



2016 Cuyahoga County Municipal Grant Program

Cuyahoga County is pleased to announce our Municipal Grant Program for 2016. The Municipal Grant Program is a competitive grant program that makes awards to help strengthen cities, encourage regional collaboration and improved quality of life for county residents. Successful applicants receive awards to fund improvements to public infrastructure, road construction and maintenance, and accessibility improvements.

Cuyahoga County uses federal funds to support the program. Federal Community Development Block Grant Program (CDBG) funding obligates both the county and grant awardees to meet certain objectives, and adhere to some specific federal funding requirements.

County Priorities	Federal Objectives
Job Growth and Opportunity	Provide a benefit to low and moderate income persons,
Fairness and Equity	Prevent or eliminate slums and blight, or
Government that Gets Results	Meet needs having a particular urgency.

The 51 Cuyahoga County communities that signed a cooperation agreement with Cuyahoga County to form the Cuyahoga Urban County are eligible to apply. Detailed eligible activities and requirements are defined in the Code of Federal Regulations [24CFR570](#), but are generally outlined in this Application Guidelines document.

Summary

Funds Available

- \$150,000 Maximum grant award per municipality
- The total number of awards will be determined after Congress passes the 2016 budget

Program Term

- April 1, 2016 through December 31, 2016.
- Only one (1) application per community allowed

Application Deadline

- October 30, 2015 by 4:00p.m.
- Submit applications via email and in PDF format to mtowarnicky@cuyahogacounty.us with a copy to Sara Jackson spjackson@cuyahogacounty.us.

Because this is a competitive award program, only completed applications submitted on time will be considered.

Application

Threshold Criteria

Applications must meet the following threshold criteria by the submission deadline to be considered for funding:

- Activity eligible under the CDBG Program regulations (24 CFR 570)
- Public participation requirements met in accordance with the required schedule
- Eligible Fair Housing training by a staff member and/or sponsorship completed
- Current with previous CDBG contract requirements including fund decertification
- Application received by deadline

Required Attachments: (One page each)

1. Evidence of public participation for the proposed activity*
 - a. Copy of **dated** advertisement placed at least 7 days prior to meeting; and
 - b. Copy of **dated** sign in sheet for related public meeting; and
 - c. Copy of **dated (at least 7 days after public meeting)** Council resolution for related proposed activity.
2. Proof of attendance in an eligible Fair Housing training or sponsorship
3. Engineer's or Finance Director's cost estimate with supporting documentation
4. Activity location map w/street(s) clearly identified, if applicable
5. 2 pictures of activity location, if applicable
6. Evidence of monetary or in-kind contributions, if applicable

Application Requirements

1. Attach all required documentation.
2. Limit required application materials (above) to ten (10) pages. The font size (10pt New Times Roman) and page size are locked in the application template. Please do not alter the font or page size.

Optional Attachments

1. Applicants may submit up to five (8½" x 11") pages of additional attachments in support of the application for a total of 15 pages of attachments.

Notes on Area Designation

Municipality Defined Area Blight

If self-defined area blight designation, documentation must be submitted in accordance with 24CFR 570.506(b) (8) as a separate attachment. Blight documentation does not count against the limits for required or optional attachments. Department of Development staff can assist applicants in understanding these federal requirements.

Improvement Target Area (ITA) and Low-Mod Income (LMI) Area

Specific community maps of Improvement Target Areas and Low-Mod Income Areas can be found at <http://development.cuyahogacounty.us>

Evaluation Criteria

Applications for the Cuyahoga County Municipal Grants Program are scored on a scale up to 100 points.

Activity Description (30 pts. max)

The activity description should include the type of activity, description of clients being served, and the area served by the proposed activity. Describe how low and moderate income persons benefit directly from the activity and how CDBG income guidelines will be verified. Strong applications will describe why the activity requires municipal grant funding.

Activity Impact (50 pts. max)

The activity impact should include why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Strong applications will explain how the proposed solution fits strategically with other development activities already planned and underway in the community or surrounding area. Strong applications will also include comments from residents regarding the activity.

Activity Implementation Schedule with Milestones (20 pts. max)

The schedule should provide a timeline of legislative, administrative and contractual activities that must occur from inception to completion, including the timing and amount of other funding or in-kind contributions. Strong applications will demonstrate that milestones are realistic and feasible. Strong applications will ensure that 75% of the Community Development Block Grant funds have been expended and submitted for reimbursement prior to September 30, 2016.

Application Submission Instructions

1. Submit applications via email and in PDF format to mtowarnicky@cuyahogacounty.us with a copy to Sara Jackson spjackson@cuyahogacounty.us.
2. Submit applications before October 30, 2015 at 4:00p.m.
3. Submit application as three separate files with the following file names:
 - o Name of Community /Application
 - o Required Attachments
 - o Optional Attachments
4. Multiple emails are acceptable. Please number multiple emails (e.g. "Email 1 of 3")