



To: Municipal and Township Governments, Interested Agencies, Boards and Commissions Serving Seneca County, Ohio

From: Michele Cochran, Grants Writer, FEDC; grants@fostoriaedc.org

Re: Program Year (PY) 2025 Community Development Block Grant (CDBG) Allocation Program Proposal Application Materials

Date: April 7, 2025

On behalf of the Seneca County Commissioners, we are pleased to invite localities within Seneca County to submit project requests for PY 2025 CDBG allocation funding. The CDBG funds may be utilized in a variety of ways to further Federal and State objectives of benefiting low-to-moderate income (LMI) persons or to aid in the elimination of slum and blight.

The Commissioners anticipate the potential availability of up to **\$162,000.00** for county-wide CDBG funding in PY 2025, which includes project costs, as well as fair housing and administration costs. Seneca County may fund up to **two** projects with this PY allocation.

To be considered for PY 2025 Seneca County CDBG funding, the attached application proposal must be completed and submitted with the required supplemental information as detailed in the application packet to the following address **no later than Thursday, May 15, 2025.**

Fostoria Economic Development Corporation
342 Perry Street
Fostoria, Ohio 44830
grants@fostoriaedc.org

After projects are determined for the Seneca County PY 2025 CDBG allocation, a public hearing will be held prior to the OCD application deadline of **June 11, 2025**. A notice announcing this public hearing will appear in *The Advertiser-Tribune* at least **seven** days prior to the hearing date.

The PY 2025 grant award will be made **September 1, 2025** and all CDBG-funded projects must be completed by **August 31, 2027**.

PY 2025 SENECA COUNTY CDBG ALLOCATION PROGRAM

Proposals for projects that will be completed by August 31, 2027

Information to keep in mind when preparing your project proposal application:

- Seneca County can fund up to **two** projects with this PY allocation.
- Projects will receive higher ranking when the applicant exceeds 20% or higher in matching funds and in-kind matches.
- The overall application must achieve at least a 51% Low/Moderate Income benefit or benefit one of the following categories of individuals:
 - Abused children Illiterate persons Homeless persons
 - Battered spouses Migrant farm workers Severely disabled adults
 - Elderly persons Persons living with AIDS Handicapped persons
- Income surveys or census data specific to the project area may be required to demonstrate LMI benefit. Income surveys can be used for a total of five (5) years from date of completion. Effective August 1, 2024, the **American Community Survey (ACS) 2016-2020 Low- and Moderate-Income Summary Data** for Ohio Non-Entitlement Counties and Places should be used. If your area-wide project does not automatically qualify, you may use the newly released **80% 2025 Income Limits** listed below to complete surveys.

FY 2025 LOW (80%) INCOME LIMITS – SENECA COUNTY

Household Size	80% of Median Income
1 Person	\$47,750
2 Person	\$54,550
3 Person	\$61,350
4 Person	\$68,150
5 Person	\$73,650
6 Person	\$79,100
7 Person	\$84,550
8 Person	\$90,000

- If your project is to eliminate slum and blight, building and infrastructure surveys are required.
- Applicants with projects involving public services should include the additional information requested specifically addressing public services projects.
- **COST ESTIMATES MUST BE SUBMITTED** with the application forms. Estimates must be certified by an independent party and detail material and labor costs.
 - Parties providing estimates are excluded from bidding the project.
 - Cost estimates for non-residential construction activities exceeding \$2,000 must state that “Davis-Bacon Prevailing Wage Rates were taken into consideration when determining costs.” These projects must be bid and managed according to CDBG requirements.
 - Quotes may be obtained for equipment purchases and other activities if less than \$10,000 for Counties and \$5,000 for Cities.
 - If the actual project cost exceeds the estimate or if the project cost exceeds the budgeted CDBG funding, **the local government/entity must certify that it will absorb the additional costs or the project will not be considered.**
 - CDBG and local procurement requirements must be followed and documented if the project is funded. The State strictly monitors these activities.

SENECA COUNTY CDBG ALLOCATION PROGRAM APPLICATION

1. Environmental reviews must be completed prior to project start. Total proposed activities must be completed by **August 31, 2027**.
2. All non-residential construction and improvements must meet or exceed State Building Codes.
3. Cost estimates must be itemized, signed, and provided by a qualified source (i.e., Engineer, Architect, County Engineer, Contractor, etc.). Contractors providing estimates are not permitted to bid the project.
4. All cost estimates for non-residential construction projects with an estimated cost of \$2,000 or more must include Davis-Bacon Prevailing Wage Rates and are to be bid and managed according to CDBG regulations.
5. Street resurfacing and street repaving are eligible activities; the cost estimate must include a Certification by a professional engineer attesting to a minimum useful life of improvement of eight (8) years.
6. Fire departments must provide a complete list of equipment needed to meet specific Safety Requirements of the Industrial Commission of Ohio Relating to Fire Fighting, ORC 4121:1-21, along with their itemized list of equipment requested and cost estimate.
7. Only the County may enter into contracts for your project.
8. When committing other funds toward the project and/or if other sources of funds are included in this project, letters, resolutions, ordinances, etc., committing these funds must be submitted with this application.
9. Attach letter(s) from agency(s) requiring or mandating improvements (if applicable).
10. Please submit **one** application for each proposed project or activity.
11. Please be sure to include the required attachments:
 - Photographs and/or letters of support
 - Certified cost estimate, with Davis-Bacon statement for construction projects
 - Commitment letter from each funding source
 - Project site map, Service area map, Income surveys (if needed)
 - Organizations, other than local governments, must provide the following:
 - Constitution and By-laws
 - Year-end income and expense report
 - 501(c)(3) designation letter
 - Public Service Project Information sheet (attached).
12. Complete applications are due **no later than Thursday, May 15, 2025** to:
Fostoria Economic Development Corporation
342 Perry Street
Fostoria, Ohio 44830
grants@fostoriaedc.org

PY 2025 SENECA COUNTY CDBG ALLOCATION PROGRAM – PROPOSAL APPLICATION

1. APPLICANT INFORMATION:

a. Name of Applicant:	
b. Contact Person:	Phone:
Address:	Fax:
	Cell Phone:
	Email:
c. Are you a public service group or a non-profit entity?	Check: <input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES , attach a copy of: (1) Constitution and By-laws, (2) Year-end income and expense report, and (3) 501(c)(3) designation letter.	

2. PROJECT INFORMATION:

a. Describe, in detail, the Project Activity and measurements. Attach additional sheets if needed. Attach photographs taken from several angles.	
b. Will you need to acquire easements or property to complete this project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please explain:	
Is this property occupied?	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. Who provided the Project Cost Estimate?	
Name:	
Address:	
Phone:	
Labor: (use Federal Prevailing Wage Rates)	\$
Materials:	\$
Engineering:	\$
Total Cost of Project:	\$
NOTE: Attach Copy of Certified Cost Estimate of proposed project to meet or exceed State Building Code.	
State on estimate: "Davis-Bacon prevailing wage rates were taken into consideration when determining costs.	
d. Please identify all funds committed to this project: (Seneca County will give higher priority to those projects with 20% or higher matching funds.)	

<u>SOURCE</u>	<u>AMOUNT</u>
1.	\$
2.	\$
3.	\$
NOTE: Attach commitment letters from each source listed above.	
e. Will Village, Township or County employees perform any work on this project? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, will the employees be paid from the CDBG grant? <input type="checkbox"/> YES <input type="checkbox"/> NO	
f. Describe the work to be performed by Village, Township, or County employees:	

3. PROJECT BENEFIT INFORMATION:

a. Where is the exact location of the project? (<i>Attach project site map.</i>)
b. What is the project service area? (<i>Attach map indicating location of proposed project beneficiaries.</i>)
c. Who will benefit from this project?
d. How many households are in the service area?
e. Has an income survey been done for the project area? <input type="checkbox"/> YES <input type="checkbox"/> NO
(<i>Submit surveys with this application.</i>)
Date of Income Survey:
Number of Households Surveyed:
Number of LMI Households:
% LMI Households:
Number of Persons in Households Surveyed:

4. SITE INFORMATION:

a. Does your project affect an historic property or does your project occur in an historic district? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, explain/describe:	
(Note: Plans and specifications for improvements to properties 50 years of age or older must receive Approval from the Ohio Historic Preservation Office.)	
b. Is your project located in a floodplain? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, explain/describe:	
c. Will any assessments or fees (i.e., water or sewer line hook-up, membership fees, entrance fees, etc.) be charged as part of this project? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, please explain:	
d. Please indicate Census Tract (s) and Block Number (s) of the project site.	
Census Tract:	Block Group:
Census Tract:	Block Group:

5. APPLICATION PREPARED BY:

Signature

Printed Name

Title/Agency Address

Date Submitted

Submit Proposal Application and Required Attachments to:
Fostoria Economic Development Corporation, 342 Perry Street, Fostoria, Ohio 44830
or to grants@fostoriaedc.org by **May 15, 2025.**

ADDITIONAL INFORMATION NEEDED FOR PUBLIC SERVICE PROJECTS ONLY:

Complete the Allocation CDBG Pre-application, along with the following information:

1. Describe your agency and the services you provide on a separate page.
2. Describe the proposed public service to be provided. Is it:
 - a. A new service not currently provided? Yes No
 - b. A measurable expansion of an existing service? Yes NoNote: Proposed service must be either a new service or measurable increase in an existing service.

3. Please describe how many persons are projected to benefit from the proposed service.

_____new beneficiaries

4. Explain how the beneficiaries from your service are primarily low- to moderate-income. (See income survey for income limits.)
 - a. If beneficiaries qualify on the basis of income limits, describe how service to low- and moderate-income persons can be documented. (Does your program have income eligibility limits? Or will beneficiaries complete the CDBG income survey?)
 - b. Certain groups of beneficiaries automatically qualify, as a group, as low- to moderate-income. Do your beneficiaries fall into any of the following groups as a whole?
 - ___ Abused children
 - ___ Battered spouses
 - ___ Elderly persons
 - ___ Handicapped persons
 - ___ Homeless persons
 - ___ Illiterate persons
 - ___ Migrant farm workers
 - ___ Persons living with AIDS
 - ___ Severely disabled adults
 - ___ Programs with eligibility requirements that limit the benefits of an activity to low- and moderate-income persons.

5. Define how a unit of service is measured (i.e. nights of shelter, meals delivered per day, persons served per month or year).

To document an increase in service resulting from CDBG funds, identify:

- a. Previous year's source of funds and funding levels
- b. Previous year's level of service in units described above
- c. Coming year's projected source of funds and respective funding levels (including proposed CDBG funds)
- d. Coming year's projected level of service, both with and without CDBG funding.

ACCEPTABLE ACTIVITIES UNDER THE SENECA COUNTY CDBG APPLICATION

Subject to change per the Ohio Department of Development, Office of Community Investments.

Eligible activities are outlined in **Title I of the Housing and Community Development Act of 1974**, as amended.

ACTIVITY NAME	OUTCOME MEASUREMENT
Center for Handicapped	Building Rehabbed/Constructed
Clearance Activities	Structures Demolished
Code Enforcement	Units Assisted or Inspected
Conversion/Rehab/Renovate	Square Feet of Structure Buildings Rehabbed/Constructed
Fair Housing	SRPC will Facilitate
Fire Protection Facilities and Equipment	Square Feet of Structure Buildings Rehabbed/Constructed Vehicles Purchased Items of Equipment Purchased Fire Hydrants Installed
Flood and Drainage Facilities	Liner feet Culverts/Catch Basins Installed Manholes Installed Permanent Easements/Right-of-Way
Grant/Loan/Int. Supplement	Square Feet of Structure Businesses/Organizations Assisted Facades Improved
Historic Preservation	Buildings Rehabbed
Homeless Facilities	Buildings Rehabbed/Constructed
Leasehold Improvements	Square feet of Structure Units Rehabbed
Machine/Capital Equipment	Items of Equipment Purchased
Neighborhood Facilities/Community Center	Buildings Rehabbed/Constructed
New Construction	Square Feet of Structure Units Acquired, Constructed and Sold
Non-Capital Equipment	Items of Equipment Purchased
Parks and Recreation Facilities	Acres of Land Square feet of Structure Athletic Fields/Curbcuts Installed/Repaired General Park Improvements Items of Equipment Installed/Repaired Restroom Facilities Installed Linear Feet of Fencing Linear Feet of Walkway
Public Rehabilitation	Buildings Rehabbed/Constructed Handicapped Ramps Installed Restroom Facilities Installed Elevators/Doors Installed
Public Utilities	Utility Poles/Lines Relocated

ACTIVITY NAME	OUTCOME MEASUREMENT
Senior Centers	Buildings Rehabbed/Constructed
Sewer Facility Improvements (Public)	Items of Equipment Installed/Repaired Linear Feet Water/Septic Tanks/Sludge Pits Installed (Non-private) Manholes Installed Permanent Easements/Right-of-Way
Sidewalk Improvements	Linear Feet Curbcuts Installed Linear Feet of Curbs
Site Preparation (Public)	Acres of Land
Solid Waste Disposal Facilities	Items of Equipment Installed/Repaired Facility Constructed/Rehabbed
Street Improvements	Linear Feet Culverts/Catch Basins Installed Bridges Replaced/Repaired Traffic Control/Street Signs Installed Trees, Benches, Street Lights, and Planters Slips/Slides/Retaining Walls Repaired Permanent Easements/Right-of-Way Linear Feet of Curbs
Water Facility Improvements (Public)	Items of Equipment Installed/Repaired Fire Hydrants Installed Linear Feet Water/Septic Tanks/Sludge Pits Installed (Non-private) Wells Drilled Water Valves Installed Permanent Easements/Right-of-Way