

# The City of Elyria

## Community Development Block Grant Program (CDBG) Public Service Application for **CDBG-CV**

**#BEATCOVID19 Community Challenge Round 1**

**Due by Tuesday 5/26**



## A Message from Mayor Frank Whitfield

During this global pandemic, I've been inspired by community partners willing to step up and continue to serve throughout this crisis. We're thankful that through the CARES Act, cities like Elyria received Community Development Block Grant dollars specifically geared towards addressing challenges residents are facing due to the coronavirus (COVID-19) pandemic. We have identified employment training, youth services, subsistence payments, and food banks as priorities in our community.

As we wrestle with our new economy, we want to ensure that residents are getting the re-skilling and training necessary to obtain high-quality, good paying jobs. We also deeply value our young people and want to make sure that they have quality growth and development opportunities while having fun outside of school. We also recognize that during these employment transitions that individuals may have trouble paying for emergency expenses related to utilities and rent, and want to ensure that we have resources dedicated to those needs. Finally, we want to make sure that *Every Elyrian Eats Everyday*, so we are dedicating resources to efforts focused on ensuring that happens.

In order to support these needs in our community, we need dedicated community partners and agencies to make it happen, which is why we are excited and eager to invite organizations and agencies to apply for this grant funding. We encourage partners to be innovative, follow public health guidelines, and collaborate with others to create something special that meets the needs of Elyrians.

Some projects will need little to no funding to make happen, while others may need additional sponsors and partners - regardless, we want to review **all** projects to see how we may support.

If there's one thing I've learned growing up and living in Elyria, is that when we put out a challenge to our community, Elyrians always step up.

Let's work together and #BeatCovid19.



In Pioneering Spirit,

Honorable Frank Whitfield, MBA

Mayor, City of Elyria

**APPLICATION INFORMATION  
FOR CDBG-FUNDED  
PUBLIC SERVICE ACTIVITIES**

The City of Elyria, Office of Community Development, is accepting applications from qualified organizations interested in providing services, projects, or programs that serve Elyrians throughout the coronavirus (COVID-19) pandemic, while following public health guidelines and recommendations. Public Service activities are an eligible category for use of CDBG funds. The City of Elyria may consider funding entities to carry out such activities, but is not required to fund Public Activities.

**SCOPE OF WORK:**

Under this program, CDBG funds may be used to provide public services (including labor, supplies, materials and other costs), provided the public service is to support coronavirus response.

Eligible public service activities include, but are not limited to:

- Employment training: supporting initial training and re and/or upskilling of Elyrians for career opportunities during and after the COVID-19 pandemic
- Youth services: supporting engagement and services for Elyria’s youth during and after the stay-at-home order
- Subsistence payments: supporting emergency payments for residents and families to help prevent homelessness
- Food banks: supporting the continued availability of food banks, pantries, and food services throughout COVID-19 pandemic

The completed application must address one or more of the eligible public service needs listed above and must serve primarily low- to moderate-income (**LMI**) persons in the City of Elyria.

FY 2020 Income	Median Family Income	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Cleveland -Elyria, OH MSA	\$76,000	Low (80%) Income Limits (\$)	42,600	48,650	54,750	<b>60,800</b>	65,700	\$70,550	\$75,400	\$80,300

**Funding Allocation:**

The City of Elyria expects to receive **\$439,110** in CDBG funding from the Department of Housing and Urban Development (HUD) for support of coronavirus response. The City may choose to fund an amount of Public Services at or below \$251,288. Currently, the City of Elyria is planning to support eligible public services activities with dollars allocated as follows:

Employee Training	\$50,000 total
Youth Services	\$50,000 total
Subsistence Payments	\$100,000 total
Food Banks	\$51,000 total

However, if Elyria’s allocation is less than **\$439,110**, the public service budget must be reduced.

The selection process of applications for funding will be based upon an evaluation of the organizational capacity as well as written information provided in comparison to the needs of the community.

This application is offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the City of Elyria reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed; and, the City reserves the right to reject any and all responses that: do not meet a national objective; 2) are deemed not feasible; 3) do not meet a local need; and/or 4) do not serve eligible or intended beneficiaries.

**Funding Timeline:**

Once HUD approves the plan and funds are released, a funding agreement will be signed between the City of Elyria and the subrecipient. Funding agreements will have an implementation period (from date of “notice to proceed”) and completion deadline no later than **June 30, 2021**.

**Contractual Requirements:**

Each subrecipient selected to receive funds is required to sign a Subrecipient Agreement with the City.

Under CDBG regulations, certain requirements must be met in order to negotiate a Subrecipient Agreement. These requirements include the following:

1. After an application is approved for funding, a Subrecipient Agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term(s) and administrative provisions. Special conditions attached to the award will also be specified in the agreement.
2. Each agency receiving CDBG funding from the City is required to certify that it will conduct its business in compliance with the non-discrimination requirements of the City of Elyria, state and federal governments, as applicable. Equal Opportunity Employment policies will be required.
3. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part by the City of Elyria.
4. All subrecipients will be required to comply with the federal government audit requirements as described in 2 CFR 200.

**Availability of Funds for Next Fiscal Year:**

There is no implicit or explicit guarantee funding will be allocated or renewed; consequently, if funds are not allocated or are reduced, the City of Elyria reserves the right to notify the provider that funding is unavailable. No liability shall accrue to the City of Elyria in the event this provision is exercised; and, the City of Elyria shall not be obligated or liable for any damages as a result of termination under this paragraph.



**Checklist of required documents that must be attached**

- \_\_\_\_\_ Completed Application (All information must be complete on application to be considered for funding including Federal Tax ID # and DUNS Number)
- \_\_\_\_\_ Narrative on agency (See attached instructions)
- \_\_\_\_\_ Narrative on project (See attached instructions)
- \_\_\_\_\_ Completed Budget Sheet (include line item costs associated to CDBG funds requested), Revenue Sheet and Certifications (attached)
- \_\_\_\_\_ Qualifications of program administrator (2 page limit)

**Not required but may submit:**

*Please note: these items may be requested at a later date if selected to receive funding*

- \_\_\_\_\_ Articles of Incorporation/Bylaws
- \_\_\_\_\_ Current Proof of non-profit determination, 501 (c)(3), unless furthering economic development by way of microenterprises.
- \_\_\_\_\_ List of Board of Directors (Please indicate Officers)
- \_\_\_\_\_ Organizational chart of the agency
- \_\_\_\_\_ Agency financial statement and copy of most recent audit
- \_\_\_\_\_ Certificate of Good Standing with the State
- \_\_\_\_\_ State and Federal Tax Determination Letters or other Third Party verification that agency is tax Exempt
- \_\_\_\_\_ Authorization from Board to request funds

All requests and submittals must be received by the City of Elyria by **May 26, 2020**. Your funding request should be submitted via email to Mona Almobayyed, [malmobayyed@cityofelyria.org](mailto:malmobayyed@cityofelyria.org).

**Instructions on Agency and Project Narrative (Must be typewritten and cannot exceed 5 pages)**

**1) Organization/Agency narrative - recommendations for a good narrative include:**

- a.) Mission and Vision Statement
- b.) History of the organization/agency
- c.) Types of services the organization/agency currently provides
- d.) Number of/Demographics of the individuals served

**2) Program/project narrative should include the following elements:**

- a.) Brief description of proposed program/project including the need or problem to be addressed.
- b.) Population to be served and/or area to be benefited.
- c.) Describe the work to be performed including the activities to be undertaken or the services to be provided.

- d.) Describe goals/objectives and the implementation schedule. Include the proposed program/project budget specifying line item costs such as personnel, supplies, etc.
- e.) Discuss the intended staffing for the program/project.
- f.) **Funding requested must be used to support coronavirus response. This will be highly scrutinized.** Describe how the request will specifically prevent, prepare for or respond to the coronavirus.

**PROJECT BUDGET SHEET**

Specific Cost Item/description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG & Other Sources
<b>TOTAL</b>				



**PROGRAM REVENUE**

List all other program resources that have been secured for the program in which your organization is applying for.

<b>FUNDING SOURCE</b>	<b>AMOUNT</b>
<b>TOTAL</b>	

**CERTIFICATIONS**

I understand that no employee, board member, officer, agent, consultant, Subrecipient which are receiving funds under a CDBG assisted program who have responsibilities with respect to the CDBG activities or who participate in decision making process or have access to inside information with regard to activities cannot obtain a personal or financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611). The City cannot reimburse for any payroll for board members of the agency.

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Signature

Position

Date