

City of Canton
Department of Development
Notice of Funding Available



Guidelines and Application
For
CDBG Funds
Including NRSA

2014

Mayor, William J. Healy, II
Kirby Freeman, Economic Dev. Director
Lisa Miller, Community Dev. & Planning Director



Table of Contents

Section I General Information

Background	4
Objective.....	4
CDBG Activities	4
National Objectives	5

Section II Application Process

Application Information, Due Date	6
Technical Assistance	6
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.....	8
Local Hiring Requirements for Rehab/Construction Projects	9
Prevailing Wage	9
Mission Statement and Project Summary	9
Leverage/Match	9
Handicapped Accessibility	9
Additional Requirements.....	9-10
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 NRSA

Pages.....	12-16
------------	-------

Forms

Application Checklist.....	17
CDBG Application Coversheet.....	18-19
Standards to Determine Compliance with National CDBG National Objectives (Attachment I).....	20-23
Mission Statement and Project Summary (Attachment II).....	24
Sources of Fund (Attachment III).....	25
Handicapped Accessibility Statement (Attachment IV)	26
Affidavit (Attachment V).....	27

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. The City of Canton intends to award up to approximately \$800,000.

OBJECTIVE

The objective of the 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.

CDBG ACTIVITIES

CDBG activities under this RFP include the following types of activities:

- **NEIGHBORHOOD IMPROVEMENTS:** Funding will be available to carry out neighborhood clean-up programs (eligible costs include dumpster rental and bagging and disposal costs) and neighborhood improvements that will increase resident safety, including sidewalk construction, repair and replacement.
- **ECONOMIC DEVELOPMENT:** Funding will be available for programs that help low-moderate income people better their economic situation, including job training programs.
- **PUBLIC SERVICE ACTIVITIES:** Funding will be available to carry out various public service activities, revolving around education, health care, legal services, and youth and elderly services.
- **CANTON CARES NEIGHBORHOOD RESIDENTIAL REPAIR PROGRAM:** Funding will be available to provide housing rehabilitation and repair assistance to homeowners residing within the City of Canton.

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). All homeowners assisted must have household incomes within 80% of the Area 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 Contractor with both company and EPA certifications.

Continuing Residency Requirement: Homeowners assisted under this program may be required to have a five-year “continuing residency” covenant recorded on their property if they receive financial assistance in excess of \$5,000.

Prior to submission, please carefully review the information provided in this application to confirm that your request for funds will qualify under Federal CDBG regulations.

A summary of eligible Community Development Block Grant program activities condensed from Federal regulations is included in Attachment I (for information purposes only).

NATIONAL OBJECTIVES

Title I of the Housing and Community Development Act of 1974 requires that any activity funded under the Community Development Block Grant program must meet one of the following national objectives:

- 1) provide benefit to low- and moderate- income persons; or
- 2) aid in the prevention or elimination of slum and 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.

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.

Sealed applications should be submitted to the Department of Development office no later than noon, Friday, February 7, 2014.

The Scoring Committee will review and score applications between February 10th and 21th, 2014.

Final grant awards will be based on actual funding allocations from HUD.

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.

Send application to:

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

**APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.
LATE OR INCOMPLETE APPLICATIONS 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 www.hud.gov

OMB Circulars can be found at www.whitehouse.gov

Census data is available on the American Fact Finder website at www.factfinder2.census.gov

CONTRACT/GRANT AGREEMENT PROCESS

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

All 2014 grant awards must be expended in accordance with the signed contract or agreement.

Community 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 Community Development Department 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) 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 and A133; 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 who are awarded funding will be asked to provide proof of compliance with City Ordinance 179-74 and with State and Federal Affirmative Action and Equal Employment Opportunity Laws. Information regarding Ohio’s Employment Law can be found at <http://ohio.gov/working/>.

ENVIRONMENTAL REVIEW AND CLEARANCE

All projects are subject to environmental review and 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 City of Canton Housing Quality Standards. Copies are available in the City of Canton, Department of Development.

FAIR HOUSING

All properties funded with Federal monies must comply with City of Canton Codified Ordinance 515 Fair Housing Code, which is available at <http://www.conwaygreene.com/canton/lpext.dll/Canton/1c62/2272?fn=document-frame.htm&f=templates&2.0>

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

LOCAL HIRING REQUIREMENTS FOR REHAB/CONSTRUCTION PROJECTS

Developers 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). 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. Developer's Section 3, MBE, WBE, and supporting documentation must be submitted to Grantee before beginning construction and must be approved by Grantee to ensure that the local hiring requirement is met. A minimum of 10% of total project is expected for local hiring requirement. Copies of the Executive Orders are available from the Department of Development.

PREVAILING WAGE

Projects involving 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 II 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. 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 funding to carry out the program successfully.

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

HANDICAPPED ACCESSIBILITY

All properties 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 IV 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. In addition, they must 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 V must be completed and submitted with the application to provide authorization to verify this information.

Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences.

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 or most recent financial statement
- Applicant's operating budget for the current year
- Internal Revenue Service 501 (c) designation
- Articles of Incorporation
- Agency by-laws
- 2013 Certificate of Good Standing from the Secretary of State
- 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

Ineligible Activities -- 570.207

(a) Assistance for:

- Buildings used for the general conduct of government;
- General government expenses; and
- Political activities.

(b) Assistance for:

- Purchase of construction equipment, fire protection equipment, furnishings and personal property;
- New housing construction; and
- Income payments.

CDBG funds may not be used for any activity that is in violation of Federal law or the laws of the state of Ohio.

IV Financial Information

FUNDS DISBURSEMENT

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 receipts which detail itemized expenditures. All CDBG funds must be requested on the CDBG Request for Payment Form.

REPORTING AND MONITORING

All CDBG subrecipients may 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.

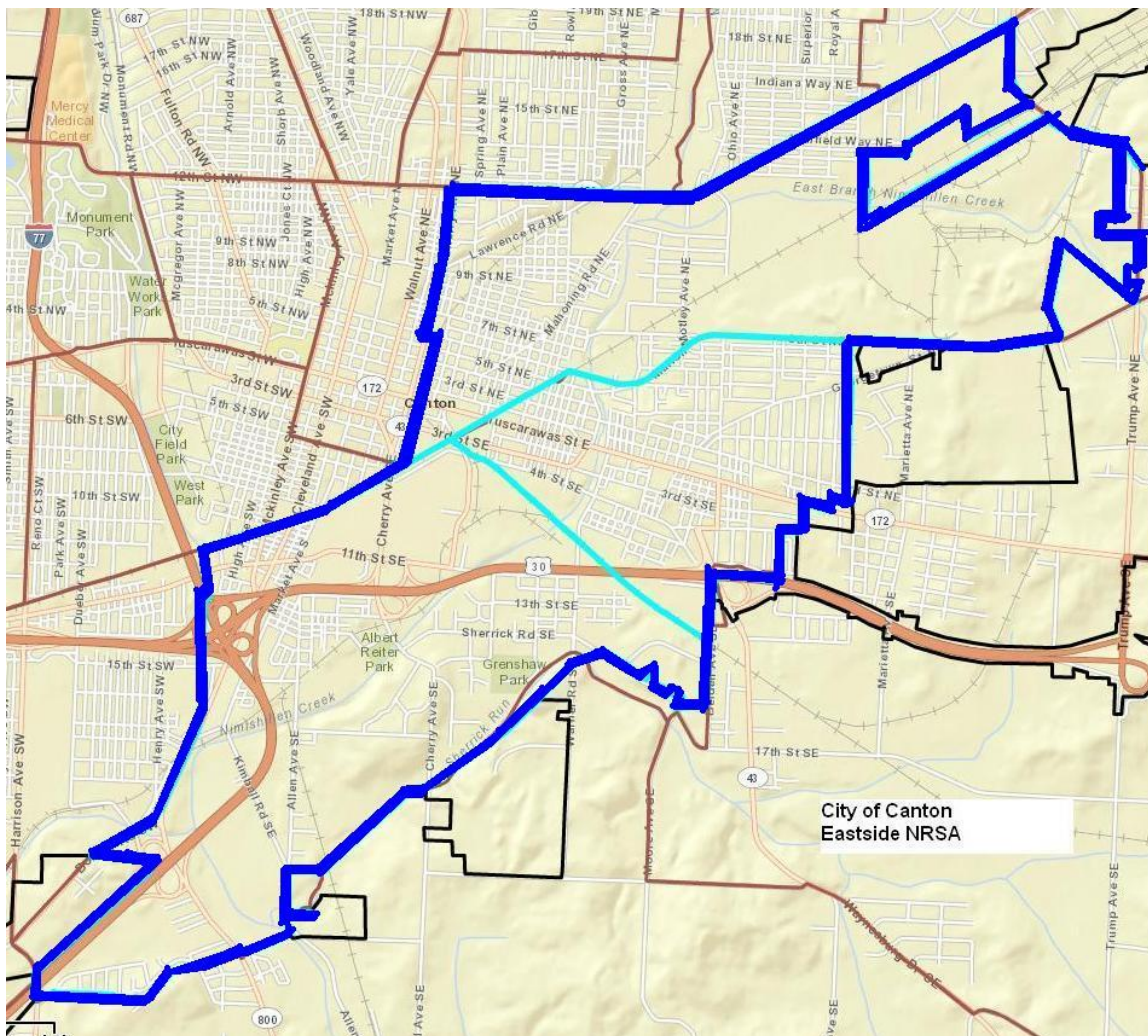
V. NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA) PROGRAM

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 Community Development Block Grant (CDBG) funding that would promote the revitalization of those specified areas.

The City of Canton has established two NRSA areas:

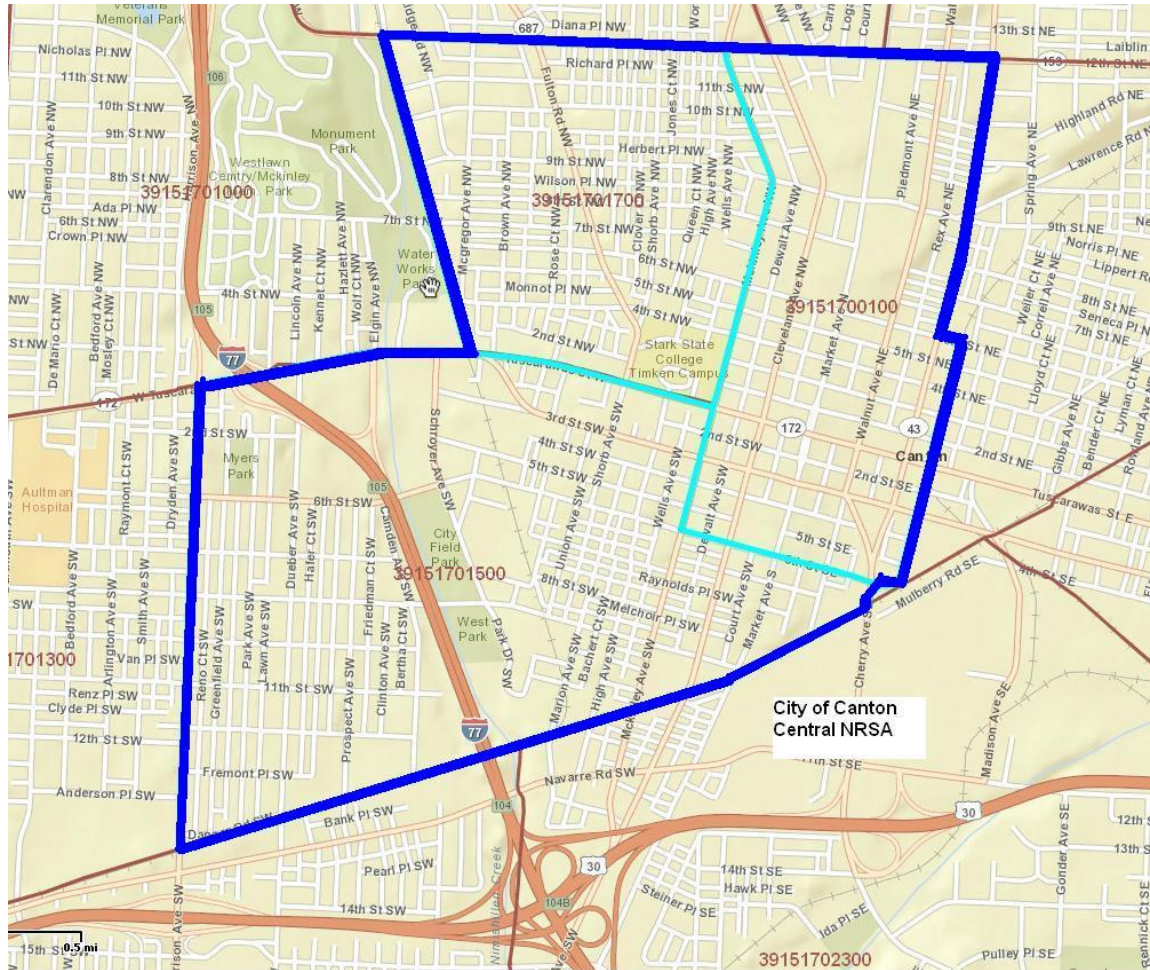
Eastside NRSA

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.

REQUEST FOR PROJECT PROPOSALS (RFP)

As part of this Request for Proposals, the City of Canton is seeking qualified agencies/organizations/companies (“Development Partners”) to partner with the City in Canton’s Neighborhood Revitalization Strategy Area Program (NRSA). Applicants may be a private non-profit agency, a for-profit developer, or a commercial property owner/business. Specifically, the City is seeking Development Partners with extensive experience in the rehabilitation of single family housing, as well as public service providers who operate youth summer programs or who operate neighborhood recreation facilities, and non profit neighborhood groups who wish to do clean-up programs. We are also seeking proposals from commercial property owners and businesses that wish to do façade improvements to their buildings.

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.

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). At least 51% of homeowners assisted must have household incomes within 80% of the Area 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 Contractor with both company and EPA certifications.

Continuing Residency Requirement: Homeowners assisted under this program may be required to have a five-year “continuing residency” covenant recorded on their property if they receive financial assistance from NRSA funds in excess of \$5,000.

- **SAFE SUMMER YOUTH EMPLOYMENT PROGRAM:** Funding will be available for summer employment programs for youth living within the NRSA neighborhoods and for summer employment programs designed to benefit NRSA

neighborhoods. Eligible costs include the hiring, scheduling, transporting, equipping, managing and paying the youth workers.

Community Based Development Organization (CBDO): Any agency seeking funding under this RFP to carry out a public service activity, such as youth summer employment (that is not part of a neighborhood clean-up program, see below) must be certified by the City of Canton as a CBDO. Please contact the Department of Development for additional information regarding specific CBDO qualification requirements.

- **SAFE PLACES RECREATION FACILITIES PROGRAM:** Funding will be available for the improvement of neighborhood recreation facilities located within and serving designated NRSA areas.
- **SAFE SPACES NEIGHBORHOOD CLEAN-UP PROGRAM:** Funding will be available to carry out neighborhood clean-up programs within NRSA neighborhoods. Eligible costs include dumpster rental and bagging and disposal costs.
- **SAFE SIDEWALK PROGRAM:** Funding will be available for neighborhood improvements that will increase resident safety with NRSA areas, including sidewalk construction, repair and replacement.
- **NEIGHBORHOOD BUSINESS FAÇADE IMPROVEMENT PROGRAM:** Funding will be available to commercial property owners and businesses to provide façade renovation loans and grants. Grants will be available for preservation work on historic buildings, and to repair buildings with identified code deficiencies. Loans will be available for other cosmetic building façade improvements. Maximum Grants/Loans under this program will be \$10,000.

FINANCING: The City will finance NRSA project activities through a development agreement with the approved Development Partner.

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

COMPENSATION: When determined to be appropriate, the subrecipient may be entitled to a developer's fee and/or reimbursement of admin costs not to exceed 10% of the total project cost.

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, 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 NRSA program 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. Successful applicant(s) will enter into a contract agreement with the City of Canton.

All respondents are expected to familiarize themselves with the NRSA program and to follow the requirements contained in it. 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

APPLICATION CHECKLIST

Documents to be returned as part of application

Check the appropriate box. If item is not included, please explain at the bottom of this page or attach additional pages if needed.

APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT CHECKLIST	YES	NO
Signed, completed, original coversheet (2 pages)		
Benefit to Low- and Moderate-Income Persons Statement		
Handicapped Accessibility Statement		
Sources of Funding		
Missions Statement and Project Summary		
Affidavit		
Organizational chart with all vacancies indicated		
Position descriptions for all affected positions		
Most recent audit report		
Operating budget for the current year		
Internal Revenue Service 501 (c) designation		
Articles of Incorporation		
Agency by-laws		
Certificate of Good Standing		
Board minutes for 3 months		
Agency brochure or website printouts		

2014 Community Development Block Grant Application Coversheet

Only the following areas will be considered for funding: Economic development, recreation, public facilities, prevention or elimination of slum or blight, education services, health care, and legal services

Name of Organization: _____

Mailing Address: _____

Project Name: _____

Project Address/Location: _____

Grant Request Amount: _____

Project Located in Council Ward # _____

Project Service Area (please identify specific neighborhood(s)/community or citywide):

Project Type (please choose only one of the following):

____ Neighborhood Improvements (Cleanup abandoned buildings, vacant lots, sidewalks)

____ Economic Development Programs

____ Public Service Activity (Education, Health Care, Legal Services, Youth Services, Elderly Services, Counseling)

____ Preserve Affordable Housing through Developers and/or Non-Profit agencies

____ NRSA (See NRSA Narrative for details)

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



Name of Organization: _____

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: _____

Agency Federal Tax ID# _____

Agency DUNS number _____

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.

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 which assists less than 51% low- and moderate-income persons 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.

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.

d) Job creation or retention activities

An activity designed to create or retain permanent jobs where at least 51% of which, computed on a full time equivalent basis, involve the employment of low- and moderate-income persons. The activity must meet the following qualifying criteria:

- (1) Documentation that at least 51% of the jobs created by an activity will be held by, or will be available to, low- and moderate-income persons.
- (2) Documentation that the jobs retained by an activity would actually be lost without the CDBG assistance and that at the time CDBG assistance is provided at least 51% of the jobs are held by low- or moderate-income persons or can reasonably be expected to be filled by, or made available to, low- or moderate-income persons within two years.
- (3) Jobs not held or filled by low- or moderate-income persons may be considered to be available to low- or moderate-income persons if special skills that can only be acquired with substantial training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; and if the grantee and the assisted business take actions to ensure that low- and moderate-income persons receive first consideration for filling such jobs.
- (4) Persons are presumed to be low- or moderate-income if they reside within a census tract that has at least 70% low- and moderate-income residents or that is part either of a Federally-designated Empowerment Zone or Enterprise Community or that has a poverty rate of at least 20%, or that includes a portion of a central business district and has a poverty rate of at least 30%, or that evidences pervasive poverty and general distress.

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.

c) Activities to address slums or blight in an urban renewal area

An activity that aids in the elimination or prevention of slums or blight in an urban renewal area. The activity must meet the following qualifying criteria:

- (1) The activity must be located within an urban renewal project area or Neighborhood Development Project (NDP) action area; and,
- (2) The activity must be necessary to complete the urban renewal plan, as then in effect, including *initial* land redevelopment permitted by the plan.

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.

f) Economic Development activities undertaken pursuant to an area revitalization strategy or carried out by a Community Development Financial Institution in a predominantly low- and moderate-income residential area for the purpose of creating or retaining jobs may qualify either under the area benefit criteria or under the job aggregation criteria. The activities must meet one or more of the following criteria:

- Provides jobs exclusively for unemployed persons or participants in the JTPA, JOBS, or AFDC programs
- Provides jobs predominantly for residents of public and Indian housing units;
- Provides jobs predominantly for homeless persons
- Provides job predominantly for low-skilled, low- and moderate-income persons, where the business agrees to provide clear opportunities for promotion and economic advancement, such as through the provision of training;
- Provides jobs predominantly for persons residing within a census tract that has at least 20% of its residents who are in poverty;
- Provides assistance to businesses that operate within census tracts that has at least 20% of its residents who are in poverty;
- Stabilizes or revitalizes a neighborhood that has at least 70% low- and moderate-income residents;
- Provides assistance to a Community Development Financial Institution that serves a predominantly low- and moderate-income residents;
- Provides assistance to a Community-Based Development Organization that serves a predominantly low- and moderate-income area;
- Provides employment opportunities that are an integral component of a project designed to promote spatial deconcentration of low- and moderate-income and minority persons;
- With HUD's approval, provides substantial benefit to low-income persons through other innovative approaches;
- Provides services to the residents of an area pursuant to a HUD-approved revitalization strategy
- Creates or retains jobs through businesses assisted in an area pursuant to a HUD-approved revitalization strategy

Missions Statement and Project Summary
Attachment II
(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.



**Sources of Funding
Attachment III**
(Complete and submit with application)

Estimated total project cost: \$_____

*Attach certified engineer's/architect's estimate for bricks and mortar project

Complete the detailed project budget below:

Types of Funding Utilized						
Sources	City CDBG	Private	In-kind	Other Federal	State	TOTAL
Engineer/Architect						
Construction						
Materials						
Equipment/Supplies						
Adminstration						
Utilities						
Other						
TOTAL						

List other funding obtained or solicited for this project (including other public funds, private funds, and foundations). All projects must include funding from other sources. Due to the limited amount of HUD dollars available, no agency's project can be 100% CDBG funded.

<u>Funding Sources</u>	<u>Committed Amount</u>	<u>Pending Amount</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____



Handicapped Accessibility Statement
required for projects involving public services
or rehabilitation of public facilities
Attachment IV
(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 V**

(Complete and submit with application)

PROGRAM NAME: _____

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

STATE OF OHIO)

SS

COUNTY OF STARK)

TO WHOM IT MAY CONCERN:

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, 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 Community & Economic Development Department of the City of Canton, 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/DEPT. _____

2) RELATIVE'S NAME _____ RELATIVE'S TITLE/DEPT. _____

Signed _____
(Signature/Title)

Signed _____
(Signature/Title)

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

Signed _____

My commission expires _____

