



**City of Elyria**  
**Office of Community Development**  
**Community Development Block Grant (CDBG)**  
**Program Year 2026 Public Service Application**  
**Application Deadline: April 16, 2026**

# **Application CDBG PY 2026 Public Service Activities**

The City of Elyria, Office of Community Development, is accepting applications for Public Service activities to be funded under the Community Development Block Grant (CDBG) Program Year 2026.

## **Public Service activities must:**

- Serve primarily low- and moderate-income (LMI) persons residing in the City of Elyria; and
- Meet a CDBG National Objective (24 CFR Part 570); and
- Be either:
  - A new service, or
  - A quantifiable increase in the level of an existing service over the past 12 months.

Public Services are subject to the federal cap of 15% of the City's annual CDBG allocation plus 15% of prior year program income.

Funding is competitive and contingent upon:

- HUD allocation
- Approval by Elyria City Council
- Execution of a Subrecipient Agreement

CDBG funds are provided on a reimbursement basis only. No pre-award costs are eligible.

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

- Child Care Services
- Crime Awareness
- Handicapped Services
- Health Services
- Employment /Training Services
- Fair housing activities (a requirement of CDBG)
- Senior Services
- Youth Services

### **Funding Allocation:**

The City of Elyria expects to receive **\$728,601** in CDBG funding for the 2026 Program Year. The City may choose to fund an amount of Public Services at or below \$109,290.15. However, if Elyria's allocation is less than **\$728,601** the public service budget must be reduced.

Applications will be evaluated based on organizational capacity, demonstrated need, alignment with the City's Consolidated Plan priorities, and compliance with CDBG eligibility and National Objective requirements.

The City reserves the right to approve, modify, or reject any application.

### **Funding Timeline:**

Funding recommendations made by the Office of Community Development will be submitted to City Council for approval as part of the Annual Action Plan. Following HUD approval and release of funds, the City of Elyria will execute a funding agreement with the selected subrecipient.

Costs incurred prior to the execution of the funding agreement are not eligible for reimbursement. The implementation period for funded activities will begin no earlier than October 1, 2026, and must be completed by July 31, 2027.

### **Contractual Requirements:**

Eligible applicants must be a nonprofit organization or governmental entity. Subrecipients will be required to comply with all applicable federal regulations, including nondiscrimination requirements and Uniform Administrative Requirements under 2 CFR Part 200.

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

Funding is contingent upon HUD allocation and City Council approval and may be adjusted based on available funds.

**Anticipated Timeline:**

03.09.26	First Public Hearing at Joint Community Development/Finance Committee
05.11.26	Second Public Hearing at Joint Community Development/Finance Committee
05.26.26	Third Public Hearing at Joint Community Development/Finance Committee
06.01.26	Beginning of thirty-day public comment period
07.06.26	End of thirty-day public comment period
07.13.26	Final consideration and action to be taken at Joint Community Development/Finance Committee
08.03.26	Final action to be taken by full Council.

**Application  
CDBG PY 2026  
Public Service Activities**

Agency:	
Address:	
Telephone:	
Email:	
Contact Person/Title:	
Federal Tax ID Number:	
Unique Entity ID:	
Program/Project Title:	
Total years of program existence:	
Location of proposed program:	
Amount of CDBG funds requested:	
Total Project Budget:	

Number of unduplicated, LMI, Elyria persons who will directly benefit from this Project:	
If proposed program is an existing program, number of unduplicated Elyria residents served in the past 12 months:	

## Checklist of required documents that must be attached

	Completed Application (including Federal Tax ID # and DUNS Number)
	Narrative on agency (See attached instructions)
	Narrative on project (See attached instructions)
	Articles of Incorporation/Bylaws
	Current Proof of non-profit determination, 501 (c)(3)
	List of Board of Directors (Please indicate Officers)
	Authorization from Board to request funds
	Organizational chart of the agency
	Qualifications of program administrator (2 page limit)
	Agency financial statement and copy of most recent audit
	Completed Budget Sheet (include line item costs associated to CDBG funds requested), Revenue Sheet and Certifications (attached)
	Certificate of Good Standing with the State
	State and Federal Tax Determination Letters or other Third Party verification that agency is tax Exempt
	Agency W-9 form

Please submit only what has been requested above. You must submit this application form with all supporting documentation listed above.

All requests and submittals must be received by the Office of Community Development by **12:00 noon April 16, 2026. Late requests and submittals will not be accepted.** A representative of your organization is recommended to be present and answer any questions presented by the Council members for the second public hearing. See schedule of public hearings under "Anticipated Timeline". Public hearings will be held in Council Chambers at 6:00 PM at Elyria City Hall, 131 Court Street, Elyria, Ohio 44035.

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

All project information must be included in the draft Action Plan that will be made available for public comment as part of the citizen participation process.

### **1) Agency narrative should include the following elements:**

- a.)** Length of time agency has been in operation
- b.)** Purpose of the agency and its capabilities
- c.)** Types of services the agency currently provides

### **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. Description of how the proposed project will be a National Objective.
- d.)** Explain how CDBG funds will create a new service or a quantifiable increase in service level<sup>1</sup>.
- e.)** Describe goals/objectives and the implementation schedule. Include the proposed program/project budget specifying line item costs such as personnel, supplies, etc. Discuss the intended staffing for the program/project.
- f.)** Outline other sources of funding sought and secured for this program/project. Are the other funds restricted? If so, how? List all available sources of funding and verification that the Agency has the financial capacity to administer program while awaiting CDBG fund reimbursement.
- g.)** If you were funded by the City previously, detail your accomplishments with those funds, including the number of persons served. Describe how the request will be to expand services or provide new services.

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<sup>1</sup> If your agency has been funded in the past you must at a minimum maintain the level of beneficiaries from previous grant cycles. Otherwise, the applicant may not be considered for CDBG funding during the current or future fiscal years.

**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 2026 program year.

FUNDING SOURCE	AMOUNT
<b>TOTAL</b>	

## Certifications

I understand that CDBG funds are paid to agencies on a reimbursement basis. The City will not advance CDBG funds to Subrecipients nor purchase equipment, supplies or any other materials on behalf of Subrecipients under any circumstance. I understand that it is the agency's responsibility to supply the capital to make the initial purchases.

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Signature

Position

Date

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