



CITY OF YOUNGSTOWN

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

and

HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM

APPLICATION INSTRUCTIONS

52nd Year Application / Proposal

Due Tuesday, March 31, 2025 before 2:00 P.M.

**Department of Community Planning and Economic Development
City Hall, 4th Floor
26 South Phelps Street
Youngstown, Ohio 44503**

ATTENTION: Compliance Director/ Debra Byrd

IMPORTANT NOTICE FOR APPLICANTS

The purpose of this information is to guide interested parties through the City of Youngstown's Community Development Block Grant (CDBG) Request for Proposals (RFP) process for the Fiscal Year 2026.

The annual demand for funds generally exceeds the amount made available from the Federal Community Development Block Grant (CDBG) Program to the City of Youngstown. The City is, therefore committed to funding projects, **within the City of Youngstown**, that are ready to proceed immediately after funds are available and those prepared to spend the approved funds within twelve to eighteen months from the date of allocation. Unspent funds remaining at the end of the Subrecipient agreement term may be reprogrammed by City of Youngstown Department of Community Planning and Economic Development (CPED), Community Development Agency (CDA) Division. CDA is the City of Youngstown's federal grant managing department.

If approved for funding, an agency *may not* submit a request to revise the project category or the project description that it listed on the submitted application. However, during the pre-agreement period, CDA reserves the right to request revisions to the scope of services/work and/or budget line items. This is to improve the benefit to low-and-moderate clients and the communities to be served.

FUNDS ARE NOT AN ONGOING SOURCE OF SUPPORT.

**EVEN IF A PROJECT IS FUNDED THIS YEAR, THERE IS NOT A GUARANTEE THAT THE PROJECT
WILL RECEIVE FUNDING IN SUBSEQUENT YEARS.**

City of Youngstown

52nd Year (FY 2026-2027)

GENERAL INFORMATION

Community Development Block Grant (CDBG)

The Community Development Block Grant Program is a formula grant authorized under Title I of the Housing and Community Development Act of 1974, as amended. It is administered through the United States Department of Housing and Urban Development (HUD). Section 109 of Title I of the Housing and Community Development Act of 1974 prohibits discrimination based on race, color, national origin, sex or religion in programs and activities receiving financial assistance from HUD's Community Development Block Grant Program. The governing statute for the CDBG program found at Section 104(b)(2) of the Housing Community Development (HCD) Act of 1974, as amended, (42 U.S.C. 5304), requires that each grantee certify to HUD's satisfaction that (1) the grant will be conducted and administered in conformity with the Fair Housing Act (42 U.S.C. 3601-20) and that (2) the grantee will affirmatively further fair housing.

Entitlement Community

An entitlement community is a city or county that is awarded an annual grant on a formula basis prescribed in federal legislation or regulation rather than based on individual project review. Eligible grantees are as follows:

- Principal City of Metropolitan Statistical Areas (MSAs) In the United States is a metropolitan statistical area (MSA) - a geographical region with a relatively high population density at its core and close economic ties throughout the area. In the United States, a principal city is the main core city in a metropolitan area. The largest city in each metropolitan or statistical area is designated a "principal city." Additional cities qualify if specified requirements are met concerning population size and employment.
- Qualified urban counties with populations of at least 200,000 (excluding the population of entitled cities may receive block grant funding.

As an entitlement community the City of Youngstown receives an annual allocation of CDBG and HOME funds. Estimated funding for FY 2026 is \$3,266,480 CDBG and \$424,917 HOME. Receipt of these funds is contingent upon submission of an approved Consolidated Plan and Annual Action Plan. Communities may undertake a wide range of community-based activities directed toward neighborhood revitalization, economic development, community services, public services, and public facilities and improvements. Entitlement communities must, however, develop their funding priorities in conformance with the statutory standards, program regulations, and other federal requirements. The regulations implementing the CDBG program are found at 24 CFR Part 570. To review the regulations in their entirety, visit HUD's website at <http://www.hud.gov>.

How does HUD decide how much funding the City of Youngstown will receive?

HUD calculates our funding percentage each year using census data with a formula that considers our total population, the number of persons living in poverty, and the number of housing units where persons are living in overcrowded conditions. Our funding amount is further impacted by the number of new entitlement communities and the funding available at the national level. As more communities are authorized to receive funding, each slice of the pie becomes smaller.

Objectives of CDBG

To develop viable urban communities by providing decent housing, a suitable living environment (through infrastructure and public services to improve the physical environment and residents' lives in our community), and expanding economic opportunities, principally for persons of low and moderate income.

CDBG Laws and Regulations (Statutory and Regulatory)

When Congress passed the Housing and Community Development (HCD) Act of 1974, it broke down the barriers of prevailing practices where under separate categorical programs the federal government had made the decisions about every community development project undertaken by cities. The HCD Act departed from this model by creating the CDBG Program. CDBG merged seven categorical programs into a block of flexible community development funds distributed each year by a formula that considers population and measures of distress including poverty, age of housing, housing overcrowding, and growth lag. Grantees now determine what activities they will fund if certain requirements are met, including that each activity is eligible and will meet one of the three broad national objectives of the program. The general provisions governing the CDBG program and eligible activities are cited at 24 CFR (Code of Federal Regulations) Part 570 – Community Development Block Grants

The HOME Investment Partnership Grant (HOME)

This grant program was created by the National Affordable Housing Act of 1990. The eligibility criteria are much the same as that of CDBG, however, HOME funds are restricted for housing and housing related activities only. In general, under the HOME Investment Partnerships Program, HUD allocates funds by formula among eligible State and local governments to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing, for very low-income and low-income families. Generally, HOME funds must be matched by nonfederal resources. State and local governments that become participating jurisdictions may use HOME funds to carry out multi-year housing strategies through acquisition, rehabilitation, new construction of housing, and tenant-based rental assistance. Participating jurisdictions may help in several eligible forms, including loans, advances, equity investments, interest subsidies and other forms of investment that HUD approves. HOME laws and requirements are outlined at 24 CFR Part 92.

Consolidated Plan (24 CFR Part 91)

As mentioned above, HUD requires all participating jurisdictions to submit a three-year or five-year strategic planning document called the Consolidated Plan. Our City's current plan, extends from July of 2025 and through 2029, and describes the housing and community development needs of Youngstown for a five-year period. This document represents the City's vision for improving the quality of life in the predominately low income areas of the city and provides details on how specific goals will be accomplished. Through the Five-Year Consolidated Plan, the City of Youngstown (through the grant administering agency, CDD) integrates community stakeholders' input to determine funding priorities for each program year. As conditions change, the Consolidated Plan may be amended.

Annual Action Plan

The Action Plan is the annual update to the Five-Year Consolidated Plan. The plan describes resources available, how those resources are to be utilized, (including funded projects), and the geographic distribution of those resources.

City of Youngstown Geographic Distribution of Funds

Projects must primarily benefit low-and-moderate income residents of the City of Youngstown. The CDBG Program is designed to allow the City to determine how to best meet the needs of its low-and-moderate income residents. The City of Youngstown has listed its established priorities within its Five-Year Consolidated Plan submitted to HUD. Within each of the main priorities, several goals were established. The priorities and goals established in the Consolidated Plan are intended to be the guiding principles for how funds are awarded.

The City of Youngstown Consolidated Planning Priorities and Goals

Each category is rated *High (H)*, *Medium (M)*, or *Low (L)* priority.

1. **Housing-H**

There are five objectives for housing:

- A. **LMI Homeowner Rehab**
- B. **Homebuyer Assistance**
- C. **New Construction Owner/Occupied Housing**
- D. **New Construction Rental**
- E. **Homeless Assistance**

2. **Public Facilities-H**

Support for improvements to parks, development of open space, growth of neighborhoods, expansion of health facilities, and improvement to other public facilities to advance the sustainability of the community.

3. **Infrastructure-M**

Support for improvements that include streets, sidewalks, water/sewer, landscaping, and other infrastructure improvements to develop the sustainability of the community.

4. **Public Services-H**

Support for fair housing, youth programs, senior programs, health services, employment training, and other public service activities to increase the availability, affordability, and accessibility or promote a viable community. CDBG Public Service funds also support crime prevention programs and activities.

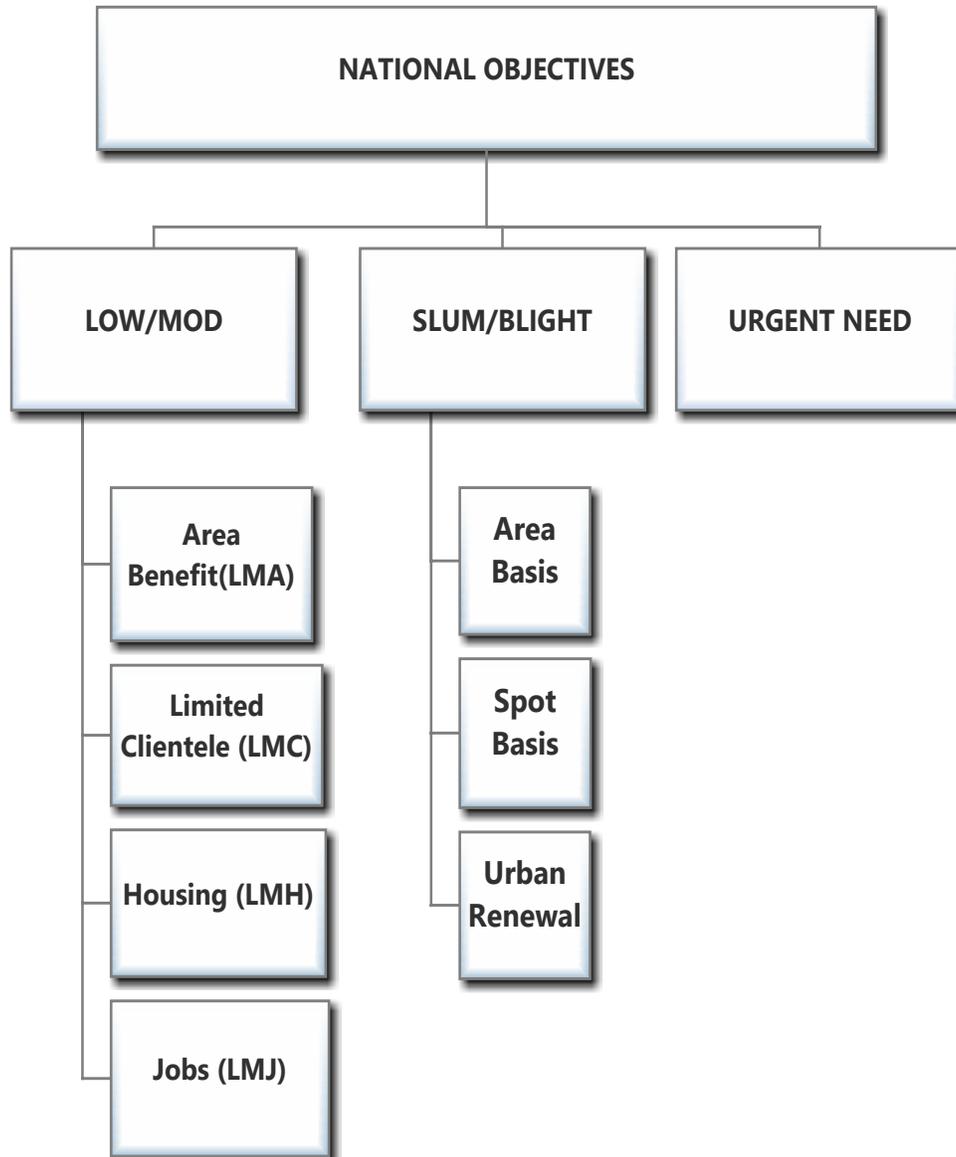
5. **Economic Development-M**

Support for workforce development programs and employment training for vulnerable populations. Microenterprise programs also provide services to similar populations. Economic development programs bolster the skills of participants and are closely tied to employment opportunities in the City of Youngstown and other areas located in the Mahoning Valley.

Minimum Criteria for Receipt of Funding

The proposed project must:

- Provide services that benefit primarily low-and-moderate income persons residing in the City of Youngstown.
- Meet at least one of the Consolidated Plan measurable objectives; and
- Meet a HUD National Objective (24 CFR 570.208)



Low-to-Moderate Income Benefit

An activity could qualify as benefiting low-and-moderate income households, if the following certain conditions are met:

A. Area Benefit

Benefits all residents where at least fifty-one percent (51%) are L/M income (See chart on page 17 for HUD Income Limits Documentation System Income Limit Summary).

B. Limited Clientele

Benefits a limited number of people or a targeted population if at least fifty-one percent (51%) are L/M income.

C. Housing

Provides or improves residential structures which house L/M income persons.

D. Jobs

Creates or retains permanent jobs of which at least fifty-one percent (51%) are available to or held by L/M income persons.

Slum and Blight Eligibility

An activity could qualify as addressing a slum and blight benefit if either of the following conditions is met.

A. Area Basis

Eliminates or prevents slums or blight in a designated area.

B. Spot Basis

Eliminates specific conditions on a spot basis not located in a slum or blighted area.

C. Urban Renewal

Activities in a designated Urban Renewal Project.

Urgent Need Eligibility

Meet a need having urgency that the grantee (City) is unable to finance on its own. The qualifying criteria for this category are the existing conditions must pose a serious and immediate threat to the health or welfare of the community; the conditions must be recent in origin; and other sources of funding are not available.

General Eligibility

For the purposes of this application process, the applicant's proposed block grant project must comply with an eligible activity **AND** a National Objective as explained above.

Eligible Activities (24 CFR Part 570): The following criteria should be used to determine whether a CDBG assisted project complies with one of the basic eligible activities as required.

Housing

Homeowner rehabilitation is one of the most common community development programs administered nationwide. CDBG funds provide a wide range of flexibility and allow communities to do emergency repair programs, spot rehabilitation, or full rehabilitation.

Public Facilities and Infrastructure Improvements

To acquire, construct, reconstruct, rehabilitate, or install public facilities and improvements. (Activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements). In the CDBG Program, public facilities and public improvements are broadly interpreted to include all improvements and facilities that are either publicly owned or that are traditionally provided by the government, or owned by a nonprofit, and operated to be open to the public. This would include neighborhood facilities, firehouses, public schools, and libraries. Public improvements include streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, utility lines, and aesthetic amenities on public property such as trees, sculptures, pools of water and fountains, and other works of art.

The regulations specify that facilities that are designed for use in providing shelter for persons having special needs are public facilities (and not permanent housing), and thus are covered under this category of basic eligibility. Such shelters would include nursing homes, convalescent homes, hospitals, shelters for victims of domestic violence, shelters, and transitional facilities/housing for the homeless, halfway houses for runaway children, drug offenders or parolees, group homes for the developmentally disabled, and shelters for disaster victims.

Public Services

For the provision of public services, including but not limited to services concerned with employment, crime prevention, childcare, health, drug abuse education, or fair housing counseling.

Micro-enterprise Assistance

A micro-enterprise is a business having five or fewer employees, one or more of whom owns the business. Funds are to be utilized in facilitating economic development through the establishment, stabilization, and expansion of micro-enterprise businesses. This category authorizes the use of CDBG funds to provide financial assistance of virtually any kind to an existing micro-enterprise or to assist in the establishment of a micro-enterprise. It also authorizes the provision of:

1. Technical assistance to a new or existing micro-enterprise or to persons developing a micro-enterprise, such as advice and business support services; and
2. General support to owners of micro-enterprises or to persons developing a micro-enterprise, which could include, but not limited to, childcare, transportation, counseling, and peer support programs.

Eligible Costs: 2 CFR Part 200, Subpart E – Cost Principles (information formerly in OMB Circular A-122, A-21, and A-87– Cost Principles for Non-Profit Organizations, Institutions of Higher Education, and Units of Local Government):

General provisions, basic considerations, and selected Items of Cost 2 CFR **200.420 - 200.475** - Examples-

- 200.421: advertising and public relations costs.
- 200.465: materials and supplies costs, including costs of computing devices.
- 200.452: maintenance and repair costs.

THE APPLICATION PROCESS

Eligible Applicants

Non-profit organizations and local governments that deliver services to low-income clients within the City of Youngstown's service area may apply for funding. To receive consideration for funding through the City of Youngstown, all non-profit organizations must have their non-profit status and the supporting documentation from the IRS at the time of application.

The Application

Must be completed in a professional and accurate manner, with all sections thoroughly completed with details that are sufficient to demonstrate knowledge and capacity to carry out the proposed program or project type.

Funds

Are provided to awarded projects on a reimbursement basis only. This means that the funds will be available to the organization only after it has paid for eligible project costs. Thus, organizations must demonstrate financial viability to operate a federally funded program strictly on a reimbursement basis. A financially viable organization is one that can:

- Operate without financial hardship for a minimum of 90 days pending reimbursement.
- Demonstrate an existing and consistent cash flow; and

- Have in place sufficient internal control procedures (see 24 CFR 85.20 (b)(3) and 84.21(a)(3) – **Standards for Financial Management Systems**) to allow a separation of duties for personnel time allocations, etc.

(Note)

Organizations Costs incurred prior to completion of the environmental review process and obtaining an executed agreement will not be reimbursed. Additionally, organizations that are current subrecipients must be in good standing with the City of Youngstown (i.e., have no outstanding reporting delinquencies, outstanding monitoring findings, program capacity issues, or other issues as deemed disqualifying by the City of Youngstown).

Conflict of Interest

The standards in 2 CFR Part 215 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or perceived conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in the firm selected for the award. Any vendors seeking a contract with the City of Youngstown for the sale of property, goods, or services, may be required to file a conflict-of-interest inquiry form with the City.

Proposal Review Criteria

The review process for proposals requesting grant funds consists of a review by City staff and a committee that includes specified City Council members. The staff review verifies that the proposal is one that includes an eligible activity as determined by HUD guidelines. The staff will further evaluate proposals based on information provided in the submitted application. Evaluators or other City personnel **will not request or accept missing information once the proposal has been submitted.**

(Note)

Once the City receives funds from HUD, the City executes contracts with each of the selected organizations (subrecipient agencies). If the approved budget funding level is different from that requested on the proposal budget, the subrecipient must submit a revised budget and performance measurement system before an agreement is executed. Note that the proposal does not obligate the City of Youngstown to commit to award a contract for any costs incurred in preparation of the proposal. Furthermore, the City reserves the right to accept or reject any or all proposals if it is in the best interest of the City or HUD to do so.

APPLICATION INSTRUCTIONS

The application, which is enabled in PDF form, will be posted at [City of Youngstown, Ohio \(youngstownohio.gov\)](http://City_of_Youngstown,_Ohio_(youngstownohio.gov)).

Follow the following path to access the application on the website:

- Government tab at top of page
- City Departments
- Community Planning and Economic Development
- Community Development Division
- Forms and documents
- Click on “view list”.

- Current Grant Year
- 52nd Year Application

Complete the application electronically. **Please do not use ink or pencil to complete this application.** Although the format is not editable, there is space for you to provide your answers. You must print out your completed application and obtain signatures before submitting it to CPED.

Please be careful when moving through the application since some questions only require you to put an "X" in the Yes or No box (right click adjacent to the check boxes, find 'properties', and select 'checked').

Read each part of the application carefully to make certain that you provide answers to all questions and submit all required attachments. Review the attachment checklist at the end of the application.

Applicants should be direct and concise in responding to all questions.

PART I / General Information

This section provides general information about your organization and the program and activities that you are proposing. Make certain that you provide an appropriate response for each inquiry.

ALL APPLICANTS MUST COMPLETE THIS SECTION.

Units of Service

Units of service typically represent the number of people, households, housing units, jobs, businesses, or organizations your program will serve over the period of the program. The "unit" may vary slightly depending on nature of the program and the type of service provided. Some programs serve households, while others serve individuals. In either event, whether it is a five-person household that was provided with a new furnace or one youth that participated in a twelve-week learning program, each represents one (1) unit of unduplicated service.

Example

In a 12-week summer youth program, each child participating in the program represents one unit of *unduplicated* service. It does not matter if a child comes six weeks, eight weeks, or all twelve weeks. When they register for the program, each represents one unit of unduplicated service. The unit of service is not how many times a child comes, but rather how many children come and receive the service.

Example

In a housing rehabilitation program, a unit of unduplicated service would typically represent a household. You would count how many households were provided with service. If it were a fully occupied duplex with a family in each unit and a roof was put on the duplex, this would represent two (2) units of unduplicated service. If it were a single-family home that was provided with a new furnace, it would represent one (1) unit of unduplicated service.

Example

In a homeless program, a unit of unduplicated service would typically represent each homeless person who was provided with shelter, meals, or etc. It does not matter if the homeless person stays one night or three nights, each person served represents one unit of unduplicated service.

PART II / National Objectives and Consolidated Plan Priorities

All applicants must complete this section.

PART III / Organizational Capacity and Experience

Make certain that you answer all sections and provide all requested attachments.

All applicants must complete this section.

PART IV / Proposal Narratives

All applicants must complete this section.

PART V / Anticipated Benefits, Timetable, and Scope of Services

All applicants must complete this section.

PART VI / Budget Forms and Attachments

Make certain that you answer all sections and provide all requested attachments.

PART VII / Budget Narratives

PART VIII / Financial Management (provide as an attachment)

PART IX / Insurance/Worker’s Compensation/Payroll Taxes/Audits

In signing the application for funding for which these guidelines apply, you agree that you are responsible to comply with such requirements as outlined.

PART X / Attachment Checklist

PART XI / Public Facility, Housing, Infrastructure, or Planning Project

Complete all questions in this part *only if you are proposing a Housing, Public Facility, Infrastructure, or Planning Project*. Refer to Census Tract Map – Use a highlighter to indicate the area of the City that your proposed activity will take place.

PART XII / Public Service, Microenterprise, Youth, Senior, Fair Housing or Anti-crime

Complete all questions in this part *only if you are proposing a public service activity including programs for youths, seniors, fair housing activities, anti-crime, or other public services*. Refer to Census Tract Map – Use a highlighter to indicate the area of the City in which your proposed activity will take place.

Excel Budget Worksheet (also linked on the webpage)

This form has been automated for your convenience. The areas shaded in gray are the only areas where you can input information into the budget. You simply put the proper dollar amount in the appropriate line item and the calculations are done for you.

If you need to list an item in your budget that is not already identified within the budget categories, simply enter the description of that budget item in one of the fields titled "Other" within the appropriate section of the budget.

Program Budget Worksheets / Pages A, B, and C

Item A – Personnel Services – Personnel services are for the program and activity for which you are requesting Block Grant funding. List the job titles of each staff person involved in the program and the number of hours per week that they spend on the program. If the staff person is a part time employee, provide the total number of hours per week this person works and the number of hours per week that this staff persons works on the proposed activity. Place a "FT" next to each full-time employee.

List each staff person's total annual salary and fringe benefit costs attributed to the program and the amount attributable to the CDBG or HOME request.

NOTE: FOR ITEMS B THROUGH D, PROVIDE PROGRAM TOTALS ONLY, NOT FIGURES FOR THE ENTIRE ORGANIZATION.

Item B – Operating/Administrative Expenses – List the total expenses related to the operation/administration of your program and the amount you are requesting to be funded from block grant funds.

Item C – Capital Expenditures: 2 CFR 200.439 – Equipment and other capital expenditures. (a) See 200.13 Capital expenditures, 200.33 Equipment, 200.89 Special purpose equipment, 200.48 General purpose equipment, 200.2 Acquisition cost, and 200.12 Capital assets. Pay attention to the rules of allowance that apply to equipment and other capital expenditures.

Item D – Direct Program/Activity Costs – Describe any additional costs other than salaries that are directly attributable to the program/activity that you are proposing.

Program Totals – List the totals for each of the items from the prior budget worksheet pages.

52nd Year Program Revenue Sources: This section requests information on the funding sources for your program. Please list all sources and be sure that the total of the funding sources and the program budget total match.

DUNS / UEI Number (Required)

HUD requires a DUNS number and UEI to track some federally funded projects. The DUNS number is a unique nine-character number and the UEI number is a unique twelve-character number that identifies your organization. It is a tool of the federal government that essentially tracks how federal money is distributed. The federal government has given local government the authority to collect this information. Most large organizations, libraries, colleges, and research universities already have a DUNS number or UEI. Ask your grant manager or chief financial officer to provide your organization's DUNS number. If your organization does not have a DUNS number or UEI number, use the Dun and Bradstreet (D&B) online registration or SAM.gov to receive one free of charge. See <http://www.fedgov.dnb.com/webform/>. The following information is needed to obtain a DUNS number or UEI number:

- Name of organization
- Organization address
- Name of CEO/organization owner
- Legal structure of the organization
- Year the organization started.
- Primary type of business
- Total number of employees (full and part time)

System for Award Management (SAM) – is the Official U. S. Government system that consolidated the capabilities of four (4) contract registration systems. All agencies, who apply for federal funds must register in this system. There is no fee to register at www.SAM.gov.

Learn More about CDBG: <https://www.onecpd.info/cdbg-entitlement/>

APPLICATIONS ARE DUE NO LATER THAN 2:00 PM Tuesday, March 31, 2026

ANY APPLICATIONS RECEIVED AFTER THIS DEADLINE WILL BE MARKED AS SUCH AND
RETURNED TO THE APPLICANT

TECHNICAL ASSISTANCE AND QUESTIONS

All questions related to the RFP and submission must be submitted in writing. Questions will be accepted until 2:00 pm on Tuesday, March 31, 2026, Submit to dbyrd@youngstownohio.gov

Use the subject title **RFP QUESTION**.

To expedite the response to your question, also provide the following in your email:

1. Applicant Agency name.
2. Name and title of agency staff that attended the RFQ meeting; and
3. Topic of the question:
 - a) Projects Specifics and Eligibility
 - b) Budget
 - c) General Administration; and/or
 - d) Other (specify)

CDA staff will provide a written response to your question by **4:00 pm on the second business day following your request.**

Monitoring and Compliance

Agreement Procedures

Your agency representative will get a Statement of Award letter (June) if your organization is selected to receive CDBG or HOME funding. The letter will provide instructions on how to obtain an agreement between your organization and the City of Youngstown.

CDA staff will conduct a training for CDBG funded (date and location to be announced) service providers. A separate session may be provided for HOME funded organizations. Information presented in the trainings will enable the agencies to carry out their contractual responsibilities. Much of the information is regarding compliance with federal regulations, the proper completion of financial and performance reports, proper documentation required for reimbursements, and other relevant information.

Environmental Review (24 CFR Part 58)

As part of HUD requirements and regulations, an environmental review must be completed before executing a contract. Most of our recently funded activities have been classified, by their nature, as exempt. With these activities, we are not required to complete an environmental assessment. **Please note that no CDBG or HOME funded organization will be reimbursed for any charges incurred prior to CDA completing the environmental review.**

Disbursement of Funds

Disbursement Organizations are required to submit their invoices and documentation to receive reimbursement for eligible costs. Eligible items of cost are written at Agencies should refer to their organization's agreement with the City for additional details regarding this process.

Time and Effort Log (definition)

A Time and Effort Log is a document that provides the required documentation to show that the work an employee does aligns with the funding source from which the same employee is paid. Time and Effort Logs **are not** timecards from which compensation is determined. Supervisors must ensure they collect actual Time and Effort Logs from all staff including administrative and support staff.

Time and Effort Log Compliance: 2 CFR 200.430

2 CFR 200.430 states charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated. Instead of basing their time on a budget estimate, employees spending less than 100% of their time on the CDBG, ESG, or HOME program must track actual time spent on the program.

Monitoring Reviews

Monitoring is an important component of the allocation process. Thus, it is critical that the City of Youngstown and subrecipients maintain the appropriate documentation to support their activities in accordance with federal guidelines and the City of Youngstown's grant reporting requirements. Each quarter, subrecipients are required to submit documentation for the performance, eligibility, reimbursement, and characteristics of individuals served (e.g., race, ethnicity, income). This information is received as part of the quarterly desk monitoring review process.

The City will also conduct on-site monitoring of organizations. HUD representatives may also make on-site visits as part of their monitoring duties to the City of Youngstown. The risk assessment analysis conducted by the CDBG/HOME compliance staff helps to establish which agencies will receive on-site monitoring visits. Client files will be reviewed by CDA staff to ensure compliance with HUD guidelines.

Organizations, by contract, must verify and maintain income data for each client. These records must be maintained for at least five years after the end of the contract.

In conducting performance reviews, the CDA staff will rely on information obtained from the subrecipients' performance reports, maintained records, findings from on-site monitoring, and audit reports. Performance monitoring reviews typically result in a formal written report from compliance staff. The report summarizes the monitoring review and indicates whether the subrecipient was found to be in noncompliance with any applicable regulations or requirements. Noncompliance with any rules or regulations could result in suspension or termination of the contract and reallocation of funds.

If findings or concerns are presented in a monitoring report, the subrecipient is given a specific time frame in which to respond to the reported deficiencies. In addition, the compliance department, on behalf of the City of Youngstown, may either provide the subrecipient with the recommended corrective action or require the subrecipient to submit proposals for corrective actions for approval.

Recordkeeping (24 CFR 570.503 (b)(2))

Accurate recordkeeping is crucial to the successful management of federal grant-funded activities. Insufficient documentation (if records are missing, inadequate, or inaccurate) is likely to lead to monitoring findings, which are often difficult to resolve. Organizations receiving funding must complete an application for each individual or household client (whichever is applicable) and maintain supporting documentation in participant files. If it is determined at the time of monitoring that supporting documentation is incorrect or insufficient, the subrecipient may be required to repay all reimbursements paid to their organization. The organization may also be denied future reimbursements. Non-compliance with any rules or regulations could result in suspension or termination of the contract and reallocation of funds.

Access to Records/Maintenance of Records

HUD and the Comptroller General of the United States or their authorized representative have the right to access Grantee and subrecipient program records. Recipients of HUD funds must keep documentation on funded programs for five years beyond program close-out.

Inadequate Performance or Non-Compliance

If a subrecipient or its CDBG funded or HOME funded activity is found to be out of compliance with federal regulations or with any of the terms stipulated in the contract/agreement with the City of Youngstown, funding can be withheld until compliance is achieved. If compliance cannot be achieved, then funding can be withheld. The organization may be required to repay funds disbursed to them. Additionally, funds may be withheld from any subrecipient that does not submit reports or reimbursement requests accurately and on time. Reimbursements can resume when the organization demonstrates acceptable reporting actions. If program performance is found to be substantially inadequate in meeting the stated objectives and measures, the subrecipient may be required to submit a written explanation. Inadequate program performance may adversely affect future CDBG funding requests to the City.

CDA compliance staff will provide technical assistance regarding program administration and training on HUD rules and regulations as needed. Each subrecipient is responsible, however, to make certain that their relevant program staff acquire a basic knowledge of the Block Grant program, follow administrative standards, and adhere to all statutory and regulatory principles as outlined in the subrecipient agreement.

Performance Measurement System

Federally funded agencies are required to measure the outcomes of their programs, document program effectiveness, and increase service quality, and improve public accountability. Program results are linked to funding decisions and public support for programs. HUD's performance measurement system provides a consistent method to access data from grantees and aggregate the data nationally to demonstrate the positive impact CDBG are making at a national level. Recipients of CDBG and HOME funds will be required to meet one of the three outcomes and one of the three broad objectives:

- **Creating Suitable Living Environment**
Activities that will benefit communities, families, or individuals by addressing issues in their living environment.

- **Providing Decent Housing**
Activities that are focused on housing activities that are proposed to meet individual or community housing needs.
- **Creating Economic Opportunities**
Activities that are related to economic development, commercial revitalization, or job creation.
- **Additionally**
Specific indicators are required for each activity based on the objectives and outcomes selected. Common indicators include information such as number of persons served, number of jobs, and number of housing units.
- **Availability/Accessibility**
Activities that will make services, facilities, housing, or shelter available or accessible to people.
- **Affordability**
Activities that provide affordability in a variety of ways to include lowering the cost or improving the quality of a service or product.
- **Sustainability**
Activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to people or by removing or eliminating slums or blighted areas

(Performance Measurement System (for more information see HUD website))

2025 INCOME LIMITS DOCUMENTATION SYSTEM (HUD has not updated for 2026)

Summary for Mahoning County, Ohio: Median Income - \$73,200 (2024)

CITY OF YOUNGSTOWN



52nd YEAR

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
and
HOME

GRANT APPLICATION

Application Certification: To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, Federal, State, and Local laws and regulations if applicant is approved to receive funding.

Project Title: _____

Applicant Organization: _____

Organization's Authorized Signatory (print): _____

Signature/Date: _____

52nd Year Application/Proposal: Due Tuesday, March 31st 2026 before 2:00P.M.

****All applicants must complete Parts I through X****

CDBG/HOME Application Table of Contents
****All applicants must complete Parts I through X****

- I. General Information
- II. National Objectives and Consolidated Plan Priorities
- III. Organizational Capacity and Experience
- IV. Proposal Narratives
- V. Anticipated Benefits, Timetable, and Scope of Services
- VI. Budget Forms and Attachments
- VII. Budget Narratives
- VIII. Financial Management (Provide as an attachment)
- IX. Insurance/Worker’s Compensation/ Payroll Taxes/Audits
- X. Attachment Checklist

***XI. Public Facility, Housing, Infrastructure**
****NOTE:** Complete this section *only* if your proposal is for a Public Facility, Housing, or Infrastructure project.

***XII. Public Service Project: Includes Microenterprise Programs, Youth, Senior, Fair Housing or Anti-crime**
****NOTE:** Complete this section *only* if your proposal is for a Public Service project.

52nd Year Application/Proposal: Due Tuesday, March 31, 2026 before 2:00P.M.
****All applicants must complete Parts I through X****

CDA Staff Only: Timely /all forms sections are included/complete	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Submission Date:	

NOTE: YOUR APPLICATION WILL NOT BE ACCEPTED UNLESS IT IS COMPLETE and SUBMITTED ON TIME AS: ONE (1) ORIGINAL, and THREE (3) COPIES WITH ALL REQUIRED SIGNATURES, ATTACHMENTS, AND DOCUMENTATION) Revised 1/25

Part I –General information— *must provide a response to all items. Limit information to the space provided—attach additional information only as requested.*

1. Applicant Organization:		
2. Project Title:		3. Amount of CDBG or HOME Request: \$
4. Project Funding (Select One) <input type="checkbox"/> HOME <input type="checkbox"/> CDBG	5. New Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, list original start date:
6. Projected Annual Units of Service:	7. Total Project Budget:	8. Funds Committed Amount (must attach written proof):
9. Cost per Unit (=Total Project Budget/Projected Units of Service):		
10. Project Site Address (City, State, Zip Code+ 4): <i>(No P.O. boxes accepted)</i>		
11. Project Administrator Name:		12. Financial Officer Name:
13. Project Administrator and Financial Officer: Phone and Email:		
14. Agency DUNS and UEI Number: /		15. Agency Federal ID Number:
16. System for Award Management (SAM) Registration Cage Code:	17. 501(c) 3? <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Faith-Based? <input type="checkbox"/> Yes <input type="checkbox"/> No
19. Agency Executive Director, CEO, or President (as applicable) Name:		
20. Agency Executive Director, CEO, or President (as applicable) Phone and Email:		
21. Agency Mailing Address: City, State, Zip Code+ 4		

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Part II –National Objective and Consolidated Plan Priorities

1. Answer A, B, and C

The proposed project must comply with all applicable regulations and give maximum priority to activities that meet one or more of the following National Objectives:

- Benefit a majority ($\geq 51\%$) of low to moderate income (LMI) persons, who earn at or below 80% of the area median income (AMI), adjusted by household family size.
- Activities to eliminate or prevent slum and blight.
- Provide services to address an urgent threat to the health and welfare of the community.

(A) Check *only* one (1) of the four (4) boxes to indicate under which National Objective eligibility category the service you propose to provide qualifies:

LOW/MOD INCOME PERSONS			
<input type="checkbox"/> Area Benefit	<input type="checkbox"/> Limited Clientele	<input type="checkbox"/> Housing	<input type="checkbox"/> Jobs

(B) Attach a Youngstown census tract map, highlighting the area that will be served by the proposed project.

(C) Indicate the Consolidated Plan Priority under which your project activities will qualify. (Select ONE):

FIVE-YEAR CONSOLIDATED PLAN PRIORITIES (Select ONE)				
<input type="checkbox"/> Housing	<input type="checkbox"/> Public Facilities	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public Services	
<input type="checkbox"/> Workforce and Economic Development to bolster skillsets				

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Part II –National Objective and Consolidated Plan Priorities (Continued)

2. Answer A and B

(A) Indicate the Project Objective (What is the purpose of the project?)

(Select ONE)

PROGRAM OBJECTIVES (Select ONE)	
<input type="checkbox"/>	Creating Suitable Living Environment: Activities that will benefit communities, families, or individuals by addressing issues in their living environment. Invest in infrastructure and support programs to build inclusiveness, safety, and security in individual neighborhoods.
<input type="checkbox"/>	Providing Decent Housing: Activities that are focused on housing activities that are proposed to meet individual or community housing needs.
<input type="checkbox"/>	Creating Economic Opportunities: Invest in persons wanting to create microenterprise. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment.

(B) Indicate the Program Outcomes (What type of change or result are you seeking?)

(Select ONE)

PROGRAM OUTCOMES (Select ONE)	
<input type="checkbox"/>	Availability/Accessibility: Activities that will make services, facilities, housing, or shelter available or accessible to people.
<input type="checkbox"/>	Affordability: Activities that provide affordability in a variety of ways to include lowering the cost or improving the quality of a service or product.
<input type="checkbox"/>	Sustainability: Activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to people or by removing or eliminating slums or blighted areas.

3. Has your agency ever received funding from the City of Youngstown?

If yes, list the last four (4) years funding was received (in descending order) and the respective amounts. In addition, list the number of service units projected and number of units provided for each of the four (4) years.

Year Funded	\$ Amount Received	Units Projected	Actual Units Provided

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Part II –National Objective and Consolidated Plan Priorities (Continued)

4. If your organization received CDBG or HOME funds in the past, explain how you can document that you accomplished the goals, objectives, and outcomes for the years in which you used the funds that were awarded to you:

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PART III – Organizational Capacity and Experience

5. Give a brief background of your agency including, for profit or nonprofit status.
 - a. Present the history, mission statement, and services provided by the organization.
 - b. Describe direct experience with program activities offered in this proposal; and
 - c. Provide a description of program staff, including relevant professional experience; attach resumes for all program staff:
 - d. Attach the document that describes the process your agency uses to choose its Board of Directors (BOD). Also provide answers to questions one (1) and two (2) below.
 1. How well does your organization’s BOD represent the community served by the organization? Include details, such as the member’s race, ethnicity, and gender to support your response.
 2. Do the requirements to become a board member enhance the organization’s capacity to complete the proposed project? Explain.

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PART III – Organizational Capacity and Experience (Continued)

6. List all state grants received by your organization in the past three (3) years.
 - a. Give a brief description of the projects funded by state grants during this three (3) year period.
 - b. Indicate results of audits and monitoring; and
 - c. List a point of contact for references regarding such audits and/or monitoring:

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PART III – Organizational Capacity and Experience (Continued)

7. List all federal grants received by your organization in the past three (3) years.
 - a. Give a brief description of the projects funded by federal grants during this three (3) year period.
 - b. Indicate results of audits and monitoring; and
 - c. List a point of contact for references regarding such audits and/or monitoring:

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PART III – Organizational Capacity and Experience (Continued)

8. Does your organization have policies and procedures in place to comply with Federal Equal Opportunity and Fair Labor Laws? If no, explain:

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PART III – Organizational Capacity and Experience (Continued)

- 9. Does your organization utilize volunteers to carry out activities proposed in this project?
 - a. If yes, what type of work do the volunteers perform?
 - b. If no, explain:

- 10. Present the following information as an ATTACHMENT to this proposal:

Provide (attach) a project-specific staffing and organizational chart; in this chart you must:

- a. Include all employees that contribute time toward this project, whether funded by CDBG, HOME, or some other source(s).
- b. Identify all staff whose positions you propose to fund with CDBG or HOME funds. Include name of employee, title, a brief description of the duties associated with each position, and years of experience with this program.
- c. Indicate respective salaries needed to carry out this project.
- d. Indicate who is primarily responsible for the day-to-day management of CDBG or HOME funds; what are his or her credentials?

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PART III – Organizational Capacity and Experience (Continued)

Describe the following items in a brief narrative:

- 11. Will your organization have to hire additional staff, or are all the aforementioned positions filled?**

- 12. If you intend to hire, will you hire low and very- low-income persons? Explain. If you hire and do not hire low and very-low-income persons, explain why.**

- 13. If you use general contractors for your CDBG or HOME funded project, what process will you use to inquire and certify that such contractors have hired or made every effort to target and hire Section 3 eligible businesses or persons?**

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14. If all the positions are currently filled, explain how these positions are presently funded.

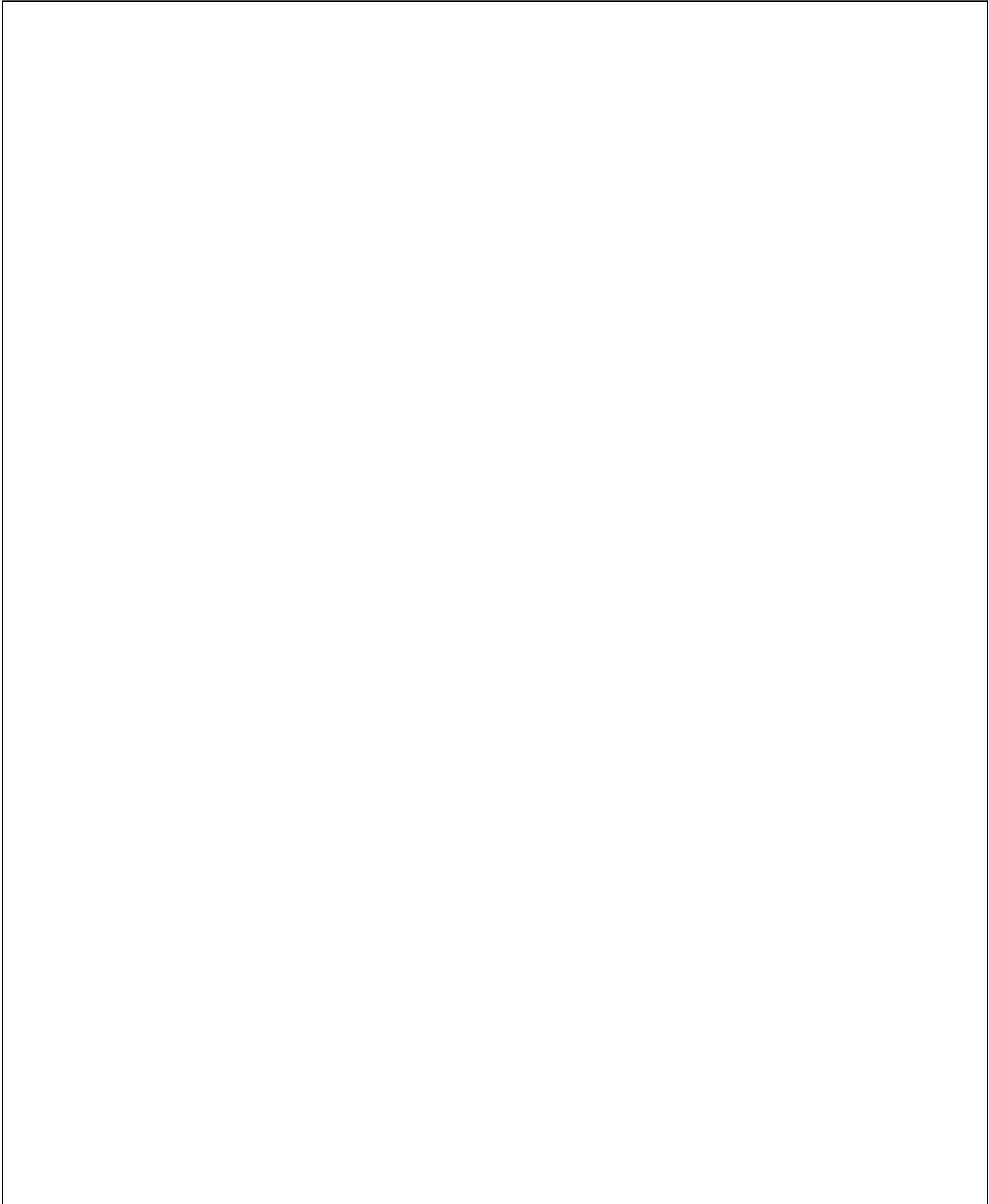
PART IV – Proposal Narratives

15. Problem and Need Identification:
- a. Describe the specific community development need that will be met by your proposal.
 - b. Describe the specific conditions or problems, which need to be addressed in providing services to low- and moderate-income residents or describe the blighting influence that is the cause of or may lead to slum and blight.
 - c. Clearly identify the National Objective under which your proposal will qualify:

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PART IV – Proposal Narratives (Continued)

15. (Continued)



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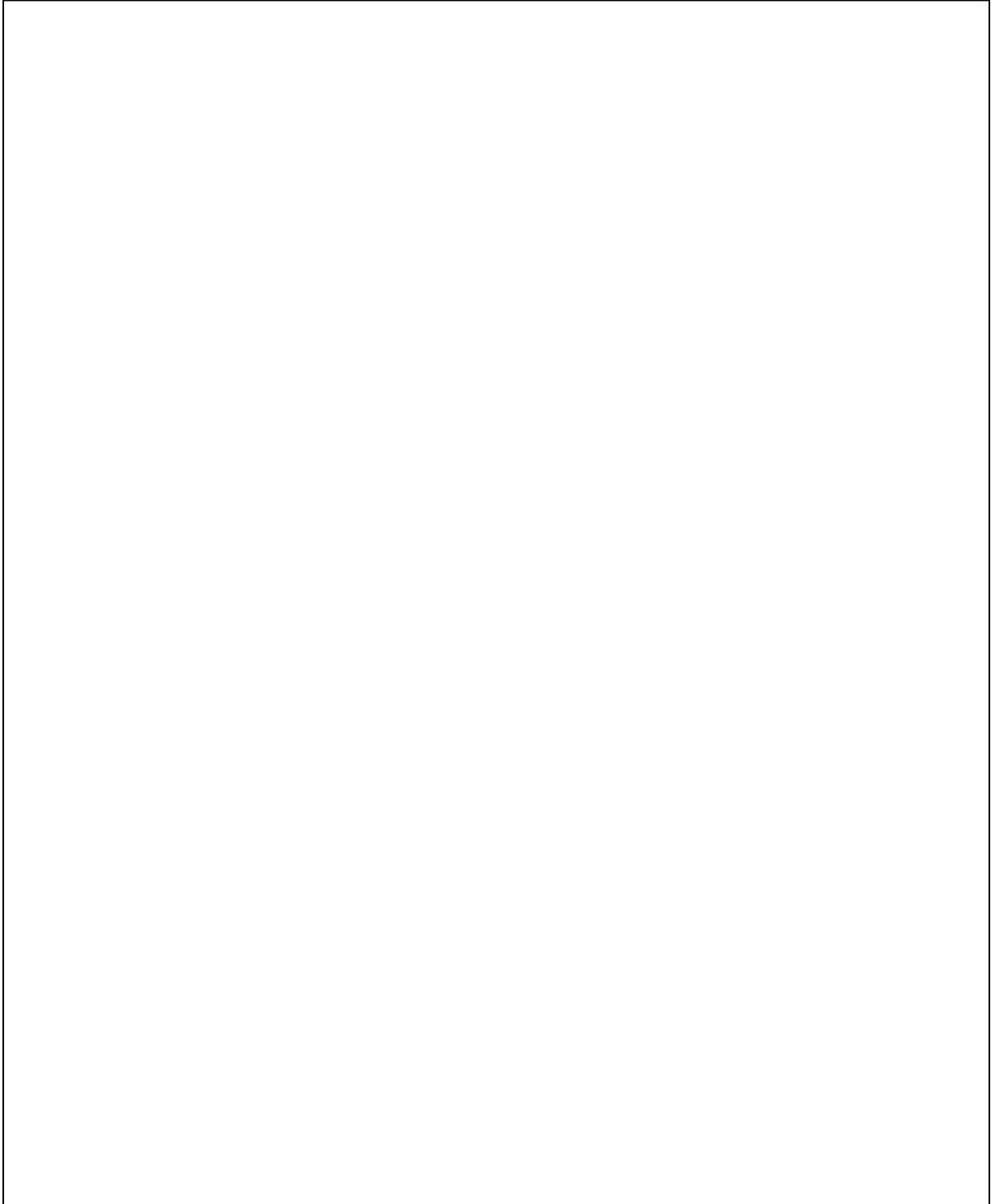
PART IV – Proposal Narratives (Continued)

- 16. Project Description and Strategy Statement: Provide a brief, but specific description of how this request for funds will address the need you identified above. You should:**
- a. Provide a detailed description of all proposed activities; specifically describe and quantify the services (outputs) to be provided with federal CDBG or HOME funds.**
 - b. List the areas of the City of Youngstown in which project activities will take place (be specific; list street names, names of neighborhoods, names of parks, etc.).**
 - c. List the Census Tracts of your proposed services area. Attach a Youngstown census tract map on which you highlight or outline the service area.**
 - d. List specific and measurable outcomes (type of results that you seek). If your strategy references established best practices, provide a list of citations.**
 - e. Indicate if the proposed project is a continuation of an existing program, or if it is a new project. Is the project at a new location?**

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PART IV – Proposal Narratives (Continued)

16. (Continued)



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PART IV – Proposal Narratives (Continued)

f. How many of the persons served by your project during the period July 1, 2025, through December 31, 2025, were low to moderate income? How can you document this?

PART IV – Proposal Narratives (Continued)

16. Project Description and Strategy Statement (Continued)

g. How many of these persons were residents of the City of Youngstown? How can you document this?

h. Describe (be specific) how your agency will modify the proposed project if you do not receive CDBG or HOME funds in the amount you requested:

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- i. Do proposed activities produce any income? If yes, explain how said income is produced and the amount that you foresee will be produced:**

PART IV – Proposal Narratives (Continued)

17. Evaluation

- a. List what measures/instruments you will use to evaluate the achievement of intended outcomes.**
- b. Provide a schedule of actions you will take to measure outcomes; and**
- c. Explain the process for modifying the program should such action be necessary because the project/activity is less effective than anticipated.**

PART V – Anticipated Benefits, Timetable, and Scope of Work

18. What is the status of the proposed project?

19. When will project activities begin and end?

20. In the table below, indicate the amount of CDBG or HOME funds projected to be expended each quarter during the period July 1, 2026, through June 30, 2027.

Indicate below the amount of funds projected to be expended each quarter.			
(2026) July, Aug, Sep	(2026) Oct, Nov, Dec	(2027) Jan, Feb, Mar	(2027) Apr, May, June
\$	\$	\$	\$

PART VI – Budget Forms and Attachments

21. Complete the Program Budget Worksheet Attachment reflecting the project for which you are requesting CDBG or HOME funds. Include all costs that are necessary to complete the project activities, including costs such as architectural fees, architectural services, and other required expenses.

PART VII – Budget Narratives

22. What percentage of the total agency budget is your proposed CDBG or HOME project?

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- 23. Describe other funding sources you will use for this proposed project. Explain:**
- a. Where you are in the process of securing funds for this project.**
 - b. Your efforts to secure the funds for this project; and**
 - c. When committed and/or awarded funds will be available for this proposed project:**

PART VII – Budget Narratives (Continued)

- 24. If your program budget has increased or decreased by more than 5% over the previous year, provide a detailed explanation:**

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PART VIII – Financial Management (provide as attachment)

25. Answer the following questions to describe your organization’s overall financial management system. Add other details as needed.
- a. What system does your agency have in place to provide effective control and accountability of all organizational funds, property, and other assets?
 - b. Explain how your agency’s financial system permits the accurate, complete, and timely disclosure of financial results in accordance with the requirements of the City of Youngstown and/or HUD.
 - c. How does your agency ensure that resources are used for authorized purposes and in a manner that is consistent with applicable laws, regulations, and policies?
 - d. What system does your agency use to ensure that resources are protected against waste, mismanagement, or loss?
 - e. What system does your agency use to guarantee that the information on the source, amount, and use of resources is secured, up-to-date, and recorded?
 - f. Explain your agency’s separation of duties system.
 - g. Explain your agency’s formal system of authorization and supervision. Is this system adequate to provide control over assets, liabilities, receipts, and expenditures? Does your system include maintenance of a policy manual that specifies approval authority for financial transactions and guidelines for controlling expenditures? Does the system include written procedures for recording of transactions as well as an accounting manual and a chart of accounts?
26. Grant funds will be paid to your agency based on actual expenditures made before your “request for funds” (reimbursement). Explain the cash management procedures your agency will use to comply with this standard.
27. Has your agency filed a petition for bankruptcy or has a petition for bankruptcy been filed against your organization? If yes, provide detailed explanation.

PART IX – Insurance/Worker’s Compensation/ Payroll Taxes/Audits

28. If funded, your project may be responsible for one or more of the following criteria:
- General liability insurance of at least one million dollars (\$1,000,000). You may also be required to additionally carry professional liability insurance in an amount of up to one million dollars (\$1,000,000) under certain circumstances. For all insurance and bonding purposes, the City of Youngstown must be named as the “additional insured.”
 - Documentation that your organization pays payroll taxes, Worker’s Compensation, and unemployment insurance premiums.
 - Organizations receiving \$25,000 or more in federal assistance from the City of Youngstown are required to submit an independent audit. This audit is an examination of the financial records, accounts, business

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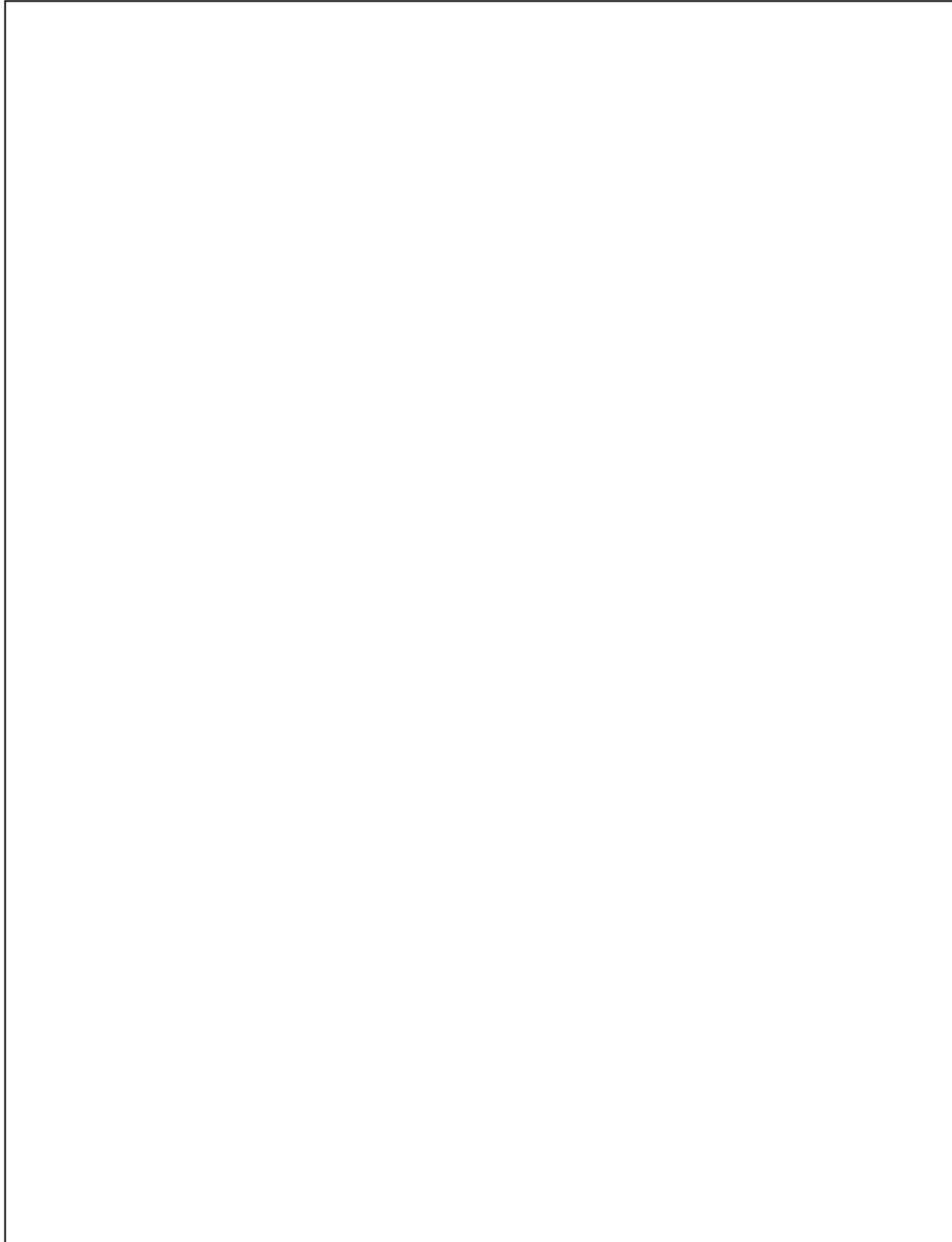
transactions, accounting practices, and internal controls of a charitable nonprofit by an "independent" auditor. If an audit is not available applicant must submit an external audit of the organization Financial Statements.

- Subrecipients that expend \$750,000 or more in total Federal financial assistance in a year are responsible for obtaining a single audit in accordance with the Single Audit Act of 1984 and regulations at 2 CFR 200 Part F (formerly OMB Circular A-133 as referenced at 24 CFR 84.26 and 85.26). The computation of the total of such assistance includes all Federal funds received by the entire entity, and not just the department or division receiving the CDBG funding. For purposes of determining the amount of Federal assistance expended, all Federal assistance shall be considered, including that which is received directly from a Federal agency, or passed through a state or local government, or through non-profit organizations, or any combination thereof.
- All organizations receiving federal (CDBG or HOME) assistance from the City of Youngstown through the Community Development are required to keep detailed financial records that are subject to City and HUD monitoring and review.

Explain below how your agency will comply with the above listed requirements if your agency receives 52nd Year CDBG or HOME funds.

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**PART IX – Insurance/Worker’s Compensation/ Payroll Taxes/Audits
(Continued)**



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PART X – Attachment Checklist

Submit the following information with your completed application form:

ATTACHMENT CHECKLIST	
<input type="checkbox"/>	Supplemental pages for answering questions (if applicable)
<input type="checkbox"/>	Part XI, Housing, Public Facility, Infrastructure or Planning (if applicable)
<input type="checkbox"/>	Part XII Public Service Activity: Youth, Senior, Fair Housing, or Anti-crime (if applicable)
<input type="checkbox"/>	Budget Worksheets A, B, & C
<input type="checkbox"/>	Funding Commitment Letters
<input type="checkbox"/>	Articles of Incorporation and Bylaws
<input type="checkbox"/>	IRS Non- Profit Determination
<input type="checkbox"/>	Current list of Board of Directors (BOD) and/or Officers (include names, addresses, and telephone numbers (indicate President, Vice President, and Treasurer of the Board)
<input type="checkbox"/>	Letter from BOD authorizing an official of the agency to administer CDBG and/or HOME funds
<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	Document that shows the process the organization uses to choose its BOD
<input type="checkbox"/>	Resumes of <i>all</i> project staff & Chief Fiscal Officer
<input type="checkbox"/>	Organization's most recent financial audit or review of financial statements (done by external entity within the last three years): must submit with proposal if requesting \geq \$25,000

The following statement is related to applying for federal awards. If awarded a federal grant, the applicant acknowledges it must be willing and able to comply with all applicable program regulations as now in effect and as may be amended from time to time. Such program requirements include, but are not limited to, the Act, Regulations, program directives, HUD Handbooks, Executive Orders, and any other applicable Federal requirements. Other applicable requirements include, but are not limited to, 2 CFR parts 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

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PART XI– Housing, Public Facility, or Infrastructure Project

(Complete this section only if your proposal is for a Housing, Public Facility, or Infrastructure project)

29. Provide the census tracts of the neighborhoods in the areas you propose to serve:

30. If the project includes construction, explain its nature, i.e., new construction, major rehabilitation, or minor repairs. Include (attach) the following:

- a. A detailed description of the scope of work to be done. Include plans, photographs, and other information that describes the work to be performed.
- b. Information regarding the architect, the architectural scope of work, and the architect's fee; and
- c. A description of where you are with the development of this project.
- d. A single set of blueprints, if available:

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PART XI – Housing, Public Facility, or Infrastructure Project (Continued)
(Complete this section *only* if your proposal is for a Housing, Public Facility, or Infrastructure Project)

31. Does any aspect of this project involve the acquisition of real property? If yes, please explain:

32. Will this project involve the temporary or permanent relocation of residents or businesses? If yes, please explain:

33. Provide a timeline for the desired completion of construction activity. If applicable, include the time required for securing the financing necessary to complete the proposed project:

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PART XI – Housing, Public Facility, or Infrastructure Project (Continued)
(Complete this section *only* if your proposal is for a Housing, Public Facility, or Infrastructure Project)

34. If the proposed project is part of a larger construction project, provide an overview of the entire project and the different phases of such:

35. Describe any Americans with Disabilities Act (ADA) compliance related to this construction project:

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PART XII–Public Service or Microenterprise Project: Youth, Senior, Fair housing, Microenterprise or Anti-crime.

(Complete this section only if your proposal is for a Public Service or Microenterprise Project)

36. Clients Served – Use unduplicated client counts for the below listed items. The requested information pertains to the project for which CDBG, or HOME funds are requested, not the agency’s total client participation level. Indicate how you can attest that the information you provide is correct. *Clearly* explain in your narrative (each figure must be distinct):

During the last full fiscal year / July 1, 2024, through June 30, 2025

- a. Indicate total number clients served.
- b. Of the total clients served, how many are Youngstown residents?
- c. Of the total clients served how many are LMI.
- d. Of the total clients served what percentage are LMI and live in Youngstown?

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PART XII – Public Service Project (Continued)

(Complete this section only if your proposal is for a Public Service Project)

37. Service Information - Are there any other agencies addressing a problem/need like that which you describe in this proposal? If yes:
- a. List the agency or agencies that provide such services.
 - b. List the program that is like the project that you propose in this application;
and
 - c. Describe your agency's relationship with the above-mentioned agency/agencies:

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PART XII – Public Service Project (Continued)

(Complete this section only if your proposal is for a Public Service Project)

38. Is your agency licensed or accredited? If no, explain why.

If yes:

a. List all licenses.

b. List accreditation numbers along with the name of the issuing authority:

39. Does your agency charge a fee? If yes, attach a current fee schedule.

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PART XII – Public Service Project (Continued)

(Complete this section only if your proposal is for a Public Service Project)

- 40. Explain any significant changes in agency funding sources in the last three calendar years (2023, 2024, and 2025):

- 41. Express what new approaches are being investigated and/or developed to generate additional sources of revenue. Be specific:

NOTE: YOUR APPLICATION WILL NOT BE ACCEPTED UNLESS IT IS COMPLETE and SUBMITTED ON TIME AS: ONE (1) ORIGINAL, and THREE (3) COPIES WITH ALL REQUIRED SIGNATURES, ATTACHMENTS, AND DOCUMENTATION) Revised 1/25

PROGRAM BUDGET WORKSHEET

A. PERSONNEL COST

HOURS PER WEEK

JOB TITLES

Place a "FT" next to all full time staff persons

	<i>Total program hours</i>	<i>Hours allocated CDA</i>	<i>52nd Year Total Program Salary & Fringe</i>	<i>52nd Year CDA Request</i>
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____
5 _____	_____	_____	_____	_____
6 _____	_____	_____	_____	_____
7 _____	_____	_____	_____	_____
8 _____	_____	_____	_____	_____

TOTALS

B. OPERATING EXPENSES

	<i>52nd Year Total Program</i>	<i>52nd Year CDA Request</i>
--	--	--------------------------------------

- Supplies	_____	_____
- Copies/Printing/Postage	_____	_____
- Transportation	_____	_____
- Conferences/Travel/Mileage	_____	_____
- Rent	_____	_____
- Utilities	_____	_____
- Telephone	_____	_____
- Insurance	_____	_____
- Maintenance	_____	_____
- Other (Describe) _____	_____	_____
- Other (Describe) _____	_____	_____
- Other (Describe) _____	_____	_____
- Other (Describe) _____	_____	_____
- Other (Describe) _____	_____	_____
- Other (Describe) _____	_____	_____
- Other (Describe) _____	_____	_____
- Other (Describe) _____	_____	_____
- Other (Describe) _____	_____	_____
- Other (Describe) _____	_____	_____

TOTALS

PROGRAM BUDGET WORKSHEET (con't.)

C. CAPITAL EXPENDITURES (specify)

	<i>52nd Year Total Program</i>	<i>52nd Year CDA Request</i>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____
TOTALS		

D. DIRECT PROGRAM / ACTIVITY COSTS (Other than Salaries)

	<i>52nd Year Program / Activity Total Program</i>	<i>52nd Year CDA Request</i>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____
TOTALS		

BUDGET GRAND TOTAL

PROGRAM SUMMARY

PROGRAM TOTALS:

	<i>52nd Year Total Program</i>	<i>52nd Year CDA Request</i>
A. Personnel Costs		
B. Operating / Administrative Expenses		
C. Capital Expenditures		
D. Direct Program / Activity Costs (Other than Salaries)		
BUDGET GRAND TOTAL		

PROGRAM REVENUE:

	<i>52nd Year Total Projected Program Revenue</i>
Cash From Your Agency	
Youngstown CDA Request	
Other Government Agencies	
Corporations/Foundations	
Individual Gifts	
Special Events	
Fees charged for Service	
- Other (Describe) _____	
REVENUE GRAND TOTAL	