



# 2020 Cuyahoga County Municipal Grant Program

Cuyahoga County is pleased to announce our Municipal Grant Program for 2020. The Municipal Grant Program is a competitive grant program that makes awards to help strengthen cities, encourage regional collaboration and improve quality of life for county residents.

The 51 Cuyahoga County communities that signed a cooperation agreement with Cuyahoga County form the Cuyahoga Urban County. **Municipal Grant applications are limited to Urban County Communities.**

Grant funding obligates both the county and grant awardees to meet certain objectives, and adhere to some specific funding requirements.

	<b>Municipal Grant</b>
<b>Maximum Grant Award</b>	\$150,000
<b>Total Grants Available</b>	12
<b>Program Term</b>	12 months
<b>Application limit</b>	One per municipality

All applications must meet a community development need related to the health or welfare of the community. These initiatives include but are not limited to the following eligible activities:

Community master plans	Housing and commercial demolition
Infrastructure	Public safety
Streetscapes	Parks and playgrounds
Community and senior centers	Exterior Storefront Renovations

**Detailed eligible activities for both grant programs are defined in the Code of Federal Regulations [24CFR570](#).**

**Application Deadline: Friday, December 11, 2020 by 4:00p.m. to  
[kfeighan@cuyahogacounty.us](mailto:kfeighan@cuyahogacounty.us)**

***This is a competitive award program, only unaltered, completed applications, submitted on time will be considered.***

**Application- Changes to the application format including font size (12pt) or page limit will result in disqualification.**

## Threshold Criteria

Applications must meet the following threshold criteria by the submission deadline for funding consideration. **Missing, late or un-verifiable information will void your application and make it ineligible.**

- Activity eligible under the CDBG Program regulations (24 CFR 570)
- Public (residents) participation requirements met in accordance with the required schedule
- Current with previous CDBG contract requirements including fund decertification, if applicable
- Application and all required attachments received by deadline

## Required Attachments: (One page each)

1. Evidence of public (residents) 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 minutes
  - c. Copy of **Council resolution dated at least 7 days after** the public meeting
2. Engineer's or Finance Director's cost estimate
3. Activity location map w/street(s) clearly identified, if applicable
4. 2 pictures of activity location, if applicable
5. Proof of commitments of additional funding to the project, if applicable

## Application Requirements

Attach all required documentation. (Application; 10 pages required documentation; 5 pages optional documentation)

- **Limit required attachments (above) to ten (10) pages.** The font size and page size are locked in the application template. Please do not alter the font or page size to prevent application disqualification.
- Applicants may submit **up to five (8 $\frac{1}{2}$ " x 11") pages of additional attachments** in support of the application for a total of 15 pages of attachments.
- **Letters of support are not required and are not evaluated in the scoring process.**

## Evaluation Criteria

Applications for the Cuyahoga County Municipal Grant are scored on a 100 point scale.

### Activity Summary (35 pts. max)

Activity summary (35 pts. max) The summary must include **WHAT** the project or activity is, **WHERE** it is located and **WHY** it is needed.

### Activity Impact (50 pts. max)

Activity Impact (50 pts. max) Activity Impact (50 pts. max) Applications must describe **WHO** will be served. Describe **HOW** low- and moderate-income persons benefit directly from the activity and **how** CDBG income guidelines will be verified, if applicable. Applications will explain **HOW** the proposed solution fits strategically with other development activities already planned and underway in the community or surrounding area and; **HOW** funding received would be a catalyst for additional growth.

### Activity Implementation Schedule with Milestones (15 pts. max)

Activity Implementation Schedule with Milestones (15 pts. max) The schedule must provide a timeline of **WHEN** legislative, administrative and contractual activities 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.

## Application Submission Instructions

1. Submit applications via email and in PDF format to

**kfeighan@cuyahogacounty.us**

2. **Submit applications on or before Friday, December 11, 2020 at 4:00p.m.**

3. Submit application as three separate files with the following file names:

- Name of Applicant Muni Grant application
- Required Attachments
- Optional Attachments

4. Multiple emails are acceptable. Please number multiple emails (e.g. "Email 1 of 3")

***This is a competitive award program, only completed, non-altered, applications submitted on time will be considered.***

## Public Meeting (virtual or in-person)

The public meeting is designed to provide residents with the opportunity to discuss proposed programming, provide ideas and suggestions and discuss impact on the community. This meeting may be held virtually.

- The meeting must address local housing and community development needs and obtain the views of residents. Suggestions from residents must be solicited at the meeting. Citizens may also submit written comments.

At a minimum the applying community must conduct one public meeting.

- The advertisement for the meeting must be placed in a local publication or advertised electronically at least seven (7) days prior to the meeting. See sample advertisement below.
- Advertisement must clearly identify the date and forum where posted and must include all the information as detailed in the sample advertisement.
- Attendance and minutes of the meeting must be taken.
- Seven (7) days must be allowed from the date of the meeting before adopting a resolution authorizing the Mayor to submit the grant application(s).
- Public meetings must be conducted in accessible buildings at times and locations convenient to potential beneficiaries of the CDBG program.

### SAMPLE

#### PUBLIC NOTICE

CITY OF \_\_\_\_ Cuyahoga County Competitive Municipal Grant Program

The City of \_\_\_\_ is eligible to apply for funding from Federal Community Development Block Grant (CDBG) funds administered by Cuyahoga County through the Department of Development. Funds can be used for a variety of housing, economic development and community improvement projects. Residents are invited to attend a public meeting to voice their opinions on local development needs, or to submit opinions in writing to the address below.

Date/Time \_\_\_\_\_ Site Location /Address \_\_\_\_\_ Written Comments Address (if different)

For further information, contact \_\_\_\_\_ at ( )\_\_\_\_\_

Any person who wishes to attend and requires special accommodations under the Americans with Disabilities Act, please contact the \_\_\_\_\_ no later than 72 hours prior to the public meeting.