



# Notice of Funding Opportunity

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Community Development Block Grant (CDBG) Program

2024 Community Development Corporation (CDC) Grant

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CITY OF AKRON, OHIO | DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT  
166 SOUTH HIGH STREET, ROOM 400 AKRON, OHIO 44308  
KYLE JULIEN | [KJULIEN@AKRONOHIO.GOV](mailto:KJULIEN@AKRONOHIO.GOV) 330.375.2770

## **PROGRAM OVERVIEW**

The City of Akron, Ohio will invest \$500,000 in eligible community improvement projects by providing grants to Akron's not-for-profit Community Development Corporations (CDC's). Applications will be accepted through July 8, 2024.

### **Purpose**

The purpose of this grant program is to partner with CDC's to invest in projects that promote population and tax revenue growth through the revitalization and repurposing of vacant, underutilized, blighted or historic buildings, increase investment in place-based infrastructure, housing rehabilitation, and public services.

By utilizing federal Community Development Block Grant Funds to support investments the City aims to foster the environment necessary to attract, develop, add new housing options, enable business creation and attraction and provide resources for Akron residents and neighborhoods.

### **Funds Available**

The City of Akron set aside a total of \$500,000 for grants. The source of the funds are from the City's Community Development Block Grant (CDBG) funds. All awards will be structured as grants with performance milestones and reporting requirements. The awards will be available up to \$125,000 per applicant.

### **Program Timeline**

Application Closes	July 8, 2024*
Scoring and Review Process Grant	July 8, 2024 – July 15, 2024
Performance Period Start	Jan 1, 2024 – Dec. 31, 2024

### **Eligible Applicants**

- Organizations must be a Community Development Corporation - 501(c)(3) nonprofit located within Akron, Ohio city limits.
- Must be able to meet all reporting and compliance obligations of the federal funds.
- Must be able to demonstrate an appropriate use of the funding in accordance with the stated purpose of the Community Development Block Grant (CDBG).
- Certificate of good standing with the State of Ohio at the time of application submission.
- Must be registered on SAM.gov with an active Unique Entity Identification Number.
- Must provide documentation of at least 3 previous projects undertaken by your CDC in your CDC footprint area

\*An Informational Session will be held prior to the application closing date.

**2024 Community Development Corporation**  
**Application for Support**

**Submit an original and two copies to:**

**City of Akron**  
**Department of Planning and Urban Development**  
**Long Range Planning Division**  
**166 South High Street, Room 401 (Municipal Building 4<sup>th</sup> Floor)**  
**Akron, Ohio 44308**  
**Attn: Darin Chambers**

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Agency:

Project Name:

For Department Use Only

Received:

By:

## 1. Community Development Corporation Information

Name of Agency: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

Agency Director: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

How long has your organization been in existence? \_\_\_\_\_

**Tax Identification Number** \_\_\_\_\_

**UEI Number** \_\_\_\_\_

Funds Requested (*\$125,000 maximum*): \_\_\_\_\_

Project name: \_\_\_\_\_

Project location(s): \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

% of total project cost to be funded by City of Akron (*cannot exceed 50%*): \_\_\_\_\_

\_\_\_\_\_ Anticipated project start date

\_\_\_\_\_ Anticipated project completion date

Please include the following required attachments to your application:

- a. IRS Tax Exempt Confirmation letter (501(c)(3))
- b. Proof of insurance
- c. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- d. Current organization chart with names of staff members
- e. List of current Board of Directors and terms of office
- f. A map of the neighborhood(s) served with defined boundaries
- g. Certificate of Insurance and related Endorsements
- h. Audits *For all 501(c)(3) non-profit organizations*: a copy of the organization's most recently submitted audit.
- i. Organization mission statement
- j. Financial statement (previous year and current year)
- k. Current year operating budget for the organization

## 2. Project Eligibility

- 1 Federal regulations require that all CDBG projects meet one of three national objectives to qualify for funding. This project/program meets at least ONE of the HUD national objectives listed below (check all that apply)**

- Benefit to low- and moderate- income (LMI) persons
- Aid in the prevention or elimination of slums or blight
- Meet a need having a particular urgency (referred to as urgent Need).

- 2 Check all statements that describe HOW this project/program meets one of the National Objectives above:**

*Low/Moderate Income Area Benefit:*  
The project meets the identified needs of low/moderate income persons residing in an area where at least 51% of those residents are low/moderate income persons. The benefits of this type of activity are available to all persons in the area regardless of income. *Examples:* Street improvements, neighborhood facilities, façade improvements in neighborhood commercial districts.

*Low/Moderate Income Limited Clientele:*  
The project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are low/moderate income persons. The following groups are presumed to be low/moderate: Abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. *Examples:* Construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

*Low/Moderate Income Housing:*  
The project adds or improves permanent residential structures that will be occupied by low/moderate income households upon completion. Housing can be either owner or renter occupied units in either one-family or multi-family structures. Rental units for low/moderate income persons must be occupied at affordable rents. *Examples:* Rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

*Low/Moderate Income Jobs:*  
The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate income persons or considered to be available to low/moderate income persons. *Examples:* Loans to pay for the expansion of a business, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by low/moderate income persons.

**3. 2024 Project Eligibility Addition**

\_\_\_\_ Great Streets Akron  
Does the project serve a Great Streets District?

\_\_\_\_ Planning to Grow Akron  
Does the project relate to any of the following goals specified in *Planning to Grow Akron*?

\_\_\_\_ Create new or improved housing units

\_\_\_\_ Historic preservation or marketing of community assets

\_\_\_\_ Addressing blighted conditions

How will this project advance either Great Streets or housing in your service area?

How does the project strengthen a Great Streets district in your CDC's service area?  
(If applicable)

How will the project improve access to housing in your CDC service Area? (If applicable)

**4. Project/Program Category (check one):**

\_\_\_\_ Public Service (i.e., a new service or an increase in the level of service)

\_\_\_\_ Acquisition of Real Property

\_\_\_\_ Housing Rehabilitation

\_\_\_\_ Historic Preservation

\_\_\_\_ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violation

\_\_\_\_ Other (explain)

### 3. CDC and Project Description

1. What type of services does your CDC provide? Please provide a description and examples. Include CDC mission?
2. Please describe the challenge OR need that will be addressed with your proposed project AND how will the project benefit the CDC neighborhood residents.
3. Please provide a detailed description of your proposed project. (*No more than 25% of awarded funds can be used for operational expenses*)
4. How will the project strengthen the CDC's financial position? Will the project generate future revenues for the organization? Will the project require ongoing grant support in future years?
5. How does your CDC plan to reduce the need for future grant funding?
6. Briefly explain how your project is different from or similar to existing projects at other organizations.

### 4. Project Measurement

1. How many people/households will benefit from this project?
2. Of the total number of people/households in Question 1, how many of these are low-to-moderate income (LMI)?
3. What is the projected outcome of this program/project? (How will the outcome benefit the total number of people/households in Question 1?)
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

## Budget – Fiscal Year 2024

**CDC Name:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

ITEM	CDC REQUEST	OTHER FUNDS (MATCH)		Secured Yes/No
		AMOUNT	SOURCE	
<b>Personnel/Operating</b>				
Salaries/Labor				
Benefits				
Other				
<b>Project Expenses</b> <i>Please itemize</i>				
<b>Professional Services</b>				
<b>Total</b>				

- *Your CDC request must have a dollar for dollar match. Match sources may include other grant funds or loans.*
- *You are expected to secure a match for the additional costs (included in budget).*
- *Of the requested funds, up to 25% can be used towards operational expenses.*
- *Requests supporting proposed real estate development should include a pro forma for the project detailing projected cash flows for at least 5 years (for properties to be held by the CDC or through the sale of the property (for-sale projects). For projects that involve improvements to properties that aren't*



*anticipated to generate revenues, include expenses projected in future years for maintenance and programming of the property.*

Complete the Budget Summary chart (see previous page). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e., cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

*Please refer to the general application instructions (section 5) for information on billing procedures.*

Total Request: \$ \_\_\_\_\_

Other Funding Sources (**Required**):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Project Cost:** \$ \_\_\_\_\_

This is a cash/match program. Other funding sources must meet or exceed the total request.

## 6. Certifications

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

Signature of Authorized Official	Date
Typed Name and Title of Authorized Official	Phone Number

Signature of President of Board of Directors	Date
Typed Name of President of Board of Directors	Phone Number

## GENERAL APPLICATION INSTRUCTIONS

1. Answer the questions in the space provided for each question; keep your answers brief and to the point. If necessary, you may include additional information in the Attachments section.
2. Label all attachments.
3. To provide the reviewers of your application with a better understanding of the target area of the project, you may attach photographs, maps or other visual aids. These may be included with the application.
4. If a question does not appear to apply to your proposal, “Not Applicable” or “N/A” is a legitimate answer.
5. **Submit an original with two (2) copies of each application to the Planning Department office. Copies must be stapled. Please do not include binders.**
6. If you have questions about completing the application, please contact Darin Chambers in the Long Range Planning Department office at (330) 375-2090, x6476.

FOR CONSTRUCTION PROJECTS: Please include:

Along with the required supplementary application documents, which include:

1. Detailed construction estimate(s) for the proposed work (including permitting fees).
2. Detailed project budget
3. Drawings of the improvements to be completed (if available)
4. Proof of financial ability, and
5. Photos of the building in jpeg format (please, no PDFs)

## **Federal Regulations and Compliance:**

***Request for Bids*** FOR CONSTRUCTION WORK: - Following final approval by the City of Akron, the applicant will be responsible for securing bids for all work to be completed under the CDC support project. Prospective bidders should be provided a copy of the approved design details/construction drawings, detailed construction specifications, and contract conditions (ie. current prevailing wage rate determination, insurance coverage requirements, licensing requirements, etc.). A minimum of three bids is REQUIRED for all construction work to be completed as part of the proposed CDC project.

Bids should be broken down in line-item detail in accordance with the approved construction specifications.

*Note: The selected contractor(s) are required to maintain a business license with the City of Akron or Summit County, as well as, insurance coverage in the type and amounts deemed necessary by the City. Additionally, selected contractors must comply with Federal requirements and restrictions related to fair labor standards, equal opportunity employment, conflict of interest and certain environmental protection issues.*

## **Build America, Buy America Act (BABAA) Requirements**

Under Title IX of the Infrastructure Investment and Jobs Act ("IIJA"), Pub. L. 117-58. While professional services are not subject to BABAA, the CDC understands that they are responsible for ensuring that, absent a waiver by HUD, CDC shall not approve for use in this project, any iron, steel, manufactured products, or construction materials unless such materials have been produced in the United States. CDC shall obtain all necessary compliance certificates for work that is within CDC scope of work. Failure to do so shall be a default of grant funds agreement.

## **Davis-Bacon Labor Standards**

All projects whose total construction costs are in excess of \$2,000 must be prepared to comply with the Federal Davis Bacon rules, including prevailing wage requirements. Guidance will be provided to awardees to assist with this process.

Federal labor standards provisions apply to construction work financed in whole or in part with CDBG funds of more than \$2,000. "Financing" is not limited to the act of paying for construction work directly. "Financing" can mean, for example, using CDBG assistance to pay the interest charged to reduce the interest rate on a construction loan (including certain collateral accounts). Generally, "financing" also means using CDBG funds to provide permanent financing following construction. This question suggests that CDBG funds will make payments on the construction financing; Davis-Bacon applies in this case. Where CDBG funds are used to finance only a portion of the construction work, labor standards are applicable to the entire construction work.

There are a number of project costs that may be paid with CDBG funds without triggering the Davis-Bacon requirements. These include:

- Acquisition costs,
- Financing costs, and
- Soft costs such as the cost of legal, architectural and engineering, and construction management services.

The use of CDBG for predevelopment costs such as those described in your question will not alone trigger Davis-Bacon prevailing wage requirements. However, if any construction work of \$2,000 or more is paid for with CDBG funds, then all of the construction costs are covered. It is the use of funds, not the timing, that matters.

### **Section 3**

Section 3 compliance is required for any construction project over \$200,000.

The following is a general summary of the information contained in the body of the application.

**Community Development Corporations (CDCs) are nonprofit, community-based organizations focused on revitalizing the areas in which they are located, typically low-income, underserved neighborhoods that have experienced significant disinvestment. While they are most commonly celebrated for developing affordable housing, they are usually involved in a range of initiatives critical to community health such as economic development, sanitation, streetscaping, and neighborhood planning projects, and oftentimes even provide education and social services to neighborhood residents.**

CDCs play a critical role in building community wealth for several key reasons:

- They anchor capital in communities by developing residential and commercial property, ranging from affordable housing to shopping centers and even businesses.
- At least one-third of a CDC's board is typically composed of community residents, allowing for the possibility of direct, grass-roots participation in decision-making.
- CDCs' work to enhance community conditions oftentimes involves neighborhood organizing, a process critical for empowering residents and gaining political power.
- What is a CDC?
  - Defining Community Development
    - Engagement
    - Planning
    - *Creative* Placemaking
    - Greenspace and trail connectivity
  - CDC Focus for Request for Proposal (RFP)
    - Housing development
    - Neighborhood level economic development (e.g., Great Streets Program)

## **1: Agency Information**

1. Name of Agency:  
Name of the community development corporation submitting the application and responsible for the project(s)
2. Agency Mailing Address:  
Address for primary agency responsible for project.
3. Agency Director:  
Name of Agency Executive Director
4. Contact Person, Phone, E-Mail, Fax, Website:  
Information regarding the person responsible for completing the application, who can answer all pertinent questions, and who is officially designated as the contact
5. How long has your organization been in existence?  
Length of time your organization has been in existence and time it has been in Akron.
6. REQUIRED:  
    Tax Identification Number  
    UEI Number
7. Funds requested  
Provide the total amount requested (\$125,000 maximum)
8. Project name  
Name of project
9. Project location  
Address and/or description of where project will take place
10. Total project cost  
Total cost for the project
11. % of total project cost to be funded by the City  
Of all funding sources, what percent is funded with requested dollars? To calculate, divide the requested amount by the total value of all funding sources.  
*The maximum percentage of total project costs that can be funded is 50%.*
12. Project start and end dates
13. Attachments  
Provide the listed items as attachments to your original application only



## 2: PROJECT ELIGIBILITY

1. Federal regulations require that all CDBG funded projects meet one of three national objectives to qualify for funding. This project/program meets at least ONE of the objectives listed below (please check all that apply)  
Select at least one of the objectives to be eligible to receive funding.
2. Select the statements that describe how this project meets one of the listed National Objectives.  
Select at least one of the statements to be eligible to receive funding.
3. 2024 Eligibility Addition  
Indicate if your project impacts a Great Streets Akron district or is related to the goals of *Planning to Grow Akron*.
4. Project Category  
Select one of the listed categories that best fits your organization's funding request.

## 3: CDC DESCRIPTION

1. What type of services does your CDC provide)  
Describe all types of services provided by your CDC, even those that do not necessarily require funding; be as specific as possible.
2. Please describe the challenges OR need that will be addressed with your proposed project AND how will the project benefit CDC neighborhood residents?  
Describe how your project will benefit CDC area residents.
3. Please provide a detailed description of your proposed project.  
Please describe exactly what your project is. Be specific – the more detail the better.
4. How will the project strengthen the CDC's financial position? Will the project generate future revenues for the organization? Will the project require ongoing grant support in future years?  
Please describe if this project will benefit your organization financially and, if so, how?
5. How does your CDC plan to reduce the need for future grant funding?  
Will your CDC always need grant funding for this project/program or will you be able to reduce the need in the future? If the reviewers do not recommend that you receive the total amount requested, will you still be able to do the proposed project/program?
6. Briefly explain how your project is different from or similar to existing projects at other organizations.

Are there local projects or programs similar to your project? How is your project different?

**4: PROJECT MEASUREMENT**

1. How many people/households will be served by this project?  
Briefly explain the activities you plan to undertake with this funding opportunity.
2. Of the total number of people in Question 1, how many of these are low-to moderate income (LMI)?

At least 51% of clients to be served low-to moderate income (LMI) as described in HUD housing guidelines.

Please indicate the number LMI persons you expect to be served by your CDC. You must also be able to document income levels and race/ethnicity of persons being served.

Under the limited clientele category, 51% of the beneficiaries have to be extremely low-to moderate income. The following chart shows the **2024 income limits** for extremely low- to moderate income persons:

Persons per Family	1	2	3	4	5	6	7	8
Extremely Low (EL)	\$20,050	\$22,900	\$25,820	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720
Low (L)	\$33,400	\$38,200	\$42,950	\$47,700	\$51,550	\$55,350	\$59,150	\$63,000
Moderate (M)	\$53,450	\$61,050	\$68,700	\$76,300	\$82,450	\$88,550	\$94,650	\$100,750
Non=Moderate/ Medium	\$53,451	\$61,051	\$68,701	\$76,301	\$82,451	\$88,551	\$94,651	\$100,751

3. What is the projected **outcome** of this program/project? (How will the outcome benefit the total number of persons in Question 1?)  
Briefly explain the expected *outcomes* of your project(s). The outcomes describe the benefits that result from your activities or outputs and how well they met the user needs. For example: 20 children will learn to read, 7 seniors will access legal help.
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?  
How will you manage the collection of data needed to measure the performance of the project? Will you keep daily/weekly reports, use a specific form or program to track data, etc?

## 5: PROJECT BUDGET

The Project Budget allows you to itemize the expenses related to your project(s). This section allows the reviewers to determine the key areas that will be targeted by the funding.

Project/Program Title:

Fill in Project Title.

Project/Program Expenses:

This table should be filled in completely and reflect all costs related to the project. The first column should detail the items that would be paid for with CDC funding. The second column should reflect funding that is anticipated from other sources. The third column should list the entire budget for the project. ***Keep in mind that a dollar for dollar match is required.***

Billing Procedures: Funds will be distributed on a reimbursement basis for expenses incurred in accordance with the contract's goals and objectives. Billings for anticipated expenses may be included by special arrangement.

Billing schedules may vary for projects but will generally be either monthly or quarterly. No advances will be given.

**Eligible reimbursements are based on items in your approved project budget.**

Any costs incurred before the effective date of the contract or after the termination date of the contract will not be covered by the grant. Matching funds must be expended within the period of the grant agreement.

Monitoring and Reporting: Monthly progress reports and a short final report evaluating the success of the project are required as a condition of receiving reimbursement under the contract. Monthly reports must be submitted in order to be reimbursed project expenses.

City staff will periodically conduct on-site monitoring of each project. This will include observing project activities and a review of files and financial records. Any deficiencies or required corrective actions will be noted in a formal letter to the grant recipient.

## 6: Certifications

Provide the necessary signatures.

### APPENDIX I: INDEX OF ATTACHMENTS

Number and name all attachments, list them in the index of attachments and make sure all of the references to the application are correct.

Attachments should only be included if they answer the questions posed in the application. In addition to the required attachments, include only those attachments that are needed to understand the project.

## **Application Evaluation Criteria (100 point maximum)**

*This sheet is for your reference only.*

### **1. Community Development Corporation Information [10 points]**

\_\_\_ /5 All required information provided including Tax Identification Number and EUI

\_\_\_ /5 All attachments (including Secretary of State Certificate) provided

### **2. Project Eligibility [15 points]**

\_\_\_ /15 Project meets Community Development Block Grant National Objectives and qualifies as an eligible project

### **3. CDC Description [25 points]**

\_\_\_ /20 Organization and programs provide unduplicated services for the neighborhood

\_\_\_ /5 Demonstration of other funding in place

### **4. Project Measurement [25 points]**

\_\_\_ /5 Identification of target population and number served

\_\_\_ /5 At least 70% of population served is LMI (at or below 80% of local median income)

\_\_\_ /15 Demonstration of how those served will benefit from the program

### **5. Budget [20 points]**

\_\_\_ /10 Budget form is completed and realistic. Proposed expenses are justified and relevant to the project and CDC mission.

\_\_\_ /10 Operational expenses do not exceed 25% of total CDC funding request

### **6. Certifications [5 points]**

\_\_\_ /5 All necessary signatures obtained