



City of Cleveland

Frank G. Jackson, Mayor

Department of Community Development

Daryl P. Rush, Director
601 Lakeside Avenue, Room 320
Cleveland, Ohio 44114-1070
216/664-4000
www.cleveland-oh.gov

February 17, 2010

Dear Applicant:

Attached is the application for the Year 36 CDC Competitive Grant Program funded under the Community Development Block Grant. This application covers the funding period of July 1, 2010 to June 30, 2011. This year's CDBG allocation for the Year 36 CDC Competitive Grant Program is at the same level as in Year 35: \$1.4 million. The Department will subdivide this allocation into two funding categories based on the primary focus of each CDC:

1. *Full Purpose CDC- \$1,250,000-The majority of the CDBG/City programs and/or services delivered by the agency focus on the needs of residents, with the commercial/retail portions of the service area being a complementary focus for the CDC.*
2. *Special Purpose CDC-\$105,000- The majority of the CDBG/City programs and/or services delivered by the agency focus on the needs of businesses, with the residential portions of the service area being a complementary focus for the CDC.*

Full Purpose CDC's can be awarded up to \$75,000; Special Purpose CDC's can be awarded up to \$25,000.

Funding allocations will be determined based on the number of points awarded. Scoring of proposals will be on a 100 point basis, using the following categories:

- Consistency with City Redevelopment Plans- **20 Points**
- Internal Consistency **45 Points**
- Past Performance **15 Points**
- Collaboration **20 Points**

A copy of the Scoring Sheet that will be used by the Department is included with the application for you to refer to as you are completing your application.

This year's program contains some significant changes from previous Competitive Grant funding rounds:

1. The application funding cycle is for a one year rather than two year grant period;
2. You will be applying for Departmental and Neighborhood Development Activity funds at the same time;
3. Determination of funding levels will not be based on your previous years' allocations;

4. Activities are no longer categorized as Threshold and Non-Threshold;
5. Comparisons with the average performance of other CDC's will not be used in evaluating your agency's performance over the past 18 months;
6. Targeting of activities (Strategic Initiatives) and measuring of outcomes will be the primary focus (maximum of 3);
7. Collaboration on the delivery of services is highly emphasized.

Important points to consider while you are completing your application:

- The area of a Strategic Initiative should be of such a size as to show an impact over a period of time.
- Though some of your activities will address issues on a community-wide basis, you need to target as many activities as possible. Strategic focus is the critical element. Proposals will be evaluated on internal consistency and the ability to achieve identified outcomes, and not necessarily the quantity or breadth of activities
- Judgments will be made based upon the feasibility of the plan presented. While up to three Strategic Initiatives can be identified, there is no specific scoring credit for the number of initiatives presented.
- Please note that the proposed activities and outcomes detailed in your application will become a part of your agency's Year 36 Competitive Grant contract.

Please submit one original hard copy to the Department and transmit a second PDF copy via e-mail no later than **Thursday, April 1, 2010** in care of:

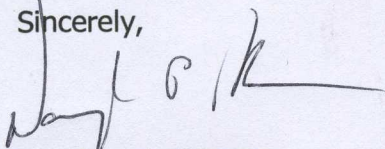
Terrence A. Ross, Commissioner
 Division of Administrative Services
 City of Cleveland Dept. of Community Development
 601 Lakeside Avenue Room 320
 Cleveland, Ohio 44114
tross@city.cleveland.oh.us

If you have any questions, please feel free to contact the following staff:

| Name | Title | Phone # |
|---------------|---------------------------------------|----------|
| John Wilbur | Assistant Director | 664-4049 |
| Terry Ross | Commissioner, Administrative Services | 664-4009 |
| Carla Dunton | Community Development Planner | 664-2349 |
| John Fennelly | Community Development Planner | 664-2057 |
| Takeema Gumbs | Community Development Planner | 664-2054 |

Thank you.

Sincerely,



Daryl Rush, Director
 Department of Community Development



City of Cleveland
Frank G. Jackson, Mayor

**City of Cleveland
Department of Community Development**

**YEAR 36
COMMUNITY DEVELOPMENT BLOCK GRANT
CDC COMPETITIVE GRANT PROGRAM
APPLICATION**

**Frank Jackson, Mayor
City of Cleveland**

**Daryl Rush, Director
Department of Community Development**

**Department of Community Development
Years 36 CDC Competitive Grant Program**

Application Instructions

Please Note:

- This application is for a one year period- Year 36- spanning July 1, 2010 to June 30, 2011.
- All responses must be provided on the application. **Please do not attach any additional pages.**

Section I. General Application Information

- List your agency's complete name, address, main phone and fax numbers, and the Executive Director's e-mail address.
- Indicate which agency description component that best fits your agency:
 1. Full Service CDC- The majority of the CDBG/City programs and/or services delivered by the agency focus on the needs of residents, with the commercial/retail portions of the service area being a complementary focus for the CDC.
 2. Special Purpose CDC- The majority of the CDBG/City programs and/or services delivered by the agency focus on the needs of businesses, with the residential portions of the service area being a complementary focus for the CDC.

Total Funding Request

- List the total funds that are being applied for:
 1. Under the Full Service CDC component, Department funding cannot exceed \$75,000.
 2. Under the Special Purpose CDC component, Department funding cannot exceed \$25,000.
 3. Beginning in Year 36, the agency will be applying for Neighborhood Development Activity (NDA) funds at the same time they apply for the Departmental funds for their Competitive Grant Program. The decisions on the total allocation (Department + NDA) awarded to an agency will be made jointly by the Department and Cleveland City Council. Please indicate the total amount of NDA funds by ward that are being requested for the Year 36 program.

Total Agency Service Area

- Identify your agency's total service area by listing the census tracts and street boundaries that it encompasses. Include the Wards in which these areas are located using both the 2009 and the new 2010 ward boundaries.
- Indicate whether the following applies to your agency and its service area:
 1. A State of Ohio Neighborhood Stabilization Program (NSP 2) target area is designated in your service area.
 2. A Business Revitalization District (BRD) or Design Review District is contained within your service area.
 3. Activities are carried out that reinforce a positive neighborhood brand or will advance the rebranding of a neighborhood.
 4. The agency's neighborhood or strategic plan includes the expansion of housing opportunities for low and moderate income families.

Application Instructions

Section II. Strategic Initiatives

Describe Strategic Initiative Activities

Strategic Initiatives (SI) are specific sets of actions taken within a focused geographic area to address identified neighborhood needs. For the Year 36 CDC Competitive Grant Program, an agency can designate up to three (3) Strategic Initiative Areas.

Please Note: A Strategic Initiative (SI) should be designed to have the greatest impact with specific outcomes within a reasonable amount of time (i.e., 3 to 5 years). It can encompass anywhere from a small defined geographic area to the entire service area of the CDC.

- In the space provided, identify the strategic initiative that you are proposing to carry out using CDBG resources. (If you have more than one Strategic Initiative, use a separate page for each initiative.) The components that should be included in the description of the Strategic Initiative include the following:
 1. Name of the Initiative (i.e., Market Street Arts District, etc.).
 2. Description of current conditions requiring redevelopment activities.
 3. Section of the agency's Strategic Plan that supports the initiative.
 4. Description of the methods and tools you will use to address the problem.
 5. Whether the service area and activities of the Strategic Initiative:
 - Are focused within an NSP 2 Target Area, Business Revitalization District, Design Review District, or other targeted district;
 - Advance a rebranding or reinforce a current positive neighborhood brand of the affected neighborhood.
 6. The overall timeframe required to carry out the activities of the Strategic Initiative in order to achieve the desired impact.

Programs/Activities Carried Out Under Strategic Initiative

- Indicate by checking the pertinent boxes the programs/activities eligible under the CDC Competitive Grant Program that will be part of the proposed strategy within the Strategic Initiative area. Use the "Other" box for any programs/activities not listed.

List the Outcomes Resulting from your SI Activities

- Within the space provided, indicate the outcomes that will result from carrying out the Year 36 Strategic Initiative activities. An **outcome** is a benefit to residents and residential/retail areas that results from the completion of the proposed strategy and set of programs/activities.

Examples of outcomes within a strategic initiative area include:

1. *Three businesses will be moved into formerly vacant commercial structures to provide area residents with much-needed commercial services that weren't previously available.*
2. *Six vacant structures within the Model Block will be rehabilitated and sold to low and moderate income families.*
3. *Four vacant and abandoned structures will be acquired and demolished and the vacant lots made available for adoption by area block clubs to be converted to urban gardens.*
4. *Six senior-occupied homes will be weatherized, resulting in reduced energy bills for residents with fixed incomes.*

Application Instructions

5. *Financing will be secured from a local lender to begin construction on CDC commercial/retail real estate which, upon completion, will provide a critical commercial anchor within the strategic initiative area.*

- Indicate the achievement date for each outcome.

Area Served by Strategic Initiative

- Identify the service area within which the proposed Strategic Program will be carried out. Include the Wards in which these areas are located using both the 2009 and the new 2010 ward boundaries.

Section III Total Proposed CDC Activities

For each of the Programs/Activities that your agency will be carrying out in the Year 36 Competitive Grant period, indicate the following:

- The number of service units proposed and accomplished during Year 34 (July 1, 2008 to June 30, 2009);
- The number of service units proposed and accomplished during the first six months of Year 35 (July 1, 2009 to December 31, 2009);
- The number of service units proposed in Year 36 (July 1, 2010 to June 30, 2011) for:
 - Each proposed Strategic Initiative;
 - The remainder of the CDC's service area not covered within the SI (Non-SI Area column):
- The total of all proposed units for each activity.

Please note:

1. The proposed units in Years 34 and 35 should be the same as those contained in each year's CDC contract; and the units accomplished should be the same as that reported in the Monthly Performance Reports;
2. The activities and units proposed for Year 36 will be incorporated into the agency's Year 36 contract.

Section IV. Years 36 Collaboration

Collaboration means specific actions jointly taken with other agencies to address community issues and problems using shared resources that results in savings in CDBG funds under the Year 36 Competitive Grant. For purposes of this application, the time period for the collaboration is July 1, 2010 to June 30, 2011.

Please note: One copy of Section IV should be completed for each collaboration.

Agencies Participating with Applicant in Collaboration

- Identify the organizations/agencies that will be actively participating in the collaboration.
- Indicate whether the collaboration was effected previously (current) or is a new endeavor.

Describe the issue/problem that the collaboration will address.

- Briefly indicate the specific issues/problems that the collaboration will address. For example:

Application Instructions

1. Numerous occupied residential structures located throughout the Model Block have a broad range of housing code violations that need to be addressed in a consistent and systematic manner.
2. An increasing number of elderly homeowners in the CDC service areas live in energy inefficient homes that result in high monthly utility costs to those homeowners.

Describe how the collaboration process will work.

- Identify the collaborative activity (*share one staff person to carry out the Code Enforcement Partnership Program; etc.*);

List the resources shared in the collaboration

- Personnel, equipment, facilities, etc.).

Describe the method in which the collaboration will be effected

- Memorandum of agreement/understanding; etc.

CDBG Savings as Result of Collaboration

- For your agency and each Collaboration partner, indicate:
 1. Agency CDBG cost before collaboration;
 2. Agency CDBG cost as a result of the collaboration;

 3. The total CDBG savings.

Additional Services Provided as a result of the Collaboration

- For your agency and each Collaboration partner, indicate:
 1. Activity level before collaboration.
 2. Activity level as a result of collaboration.

Section V. Year 36 Budget

I. Total Budget

- Provide the most current unaudited financial statements for your agency. These should at least include:
 1. Balance Sheet
 2. Income Statement
 3. Accounts Receivable and Accounts Payable Aging Reports

In addition, provide a copy of your agency's current budget and the board resolution that adopted that budget.

II. Proposed Year 36 CDBG Budget

- Indicate the amount of CDBG funds your agency is requesting, broken down by Department CDC line item funds and NDA funds. (The amount of NDA funds requested from each ward must be listed, along with the total NDA request.)

Application Instructions

- Indicate by line item the costs to which the total CDBG request will be applied:
 1. For the Personnel line item, list the positions that will be covered and the programs they work in;
 2. For the Contractual Services line item, list the services that will be acquired with CDBG funds;
 3. List any other cost items in the “Other” columns that aren’t included in the general list of cost items.

Section VI: Document Check List

- Check “Yes” if the most updated version of the document listed is on file with the Department.
- Check “No” if the most updated version has not been provided to the Department. Include that updated version with the application.
- For the listing of Board Members, include their office (President, Treasurer, etc.), along with their home address, phone number, and e-mail address.
- For the State of Ohio Statement of Continued Existence, indicate the effective date of the certificate. **Please note:** You must have a current Statement of Continued Existence in order for the City to enter into contract with your agency.

Section VII: Signature

- The Agency’s Board Chair/President and Executive Director must sign and date the application. This certifies that they have read and fully understand all of the requirements of the Community Development Block Grant and the Competitive Grant Program that are contained in the application.

Section VIII: Certification Regarding Debarment and Suspension

- The requirements specified under this section are detailed in full under the Program Standards Section. Once reviewed, the Board Chair/President must sign and date the form.

Please submit one original hard copy to the Department and transmit a second PDF copy via e-mail no later than Thursday, April 1, 2010 in care of:

Terrence A. Ross, Commissioner
Division of Administrative Services
City of Cleveland Dept. of Community Development
601 Lakeside Avenue Room 320
Cleveland, Ohio 44114
tross@city.cleveland.oh.us

City of Cleveland
Department of Community Development

Years 36 Competitive Grant Program Proposal

AGENCY NAME _____

ADDRESS _____

PHONE # _____ FAX # _____

EXECUTIVE DIRECTOR'S E-MAIL ADDRESS _____

INDICATE BELOW WHICH AGENCY DESCRIPTION COMPONENT BEST FITS YOUR AGENCY:

| Type of Program | Program Description | Total Year 36 Allocation | Maximum Amount of Award | X |
|------------------------|--|--------------------------|-------------------------|---|
| Neighborhood-Based CDC | The majority of the CDBG/City programs and/or services delivered by the agency focus on the needs of residents, with the commercial/retail portions of the service area being a complimentary focus for the CDC. | \$1,250,000 | \$75,000 | |
| Special Purpose CDC | The majority of the CDBG/City programs and/or services delivered by the agency focus on the needs of businesses, with the residential portions of the service area being a complementary focus for the CDC. | \$105,000 | \$25,000 | |

| Maximum Award Amount | |
|--|--------|
| SOURCE | AMOUNT |
| NDA WARD: | |
| NDA WARD: | |
| NDA WARD: | |
| NDA WARD: | |
| NDA WARD: | |
| NDA WARD: | |
| DEPARTMENT REQUEST | |
| TOTAL YEAR 36 FUNDING REQUESTED | |

| 2009 Ward | 2010 Ward | Total Agency Service Area | | | | |
|-----------|-----------|---------------------------|--|--|-------------------|----|
| | | Census Tracts | | | Street Boundaries | |
| | | | | | From | To |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| | | | | |
|---|--|-----|--|----|
| Does your service area include a NSP 2 Target Area(s)? | | YES | | NO |
| Does your service area include a BRD or other Design Review District? | | YES | | NO |
| Does your CDC conduct activities that reinforce a positive neighborhood brand or advance a rebranding of the neighborhood? | | YES | | NO |
| Does your neighborhood or strategic plan include the expansion of housing opportunities for low and moderate income families and individuals? | | YES | | NO |

Section II: Strategic Initiatives

Describe Strategic Program/Activities

Timeframe for Initiative (Up to 5 years)

| Programs/Activities to be Carried Out Under Strategic Initiative | | | |
|--|----------|--|----------|
| Program/Activity Category (Check all that will be part of your strategy) | X | Program/Activity Category (Check all that will be part of your strategy) | X |
| Substantial Rehabilitation | | Commercial Code Enforcement | |
| Exterior Residential Rehabilitation | | Paint Rebate | |
| Redevelopment of Vacant Substandard Housing | | Housing Rehabilitation Referral | |
| Residential New Construction | | Neighborhood Clean Up Campaigns | |
| Storefront Renovation | | Commercial Area Clean Up Campaigns | |
| Development/Redevelopment of Commercial Real Estate | | Home Weatherization | |
| Business Creation/Expansion/Relocation | | Commercial/Retail Marketing Strategies | |
| Model Block: Acquisition/Rehabilitation/Sale of Vacant Housing | | Design Review District Project Coordination | |
| Model Block: Exterior Rehabilitation: 1 & 2 Family Residential | | Planning | |
| Residential Code Enforcement | | Other | |
| Vacant Lot Interim Use- Greening Projects | | Other | |
| Foreclosure Prevention Services | | Other | |

Section II: Strategic Initiatives- Part 2

| List the outcomes resulting from your SI activities | |
|--|-------------------------|
| Outcomes | Achievement Date |
| | |

| 2009 | 2010 | Area Served by Strategic Initiative | | | |
|------|------|-------------------------------------|--|-------------------|----|
| Ward | Ward | Census Tracts | | Street Boundaries | |
| | | | | From | To |
| | | | | | |
| | | | | | |
| | | | | | |

Section IV: YR 36 Collaboration with Other Agencies

Collaboration means specific actions jointly taken by the applicant with other agencies to address community development issues and problems using shared resources that results in savings of CDBG funds under the Year 36 CDC Comp Grant. The purpose of this section requires the agency to identify collaborative efforts to be taken during the Year 36 Competitive Grant term that relate specifically to a more efficient use of CDBG resources. **Please complete one form for each collaboration.**

| Agencies participating with applicant in collaborative | Current | New |
|--|---------|-----|
| | | |
| | | |

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|--|
| Describe the issue/problem that the collaboration will address. |
| |

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|--|
| Describe how the collaboration process will work. |
| |

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|---|
| List the resources shared in the collaboration |
| |

| |
|--|
| Describe the mechanism used to effect the collaboration (i.e., contract, memo of understanding, etc.) |
| |

| CDBG Savings as a Result of the Collaboration | | | | | |
|---|--|---|--|---|--|
| Applicant | | Agency | | Agency | |
| Applicant's CDGG Cost Before Collaboration | | Agency's CDGG Cost Before Collaboration | | Agency's CDGG Cost Before Collaboration | |
| Applicant's CDBG Cost After Collaboration | | Agency's CDBG Cost After Collaboration | | Agency's CDBG Cost After Collaboration | |

| Additional services provided as a result of the collaboration. | | | | | |
|--|--|-------------------------------------|--|-------------------------------------|--|
| Applicant | | Agency | | Agency | |
| Activity level before collaboration | | Activity level before collaboration | | Activity level before collaboration | |
| Activity level after collaboration | | Activity level after collaboration | | Activity level after collaboration | |

Section V: Budget

I. Total Agency Budget

Attach your agency's most current unaudited financial statements, a copy of the current agency budget, and the board resolution that approved that budget.

II. Proposed Year 36 CDBG Budget

| Funding Source | |
|-----------------------------------|--|
| Department Request | |
| NDA Request: Ward _____ | |
| NDA Request: Ward _____ | |
| NDA Request: Ward _____ | |
| NDA Request: Ward _____ | |
| NDA Request: Ward _____ | |
| NDA Request: Ward _____ | |
| Total Year 36 CDBG Request | |

| COST ITEM | TOTAL AMOUNT | | | | | | | | | | | | | | | | | | | | |
|--|--------------|----------|---------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Personnel | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 40%;">Position</th> <th style="width: 60%;">Program</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> | | Position | Program | | | | | | | | | | | | | | | | | | |
| Position | | Program | | | | | | | | | | | | | | | | | | | |
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| Fringe Benefits | | | | | | | | | | | | | | | | | | | | | |
| Travel | | | | | | | | | | | | | | | | | | | | | |
| Equipment | | | | | | | | | | | | | | | | | | | | | |
| Overhead | | | | | | | | | | | | | | | | | | | | | |
| Contractual Services: | | | | | | | | | | | | | | | | | | | | | |
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| Other | | | | | | | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | | | | | | | |
| TOTAL AMOUNT | | | | | | | | | | | | | | | | | | | | | |

Section VI: Document Check List

Current copies of the following documents must be on file with the Department as a condition for submitting this application. Please indicate whether the Department has the most current copy and, if not, attach the copy to the application.

| Document | Current Copy On File? | | Attached |
|---|-----------------------|----|----------|
| | Yes | No | |
| Articles of Incorporation | | | |
| By Laws or Constitution | | | |
| List of Board members, including: <ul style="list-style-type: none"> • If an officer, the name of the office they hold; • Address • Phone Number • E-Mail Address | | | |
| IRS Form W-9 Taxpayer Identification Number and Certification | | | |
| Board resolution authorizing agency to submit application | | | |
| Audit for the most recently completed fiscal year | | | |
| State of Ohio Statement of Continued Existence Date: | | | |
| Updated Neighborhood or Strategic Plan | | | |
| Year-end financial statements: <ul style="list-style-type: none"> • Balance Sheet • Income Statement • Accounts Receivable/Payable Aging Reports | | | |
| Agency's budget for current fiscal year and Board Resolution adopting budget | | | |

Section VII: Signature

We have read and fully understand all of the qualifications and requirements delineated in this proposal and the attached Program Standards and Grant Requirements and agree to abide by their terms and conditions. All of the information submitted by the agency is correct and up to date.

Agency's **Board Chairperson or President**

Date

Agency's **Executive Director**

Date

Section VIII: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

(Please refer to the Program Standards prior to signing this section for an explanation of this Federal requirement.)

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three year period preceding the effective date of this contract been convicted of or had a civil judgment rendered against me or _____ (Contractor's Name) for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of these statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signed: _____
(Board Chairperson or President)

Date: _____

Print Name: _____

Organization: _____

**Department of Community Development
Years 36 CDC Competitive Grant Program**

Program Standards

The Community Development Corporation (CDC) Competitive Grant Program, funded through the City of Cleveland's annual Community Development Block Grant (CDBG) allocation, provides general operating and project specific support to non-profit organizations engaged in CDBG-eligible real estate activities. The Competitive Grant Program is administered by the City of Cleveland, Department of Community Development, Division of Administrative Services.

The City intends to appropriate CDBG funds to nonprofit corporations that have 501(c) (3) tax-exempt status to undertake activities defined in this application. Grants awarded will cover the twelve (12) month term **beginning July 1, 2010 and ending on June 30, 2011**. For this one-year funding cycle, the maximum amount that could be awarded is the following:

Full Service CDC: \$75,000
Special Purpose CDC: \$25,000

The grant will be secured and monitored through a 12-month contract, with actual disbursements allocated on a monthly reimbursement basis. Continued support is contingent upon agency performance and continued Block Grant funding from the U.S. Department of Housing and Urban Development. The one year funding recommendations must also be approved by Cleveland City Council. All funding not expended by the end of the contract term will revert back to the Department of Community Development.

To be eligible for funding under the CDC Competitive Grant Program, each applicant must meet the following standards:

- Be incorporated as a nonprofit organization (as evidenced by articles of incorporation filed with the Ohio Secretary of State); have a current Statement of Continued Existence issued by the Ohio Secretary of State ; and maintain tax-exempt status (501[c][3]) with the U.S. Treasury (as evidenced by a federal identification number). Agencies that do not have 501(c) (3) tax exempt status at the time of submission of this application will not be considered for funding.
- Currently maintain bylaws approved by the agency's board of directors.
- Maintain a Board of Directors that is at least 80% comprised of representative of the service area's residential, institutional and economic segments; and at least 40% representative of the residents of the service area.
- Engage in community development activities primarily within an identifiable geographic area of the City of Cleveland.
- Actively engage in outreach efforts, methods and procedures to secure public input into its program development.
- Have at least 3 full years of operational experience in implementing housing, commercial and/or industrial development activities
- Have completed an independent audit for each of the past three years of operation, along with approval of the audits evidenced by resolutions passed by the agency's Board of

Directors. A copy of the most recent audit, management letter (if issued) and a board resolution approving the audit must have been submitted to the Department of Community management letter must be corrected or in the process of being corrected at the time of submission of this application. A description of actions taken must be included with the copy of the audit submitted to the Department.

- Must have the ability to cover at least two months of costs to be reimbursed under the proposed CDBG contract using non-CDBG funding sources. (This requirement is particularly important at the end of each calendar year when the City closes its accounts and the Department of Finance ceases processing financial transactions until mid-January.)
- Must be currently carrying out development activities pursuant to a written neighborhood strategy or plan, developed with the input of the community and formally approved by the board of directors. The plan's components must at least include:
 1. Demographic profile of the service area;
 2. Existing housing and building conditions;
 3. Identification of critical neighborhood needs;
 4. The rationale for prioritizing specific needs or targeting projects and services;
 5. Proposed plan (actions) to address identified neighborhood needs;
 6. A description of the community and public participation in the development and update of the plan;
 7. The proposed impact of the plan on neighborhood markets;
 8. Partnerships and collaborative efforts engaged in the completion and implementation of the plan.

Eligible Program Uses

CDC Competitive Grant funds can be used for:

- Reasonable professional staff and administrative costs
- Overhead
- Technical service fees (e.g., professional consultant, legal and accounting services, etc. related agency administration or program delivery).

CDC Competitive Grants must be used for programs or services **that will directly result in tangible neighborhood improvements to real property.** These programs or services must be implemented by the award recipient.

Compliance Rules and Regulations

Awards granted under the CDC Competitive Grant Program are funded under the federal Community Development Block Grant (CDBG) program. All phases or components of all activities and projects are subject to federally-mandated rules and regulations if funded in any part by CDBG dollars. Funds applied to any phase or aspect of a project subject the entire project to federal rules, including retroactively all project activities that took place prior to the inclusion of CDBG funds.

Authorization to Proceed: If funding is awarded, no funds can be expended, costs incurred (personnel hired, materials ordered, etc.), or work performed before the date your contract is completed, signed, certified, authorized and dispatched by the City.

The following federal and City rules and regulations apply to activities and projects funded under the CDC Competitive Grant Program or **any** CDBG source.

Acquisition of Real Property

CDBG funds come from the federal government and carry with them special regulations and requirements. One such regulation is the **Uniform Relocation Act**. Under this law, all acquisition of property must follow a prescribed process. Property owners and tenants have specific rights, including:

1. Owners must be paid documented Fair Market Value for their property, and
2. Tenants must receive certain relocation benefits. This applies even when tenants will be relocated only temporarily, such as during rehabilitation of their apartment. And there are other rules that also must be fully complied with under the Uniform Relocation Act:

URA regulations apply to your *entire project*, regardless of the specific line item(s) paid by the City.

Now that you are considering the use of CDBG funds, all Uniform Relocation Act rules apply to your project effective immediately — and may even apply retroactively as well. A special meeting is required with City staff before you engage in any discussions or negotiations with property owners or tenants.

In addition to completing the Request for Funding, please complete and forward the URA/104(d) Proposed Project Information Form, which is available online at: [http://cd.city.cleveland.oh.us/forms/downloads/compliance/Information&Review/Uniform Relocation Act & 104\(d\)/](http://cd.city.cleveland.oh.us/forms/downloads/compliance/Information&Review/Uniform_Relocation_Act_&_104(d)/)

If you require assistance in completing this form or have any questions regarding the impact of Federal regulations on your project, please contact Marc Foy at (216)664-4389 or by e-mail at mfoy@city.cleveland.oh.us.

Environmental Review

It is always essential when purchasing property to protect your interests and the City's by having a professional title search done to identify any liens and/or other complications regarding property purchases. An Environmental Phase I should be conducted to assess the history of the property and detect any other potential environmental hazards. Environmental Reviews are required for all projects utilizing federal funding regardless of the amount of federal dollars allocated or the purpose of the project.

Special federal funding and/or State regulations may also apply to improvements or alterations made to historic structures. This is especially important in cases where a project is located in a local Landmarks or Federal historic district. If there are going to be alterations to the exterior and/or interior of the building, or if the building is going to be demolished, contact the Department immediately.

Davis Bacon/Equal Opportunity/Section 3

CDBG-funded construction projects in excess of \$2,000 (where federal funds are used to pay for construction costs) must comply with the **Davis-Bacon Act** requiring payment of prevailing wage rates to employees of contractors hired to perform work on the project. *A preconstruction conference is required with City staff that must be attended by your contractors and yourself.*

Regulations may also apply regarding **Cleveland Area Small Business (CSB), Minority Business Enterprise (MBE) and Female Business Enterprise (FBE)** contractor participation in your project and the **Fannie Lewis Resident Employment Law** requirements.

In addition, the HUD **Section 3** requirements apply to contractors and subcontractors performing on Section 3 covered projects for which the amount of federal assistance exceeds \$200,000 and the contract or subcontract exceeds \$100,000. The requirements apply to the entire project or activity whether fully or partially funded by Section 3 covered assistance.

Equal Opportunity

Employment of staff and personnel by the agency is subject to the Equal Employment Opportunity Ordinance of the City of Cleveland, and related regulations. The agency must post in a conspicuous place all solicitations for employment, and/or advertise for employment in a citywide publication of common circulation, affording all interested parties opportunity to be aware of the position and to submit an application. All solicitations or advertisements must state the agency as an Equal Opportunity Employer. A copy of the solicitation or advertisement, and the dates and locations published, must be submitted to the City along with a copy of the job description.

Fair Employment Laws

All funded agencies must comply with the provisions of the City of Cleveland Fair Employment Wage Law, Chapter 189 of the Cleveland Codified Ordinances. This law requires that, unless the specific exemptions apply, Covered Employers as defined by the law must pay the Fair Employment Wage to Covered Employees under contracts with the City of Cleveland. Consultation with the Department at the time that the contract is prepared will determine whether your agency falls within the requirements of this provision.

Employment Discrimination Prohibited

The agency shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, sexual orientation, disability, ethnic group, or Vietnam-era disabled veteran status. The agency must take affirmative action to insure that applicants are employed and that employees are treated without regard to race, religion, color, sex, national origin, age, sexual orientation, disability, ethnic group, or Vietnam-era disabled veteran status. "Treated" means and includes recruitment, whether by advertising or other means; compensation, whether in the form of rates of pay or other forms of compensation; selection for training, including apprenticeship; promotion; upgrade; demotion; downgrade; transfer; layoff or termination.

Conflict of Interest

No employee, agent, consultant, officer, or elected or appointed official of the City or agency who exercises or has exercised any functions or responsibilities with respect to the CDC Scope of Services or any activities in any way connected with a contract between the City and the agency, or who is in a position to participate in any decision-making process or gain inside information with regard to such activities or CDC Scope of Services, may have a financial interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have business or immediate family ties during their tenure or for one year thereafter. The agency shall take appropriate steps to insure compliance, and shall adopt a written

policy to be included in their rules and regulations, approved by the agency's Board of Trustees.

Design Review/Zoning and Building Permits

CDBG-funded projects are also bound by City regulations regarding design review. Project designs must be reviewed and approved by Community Development staff, and possibly a local Design Review Committee, City Planning Commission or Landmarks Commission. In all cases, projects must comply with City regulations regarding zoning, building permits, building standards, health and licensing requirements, etc. Please be certain to obtain all required building permits and call for inspections at the appropriate times. If your project does not meet zoning code requirements, the appeals process is triggered as a result of the rejection of your formal application to Building & Housing for a permit. A hearing and decision by the Board of Zoning Appeals generally takes about 5-7 weeks.

Direct Benefit Activities

- CDBG-funded projects often provide direct benefits to individuals or households. Direct benefit activities provide services or assistance to individuals and/or families directly (normally through an application or sign-up process). Demographic data on each beneficiary must be provided to the City *when submitting draw requests*. This data must include name, address, household income, number of people in the household, dependents, their race or ethnicity, and whether the household is female-headed.

Contract Procedures and Draw Requests

CDBG contracts pay project costs on a reimbursement basis. This means you submit your draw requests *after* you have paid for items covered in your approved contractual budget. For physical improvement projects, the City pays when costs are incurred. An analyst from the Department will provide you with instructions on how to prepare your draw requests. You will need to include detailed invoices and/or canceled checks from the vendors providing services, material or equipment to you. (All canceled checks must be made available by your Agency for review by your assigned financial analyst prior to contract completion.)

Competitive Grant Disbursement Request Forms will be provided to you. It generally takes 30 working days from the date of receipt by the Department of the draw request and all correct and complete documentation to issue payment.

Incomplete or improperly prepared draw requests will result in payment delays. Payments are made in the form of checks mailed to the address provided by your agency on Page 1 of the proposal.

CDBG contracts for physical improvements customarily include a 10% retainage. In most cases, this retainage is held by the City until all required documents are submitted, all permits are satisfactorily closed, all regulatory requirements have been met, and any other required proof of successful project completion is have been submitted and approved. For example, the City would disburse up to \$9,000 on a \$10,000 contract. The final \$1,000 would be held until all outstanding requirements are met.

Competitive Bidding Policy

The following standards are **required** when federal or other funds are granted by the Department of Community Development (Department) to a third party agency, which then either: a.) enters into a contractual agreement for services **not** provided by staff employed by that agency; or b.) purchases property, equipment or goods and services whose cost is in excess of \$500.00.

A. CONSULTANTS/PROFESSIONAL SERVICES CONTRACTUAL AGREEMENT

When an agency is supplementing its regularly employed staff in order to obtain consulting and professional services with federal/City funds granted by the Department, the agency must issue a Request for Proposals (RFP) to qualified consultants, professionals, or others.

Prior to awarding the contract, the agency must submit to the Department:

- A copy of the Request for Proposal (RFP);
- A listing of the consultants solicited for the requested services;
- A list of the proposals received and the bid amount;
- Designation of the firm that is being recommended for the award, along with the reasons for that recommendation.

No contract can be entered into until the Department of Community Development has approved the proposal, the recommendation for award, and the contract between the agency and the consultant.

The contract between the agency and the consultant must contain, at a minimum, the following requirements:

1. The agency and the consultant must comply with all the terms and conditions of the contract between the City and the agency, including compliance with all federal, state and local laws, rules and regulations.
2. The consultant must comply with the Equal Employment Opportunity Ordinance Section 187.01-187.15 of the Codified Ordinances of the City of Cleveland.
3. The consultant must follow the timeline indicated in the contract between the City and the agency that awards funds for this activity.
4. The consultant must provide a final written report/study in a form acceptable by the City upon its completion. Final payment cannot be made to the consultant by the agency until the services have been completed and the final report has been received and approved by the City.
5. All other requirements that the City's Department of Community Development determines are necessary and appropriate and has identified to the agency and/or developer must be followed.

Prior to any disbursement of funds to the agency by the City for the consultant activity, the City must be provided with all of the items detailed above, along with a fully executed contract between the agency and the consultant that has been approved by the Department of Community Development. **Final disbursement shall not be made until the City has received the report/study from the agency in a form acceptable to the City.**

B. PURCHASE OF PROPERTY, EQUIPMENT, OR GOODS AND SERVICES

- When an agency purchases property, equipment, goods or services with federal/City funds that are in excess of \$500.00, the agency must obtain at least three bids and provide copies of those bids along with its recommendation of award to the City for approval. Once the request is approved by the City, the agency may proceed with the purchase. Written

receipts must be submitted to the City within 30 days of the date of the purchase for reimbursement.

- For equipment that has a useful life of greater than one year, the agency must maintain it according to the requirements of the City's Equipment Policy.
- If the agency does not continue the program in succeeding years, the equipment purchased with federal funds must be returned to the City.

Equipment Policy

The use, storage and inventory of equipment purchased with CDBG funds must comply with the Department's equipment policy. The purchase of all equipment funded in whole or in part with CDBG funds must receive the prior approval of the Department.

Please note: Other regulations may apply, depending upon your project.

Questions and Assistance

If you have technical questions regarding the completion of this application, please contact Jesus Rodriguez, Compliance Manager at jrodriguez@city.cleveland.oh.us or 664-4062; or John Amoroso, Compliance Officer, at jamoroso@city.cleveland.oh.us or 664-4092. If you have **programmatic** questions regarding the activities and accomplishments proposed, their relationship to the agency's Neighborhood Strategic Plan, *Civic Vision 2000* or other neighborhood plans or issues, please contact Terry Ross, Commissioner of Administrative Services, at tross@city.cleveland.oh.us.

Department of Community Development
Year 36 CDC Competitive Grant Program
Scoring Sheet

Agency Name: _____
Reviewers Name: _____
Date: _____

Total of 100 Points

| Consistency with City Redevelopment Plans- 20 Pts. | YES | NO | Total Points |
|--|-----|----|--------------|
| 1. Are the proposed activities consistent with Citywide Plan? | | | |
| 2. Do the proposed activities primarily focus on designated target areas (NSP 2; Model Block; design review district, etc.)? | | | |
| 3. Are the proposed activities consistent with the Neighborhood Typology? | | | |
| 4. Do the proposed activities reinforce/advance a positive neighborhood brand? | | | |

| Internal Consistency- 45 Points | YES | NO | Total Points |
|--|-----|----|--------------|
| 1. Is the strategic initiative consistent with the agency's Neighborhood/Strategic Plan? | | | |
| 2. Does a proposed Strategic Initiative(s) focus on the NSP 2 area, if applicable? (Indicate NA if not applicable.) | | | |
| 3. Do the selected activities address problems identified under the proposed Strategic Initiative(s)? | | | |
| 4. Does the agency carry out code enforcement activities? Are they a member of the Code Enforcement Partnership program? | | | |
| 5. Are the outputs for the proposed activities at a sufficient level to address the identified need and are be achievable within the one year program period, given the agency's available resources? | | | |
| 6. Do the proposed outcomes identify benefits or changes that will result to the targeted population as a result of completion of the proposed activities? | | | |
| 7. Are activity levels adequate to achieve the proposed outcomes? | | | |
| 8. Does the strategy require multiple years to achieve the proposed outcomes? Is that timeframe identified? | | | |
| 9. Is the Strategic Initiative a continuation of the agency's plans or activities? | | | |
| 10. Does the Strategic Initiative enhance an activity area identified in the Cuyahoga County Green Print? (http://planning.co.cuyahoga.oh.us/green/greenprint.html) | | | |

| Past Performance- 15 Points | YES | NO | Total Points |
|---|-----|----|--------------|
| 1. Does the agency have the demonstrated ability to manage the proposed program and meet CDBG program requirements? | | | |
| 2. Has the agency consistently met its proposed output goals for the 18 month performance review period? | | | |
| 3. Is the agency proposing activities in which they have met their output goals over the 18 month review period? | | | |
| 4. Does the agency consistently submit Monthly Requests for Payment and Performance Reports in a timely, complete, and accurate manner? | | | |

| Collaboration- 20 Points | YES | NO | Total Points |
|--|-----|----|--------------|
| 1. Is the agency collaborating with another CDC to deliver services in Year 36? | | | |
| 2. Is there a formal agreement effectuating the collaboration? | | | |
| 3. Will that collaboration result in a savings of CDBG funds and/or the provision of additional services in Year 36? | | | |
| 4. Has the collaboration existed prior to Year 36? | | | |

| | |
|--------------------|--|
| Total Points | |
| Bonus Points | |
| Final Score | |

