

A RESOLUTION AUTHORIZING THE MAYOR AND THE FINANCE DIRECTOR TO MAKE APPLICATION FOR A PROGRAM YEAR 28 COMMUNITY DEVELOPMENT BLOCK GRANT AND DECLARING AN EMERGENCY

BE IT RESOLVED by the Council of the Village of Richfield, Summit County, State of Ohio:

SECTION 1. That the Mayor and the Finance Director be, and they hereby are, authorized and directed to make application for a Program Year 28 Community Development Block Grant in accordance with a memorandum from the Summit County Department of Development dated June 11, 2001, a copy of which is attached hereto as Exhibit "A" and incorporated herein fully as if by reference.

SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health safety and welfare and for the further reason that it is immediately necessary in order to make timely application for CDBG monies; wherefore, provided this Resolution receives the affirmative vote of two-thirds of the members of Council elected or appointed, it shall take effect immediately upon its passage and execution by the Mayor; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: July 17, 2001

Michael J. Lyons
President of Council

Donald W. Larsen
Mayor

Dated: 7/17/2001

ATTEST:
Carole Gibson
Clerk of Council

SUMMIT COUNTY, OHIO

JAMES B. MCCARTHY, EXECUTIVE

To: The Chief Elected Official of the community or Director of the Organization

From: Peter M. Paul, Community Development Coordinator

Date: 06/11/01

RE: 28th Year (2002) CDBG project application packets

Enclosed are the applications for funding 28th (2002) Year CDBG projects. If your community or organization has an eligible project, please fill out these forms completely and have them back to us by July 31, 2001. We will review them and submit the eligible projects to the Dept. of Housing and Urban Development (HUD) as part of our application for Community Development Block Grant (CDBG) funds.

Also attached are some new policies that were adopted by the CDBG Review Committee on May 17, 2001. Also attached is the CDBG Project Ranking Form that will be used to evaluate the relative merit of each proposed project.

If your community or organization does not wish to participate in the CDBG Program for 2002, please send a letter declining participation in the CDBG Program for the program year.

If you have any questions concerning eligible activities and other program related issues, please call me at (330) 643-8623 or email me at: ppaul@exec.summitoh.net

Thank you.

Enclosures

DEPARTMENT OF DEVELOPMENT

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330.643.2552 OR 330.643.2569 • FAX: 330.643.2886

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**RECAPTURE OF FUNDS POLICY FOR
THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM**

Adopted on and Effective from May 17, 2001

- 1.) For construction related projects, a 2-year time limit for the expenditure of funds will begin on January 1st of the year the funds are allocated, and will expire 24 months later on December 31st.
- 2.) Extensions will be granted on a case-by-case basis. Extensions involving an executed contract or agreement with a contractor, will be decided by Development staff. All other extension requests not involving an executed contract or agreement with a contractor, will be voted upon by the CDBG Review Committee.
- 3.) All recaptured funds will be used to finance eligible CDBG County-wide projects, or community projects that are larger in scope or that have cost over-runs. All decisions concerning the commitment of these recaptured funds will be made by the CDBG Review Committee.
- 4.) For public service related projects, a 1-year time limit for the expenditure of funds will begin on January 1st of the year the funds are allocated, and will expire 12 months later on December 31st.
- 5.) Extension requests for public service projects will be evaluated by the Department of Community and Economic Development staff and extensions granted will not exceed 90 days. Written requests for extensions are to be submitted no later than 2 weeks prior to the end of the program year.
- 6.) Senior citizen service projects that include a component of snow plowing, yard clean-up, senior luncheons, and other senior non-emergency service projects are required to have a 50% match requirement of local funds that are to be utilized prior to using CDBG funds.

CDBG Project Ranking Form

Project Name: _____

Community Name: _____

Requested \$ Amount: _____ Recommended \$ Amount: _____

Criteria	Max. Points	Points Earned	Comments
<i>A. Planning & General Criteria</i>			
Consistent with County Consolidated Plan Priorities	10		
Will significantly benefit a large number of low/mod persons and not result in relocation of persons	25		
The proposed project's impact is well documented, quantified and clearly stated	10		
Project will be completed by end of the Program Year	10		
Applicant has good track record in similar projects	10		
Applicant demonstrated that citizens input and participation was used in determining the need for the project	10		
Applicant demonstrates evidence of support critical for successful completion of project (i.e. zoning/permits, access, \$, etc)	10-complete 5-incomplete		
Creates/retains jobs	10		
<i>B. Fiscal Criteria</i>			
Reduces on-going costs for the community for the benefit of low/mod persons	10		
Protects earlier investments by the community	5		
Using funds from other sources in addition to CDBG funds	10		
Administrative costs not above 15%, for physical improvement projects	10		

Criteria	Max. Points	Points Earned	Comments
<i>C. Specific Project Type Criteria</i>			
1. Infrastructure Project			
Significantly improves/creates needed infrastructure in low/mod area	10		
Longevity of proposed improvement			
(a) over 25 years	20		
(b) 5-25 Years	10		
(c) Less than 5 years	5		
Is proposed project part of larger development effort? Consider the size of the project and accomplishment possible.	10		
<i>D. Discretionary Category</i>			
Health, safety, welfare factors and the number of years a community has opted out of being funded by CDBG	20		

COUNTY OF SUMMIT, OHIO
JAMES B. McCARTHY, COUNTY EXECUTIVE
Joseph Migliorini, Executive Director of Development
Peter M. Paul, Community Development Coordinator

COMMUNITY DEVELOPMENT BLOCK GRANT
Project Application - 28th Year (January 1st - December 31st, 2002)
Application Must Be TYPED and Fully Completed

GENERAL INFORMATION

Applicant: _____

Address: _____

Contact Person(s) and Title(s): _____

Phone & Fax
Numbers: _____

PROJECT INFORMATION:

Proposed Project Name: _____

Total project cost: _____ Amount of CDBG funds requested: _____

Briefly describe the project and explain how the funds will be used:

Is this project a continuation from a previous year? _____

Will this project be continued in subsequent years? _____

IF THE FOLLOWING ITEMS ARE NOT INCLUDED IN YOUR APPLICATION PACKET, YOUR APPLICATION PACKET WILL NOT BE PROCESSED.

Checklist For Completion of Application and Attachments:

- ___ Detailed project description, defining project outcomes in terms of measurable program objectives and/or physical improvement objectives. Should include project timelines and milestones.
- ___ Map showing the exact project location and/or defined benefit area. Include project location address.
- ___ Sketch map showing improvements to building or area.
- ___ Documentation providing the basis for the estimated number of persons to benefit.
- ___ A detailed list of the costs, including materials, labor, architectural and engineering.
- ___ Certified copy of the legislation by the governing body of the applicant authorizing a designated official to submit this application and execute contracts.
- ___ A letter from the applicant's Chief Financial Official certifying that all local and other public revenues listed are available for this project.
- ___ Floodplain Management Permit (if the project is located in a 100 year floodplain).
- ___ Supporting Documentation: This may include items such as photographs, additional descriptions, letters of support, and other information as deemed appropriate.

QUESTIONS

Please answer the following questions completely. Attach additional sheets if necessary. Estimates of the number of low to moderate income persons that will benefit from the proposed project must be based on 1990 U.S. Census data or another reliable information source. Please indicate which information source was used for any estimates listed below.

1. To be eligible to receive funding, this project must meet one of the following three National Objectives for the CDBG Program (see the Guide to Eligible Activities). SELECT ONE AND ONLY ONE OBJECTIVE UNDER WHICH THIS PROJECT IS ELIGIBLE:

_____ Primary benefit to low and moderate income persons

_____ Activity will aid in the prevention/elimination of slum & blight

_____ Activity designed to meet needs having a particular urgency - conditions that pose a serious and immediate threat, which originated within the past 18 months (i.e. tornado, chemical spill, etc.) . Documentation MUST be provided.

- 2a). If you checked benefit to low and moderate income persons as the objective of your project, which of the following categories would best describe the project? (choose only one)

1. Area benefit activities _____ This is an activity that benefits all residents in a low moderate income block group or area. Communities with HUD designated low/mod areas received a map showing the designated areas. Area benefit activities include: street improvements; water and sewer lines; and neighborhood facilities.

2. Limited clientele activities _____ These activities must benefit a clientele that is generally presumed to be principally low and moderate income – such as elderly persons, disabled adults, homeless persons, illiterate adults, persons living with AIDS. Examples of limited clientele activities include: construction of a senior center; public services for the homeless; meals on wheels for the elderly; construction of job training facilities for the handicapped, and removal of architectural barriers to modify facilities to allow accessibility for disabled.

3. Housing activities _____ This is an activity undertaken for the purpose of providing or improving permanent residential structures, which upon completion, will be occupied by low and moderate income persons. Examples of housing activities include: property acquisition or rehabilitation of property for permanent housing; conversion of non-residential structures into permanent housing.

4. Job creation or retention activities _____ This is an activity designed to create or retain permanent jobs, at least 51 percent of which will be made available to or held by low and moderate income persons.

Or is this project a housing activity? _____ Yes _____ No

If yes, describe whether it is a housing rehabilitation project or a conversion of nonresidential structures into permanent housing. Provide a detailed description of the project activity.

Benefit

Estimate number of low and moderate income persons to be served by this project. Identify if persons served are individuals (I) or households (H) _____

Identify source of estimate _____

Or is this project a job creation or job retention activity? _____ Yes _____ No

If yes, describe whether it is a job creation or job retention activity. Must demonstrate how at least 51 percent of these jobs will be made available or held by low and moderate income persons. Describe the project and its location in the space below.

2d). ***Urgent Conditions***

Please detail the conditions which pose a serious and immediate threat to the health or welfare of the Community and when the urgent need originated. Estimate the number of persons who will benefit from this project and provide documentation which supports your figures. The criteria for this is stringent so you should contact the Summit County CDBG coordinator before submitting an application under this nation objective.

Benefit

Estimate number of low and moderate income persons to be served by this project. Identify if persons served are individuals (I) or households (H) _____

Identify source of estimate _____

3) Please provide an estimated timetable for the project which includes approximate dates for bidding, construction, and completion

Will the project be bid or completed by existing community employees, the County Engineer or an outside contractor?

BEGIN DATE

END DATE

3a. Engineering/Design: / / / /

3b. Bid Advertisement: / / / /

3c. Contract Award: / / / /

3d. Construction: / / / /

Additional comments, if desired: _____

4). If providing a public service activity, and not constructing a physical project please provide project milestone dates below with a brief description of milestone activities in the following:

4a). Timeline Dates:

**** Failure to meet project schedule may result in termination of the agreement. Changes to the project schedule must be approved in writing by Summit County.**

5). Financial Resources:

A. Local In-Kind Contributions	\$ _____	_____ %
B. Local Public Revenues	\$ _____	_____ %
C. Local Private Revenues	\$ _____	_____ %
D. Other Public Revenues		
1. _____	\$ _____	_____ %
2. _____	\$ _____	_____ %
3. _____	\$ _____	_____ %
Subtotal Local Resources:	\$ _____	_____ %
CDBG Funds Requested:	\$ _____	_____ %
Total Project Funding:	\$ _____	_____ %

6) Complete the detailed project budget below (attach detailed explanation if necessary):

If You Have Any Questions Concerning This Application,
Please Call the Department of Development at (330)643-8623

Signature/Date Signed

Certifying Representative (Type Name and Title)

The undersigned certifies that (1) he/she is legally authorized to request and accept financial assistance from the County of Summit; (2) that to the best of his/her knowledge, all representations that are part of this application are true and correct; (3) that all official documents and commitments of the applicant that are part of this application have been duly authorized by the governing body of the applicant; and (4) should the requested financial assistance be provided, that in execution of this project, the applicant will comply with all assurances required by federal laws which govern the Community Development Block Grant Program of the Department of Housing and Urban Development and all assurances set forth in the contract to be signed with the County of Summit. The applicant also certifies that physical construction on the project as defined in the application has not begun, and will NOT begin until a 28th Year Community Development Block Grant agreement with the County of Summit has been executed. Action to the contrary may result in termination of the agreement.

APPLICATION AUTHORIZATION:

* List/ Explain "Other":

Types of Funding Utilized	LOCAL	IN-KIND	CDBG	*OTHER
Engineering				
Acquisition				
Construction				
Materials				
Labor Costs				
Administration				
Indirect Costs				
*Other				
TOTALS				