



# 2025 Cuyahoga County Municipal Grant Program

Cuyahoga County is pleased to announce our Municipal Grant Program (CDBG Muni) for 2025, funded by federal CDBG (Community Development Block Grant) Funds. The Municipal Grant Program is a competitive grant program that makes awards to help strengthen communities, encourage regional collaboration and improve quality of life for county residents.

**Municipal Grant applications are limited to Urban County Communities, specifically the 51 Cuyahoga County Urban County Communities that signed a cooperation agreement with Cuyahoga County. Those 51 communities are eligible to apply.**

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

	Municipal Grant
Maximum Grant Award	\$150,000
Total Grants Available	10 (Anticipated)
Program Term	TBD
Application limit	One per eligible 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
Senior Centers	Exterior storefront renovations

**Required National Objectives and eligible activities are defined in the Code of Federal Regulations [24CFR570](#).**

**Application Deadline: Monday, September 16, 2024 by  
3PM to  
[dbroadus@cuyahogacounty.us](mailto:dbroadus@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 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 in proper format received by deadline

### Required Attachments (Limit 12 pages):

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; and
  - c. Copy of **Council resolution dated at least 7 days after** the public meeting
2. Engineer's or Finance Director's cost estimate
3. ITA14\_LowMod19\_2021 Municipality Map prepared by the Cuyahoga County Planning Commission, **Dated August 2021**, w/project clearly identified on map ([please email Daray@dbroadus@cuyahogacounty.us](mailto:Daray@dbroadus@cuyahogacounty.us) for a copy of community map)
4. Activity location map w/street(s) clearly identified, if applicable
5. 2 pictures of activity location, if applicable
6. Proof of commitments of additional funding to the project, if applicable

### Application Requirements:

**Submit all required documentation in one email** (Completed and signed Application; 12 pages maximum required documentation; 5 pages maximum optional documentation)

- 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**.
- **Limit required attachments (above) to 12.**
- Applicants may submit **up to five (8 1/2" x 11") pages of additional attachments** in support of the application for a **total of 17 pages of attachments**.
- **Letters of support are not required and are NOT evaluated in the scoring process. Please do not include.**

## Evaluation Criteria

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

### Activity Summary (35 pts. max)

The summary must include WHAT the project or activity is, WHERE it is/will be located, and WHY it is needed. What is the anticipated START and COMPLETION date of the project - Must begin within term agreement. If applicable, provide demographics of who will be benefited from the project.

### Activity Impact (50 pts. max - includes 5 points for being in an Equity Zone)

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 the other development activities already planned and underway in the community or surrounding area, and HOW CDBG funding received would be a catalyst for additional growth. If applicable, provide demographics of who will benefit from this project. Use <https://www.census.gov/quickfacts/> to provide necessary information.

For Equity Zone Information, visit -

<https://cuyahogacounty.us/departments-of-equity-and-inclusion/equity-zones>

### 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. If applicable, 15 points max will not be awarded if past performances does not include on time reimbursements and monthly activity reports, Wage Compliance, return of required and requested documentation, and adherence to specified contractual project completion dates.

## Application Submission Instructions

1. Submit applications via email with attachments to [dbroadus@cuyahogacounty.us](mailto:dbroadus@cuyahogacounty.us)
2. **Submit applications on or before September 16, 2024 at 3:00 p.m.**
3. You may contact Daray at [dbroadus@cuyahogacounty.us](mailto:dbroadus@cuyahogacounty.us) or (216) 443-7279 for technical assistance or questions during the application period.
4. Submit application in ONE EMAIL WITH THREE SEPERATE pdf files named
  - o Name of Applicant Muni Grant application
  - o Required Attachments
  - o Optional Attachments
5. You will receive a confirmation receipt email within 24 hours of receipt.

***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 or online 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.