



The City of Sandusky

**Community Development
Block Grant Program (CDBG)
Non-Profit Provider Application 501(c) 3
Program Year 2022**

Non-Public Service Requests and For-Profit Applicants to use the same application.

It is recommended that new applicants schedule an early meeting with City Staff for preliminary reviews of their proposals to determine if it would be eligible.

**APPLICATION INFORMATION
FOR CDBG-FUNDED
ACTIVITIES**

The City of Sandusky, Department of Community Development, is accepting applications from qualified organizations interested in providing services that address one or more of the needs targeted in the City's CDBG program.

Public Service activities are an eligible category for use of CDBG funds. The City of Sandusky may consider funding entities to carry out such activities, but is not required to fund Public Service 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:

- A new service; or
- A quantifiable increase in the level of a service

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

Applications may also be submitted by organizations to carryout CDBG eligible activities, on behalf of the City, that are not classified as public service, such as housing rehabilitation and economic development. Eligible uses are found in Title 24 of the Code of Federal Regulations and interested organizations may contact the Department of Community Development, prior to submitting application, to confirm eligibility.

The completed application must address one or more of the eligible public service needs listed above, or a CDBG eligible activity, propose to address a goal or objective listed in the City's Consolidated Plan and meet at least one of the three CDBG National Objectives. The three National Objectives are: 1) benefit low and moderate income persons; 2) aid in prevention or elimination of slums and blight; 3) community urgent need (ex. natural disaster)

Public Service projects that were previously awarded shall attach a narrative quantifying the increase to their level of service.

Funding Allocation:

The City of Sandusky expects to receive approximately \$799,000 in CDBG funding for the 2022 Program Year. The maximum CDBG expenditure for public service activities is capped at 15% of the total annual allocation during the program year.

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 outlined in the City's Five-year Consolidated Plan.

This application is offered in accordance with federal requirements governing procurement of professional services. Accordingly, the City of Sandusky 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:

Application funding recommendations made by the Department of Community Development staff will be forwarded to the City Commission for approval as part of the Annual Action Plan process. The process is finalized by May 15th every year with the submittal of the Action Plan to HUD. Once HUD approves the plan and funds are released, a funding agreement will be signed between the City of Sandusky and the subrecipient. Funding agreements will have an implementation period (from date of "notice to proceed") and completion deadline no later than June 17, 2023.

Contractual Requirements:

Each subrecipient selected to receive funds is required to sign a Subrecipient Agreement with the City. ***No costs incurred prior to the execution of a subrecipient agreement with the City are reimbursable.*** After the execution of an agreement with the City, no funds are to be spent until a "notice to proceed" letter, including the dollar amount of the grant award, is issued by the Department of Community Development. ***Please note: the actual funding amount may change between the date of the approval of the Annual Action Plan and the actual allocation date of release of funding from HUD.***

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

1. Applicants must certify that they are a non-profit organization or a governmental agency (*not applicable for organizations carrying out economic development activities*).
2. Applicants must have a valid DUNS number at the time of application submitted.
3. 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.

4. 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 Sandusky, state and federal governments, as applicable. Equal Opportunity Employment policies will be required.
5. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part by the City of Sandusky.
6. All subrecipients will be required to comply with the federal government audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24 CFR Part 84.)

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 Sandusky reserves the right to notify the provider that funding is unavailable. No liability shall accrue to the City of Sandusky in the event this provision is exercised; and, the City of Sandusky shall not be obligated or liable for any damages as a result of termination under this paragraph.

**APPLICATION
FOR CDBG-FUNDED
ACTIVITIES**

Agency: Helping Inc.

Address: 240 Columbus Ave. Sandusky, OH

Telephone: 419-627-5730

E-mail: Help@helpinginc.com

Contact Person/Title: Mr. Help/ Executive Director

Federal Tax ID Number: 000000000

DUNS Number: 000000000

Program/Project Title: Helping those who need it

Location of Proposed Program/Project: 240 Columbus Avenue

Census Tract #'s benefited: 409,410

[2020 Census - Census Tract Reference Map](#)

Amount of CDBG funds requested for this project: \$: 5,000

Amount of Total Project Budget: \$: 5,000

Population Served (i.e. elderly, low-income): elderly

Total Number of Persons who will directly benefit from this Project: 100

Sandusky Consolidated Plan Goals/Objectives met through proposed activity:

[2019-2023 Consolidated Plan Amended May2020.pdf \(revize.com\)](#)

Goal: Neighborhood Stabilization Objective 3

Has your agency received CDBG funding for this program or activity before? Yes ___ No X

Note: Public service activities must be a new service; or show a quantifiable increase in the level of a service. If funded in the prior year, narrative must include how this program differs from the prior year or if it's the same program, how many additional beneficiaries will be assisted with the requested funds.

Checklist of required documents that must be attached (3 copies)

- Narrative on agency (See attached instructions)
- Narrative on project (See attached instructions)
- Articles of Incorporation/Bylaws
- Proof of non-profit determination (except for organizations carrying out ED activities)
- 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)
- DUNS#
- Documentation that taxes are current (For-Profit Organizations)
- Annual Financial Statement and Audit
- Census Map with census tracts/ blocks highlighted showing proposed service area “where beneficiaries reside”.

Please submit only what has been requested above.

All requests and submittals must be received by the Department of Community Development by:
12:00 pm on Monday, March 21, 2022.

Late requests and submittals will not be accepted.

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

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. (*with service area highlighted on Census Map*)

- 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 (**Remember, the program year does not commence until July 1, 2022, further no cost incurred prior to signing a contract with the City will be reimbursed**). Include the proposed program/project budget specifying line item costs such as personnel, supplies, etc.
- e.) Discuss the intended staffing for the program/project. (*project delivery costs are eligible but administrative costs not directly impacting a beneficiary is not eligible*)
- f.) Outline other sources of funding sought and secured for this program/project. Are the other funds restricted? If so, how?
- g.) If you were funded by the City previously, detail your accomplishments with those funds, including the number of persons served. **Public Service funding requested must be used to expand existing services or provide new services, not maintain existing. This will be highly scrutinized.**

PROJECT BUDGET SHEET

Specific Cost Item/description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG & Other Sources
Food items	\$5,000	NA	NA	\$5,000
TOTAL	\$5,000	NA	NA	\$5,000

**City of Sandusky
Community Development Block Grant Program**

Citizen Participation Schedule

FY 2022 Annual Update of the Consolidated Plan

March 1, 2022	1 st CPAC Meeting
March 1, 2022	Sub recipient Applications Available
March 14th, 2022	First Public Hearing – City Commission Chambers – Sub Apps due 3/21/22
March 21st, 2022	Sub recipient Applications Due
March 23, 2022	Draft Plan available for review and comment. 30-day public comment period begins.
March 23, 2022	2 nd CPAC Meeting
April 22nd, 2022	30-day public comment period ends.
April 25th, 2022	Set 2 nd Public Hearing – City Commission Chambers 5/9/22
May 9th, 2022	2 nd Public Hearing – City Commission Chambers
May 9th, 2022	The <i>FY22 Annual Action Plan</i> will be considered by City Commission. Final action to be taken.
May 14, 2022	The <i>FY22 Annual Action Plan</i> must be delivered to the U.S. Department of HUD by end of day.

SUBRECIPIENT APPLICATION RATING SYSTEM

Applicant: _____ **Total Points:** _____ **(Max 100 pts.)**

_____ 1. Benefit to Low- and Moderate-Income Persons: 5 Points

Five points will be given to activities that benefit at least 51 percent low- and moderate-income persons. Zero points will be given to activities that meet either of the other two National Objectives.

_____ 2. Benefit to Target Areas: Maximum of 10 Points

Activities located within the CDBG Target Area. All other activities will be awarded 3 points.

_____ 3. Activity Need and Justification: Maximum of 20 Combined Points

a. Need: Maximum of 15 Points

The activity will be evaluated in terms of the documentation and justification of the need for the activity. Activities with excellent documentation and justification will be awarded the maximum of 15 points: good, 10 points; average, 5 points; and poor, 0 points.

b. Consolidated Plan Priority: Maximum of 5 Additional Points

Activities addressing high priorities, as identified in the Consolidated Plan will be awarded 5 points.

_____ 4. Cost Reasonableness and Effectiveness: Maximum of 10 Points

The activity will be evaluated in terms of: 1) its impact on the identified need; and 2) its implementation costs and funding request relative to its financial and human resources. Evaluation will include the cost incurred per person per unit and the justification for a particular level of funding.

_____ 5. Activity Management and Implementation: Maximum of 30 Points

a. Management: Maximum of 15 Points

Points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. In addition, for applicants that have received CDBG funds in the past, their record of maintenance for the funded activity will be evaluated.

b. Implementation: Maximum of 15 Points

Points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, etc., needed to implement the proposed activity are available and ready. Maximum points will be given to activities that are ready to move forward quickly. This criteria takes into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner.

_____ 6. Experience and Past Performance: Maximum of 10 Points

The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested, will be evaluated.

In addition, the applicant will be evaluated in terms of its past performance in relation to any local, state, or Federal funding program. The past performance will refer to attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with contract. Compliance with the contract will include but not be limited to submission of reports and adherence to the scope of services.

For those applicants that have not received CDBG funding from Sandusky in the past, allocation of points up to the maximum of 10 points will be awarded, dependent upon thorough documentation of similar past performances submitted with the application.

_____ 7. Environmental Justice: Maximum of 5 Points

Applications will receive 5 points if the activity promotes environmental justice. Any activity that has a potential adverse impact on the environment or that is adversely affected by the surrounding environment will not be considered.

_____ 8. Application Completeness: Maximum of 10 Points

Applications will receive up to 10 bonus points, based on completeness.

APPLICATION CHECKLIST

- _____ 3 Copies
- _____ Narrative on agency (See attached instructions)
- _____ Narrative on project (See attached instructions)
- _____ Articles of Incorporation/Bylaws
- _____ Proof of non-profit determination (except for organizations carrying out ED activities)
- _____ 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)
- _____ DUNS#
- _____ Documentation that taxes are current (For-Profit Organizations)
- _____ Annual Financial Statement and Audit

Reviewer: _____ Date: _____

Notes: _____

