPIENT AGREEMENTS

The City of Canton Department of Development will enter into Contracts or Subrecipient Agreements with all agencies that are awarded funds. Contracts and Agreements will contain provisions for cancellation in cases where the subrecipient fails to adhere to the terms and conditions outlined in the Contract or Agreement or for other unacceptable performance. Contracts and Agreements will:

- Stipulate the total amount of the award;
- Stipulate a specified contract period;
- Indicate the method of funds disbursement; and
- Set forth performance requirements and production schedule.

Recipients who have not complied with the terms of previous agreements (i.e. failure to utilize funds within the time specified, failure to submit requested documents and/or information in the manner requested or in a timely manner, etc.) may be denied funding.

III PROGRAM REQUIREMENTS

Recipients must abide by the requirements detailed in the Federal Register Part II; Code of Federal Regulations Title 24, Housing and Urban Development and Title 42, Public Health, and OMB Circulars A122 (cost principles) and A133 (audits of non-profit organizations); regulations related to lead-based paint hazards, and other applicable federal and state regulations. Additional requirements, including reporting requirements, may be communicated prior to executing a grant agreement.

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

Section 109 of Title I of the Housing and Community Development Act of 1974 states that “no person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance.”

Applicants are required to provide proof of compliance with Canton City Codified Ordinance 507.03 and with State and Federal Affirmative Action and Equal Employment Opportunity Laws. Information regarding Ohio’s Employment Law can be found at <http://www.employmentlawhandbook.com/wage-and-hour-laws/state-wage-and-hour-laws/ohio/>

Information regarding applicants’ compliance with Equal Opportunity requirements must be provided on Attachment II, Bidder and Contractor Employment Practices Report. In addition, applicants must attach a copy of their EEO policy with their application.

ENVIRONMENTAL REVIEW AND CLEARANCE

All projects are subject to environmental review, clearance and release of funds by the U.S. Department of HUD. **No project work can begin until the City has notified the recipient that the environmental review process, including historic preservation review and clearance, has been completed.**

FACILITY STANDARDS

All properties funded with Federal monies must comply with the 2013 Residential Code of Ohio enforced by the City of Canton Building Department and all applicable state and local codes.

FAIR HOUSING

All properties funded with Federal monies must comply with City of Canton Codified Ordinance 515 Fair Housing Code, which is available at: <https://cantonohio.gov/forms/pdf/CHAPTER%20515%20Canton%20Fair%20Housing%20Code.pdf>

LEAD-BASED PAINT REQUIREMENTS

Any project requiring rehabilitation of buildings must comply with HUD Lead-Safe Housing Rule, (24 CFR 35, subparts A through Q), and the Lead Renovation, Repair and Painting Rule (40 CFR 745.80, subpart e). City of Canton staff will perform the initial inspections and recommend appropriate actions.

Copies of the applicable regulations are available for download at:

<http://www.hud.gov/offices/lead/enforcement/lshr.cfm> and
www.epa.gov/lead/pubs/renovation.htm

MBE/WBE OR SECTION 3 HIRING REQUIREMENTS FOR REHAB/CONSTRUCTION PROJECTS

Developers who are requesting funding for rehab and/or construction projects are required to hire individuals who reside in the City of Canton and/or contract with small businesses that are owned and operated by persons residing in the City of Canton (Section 3). Section 3 workers must be considered low-moderate income based on HUD income limits and family size. Developers must also comply with the requirements of Executive Order 11625 & 12432 concerning Minority Business Enterprises and Executive Order 12138 concerning Women Business Enterprises. Section 3, MBE, and WBE documentation must be submitted to Grantee, on the form provided, with the application and must be approved by Grantee to ensure that the local hiring requirement is met. A minimum of 10% of total project is required for MBE/WBE and/or Section 3 local hiring requirement. Copies of the Executive Orders are available from the Department of Development.

PREVAILING WAGE

Projects involving rehab or construction which are funded with Federal funds may be subject to Davis-Bacon wage determinations as issued by the U.S. Department of Labor. More information can be found at <http://www.dol.gov>

MISSIONS STATEMENT AND PROJECT SUMMARY

A summary of the applicant's goals for the project and the benefit to the community must be submitted on Attachment III with the application.

LEVERAGE/MATCH

The City will not fund 100% of any grant request. The greater the financial support or leveraging from other sources, the greater the potential impact that CDBG funds will have on meeting local community needs. In-kind match is allowed but must be documented in a form provided by the City. Applicants with a leverage/match must provide proof of match. Such documentation must verify that sufficient funding is available to carry out the project in a manner that meets Federal requirements. **Greater consideration will be given to projects that show sufficient matching contributions to carry out the program successfully.**

Attachment IV Sources of Funding must be completed and submitted with all applications.

HANDICAPPED ACCESSIBILITY

All public facilities funded with Federal monies must comply with Section 504 Standards. Copies are available for download at <http://www.hud.gov/offices/fheo/disabilities/sect504.cfm>

All CDBG applicants must complete and submit Attachment V as a statement describing the handicapped accessibility of every facility to be assisted with CDBG funds.

ADDITIONAL REQUIREMENTS

All applicants must be in good standing with the city for grants previously received. They must also be in good standing with the City of Canton and Stark County in payment of city income tax, real estate taxes, personal property taxes, water and sewer charges or other city assessments for any properties owned within the City of Canton. Attachment VI-1 must be completed and submitted with the application to provide authorization to verify this information. Additionally, all applicants must provide a "Letter of Good Standing" for the current year from the State of Ohio.

Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences. The conditions prescribed by HUD for the use of CDBG funds must be included in the agreement.

ADDITIONAL DOCUMENTS

Additional documents required with the application:

- Organizational chart with all vacancies indicated
- Position descriptions for all affected staff positions
- Applicant's most recent audit report
- Applicant's operating budget for the current year
- Internal Revenue Service 501 (c) designation
- Articles of Incorporation
- Agency by-laws
- Certificate of Good Standing from the Secretary of State (most current year)
- List of all current members of the organization's board of directors
- Copy of the organization's conflict of interest policy/questionnaire
- Board minutes for last 3 meetings
- Agency brochure or printout of website

Approved projects also may be required to show:

- Property deeds
- Proof of insurance

INELIGIBLE ACTIVITIES

CDBG funds may not be used for any activity that is in violation of Federal law or the laws of the state of Ohio. CDBG awards will not be made of any activities that are ineligible in accordance with 570.204 or the City of Canton's Annual Action Plan.

IV Financial Information

FUNDING/FUNDS DISBURSEMENT

The City of Canton may award up to \$1.5 million CDBG and up to \$200,000 HOME funds through this Request For Proposals. The City of Canton reserves the right to reject any or all proposals and to waive any informalities or irregularities in applications/proposals received.

Funds will be disbursed on a reimbursement basis only. No funds will be disbursed until approval of budget and receipt of all items identified in this manual and requested in the application process. CDBG subrecipients will request their grant award reimbursement by submitting the Request for Payment Form with proof of payment which detail itemized expenditures. All HOME funds must be requested on the HOME Request for Payment Form.

Acceptable proof of payment

Proof of payment must be in a form that clearly shows that payment was made. Original or copies of receipts or invoices are acceptable. If the documents submitted do not show clearly that payment was made by the applicant, a copy of a canceled check for the payment must be submitted with the request.

REPORTING AND MONITORING

All CDBG subrecipients shall be required to submit status reports to the City of Canton at various intervals. Reports may include, but are not limited to, the following information:

- Breakdown of services provided and demographic information on the persons served;
- Status of rehab and/or construction

City of Canton staff will monitor the use of grant funds through a combination of a review of all submitted reports, audit review, and site visits.

AUDITS/CATALOG OF FEDERAL DOMESTIC ASSISTANCE

The Catalog of Federal Domestic Assistance number (CFDA) for CDBG is 14.218. This number must be made available to the accountants who perform your organization's audit or audited financial statements.

All non-Federal entities that expend \$500,000 or more of Federal awards in a year (\$300,000 for fiscal year ending on or before December 30, 2003) are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, OMB Circular A-133, the OMB Circular Compliance Supplement and Government Auditing Standards. A single audit is intended to provide a cost-effective audit for non-Federal entities in that one audit is conducted in lieu of multiple audits of individual programs.

V. REQUEST FOR PROPOSALS (RFP'S)

The City of Canton is seeking Requests for Proposals (RFP's) primarily from Community Based Development Organizations (CBDO's) to carry out project based activities, such as public service activities for seniors, youth, and other disadvantaged populations, housing activities such as rehab and repair maintenance for low to moderate income families and public improvements such as sidewalks, street improvements and lighting in one of the target areas identified in this RFP.

Public Service Activities

The City's funding for public service projects is minimal unless the project is undertaken by a Community Based Development Organization. Therefore, any agency seeking funding under this RFP to carry out a public service activity is encouraged to seek certification by the City of Canton as a CBDO to receive the maximum points for this activity. Please complete the Community Based Development Organization application.

Housing Activities

The City is seeking housing partners with extensive experience in the maintenance, repair and rehabilitation of housing. HOME funds are available to non-profit agencies, new construction and Low-Income Housing Tax Credits (LIHTC) rehab projects. Non-profit agencies wishing to receive the maximum points may apply for Community Housing Development Organization (CHDO) status. Upon approval of CHDO status, additional points will be awarded.

PROGRAM DESCRIPTION

NRSA activities under this RFP include the following:

- **CANTON CARES NEIGHBORHOOD RESIDENTIAL REPAIR PROGRAM:** Funding will be available to provide housing rehabilitation and repair assistance to homeowners residing within the City's NRSA neighborhoods and other target areas. Applicants who are able to leverage/match City funding will receive priority for funding. Applications must include project details such as addresses and general scope of work for each project with budget.

Rehabilitation Requirements: Inspections of all properties shall be conducted by the City of Canton. The Development Partners will evaluate the condition of owner occupied, single family housing and prepare a Scope of Work, which must receive City approval prior to initiation of work. The rehabilitation Scope of Work must meet the Department of Development Residential Rehabilitation Standards (RRS) or Housing Quality Standards (HQS) as determined by the Department of Development, in the NRSA areas, at least 51% of homeowners assisted must have household incomes within 80% of the Area Median Income, and non NRSA target areas, each household assisted with grant funds must be owner-occupied, with household income at or below 80% of the median income, adjusted by

household size, as set forth annually by the U.S. Department of Housing and Urban Development (HUD).

Development Partner Qualifications: For residential rehabilitation programs, the Development Partner must have demonstrated experience with the rehabilitation of single family properties. This experience includes evaluating property conditions, identifying building code violations, preparing a written rehabilitation scope of work, determining rehabilitation costs; obtaining required building permits and inspections, and having a general contractor license in good standing with the City of Canton, as well as, being a LEAD Safe Renovator with both company and EPA certifications. Stringent HUD guidelines for Lead paint and asbestos must be followed.

- SAFE PLACES RECREATION FACILITIES PROGRAM: Funding is available for CBDO's only, to provide approved programs in the NRSA target areas.
- SAFE SPACES NEIGHBORHOOD CLEAN-UP PROGRAM: Funding will be available to carry out neighborhood clean-up programs within NRSA and target neighborhoods. Eligible costs include gloves, dumpster rental, bagging and disposal costs. Labor or administrative fee is not an eligible cost.

PROGRAM INCOME: Any/all program income from the NRSA Program shall be returned to the City of Canton.

COMPENSATION: When determined to be appropriate, a Developer's or project delivery cost not to exceed 10% of the total project cost. The DOD may adjust the fee based on the project.

CAPACITY: The Department of Development will consider the capacity of Development Partners in the evaluation of individual RFP proposals. In particular, the Department of Development will require evidence that agencies have the financial ability to cover program expenses, such as payrolls or rehab costs, in advance of cash reimbursement by the City of Canton.

PROGRAM AWARDS: Successful applicant(s) will be determined by the scope and capacity of the agency to conform to the requirements of the RFP and the City of Canton's determination of the agency's capability of providing the best service for qualified clientele, the applicant's past performance, and overall project cost.

Applications will be scored based on pre-defined criteria, some of which is weighted based on the overall goals of the City of Canton's Annual Action Plan. Successful applicant(s) will enter into a contract agreement with the City of Canton.

The City of Canton reserves the right to review employee qualifications of the agency(s) who will be undertaking the proposed project(s). The City of Canton reserves the right to reject any or all proposals and to waive any informalities or irregularities in applications/proposals received.

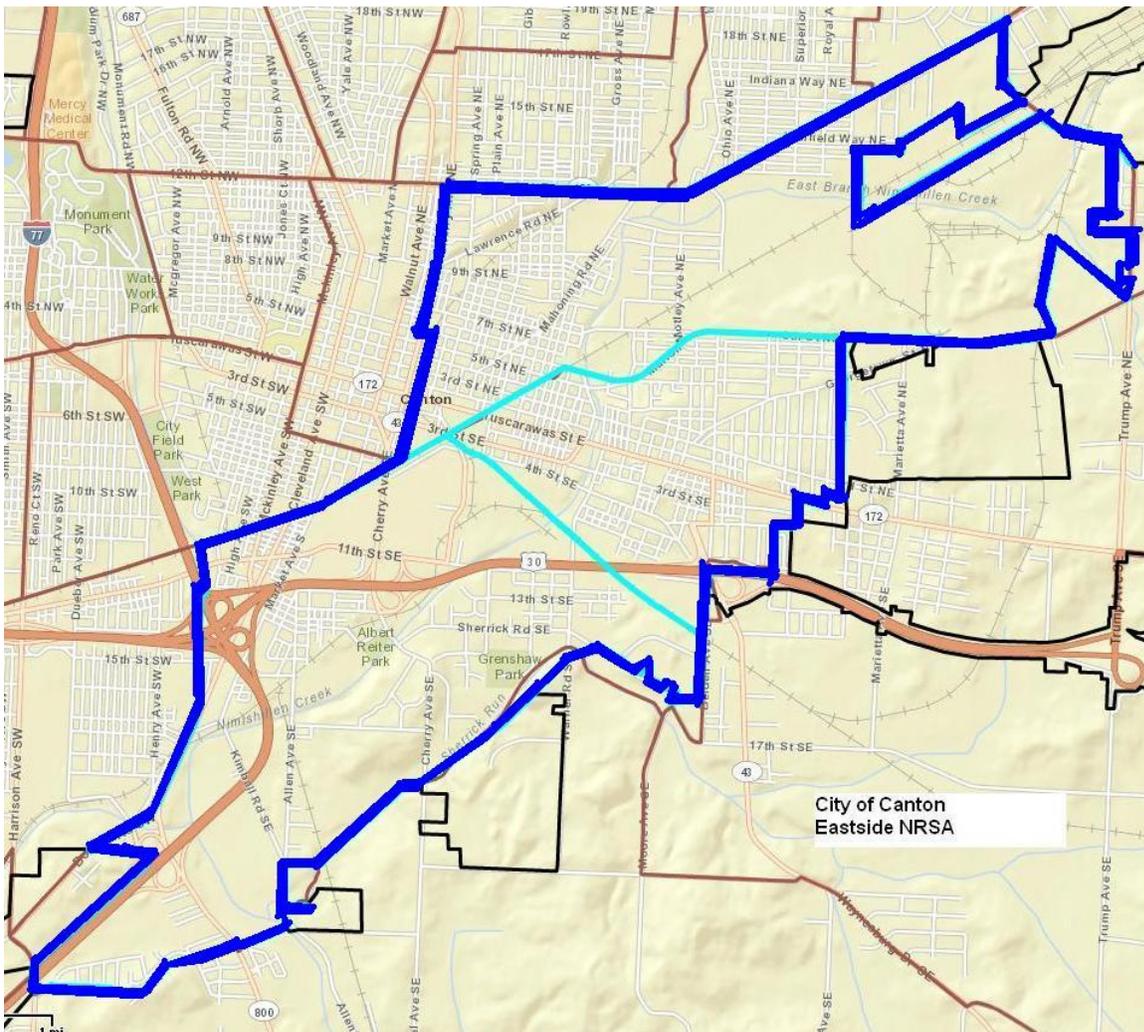
Target Area

Within the Community Development Block Grant (CDBG) program, a local jurisdiction can designate specific areas or neighborhoods as a Neighborhood Revitalization Strategy Area (NRSA). The NRSA allows greater flexibility in the use of CDBG funding that would promote the revitalization of those specified areas.

The City of Canton has established two NRSA areas:

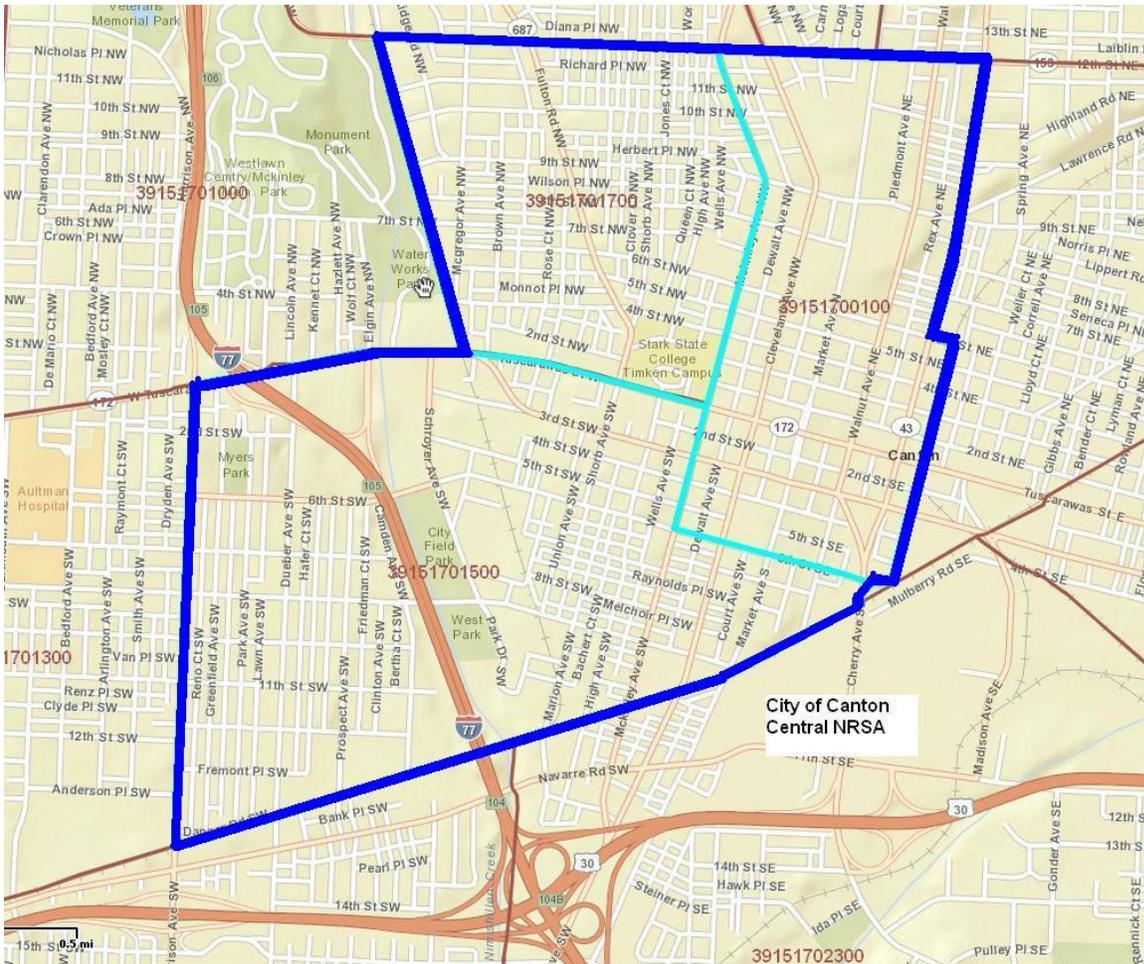
Eastside NRSA

The Eastside strategy area covers much of the northeast and southeast sections of the city, including neighborhoods east of Cherry Street, and south of 12th and Mahoning Road on the northeast side, and the neighborhoods along East Tuscarawas Street and along Sherrick Road in the southeast side. The area coincides with the following U.S. Census tracts: 7018, 7021, and 7023.



Central NRSA

The Central strategy area covers the downtown and surrounding neighborhoods to the west, and is generally bounded by 12th Street on the north, Cherry Street on the East, Navarre Road on the south, and Harrison Avenue and Monument Road on the west. The area coincides with the following U.S. Census tracts: 7001, 7015, and 7017.



Through its Neighborhood Revitalization Strategy Area Plan, the City of Canton will be able to target public investment and encourage private investment in neighborhoods that need an extra push, resulting in measurable improvements to these areas, benefitting both the residents and the City as a whole. Broad community objectives have been developed and key strategies outlined in the City's NRSA Plan to help improve the quality of life and transform these two areas into neighborhoods where people desire to live, work, and play. Key strategies include housing preservation and development; elimination of blight and blighting influences such as vacant, abandoned buildings and lots; improvements to public facilities and infrastructure; and economic development. Using the tools provided by the NRSA Program, and with the cooperation of various government agencies, business groups, neighborhood organizations, and housing agencies, the City can help these neighborhoods reach their fullest potential and become true neighborhoods of choice.

2016 Community Development Block Grant Application

Official Name of Organization: _____

Mailing Address: _____

Project Name: _____

Project Address/Location: _____ Located in Council Ward#: _____

Grant Request Amount: _____

Agency Federal Tax ID# _____

Agency DUNS number _____

Only the following areas will be considered for funding:

Project Type: <i>(Please choose only one of the following):</i>	
	Neighborhood Improvements (Cleanup abandoned buildings, vacant lots, sidewalks)
	Public Service Activity (Education and Outreach, Health Care, Legal Services, Youth Services, Elderly Services, Counseling, etc.)
	Preserve Affordable Housing through Developers and/or Non-Profit agencies
	NRSA (See NRSA Narrative for details)
	Affidavit (Attachment VI-1)(1 page)
	Organizational chart with all vacancies indicated
	Position descriptions for all affected positions

Project Description (Please provide a simple phrase or sentence. Attachment III provides room for further explanation).



Contact Person (*This is the person who will receive ALL grant-related information, i.e. correspondence, telephone calls, e-mails, etc.*):

Name: _____

Title: _____

Telephone: _____ Fax: _____

E-mail: _____

Contact for financial information if different from above. (*This is the person who will sign all documents and requests for disbursement, etc.*):

Name: _____

Title: _____

Telephone: _____ Fax: _____

E-mail: _____

The undersigned certifies that:

- a) The information contained in this document is complete and accurate;
- b) The proposed program/project described in this application meets the National Objective of benefiting low and moderate-income persons, as described by CDBG Federal Regulations;
- c) The applicant shall comply with all Federal, state, and city laws, policies and requirements affecting the CDBG Program;
- d) Sufficient funds are available from non-CDBG sources to complete the project as described if CDBG funds are awarded.

Signature of Authorized Applicant Representative

Date

Name and Title of Authorized Applicant Representative (Please print or type)

Standards to Determine Compliance with National Objectives

Attachment I

Each activity must meet one of the following broad national objectives:

1. To benefit low- and moderate-income persons.
2. To aid in the prevention or elimination of slums or blight.

At least 70% of Canton's funds must be used for activities that benefit low- and moderate-income persons. An agency's activities must benefit at least 51% low- and moderate-income persons.

1. Activities benefiting low- and moderate-income persons

a) Area benefit activities

An activity, the benefits of which are available to all the residents in a particular area, where at least 51% of the residents are low- and moderate-income persons. The service area must be primarily residential. A service area that contains less than 51% low- and moderate-income residents will be considered to meet the national objective if the proportion of low- and moderate-income persons in the area is within the highest quartile of all areas in the recipient's jurisdiction in terms of the degree of concentration of such persons. HUD will determine the lowest proportion a recipient may use to qualify an area for this purpose. Example of area benefit activities include: street improvements and neighborhood facilities.

To determine that there is a sufficiently large percentage of low- and moderate-income persons residing in the service area, the most recently available decennial census information shall be used, together with the Section 8 income limits that would have applied at the time the income information was collected by the Census Bureau.

b) Limited clientele activities

(1) An activity that benefits a limited clientele, at least 51% of whom are low- and moderate-income persons. The activity must meet one of the following qualifying criteria:

(a) The activity must benefit a clientele that is in one of the following categories, generally presumed to be principally low- and moderate-income: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or

(b) Information must be required on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed Section 8 low- and moderate- income limits; or

(c) The activity must have eligibility requirements which limit the activity exclusively to low- and moderate-income persons; or

- (d) The activities must be of such nature and in such location that it may be concluded that the activity's clientele will primarily be low- and moderate-income persons.
 - (2) An activity that serves to remove material and architectural barriers to the mobility and accessibility of elderly or severely disabled persons to publicly- and privately-owned non-residential buildings, public facilities and improvements, and the common areas of residential structures containing more than one dwelling unit.
 - (3) A micro enterprise assistance activity carried out by low-and moderate-income owners or developers
 - (4) An activity designed to provide job training and placement and/or other employment support services when the percentage of persons assisted is less than 51% low- and moderate-income may qualify if the proportion of the total cost of the project borne by CDBG funds is no greater than the proportion of the total number of low- and moderate-income persons assisted. Examples include meals on wheels for the elderly, public services for the homeless and job training facilities for the handicapped.
- c) Housing activities

An activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income homeowners. Examples include: property acquisition or rehabilitation of property; conversion of non-residential structures.

2. Activities that aid in the prevention or elimination of slums or blight

a) Activities to address slums or blight on an area basis

An activity that aids in the prevention or elimination of slums or blight in a designated area. The activity must meet all of the following qualifying criteria:

- (1) The area, delineated by the grantee, must meet a definition of a slum, blighted, deteriorated or deteriorating area under State or local law.
- (2) There must be a substantial number of deteriorated or deteriorating buildings or public improvements throughout the area.
- (3) Documentation must be maintained on the boundaries of the area and the condition which qualified the area at the time of its designation.
- (4) The activity must address one or more of the conditions that contributed to the deterioration of the area.
- (5) If rehabilitation of residential buildings not occupied by low- and moderate-income persons is undertaken, each such building rehabilitated must be considered substandard under local definition before rehabilitation, and all deficiencies making

a building substandard must be corrected before less critical work on the building may be undertaken.

b) Activities to address slums or blight on a spot basis

An activity that eliminate specific conditions of blight or physical decay on a spot basis outside of a slum or blighted area. The activity must be limited to acquisition; clearance; relocation; historic preservation; and rehabilitation of buildings only to the extent necessary to eliminate specific conditions detrimental to public health and safety.

4. Additional Criteria

a) The final determination of whether acquisition of real property addresses a national objective shall be based on the actual use of the property.

b) Relocation assistance that the recipient is required to provide shall be considered to address the same national objective as is addressed by the displacing activity. Where the relocation assistance is voluntary on the part of the grantee it may be qualified either on the basis of the national objective addressed by the displacing activity or on the basis that the recipients of the relocation assistance are low-and moderate-income persons.

c) Where the activity undertaken for the purpose of creating or retaining jobs is a public improvement and the area served is primarily residential, the requirements for area benefit activities and for job creation or retention activities must be met in order to qualify as benefiting low-and moderate-income persons.

d) CDBG funds expended for planning and administrative costs will be considered to address the national objectives

e) Where a HUD-approved area revitalization strategy has been prepared:

- Activities for the purpose of creating or retaining jobs may be considered to meet area benefit requirements if the area covered by the strategy is either a Federally-designated Empowerment Zone or Enterprise Community or primarily residential and contains no less than 51% low- and moderate-income residents.
- All CDBG-assisted housing activities in the area may be considered to be a single structure for purposes of meeting the criteria for determining benefit to low- and moderate-income persons.



Attachment II

(Complete and submit with application)

BIDDER AND CONTRACTOR EMPLOYMENT PRACTICES REPORT

I. INSTRUCTIONS

I. INSTRUCTIONS

- A. This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons regardless to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
- B. City of Canton Codified Ordinance 507 and rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.
- C. Completion of this Contractor and Bidder Employment Practices Report is one of the steps which demonstrate compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the vendor and its subcontractors rests with the vendor or subcontractor. Such demonstration is a pre-requisite for continued eligibility for the award City contracts.

II. VENDOR OR BIDDER INFORMATION

1. REPORTING STATUS			
a. Prime Contractor	b. Prime Sub-Contractor	c. Supplier	d. Other (<i>Specify</i>)
2. NAME, ADDRESS, AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT:			
3. NAME, ADDRESS, AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER:			
4. NAME, ADDRESS, AND TELEPHONE NUMBER OF PRINCIPAL OFFICE OF BIDDER:			

EVALUATION

<input type="checkbox"/> Compliance	<input type="checkbox"/> Non-Compliance	<input type="checkbox"/> Follow-Up Needed _____
-------------------------------------	---	---

III. POLICIES AND PRACTICES

The bidder and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the applicable letter associated with each item below. The letters are interpreted as follows:

- A.** Current Practice unable to **B.** Company will immediately adopt this policy **C.** Company is unwilling or is adopt policy

CIRCLE ONE	ITEMS	STATE REASON IF (C) IS CHECKED
A B C	1. The Company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity, with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment. This policy will be communicated in writing to all employees, subcontractors, recruitment sources and all relevant labor organizations and unions.	
A B C	2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel.	
A B C	3. The Company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis.	
A B C	4. The Company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Codified Ordinance 507.	
A B C	5. Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel.	
A B C	6. Company will take steps to integrate any position, departments, or plant locations which have no minority persons, or are almost completely staffed with one particular ethnic or racial group.	
A B C	7. Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: Education, Experience, Tests, and Criminal Records.	
A B C	8. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company.	
A B C	9. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity.	

IV. EMPLOYMENT DATA

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law. Please provide truthful and accurate information. If information provided is found to be false, bidder/contractor will be subject to the loss of all future awards.

	Overall Total Male & Female	Male	Female	MALE				FEMALE			
				African American	Asian American	Native American	Hispanic	African American	Asian American	Native American	Hispanic
Officials, Managers, & Supervisors											
Professionals											
Technicians											
Part-Time Seasonal											
Office and Clerical											
Craftsmen (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											

REMARKS: Please explain any identification data appearing on the last report which differs from that given above. This includes major changes in employment, changes in composition of reporting units, and other pertinent information. Use a separate sheet if additional space is required.

V. ADDITIONAL INFORMATION (OPTIONAL)

Describe any other action taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, national origin, disability, sexual orientation, or sexual identity. Use separate sheet if additional space is required.

VI. POLICY STATEMENT

THE CITY OF CANTON, OHIO IN CONFORMANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS, REQUIRES EACH VENDOR, CONTRACTOR, AND MATERIAL SUPPLIERS WORKING ON CITY PROJECTS OR AWARDED CITY CONTRACTS BE SIGNATURES OF THE FOLLOWING STATEMENTS:

- 1) IT IS THE POLICY OF _____ THAT EQUAL EMPLOYMENT OPPORTUNITIES BE AFFORDED TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR SEXUAL IDENTITY.
- 2) IN SUPPORT OF THIS DOCUMENT _____ WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT BECAUSE OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR SEXUAL IDENTITY.
- 3) _____ WILL TAKE AFFIRMATIVE ACTION TO INSURE THAT APPLICANTS FOR EMPLOYMENT AND CURRENT EMPLOYEES ARE TREATED FAIRLY WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR SEXUAL IDENTITY. SUCH ACTION WILL INCLUDE BUT NOT BE LIMITED TO RECRUITMENT, ADVERTISING, OR SOLICITATION FOR EMPLOYMENT, HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION, SELECTION FOR TRAINING INCLUDING APPRENTICESHIP RATES OF PAY OR OTHER FORMS OF COMPENSATION, LAYOFFS OR TERMINATION.
- 4) _____ WILL MAKE EVERY EFFORT TO COMPLY WITH MINORITY UTILIZATION GOALS AS FOLLOWS: (9%) NINE PERCENT MINORITIES IN YOUR WORKFORCE ON THE JOB, (6.9%) SIX POINT NINE PERCENT FEMALE UTILIZATION ON THIS JOB, AND (10%) TEN PERCENT OF CONTRACT AMOUNT EXPENDED WITH MINORITY BUSINESS ENTERPRISES, WOMEN-OWNED BUSINESS ENTERPRISES OR A COMBINATION OF BOTH.
- 5) _____ SHALL REQUIRE EACH SUBCONTRACTOR HIRED FOR THIS PROJECT TO ADHERE TO THIS STATEMENT.

VII. SIGNATURE

THE UNDERSIGNED CERTIFIES THAT HE/SHE IS LEGALLY AUTHORIZED BY THE VENDOR/BIDDER TO AFFIRM ALL INFORMATION AND STATEMENTS INCLUDED IN THIS EMPLOYMENT PRACTICES REPORT. THAT HE/SHE HAS READ ALL OF THE FOREGOING STATEMENTS, REPRESENTATIONS, AND AFFIRMATIONS AND THAT THEY ARE TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF. THE UNDERSIGNED, UNDERSTANDS THAT IF ANY OF THE STATEMENTS AND REPRESENTATIONS ARE MADE KNOWING THEM TO BE FALSE OR THERE IS A FAILURE TO IMPLEMENT ANY OF THE STATED INTENTIONS OR OBJECTIVES, SET FORTH HEREIN, WITHOUT PRIOR NOTICE TO THE OFFICE OF COMPLIANCE, THE BIDDER/CONTRACTOR COULD BE SUBJECT TO LOSS OF CURRENT AND FUTURE AWARDS.

Firm or Corporation Name:

SIGNATURE

Title

Date of Signing

Missions Statement and Project Summary
Attachment III

(Complete and submit with application)

Organization Mission Statement: _____

Project Summary (attach to this sheet)

Briefly describe the proposed project. The narrative should include the need or problem to be addressed in relation to the City of Canton’s Consolidated Plan or other community development priorities, as well as the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method or approach, and the implementation schedule.

In your project summary, further:

- Indicate how you will identify clients. Provide an estimate as the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.
- Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, and the frequency with which services will be delivered.
- For service programs, include how you propose to coordinate your services with other community agencies and leverage resources.
- Describe the site where the program will be implemented. How will client get to the facility? What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with American with Disabilities Act (ADA) requirements regarding accessibility.



Handicapped Accessibility Statement
required for projects involving public services
or rehabilitation of public facilities
Attachment V
(Complete and submit with application)

- Yes No There is sufficient accessibility so that persons with disabilities have an equal opportunity to participate in and benefit from the program.
- Yes No The same range of choices and amenities are offered to persons with disabilities as those offered to others.
- Yes No Steps are taken to assure that information regarding the availability of accessibility assistance reaches individuals with disabilities.
- Yes No Reasonable non-discriminatory steps are taken to maximize participation by eligible individuals.
- Yes No Are offices and facilities located on an accessible route and those which can be approached, entered, and used by individuals with physical disabilities?

The Federal Fair Housing Act (FHA) 42 U.S.C. §§ prohibits discrimination in housing practices on the basis of race, color, religion, sex, national origin, familial status, and disability. The Act prohibits housing providers from discriminating against persons because of their disability or the disability of anyone associated with them and from treating persons with disabilities less favorably than others because of the disability. The Act also requires housing providers "to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person(s) equal opportunity to use and enjoy a dwelling." In addition, the Act requires that housing providers allow tenants to make reasonable modifications to units and common spaces in a dwelling. The Act applies to the vast majority of privately and publicly owned housing including housing subsidized by the federal government or rented through the use of Section 8 voucher assistance.

Mechanical rooms and other spaces that, because of their intended use, will not require accessibility to the public or beneficiaries or result in the employment or residence therein of individuals with physical disabilities are not required to be made accessible in projects.



AFFIDAVIT
Attachment VI-1
(Complete and submit with application)

Program Name: _____

Organization Name: _____

Organization Address: _____

STATE OF OHIO)

COUNTY OF STARK §
)

TO WHOM IT MAY CONCERN:

Pursuant to Canton City Council Ordinance 205-2010 as attached, labeled Exhibit B1, the undersigned certifies that to the best of his/her knowledge, any officers, director, trustee, or their spouse and/or other immediate family members (are/are not) delinquent in the payment of any indebtedness to the City of Canton, any other municipality, township, county, state or federal entity, including City Income Tax, real estate taxes, personal property taxes, water and sewer charges or other City assessments for any properties owned within the City of Canton.

The undersigned hereby authorizes the City of Canton Department of Development, to be given information concerning income tax filing status, real estate taxes, personal property taxes, water and sewer charges or other City assessments, and the existence of any delinquencies.

Further, the undersigned states that (he/she) or that to the best of his/her knowledge, any officers, director, trustee, or their spouse and/or other immediate family members is (related/not related), personally and/or through business to (any/the following) City of Canton employee(s) or elected official(s):

COMPLETE ONLY IF RELATIONSHIP EXISTS:

1) Relative's Name _____ Relative's Title/Department _____

2) Relative's Name _____ Relative's Title/Department _____

Signed _____
(Signature/Title)

Signed _____
(Signature/Title)

Sworn to before me and signed in my presence this _____ day of _____ 20____

Signed: _____

My commission expires: _____

Attachment VI-2: Grant and Loan Requirements
Per City of Canton Ordinance
(Ord. 205-2010. Passed 11-8-10.)

105.07 GRANT AND LOAN APPLICANT REQUIREMENTS

- (a) No person, partnership, corporation and/or unincorporated association shall be eligible to receive any grant or loan from Community Development funds or tax incentive, whether administered directly by the Department of Development or indirectly through a program administered by a non-profit agency on behalf of the City, unless the applicant is paid in full or is current and not otherwise delinquent in the payment of any of the following:
 - (1) Any outstanding judgments, liens, grant or delinquent loan obligations owed to the City of Canton, any other municipality, township, county, state or federal governmental entity;
 - (2) Utility bills for water, sewer and sanitation services owed to the City of Canton;
 - (3) Income taxes (to include mandatory wage withholding by employers) owed to the City of Canton, any other municipality, township, county, state or federal governmental entity;
 - (4) Real estate taxes and assessments on any properties owned by the applicant;
 - (5) Personal property taxes owed to the Stark County Auditor and/or State of Ohio; or
 - (6) Any outstanding loans, grants, subsidies or other entitlements received from any federal or state funded Housing and Community Development Program.
- (b) The applicant shall be required to provide to the City of Canton a notarized statement averring that the applicant is paid in full or is current and not otherwise delinquent in the payment of obligations listed in subsections (a) (1-6).
- (c) Falsification of such statement shall result in cancellation of any grant or loan received, and the applicant shall be required to refund any grant or loan funds received.
- (d) Council may waive or modify the requirements of this section as applied to a particular applicant if in the interest of justice, and upon consideration of the surrounding circumstances, such waiver or modification is deemed reasonably necessary by Council.
- (e) Under any Department of Development program in which the combined household income of all members is calculated for the purpose of determining income eligibility of the applicant, no applicant shall be eligible to receive any grant or loan from Department of Development if any co-applicant or other member of the same household is delinquent in the payment of any of the categories listed in subsection (a) hereof.
- (f) Notwithstanding the above, this section shall not apply to any individual, partnership, corporation or incorporated association seeking assistance under a HOME Repair or Emergency Shelter program grant, at the time of application.
- (g) No partnership, corporation or unincorporated association which has as one of its partners, shareholders, or owners, any person who is twenty percent (20%) or greater equity owner in such partnership, corporation or unincorporated association and who is delinquent in any of the categories listed in subsection (a) hereof, shall be eligible for the award of any grant or loan. No person who is a twenty percent (20%) or greater equity owner in any partnership, corporation or unincorporated association which is delinquent in any of the items listed in subsection (a) hereof shall be eligible for the award of any grant or loan.

- (h) The Department of Development and any other department which may hereinafter or presently administer the awarding of grants and loans to applicants under any program shall establish guidelines and screen applicants consistent with the foregoing requirements. All City Departments shall comply with the requests of the Department of Development and any other department for information, which is made pursuant to this section.
- (i) The Department of Development, for programs within its administration and authority, may waive or modify the requirements of this section, under appropriate surrounding circumstances, where a strict interpretation of this section would not further the established goals of the Department.

CBDO Application Checklist

- 1. Project Description – Please describe the services (current or proposed) to be funded with Community Development Block Grant (CDBG) funds.
- 2. Articles of Incorporation (copy) – Must identify the activities that the agency performs and the geographic area of operation.
- 3. By-Laws (copy) – Must include a statement of the community development activity and the geographic area of operation. A map is appreciated but not required.
- 4. A list of the governing body, of which 51 percent of its membership meet the following criteria:
 - Low- and moderate-income residents (or presumed low- and moderate-income resident) of the agency's geographic area of operation (see Exhibit A for income thresholds); or
 - Owners or senior officers of private establishments and other institutions located in and serving the agency's geographic area of operation; or
 - Representatives of low- and moderate - income neighborhood organizations located in the agency's geographic area of operation.
- 5. A self-certification form for each board member meeting the 51 percent criteria:
 - Self-certification form for each low- and moderate-income resident (or presumed low- and moderate-income resident) of the agency's geographic area of operation; or
 - Each business owner and/or senior officer of a private establishment and other institution located in and serving the agency's geographic area of operation; or
 - Each neighborhood organization representative located in the agency's geographic area of operation.

Note: You must attach documentation to each Self-certification form confirming compliance.

**Application for Community Based Development Organization (CBDO)
Certification**

Agency: _____

Program/Project Name: _____

Address: _____ Tel. () _____

_____ Fax () _____

Contact Person: _____

Position/Title: _____

The Department of Development, as administrator of the Community Development Block Grant for the City of Canton must certify the above named agency as a Community Based Development Organization (CBDO) for a designated program year or for one year from the date of certification.

**A. The agency will undertake one or more of the following eligible activities
(check all that apply):**

- Neighborhood revitalization projects - which include activities of sufficient size and scope to have an impact on the decline of a geographic location within the City of Canton's Neighborhood Revitalization Strategy Area (NRSA) target area; or
- Community economic development projects - which include activities that increase economic opportunity, principally for persons of low-and moderate-income, or that stimulate or retain businesses or permanent jobs, and projects that consist of one or more such activities that are clearly needed to address a lack of affordable housing accessible to existing or planned jobs; or
- Energy conservation projects - which include activities that address energy conservation, principally for the benefit of the low- and moderate-income residents of the City of Canton.

B. The agency meets the requirements of Exhibit A or Exhibit B:

It meets the requirements of 24 CFR 570.204 (c)(1). **(Requirement Checklist attached as Exhibit "A")**

Please specify your area(s) of operation: _____

OR

It meets the requirements of 24 CFR 570.204 (c)(2). **(Requirement Checklist attached as Exhibit “B”)**

Please specify your area(s) of operation: _____

All applicants are required to submit a copy of the organization’s charter (articles of incorporation), by-laws, and governing board/advisory board. Also, include a short description of the Community Development Block Grant (CDBG) funded services.

Signature: _____

Title: _____

Exhibit A
Requirement Checklist for 24 CFR 570.204 (c)(1)

_____ (the agency) is eligible to be designated as a CBDO under 24 CFR 570.204 (c)(1) because it meets all of the following requirements:

- 1. An association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the City of Canton; **and**
- 2. Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation, by addressing one or more critical problems of the area, with particular attention to the needs of persons of low- and moderate income; **and**
- 3. Is either non-profit or for-profit, provided that any monetary profits to its shareholders or members must be only incidental to its operations; **and**
- 4. Maintains at least 51 percent of its governing body's membership for low- to moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; **and**
- 5. Is not an agency or instrumentality of the City of Canton and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under (c)(1)(iv) of 24 CFR 570.204); **and**
- 6. Except as authorized above, requires the members of its governing body to be nominated and approved by the general membership of the organization or by its permanent governing body; **and**
- 7. Is not subject to requirements under which its assets revert to the recipient upon dissolution; **and**
- 8. Is free to contract for goods and services from vendors of its own choosing.

Exhibit B
Requirement Checklist for 24 CFR 570.204 (c)(2)

_____ (the agency) is eligible to be designated as a CBDO because it meets one of the following requirements:

Is an entity organized per Section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681 (d)), including those that are profit making;

Or

Is a Small Business Administration (SBA) approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended;

Or

Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2, designated as a CHDO by the HOME Investment Partnerships Program by the City of Canton, with a geographic area of operation of no more than one neighborhood and has received HOME funds under 24 CFR 92.300 or is expected to receive HOME funds as described in and documented in accordance with 24 CFR 92.300(e).

Exhibit C
Community Based Development Organization
Governing Board

A Community Based Development Organization (CBDO) is required to maintain at least 51 percent of its governing body's membership for low- and moderate-income **residents of its geographic area of operation**, owners or senior officers of private establishments and other institutions **located in and serving its geographic area of operation**, or representatives of low- and moderate-income neighborhood organizations **located in its geographic area of operation**. **Please list all Governing Board members.**

List All Governing Board Members		Complete All Columns That Apply			
Last Name	First Name	Low and Moderate Income Person (per Exhibit D) Residing in the Geographic Area of Operation (Provide self-certification form A)	Owner or Senior Officer of a Private Establishment or Other Institution Located in and Serving the Geographic Area of Operation (Provide self-certification form B)	Representative of a Low- and Moderate-Income Neighborhood Organization Located in the Geographic Area of Operation (Provide self-certification form B)	Board Term Expiration Date
Total Number of Board Seats:					

Exhibit D
City of Canton FY 2015 Income Limits

	FAMILY / HOUSEHOLD SIZE – INCOME LIMITS Effective March 25, 2015							
INCOME LEVELS	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
30% OF MEDIAN	\$ 12,400	\$ 14,150	\$ 15,900	\$ 17,650	\$ 19,100	\$ 20,500	\$ 21,900	\$ 23,300
VERY LOW INCOME (50% of Median Income)	\$ 20,650	\$ 23,600	\$ 26,550	\$ 29,450	\$ 31,850	\$ 34,200	\$ 36,550	\$ 38,900
LOW INCOME (80% of Median Income)	\$ 33,000	\$ 37,700	\$ 42,400	\$ 47,100	\$ 50,900	\$ 54,650	\$ 58,450	\$ 62,200

Community Development Block Grant (CDBG) funds are primarily to serve low-income (80% of the median income) persons. This table is especially applicable to projects required to document Low/Moderate Income Clientele (LMC) status on their clients.

The figures for "30% of Median" and "Very Low Income" were provided for your information but would not apply when determining LMC status. Only use "Low Income" figures to determine LMC status.

For more information, please go to the following site and search for Stark County:

<https://development.ohio.gov/files/cs/PY%202015%20Ohio%20Income%20Limits%2080%2050%2030.pdf>

SELF-CERTIFICATION FORM A LOW- AND MODERATE-INCOME REPRESENTATIVE

A Community Based Development Organization (CBDO) is required to “maintain at least 51 percent of its governing body’s membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation” 24 CFR 570.204 (c)(1)(iv). This form is to be completed by low- and moderate-income residents of the agency’s geographic area of operation. The Department of Development requires the following Information to determine board member eligibility based on Exhibit “A” of the CBDO application

Each low- and moderate-income board member must indicate the number of persons in his/her family, and indicate whether total annual family income exceeds **or** falls below the listed figure for appropriate family size by indicating a check mark in the boxes below.

NOTE: “Income” is the total annual income of all family members. Additional expected sources of income must be included in this calculation of annual family income. All income for all persons in the family **must** be included in calculating family income.

Annual Family Income – Check the appropriate box:

Family Size	Total Annual Family Income is Above	Total Annual Family Income is At or Below	Amount
1 Person			\$33,000
2 Person			\$37,700
3 Person			\$42,400
4 Person			\$47,100
5 Person			\$50,900
6 Person			\$54,650
7 Person			\$58,450
8 Person			\$62,200

I certify that the information provided on this form is accurate and complete, and that I am a low- and moderate-income resident of the _____ (Agency’s name) area of operation. I further acknowledge that eligibility for meeting HUD’s 51 % low- and moderate-income board requirement is based upon having a qualifying annual family income level and that the income levels and/or status I have indicated in this self-certification may be subject to further verification by the U.S. Department of Housing and Urban Development and/or the City of Canton.

Board Member’s Name (Please Print): _____

Board Member’s Signature _____ Date _____

Board Member’s Address _____

SELF-CERTIFICATION FORM A
BUSINESS OWNER/SENIOR OFFICER REPRESENTATIVE

A Community Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate- income neighborhood organizations located in its geographic area of operation" 24 CFR 570.204 (c) (1) (iv).

Board members, who qualify as owners or senior officers of private establishments and other institutions, located in and serving the agency's geographic area of operation should complete this form. The Department of Development requires the following Information to determine board member eligibility based on Exhibit "A" of the CBDO application.

Each owner or senior officer must provide a description of the private establishment or other institution, including the type of services provided by such establishments/institutions, as well as the targeted area of service.

CBDO Applicant's Name: _____

CBDO Geographic Area of Operation: _____

Board Member's Name (please print): _____

Private Institution's Name: _____

Private Institution's Address: _____

Position Held by Board Member: _____

Please provide a description of the goods and services provided by the private institution:

Please provide the geographic area of operation for the private establishment:

I certify that the information provided on this form is accurate and complete. I further acknowledge that the information I have provided in this self-certification form may be subject to verification by the U.S. Department of Housing and Urban Development and/or the City of Canton.

Board Member's Signature: _____ **Date:** _____

**SELF-CERTIFICATION FORM B
NON-PROFIT OR NEIGHBORHOOD ORGANIZATION
REPRESENTATIVE**

A Community Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate- income neighborhood organizations located in its geographic area of operation" 24 CFR 570.204 (c)(1)(iv).

Board members, who qualify as representatives of low- and moderate-income neighborhood organizations located in the agency's geographic area of operation, should complete this form. The Department of Development requires the following information to determine board member eligibility based on Exhibit "A" of the CBDO application.

Each representative must provide a description of the neighborhood organization, including the type of services provided by such organization, as well as the targeted area of service.

CBDO Applicant's Name: _____

CBDO Geographic Area of Operation: _____

Board Member's Name (please print) : _____

Organization's Name: _____

Organization's Address: _____

Please provide description of services provided by the neighborhood organization:

Please provide the geographic area of operation for the neighborhood organization:

I certify that the information provided on this form is accurate and complete. I further acknowledge that the information I have provided in this self-certification form may be subject to verification by the U.S. Department of Housing and Urban Development and/or the City of Canton.

Board Member's Signature: _____ **Date:** _____

Self-Certification form B (SBA company or representative of low/mod neighborhood)

CHDO

(Community Housing Development Organization)

City of Canton Department of Development

CERTIFICATION APPLICATION

&

GUIDELINES



Mayor, Thomas M. Bernabei
Lisa Miller, Director



CHDO DEFINITIONS AND OVERVIEW

A Community Housing Development Organization (CHDO) is a private non-profit, community based service organization that has obtained or intends to obtain staff with the capacity to develop affordable housing for the community it serves.

A Participating Jurisdiction (PJ) is any state, local government or consortium that has been designated by HUD to administer a HOME Program.

It is likely that numerous non-profits will be active participants in a PJ's HOME program. However, only those non-profits that are specifically organized can be considered "Community-Based Housing Development Organizations" for the purposes of the HOME program.

At a minimum each PJ must commit 15% of its HOME allocation to certain eligible activities to be undertaken by CHDOs. Only those projects in which the CHDO acts as a developer, sponsor or owner of the housing will count toward the minimum 15% HOME funds CHDO set-aside.

CHDO QUALIFYING CRITERIA

A CHDO must meet certain requirements pertaining to its:

- legal status
- organizational structure
- capacity and experience

Legal Status

Organized under state/local law: CHDOs must be organized under state and local law.

Purpose of organization: Provision of decent housing that is affordable to low and moderate-income persons must be among the purposes of the organization. This commitment must be evidenced in the CHDO's:

- charter;
- articles of incorporation;
- by-laws; or
- a resolution of the CHDO's board of directors.

Clearly defined service area: A CHDO must have a clearly defined geographic service area. Members of the board must be from this service area.

Non-profit status: CHDOs must have received a tax-exempt ruling from the IRS under Section 501(c)(3) of the Internal Revenue Code of 1986 in order to be designated by the PJ as a CHDO. Permissible non-profit designations under HOME are:

- 501(c)(3) status - a charitable, non-profit corporation;
- 501(c)(4) status - a community or civic organization;
- Section 905 status - a subordinate organization of a 501(c)(3) organization.

Organizational Structure

The CHDO is intended to respond to a particular community's needs. The structure of the board of directors of a CHDO is viewed as the main indicator of community control over the CHDO.

CHDO Board: The CHDO board must be composed as follows:

- At least one-third must be representatives of the low-income community.
- No more than one-third may be representatives of the public sector (including any employees of the PJ)
- The balance of the board is unrestricted
- Have no public or for-profit entity control

Low-income input: In addition to having board representation of at least one-third of low-income persons, the CHDO must also provide a formal process for low-income beneficiaries to advise the CHDO on project needs. The process must be in writing, and must be included in the organization's by-laws or adopted by board resolution.

Capacity and Experience

Experience: A CHDO must demonstrate that it has, at a minimum, one year of experience serving the community where it intends to develop HOME-assisted housing.

Newly created organizations wishing to become CHDOs can meet this requirement if the parent (or sponsoring) organization is a non-profit and has provided services to the community for at least two years.

CHDO capacity: CHDOs must demonstrate the capacity of their key staff to carry out the HOME-assisted activities they are planning. This means that CHDOs must have:

- Experienced key staff who have successfully completed projects similar to those proposed by the CHDO;

OR

- Key staff with limited or no experience, but that the CHDO will use experienced consultants for the planning and development activities, as long as there is a plan in place for the consultant to train the key staff.

ROLES OF A CHDO

A CHDO may assume the role of an *owner*, *developer*, or *sponsor* of a proposed housing project utilizing HOME funds.

CHDO as "Owner"

The CHDO is an "owner" when it holds valid legal title to or has a long-term (99-year minimum) leasehold interest in a rental property. The CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities. If it owns the project in partnership, it or its wholly owned non-profit or for-profit subsidiary must be the managing general partner with effective control (i.e., decision-making authority) of the project. The CHDO may be both owner and developer, or may have another entity as the developer.

CHDO as "Developer"

A CHDO is a "developer" when it (1) either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project; and (2) performs all the functions typically expected of for-profit developers, and assumes all the risks and rewards associated with being the project developer.

- (1) For rental housing, the CHDO must obtain financing, and rehabilitate or construct the project. If it owns the property, the CHDO may maintain ownership and manage the project over the long term, or it may transfer the project to another entity for long-term ownership and management. If it does not own the property, the CHDO must enter into a contractual obligation with the property owner. This contractual obligation is independent of the PJ.

or

- (2) For homebuyer programs, the CHDO must obtain project financing, rehabilitate or construct the dwelling(s) and have title of the property and the HOME loan/grant obligations transferred to a HOME qualified homebuyer within a specified timeframe. If it does not own the property, the CHDO must enter into a contractual obligation with the property owner. This contractual obligation is independent of the PJ.

In both of the above scenarios, developer fees negotiated with the PJ are eligible soft costs under Section 92.206 of the HOME regulations. If the CHDO develops the property for an existing owner pursuant to a written agreement with the PJ, the CHDO is acting in the capacity of a subrecipient.

CHDO as a "Sponsor"

A CHDO is a "sponsor" for HOME-assisted rental or homebuyer housing according to the circumstances outlined below. (In either case, the CHDO must always own the property prior to the development phase of the project.):

- (1) For HOME-assisted rental housing, the CHDO may develop a project that it solely or partially owns and agrees to convey ownership to a second non-profit organization at a predetermined time prior to or during development or upon completion of the development of the project. The HOME funds are invested in the project owned by the CHDO. The CHDO sponsor selects prior to commitment of HOME funds the non-profit organization that will obtain ownership of the property. The non-profit assumes from the CHDO the HOME obligation (including any repayment of loans) for the project at a specified time. If the property is not transferred to the non-profit organization, the CHDO sponsor remains liable for the HOME loan/grant obligation.

The non-profit organization must be financially and legally separate from the CHDO sponsor. (The second non-profit may have been created by the CHDO; nevertheless, it is a separate entity from the CHDO.) The CHDO sponsor must provide sufficient resources to the non-profit organization to ensure the development and long-term operation of the project.

or

- (2) For a HOME-assisted homebuyer program, the CHDO owns a property, then shifts responsibility for the project to another non-profit at some specified time in the development process. The second non-profit, in turn, transfers title along with the HOME loan/grant obligations and resale/recapture requirements to a HOME-qualified homebuyer within a specified timeframe.

The HOME funds are invested in the property owned by the CHDO. The other non-profit being sponsored by the CHDO acquires the completed units, or brings to completion the rehabilitation or construction of the property. At completion of the rehabilitation or construction, the second non-profit is required to sell (transfer) the property along with the HOME loan/grant obligations to a homebuyer.

This sponsorship role could include a lease-purchase approach whereby the second non-profit would lease the property to a homebuyer for a period not to exceed three years. At the expiration of the lease, the second non-profit must sell or transfer the property along with the HOME loan/grant obligations to the homebuyer. If the property is not transferred, the second non-profit retains ownership and all HOME rental requirements will apply.

The developer and sponsor roles are similar in many ways.

In both the developer and sponsor roles, the CHDO carries out some or all of the principal project development activities such as putting together a capable development team, acquiring property, securing financing, and construction management to take a project from conception to completion. However, as developer, the CHDO need not own the property.

As sponsor, the CHDO must own the property and shift the responsibility from the CHDO to another specific non-profit at some specific time in the development process. Transfer could occur, for example, at:

- Initiation of the construction
- Completion of the construction
- Issuance of the certificate of occupancy

Further, the HOME long-term affordability requirements for the project are the responsibility of the owner or subsequent owners of the property.

The CHDO sponsor acquires and completes the rehabilitation or construction of the property. At completion of the rehabilitation or construction, the CHDO is required to transfer the property along with the HOME loan/grant obligation to a first-time homebuyer. This approach to sponsorship role could include a lease-purchase approach whereby the CHDO sponsor would lease the property to a first-time homebuyer for a period. At the expiration of the lease, the CHDO must sell or transfer the property along with the HOME loan/grant obligations to the first-time homebuyer. If the property is not transferred, the CHDO retains ownership. All HOME rental requirements will apply.

An existing homeowner cannot "hire" a CHDO sponsor to complete the rehabilitation (e.g. select the contractor, construction management, etc.) of his or her residence. Such activity is not an eligible CHDO set-aside activity.

ELIGIBLE USES OF HOME FUNDS BY CHDOs

Eligible uses of HOME funds for CHDO activities include:

- Acquisition, rehabilitation, or construction of single family housing
- Direct financial assistance to purchasers of HOME-assisted housing sponsored or developed by a CHDO using HOME funds.
- New construction of rental housing (as determined by the Department of Development Director)

INELIGIBLE USES OF HOME FUNDS BY CHDOs:

Ineligible use of HOME funds for CHDO activities include:

- Tenant-based rental assistance (TBRA);
- Owner-occupied rehabilitation; and
- Brokerage or real estate transactions.

**CITY OF CANTON
COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO)**

CERTIFICATION APPLICATION

CHDO certification and applications are due to the Department of Development by
_____.

If you have any questions, please contact Maria Talbert at (330)438-4128 or Reneé Biggums at (330)438-4117. Upon completion of the application, please send the application to:

**Maria Talbert
Program/Project Coordinator
Department of Development
P.O. Box 24218
Canton, Ohio 44701-4218**

APPLICANT INFORMATION

Organization: _____

Federal Tax I.D. Number: _____

Organization's Executive Director: _____

Organization: _____

Address: _____

Phone No.: _____

Fax No.: _____

Email: _____

Web site (if any): _____

CERTIFICATION

All of the information presented to be used for consideration of CHDO eligibility is true and correct to the best of my knowledge.

*Organization Name

Signature of Executive Director

Date

Typed Name of Executive Director

Signature of Board President

Date

Typed Name of Board President

**As stated on the Letter of Good Standing*

APPLICATION INSTRUCTIONS

Please respond appropriately to the questions below and provide any explanation necessary to assist the City of Canton in its determination of CHDO eligibility.

Two (2) copies of all information must be provided in a loose-leaf or spiral binder. The application should be ordered according to the application, with a table of contents serving as the first page. The required supplemental information must be tabbed and identified in the application table of contents. Retain a copy of all information submitted for your records.

Please provide the information as outlined in the CHDO Certification Checklist. Separate each item on the checklist with a tab, and identify the tab in a table of contents:

For example:

1a. Legal Status – Organized Under State or Local Law

You must include a copy of your Charter or Articles of Incorporation that shows how you were organized. You must include your current Letter of Good Standing from the Ohio Secretary of State. Include any licenses required by local or State offices.

- b. You must include a copy of your Charter or Articles of Incorporation or By-laws or Mission Statement or Board Resolution that explains your purpose.

APPLICATION REVIEW PROCESS

Applications will be reviewed by the Department of Development staff. The application review is not a competitive process. Therefore, no 'score' is awarded. Rather, staff rely on their experience in working with non-profit housing development organizations and the responses and evidence provided in the application. At the conclusion of this initial review, staff may request additional information. It is the responsibility of the applicant to respond in a timely fashion. Once all information has been reviewed, a certification decision will be rendered. The applicant will be notified of the decision in writing.

CHDO Certification Checklist

***Mandatory**

(Use CPD Notice 97-11 along with this chart to ensure complete compliance)

Participating Jurisdiction: City of Canton	Initiator:	Date:
CHDO Name:		CHDO Phone Number:

1. Legal Status	
<p>a. Organized under state or local law</p> <input type="checkbox"/> i. Charter;* <i>or</i> <input type="checkbox"/> ii. Articles of incorporation;* <input type="checkbox"/> iii. Ohio Secretary of State Certificate of Good Standing * <input type="checkbox"/> iv. Local business licenses if required of non-profits	<p>b. Purpose of organization for affordable housing to low-income households</p> <input type="checkbox"/> i. Charter;* <i>or</i> <input type="checkbox"/> ii. Articles of Incorporation;* <i>or</i> <input type="checkbox"/> iii. By-laws (purpose);* <i>or</i> <input type="checkbox"/> iv. Mission Statement;* <i>or</i> <input type="checkbox"/> v. Resolution adopted by Board of Directors*
<p>c. No owner, developer, or sponsor (or officer, employee, agent, elected or appointed official or consultant of the owner, developer or sponsor) of a project assisted with HOME funds may occupy a HOME-assisted affordable housing unit in a project.</p> <input type="checkbox"/> i. By-laws (purpose) <input type="checkbox"/> ii. Resolution adopted by Board of Directors <input type="checkbox"/> iii. Certification from organization at the time of application	<p>d. Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual</p> <p>i. Included in IRS non-profit requirements*</p> <input type="checkbox"/> 1. Charter <input type="checkbox"/> 2. Articles of incorporation <input type="checkbox"/> 3. Resolution adopted by Board of Directors <input type="checkbox"/> 4. Application to the IRS for non-profit status
<p>e. Clearly defined geographic area</p> <input type="checkbox"/> i. Articles of incorporation or charter (organized, geographic area)* <input type="checkbox"/> ii. Map (geographic area)	<p>f. Non-profit status (IRS designation)—conditional okay, not pending —or classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue code</p> <input type="checkbox"/> i. 501(C)(3) or (4) IRS letter designation (if conditional, ensure you get final designation letter);* <i>or</i> <input type="checkbox"/> ii. IRS group exemption letter that includes the CHDO* <input type="checkbox"/> iii. IRS 990 Form
2. Organizational Board Structure	
<p>a. 1/3 low income (low income, live in a low income area OR, elected representative of a low-income organization)</p> <input type="checkbox"/> i. By-laws*	<p>b. No more than 1/3 public sector</p> <input type="checkbox"/> i. By-laws* <input type="checkbox"/> ii. Board names, addresses, employers, category (low income or public sector)

<ul style="list-style-type: none"> <input type="checkbox"/> ii. Board names, addresses, employers, category (low income or public sector)* <input type="checkbox"/> iii. Low income self-certification (if low income)* <input type="checkbox"/> iv. Census tract info (if living in a low income area)* <input type="checkbox"/> v. Minutes from meeting of the low-income organization (if elected to be on board as low income organization rep)* <input type="checkbox"/> vi. By-laws or board resolution—in writing (low income input)* <input type="checkbox"/> vii. Agendas/minutes (low income input)* 	<p>c. Low Income input (not community input) formal process established</p> <ul style="list-style-type: none"> <input type="checkbox"/> i. By-laws;* <i>or</i> <input type="checkbox"/> ii. Board resolution* <input type="checkbox"/> iii. Written operating procedures approved by the governing board <input type="checkbox"/> iv. Copies of minutes of input meetings <input type="checkbox"/> v. Copies of correspondence from low income individuals or organizations
3. Capacity and Experience	
<p>a. 1+ years experience in serving the community</p> <ul style="list-style-type: none"> <input type="checkbox"/> i. A certification statement from the president of the organization that documents at least one year of experience in serving community* 	<p>b. Staff capacity to undertake development</p> <ul style="list-style-type: none"> <input type="checkbox"/> i. Resumes of staff showing specific development experience and their role in project.* <input type="checkbox"/> ii. Contract(s) with consultant—including staff training component*
<p>c. Financial management standards 24 CFR 84.21—see attached listing</p> <ul style="list-style-type: none"> <input type="checkbox"/> i. Notarized statement by the president or Chief Financial Officer of the organization*; or <input type="checkbox"/> ii. Certification from a Certified Public Accountant (CPA)*; or <input type="checkbox"/> iii. HUD approved audit summary* 	<p>d. Financial capacity of the organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> i. Current Financial Information <ul style="list-style-type: none"> <input type="checkbox"/> 1. Operating Budget <input type="checkbox"/> 2. Balance Sheet or Statement of Fund Balance <input type="checkbox"/> 3. Operating Statement of Profit and Loss <input type="checkbox"/> 4. Cash Flow Statement <input type="checkbox"/> 5. Fund Raising Plan <input type="checkbox"/> ii. Financial strength and solvency <input type="checkbox"/> iii. Financial liquidity <input type="checkbox"/> iv. Access to funds to support predevelopment activities <ul style="list-style-type: none"> <input type="checkbox"/> 1. Cash on hand <input type="checkbox"/> 2. Line of Credit <input type="checkbox"/> 3. Financial commitments from board members <input type="checkbox"/> 4. Other <input type="checkbox"/> v. Ability to absorb project cost overruns <ul style="list-style-type: none"> <input type="checkbox"/> 1. Loans <input type="checkbox"/> 2. Developer fee that can be put into the project

4. Additional Information

a) Board Makeup and Governance
 4(a)(i) Board Members' area of expertise
 i. Real Estate
 ii. Finance/Accounting
 iii. Lending
 iv. Construction
 v. Legal
 vi. Architecture/Engineering
 vii. Community
 4(a)(ii) Board Structure
 i. Number of Board Members _____
 ii. Are there standing committees?
 Yes No
 iii. Is there an executive committee?
 Yes No
 4(a)(iii) Board Operating
 i. Are there board approved policies and procedures? If yes, please provide.
 Yes No
 ii. How often does the Board meet? _____
 iii. Are minutes of the meeting maintained?
 Yes No If yes, please provide 3 months

b) Planning
 4(b)(i) Does the organization have a strategic plan?
 Yes No
 4(b)(ii) How often do the Board and Staff review strategic plan?

c) Administrative Management
 4(c)(i) Does the CHDO have administrative policies and procedures?
 Yes No
 4(c)(ii) Are there job descriptions and personnel policies in place?
 Yes No
 4(c)(iii) Is training provided to staff?
 Yes No
 4(c)(iv) Are volunteers used either as administrative staff or on construction?
 Yes No

d) Risk Management
 4(d)(i) Does the CHDO have insurance
 i. Liability insurance
 ii. Workmen's compensation
 iii. Property, fire and casualty on all real property owned by the CHDO (**Provide copy**)
 iv. Board of Directors' errors and omission
 v. Loss of Income – for ongoing operations and any CHDO owned rental properties

e) Real Estate Development Management
 4(e)(1) Please mark the appropriate box:

	CHDO	Consultant	Other (<i>Specify</i>)
Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development Team Selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design including work write up for rehab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feasibility Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Close Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing for sale units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease up of rental units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing project compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Mandatory