

City of Barberton

Department of Planning & Community Development



Community Development Block Grant

Economic Development
Grant Program



About the Community Development Block Grant (CDBG)

The Community Development Block Grant (CDBG) program was enacted in 1974 to provide block grant funding for community development programs. The program assists urban, suburban, and rural communities in improving housing and living conditions and expanding economic opportunities for low and moderate-income persons. CDBG helps create jobs through the expansion and retention of businesses and is an excellent tool for assisting local governments in overcoming serious challenges facing their communities. CDBG funds partner with the private and non-profit sectors to support economic development and improve community conditions. The City of Barberton, through the Community Development Block Grant (CDBG), has created a program to provide grants to property owners for economic development purposes. The primary purpose of this program is to assist with small project improvements that may be holding back a business from opening and creating jobs in the City of Barberton. CDBG is federally funded; therefore, all construction projects that receive two thousand dollars (\$2,000) or more will be subject to *Davis Bacon Prevailing Wage requirements*.

Project Eligibility Guidelines

All work completed must be for a commercial building located in the City of Barberton. Our program is available to businesses and property owners for work on first- and second-floor spaces with an active street presence and where other funding sources have not been obtained. Funds cannot be used to correct outstanding code violations, property damaged by collision, acts of nature, or occurrences covered by insurance. Only work begun after execution of the grant agreement will be eligible for funds. All work must comply with federal, state, and local laws, ordinances, codes, and regulations.

Elements that are eligible include, but are not limited to:

- Installation of safety glass;
- Reconfiguration of existing doors and entrances;
- Repair or replacement of existing window systems;
- Internal building modifications or upgrades;
- In some instances, specialized business equipment;
- Lease payments;
- Providing jobs predominantly for homeless persons;
- Providing jobs predominantly for low-skilled, low-and moderate-income persons, where the business agrees to provide clear opportunities for promotion and economic advancement, such as through the provision of training;
- Directly involves the economic development or redevelopment of environmentally contaminated properties;
- Provide goods or services to residents of an area, such that the number of low-and moderate-income persons residing in the areas served by the assisted businesses amounts to at least one low-and moderate-income person per \$350 of CDBG funds used

Ineligible elements include:

- Payroll and/or parking;
- Sidewalks and light posts;
- Streetscape features (plantings, benches, etc);
- Signage not connected to the building;
- Tax delinquent property*;
- Property whose owner has any other tax delinquent property;
- Property in litigation;
- Property in condemnation or receivership;
- Uninsured property;
- Spaces that are not deemed as proper retail or commercial space;
- General promotion of the community;
- Assistance to privately-owned recreational facilities that serve a predominantly higher-income clientele, where the recreational benefit to users or members clearly outweighs employment or other benefits to low-and moderate-income persons
- Fees associated with Planning Commission & zoning approval process; and
- General work in FEMA designated special flood areas unless specific precautions are undertaken



Application Review & Process

Applicants applying for an economic development grant must complete a pre-approval application to ensure project eligibility and feasibility. Grants will **not** be awarded to projects currently under construction or completed. During this initial review, the Department of Planning & Community Development (DPCD) will determine if the project meets an eligible activity, if zoning is compatible, and if environmental and historical studies need further assessment. Following an approved initial review, the Applicant must complete a full application with required documentation (review Checklist of Required Documentation). During this second review, the DPCD will determine if the documentation is adequate/complete and find any outstanding violations (e.g., building code violations, tax delinquency, liens, and a general background check). Following an approved secondary review, the Project Review Committee (PRC) will invite the Applicant to present the proposed project and determine if the grant will be awarded based on all elements presented. The DPCD will then follow all final procurement procedures to ensure financial accountability. Following final procurement approval, the Applicant will be presented with a legally bound grant agreement. Once signed, the City will remit payment, file necessary documents, and monitor/report project status for the grant duration.

NOTE: The City has limited funds, and grants are offered first-come, first-serve basis. The maximum amount granted per business per year is \$25,000.

Application packages must include enough documentation to illustrate the visual impact of the project and its costs. Failure to provide the required information will delay the review process.

This grant is reimbursable upon completion of the project. Funds will not be distributed until all administrative, financing, legal, and construction requirements are satisfied.

Project Review Committee

The Project Review Committee (PRC) reserves the right to refuse reimbursements in whole or in part for work that:

- Does not conform to the project eligibility guidelines, application review/process, or program policy;
- Does not conform to the proposals submitted with your application and authorized by the PRC;
- Are not commensurate with the workmanship and cost customary to the industry;
- Are not completed within six (6) months. Since the Committee cannot reserve funds indefinitely, your grant may be subject to cancellation if not completed, or significant progress has not been made by the completion date. Request for extensions will be considered by the PRC only if made in writing and progress towards completion has been demonstrated.

The PRC reserves the right to offer grant amounts different from the amount requested by the Applicant.

Match Requirement

The economic development grant requires an eighty/twenty percent (80/20) match. The grant can pay up to a maximum of eighty (80%) of a project's total cost not to exceed \$25,000. The Applicant will be responsible for the twenty (20%) match.

Questions & Comments

If you have any questions or comments regarding this application, please contact us at MShifferly@cityofbarberton.com or 330-848-6729.



CITY OF BARBERTON

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COMMUNITY DEVELOPMENT

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PRE-APPROVAL APPLICATION

Applicant Information

Legal Name:	
Relation to Business:	
Phone Number:	
Email Address:	

Business Information

Legal Name:			
Address:			
City/State/Zip Code:			
Business Owner (if different):			
Owner Phone & Email:			
Business NAICS Code:		Business EIN Number:	
Business DUNS Number:		Business CAGE Code:	

Property Information

Address:	
City/State/Zip Code:	
Parcel Number:	
Property Owner (if different)	
Owner Phone & Email	

Current Zoning:		Total Number of Tenants:	
Number of Residential Units:		Number of Business Units:	
Current Use:			
Current Tenants:			

Is the Property mortgaged?		Amount Owed:	
Located in Historic District?		Located in floodplain?	

*To obtain a DUNS Number, go to dnb.com. Once the business has a DUNS Number, go to sam.gov/content/entity-landing to receive a CAGE Code. (Note: Obtaining a DUNS Number and CAGE Code are **FREE**.)*

Applicants must ensure that the business conforms to the zoning of the property. To obtain a Certificate of Zoning Compliance, go to cityofbarberton.com/152/Planning-Department. For questions regarding zoning, please contact the Department of Planning & Community Development at 330-848-6729 or MShifferly@cityofbarberton.com.

Construction projects that receive two thousand dollars (\$2,000) or more will be subject to Davis Bacon Prevailing Wage requirements.

****Due to using Community Development Block Grant funding, job creation/retention must be documented to the U.S. Department of Housing and Urban Development (HUD). One full-time-equivalent (FTE) job is equal to forty hours per week. The created/retained employee must be a low-to-moderate (LMI) income person.****



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PRE-APPROVAL APPLICATION (CONTINUED)

Project Information

Total Project Cost:		Amount Requesting:	
Amount Leveraged:		Amount Matching:	
Can the Project be completed without CDBG Funding? If no why not?:			

Full-Time Jobs to Create:		Part-Time Hours to Create:	
Full-Time Jobs to Retain:		Part-Time Hours to Retain:	

Identify the scope of work related to this project. Please provide a quote with an accurate/competitive estimate. Please also provide current photos and conditions of the property. You may attach a separate sheet if necessary.

Please provide a timeline of events for the use of funds if approved. Projects should be completed within six (6) months. You may attach a separate sheet if necessary.

FOR OFFICE USE ONLY:

Date Received:

Project Status:

Notes:



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I understand the economic development grant project eligibility guidelines and application review process. I attest that all information provided in this pre-approval application to be true to my best ability.

APPLICANT'S SIGNATURE: _____ DATE: _____

APPLICANT'S PRINTED NAME: _____

FOR OFFICE USE ONLY:

Date Received:

Project Status:

Notes:



FULL APPLICATION

This section of the application is to be completed following after initial review of the pre-approval application. Once approved, please provide the following required documentation.

Checklist of Required Documentation

- Articles of Incorporation or other Business Organization Documents
- Full Business Plan
- Insurance Documentation
 - Proof of Business Insurance
 - Proof of Real Estate Insurance held in the State of Ohio
 - Proof of Flood Insurance, if applicable
- Evidence of Liquid Assets
 - Must be able to operate the business for six (6) months (proof may come from bank statements/letters)
- Lease Agreement/Mortgage Deed
 - Notarized written consent from the Property Owner permitting to conduct building improvements (if Applicant is not the Property Owner)
- Job Creation/Retention Plan & Certification

Job Creation/Retention Plan

Please describe how you will create the number of jobs listed in the pre-approval application. How long will it take for you to hire the set number of jobs? If retaining jobs, how would this grant meaningfully retain the number of jobs listed in the pre-approval application? You may attach a separate sheet if necessary.

I certify that the job creation/retention plan to be true to my best ability I understand that any documentation required must be submitted with this full application to be deemed “complete” and considered for approval.

APPLICANT’S SIGNATURE: _____ DATE: _____

APPLICANT’S PRINTED NAME: _____

FOR OFFICE USE ONLY:

Date Received:

Project Status:

Notes: