CLEVELAND HEIGHTS

Council Committee of the Whole
November 20, 2023
6:00 PM
City Hall – Executive Conference Room

Agenda

1) **Roll Call/Call to Order**

2) **Presentation to Council on CDBG Recommendations (20 min)**

   a. Recommendation Packet

3) **Legislative Review/Caucus (30 min)**

4) **Council Rules (20-30 min)**

5) **Adjourn**

Year 50 (2024)

CAC and Admin Recommendations and Applications

Planning Department

MEMO

To: Mayor Kahlil Seren; City Council

From: Brian Iorio, Assistant Director for Community Development

C.C.: Eric Zamft, Director of Planning & Development

Fallon Robinson, Community Planner

RE: Year 50 CDBG Applications and Recommendations

As is done annually, the Citizens Advisory Committee (CAC) and the City Administration have concluded their application, review and recommendation process for the 50th year of the CDBG program. As you will see, the CAC and Administration recommendations for 2024 funding are identical. Included in this packet is: CAC Chair Patti Substelny's summary of the CAC recommendations, the Year 50 CAC and Administration's Recommendations and the applications for funding that were received in 2023. They are organized in the order that they first appear in the recommendations table. Attachments were not included in this packet due to size. However, they can be provided upon request.

CAC Chair Patti Substelny will be available to discus the CAC recommendations at the November 20, 2023 Council Committee of the Whole meeting. I will be present to confirm that the Administration's recommendations are identical. Following that, with Council's agreement, City staff will draft the Annual Action Plan (the "Plan") for 2024 and release a public notice for a 30-day public comment period regarding the Plan and the process for developing the Plan. After the end of the 30-day public comment period, the CAC will hold a public hearing in order to review any comments received. City Council will then be presented legislation in February of 2024 to approve the 2024 Annual Action Plan and grant the Mayor the authority to submit the Plan to the US Department of Housing and Urban Development (HUD).

In addition to the recommended allocations included in this packet, the City will be reallocating funds from prior years. These allocations include the reallocation of approximately $150,000 from HPO programs to the new "Home Repair Program" that targets low- and moderate-income households regardless of their age or disability status. Additionally, approximately $264,000 of CDBG-CV funds (CARES Act CDBG funds) will be reallocated from "Emergency Assistance" to

“Senior Assistance” ($70,000) and “Outdoor Public Spaces” ($194,000) for the Cain Park Playground and Coventry PEACE Park accessibility improvements. Lastly, program income from HRRC’s Home in the Heights program (approximately $46,000) will be allocated to HRRC’s Assist Incentive Grant Program.

As always, please contact me if you have any questions, comments or concerns. I can be reached via email at biorio@clevelandheights.gov or by phone at (216) 291-4845.

November 20th 2023
City of Cleveland Heights Ohio
Community Advisory Committee CDBG Recommendations to City Council
Plan Year 50

Please find these documents attached.

1. CAC goals for plan year 50
2. 2023 CAC committee membership
3. List of CAC members who participated in voting on funding recommendations
4. Funding recommendations for each grant application

There are several takeaways from this year's process

1. Because CAC membership had representation from all historical Middle School neighborhoods in Cleveland Heights a broad range of feedback was available.
2. For the majority of grants, the CAC agreed with the CDBG administrator's recommendations.
3. The CAC was concerned that the funding for the PEACE Park was eliminated, as the CAC recommended full funding. The CAC was very glad to hear that funding will occur through a source other than CDBG funds.
4. The majority of grant applications were within the Neighborhood Activities category. HUD caps this category at 20% of CDBG funds. Most of our deliberation time was spent maximizing this 20%.

List of CAC Members Participating in Plan Year 50 Deliberations and Voting

Justin Alcorn
Lee E. Barbee, II
Angela Bennett
David Benson
Cindie Carroll-Pankhurst
Sue Dean Dyke
Susan Efroymson
Lisa Gilbert
Amanda Isaacson
Leslie Jones
Anthony Porembski
Jessica Schantz
Allosious Snodgrass
Patti Substelny
Elizabeth VanderLeest
Darlene White

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The FY 2020-24 Consolidated Plan outlines Cleveland Height's five-year priorities, anticipated financial resources, partners, and programs to address the needs outlined in the Needs Assessment and Market Analysis. The five-year framework is linked to the FY 2020 Annual Plan, which describes projects and activities to be implemented during the current year. The annual activities and long-term goals/priorities must meet one of HUD's statutory objectives: providing decent affordable housing, creating a suitable living environment, or expanding economic opportunities. In addition to meeting a statutory objective, HUD expects activities to reflect at least one outcome: availability/accessibility, affordability, or sustainability ***(attachment).***

PRIORITY NEEDS

Cleveland Heights has identified three High priority needs for the next five years:

Affordable Housing: maintain and create homeownership, which is important for neighborhood stability. Work will concentrate on rehabilitation activities and down-payment assistance.

Non-homeless Persons with Special Needs: improve the condition and energy efficiency of housing and offer services to assist persons to remain in their homes, focused on elderly, frail elderly, persons with physical disabilities, and persons with developmental disabilities.

Non-Housing Community Development: revitalize residential neighborhoods and commercial/industrial areas with infrastructure/public facility investments, along with economic development programs, to focus on retaining and attracting residents and offering a desirable environment for businesses to invest.

Homelessness and **Public Housing** were noted as Low priority needs due to the agencies that assist persons in countywide systems.

ANTICIPATED FINANCIAL RESOURCES

The City will utilize various funding sources to address priorities. The main sources will be CDBG funds as an entitlement community, and HOME funds as a Cuyahoga Housing Consortium member.

PARTNERS

The City's "institutional delivery structure" will use City departments, along with non-profit organizations for housing programs, public services, and fair housing programs.

Strategic Plan Overview continued in Text Box.

Strategic Plan Overview (continued)

Strategic Plan Overview (continued)

GOALS AND PROGRAMS

Cleveland Heights has identified four goals, through which programs will be implemented during the next five years:

Improve, Maintain, and Expand Affordable Housing: provide programs for renters and owners, including down-payment assistance, home improvement, weatherization/energy efficiency, accessibility improvements, and correction of building code violations. Eligible areas will receive building code enforcement services. As a result of a local/state/national emergency or natural disaster, the City may improve neighborhood stability by assisting renters and/or owners who are at-risk of foreclosure, eviction, and/or utility termination to remain in their housing.

Revitalize Residential Neighborhoods: improve the physical condition, health, and safety of neighborhoods with projects such as improvements to rights-of-way, water and/or sewer lines, and/or public facilities. The City may also fund activities to remediate blighted conditions.

Provide Needed Public Services: focus on the elderly, frail elderly, persons with physical disabilities, persons with developmental disabilities, and low- and moderate-income families with children as a priority for housing assistance. The City will assist public service activities that include - but are not limited to - education, work, transportation, healthcare, housing, fair housing, healthy food access, and domestic violence. The City may support interrupted or at-risk governmental functions.

Increase Economic Opportunities: provide public infrastructure improvements to aid economic development; assist for-profit commercial enterprises with access to working capital, building rehabilitation and new construction activities designed to create or retain jobs; eliminate substandard or blighted building and neighborhood conditions.

CITY OF CLEVELAND HEIGHTS

2023 CITIZENS ADVISORY COMMITTEE

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NOBLE (Appointed 2023)

Updated 11/15/2023

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BOULEVARD (Appointed 2023)

*Designated geographic member

STAFF

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Updated 11/15/2023

	2023 Allocations	2024 Requests	2024 Subcommittee Recommendations	2024 CAC Recommend ation	2024 Updated Admin Recommendation
ADMINISTRATIVE ACTIVITIES maximum funding is capped at 20%					
CD Administration	$ 171,651	$ 229,000	$ 229,000	$ 227,000	$ 227,000
Fair Housing Activities	$ 58,600	$ 38,525	$ 38,525	$ 38,525	$ 38,525
FutureHeights - Community Capacity-Building	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000
ADMINISTRATIVE SUB-TOTAL	**$ 275,251**	**$ 312,525**	**$ 312,525**	**$ 310,525**	**$ 310,525**
PUBLIC SERVICE ACTIVITIES maximum funding is capped at 15%					
HRRC Housing Counselor	$ 25,000	$ 45,938	$ 45,938	$ 25,000	$ 25,000
Office on Aging - Community Resource Specialist Program	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
Heights Emergency Food Ctr.	$ 26,470	$ 26,950	$ 26,950	$ 27,000	$ 27,000
Family Connections (HPC)	$ 25,000	$ 25,000	$ 25,000	$ 22,000	$ 22,000
Family Connections - Parent Café	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Open Doors Academy (Middle School Program)	$ 15,000	$ 20,000	$ 20,000	$ 15,000	$ 15,000
ODA - Pathways to Independence Program at Cleveland Heights High School	$ 15,000	$ 20,000	$ 20,000	$ 15,000	$ 15,000
Start Right Food Program	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
Agudath Israel of Ohio (Gesher)	$ 18,000	$ 18,000	$ 18,000	$ 17,000	$ 17,000
Lake Erie Ink	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
WAVE Mentoring Program	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
Naaleh Cleveland	$ 20,000	$ 30,000	$ 30,000	$ 20,000	$ 20,000
Chesed Center - Food Pantry Operations	$ -	$ 20,000	$ 20,000	$ 10,000	$ 10,000
PUBLIC SERVICES SUB-TOTAL	**$ 234,470**	**$ 295,888**	**$ 295,888**	**$ 241,000**	**$ 241,000**
PUBLIC FACILITIES & IMPROVEMENTS					
PUBLIC FAC. & IMP. SUB-TOTAL					
ADA Curb Ramp Construction	$ 194,128	$ -	$ -		$ -
CH Parks and Recreation - Park Improvements	$ -	$ 125,000	$ 125,000	$ 31,962	$ 31,962
PEACE Park Accessibilty Improvements	$ -	$ 100,000	$ 100,000		$ -
Chesed Center Capital Improvements		$ 50,000	$ -	$ 49,000	$ 49,000
Antisdale Road Resurfacing		$ 197,485	$ 197,485	$ 162,892	$ 162,892
Public Buildings & Lands Accessibility Improvements	$ 115,000	$ -	$ -		$ -
PUBLIC FAC. & IMP. SUB-TOTAL	**$ 309,128**	**$ 472,485**	**$ 422,485**	**$ 243,854**	**$ 243,855**
HOUSING ACTIVITIES					
Home Repair Resource Center (HRRC)					
HRRC Operating Expenses	$ 116,194	$ 201,842	$ 201,842	$ 200,842	$ 200,842
Assist Incentive Grant	$ 15,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Deferred Loan Match	$ 3,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Sr. Home Stability Grant	$ -	$ 5,000	$ 5,000	$ 5,000	$ 5,000
HRRC SUB-TOTAL	*$ 134,194*	*$ 221,842*	*$ 221,842*	*$ 220,842*	*$ 220,842*
Housing Preservation Office (HPO)					
Senior Home Repair Program	$ -	$ 150,000	$ 150,000	$ 150,000	$ 150,000
Home Repair Program	$ -	$ -	$ -		$ -
Paint Program	$ 80,000	$ -	$ -		$ -
Violation Repair Program for Seniors	$ 40,000	$ -	$ -		$ -
Strategic Home Repair	$ 50,000	$ -	$ -		$ -
Nuisance Abatement	$ 340,000	$ -	$ -		$ -
HPO Operating/Staff	$ 304,480	$ 310,751	$ 310,751	$ 310,751	$ 310,751
LMI Code Enforcement	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
HPO SUB-TOTAL	*$ 864,480*	*$ 510,751*	*$ 510,751*	*$ 510,751*	*$ 510,751*
FutureHeights - FutureHomes Program	$ -	$ 40,000	$ 40,000	$ 7,234	$ 7,234
HOUSING SUB-TOTAL	**$ 998,674**	**$ 772,593**	**$ 772,593**	**$ 738,827**	**$ 738,827**
COMMERCIAL/ECONOMIC DEVELOPMENT					

	2023 Allocations	2024 Requests	2024 Subcommittee Recommendations	2024 CAC Recommendation	2024 Updated Admin Recommendation
Economic Development Department					
E.D Administration	$ 50,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000
Storefront Consultants	$ -	$ -	$ -		$ -
Storefront Renovation Loans	$ 100,000	$ -	$ -		$ -
Storefront Renovation Rebates	$ 50,000	$ -	$ -		$ -
Microenterprise Program	$ -	$ -	$ -		$ -
ED SUB-TOTAL	*$ 200,000*	*$ 75,000*	*$ 75,000*	*$ 75,000*	*$ 75,000*
COMMERCIAL/ED SUB-TOTAL	**$ 200,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**
GRAND TOTAL	**$ 2,017,523**	**$ 1,928,491**	**$ 1,878,491**	**$ 1,609,206**	**$ 1,609,207**
Contingency					
Reallocated Funds	$ 458,395	$ 59,207		$ 59,207	$ 59,207
HUD ALLOCATION	**$ 1,559,128**	**$ 1,550,000**	**$ 1,550,000**	**$ 1,550,000**	**$ 1,550,000**
				$ 1	$ (0)
SUBCOMMITTEE ASSIGNMENTS KEY					
Commercial Areas					
Finance and Other					
Neighborhood Activities					
Preservation and Housing					
Admin %	17.7%	20.2%		19.30%	19.3%
PS %	11.6%	15.3%		14.98%	15.0%
Admin Cap	$ 311,826	$ 310,000		$ 321,841.38	$ 321,841.38
PS Cap	$ 233,869.20	$ 241,381.05		$ 241,381.03	$ 241,381.03
Admin Budgeted	$ 275,251	$ 312,525		$ 310,525	$ 310,525
PS Budgeted	$ 234,470	$ 295,888		$ 241,000	$ 241,000
LM %	72%	94%		92%	92%

City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

City of Cleveland Heights
CDBG Administration

Jump to: Pre-Application   Application Questions   Budget/Tables   Budget/Tables (cont.)   Documents

$ 229,000.00 Requested
$ 0 Leveraged Dollars

Submitted: 7/13/2023 1:20:18 PM (Pacific)

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Additional Contacts
none entered

City of Cleveland Heights

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SAM	
Expires	

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
The CDBG Administration program is tasked with managing the CDBG Program for regulatory compliance, timeliness, efficiency and continuous improvement. The CDBG Administration program includes the necessary staff, supplies and contracts in order
to carry out the various administrative requirements to effectively manage the CDBG, HOME and Lead Safe programs. CDBG Administration is considered by statute to be an administrative activity and therefore does not directly benefit low- and moderate-income households or aid in the prevention or removal of slum and/or blighted conditions.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.
- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [ ] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be

LMI persons)

- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☑ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
40 Severance Circle, Cleveland Heights, Ohio 44118

6. Please identify your program or project's target population:
-answer not presented because of the answer to #3-

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
-answer not presented because of the answer to #3-

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
Racial equity and inclusion is an implicit goal of the Community Development Block Grant due to its focus on serving low- and moderate-income households, fairness in access to its funded activities and the demographic of Cleveland Heights' low- and moderate-income population.

10. Please list the eligibility requirements for participants of your program or project:
-answer not presented because of the answer to #3-

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
-answer not presented because of the answer to #3-

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
NA

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
NA

Application Questions *top*

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Cleveland Heights proudly connects with its history as a first suburb of Cleveland and as a mature, integrated, residential community. Full mission statement can be found at: http://www.clevelandheights.com/588/Mission-Statement.

2. Please describe the program or project for which you are requesting funds:
The CDBG Program requires that resources be made available to ensure that CDBG funded activities follow the assortment of rules and regulations required by the Federal Government. This includes cross cutting issues, such as the National Environmental Policy Act, the Uniform Relocation Act, the Davis Bacon Act, and other acts of Congress and Executive Orders that apply to recipients of federal funding.

3. Please briefly describe what makes your agency or department a good fit for this activity:
CDBG Administration funds the staff and overhead required to operate a compliant, efficient and responsible program. CDBG Administration also funds program planning which explores the potential uses of funds and furthers the CDBG program. Also, CDBG Administration funds the management of other Federal programs that help the City address its community development needs, such as the HOME Investment Partnership and Lead Safe Cuyahoga.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
This activity includes personnel costs for portions of 6 employees. Additionally, software expenses, office expenses, travel expenses and historic preservation professional services are included.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
50% of an additional staff person has been included in order to assist with the administration of the CDBG, HOME and Lead Safe grants.

6. Please indicate if your program or project will generate any program income:
- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
NA

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
The effectiveness of the program will be measured through:
-HUD review of the Annual Action Plan
-HUD review of the Consolidated Annual Performance and Evaluation Report
-HUD monitoring reviews
-The City of Cleveland Heights annual financial audit
-Evaluation of the CDBG funded outcomes against the City's Master Plan

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
Monthly and quarterly reports from our non-profit partners are evaluated as they are received. Additionally, the City's requisition/purchasing system ensures that costs associated with City programs are allowable according to CDBG rules and regulations.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes, 171,651

11. If applicable, please enter the name and year(s) of the previously funded program or project:

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
NA

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
Decreases or delays in Federal appropriations for CDBG, HOME or any other related community development programs greatly reduces the impact of the City's Community Development efforts.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
100

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
Less than 1%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
General Fund dollars are used to fund personnel beyond what CDBG is capable of funding.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
The carryover of prior year funds has been incorporated into this proposal. Reductions in funding would result in limited capacity to carry out the compliance necessary to operate the program

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
Generally, any unspent funds from prior years are used to fund the program until the annual allocation is made available. Additionally, the "new" CDBG assistant position has remained unfilled. This has been incorporated into this request.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
Including carryover funds, our 2023 application was for $272,837. The 2024 application is for $255,612. This is mainly due to the elimination of a request for indirect costs.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
There haven't been any significant changes in agency funding sources.

21. What new approaches are being developed or explored to generate new sources of funding?
New grants awarded to the City occasionally allow administrative expenses to be charged to the grant. However, many times the City chooses to forego this allowable expense in order to maximize the impact of the funds awarded. Most often, administrative expenses are not an allowable expense for non-federal awards.

22. What steps have been taken in the past year to make the agency more cost effective?
The City continually evaluates job descriptions to ensure funds are being used effectively.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application

☐ I have no preference
☐ I have never filled out a paper application

24. We welcome any suggestions to improve this application:
None

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 229,000.00	$ 179,468.00
Prior Year CDBG funds (estimated rollover going to Year 46)	$ 32,660.00	$ 93,368.00
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 261,660.00**	**$ 272,836.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 207,660.00	$ 207,660.00	$ 197,737.00	$ 197,737.00
Supplies, printing, travel and memberships.	$ 11,000.00	$ 11,000.00	$ 9,100.00	$ 9,100.00
Professional Services	$ 30,000.00	$ 30,000.00	$ 20,000.00	$ 20,000.00
Software	$ 13,000.00	$ 13,000.00	$ 11,000.00	$ 11,000.00
Indirect Costs	$ 0.00	$ 0.00	$ 35,000.00	$ 35,000.00
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 261,660.00**	**$ 261,660.00**	**$ 272,837.00**	**$ 272,837.00**

Budget/Tables Narrative

The Year 50 request removes the indirect cost expense from our request. The request also includes $20,000 for professional services for our historic preservation review consultant and an additional $10,000 to facilitate additional planning studies.

Budget/Tables (cont.) *top*

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Accountant	☑	40 Hours	4 Hours	$ 5,736	$ 5,736	$ 75,020	$ 13,922
2. Asst. Dir of Planning	☑	40 Hours	10 Hours	$ 27,585	$ 27,585	$ 11,034	$ 11,034
3. Director of Planning	☑	40 Hours	4 Hours	$ 12,946	$ 12,946	$ 2,589	$ 2,589
4. Asst. Director for Community Development	☑	40 Hours	30 Hours	$ 78,817	$ 78,817	$ 95,751	$ 95,751
5. Community Development Planner	☑	40 Hours	20 Hours	$ 38,672	$ 38,672	$ 0	$ 0
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**200 Hours**	**68 Hours**	**$ 163,756**	**$ 163,756**	**$ 184,394**	**$ 123,296**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in	Total # of *Hispanic* Cleveland Heights	Total # of All Clients in	Total # of all *Hispanic* Clients in

	Category	Clients in Category	Category	Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	**0**	**0**	**0**	**0**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	Not Applicable
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	Not Applicable
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Not Applicable
A copy of your organization's most recent yearly financial statement or audit	☑	2022 CAFR
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

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Application ID: 445815

CITY OF CLEVELAND HEIGHTS

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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

City of Cleveland Heights

Fair Housing Program

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 38,525.00 Requested
$ 0 Leveraged Dollars

Submitted: 7/14/2023 8:13:33 AM (Pacific)

Project Contact
Brian Iorio
biorio@clevelandheights.gov
Tel: 2162914845

Additional Contacts
none entered

City of Cleveland Heights

40 Severance Cir
40 SEVERANCE CIRCLE
Cleveland Heights, OH 44118
United States

Assistant Director for Community Development
Brian Iorio
biorio@clevelandheights.gov

Telephone	2162914845
Fax	
Web	www.clevelandheights.gov
EIN	34-6000688
UEI	S8KXNLPMRMU7
(N)CAGE	
SAM Expires	

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Cleveland Heights proudly connects with its history as a first suburb of Cleveland and as a mature, integrated, residential community. Full mission statement can be found at: http://www.clevelandheights.com/588/Mission-Statement.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.

- ☑ Existing Program or Project
- ☐ New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☐ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion,

will be occupied by LMI households)

- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☑ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
Various locations throughout the City

6. Please identify your program or project's target population:
-answer not presented because of the answer to #3-

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
-answer not presented because of the answer to #3-

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
This activity inherently seeks to address racial equity and inclusion in housing by enforcing fair housing laws and educating the public about fair housing laws.

10. Please list the eligibility requirements for participants of your program or project:
-answer not presented because of the answer to #3-

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
-answer not presented because of the answer to #3-

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
44,571 (population of the City)

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Promote and maintain the City’s longstanding tradition of diversity and actively foster an environment of inclusiveness.

Application Questions *top*

Situation

1. Please describe the problem or need that is to be addressed by your program or project:

HUD requires that the City "Affirmatively Further Fair Housing." This entails not only enforcing the City, County, State and National Fair Housing Laws, but to also take actions to combat the negative lasting effects of residential segregation.

2. Please describe the program or project for which you are requesting funds:
Receipt of CDBG and any other HUD funds require that the City work to "Affirmatively Further Fair Housing." This is in line with the City's longstanding tradition of being an inclusive community that puts a high value on diversity. The proposed Year 50/2024 Fair Housing Activities are: Fair Housing Testing, Fair Housing Education & Outreach, Fair Housing Complaint Investigations, Fair Lending Coalition Membership, Racial Equity and Inclusion Training and Eviction Prevention Assistance. Fair Housing Education & Outreach includes: Outreach to Residents, Outreach to Housing Providers & Monitoring of Housing Market, Fair Housing Law Training for Tenants, and Fair Housing Law Training for Housing Providers.

3. Please briefly describe what makes your agency or department a good fit for this activity:
All of these activities will be carried out either through contractors that the City will determine to be the best fit for each activity or through City Staff.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
Total funding for this activity is $73,350. This includes expected carryover of $34,825.
This activity relies heavily on partnerships with the Fair Housing Center for Rights and Research, the Legal Aid Society of Cleveland, Third Space Action Lab, the Greater Cleveland Reinvestment Coalition, and the National Community Reinvestment Coalition.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
Third Space Action Lab will be hired to conduct the Racial Equity and Inclusion trainings. The Fair Housing Center for RIghts and Research is contracted to conduct Rental and Sales Audits, Fair Housing Education and Outreach, and Complaint Investigation. The Legal Aid
Society of Cleveland will continue their eviction prevention work in the Cleveland Heights Housing Court. In-kind contributions consist of non-CDBG employees that staff the Fair Practices Board.

6. Please indicate if your program or project will generate any program income:

- ☐ Yes
- ☑ No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
NA

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
-Fair Housing Audits: number of sales audits, number of rental audits, subject protected classes covered.
-Fair Housing Education & Outreach: Number of program participants
-Fair Housing Complaint Investigation: Number of cases investigated and outcomes
-Fair Lending Monitoring: CRA loans originated (collected on an annual basis)
-REI training: number of attendees
-Eviction Prevention - Number of tenants assisted, legal consultation hours

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
Landlords and real estate professionals will more likely understand that there are consequences for those who violate fair housing ordinances. The Community will more likely understand current fair housing issues and be prepared to advocate for positive change. Landlords and tenants will more likely know their rights and responsibilities. Tenant households will become more stable by avoiding unwarranted evictions.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:

Yes - $58,600

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Year 49 - Fair Housing

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
It is expected that landlords and real estate professionals will know their responsibilities regarding fair housing and not violate fair housing laws. If they do, this activity will help determine who is not following the law and take action. Additionally, the community will be better aware of the issues surrounding fair housing, fair lending and residential segregation and will be better able to take action personally, professionally and civically, to ensure that our community is welcoming, equitable and diverse.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
Actions taken on a local, state and national level to weaken fair housing laws and pro-diversity initiatives can negatively affect our goals. However, actions such as those will only make this activity more important for the community.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
100%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
Less than 1%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
No other funds are programmed for this use.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
The City will forego its lowest priority fair housing activities.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
The City has had carryover amounts (around 35%) due to the lack of in-person Phase I REI trainings available. We are expecting to hold an in-person training later this year.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
This request is similar to the request for Year 49 CDBG funding.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
Funding sources for this activity have not changed significantly in the last 2 years.

21. What new approaches are being developed or explored to generate new sources of funding?
This is currently the only source of funding for this activity. Additional sources of funding will be explored. Additional sources of funding will more likely be attainable by our Fair Housing partners rather than the Municipal Government.

22. What steps have been taken in the past year to make the agency more cost effective?
The majority of expenses are contracted activities and are therefore subject to market rates.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
None

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 38,525.00	
Prior Year CDBG funds (estimated rollover going to Year 46)	$ 34,825.00	
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 73,350.00**	**$ 0.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Sales & Rental Audits	$ 11,750.00	$ 11,750.00	$ 11,900.00	$ 11,900.00
Fair Housing Education & Outreach	$ 12,500.00	$ 12,500.00	$ 17,000.00	$ 17,000.00
Fair Housing Complaint Investigations	$ 7,500.00	$ 7,500.00	$ 0.00	$ 0.00
Fair Lending Memberships	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
REI Trainings	$ 24,600.00	$ 24,600.00	$ 24,600.00	$ 24,600.00
Eviction Prevention	$ 15,000.00	$ 15,000.00	$ 30,000.00	$ 30,000.00
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 73,350.00**	**$ 73,350.00**	**$ 85,500.00**	**$ 85,500.00**

Budget/Tables (cont.) *top*

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*

1.	☐	Hours	Hours	$	$	$	$
2.	☐	Hours	Hours	$	$	$	$
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**0 Hours**	**0 Hours**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				

Total	0	0	0	0

Documents top

Documents Requested *	Required?	Attached Documents *
A copy of your organization's Articles of Incorporation	☑	Not Applicable
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	Not Applicable
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Not Applicable
A copy of your organization's most recent yearly financial statement or audit	☑	2021 CAFR
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

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Application ID: 445864

City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/31/2023

FutureHeights,Inc.

Community Building Programs

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 85,000.00 Requested
$ 100,000 Leveraged Dollars

Submitted: 7/15/2023 1:55:39 PM (Pacific)

Project Contact
Kristine Pagsuyoin
kpagsuyoin@futureheights.org
Tel: 216-320-1423

Additional Contacts
none entered

FutureHeights,Inc.

2843 Washington Blvd
Cleveland Heights, OH 44118
United States

Executive Director
Kristine Pagsuyoin
kpagsuyoin@futureheights.org

Telephone 216-320-1423
Fax
Web futureheights.org
EIN 34-1948426
UEI
(N)CAGE
SAM Expires

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
FutureHeights is a community development corporation serving Cleveland Heights.

Mission: To facilitate an equitable, prosperous and vibrant future for Cleveland Heights and University Heights and to engage in and promote economic and social development through meaningful engagement of residents and collaboration with local organizations, businesses and governments.

Community Building: Leadership Development, Community Engagement, Mini-Grants, Heights Observer
FutureHomes & Revitalization: Housing Rehab and placemaking
Local Economic Support; Heights Music Hop, Best of the Heights, Heights Observer

Budget; $450,000

Goals: Build capacity and cohesion with in FutureHeights and within the community, develop programming to fill gaps left by HCC in fair housing, house tour, and landlord/tenant issues, design plans for infill housing, expand local business outreach & support, expand Heights Observer participation, and continue to rehab houses & areas around vacant properties,

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
☑ Existing Program or Project

☐ New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☑ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☐ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
A map of eligible areas is available in the Library section of this application ("2023 LMI Map").

- ☐ 1403.01-1
- ☐ 1405.00-1
- ☐ 1405.00-3
- ☐ 1407.01-2
- ☐ 1407.01-3
- ☐ 1408.00-3
- ☐ 1409.00-1
- ☐ 1410.00-1
- ☐ 1410.00-2
- ☐ 1411.00-2
- ☐ 1411.00-3
- ☐ 1415.00-1

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
Programs are held at locations all over the City of Cleveland Heights

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
All Community Building Programs are developed to be inclusive. Many programs and projects target low-mod income homeowners.tenants and local small businesses.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☑ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
Racial equity is promoted with the program's focus on areas with higher African American populations, specifically North of Mayfield Road in Cleveland Heights in the Noble, North Taylor, and North Coventry neighborhoods. More intensive outreach, organizing, and direction action by program staff are dedicated to these areas of Cleveland Heights.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
Programs are offered free of charge, and most of the programs are for anyone who is interested in participating. Neighborhood Leadership Workshop Series requires an application/interview process. There are not restrictions to applying except the applicant must be a resident of Cleveland Heights.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

500	Projected # of unduplicated persons or units to be served
400	Projected # of unduplicated low- to moderate-income persons/units served
450	Projected # of Cleveland Heights persons/units to be served
1,350.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
500

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Continue to promote and support neighborhood identities to enhance a sense of place and build pride among residents

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Cleveland Heights (CH) is an inner-ring suburb that has been experiencing transition. The need for civic engagement and community-building programs has increased as some neighborhoods have experienced decline, with rising poverty and crime rates, home foreclosures and disinvestment. Community engagement initiatives combat these challenges as sustaining healthy communities requires engaged individuals, organizations, and institutions. There are several key factors that contribute to the increased need for intentionally building community and creating opportunities for civic engagement, including an increase in poverty, a decrease in home ownership, and the perceived increase in crime. According to the CH Master Plan “in comparison to the County as a whole, CH has slightly higher levels of very low incomes and slightly higher levels of very high incomes.” The report continued, “In 2013, the City’s household income by category showed that 19.0% of households earned less than $15,000 annually. This is higher than the countywide average and displays an income disparity, despite the higher median household income of the community.” Community building and placemaking in neighborhoods under distress or in transition will create stability, and empower residents to work toward collectively combating challenges, which will result in a sense of responsibility toward neighbors, neighborhoods, and their overall community. Some areas with high vacancy rates and other physical challenges have little to no organization of residents. Other areas have limited levels of organization, lacking participation from a fuller cross-section of the neighborhood. For any of these groups to have a greater impact on the Heights community as a whole, they need training and opportunities to build relationships, learn best practices, share information with one another, and access to resources. As groups are organized, they can work with the city to address pressing issues across all o

2. Please describe the program or project for which you are requesting funds:
FutureHeights seeks funds to continue and grow its successful Community Capacity-Building Program. This p which helps neighborhoods leverage their assets and provides tools to enable neighborhood leaders to work together on creative solutions to the challenges that face them. We envision vibrant, sustainable neighborhoods that have increased resilience through grassroots resident participation in civic life. In doing so, CH becomes better equipped to address challenges in the physical and social environment, drawing and activating the assets of people, nonprofits and public entities.
Program objectives:
1) Empower underrepresented groups to engage in city leadership and seek leadership positions in the form of boards, commissions, and Council
2) Facilitate the development of new neighborhood groups and the strengthening of existing ones
3) Empower neighborhood groups to listen, learn, and analyze to create assessments of their areas
4) Assist city and neighborhood groups in developing a neighborhood plan
5) Foster the identification of priority issues and development of action steps to create early wins in improving the physical and social environment of distressed areas
6) Help neighborhood groups tell their stories, and share their successes
7) Conduct outreach/info sessions in target neighborhoods regarding housing improvement and financing programs and encourage investment in homes to stabilize neighborhoods.
8) Assist groups to facilitate neighborhood meetings to understand needs and visions for their neighborhood.
9) Support placemaking and resident-led projects that address neighborhood challenges with creative solutions and build community.

Neighborhood Leadership Workshop Series, Crowdsourced Conversations, FutureHomes & Revitalization, Heights Observer, Best of the Heights, voter education, local business outreach.

3. Please briefly describe what makes your agency or department a good fit for this activity:
FutureHeights serves as an advocate for the citizen's voice in Cleveland Heights as an integral component of good neighborhood decision-making, and FutureHeights provides opportunities for citizens to express their ideas and concerns. FH is committed to racial equity and inclusion and seeks ongoing training. FutureHeights has approximately 400 current members (this fluctuates between 380-500 as dues expire). Our working
committees: FutureHomes & Revitalization, Community & Civic Engagement, Heights Music Hop, Local Business Outreach & Support, and Heights Observer are staffed by volunteers representing all neighborhoods of the community. These neighborhoods include the targeted CDBG low/moderate income neighborhoods with established relationships with civic groups, stakeholders, and institutions located within these targeted neighborhoods.

Inputs or Resources

---

4. Please describe the resources and inputs that you will need to implement your program or activity:
Community Building Programs
Neighborhood Leadership Workshop Series
Crowdsourced Conversations,
Local Business Outreach & Support
FutureHomes & Revitalization
Voter Education (voter's guide)
Provide support (conference room and space), and resources for community organizations
Publish the Heights Observer (free)
Organize the Heights Music Hop festival to support local business and promote community engagement

Staff/Consultants: $200.000
Programs: $173,350
Office/Printing/Supplies/Equipment: $44,000
Training: $1,000

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
Current Staff:
Executive Director, Kristine Pagsuyoin
FutureHomes & Revitalization Director, Hilary Schickler
Community Building Programs Manager, Sarah Wolf
Heights Music Hop Manager, Kasia Bufford
Administrative Assistant & Volunteer Coordinator, Brenda Bailey
Editor, Heights Observer, Kim Sergio

Manager, Heights Observer, Bob Rosenbaum

Staff to be Hired:
Local Business & Outreach Manager
Development Manager
FutureHomes & Revitalization Assistant

Consultants:
Mark Chupp, Assistant Professor, Mandel School of Applied Social Sciences at Case Western Reserve University (5 hours total)
April Urban, Center on Urban Poverty and Community Development (5 hours total)
Nicole Thomas, Lead Consultant at Nicole Thomas Consultant (30 hours total)
Mark Souther, Professor of History at Cleveland State University (5 hours total)
Erika Brown, Community Network Builder at Neighborhood Connections (5 hours total)
Nelson Beckford, Program Director Neighborhood Revitalization and Engagement at The Cleveland Foundation (3 hours total)
Brenda May, Neighborhood Leader at Noble Neighbors (15 hours total)
Nicole Rossa, Artist and Organizer at The Old Vaudevillian (5 hours total)
Trevelle Harp, Executive Director at Northeast Alliance for Hope (NOAH) (5 hours total)
Daniel Ortiz, Outreach Director, Policy Matters Ohio (5 hours total)
Charniece Holmes, Family Connections and Diversity Consultant (5 hours total)
Joi Carter, Community Engagement, MidTown CDC (5 hours total)
Eric Dillenbeck, Executive Director, Heights Community Congress (5 hours total)
Pastor Luvirt Parker, Pastor, Christ Community Church (5 hours total)
Rachel Bernstein, Executive Director, Heights Arts (5 hours total)
Jessica Cohen, CH resident, advocate, and community-builder (5 hours total)
Pastor Anthony Mattox, City Council Member and Community Advocate (5 hours total)
Barbara Sosnowski, Noble Neighbors (5 hours total)
Calvin Singleton, Civic Engagement Committee Co-Chair, (20 hours total)
Rhonda Davis Lovejoy, Civic Engagement Committee Co-Chair (20 hours total)
Julie Nations, MetroHealth (5 hours total)
Klen Kuruvilla, Christ Culture Church (5 hours total)

We plan to engage or sign contracts with these and others for the FY 50 workshops series, public forums, or other civic engagement programs and activities. Many of the consultants donated all or a portion of their time, rather than charging us full price. The mini-grants committee is made up of civic leaders who volunteered their time throughout the program (15-20 hours per volunteer, seven volunteers). Furthermore, speakers and presenters at FH public forums often donate their time preparing for presentations and presenting at public forums (3-6 hours per speaker, 12-18 speakers total for the four to six public forums per year).

Diversity, representation, and inclusion is a dearly held value of FH, and many of our consultants are from under-represent groups. FH aims to represent and celebrate the

6. Please indicate if your program or project will generate any program income:

- ☐ Yes
- ☑ No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
80,000.00

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
Measurements of Success
•Increase in the number of neighborhood groups in the database that FH maintains.
•Increase in the attendance at FH neighborhood training and networking meetings
•Increase in the percentage of the city that is covered by a known neighborhood group, particularly in LMI areas
• Increase in the number of applicants and projects completed through the Neighborhood Mini-Grants program and the dollars leveraged
•Increase in the number of stories about neighborhood issues published in the Heights Observer, particularly in LMI areas
•Number of Neighborhood Leadership Workshops graduates who continue their community work through organizing their neighborhood, pursuing a neighborhood mini-grant or CDBG funding, organizing/implementing a community event, joining a leadership position on a non-profit board or city committee

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome

data to support this claim:
Participants will become more aware of the assets and resources that their neighborhood already has, and they will begin to become familiar with resources and personnel that can assist in their efforts. Participants meet like-minded people and develop a sense of shared ownership and begin to recognize the importance of "ownership". Participants become linked-in as they gain awareness that they can influence change for the better in their own respective neighborhoods. Participants begin to identifying issues and projects, and maybe for the first time start thinking strategically to organize themselves and make sure that their voice is heard. In short, participants start to become empowered to take action to implement those projects to improve their neighborhoods. In doing so, they begin to cultivate their own strengths and skills for use on larger, more impacting neighborhood and community-wide issues and projects.

Participants either begin to see the fruits of their success or learn from their failures. But participants will have developed meaningful contacts and relationships with human and financial resource partners and learned the "road map" they can follow to achieve their goals. The experience and confidence gained in facing challenges, completing small projects, or several small projects, can then be parlayed into larger projects, perhaps undertaken in partnership with the city, foundations, or private funders. Success breeds success, and participants will be equipped to assume positions of leadership, should they choose, or higher profile roles to accomplish more items as needed to improve conditions and/or their quality of life.FH annually tracks the number and participation level of its community forums, leadership training participants, survey respondents, mini grant applicants and total of projects funded,

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes, $45,000, FY 49

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Community Building Programs

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
FutureHeights did a much better job in 2022 of utilizing its Crowd-Sourced Conversations series to generate actionable data (typically through community surveys) for our FutureHomes Committee and our Planning and Development Committee. Since Community Capacity Building falls under purview of our Community & Civic Engagement Committee, this establishes better interaction and integration across our organizational committee structure. This will be critically important if, as expected, our organization becomes more involved with real estate development projects in the future.
Similarly, the data, especially the information related to the surveys and forums on sustainability, safety, and housing is can be utilized by the city in its program design and implementation. Surveys and conversations revealed the strong interest from the community in seeing more inspections of dilapidated housing, more accountability from negligent owners, high concern about out-of-town investors, and more action specifically from the city and non-profit partners,
FutureHeights' Leadership Training sub-program continues to see 'graduates' move on to leadership positions at FutureHeights

and at the city, serving on various boards and commissions.
FutureHeights Mini-Grant program has seen an increase in number of applicants and number of projects indicating that more stakeholders are willing to organize and collaborate to achieve common goals (as the program requires).

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
Although the community is starting to recover, and re-discover, how to socialize and collaborate once again, it still remains a challenge to when to adopt a new understanding of how we interact with the community. For example, there has been an increase in fact-face interactions, but some people have adapted to working from home and virtually. Community Building through the variety of programs offered depends on people. FutureHeights has adapted well in most cases and is looking ahead to how engagement with the community will need to change.

The impact of a new executive director has re-grounded the organization so that existing programs can be improved, new programs implemented, and eye toward building stronger bonds with the City of Cleveland Heights, businesses, and other important institutions in the community.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
25%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
More than 80%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Funding sources include;

Grants (usually) from Cuyahoga Arts & Culture and Ohio Arts and business/corporate sponsor-ships for Heights Music Hop, family foundations, fundraisers to raise unrestricted funds such as the Annual Benefit and Annual Fund Drive, advertising revenue from the Heights Observer. Funding from grants have not been secured for FY 50.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
FutureHeights would, of course, look toward finding other sources of income. However, the organization would not be able to expand programming or capacity. Staffing may need to be reduced (full-time to part-time) or be eliminated.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
The funding received for FY 48 specifically dedicated to Civic & Community Engagement was spent.

The following explanation for the remainder of funds was provided by the previous executive director;
1) We did not expend all CDBG funds for the Cedar-Lee Mini-Park project because it has not yet proceeded due to lack of funds and staff turn-over at FutureHeights. In particular, the three staff members directly responsible for the Cedar Lee Mini Park project are no longer working for the organization. The Interim Director is actively
2) We will not expend all CDBG funds allocated for the Small and Minority Business Outreach position because the part-time employee responsible for this program resigned. We were allocated $25k for this position of which we spent $10,564 (42%). FutureHeights has determined that the duties ascribed to this position are better suited to a full-time employee and will look to hire this employee later in 2023.
3) FutureHeights will not expend the CDBG funds awarded to the Noble Banner project due to lack of total funds necessary to proceed. We were allocated $10k and spent $0 (0%). This project was not fully conceived and the timing may be wrong for a banner project along the Noble Corridor.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
The increase in personnel is due to hiring of an executive director and new staff that was loss in 2022. However, there has been an increase in participation as it relates to Community & Civic Engagement which increases programming costs. The cost of printing the local newspaper has increased; however, the publication still remains free as well as insurance, office space rental and operating costs, and updating technology.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
FutureHeights, like many non-profit organizations, have been impacted negatively by the Covid health crisis as it relates to fundraising efforts. We have lost revenue from typical sources like the Annual Benefit and Annual Fund Drive. Heights Observer advertising has been steady but with no significant growth.

Additionally, fundraising through the usual sources has been a challenge due to the gap in leadership and staffing experienced last year.

21. What new approaches are being developed or explored to generate new sources of funding?
The new approach to fundraising will be to diversify income sources, build stronger bonds with community leaders and institutions, expand readership and participation in the Heights Observer, increase planning time, and utilize the expertise of the FutureHomes & Revitalization Director to increase projects, build trust and credit, and assisting in making the program more competitive for external grants and private funding. The goal is the hire a development manager over the next year and to increase volunteership on the Fundraising committee..

FutureHeights has applied for ARPA funding.

22. What steps have been taken in the past year to make the agency more cost effective?

FutureHeights had reduced costs by;

-Updating technology to invoice and receive funds from advertisers, and moving more operations online,
-Hired a bookkeeping service (staff member eliminated),
-Evaluated all services and products to determine need and then eliminating for finding a cheaper option (payroll, postage, printing checks/deposit slips, credit card machine, etc),
-Eliminated cleaning service

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
No suggestions

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 85,000.00	$ 45,000.00
Prior Year CDBG funds (estimated rollover going to Year 46)	$ 45,000.00	$ 0.00
Applicant Agency Funds	$ 100,000.00	$ 230,000.00
Other Federal Funding		
State Gov't Funding	$ 3,000.00	
County Gov't Funding	$ 5,000.00	$ 3,000.00
Private Sector Funding (e.g. Foundations)	$ 15,000.00	$ 15,000.00
Special Fundraising Efforts	$ 45,000.00	$ 60,000.00
Client Fees for Service	$ 0.00	
In-kind Contributions		
Total	**$ 298,000.00**	**$ 353,000.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 245,391.00	$ 45,000.00	$ 245,391.00	$ 45,000.00
Supplies/Printing/Postage	$ 20,750.00		$ 20,750.00	
Non Capital Equipment	$ 1,300.00		$ 1,300.00	
Conferences/Travel/Mileage	$ 1,000.00		$ 1,000.00	
Subscriptions/Memberships	$ 750.00		$ 750.00	
Rent	$ 7,824.00		$ 7,824.00	
Utilities	$ 5,385.48		$ 5,385.48	
Insurance	$ 9,199.00		$ 9,199.00	
Capital Items				
Programs	$ 175,000.00	$ 40,000.00	$ 175,000.00	
Marketing/Promotions	$ 4,250.00		$ 4,250.00	
Professional Fees (accountant, books, legal)	$ 28,400.00		$ 28,400.00	
Other:				
Other:				
Other:				
Other:				
Other:				

Other:				
Other:				
Other:				
Total	**$ 499,249.48**	**$ 85,000.00**	**$ 499,249.48**	**$ 45,000.00**

Budget/Tables Narrative

As of June 30, 2023, FutureHeights switched from a January-December Fiscal Calendar to a June-July Calendar. At the end of Fiscal Year 2023 (short year) the cash on hand is approximately $100,000. We do anticipate continuing to receive funding from the Height Observer (monthly); however, our Annual Benefit fundraising is straddled between two fiscal years. At the start of 2024, we plan to have an Annual Fund Drive. Additionally, funding of $70,000 was eliminated from the City of Cleveland Heights. it is unclear if those funds will be reinstated in the next fiscal year. FutureHeights wants to expand programming and so the increased in the funding request will be utilized to help expand into fair housing issues, landlord/tenant education, and possible continuing the House Tour since HCC has closed its doors.

Budget/Tables (cont.) *top*

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Sarah Wolf	☑	40 Hours	35 Hours	$ 40	$ 35	$ 40	$ 35
2. Hilary Schickler	☑	40 Hours	25 Hours	$ 40	$ 35	$ 40	$ 25
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**80 Hours**	**60 Hours**	**$ 80**	**$ 70**	**$ 80**	**$ 60**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	0	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	0	0	0	0

Documents *top*

Documents Requested *	Required?	Attached Documents *
A copy of your organization's Articles of Incorporation	☑	FutureHeights IRS Letter
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	Tax Exempt Certificate
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board Members
A copy of your organization's most recent yearly financial statement or audit	☑	Audit
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

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Application ID: 445893

CITY OF **CLEVELAND HEIGHTS**

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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Home Repair Resource Center

Financial Assistance Program and Housing Counseling

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 250,000.00 Requested
$ 50,000 Leveraged Dollars

Submitted: 7/14/2023 10:24:36 AM (Pacific)

Project Contact
Keesha Allen
tallen@hrrc-ch.org
Tel: 216-381-6100 ext 11

Additional Contacts
none entered

Home Repair Resource Center

2520 Noble Road
Cleveland Heights
Ohio, OH 44121

Executive Director
Keesha Allen
tallen@hrrc-ch.org

Telephone	216-381-6100
Fax	216-381-6683
Web	www.hrrc-ch.org
EIN	23-7131204
UEI	
(N)CAGE	527U6
SAM Expires	

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Home Repair Resource Center's (HRRC) Financial Assistance (FAP) and Housing Counseling Programs provides critical housing resources to all Cleveland Heights residents.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.

- ☑ Existing Program or Project
- ☐ New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☐ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☑ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)

- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
Our housing counseling and repair education suite is open to all residents of Cleveland Heights. Our Financial Assistance Suite is only offered to income eligible Cleveland Heights homeowners.

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Our programs target people at various stages of their lives and have a range of financial and repair acumen. Based on the demographics of Cleveland Heights our primary client base is 68% minority and 69% low-moderate income (LMI).

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [x] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [ ] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
As stated in our mission, all of HRRC's programs strive to empower homeowners and residents to maintain their homes for sustainable and diverse communities. We aim to reach all residents in Cleveland Heights, and hope our services and programs promote community amongst residents and resources to keep their homes in good repair.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
The intended beneficiaries are low-to moderate income, Cleveland Heights owner-occupied, homeowners who need technical assistance, project management and financial resources to repair/maintain their home. Eligible applicants must be current on mortgage payments, property taxes and homeowners insurance and the project must be an approved HUD health and safety repair. All FAP clients are receive financial counseling from our HUD-approved counselors and all Cleveland Heights residents are eligible for Financial/Housing Counseling for the purpose of pre-purchase, credit counseling and mortgage/tax delinquency.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

200	Projected # of unduplicated persons or units to be served
200	Projected # of unduplicated low- to moderate-income persons/units served
200	Projected # of Cleveland Heights persons/units to be served
600.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed

program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
300

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Strategically use local dollars, state and national grants, and comprehensive incentive programs to stabilize the housing market and spur private investment

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Consumers are often at a disadvantage when making major financial decisions such as the purchase of a home or contracting for home repairs. This is especially true for low-to moderate income and black and brown populations. Finding credible information and sound advice is difficult, especially for someone whose financial skills and knowledge are in need of growth. Community residents find themselves unaware of what is needed to qualify for financing, how to negotiate a home purchase, and ensure sufficient resources and planning for post-purchase home maintenance. Many homeowners aren't equipped to understand how to prioritize and navigate basic home maintenance and repairs. This lack of understanding creates problems for homeowners in our community that includes one's inability to establish a personal budget to pay or finance and how to prioritize repairs correctly. Far too many people enter major financial commitments without being informed or equipped to manage them. HRRC understands that owning a home-especially an older home-presents a set of ongoing challenges. We also know that with the right tools and resources, homeowners can meet and overcome these challenges, and benefit from the experience and investment of homeownership. We focus on the entire life cycle of homeownership-especially the middle-and we address it by providing homeowners with the support they need to successfully maintain the physical and financial aspects of their home. By continuing to promote and expand our service options we are able to make these resources more broadly available to meet the community need and attract more homeowners to our community.

2. Please describe the program or project for which you are requesting funds:
Home Repair Resource Center is requesting funding for the Financial Assistance Programs listed below:
1. Grants and Loans: CDBG-funded programs provide benefits that reduce payments on bank loans for repairs; assist with the cost of complying with lead regulations and housing violations; and ensures knowledgeable staff administer benefit programs-all to assist Cleveland Heights homeowners repair and maintain their homes. We look to to combine as many resources a homeowner is eligible for to maximize the use of funds available.
2. Project Repair: is a self-help repair education program that teaches homeowners how to understand and/or perform their own repairs. Workshops are open to all residents, and at low or no cost to participate, this program is especially valuable to those with limited or fixed incomes choosing between doing a repair themselves or not do the repair at all.
3. Senior Repair Program: provides individualized consultation, technical assistance and educational workshops on all aspects of aging in place and home maintenance. and repair.
4. Housing Counseling: looks to improve financial literacy of our community by assisting clients with establishing a workable household budget for those trying to qualify for a mortgage, refinance, resolve delinquency or plan for a home repair. Our Housing Counseling Program also offers homebuyer education to prospective purchasers which helps them to make wise homebuying decisions, and hopefully become responsible homeowners who care for and maintain their properties. These activities improve our community and overall neighborhood stability. Our individual counseling approach is integrated into most of the services we provide. The strength of all of our programming is enhanced by the presence of in-house financial and housing counseling services.

3. Please briefly describe what makes your agency or department a good fit for this activity:
Home Repair Resource Center's work has been essential to maintaining and improving the housings stock of our community of Cleveland Heights for over 50 years. Our expertise is paired with our client-focused counseling that makes for a sustainable housing stock and community.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
HRRC's programs are supported by a team of 8, a host of volunteers and a well connected board. As a HUD-approved counseling agency we are able to provide industry-standard counseling and resources to the community.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
We don't anticipate adding new team members during the funding period.

6. Please indicate if your program or project will generate any program income:
- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
0.00

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
Many variables affecting financing options for repairs and purchasing a home are beyond HRRC's ability to change, but we consistently strive to ensure the resources and benefits we offer will have a maximum impact on both individual clients and in the community. Instead of comparing clients usage of the program like we used to in the past, we learned more about clients outcomes from taking a more in depth approach in capturing data and following up with clients, even if they didn't receive a financial incentive or benefit. Housing counseling clients complete pre and post class evaluations and also complete an online survey to ensure their needs were met through the classes curriculum. Through our financial assistance program, a client must sign a letter of satisfaction before any funds are issued to a contractor for a repair. This process protects homeowners from contractors and allows us to monitor our model and ensure it's efficient and effective.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
HRRC has identified the following benefits for the community through our programming. First among these is the ripple effect that home improvements and repairs have on surrounding homes and neighborhoods. While often difficult to quantify, we see the projects that we fund as triggers for a block or area. These projects send a message that homes are worth investing in, and they help to raise or maintain the neighborhood standard. Our second expected outcome is an outgrowth of the initial impact of financial counseling associated with the project. As the work done in these sessions begins to take root, clients begin to realize the benefits of improved financial management. We expect to see improved credit scores and consistent usage of a budget. These invaluable skills help empower clients to take charge of their lives and seek continuous improvement of their personal finances. A third expected outcome is in the improved confidence gained by the client, which translates into more motivation to take on the challenges of home repair and maintenance proactively, rather than responsively.
Moving further away from the pandemic, HRRC will continue to reach out to renters and homeowners alike and provide them with information about resources to help them stabilize rent, utilities and mortgage and property tax payments. It is still uncertain whether federal government will launch programs such Save the Dream or Hardest Hit Funds geared to assist homeowners with delinquent mortgages and property taxes or whether Federal Rental Assistance Programs will continue, but HRRC's HUD certified counseling staff are trained and knowledgeable and assists Cleveland Heights residents as they navigate paths to safe and sustainable housing. We continue to work closely with housing stakeholders and Cleveland Heights organizations ensuring we have the most update information and capacity to assist residents.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes $161,000 for the Financial Assistance Program and $25,000 for Housing Couseling

11. If applicable, please enter the name and year(s) of the previously funded program or project:
YR 49 for Financial Assistance and Housing Counseling Program

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
Home Repair Resource Center's Financial Assistance Program is a key part of our ability to preserve, strengthen, and improve the quality and condition of the housing stock in Cleveland Heights. By providing comprehensive counseling and education in concert with concrete financial assistance, HRRC is able to leverage a combination of funding sources to ensure

that critical repairs are done, and done right. In doing so, we aim to strengthen household stability, preserve neighborhood integrity, and enhance the value and condition of housing throughout the City of Cleveland Heights. As the housing stock continues to age, our services provide an essential tool for the City and homeowners to ensure community strength and stability. In a climate of tighter credit restrictions and reduced equity, these programs are more important than ever in that they provide a critical assist for LMI homeowners and the neighborhoods in which they live. The FAP program is much more than a simple framework for distributing grants and loans – it is a comprehensive framework that centers around a one-on-one counseling model designed to assist not only with the project at hand, but also with the ongoing health of the house and the household’s finances. By working with clients on budgeting, spending, and credit issues, we empower clients to plan for and work towards financial stability and success – with an impact that carries far beyond the scope of the immediate repair project. We work to equip our clients with the information, skills, and confidence to successfully undertake future projects, as well as to take charge of the ongoing maintenance and repair needs of their home.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
HRRC continues to work with homeowners affected by the pandemic and endure financial challenges that will leave home repairs at the bottom of their list of priorities. We provide our expertise to homeowners so they don't feel overwhelmed and still preserve their most valued asset, their home. In response to economic pressures, we are exploring ways to ensure that program expenses are covered through a combination of funding sources. It is imperative we continue to adapt and have as many resources and modalities as possible to meet the needs of our clients. We continue to explore ways to integrate technology into our programs and also use social media both to attract and retain tech-minded clients. There are generational challenges we face with older homeowners as they look for ways to stay in the homes and be a part of the neighborhoods they love. Our challenge is to provide them and their families with practical solutions to help them live on their own terms. Collaboration with local service agencies also presents both challenges and opportunities as we identify ways to work together to help Cleveland Heights homeowners, obtain, maintain, keep and take pride in their homes.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
HRRC's proposed CDBG activity (personal, operating expenses, and grants including carry-over funds is 51.3% of the total program budget

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
The program budget is 47.1% of the total organization budget

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Additional funds needed to administer CDBG-funded programs will come from corporate and individual donations, financial institution and foundation grants and any income generated from non-CDBG funded programs. As a HUD-certified agency our housing counseling program receives funding through our intermediary NCRC.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
For most of its history, CDBG funds have formed the core of HRRC’s financial support, and have allowed the organization to dedicate most (at present) if not all (historically) of its energy and resources to the Cleveland Heights community. The reduction in CDBG funds available and allocated over the past several years has required HRRC to reimagine its role within the city and explore ways to diversify our funding – this has included the expansion of our geographic service area beyond the borders of Cleveland Heights, and opening up several of our programs to residents of any community. CDBG funding from Cleveland Heights remains a crucial part of our operation, and allows us to – even as we expand – provide a unique and special set of services to Cleveland Heights residents. If we receive funding at the levels requested for Year 49, we will be able to continue to provide services to Cleveland Heights residents at a high level and with a special focus. Maintaining focus and a high level of service in Cleveland Heights will always be a priority for HRRC, as this community is our home and our history. However, if we do not receive the funding requested, we will direct more of our focus and energy towards other geographies and opportunities and the funds associated with them. We will move forward, and we will continue to grow in service of our mission. The extent of the CDBG funding that we receive will determine how much of that motion and growth is focused on Cleveland Heights LMI and senior populations as well as other residents.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
HRRC has spent all allotted grant funds since the program's inception. Often times throughout a fiscal year we request that funds be shifted from one grant program to another just to meet the need of homeowners. If funds are granted they will likely

be spent prior to years end.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
HRRC's personnel costs increased in YR 48 by 8% and expect to do so in YR 50. HRRC's board is exploring options such as a 403(b) and an increased contribution by the agency for medical benefits to retain and attract quality staff.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
As HRRC has broadened its geography, we have been pursuing additional funding sources outside of Cleveland Heights through individual donors, foundation funding, and other government entities. We continue to explore different fee-for-service models in all of our programs, and expect to implement more fee-based services and new fee structures in the coming years, both to make up for reduced governmental funding and to better reflect the real cost of the services we provide. As we continue to expand our outreach and pursue greater demographic diversity, we have an opportunity to structure fees equitably and to offer assistance to those who need it in line with HUD’s LMI focus

21. What new approaches are being developed or explored to generate new sources of funding?
HRRC evaluates programs quarterly to ensure they are running effectively and efficiently. HRRC understands the scarcity of resources and reviews our program offerings frequently to ensure they are providing the highest quality to all of our clients and also taking into account how they can remain viable and financially sustainable.

22. What steps have been taken in the past year to make the agency more cost effective?
HRRC has upgraded much of our software to reduce paper files and increase efficiency within and between programs.

Application Survey

23. Please indicate your preference regarding this revised online application form:
- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
HRRC prefers to complete the online application and the coordinator, Brian Iorio is great to work with.

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 250,000.00	
Prior Year CDBG funds (estimated rollover going to Year 46)		
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 250,000.00**	**$ 0.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs				
Supplies/Printing/Postage				

Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Executive Director	☑	40 Hours	25 Hours	$ 88,579	$ 55,362	$ 78,842	$ 50,754
2. Financial Assistance Coordinator	☑	40 Hours	30 Hours	$ 73,500	$ 55,125	$ 0	$ 0
3. Financial Assistance Coordinator	☑	40 Hours	30 Hours	$ 60,170	$ 37,606	$ 46,181	$ 40,964
4. Repair Education Coordinator	☑	40 Hours	20 Hours	$ 52,500	$ 26,250	$ 50,000	$
5. Repair Education Administrator	☐	30 Hours	10 Hours	$	$	$	$
6. Office Manager	☐	30 Hours	20 Hours	$ 26,250	$ 17,500	$	$
7. Book Keeper	☐	30 Hours	10 Hours	$ 30,000	$ 10,000	$	$
8.	☐	Hours	Hours	$	$	$	$
9.Director of Homeownership	☑	40 Hours	35 Hours	$	$ 45,938	$ 60,000	$ 52,500
10.	☐	Hours	Hours	$	$	$	$
Total		**290 Hours**	**180 Hours**	**$ 330,999**	**$ 247,780**	**$ 235,023**	**$ 144,218**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1. Assist 0% Benefit	☐	☑	☐	$	$	$	$

2. Assist Deferred Loan Match	☐	☑	☐	$	$ 10,000	$	$
3. Assist Incentive/Senior Grant	☑	☐	☐	$	$ 5,000	$	$
4. Lead Benefits	☑	☐	☐	$	$	$	$
5. Senior Home Stability	☑	☐	☐	$	$ 5,000	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 20,000**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	**Total # of Cleveland Heights Clients in Category**	**Total Clients Served**	**Female Heads of Households**
Extremely Low Income (<30% AMI)	7	7	5
Low Income (<50% AMI)	29	29	3
Moderate Income (<80% AMI)	110	110	85
Other	21	21	11
Total	**167**	**167**	**104**

Beneficiaries by Race & Ethnicity

Category	**Total # of Cleveland Heights Clients in Category**	**Total # of *Hispanic* Cleveland Heights Clients in Category**	**Total # of All Clients in Category**	**Total # of all *Hispanic* Clients in Category**
White/Caucasian	73		73	
Black/African American	92	4	96	4
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial	15			
Total	**180**	**4**	**169**	**4**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	HRRC Articles of Inc.
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	HRRC IRS Tax Exempt Status Determination Letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	HRRC Board of Directors
A copy of your organization's most recent yearly financial statement or audit	☑	HRRC Audit
A copy of your proposed program's guidelines (it		

should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 444296

CITY OF CLEVELAND HEIGHTS

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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Cleveland Heights Office on Aging

Cleveland Heights Office on Aging Community Resource Specialist Program

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 40,000.00 Requested
$ 0 Leveraged Dollars

Submitted: 7/25/2023 7:49:21 AM (Pacific)

Project Contact
Dynesha Stover-McDonald
dstovermcdonald@clevelandheights.gov
Tel: 216.691.7379

Additional Contacts
none entered

Cleveland Heights Office on Aging

40 Severance Circle
Cleveland Heights, OH 44118
United States

Director of Parks and Recreation
Kelly Ledbetter
kledbetter@clevelandheights.gov

Telephone	216.691.7379
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EIN	34-6000688
UEI	
(N)CAGE	
SAM	
Expires	

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
CDBG Funds allow the Cleveland Heights Office on Aging to employ a full-time Community Resource Specialist. The basic scope of work is for the Community Resource specialist to serve as a service manager to senior residents of Cleveland Heights age 60 and older. To provide informal counseling, information and referral, plan educational programs, coordinate volunteer opportunities, link with outside service agencies and negotiate affordable services as needed. The Community Resource Specialist will educate residents on available services, develops contacts with service providers and agencies for resident referrals and monitors provision of services.
The Community Resource Specialist works in conjunction with the Office on Aging Supervisor and other management staff (where applicable) of the facility to empower residents to age in place and remain as independent and self-reliant as possible.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.

- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☑ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
44118, 44106, 44112, 44121

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Cleveland Heights residents aged 60 over with low moderate income.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☑ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
People of all races benefit from our programs. Assisting residents aged 60 and over promotes inclusion on the basis of age.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
Age and residency requirements are verified, and income is self-reported.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

600	Projected # of unduplicated persons or units to be served
600	Projected # of unduplicated low- to moderate-income persons/units served
600	Projected # of Cleveland Heights persons/units to be served
1,800.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than

the unduplicated beneficiaries where you would enter "1."
10,000.00

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Continue to form partnerships with community groups to respond to unique local needs.

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Senior residents and their families require support along with resources to remain safe and comfortable in their homes.

2. Please describe the program or project for which you are requesting funds:
One full-time employee that will provide assistance with the services needs of Cleveland Heights residents aged 60 and over to ensure they are able to age in place.

3. Please briefly describe what makes your agency or department a good fit for this activity:
The Cleveland Heights Office on Aging has been providing quality services for over 30 years. The agency is held high regard and the services we provide are needed in the community.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
40,000 for one full-time employee.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
Staff time would consist of the full-time employee working in office 80 hours per week.

6. Please indicate if your program or project will generate any program income:
- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
$0.00

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
The Community Resource Specialist documents client calls and office visits. Records indicate services that each client receives and what referrals were made.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
Expected benefits for senior res would be the assurance that their basic needs are met to include safe living conditions, adequate nutrition and opportunities for socialization.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes - $40,000 (under Social Work)

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Cleveland Heights Office on Aging Social Work Program Year 48 (FY 2022) & 49 (FY 2023)

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
Through information, referral, and recommendations, more seniors will remain safely at home to age in place - which will potentially decrease the number of emergency contacts senior residents and their families have with the police, EMS and fire departments.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
The large number of resident age 60 and over is a factor that should be considered when thinking about any program that serves the aging population. Also, the strain placed on the economy greatly impacts this group especially since the pandemic. Reduction in city staff has placed more responsibilities on remaining staff as the need for services increase.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
100%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
Less than 1%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
The Office on Aging is part of a collaborative called CARE (Communities
assisting Residential Elderly) that is grant funded to hire a coordinator and grant writer.
Our Community Resource Specialist is key to the program's success because each member is assessed to determine their appropriateness for the program and their needs. The CARE coordinator then uses the information provided and completes the process and meets the needs of the senior. The Community Resource Specialist has also helped to identify clients that would benefit in receiving help from the WAVE (We are a Village of Efficacy) program. We have also been fortunate to receive community donations to assist seniors in need with utility bill payments and other housing costs from Church of the Redeemer United Methodist Church when funds are available.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
The Cleveland Heights Office on Aging would not be able to offer services if full funding is not received. In addition, the office would not be able to provide transportation services, Meals on Wheels or the CARE program for senior residents that benefit greatly from these services.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
75% as the position was not staffed for part of the year.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
Activity budget has increases as this is now a full-time position.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
There has not been any significant changes in funding sources in the last two (2) years.

21. What new approaches are being developed or explored to generate new sources of funding?
Staff continues to seek new funding opportunities to benefit Office on Aging clients. In the last 5 years we have received grant funding from The Ohio Arts Council, Ohio Parks and Recreation, The State of Ohio, from NOACA, Western Reserve Area Agency on Aging and from Cuyahoga County. We partner with a wide array of agencies and institutions for programs and receive donations from individuals and places of worship in the community.

22. What steps have been taken in the past year to make the agency more cost effective?
The Cleveland Heights Office on Aging supervisor seeks out new ways to reach residents and inform them about services offered. Information is available in our office, city E-newsletter and on the city website and Facebook page.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
No suggestions at this time.

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 40,000.00	$ 40,000.00
Prior Year CDBG funds (estimated rollover going to Year 46)		
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 40,000.00**	**$ 40,000.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 40,000.00	$ 40,000.00	$ 40,000.00	$ 40,000.00
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				

Other:				
Other:				
Other:				
Total	**$ 40,000.00**	**$ 40,000.00**	**$ 40,000.00**	**$ 40,000.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Community Resource Specialist	☑	40 Hours	40 Hours	$ 40,000	$ 40,000	$ 40,000	$ 29,000
2.	☐	Hours	Hours	$	$	$	$
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**40 Hours**	**40 Hours**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 29,000**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	130	130	70
Low Income (<50% AMI)	108	108	55
Moderate Income (<80%	30	30	26

AMI)			
Other	28	28	9
Total	**296**	**296**	**160**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian	125	0	125	0
Black/African American	160	2	160	2
Asian	4		4	
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial	4		4	
Total	**293**	**2**	**293**	**2**

Documents *top*

Documents Requested *	Required?	Attached Documents *
A copy of your organization's Articles of Incorporation	☑	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	Tax Exempt Status Letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board of Directors
A copy of your organization's most recent yearly financial statement or audit	☑	Financial Audit
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

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Application ID: 445680

City of Cleveland Heights

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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Heights Emergency Food Center

Heights Emergency Food Center Operating Expenses

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 26,950.00 Requested
$ 45,000 Leveraged Dollars

Submitted: 7/15/2023 2:14:47 PM (Pacific)

Project Contact
Debby Shewitz
dshewitz@ix.netcom.com
Tel: 2166443027

Additional Contacts
none entered

Heights Emergency Food Center

3663 Mayfield Rd
Cleveland Heights, 44121

Executive Director
Debby Shewitz
dshewitz@ix.netcom.com

Telephone	2163810707
Fax	
Web	heightsfoodcenter.org
EIN	34-1343995
UEI	
(N)CAGE	
SAM Expires	

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Heights Emergency Food Center (HEFC) is a 501(c)(3) non-profit food pantry whose mission is to provide healthy food for people who meet USDA income limits. Completely staffed by volunteers, the center and all its personnel respect social and cultural diversity, and upholds the worth and dignity of those we serve.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.
- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion,

will be occupied by LMI households)

- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
3663 Mayfield Rd. Cleveland Hts. OH 44121

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Residents of Cleveland Hts., University Hts., South Euclid and Lyndhurst who meet federal and state income limits for The Emergency Food Assistance Program (TEFAP) programs.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☑ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
Participation is based on Income without regard to race or any other demographics.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
We follow federal and state requirements for determining client TEFAP eligibility. Clients self-certify that they meet government requirements each time they receive food.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

3000	Projected # of unduplicated persons or units to be served
3000	Projected # of unduplicated low- to moderate-income persons/units served
1700	Projected # of Cleveland Heights persons/units to be served
7,700.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
11,500

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Maintain access to a variety of healthy foods for all eligible.

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Our pantry program is designed to address food insecurity experienced by very low and low income residents of Cleveland Hts., University Hts., South Euclid, and Lyndhurst.

2. Please describe the program or project for which you are requesting funds:
We are requesting assistance with operating costs to support ongoing distribution of healthy food to very low and low income, food insecure residents of the target cities.

3. Please briefly describe what makes your agency or department a good fit for this activity:
Since 1981, HEFC has been an approved partner of the Greater Cleveland Food Bank to distribute food in Cleveland Hts. and adjacent areas in accordance with federal and state governmental requirements.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
Funding for the actual food and other goods we distribute to clients (including delivery costs) is obtained through a federal grant and private donations. We are a 100% volunteer organization.

We use CDBGDand private donation money to pay for all operating costs such as:
Rent
Utilities (including phone and internet)
Website
Insurance
Bags and associated supplies for packing and distributing food
Normal office expenses
Routine repairs attributable to our operations in our dedicated leased space
Non-routine consultants (e.g., legal fees, website development)

We also use grant and private donation money to pay for capital expenses such as the following:
Food storage equipment (dry as well as temperature controlled)
Furniture
Signage

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
No paid staff. No planned consultants.

We receive non-routine in-kind services for minor repairs, printing/copying, and similar small needs.

Volunteers provide an average total of ~100 hrs/week

6. Please indicate if your program or project will generate any program income:
- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:

Not Applicable

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
The state of Ohio has a mandatory data-collection system that we use to record the number of clients served, and the demographics (race, gender, source of income, etc.) associated with our service. We report statistics to meet the requirements of the various agencies that oversee us, including Greater Cleveland Food Bank, Hunger Network, and the city of Cleveland Hts. monthly.

We are required to conduct annual client satisfaction surveys, with the results reported to Hunger Network, and separate annual client satisfaction surveys with the results reported to Greater Cleveland Volunteers.

Finally, statistics are reviewed with the pantry's Board at least quarterly

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
We will continue to provide a minimum of 3 days' worth of food per person to food insecure people in the area. The amount of food, and additional items such as personal care and cleaning products, is adjusted in response to special conditions, such as the COVID pandemic, changes in other federal food support (e.g., SNAP), and economic conditions.

Data is collected as described in question 8.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Funding over the past 5 years has ranged between ~$22,000 - $25,000

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Heights Emergency Food Center has been funded annually for well over 25 years

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
The availability of grant funds allows us to use private donations to purchase more food than we could with just our government funding, including special food at holidays, as well as food and personal care items not available through Greater Cleveland Food Bank. It also allows us to make improvements such as increasing storage capacity for healthier food, improving communications with our clients, and improving working conditions for volunteers.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
Conditions that impact the number of people in need of our services are very hard to predict 12 months from now. We hope that inflation will have been reduced to the point where our operating costs will be stable, and we will not need any increase in grant funding.

Note that the operating costs covered by our grant are largely fixed (e.g., rent, utilities) and remain essentially the same no matter how many clients we serve.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
CDBG funds provide ~85-90% of our operating costs. (Operating costs represent ~25% of our overall expenditures. The bulk of our expenditures are for food, etc. given to clients, and are funded separately.)

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
100% of our budget is for the food pantry

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Our government funding for food/goods purchases is secured through our annual contract with the Hunger Network of Greater Cleveland. However, we never know in advance what the actual dollar amount will be.

Our only other source of funding for operational costs at the pantry comes from private donations, primarily small donations from individuals with a handful of larger ones (on the order of $500 - $2000) from local houses of worship and foundations. These donations are not predictable, and might barely cover our basic operating expenses but nothing else.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
HEFC always spends more money on food and personal care supplies than we receive through our federal allocation. If we didn't receive the block grant funding, we would use our private funding to cover operating costs historically paid for with block grant funds, and would dip into reserves to continue providing the extra food and supplies for clients as much as possible. We would also look for alternative sources of grant funding. Eventually, though, we would need to reduce the services to clients.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
All funds were spent

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
N/A

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
During COVID, we benefited from federal COVID relief funds that were funneled through GCFB and allowed us to obtain increased amounts of food and goods.
These additional funds ended during the last 2 quarters of Year 48 and will not be available again.

The federal/state grant money allocated to us by the Hunger Network has also been reduced for calendar year 2023, and we have been told to anticipate that these funds may be reduced even further for calendar year 2024.

21. What new approaches are being developed or explored to generate new sources of funding?
Ongoing networking with local houses of worship. General social media, local newspapers, personal networking, etc. to reach out to private donors.

We added an option to make donations through paypal on our website in Year 49.

22. What steps have been taken in the past year to make the agency more cost effective?
Adjusting our ordering patterns to maximize the use of free items available from the federal and state governments.

Note: Reduced federal funding and inflation have greatly reduced the total amount of food that GCFB has available for us to purchase and driven up the prices of that food (including dramatically reducing the amount of free food available to us). We have been forced to manage finances by reducing the total amount of food provided to clients, which is always our last resort.

Application Survey

23. Please indicate your preference regarding this revised online application form:
- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
None

Budget/Tables top

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 26,950.00	$ 26,470.00
Prior Year CDBG funds (estimated rollover going to Year 46)	$ 0.00	$ 0.00
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding	$ 35,000.00	$ 38,000.00
Private Sector Funding (e.g. Foundations)		$ 5,000.00
Special Fundraising Efforts		
Client Fees for Service	$ 0.00	$ 0.00
In-kind Contributions		
Total	**$ 61,950.00**	**$ 69,470.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Supplies/Printing/Postage	$ 6,500.00	$ 6,500.00	$ 7,000.00	$ 7,000.00
Non Capital Equipment				
Conferences/Travel/Mileage	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Subscriptions/Memberships	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Rent	$ 13,200.00	$ 13,200.00	$ 10,800.00	$ 10,800.00
Utilities	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
Insurance	$ 700.00	$ 700.00	$ 700.00	$ 700.00
Capital Items			$ 1,000.00	$ 1,000.00
Program Grants & Loans	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Other labor (janitorial services)	$ 0.00	$ 0.00	$ 1,320.00	$ 1,320.00
Other labor: (snow removal)	$ 750.00	$ 750.00		
Other: Misc. office expenses	$ 500.00	$ 500.00	$ 500.00	$ 500.00
Other: State/Federal Filing Fees	$ 300.00	$ 300.00	$ 150.00	$ 150.00
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 26,950.00**	**$ 26,950.00**	**$ 26,470.00**	**$ 26,470.00**

Budget/Tables Narrative

Note that the committed funding listed for Year 50 funnels through the Hunger Network of Greater Cleveland and the Greater Cleveland Food Bank, and none of these funds can be used towards operating expenses. They can only be used to order items (99% food, and occasional personal care items) from the Greater Cleveland Food Bank.

We always receive some additional private donations that can be used where most needed (i.e. food for clients or operating costs), but no amounts are committed ahead of time.

"Other Labor" in year 49 was janitorial fees paid to the church where we rent space. For Year 50, this will all be included in the rent. Plowing services are being listed in this line item for year 50 (they were previously not separated out)

Filing fees are increasing because we have hired an agency to do the filings for us, after having missed deadlines occasionally over the years.

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. NONE	☐	Hours	Hours	$	$	$	$
2.	☐	Hours	Hours	$	$	$	$
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**0 Hours**	**0 Hours**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1. NONE	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	5,209	10,368	1,158
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	**5,209**	**10,368**	**1,158**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian	862	134	1,854	138
Black/African American	3,773	22	7,461	34

Asian	88	10	211	13
American Indian/Alaska Native	52	0	79	8
Native Hawaiian/Other Pacific Islander	0	0	0	0
Multi-Racial	230	38	428	53
Total	**5,005**	**204**	**10,033**	**246**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	501(c)(3) letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board Members
A copy of your organization's most recent yearly financial statement or audit	☑	Financials Jan_May 23
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		Client Info
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

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Application ID: 445821

City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/31/2023

Family Connections of Northeast Ohio
Family School Connection Year 50

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 25,000.00 Requested
$ 20,000 Leveraged Dollars

Submitted: 7/15/2023 9:11:36 PM (Pacific)

Project Contact
Karen Gillooly
kgillooly@familyconnections1.org
Tel: 216-548-9079 cell

Additional Contacts
none entered

Family Connections of Northeast Ohio

11811 Shaker Blvd Ste 220
Cleveland, OH 44120
United States

Executive Director
Beth Darmstadter
bdarmstadter@familyconnections1.org

Telephone216-921-2023
Fax
Web www.familyconnections1.org
EIN 34-1696816
UEI
(N)CAGE
SAM
Expires

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Family Connections first began in 1982 as Heights Parent Center, which then merged with Shaker Family Center in 2010 to become Family Connections of Northeast Ohio. Our founders understood that the earliest years of a child’s life can determine their entire future and that the twin influences of parenting and education are key determinants of health and well-being. All of Family Connections’ programs are family-focused and include parenting support with literacy development. Positive relationships with family members and Family Connections’ staff trained in family engagement buffer children from harmful stress and strengthen brain development, promoting later academic success. In addition, very young children learn best through positive interactions with their parents/caregivers, especially when they receive support from trained staff. With each program, we engage community partners, stakeholders, and program participants in the design of the programs.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.
- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the

residents are LMI persons)

- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
Elementary schools located in Cleveland Heights from the Cleveland Heights-University Heights School District and libraries located in Cleveland Heights

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
We engage kindergarten students and their families. Students are identified by classroom teachers. Our experience has shown that the majority of our families are low to moderate income and families of color.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [x] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
-no answer-

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
There are no strict eligibility requirements. Typically students are identified by teachers based on standard assessment tools and referred to our program, however no one is turned away if they want to participate. The classroom support and home visiting components are designed for those students most at risk for not reading at the end of kindergarten. The continuing impact of the pandemic is making it challenging for children to start kindergarten prepared. Pre-school age and kindergarten age students are starting school at a great deficit. If we had the resources, we would like to provide our services to a larger cohort of students in each class. So many more children are struggling now than before the pandemic and it will continue to impact education moving forward.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

90 Projected # of unduplicated persons or units to be served

84 Projected # of unduplicated low- to moderate-income persons/units served

90	Projected # of Cleveland Heights persons/units to be served
264.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
187

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Partner with the School District to promote a quality school system through initiatives to attract and retain families with children, page 210

Application Questions *top*

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
According to the Cleveland Heights-University Heights School District (CHUH) approximately 25% of entering kindergarten students do not arrive prepared for school. And because of the pandemic, this number will be much higher this fall. These young students are beginning their school experience at a disadvantage right from the start. Research shows that once a student falls behind in elementary school, it is more likely they will lag behind their peers leading to an ever increasing achievement gap. Students who do not read on track by 3rd grade are more likely to drop out of high school than students who can read at grade level in 3rd grade. Teachers refer students to the Family School Connection program. Students in our program are assessed at the beginning of the year to determine their skill level and where they most need additional help. Students are expected to identify all 26 letters, both uppercase and lowercase as well the sounds the letters make. Students are expected to know their name and identify the letters in their name. Most of the students we work with are lacking these skills in the beginning of the year. For example, the data collected at the beginning of the last school year demonstrated that the students we work with knew, on average, fewer than 9 uppercase letters and fewer than 7 lowercase letters. The majority of the students we work with have not had a preschool experience at all or did not have a high quality preschool experience. Many parents are unaware of the current expectations for entering kindergarten and do not make literacy development a priority at this age. Kindergarten is very different than it used to be and some educators call it the new first grade. Students are expected to begin reading in January of the kindergarten year. This becomes very difficult if the beginning of the year is spent catching up on learning letter identification and sound fluency.

2. Please describe the program or project for which you are requesting funds:
Family School Connection is a home-visiting, school based program targeting kindergarten students who are not on track for reading at grade level. We engage parents and families in all aspects of our program to equip parents in supporting their child's educational success. Home visits are the core of the program and our Family Coaches visit families at least twice a month during the school year. They teach parents about the importance of a literacy rich home environment, providing books at every visit for families to keep. They bring activities and games that families learn to use between visits to strengthen both the child's academic skills and the parents comfort level in working with their child. We design and produce our own materials to complement the curriculum used in the school to bring alignment to the school and home based learning. We also engage families by providing evening literacy sessions where parents learn about ways to use every day materials to strengthen their child's literacy skills. Food, childcare for siblings and books are provided at our evening programs to remove barriers to participation. These group evening sessions allow parents to connect with one another for mutual support and sharing. At the end of the year we offer a program called Bridge to First Grade to introduce families to the next level of education and provide materials and tools for them to use over the summer to prevent learning loss and improve their readiness for first grade. Our staff work with parents to increase their comfort level to work with the teachers and schools to support their children. We attend parent/teacher conferences with parents if they would like our support and we encourage and facilitate open communication with the parents, teachers and administrators all in support of strengthening the family and child to be successful in school.

3. Please briefly describe what makes your agency or department a good fit for this activity:
Family Connections has worked with elementary students and families in CHUH since 2004. Our FSC Family Coaches know

how to develop trusting relationships with families to help the parents and the child succeed.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
We will need funds for paying staff and purchasing materials and supplies, we will need relationships and partnerships with teachers, parents, school administrators, children, family members and librarians, we will need our dedicated Family Coaches and Program Coordinator to implement the program, and we will need the support of our valued community partners like the City of Cleveland Heights who understand the importance of strengthening the literacy of young students as well as strengthening families to build a strong community.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
We will be utilizing existing staff. The CHUH Library and the CHUH Schools provide in-kind use of space in their buildings for some of our programming.

6. Please indicate if your program or project will generate any program income:

- ☐ Yes
- ☑ No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
NA

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
We use assessment tools to measure the academic progress made by the students throughout the year. There is an assessment administered at the beginning of the year, the middle of the year and the end of the year. This allows us to determine the range of progress a student has made. We use a software program called Efforts to Outcomes (ETO) to process the data we collect so we can quickly determine how much progress is made at the school level and by student. We also evaluate whether the parents are more engaged with their child's school progress and if the family is now more aware of what it takes to build a literacy rich environment at home. ADD BETH

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
During the first three months of school, students are learning how to be students, work in a classroom setting and build a trusting relationship with the school and Family Connections staff. Letters and sounds are introduced. We begin working with those students identified as not on track for reading at grade level or who are so far behind they cannot be accurately assessed. During these three months we work with students on letter recognition (uppercase and lowercase), letter sounds and identifying the sounds of rhyming words. We work on beginning, middle and ending sounds of words, segmenting and blending. At our mid-year assessment we expect to see progress in these areas. During the first three months we offer our intensive 4-session evening program and work to identify and recruit families to participate. At this program we identify families for home visits which typically begin during the middle of the school year. Parents or caregivers are asked to complete an evaluation of the program which allows us to see whether they understand the expectations of kindergarten and how to help their child. There is a pre-test given to parents at the start of the home visits to determine their level of knowledge and awareness of literacy skills.
At the end of the school year, we assess all the skills covered on the middle of the year assessment detailed above as well as how many sight words a student can identify, how many words were read correctly in a reading passage and whether the student comprehends what they have read. We expect to see progress between the middle of the year and the end of the year assessment. Parents are given a post-test at the conclusion of the home visits to assess their improvement in literacy skills, the amount of time spent reading with their child and use of community resources.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes, $20,000

11. If applicable, please enter the name and year(s) of the previously funded program or project:

Yes, Year 48 $20,000

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
Strong families build strong communities and families who's children are successful in school tend to stay where they live and become involved both in the school and the community. Families who struggle with poverty, racism, unstable housing, low income or food insecurity tend to have higher rates of transiency, typically moving and changing schools more frequently than families without those challenges. Family School Connection cannot address all these issues, but we can support families in having a positive and successful school experience allowing them to feel a sense of belonging and achievement. Providing information and assistance to community resources can bring greater stability to families and communities.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
Family School Connection relies on a diverse set of funding streams to support the program. Changes in this funding impacts our program. The changing priorities of foundations, federal and state funding sources and individual and corporate donors all can impact our ability to provide these services. Funds that became available because of the pandemic are unstable and it is not clear yet if those dollars will continue or not.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
6%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
26%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Title 1 Funds/CHUH Schools - $25,000 pending
Breuning Foundation - $10,000 secured
Eaton Foundation - $20,000 secured
Sersig/Brandt Family Fund - $3,750 secured
City of Cleveland Heights CDBG - $25,000 pending
Abington - $20,000 secured
Ginn - $7,500 secured
ARPA Cuyahoga County $250,000

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
Because the majority of our funds are used for staff, we would have to reduce staff hours and eliminate our evening and group programs and activities as necessary. We would work to preserve our home visiting program and our time working with students in the classroom. This would greatly impact the ability of the program to involve and engage parents which is a key component on the program. We feel confident that our current funding will continue and that the program will continue as planned.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
NA

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
We received a large ARPA grant. This is one time only funding.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
NA

21. What new approaches are being developed or explored to generate new sources of funding?
We have a new Executive Director, Beth Darmstadter, and her background is in development. She has already connected Family Connections with potential new funders and is evaluating the strengths and areas for growth within our own development area. I am confident she will be successful in bringing new sources of funding to the agency. We have also made connections at the County level we hope will result in funding connected to the ARPA funds.

22. What steps have been taken in the past year to make the agency more cost effective?
We consolidated our 2 administrative offices into 1 location and are no longer in the role of landlord at the Shaker Family Center. We are implementing the Standards of Quality for Family Strengthening and Support. We are certified in these National Standards and they allow organizations to evaluate themselves again high quality best practices. As these strategies are incorporated into our work, we will be able to work "smarter" about our goals and objectives while better meeting the needs of our participants. This will hopefully lead to stronger programs and greater productivity.

Application Survey

23. Please indicate your preference regarding this revised online application form:
- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
Things are great, thanks

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant		
Prior Year CDBG funds (estimated rollover going to Year 46)		
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 0.00**	**$ 0.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs				
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				

Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1.	☐	Hours	Hours	$	$	$	$
2.	☐	Hours	Hours	$	$	$	$
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**0 Hours**	**0 Hours**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80%			

AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	**0**	**0**	**0**	**0**

Documents top

Documents Requested *	Required?	Attached Documents *
A copy of your organization's Articles of Incorporation	☑	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	IRS Letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board List
A copy of your organization's most recent yearly financial statement or audit	☑	Audit
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 443595

CITY OF CLEVELAND HEIGHTS

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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Family Connections of Northeast Ohio

Parent Cafe

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 5,000.00 Requested
$ 15,000 Leveraged Dollars

Submitted: 7/15/2023 8:49:58 PM (Pacific)

Project Contact
Karen Gillooly
kgillooly@familyconnections1.org
Tel: 216-548-9079 cell

Additional Contacts
none entered

Family Connections of Northeast Ohio

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EIN 34-1696816
UEI
(N)CAGE
SAM
Expires

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Family Connections first began in 1982 as Heights Parent Center, which then merged with Shaker Family Center in 2010 to become Family Connections of Northeast Ohio. Our founders understood that the earliest years of a child’s life can determine their entire future and that the twin influences of parenting and education are key determinants of health and well-being. All of Family Connections’ programs are family-focused and include parenting support with literacy development. Positive relationships with family members and Family Connections’ staff trained in family engagement buffer children from harmful stress and strengthen brain development, promoting later academic success. In addition, very young children learn best through positive interactions with their parents/caregivers, especially when they receive support from trained staff. With each program, we engage community partners, stakeholders, and program participants in the design of the programs.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.

- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)

- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
We provide services in Cleveland Heights-University Heights School District elementary schools and in homes located in Cleveland Heights.

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
We engage kindergarten students and their families. Students are identified by classroom teachers. Our experience has shown that the majority of our families are low to moderate income and families of color.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [x] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
-no answer-

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
There are no strict eligibility requirements. Typically students are identified by teachers based on standard assessment tools and referred to our program, however no one is turned away if they want to participate. The classroom support and home visiting components are designed for those students most at risk for not reading at the end of kindergarten.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

24	Projected # of unduplicated persons or units to be served
18	Projected # of unduplicated low- to moderate-income persons/units served
20	Projected # of Cleveland Heights persons/units to be served
62.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
96

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Continue to forge partnerships with community groups to directly respond to unique local needs, page 212

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
The Family Connections Parent Cafe program will address the need parents have to reduce isolation through meaningful connections, strengthen parental resilience to reduce abuse and neglect and to increase protective factors for parents, caregivers and families. Cuyahoga County receives close to 50,000 calls reporting abuse and neglect each year. It is critical to prevent abuse and neglect before it happens. Research has shown that reducing isolation and increasing social supports for parents, especially for those with young children, can reduce the likelihood of abuse and neglect. The Center for the Study of Social Policy's research shows that parents who experience the Five Protective Factors reduce their risk of abusing or neglecting their children. The Parent Cafe program is grounded in these Five Protective Factors which are: 1) Parental Resilience; 2) Social Connections; 3) Concrete Support in Times of Need; 4) Knowledge of Parenting and Child Development and 5) Social and Emotional Competence of Children. The work of the Parent Cafe model is to bring isolated parents together for mutual sharing, support and problem solving to increase resilience and social connections. Resources are shared to meet the needs presented by families and information on parenting and child development is discussed. The Parent Cafe model is family centered and strength based, building on the existing strengths of a parent and respecting the differences between families when providing services.

2. Please describe the program or project for which you are requesting funds:
If you attended a Parent Cafe you would be welcomed by a friendly greeter, offered dinner or lunch for you and your children, and shown where your children will be while you are in the Parent Cafe program. You would be asked to sit at one of about 5 tables (depending on the number attending) with no more than 4 people to a table along with a table host. Table hosts are parents who have been trained to facilitate table discussions. This develops leadership skills in parents who may not have had the opportunity to be leaders before. Table hosts are encouraged during their training to become involved in their community through volunteering, attending government and neighborhood meetings and getting involved with the schools. There are themes for each set of questions to be discussed at the tables. Each theme corresponds to one of the Five Protective Factors. Parents participate in a quick ice breaker to begin the process of building trust and sharing something about themselves. The table host then shares the discussion question and parents are encouraged to share their answers to this question. Once the time is up, parents share with the large group what stood out for them in the discussion. Parents then move around to another table to sit with a new set of parents for the next question. Usually the time allows for 3 or 4 questions to be discussed. The final step is to gather one word or a phrase from each participant that reflects their learning or experience with the session. The parent cafe model can be multiple weeks or one session at a time. We are proposing to offer two Parent Cafe's of 4 sessions each for a minimum of 8 parents per Cafe. Sessions are typically held in settings familiar and comfortable to parents such as schools or libraries. A trained Parent Cafe facilitator guides each session and trains the table hosts ahead of time. There is a demonstrated effectiveness of the Parent Cafe model when used as designed and fidelity to the model is critical.

3. Please briefly describe what makes your agency or department a good fit for this activity:
Family Connections has been serving families and children for more than 35 years in Cleveland Heights and beyond. We have a proven history of developing trusting and personal relationships with parents and families.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
We will need funds to pay our staff and purchase food and materials. We will need our trained staff to be available in the

evenings or at times convenient for the participants. We will need a host organization to partner with who can promote the program to their participants. We need basic office supplies and support. We need time for the Parent Cafe team to plan and coordinate the sessions, presentations, questions, table hosts, childcare staff and meals.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
We will utilize existing staff who have received Parent Cafe training. We usually receive in-kind services from the hosting/partner agency of things like the space, use of their kitchen, etc.

6. Please indicate if your program or project will generate any program income:

- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
NA

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
The Parent Cafe provides an assessment tool that measures the impact of the program in relation to the Five Protective Factors. There are statements and questions dealing with a variety of aspects of the Five Protective Factors. We also ask participants to complete a simple and short evaluation of the session at the end of each evening. These sheets are where we really capture the honest reactions of the participants. They capture in a few words what they enjoyed or learned and we have received some of our best and useful feedback in this way.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
We expect that parents will be better able to handle the stress of parenting and utilize the resources and supports discussed during the program. Parents will be able to identify self-care strategies that are new to them since the program and which they have implemented. We anticipate that parents will have engaged in meaningful conversations with other parents about the topics raised during the Parent Cafe. We expect parents to report a greater sense of competence and confidence in their role as parents and a stronger commitment to effective and positive communication within their family. We anticipate that parents are taking on greater responsibility within their community as participants and leaders.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes.Year 48 Parent Cafe $3,000

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Year 49 Parent Cafe $5,000 submitted, Year 48 Parent Cafe $3,000

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
Because the Parent Cafe model has been researched and shown to reduce the likelihood of abuse and neglect in families, we expect to see this as a community impact. Our experience has shown and the research confirms that strong connections and relationships between parents builds strong, safe and vibrant families who are more likely to be involved with and stay in their community. The impact of reducing isolation and alleviating the stress of parenting can greatly increase a families positive experience of being a family and part of a larger community.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
The marketing of and the recruitment for the Parent Cafe will involve targeting the participants currently familiar with Family Connections as well as the larger population specifically those with low to moderate income. We will work to reduce barriers to participating in our program through things like providing food and child care and making bus tickets available to those

parents who find transportation challenging. We will market Parent Cafes through other social service agencies to encourage their participants to register. Programs such as the Heights Family to Family Collaborative who work with foster parents, early childhood programs and job development and assistance programs. Our existing positive relationships with numerous community organizations will benefit our marketing and recruitment efforts.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
25%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
1%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Ingalls Foundation $15,000

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
We will need to reduce the number of Parent Cafes offered and reduce the number of sessions per Cafe. We will likely not be able to provide food, child care or bus tickets and our follow-up activities will need to be streamlined. The program would need additional funding to proceed as presented here.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
NA

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
NA

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
NA

21. What new approaches are being developed or explored to generate new sources of funding?
We have a new Executive Director, Beth Darmstadter, and her background is in development. She has already connected Family Connections with potential new funders and is evaluating the strengths and areas for growth within our own development area. I am confident she will be successful in bringing new sources of funding to the agency. We have also made connections at the Cuyahoga County level we hope will result in funding connected to the ARPA funds.

22. What steps have been taken in the past year to make the agency more cost effective?
We continue to find ways to streamline our internal workflow and procedures to reduce wasted time and materials. Our new ED brings a fresh eye to viewing how we do things and is committed to improving and updating our systems and structures to strengthen Family Connections and move us forward.

Application Survey

23. Please indicate your preference regarding this revised online application form:
- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
Things are great, thanks

Budget/Tables top

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 5,000.00	$ 5,000.00
Prior Year CDBG funds (estimated rollover going to Year 46)		
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)	$ 15,000.00	$ 5,000.00
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 20,000.00**	**$ 10,000.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 10,623.00	$ 5,000.00	$ 7,360.00	$ 5,000.00
Supplies/Materials/Food	$ 9,377.00		$ 2,640.00	
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 20,000.00**	**$ 5,000.00**	**$ 10,000.00**	**$ 5,000.00**

Budget/Tables Narrative

We use existing staff from across the organization who are trained in the Parent Cafe model to provide the program. There are standard Parent Cafe rates earned based on the role you have for that Parent Cafe program or individual session. The information provided here is in place of the Personnel Services Chart on the next page.

Each Parent Cafe session is 2 hours of direct service with 30 minutes prior for set up (dinner, paperwork, childcare) and 30 minutes post for clean up. Each session for staff is 3 hours.

Lead Facilitator - presents the main topic and facilitates the discussions
$35/hr for 3-hour session + 3 hours of preparation = $210 for that session

Program Coordinator - arranges the Cafe with the partner/host, takes care of all the details for each session
$35/hr for 3-hour session = $105 x 4 sessions = $420 per program, plus an additional $140 for 4 hours of initial preparation = $560 per 4 session Program

Table host - trained parents
$25/hr for 3-hour session = $75 for that session

Childcare providers
$20/hr – 3-hour session = $60 for that session

Session Support Person (if FC staff)
$25/hr – per 3-hour session = $75 for that session

Staff Costs Per Session
Lead Facilitator $210
Table Host $75 x 5 tables of 4 participants = $375
Childcare $60 x 2 = $120
Support Person $75
Staff cost per session = $780 x 4 sessions = $3,120
Program Coordinator $560 per 4 session program
Grand total for staff for a 4 session Parent Café = $3,680

Budget/Tables (cont.) *top*

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1.	☐	Hours	Hours	$	$	$	$
2.	☐	Hours	Hours	$	$	$	$
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**0 Hours**	**0 Hours**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households

Extremely Low Income (<30% AMI)	1	1	
Low Income (<50% AMI)	5	7	1
Moderate Income (<80% AMI)	4	4	5
Other	2	2	3
Total	**12**	**14**	**9**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian	12	1	12	1
Black/African American	2		2	
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	**14**	**1**	**14**	**1**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	IRS Letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board List
A copy of your organization's most recent yearly financial statement or audit	☑	Audit
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 445939

City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Open Doors, Inc.

Middle School Program

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 20,000.00 Requested
$ 0 Leveraged Dollars

Submitted: 7/13/2023 5:33:06 PM (Pacific)

Project Contact
Dr. Reza Khoramshahi
rkhoramshahi@odacle.org
Tel: 216-229-1900

Additional Contacts
none entered

Open Doors, Inc.

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Chief Executive Officer
Dr. Dorothy Moulthrop
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Web	www.opendoorsacademy.org
EIN	043697716
UEI	
(N)CAGE	
SAM Expires	

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
ODA's mission is to protect, inspire, nurture, and challenge youth to reach their full potential. ODA programming for students in grades K-12 is rooted in academic achievement, social-emotional learning, and college and career readiness. And include afterschool programming, summer programming, student travel opportunities, and year-round family engagement. More than 95% of our students identify as persons of color, and many face systemic injustices, health disparities, and a lack of access to educational resources, compared to their peers from other communities and backgrounds. In addition, 98% of our students qualify for free and reduced-price lunch, a proxy for families living in poverty. ODA's annual budget is approximately $6.2 million.ODA continues to achieve a 100% high school graduation rate for ODA students who have spent at least two years in our program, and ODA alumni continue to maintain an annual salary of over $50,000 after completing their postsecondary endeavors.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
ODA's proposed programming will primarily take place at 3665 Monticello Blvd. and at 2400 Roxboro Rd. in Cleveland Heights.

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
ODA students largely reside in economically challenged neighborhoods. 42% of our students reside in families who live below 100% of Federal Poverty Level, which correlates to a family income of less than $26,500 for a family of four.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [x] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
At ODA, diversity, equity, and inclusion are core organizational values. We work to remove barriers to education, often rooted in poverty and racism, to ensure high school graduation attainment and successful postsecondary placement for our scholars. Our mission centers on educational access and equity because educational attainment remains one of the most reliable paths to economic stability. We recruit and retain a racially and ethnically diverse team, and one that reflects the large African- American population we serve. This race-match is important on many tangible and intangible levels. Studies show that children benefit from having a teacher of the same race or ethnicity. For example, when a Black boy has even one Black teacher, the impact on his educational trajectory is positive and statistically significant (https://bit.ly/3h8WS3u). In America, nearly 90% of the K-12 teachers are white and female. Often out-of- school time providers, including ODA, fill this critical gap. In addition, we've expanded our DEI trainings and made conversations about race and equity more intentional. We have partnered with the Diversity Center of Northeast Ohio who has provided training on understanding differences around race, gender, sexual orientation, and ethnicity. These activities provide our team with the space, tools, and language necessary to engage in discussions on racial equity and systemic injustices. Also, we ensure that people of color are represented on all of our work groups including hiring teams and strategic plan committees. Finally, we seek proposals from Black-owned businesses for contracted work. This effort resulted in us contracting with CLE Consulting, a Black-owned accounting firm and in contracting with two Black-owned businesses for our annual benefit.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

The program participants will be attending Roxboro Middle School or Monticello Middle School.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

90	Projected # of unduplicated persons or units to be served
60	Projected # of unduplicated low- to moderate-income persons/units served
65	Projected # of Cleveland Heights persons/units to be served
215.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
1620

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
A Safe and Engaged Community, Goal A: Partner with the School District to promote a quality school system through initiatives to attract and retain families with children.

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Open Doors Academy's (ODA) research-based out-of-school time (OST) programs address the academic, social-emotional and socioeconomic challenges confronted by scholars (and their families) attending Monticello Middle School and Roxboro Middle School. Based on the most recent Ohio Schools Report Card data (2021-22), Monticello Middle School and Roxboro Middle School received Performance Index scores of 59.9% and 55% respectively. Only 37% of Monticello scholars scored proficient or higher on English Language Arts state tests and only 15% scored proficient or higher on math tests. The results for Roxboro scholars were 46% and 18% respectively. In addition, 100% of scholars at these schools are considered economically disadvantaged, and 94% identify as persons of color. As persons of color living in marginalized communities, many of our scholars face systemic injustices, health disparities, and a lack of access to educational resources, compared to their peers from other communities and backgrounds.

According to a study conducted by RAND Education, while all students experience loss in skills and knowledge during the summer, the effect is unevenly distributed across the income scale as low-income students are disproportionately affected (https://bit.ly/3qymEmY). Many families of color and those living in underserved and low-income communities are still recovering from the loss of income and jobs during the pandemic. An Afterschool Alliance report states that OST programs for children in these communities are essential for the equitable recovery from pandemic-related learning loss and trauma. OST programming can serve as a lifeline for these families, keeping kids safe, healthy, learning, and active—and ensuring parents are able to work or take time to seek employment (https://bit.ly/3tn7i2l).

2. Please describe the program or project for which you are requesting funds:
ODA's programming for Roxboro Middle School and Monticello Middle School scholars include afterschool programming, summer programming, scholar travel opportunities, and family engagement services.

ODA's afterschool programming incorporates daily academic learning time with a focus on English language arts and math, social-emotional learning, and college and career exposure. We identify the individual academic and enrichment needs of our scholars and provide personalized programming, including 1:1 tutoring and small group instructions, to help meet their needs.

ODA's summer programming includes more than 50 class options that focus on academics, social- emotional learning, visual and performing arts, health and wellness, mindfulness, and experiential learning through field trips. Our summer camps operate for seven weeks during June-July. Camps are provided free of charge to our families. Scholars are provided breakfast and lunch, transportation to and from camps, and staff support.

Scholar travel opportunities include a variety of field trips and service-learning opportunities. Travel opportunities are provided year-round, and the number of scholars participating will depend on the trips and scholar interests. Led by ODA Campus Coordinators, recent field trips included visits to the Cleveland Museum of Natural History Cuyahoga Valley National Park, and The Manufacturing Advocacy and Growth Network.

ODA's family engagement services are provided year-round through various family events, workshops, and one-on-one meetings with the ODA team. ODA believes strongly in the value of family engagement. Parents and caregivers are an extension of a scholar's learning experience and are our true partners in this work. ODA's full-time team of Family Advocates leads this work and partners closely with families and school staff to ensure our programming is reflective and responsive to the collective needs of those enrolled in our programs.

3. Please briefly describe what makes your agency or department a good fit for this activity:
ODA has delivered out-of-school time (OST) programming for Cleveland Heights youth for more than 30 years. ODA's programming success is demonstrated through a 100% high school graduation rate for its scholars since 2018, 85% enrollment rate into a postsecondary college and/or career option for its high school graduates, and $51,000 average salary for alumni upon completing their chosen postsecondary options. We have both collaborative and effective working relationships with school administrators and teachers and have all necessary staffing and infrastructure in place. We are also able to leverage additional funding to provide high quality OST programming.

ODA is the only program in Northeast Ohio that offers year-round support to youth beginning in elementary school and extending through middle school, high school graduation, and beyond. Our model is research-based and built on the belief that providing youth with a safe environment, caring adult relationships, and strong community partnerships establishes a solid foundation to achieve their academic and career goals.

ODA is honored to have been recognized as a leader in providing high-quality OST programming in Greater Cleveland and surrounding communities, while also providing technical support and guidance to 200 other OST providers across Ohio. As an OST provider, we have 30 years of experience guiding our multi-layered approach to serving scholars rooted in academic achievement, positive youth development, and family engagement.

ODA is also proud to serve on Ohio's State Summer Learning Network, a collaboration of Ohio Department of Education, the Council of Chief State School Officers, and the National Summer Learning Association. The partnership is complementary to the U.S. Department of Education's Summer Learning and Enrichment Collaborative. The joint goal of the cohort is to create a dynamic and effective strategy utilizing American Rescue Plan funds for impactful summer learning

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
ODA has a well-established out-of-school time program for Monticello Middle School and Roxboro Middle School scholars. We will continue our programming during the proposed grant year with the existing resources.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
ODA will continue to provide its academic support and enrichment programming utilizing its existing personnel.

6. Please indicate if your program or project will generate any program income:

- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
N/A

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
ODA utilizes both long-term and short-term goals to assess and drive organizational success, measure scholar outcomes, produce a strong return on investment, and ensure a strong commitment to our mission. ODA is focused on ensuring that we are not simply doing "good work"; rather, we are committed to creating a significant impact on the lives of the young people

we serve. With that in mind, ODA evaluates its programs through a process that includes the review of program objectives, logic models, and critical feedback from the children and families we serve. ODA's third party evaluator, the Schubert Center for Child Studies at Case Western Reserve University, led by Dr. Anastasia Dimitropoulos, works closely with the ODA team to carry out data collection, evaluation, and distribution of findings. Project data is collected by programming staff at each campus and compiled quarterly. Instruments utilized to collect and analyze data are outlined in the section below.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
The expected benefits of ODA's proposed services include:

• 60% of scholars will improve their reading and math grades to As or Bs, or will maintain them at As or Bs.
• 75% of scholars will endorse positive levels of Social-Emotional Learning.
• 75% of scholars will endorse ratings indicating positive interactions with their ODA instructor.
• 75% of scholars will report that ODA creates an environment that fosters confidence and youth voice.
• 75% of scholars will endorse items related to a positive sense of belonging at ODA.
• 75% of parents will ultimately engage in a positive relationship with their children.
• 75% of parents will be comfortable utilizing and searching for resources in their community.
• 80% of parents will express satisfaction with ODA programming and its impact on their children.

In addition, our OST programming helps scholars develop 21st Century skills and as a result scholars will:

• Demonstrate improvement in critical thinking when dealing with school and life situations.
• Exhibit creativity in problem solving.
• Learn how to better collaborate with peers, teachers, employers, etc.
• Improve communication skills, including convincing writing skills.
• Better utilize social media to secure resources.
• Learn how to better utilize technology.
• Demonstrate flexibility in dealing with school/work situations.
• Develop leadership skills.
• Feel more comfortable in taking initiatives.
• Improve productivity.
• Enhance their social skills.

ODA utilizes quantitative metrics to measure academic achievement, social emotional development, and family engagement. Tools used for quantitative measurement include Northwest Evaluation Association, Panorama Education Survey, Measures of Academic Progress, Scholar Satisfaction Surveys, Parent Surveys, and quarterly grade comparisons. In addition to quantitative metrics, we measure our impact through qualitative methods that include feedback we receive from our studen

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
ODA has received funding from Cleveland Heights CDBG grants in the past to provide its out-of-school time programming for scholars and families at Monticello, and Roxboro middle schools, and Cleveland Heights High School. ODA has received a total of $141,

11. If applicable, please enter the name and year(s) of the previously funded program or project:
The past funding from Cleveland Heights CDBG grants have included: ODA's out-of-school time high school program (for Cleveland Heights High School scholars): Year 49 (2023): $15,000 Year 48 (2022): $16,000 Year 47 (2021): $15,000 Year 46 (2020): $1

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
The proposed program supports ODA's mission "to protect, inspire, nurture and challenge youth to reach their full potential" by providing its research-based programming for Cleveland Heights youth. ODA program participation will positively impact Monticello Middle School and Roxboro Middle School students through improved attendance rate, social-emotional learning skills and overall academic performance. In addition to direct benefits to our scholars, our programming will help the schools improve their Performance Index Scores which are calculated based on scholar academic performance. A study conducted by Cleveland Heights-University Heights School District demonstrated that 100% of scholars who participated in ODA's 2021 summer program academically outperformed their peers who did not attend during the following school year. We also found that in the 2021-22 school year, the more time a scholar spent in our program, the greater the improvement in his or her math grade from the fall to the spring. In addition, preliminary results from another recent study showed that ODA's program keeps kids in school. The study found that enrollment in ODA's afterschool programming reduced the likelihood of in-year attrition by

57%.

Finally, the program benefits our community by helping to create a stronger economy in the long run. There is an undeniable relationship between education and the economy which underlines the importance of ensuring youth are set up to be successful from the beginning. ODA's out-of-school time programming creates a positive impact in the community by helping scholars gain the tools that put them on a path toward high school graduation, workforce readiness, and success in their chosen post-secondary pursuits. As stated previously, our alumni earn $51,000 annually, on average, following completion of their postsecondary college or career options (as compared with median household income of $33,678 in Cleveland).

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
We do not anticipate any significant impacts caused by external influences on our programming in the short term. However, as a nonprofit working within the field of out-of-school time education, we are not guaranteed funding and are accustomed to the volatility and change associated with this reality. Shifts in funding priorities from funders impact the resources we have available to execute programming. Accordingly, we continually look to establish new relationships with diverse sources of funding, including individuals, foundations, corporations, and government entities.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
2.5%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
14%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Other funding sources for this project include:

Raymond Foundation: $300,000
21st Century Community Learning Centers: $200,000
Abington Foundation: $4,000
Ginn Family Foundation: $1,500
Thomas White Foundation: $3,000
Stocker Foundation: $5,000
PNC Charitable Trust Fund: $3,000
Cleveland Cliffs Foundation: $500
ODA's general operating funds (i.e. annual fund and unrestricted grants): as required

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
If ODA is not awarded the requested grant funding, we may need to scale down the scope of the services in the short-term. However, the ODA team will continue to work closely with Cleveland Heights High School and other community partners to secure funding required to address the needs of students for educational support and enrichment services.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
ODA has expended all CDBG funds received through previous grants.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
N/A

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
During the pandemic, Open Doors Academy implemented and operated a series of Remote Learning Centers (RLC) in

collaboration with some of our local school partners. We generated additional revenue for the operation of our RLCs (Remote Learning Centers) through contracted services in 2020 and 2021. Additionally, we generated contract revenue from some of our local school partners to serve their scholars in the summer 2022.

21. What new approaches are being developed or explored to generate new sources of funding?
Open Doors Academy (ODA) continually explores new funding sources to help provide high quality educational support and enrichment services for its scholars. ODA has in place a Fund Diversification Plan (FDP) to guide its sustainability efforts. The FDP articulates board and staff responsibilities, strategies, and deadlines for action, and it recognizes the importance of nurturing strong relationships with donors. ODA's Board of Directors, CEO Dr. Moulthrop, and other ODA leadership team members drafted the FDP, garnering feedback from members of the Association of Fundraising Professionals. The plan leverages ODA's experience growing and sustaining revenue streams that will provide sustainable programming for ODA students and families. The FDP's goals include: 1) maximizing fundraising initiatives, 2) growing a financial reserve, and 3) increasing revenue streams to reduce reliance on government funds.

22. What steps have been taken in the past year to make the agency more cost effective?
Open Doors Academy (ODA) has a cost-effective business model where approximately 89 cents out of every donated dollar are spent on direct programs and services for our scholars and families. We continually leverage community partnerships to provide the highest quality services in a cost-effective manner. Recent steps to make ODA more cost effective include: 1) our partnership with Youth Opportunities Unlimited to provide in-kind services and leverage additional dollars to provide career-readiness services for our high school scholars; 2) utilizing professional training spaces for our staff free of charge at our partner agencies such as Boys Hope Girls Hope and the Manufacturing Advocacy and Growth Network (MAGNET); 3) emphasizing energy conservation; 4) using black and white as opposed to color prints; and 5) researching suppliers for the best product price and quality.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
Keep up the great work.

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 20,000.00	$ 15,000.00
Prior Year CDBG funds (estimated rollover going to Year 46)	$ 0.00	$ 0.00
Applicant Agency Funds	$ 217,000.00	$ 204,568.00
Other Federal Funding		
State Gov't Funding	$ 200,000.00	
County Gov't Funding		
Private Sector Funding (e.g. Foundations)	$ 150,000.00	$ 365,000.00
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions	$ 80,000.00	$ 65,692.00
Total	**$ 667,000.00**	**$ 650,260.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 419,000.00	$ 20,000.00	$ 437,815.00	$ 15,000.00
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				

Subscriptions/Memberships				
Rent	$ 30,000.00		$ 39,778.00	
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other: Direct Program Expenses	$ 140,000.00	$ 0.00	$ 110,333.00	
Other: Professional Development			$ 8,889.00	
Other: Contract Services	$ 45,000.00		$ 3,444.00	
Other: Summer Camp Program	$ 18,000.00		$ 46,890.00	
Other: Training/Compliance	$ 15,000.00		$ 3,111.00	
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 667,000.00**	**$ 20,000.00**	**$ 650,260.00**	**$ 15,000.00**

Budget/Tables Narrative

The requested CDBG funds are to support salaries and fringe benefits for the direct program staff.

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Campus Coordinators	☑	160 Hours	20 Hours	$ 212,000	$ 20,000	$ 208,000	$ 15,000
2. District Manager	☑	8 Hours	Hours	$ 31,000	$	$ 26,000	$
3. Family Team Manager	☑	3 Hours	Hours	$ 12,000	$	$ 8,645	$
4. Family Advocate	☑	8 Hours	Hours	$ 22,000	$	$ 13,300	$
5. Director of Programs	☑	3 Hours	Hours	$ 16,000	$	$ 11,638	$
6. Chief Program Officer	☑	2 Hours	Hours	$ 14,000	$	$ 15,794	$
7. CEO	☑	2 Hours	Hours	$ 24,000	$	$ 24,938	$
8. CFO & COO	☑	2 Hours	Hours	$ 18,000	$	$ 18,288	$
9. Director of People and Culture	☑	2 Hours	Hours	$ 10,000	$	$ 13,500	$
10. Other Admin. Staff	☑	5 Hours	Hours	$ 60,000	$	$ 61,492	$
Total		**195 Hours**	**20 Hours**	**$ 419,000**	**$ 20,000**	**$ 401,595**	**$ 15,000**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$

2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	26	28	22
Low Income (<50% AMI)	10	11	8
Moderate Income (<80% AMI)	10	11	10
Other	16	16	9
Total	**62**	**66**	**49**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian	7	1	7	1
Black/African American	51		55	
Asian	1		1	
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial	3		3	
Total	**62**	**1**	**66**	**1**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	IRS Letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board of Directors
A copy of your organization's most recent yearly financial statement or audit	☑	Audited Financial Statements
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		

Optional Document #2		
Optional Document #3		
Optional Document #4		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 444457

City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Open Doors, Inc.

High School Program

Jump to: Pre-Application   Application Questions   Budget/Tables   Budget/Tables (cont.)   Documents

$ 20,000.00 Requested
$ 0 Leveraged Dollars

Submitted: 7/13/2023 5:46:30 PM (Pacific)

Project Contact
Dr. Reza Khoramshahi
rkhoramshahi@odacle.org
Tel: 216-229-1900

Additional Contacts
none entered

Open Doors, Inc.

1427 E. 36th St.
Suite 4206A
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Chief Executive Officer
Dr. Dorothy Moulthrop
dmoulthrop@opendoorsacademy.org

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Web www.opendoorsacademy.org
EIN 043697716
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(N)CAGE
SAM
Expires

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
ODA's mission is to protect, inspire, nurture, and challenge youth to reach their full potential. ODA programming for students in grades K-12 is rooted in academic achievement, social-emotional learning, and college and career readiness. And include afterschool programming, summer programming, student travel opportunities, and year-round family engagement. More than 95% of our students identify as persons of color, and many face systemic injustices, health disparities, and a lack of access to educational resources, compared to their peers from other communities and backgrounds. In addition, 98% of our students qualify for free and reduced-price lunch, a proxy for families living in poverty. ODA's annual budget is approximately $6.2 million. ODA continues to achieve a 100% high school graduation rate for ODA students who have spent at least two years in our program, and ODA alumni continue to maintain an annual salary of over $50,000 after completing their postsecondary endeavors.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
13263 Cedar Rd, Cleveland Heights, OH 44118

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
ODA students largely reside in economically challenged neighborhoods. 42% of our students reside in families who live below 100% of Federal Poverty Level, which correlates to a family income of less than $26,500 for a family of four.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [x] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
At ODA, diversity, equity, and inclusion are core organizational values. We work to remove barriers to education, often rooted in poverty and racism, to ensure high school graduation attainment and successful postsecondary placement for our scholars. Our mission centers on educational access and equity because educational attainment remains one of the most reliable paths to economic stability. We recruit and retain a racially and ethnically diverse team, and one that reflects the large African- American population we serve. This race-match is important on many tangible and intangible levels. Studies show that children benefit from having a teacher of the same race or ethnicity. For example, when a Black boy has even one Black teacher, the impact on his educational trajectory is positive and statistically significant (https://bit.ly/3h8WS3u). In America, nearly 90% of the K-12 teachers are white and female. Often out-of- school time providers, including ODA, fill this critical gap. In addition, we've expanded our DEI trainings and made conversations about race and equity more intentional. We have partnered with the Diversity Center of Northeast Ohio who has provided training on understanding differences around race, gender, sexual orientation, and ethnicity. These activities provide our team with the space, tools, and language necessary to engage in discussions on racial equity and systemic injustices. Also, we ensure that people of color are represented on all of our work groups including hiring teams and strategic plan committees. Finally, we seek proposals from Black-owned businesses for contracted work. This effort resulted in us contracting with CLE Consulting, a Black-owned accounting firm and in contracting with two Black-owned businesses for our annual benefit.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
The program participants will be attending Cleveland Heights High School.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

45	Projected # of unduplicated persons or units to be served
30	Projected # of unduplicated low- to moderate-income persons/units served
35	Projected # of Cleveland Heights persons/units to be served
110.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
810

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
A Safe and Engaged Community, Goal A: Partner with the School District to promote a quality school system through initiatives to attract and retain families with children.

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Open Doors Academy (ODA) will continue to address the academic, social-emotional, and socioeconomic challenges encountered by the Cleveland Heights High School Scholars through its research-based out-of-school time (OST) programming. Based on the latest available Ohio Schools Report Card data (2021-22), only 49.7% of Cleveland Heights High School students were proficient or above in reading on the English Language Arts Ohio State Test. For math, 31.7% of students and 12.2% of students were proficient or above on the Algebra I and Geometry tests respectively. Cleveland Heights High School received an overall Performance Index score of only 62.7%. In addition, 82% of students at Cleveland Heights High School identify as persons of color and 100% are considered economically disadvantaged. As persons of color living in marginalized communities, many of our scholars face systemic injustices, health disparities, and a lack of access to educational resources, compared to their peers from other communities and backgrounds.

According to a study conducted by RAND Education, while all students experience loss in skills and knowledge during the summer, students from low-income families are disproportionately affected in comparison to their affluent peers (https://bit.ly/3qymEmY). An Afterschool Alliance report shows OST programs for kids in underserved communities are essential for the equitable recovery from pandemic-related learning loss and trauma. Many families are still recovering from the loss of income and jobs during the pandemic. OST programming can serve as a lifeline for these families, keeping kids safe, healthy, learning, and active—and ensuring parents are able to work or take time to seek employment (https://bit.ly/3tn7i2l).

We can help break the cycle of poverty for our scholars by ensuring high school graduation, offering college and career-readiness programming, providing work-based experiences and paid internship opportunities.

2. Please describe the program or project for which you are requesting funds:
The requested funding would support ODA's High School Plus Program (our 5-year extended college and career readiness program that starts in freshman year and continues for one full year following high school graduation). ODA's services include afterschool programming, summer programming, scholar travel opportunities, and family engagement services. Our afterschool programming incorporates daily academic learning time with a focus on English Language Arts and math, social-emotional learning, and college and career-readiness programming. ODA's summer programming includes paid internship opportunities and more than 50 class options that focus on academics, social-emotional learning, visual and performing arts, health and wellness, and experiential learning. Camps are provided free of charge to our families. Scholar travel opportunities

include field trips and service-learning opportunities focusing on college exploration trips. Examples of our recent trips include a spring break trip (April 2023) to explore University of Notre Dame, Northwestern University, Chicago State University, and University of Illinois; and a visit to Ohio State University. In 2022, our scholars traveled to Washington, D.C. where they visited Historically Black Colleges and Universities. An example of our service-learning trips was a four-day trip to Detroit, where scholars engaged in conversations with community elders and activists and learned how to advocate for equitable communities. ODA's family engagement services are provided through various family events, workshops, and one-on-one meetings. ODA's full-time team of Family Advocates leads this work and partners closely with families and school staff to ensure our programming is reflective and responsive to the collective needs of those enrolled in our programs. Our college and career-readiness services prepare our scholars for post-secondary success which will positively impact the lives of our scholars, their families, and the community.

3. Please briefly describe what makes your agency or department a good fit for this activity:
ODA has delivered out-of-school time (OST) programming for Cleveland Heights youth for more than 30 years. ODA's programming success is demonstrated through a 100% high school graduation rate for its scholars since 2018, 85% enrollment rate into a postsecondary college and/or career option for its high school graduates, and $51,000 average salary for alumni upon completing their chosen postsecondary options. We have effective working relationships with school administrators and teachers and have all necessary staffing and infrastructure in place. We are also able to leverage additional funding to provide high quality OST programming.

ODA is unique as the only program in Northeast Ohio that offers year-round support to youth beginning in elementary school and extending through middle school, high school graduation, and beyond. Our model is research-based and built on the belief that providing youth with a safe environment, caring adult relationships, and strong community partnerships establishes a solid foundation to achieve their academic and career goals.

ODA is honored to have been recognized as a leader in providing high-quality out-of-school time (OST) programming in Greater Cleveland and surrounding areas, while also providing technical support and guidance to 200 other OST providers across Ohio. As an OST provider, we have 30 years of experience guiding our multi-layered approach to serving scholars rooted in academic achievement, positive youth development, and family engagement.

ODA is also proud to serve on Ohio's State Summer Learning Network, a collaboration of Ohio Department of Education, the Council of Chief State School Officers, and the National Summer Learning Association. The partnership is complementary to the U.S. Department of Education's Summer Learning and Enrichment Collaborative. The joint goal of the cohort is to create a dynamic and effective strategy utilizing American Rescue Plan funds for impactful summer learning.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
ODA has a well-established out-of-school time program for Cleveland High School scholars. We will continue our programming during the proposed grant year with the existing resources.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
ODA will continue to provide its academic support, enrichment programming, and college and career-readiness services utilizing its existing personnel.

6. Please indicate if your program or project will generate any program income:

- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
N/A

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
ODA utilizes both long-term and short-term goals to assess and drive organizational success, measure scholar outcomes, produce a strong return on investment, and ensure a strong commitment to our mission. ODA is focused on ensuring that we are not simply doing "good work"; rather, we are committed to creating significant impact in the lives of the young people we serve. With that in mind, ODA evaluates its programs through a process that includes the review of program objectives, logic models, and critical feedback from the children and families we serve. ODA's third party evaluator, the Schubert Center for Child Studies at Case Western Reserve University, led by Dr. Anastasia Dimitropoulos, works closely with the ODA team to

carry out data collection, evaluation, and distribution of findings. Project data is collected by programming staff at each campus and compiled quarterly. Instruments utilized to collect and analyze data are outlined in the section below.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
The expected benefits of ODA's services include:

• 100% of scholars will graduate high school in four years.
• 85% will pursue a postsecondary college or career option immediately following graduation.
• 60% of scholars will improve their reading and math grades to As or Bs, or will maintain them at As or Bs.
• 75% of scholars will endorse positive levels of Social Emotional Learning.
• 75% of scholars will endorse ratings indicating positive interactions with their ODA instructor.
• 75% of scholars will report that ODA creates an environment that fosters confidence and youth voice.
• 75% of scholars will endorse items related to a positive sense of belonging at ODA.
• 75% of parents will ultimately engage in a positive relationship with their children.
• 75% of parents will be comfortable utilizing and searching for resources in their community.
• 80% of parents will express satisfaction with ODA programming and its impact on their children.

In addition, our OST programming helps scholars develop 21st Century skills and as a result scholars will:

• Demonstrate improvement in critical thinking.
• Exhibit creativity in problem solving.
• Learn how to better collaborate with peers, teachers, employers, etc.
• Improve communication skills, including convincing writing skills.
• Better utilize social media to access and secure resources.
• Learn how to better utilize technology.
• Develop leadership skills.
• Improve productivity.
• Enhance their social skills.

ODA utilizes quantitative metrics to measure academic achievement, social emotional development, and family engagement. Tools used for quantitative measurement include Northwest Evaluation Association, Panorama Education Survey, Measures of Academic Progress, Scholar Satisfaction Surveys, Parent Surveys, and quarterly grade comparisons. In addition to quantitative metrics, we measure our impact through qualitative methods that include feedback we receive from our students,

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
ODA has received funding from Cleveland Heights' CDBG Program to provide its out-of-school time programming for scholars and families at Monticello and Roxboro schools and Cleveland Heights High School. ODA has received a total of $141,000 since 2019.

11. If applicable, please enter the name and year(s) of the previously funded program or project:
The past funding from Cleveland Heights CDBG grants have included: ODA's out-of-school time high school program (for Cleveland Heights High School scholars): Year 49 (2023): $15,000 Year 48 (2022): $16,000 Year 47 (2021): $15,000 Year 46 (2020): $1

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
The proposed program supports ODA's mission "to protect, inspire, nurture and challenge
youth to reach their full potential" by providing its research-based programming for Cleveland Heights High School scholars. The program will also help Cleveland Heights High School improve its Performance Index score as scholars improve their academic standing and attendance rate as a result of participation in the program. A study conducted by Cleveland Heights-University Heights School District demonstrated that 100% of scholars who participated in ODA's 2021 summer program academically outperformed their peers who did not attend during the following school year. We also found that in the 2021-22 school year, the more time a scholar spent in our program, the greater the improvement in his or her math grade from the fall to the spring. In addition, preliminary results from another recent study showed that ODA's program keeps kids in school. The study found that enrollment in ODA's afterschool programming reduced the likelihood of in-year attrition by 57%.

Finally, the program benefits our community by helping to create a stronger economy in the long run. There is an undeniable relationship between education and the economy which underlines the importance of ensuring youth are set up to be successful from the beginning. ODA's out-of-school time programming creates positive impact in the community by helping scholars gain the tools that puts them on a path toward high school graduation, workforce readiness, and success in their chosen post-secondary pursuits. As stated previously, our alumni earn $51,000 annually, on average, following completion of their postsecondary college or career options (as compared with median household income of $33,678 in Cleveland).

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
We do not anticipate any significant impacts caused by external influences on our programming in the short term. However, as a nonprofit working within the field of out-of-school time education, we are not guaranteed funding and are accustomed to the volatility and change associated with this reality. Shifts in funding priorities from funders impact the resources we have on hand to execute programming. Accordingly, we continually look to establish new relationships with diverse sources of funding, including individuals, foundations, corporations, and government entities.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
5%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
7%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Other funding sources for this project include:

Deaconess Foundation: $25,000
KeyBank Foundation: $2,500
Starting Point: $27,500
ODA’s general operating funds (i.e. annual fund and unrestricted grants): as required

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
If ODA is not awarded the requested grant funding, we may need to scale down the scope of the services in the short-term. However, the ODA team will continue to work closely with Cleveland Heights High School and other community partners to secure funding required to address the needs of students for educational support and enrichment services.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
ODA has expended all CDBG funds received through previous grants.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
N/A

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
Open Doors Academy implemented and operated a series of Remote Learning Centers (RLC) in collaboration with some of our local school partners during the pandemic. We generated additional revenue for the operation of our RLC’s through contracted services in 2020 and 2021. We also generated contract revenue from some of our local school partners to serve their scholars in summer 2022.

21. What new approaches are being developed or explored to generate new sources of funding?
Open Doors Academy (ODA) continually explores new funding sources to help provide high quality educational support and enrichment services for its scholars. ODA has in place a Fund Diversification Plan (FDP) to guide its sustainability efforts. The FDP articulates board and staff responsibilities, strategies, and deadlines for action, and it recognizes the importance of nurturing strong relationships with donors. ODA’s Board of Directors, CEO Dr. Moulthrop, and other ODA leadership team members drafted the FDP, garnering feedback from members of the Association of Fundraising Professionals. The plan

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Keep up the great work.

Budget/Tables top

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Private Sector Funding (e.g. Foundations)	$ 100,000.00	$ 96,750.00
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions	$ 45,000.00	$ 43,596.00
Total	**$ 320,000.00**	**$ 318,447.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 196,500.00	$ 20,000.00	$ 200,796.00	$ 15,000.00
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent	$ 14,000.00	$ 0.00	$ 13,965.00	
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other: Direct Program Expenses	$ 70,000.00	$ 0.00	$ 67,977.00	
Other: Contract Services	$ 23,000.00	$ 0.00	$ 21,750.00	
Other: Office Expenses	$ 9,000.00	$ 0.00	$ 7,515.00	
Other: Admin. Overhead	$ 7,500.00	$ 0.00	$ 6,444.00	

Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 320,000.00**	**$ 20,000.00**	**$ 318,447.00**	**$ 15,000.00**

Budget/Tables Narrative

The requested funding from Cleveland Heights' CDBG Program will be utilized toward the cost of salaries and benefits for direct program staff.

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Campus Coordinators	☑	40 Hours	20 Hours	$ 53,000	$ 20,000	$ 52,000	$ 15,000
2. Campus Coordinators	☐	30 Hours	Hours	$ 40,000	$	$ 52,000	$
3. District Manager	☑	8 Hours	Hours	$ 15,500	$	$ 13,000	$
4. Family Team Manager	☑	3 Hours	Hours	$ 6,000	$	$ 4,321	$
5. Family Advocates	☑	8 Hours	Hours	$ 11,000	$	$ 6,650	$
6. Director of Programs	☑	3 Hours	Hours	$ 8,000	$	$ 5,819	$
7. Chief Program Officer	☑	2 Hours	Hours	$ 7,000	$	$ 7,897	$
8. CEO	☑	2 Hours	Hours	$ 12,000	$	$ 12,469	$
9. CFO & COO	☑	2 Hours	Hours	$ 9,000	$	$ 9,144	$
10. Other Admin. Staff	☑	5 Hours	Hours	$ 35,000	$	$ 37,496	$
Total		**103 Hours**	**20 Hours**	**$ 196,500**	**$ 20,000**	**$ 200,796**	**$ 15,000**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$

9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	4	5	5
Low Income (<50% AMI)	11	11	11
Moderate Income (<80% AMI)	11	11	10
Other	15	16	9
Total	**41**	**43**	**35**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American	37		39	
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial	4		4	
Total	**41**	**0**	**43**	**0**

Documents *top*

Documents Requested *	Required?	Attached Documents *
A copy of your organization's Articles of Incorporation	☑	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	IRS Letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board of Directors
A copy of your organization's most recent yearly financial statement or audit	☑	Audited Financial Statements
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

START RIGHT COMMUNITY DEVELOPMENT CORP

Start Right CDC Hunger Center

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 15,000.00 Requested
$ 0 Leveraged Dollars

Submitted: 7/5/2023 9:33:15 PM (Pacific)

Project Contact
LYNDA HICKS
startrightcdc@yahoo.com
Tel: 2162882732

Additional Contacts
1stladyl.hicks@gmail.com

START RIGHT COMMUNITY DEVELOPMENT CORP

977 Caledonia Ave
Cleveland Heights, OH 44112
United States

EXECUTIVE DIRECTOR
JIMMIE HICKS JR
startrightcdc@yahoo.com

Telephone	2168326508
Fax	2164581808
Web	www.startrightcdc.com
EIN	260479438
UEI	PT4QGE8JB515
(N)CAGE	
SAM	
Expires	

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Start Right Community Development Corporation was established in 2008 as a community development corporation in Cleveland Heights. Our mission has always been to develop programs within our neighborhood that will help low- and moderate-income families. Our goals are to provide Hunger relief, Educational program opportunities, Home purchase opportunities, and Community beautification programs. The neighborhood we serve contains 2,390 households, 1,290 designated low- and moderate-income (2011-2015 ACS). 95% of residents are non-white, and nearly 30% live below the Federal Poverty Line (2008-2012 ACS). 25% of residents are under 18, and 14% are 65 or older (2008-2012 ACS). The median household income is $39,635; under 10% of residents have a bachelor’s degree or more (2008-2012 ACS). Unemployment is typically higher for this neighborhood (12.1%, 2008-2012 ACS). Renter households are estimated at 26.45% despite this being a predominant single-family housing neighborhood.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
977 CALEDONIA AVE CLEVELAND HEIGHTS OHIO 44112

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Our target population is residents of Cleveland Heights who need help.
1. Inadequate amount of money from public assistance or
social security
2. Cannot survive without outside assistance
3. They are a part of the working poor and elderly

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [x] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
We help all who are in need and to to us for assistance

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
We have income requirements given to us by the Ohio Department of job and family services.

We use Federal and state-funded food programs to determine who is eligible to take food home

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

280 Projected # of unduplicated persons or units to be served

280 Projected # of unduplicated low- to moderate-income persons/units served

230	Projected # of Cleveland Heights persons/units to be served
790.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
1298 or 11,682 meals served

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
"Maintain access to a variety of healthy foods for all residents"

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
The Cleveland Heights clients we serve have three main reasons for their need.
1. Inadequate amount of money from public assistance or social security
2. Cannot survive without outside assistance
3. They are people who work but still do not have enough money to survive

2. Please describe the program or project for which you are requesting funds:
As a hunger center in Cleveland Heights, we have a food pantry where we give families or individuals a 3-day supply of food (minimum nine good meals) once per month. We receive free or reduced-cost items from the food bank, and the Ohio Department of human services provides our income guidelines. Our goal is to be able to serve 100 households each month

3. Please briefly describe what makes your agency or department a good fit for this activity:
Our hunger center has provided a monthly 3-day food supply for over ten years. Since covid happened, we changed to a weekly appointment set-up. Even still, each year, the quality of service we offer to our customers has improved. Our facility has improved its accessibility for handicapped persons, and we deliver food to some of the clients who do not have transportation.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
Contractual
Food pick-up and delivery drivers- for the people needed to manually handle the massive amount of inventory that needs to be moved in and out weekly $2000

Van rental – for the food to be transported to the facility - $2000

Rent for increased space and added days of operation -$12,000

Office Supplies: Pens, pencils, paper, etc., $2,000

Marketing (Advertising, postcards, and mailing) to inform the neighborhood about our services $1,000

Utilities (Gas and Electric) in connection with the refrigerator and freezers needed to store food. Also, the heating and Air Conditioning needed for the facility throughout the year are $6,000

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
N/A NO NEW STAFF WILL BE HIRED

6. Please indicate if your program or project will generate any program income:

- ☐ Yes
- ☑ No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
0

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
We provide data to the food bank for the monthly number of those we serve. They provide us with an annual overall evaluation of our pantry.

We deem ourselves effective if we feed one hungry person.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
The persons will encounter a quality facility with caring individuals concerned about their situation. They will drive up to a pantry to receive food packed especially for them, keep their dignity, and limit food waste. There are many pantries that people can use. Our clients come back to us because of how they are treated.

We are using 'Pantry trak," a computer program the Cleveland food bank provided for data.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Start Right CDC Hunger Center

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Start Right CDC Hunger Center 8 YEARS FUNDED

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
The persons will encounter a drive-up facility where they can receive the food they want and the atmosphere they deserve.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
The economy and the pandemic situation. Both have an impact on our program. However, we have adjusted and adapted.

The loss of the extra food support from the government has hurt many people

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
32 %

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?

100

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Church Donations
Fundraising Donation

We have no documentation for efforts to secure these funds

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
It will not be modified because the hunger center is needed in our community. Our neighborhood is one of the most disadvantaged in the city, and it was what the CDBG funds were designed for.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
N/A

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
N/A

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
We were awarded 10,000 years 47

$7,000 year 48

$15,000 year 49

The increase was genuinely needed for the program

21. What new approaches are being developed or explored to generate new sources of funding?
We have applied for several grants.

22. What steps have been taken in the past year to make the agency more cost effective?
The hunger center does not make any money and belongs to the entire community to support. Hunger in Cleveland Heights should be a concern for everyone in Cleveland Heights. Start Right CDC in trying to help and we need your support

Application Survey

23. Please indicate your preference regarding this revised online application form:
- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
none

Budget/Tables top

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 15,000.00	$ 15,000.00
Prior Year CDBG funds (estimated rollover going to Year 46)		

Applicant Agency Funds	$ 20,000.00	$ 20,000.00		
Other Federal Funding				
State Gov't Funding				
County Gov't Funding				
Private Sector Funding (e.g. Foundations)	$ 6,500.00	$ 6,500.00		
Special Fundraising Efforts	$ 5,000.00	$ 5,000.00		
Client Fees for Service				
In-kind Contributions				
Total	**$ 46,500.00**	**$ 46,500.00**		

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 10,000.00	$ 0.00		
Supplies/Printing/Postage	$ 2,000.00	$ 0.00		
Marketing	$ 1,000.00	$ 0.00		
Van rental for food pick-up	$ 2,000.00	$ 1,000.00		
Contractor/ food delivery	$ 2,400.00	$ 2,000.00		
Rent	$ 12,000.00	$ 12,000.00		
Utilities	$ 5,000.00	$ 0.00		
Insurance	$ 2,100.00	$ 0.00		
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 36,500.00**	**$ 15,000.00**	**$ 0.00**	**$ 0.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Part-time Coordinator	☐	10 Hours	10 Hours	$ 10,000	$	$	$
	☐	Hours	Hours	$	$	$	$
3	☐	Hours	5 Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**10 Hours**	**15 Hours**	**$ 10,000**	**$ 0**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian	7	0	7	0
Black/African American	87	0	97	0
Asian	4	0	4	0
American Indian/Alaska Native	2	0	2	0
Native Hawaiian/Other Pacific Islander		0		0
Multi-Racial	130	0	155	0
Total	**230**	**0**	**265**	**0**

Documents top

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	articles
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	tax exempt status
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	trustees

A copy of your organization's most recent yearly financial statement or audit	☑	financials
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

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Application ID: 444276

CITY OF CLEVELAND HEIGHTS

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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/25/2023

Agudath Israel of Ohio

Agudath Israel of Ohio/Gesher

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 18,000.00 Requested
$ 0 Leveraged Dollars

Submitted: 7/11/2023 6:40:09 PM (Pacific)

Project Contact
Yitz Frank
eudman@agudathisrael-oh.org
Tel: 2166445481

Additional Contacts
none entered

Agudath Israel of Ohio

1481 Warrensville Center Rd
South Euclid, OH 44121

Rabbi
Eric Frank
yfrank@agudathisrael.org

Telephone	216-862-4599
Fax	216-862-0764
Web	http://www.geshercleveland.com/
EIN	82-1922429
UEI	
(N)CAGE	
SAM	
Expires	

Pre-Application top

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Gesher, a Benefit and Resource Center is a benefit referral program. It was founded in 2013 to help Jewish Cleveland families access much needed support. An initiative of Agudath Israel, Gesher helps eliminate cultural barriers to accessing and applying for assistance programs and uses dedicated staff to help families meet the challenges of financial hardship. It is part of a growing effort across Ohio to provide all residents with trained benefits counselors who can advise clients about the local, state, and federal benefits for which they are eligible. Any person, regardless of religious affiliation, that enters Gesher's offices is provided assistance. It is Gesher's aim to connect our clients with quality services, which will eventually lead to economic self-sufficiency.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.
- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)

- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
1481 Warrensville Center Rd South Euclid OH 44121

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Gesher is meant to provide assistance for all who seek it - young, old, or middle age. Seniors, women, children, and infants are most negatively affected in poverty, and we assist low-mod income job seekers as well.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [x] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
N/A

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
When a client first comes to Gesher, the resource coordinator or case manager completes a thorough intake process. The client goes through an initial screening, shares income, budget, expenses, and any other pertinent information. Gesher, through its relationships with partnering organizations, cuts through the red tape for its clients. Furthermore, Gesher saves its clients substantial time and energy by handling all aspects of the applications for them. Every Government agency has a different set of thresholds, and Gesher ensures that the guidelines are met for each individual program they are attempting to access.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

333	Projected # of unduplicated persons or units to be served
316	Projected # of unduplicated low- to moderate-income persons/units served
155	Projected # of Cleveland Heights persons/units to be served
804.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
1670

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Maximize the independence of targeted population groups by providing services which expand choices.

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Many households in Cleveland Heights have a combined income level below 200% of the federal poverty level. While the community in Cleveland is known for its generous philanthropic endeavors, a Federation population study, (an updated survey is currently in the field), demonstrated clearly that a portion of the community is struggling and needs the appropriate support and resources. Gesher is meant to provide assistance for all who seek it, whether the need is temporary or, unfortunately, more permanent in nature. Young, old, or middle age - Gesher seeks to provide a safe, trusting environment in which Cleveland residents can access the support they need. In Cleveland Heights, 18% of the population are in poverty. Seniors, women, children, and infants are most negatively affected in poverty as their healthcare needs are great and they have increased difficulty navigating the healthcare system alone. Although Gesher has already implemented WIC and seniors services, the need continues to grow. Health insurance is the number one concern for struggling families. The laws are unclear and are constantly changing. Eligibility requirements are unknown and people need a tremendous amount of assistance to navigate the system. Gesher is there to provide that assistance, guide people through this turbulence and advocate on their behalf when the need arises. The novel corona virus heightened these needs for many people. Gesher helped 419 clients with Medicaid benefits and 126 with unemployment benefits during the pandemic outbreak. In total Gesher has helped over 400 clients with covid related issues.

2. Please describe the program or project for which you are requesting funds:
In addition to Gesher's handicapped-accessible office suite on the corner of Warrensville Center Rd & Mayfield, we have partnered with MetroHealth hospital in Cleveland Heights, and Cleveland Chessed Center to offer services there. These continued partnerships significantly increase opportunities for CH residents to come and apply for assistance for many of the Government programs. Gesher guides, assists, and often, can even apply for clients, putting local families at ease, knowing that Gesher's staff is advocating on their behalf. Gesher's Resource Coordinator and Case Managers act as representatives for clients, submitting applications at the Cuyahoga County office or to other organizations. Gesher partners with MetroHealth and the state of Ohio WIC program enabling low income families from all the nearby neighborhoods to come and access supplemental foods, healthcare referrals, and receive nutritional education. Gesher is currently in our fifth year of the Health Access Expansion Project, as an expansion of the WIC & senior services programs was necessary to adequately accommodate neighborhood need, demonstrated by community statistics and frequent calls from unserved community members. Locals, and more specifically seniors, were unaware of local resources. In addition, Gesher partners with CCC, JFSA, and Naaleh (an organization that focuses on providing mental health and addiction resources) to ensure that each client is aware of all services that are offered in the community.

3. Please briefly describe what makes your agency or department a good fit for this activity:
We are a benefits bank assisting over 1400 families with social service benefits and career assistance. We handle all aspects of the applications. Clients have received benefits ranging from $200 for a one-time utility assistance payment to over $20,000.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
Gesher's staff has two case managers who know their way around each government program and their rules. Gesher also has 10 volunteers and partners with Cleveland Chessed Center, JFSA, and Naaleh.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
Gesher leverages our relationship with partner organizations (JFSA and the Jewish Federation of Cleveland) to train our volunteers in mortgage forbearance and credit counseling. This financial task force consists of 8 volunteers.

6. Please indicate if your program or project will generate any program income:

☐ Yes

☑ No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
N/A

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
Our Health Access Expansion Project, was partially supported by CDBG grant from Cleveland Heights, expanded Gesher's WIC & senior citizens programs. This program significantly impacts the community & reduces the # of low-income individuals that have difficulty accessing healthcare & medicare/medicaid. The WIC office, provides more availability to women & children in need of the nutritional & health services provided by WIC. The senior services program assists seniors with insurance enrollment, prescription drug payment & mental health referrals.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
It is our aim that within 3 months of a client's visitation to the office, the family should be receiving benefits that will help stabilize their financial situation. Gesher manages its client portfolio by using the Apricot system. This internet-based program allows Gesher staff to input client information. The system generates reports. Although Gesher staff are authorized agents of their clients, when applications are completed, benefit approval and denial information are sent straight to the client. For this reason, the tracking system is critical to ensuring that Gesher staff know when and for what reason to follow up with the client six to twelve weeks after applications are submitted. With the right follow-up procedures, Gesher ensures that clients receive the benefits they are eligible for and in the right amounts. Feedback from staff and clients will also be collected to deepen the assessment on the practical service level.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes, 10k

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Year 49 (2023) CDBG

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
Gesher's goal is to help families meet the challenges of financial hardship. It is our aim to connect our clients with quality services, which will eventually lead to economic self-sufficiency. This specific project will increase healthcare access services, specifically senior services including insurance enrollment, prescriptions payment assistance, and mental health referrals; and increased access to WIC benefits.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
Generally we are finding that there are significant numbers of middle-aged people losing jobs that they have long held as the economy continues to evolve in the digital world. This trend puts a further strain on communities and caused Gesher to hire additional staff and launch special programming to address this issue. Additionally, in the neighborhoods that we primarily service, the cost of housing and rentals continue to rise. These trends are only exacerbated by the current pandemic. The cost of healthcare continues to rise and the availability and the option of government subsidized insurance is always a concern. Regulations regarding SNAP benefits and the federal safety net, can change. All of these issues are examples of

external factors that cause concern and could impact our programming.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
10

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
40

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
There are several small foundations that consistently support our mission to varying degrees. We also solicit private donations from individual philanthropists and private foundations from the Cleveland area and other communities in Ohio. Gesher sends out a detailed brochure of all our activities with a fundraising letter.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
We will continue providing the desperately needed services that we are currently doing. We will, however, need to focus more of our attention on the funding of the program, and less on the services for the needy. We cannot afford to reduce the hours of the resource coordinator or our other staff.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
we did expend all

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
N/A

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
N/A

21. What new approaches are being developed or explored to generate new sources of funding?
We are actively meeting with local fundraisers and philanthropist who are focusing on combating poverty.

22. What steps have been taken in the past year to make the agency more cost effective?
We are always looking for ways to be more efficient and cost effective.

Application Survey

23. Please indicate your preference regarding this revised online application form:
- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
the application is very self-explanatory. Thank you!

Budget/Tables top

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023

Cleveland Hts. CDBG grant	$ 18,000.00	$ 10,000.00
Prior Year CDBG funds (estimated rollover going to Year 46)		
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)	$ 0.00	$ 49,335.00
Special Fundraising Efforts	$ 142,000.00	$ 80,000.00
Client Fees for Service		
In-kind Contributions		
Total	**$ 160,000.00**	**$ 139,335.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 115,000.00	$ 11,000.00	$ 108,000.00	$ 11,000.00
Supplies/Printing/Postage	$ 6,000.00	$ 700.00	$ 6,000.00	$ 700.00
Non Capital Equipment	$ 2,500.00		$ 2,500.00	
Conferences/Travel/Mileage	$ 3,500.00		$ 2,000.00	
Subscriptions/Memberships	$ 3,000.00		$ 3,000.00	
Rent	$ 10,050.00	$ 4,000.00	$ 10,050.00	$ 4,000.00
Utilities				
Insurance	$ 2,500.00		$ 2,200.00	
Capital Items				
Program Grants & Loans				
Other: Computer Maintenance	$ 1,500.00		$ 1,500.00	
Other: Client Tracking Software	$ 2,682.00	$ 2,300.00	$ 2,484.00	$ 2,300.00
Other: Advertising/Printing	$ 5,000.00		$ 5,000.00	
Other: Management Fees	$ 7,500.00		$ 7,500.00	
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 159,232.00**	**$ 18,000.00**	**$ 150,234.00**	**$ 18,000.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Director	☐	45 Hours	5 Hours	$ 65,000	$ 8,500	$ 58,300	$ 7,000
2. Senior Case Manager	☐	20 Hours	1 Hours	$ 19,000	$ 2,000	$ 19,000	$ 2,500
3. Case Coordinator	☐	Hours	Hours	$	$	$ 18,000	$ 2,500
4. Office Manager	☐	20 Hours	3 Hours	$ 9,000	$ 500	$ 9,000	$
5.	☐	Hours	Hours	$	$	$	$

6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**85 Hours**	**9 Hours**	**$ 93,000**	**$ 11,000**	**$ 104,300**	**$ 12,000**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	73	137	41
Low Income (<50% AMI)	37	78	11
Moderate Income (<80% AMI)	30	80	0
Other	4	16	1
Total	**144**	**311**	**53**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian	143	1	309	1
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial			2	
Total	**143**	**1**	**311**	**1**

Documents top

Documents Requested * Required? **Attached Documents** *

A copy of your organization's Articles of Incorporation	☑	Articles of Incorportaion
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	IRS
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board
A copy of your organization's most recent yearly financial statement or audit	☑	990
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 443398

CITY OF CLEVELAND HEIGHTS

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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Lake Erie Ink: a writing space for youth

Ink Spot After School Program

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 15,000.00 Requested
$ 15,000 Leveraged Dollars

Submitted: 7/13/2023 11:50:15 AM (Pacific)

Project Contact
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arosenbluth@lakeerieink.org
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Lake Erie Ink: a writing space for youth

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EIN 45-2267855
UEI
(N)CAGE
SAM Expires

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Lake Erie Ink: a writing space for youth (LEI) provides creative expression opportunities and literacy support to youth in the Greater Cleveland area. LEI facilitates high quality creative writing workshops where youth learn to value each other as artists, develop confidence and a stronger sense of self socially and academically, and create a more connected community. LEI's budget for 2023-24 is $568,600.
Our target population is youth with inequitable access to creative expression opportunities, especially those in under-resourced communities who need literacy support and creative enrichment, but LEI serves all youth regardless of background, community, school and ability.
LEI has received recognition from our local school district as a valuable community partner as well as a MyCom Youth Voice Award in 2018 for excellence in youth engagement and Member of the Year from Greater Cleveland Community Shares in 2021.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
Noble Elementary, 1293 Ardoon St. Cleveland Hts OH 44121 | Monticello Middle, 3665 Monticello Blvd. Cleveland Hts OH 44121 | Oxford Elementary, 939 Quilliams Rd #1946 Cleveland Hts OH 44121

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Our target population is youth in grades 3-7 who need literacy support, social-emotional development and creative enrichment during after school time.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

---

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [x] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
Lake Erie Ink is committed to the creation of a socially just and racially equitable culture that validates and values multiple perspectives and experiences to better serve youth and impact the community. We recognize that our actions and programming can have a powerful impact on students and those in the community who work with them. We recognize the importance of inclusion and the need to reject all forms of racist discrimination as a cornerstone of our mission, vision and values.

We will advocate for and take the lead in promoting racial justice, inclusion and diversity through an organizational culture that enhances these values, including (i) a curriculum and teaching approach that recognizes the contributions and value of diverse groups; (ii) programs that encourage students to share their authentic voices, engage in creative arts and to appreciate differences and how those differences make our community stronger; and (iii) recognition of the destructive effects of individual as well as systemic racism. This approach permits LEI students to appreciate and advance our Vision that they are part of a community where they can discover their voices, share their ideas, and inspire each other as valued participants. Our approaches will support students:
-Motivation to achieve their academic and creative potential;
-Development of their self-confidence;
-Recognition that communication and respect between youth with different racial, religious, economic backgrounds or other

differences are a necessity of social unity;
-Understanding that differing perspectives within and between social groups is essential for a healthy and safe community;
-Likelihood of cultivating friendships and relationships with persons of diverse racial backgrounds; and
-Allow their actions to show that youth can create a better community by embracing one another's differences such as race, gender, abilities, and backgrounds.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
We work with the staff and teachers in schools to reach students who would most benefit from an after school enrichment. While we know that there are many students who would benefit from creative programming during after school hours, we want to make sure that youth are a good fit for our specific program. Often it is the quietest student in a classroom who needs an outlet to express themselves and sometimes it is the loudest student who needs a dynamic group to share with. After meeting with the principal, we send information and flyers to teachers and staff (including social workers and other pupil support staff) to make sure that we are casting a wide net. Once a student is referred to our program, we reach out to the family to give them more information and make sure it is a good fit. Then, we collect registration information in person or over the phone to ensure that we have at least 51% of the participants who meet the economic guidelines.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

50	Projected # of unduplicated persons or units to be served
35	Projected # of unduplicated low- to moderate-income persons/units served
50	Projected # of Cleveland Heights persons/units to be served
135.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
1000

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Partner with the school district to promote a quality school system through initiatives to attract and retain families with children.

Application Questions *top*

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
The Ink Spot After School program addresses three needs. Youth in our community need (1) literacy support, especially in writing, (2) ample opportunities to express themselves creatively, and (3), a safe and enriching space to connect with other youth and adults and strengthen their social emotional skills..

According to the Ohio Department of Education Report Card in 2023, only 26% of Cleveland Heights-University Heights students are graduating high school with proficient knowledge of English Language Arts. We agree with the tenets of the National Council of English Teachers, that says that everyone has the capacity to write, writing can be taught, and teachers can help students become better writers. An NCTE brief states that, "extracurricular writing draws on and adds strength to youngsters' social, cultural and linguistic resources...Out of school time writing can increase students' feelings of competence as writers, broaden audiences and purposes for writing, create continuity between home and school writing, and reduce students' disaffection with school." In Lake Erie Ink programs, youth of all literacy levels interact together in our workshops and learn from each other as well as from our teaching staff and volunteers. They are given ample opportunities to try out new forms and find new ways to express their ideas and opinions, gaining confidence in their ability to communicate. Writing creatively engages youth who may be reluctant to write because they may not be at grade level, and it helps develop reading skills, because active writers are better able to analyze, interpret and comprehend texts. Furthermore, youth benefit from engaging in creative arts experiences with others that let them embrace their creativity. Creative Youth Development research shows that, "... youth with access to the arts have better academic results, better workforce communities and more civic engagement."

2. Please describe the program or project for which you are requesting funds:
During the Ink Spot After School Program, youth in grades 3-7 receive a snack and homework support before engaging in thematic creative expression activities that inspire and encourage artistic expression, creative thinking, collaboration and literacy enrichment.

The program takes place at 3 locations: Noble Elementary School, Monticello Middle School, and Oxford Elementary. CDBG funds will be used to support instruction 4 days a week, 2 days at each site.

We use a wide variety of literary genres and art mediums to provide youth with a range of expression opportunities as we know that every child learns differently; providing a variety of creative options engages students in new and different ways. LEI's teaching methodologies are aligned with the pillars of creative youth development and the project-based learning model, which emphasizes the in-depth exploration of a topic where learning and decision-making are student-focused. By centering instruction around a creative project, students invest themselves deeply in their work and feel pride in presenting it to others.

The mediums of creative expression include: poetry, playwriting, comics, poetry, fiction, music including ballads and raps, and storytelling. We will also use digital art, clay, photos and other crafts that tie into the writing to have a deeper exploration of the creative process. For example, using comics to learn about character development in a story and then taking this knowledge into a storytelling unit.

Finally, twice yearly LEI publishes an anthology of our young writers' creative work and invites family, friends and community members to attend a reading, giving the community the opportunity to increase each child's sense of his or her own value as a vocal and expressive member of the community. In addition, next year, LEI will be putting together a twice a year newsletter for the Ink Spot families and schools, featuring writing by the Ink Spot students.

3. Please briefly describe what makes your agency or department a good fit for this activity:
Lake Erie Ink has been facilitating high quality, creative programs for youth in our community since its founding in 2011. Our Education Director is a certified teacher and supervises the curriculum, ensuring that we are following best practices and our Program Director is an experienced practitioner in social emotional learning in out-of-school time programs.

Staffed by experienced educators and writers, Lake Erie Ink programs incorporate the following four tenets: teaching writing, nurturing the creative development of youth, development of social-emotional skills, and inspiring and supporting social justice.

Lake Erie Ink's teaching methodologies are aligned with the well-researched project-based learning model, which emphasizes the in-depth exploration of a topic where learning and decision-making are student-centered. By centering instruction around a creative project, students invest themselves deeply in their work. The major tenets of project-based learning include: (1) giving students the chance to collaborate with instructors and peers, (2) placing students in decision-making roles, thereby reinforcing the skills and techniques learned, as they are forced to employ them independently, (3) designing assignments with more than one right answer leaving room for creativity and critical thinking, (4) taking advantage of an authentic audience of readers, thereby bolstering students' pride in their work, (5) showing students that school activities have value beyond the classroom, (6) engaging students in a project that is meaningful to them at the moment, and (7) culminating in a final, finished product to make the learning experience more meaningful.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
Lake Erie Ink will employ three teaching artists to lead the program, one at each site, in addition to two program assistants, who will be on hand to support the teaching artists. LEI will use two volunteers for this project and use our partnerships with Cleveland Heights-University Heights schools to help find participants for the program.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

The Ink Spot after school program has been successfully running since 2011. Involved staff includes our Program Director, as well as three teaching artists and two program assistants dedicated to working with this program. The teaching artists are responsible for lesson planning, implementation and day to day management of the program and all three teachers will coordinate on lesson plans. One of the teaching artists has been a part of the Ink Spot program for many years and will serve as a mentor to the other teaching artists, providing lesson plan ideas and support as needed. The Program Director will oversee the curriculum and lesson plans for the program. LEI's Program Operations Manager oversees data collection, program registration and evaluation procedures.

Volunteers are an integral part of this program and contribute time to working directly with youth. Ink Spot volunteers come from many walks of life - from professional writers and retired teachers to high school and college students. We anticipate volunteers will contribute 6-8 hours each week across all school locations.

LEI receives in-kind supply donations from community members on an ongoing basis, including school and craft supplies. In years past, the CH-UH school district will also provide the afternoon snack for our participants and we are hoping they will continue to do so in 2024-25.

6. Please indicate if your program or project will generate any program income:

- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
None

Anticipated Outcomes

---

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
Lake Erie Ink will use a range of evaluation tools to assess the program's effectiveness and to gain feedback for continuous program improvement. We will collect both quantitative and qualitative data in the following ways:
-Registration records (to collect demographic and socio-economic information)
-Attendance sheets to track participation and depth of service
-Writing samples and portfolios for each student (collecting authentic writing samples throughout their time in the program)
-Pre and post-evaluative surveys from students, parents/guardians and teachers

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
To measure outcomes from our work, Lake Erie Ink collects quantitative data from students through pre and post-evaluation surveys. These surveys assess our impact on youth's academic, creative, and social emotional selves. These surveys have the added benefit of offering a time of reflection and reinforcing what has been learned over the course of the residency.

We also record the creative process by collecting copies of student work as well as videos, photos and anecdotal evidence. When measuring the larger impact the program has on participants, we look for student engagement in writing; increased confidence and identification of themselves as writers; active participation in sharing work, publication, and collaborative activities; interest in learning more and writing more in various genres; and awareness of the many purposes for writing.

Short term program goals include:
-Students will complete homework consistently.
-Students will increase the amount of time spent in self-directed and relevant writing.
-Students will improve writing fluency, self-expression, self-reflection, public speaking and listening skills.
-Students will learn new writing skills, learn to apply them to various projects, and be able to choose the appropriate genre/medium for their needs.
-Students will successfully work together for a shared purpose.

Long term program goals include:
-Students will increase their self-confidence and identify themselves as writers.
-Students will develop positive attitudes towards learning and positive goals for their future. -Students will develop their individual voices and apply them in their creative and academic work. -Students will value each other as creative individuals and value the diversity of their community

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Lake Erie Ink has been funded by Cleveland Heights’ CDBG program, and we have been funded for $6,780 to $12,000 depending on the year.

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Cleveland Heights CDBG Funds have supported our Ink Spot program since CDBG year 41.

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
Many youth have limited opportunities to express their thoughts and feelings with others. Especially in school, youth are given little time to explore different forms of self-expression due to the narrowing of curriculum goals. This can be an isolating experience. While many out-of-school time activities focus on sports or academics, Lake Erie Ink’s focus on creative expression and communication makes us unique as an out of school time program. We encourage youth to learn how to express themselves creatively and authentically, explore existing and/or build new interests, and to find their voice in an emotionally and physically safe space. Youth form a unique community in a space where they feel safe and supported to explore the arts, take creative risks and learn from others. Because they are taught to listen to each other without evaluating one another, there is a level of acceptance at LEI’s Ink Spot that is rarely found in schools or other youth programs. In addition, youth will work on collaborative projects with each other, helping to create connections with their peers.

Our programs are a welcome haven for youth to express their identity and their ideas without being labeled or bullied. As a result of youth participating in this program, we expect them to have improved literacy, communication, critical thinking, and creative expression skills that they can apply within and outside of school. By participating in the Ink Spot, students develop a growth mindset towards learning and their potential as creative individuals. Furthermore, this program addresses several of the core social-emotional learning competencies, including self awareness, self management and social awareness.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
The following are outside factors that may impact the program:
-Changes in school leadership and staff can make recruitment or program implementation challenging.
-Conflicting youth activities - various activities, including sports, clubs and other youth programs, are competing for students’ time and may run during the same after school hours.
-Family disruption - if there are changes in guardianship or care or if other unexpected event happen at home, youth may not maintain consistent attendance.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
37

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
7

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
We will be applying to the following foundations for renewed support: The Nord Family Foundation, The Andrews Foundation, and the Banks-Baldwin Foundation. We also have limited general operating support, special event income and individual donations that can support this program.

Because this proposal is due a year in advance, we do not yet have committed funding for the 2024-25 school year (CDBG’s year 50), but we anticipate the aforementioned grant renewals.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
Should full funding not be received, we would not be able to operate the program at three different sites and would likely resort

to reducing the number of days the program operates each week or eliminating one of the school sites. We would also consider implementing a registration fee or asking other foundations for support.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
In Year 48, LEI expended 39% of the budget. We were excited to get back to a bit more of a regular schedule last year, but still dealt with the impacts of COVID-19 in low registration and attendance absences. In addition, in our grant, we put 2 days at Monticello Middle School. When we communicated with the school, because of all of their other after school activities, they only wanted us to host Ink Spot one day a week.

In Year 49, we spent 99% of the allocation. We had allocated $2500 for supplies for the project, but only spent $2400.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
Our budget has increased slightly from FY2022 due to increased personnel costs in order to remain competitive and our rent has increased significantly due to a new building management company overseeing the building.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
none

21. What new approaches are being developed or explored to generate new sources of funding?
We actively seek more support from corporate sponsors and are working hard to connect with new donors in the community. We are also looking at holding more smaller fundraising events and campaigns throughout the year to help generate new sources of funding.
To secure earned income, we look to build new relationships with schools and other youth-serving organizations who have the ability to pay for our services. Last year, more than 80% of our school and community-based programs produced revenue and the remainder were grant funded or free of charge.

Furthermore, our Executive Director, Development Manager and the Development Committee of our Board of Trustees continually work to identify and secure new sources of funding. We are always looking for ways to improve our fundraising efforts and diversify our income streams to ensure the long-term sustainability of this and other programs and are currently focusing additional efforts on individual and corporate giving.

22. What steps have been taken in the past year to make the agency more cost effective?
Offering the Ink Spot After School program in schools allows us to utilize the space available at schools, which not only helps us minimize our financial obligations, but it also makes our program more accessible to the individuals we serve. Organizationally, we are always mindful of maximizing resources designated for this type of programming. We serve over 3,000 youth annually on an organizational budget of approximately $570,000. Our volunteers, whose contributions are integral to the daily operation of the Ink Spot, help us lower personnel costs while increasing the amount of individualized attention each student receives. We also receive many in-kind donations of program supplies to offset expenses.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
Zoom Grants can be difficult to use so another platform in the future might make the process a bit easier

Budget/Tables top

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 15,000.00	$ 15,000.00

Prior Year CDBG funds (estimated rollover going to Year 46)		
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)	$ 20,000.00	$ 16,000.00
Special Fundraising Efforts	$ 5,350.00	$ 7,035.00
Client Fees for Service		
In-kind Contributions		
Total	**$ 40,350.00**	**$ 38,035.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 31,220.00	$ 15,000.00	$ 30,565.00	$ 15,000.00
Supplies/Printing/Postage	$ 1,000.00		$ 1,000.00	
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent	$ 3,325.00		$ 1,638.00	
Utilities			$ 288.00	
Insurance	$ 525.00		$ 525.00	
Capital Items				
Program Grants & Loans				
Other: Background Checks	$ 300.00		$ 375.00	
Other: Snacks/Special Events	$ 1,000.00		$ 1,000.00	
Other: Guest Artists	$ 1,200.00		$ 1,200.00	
Other: Marketing	$ 400.00		$ 400.00	
Other: Published Student Anthologies	$ 480.00		$ 300.00	
Other: Facility/Equipment Maintenance	$ 900.00		$ 744.00	
Other:				
Other:				
Other:				
Other:				
Total	**$ 40,350.00**	**$ 15,000.00**	**$ 38,035.00**	**$ 15,000.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Program Director	☑	40 Hours	3 Hours	$ 2,998	$	$ 2,886	$
2. Teaching Artist - Noble	☐	6 Hours	6 Hours	$ 6,552	$ 4,500	$ 6,300	$ 4,000
3. Teaching Artist - Monticello	☐	6 Hours	6 Hours	$ 6,552	$ 4,500	$ 6,300	$ 4,000
4. Teaching Artist - Oxford	☐	6 Hours	6 Hours	$ 6,552	$ 4,500	$ 3,525	$ 5,000
5. Program	☐	5 Hours	5 Hours	$ 3,515	$ 750	$ 6,660	$ 2,000

Assistant 1							
6. Program Assistant 2	☐	5 Hours	5 Hours	$ 3,515	$ 750	$	$
7. Program Operations Manager	☑	32 Hours	1 Hours	$ 389	$	$	$
8. Education Director	☑	35 Hours	1 Hours	$ 1,147	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**135 Hours**	**33 Hours**	**$ 31,220**	**$ 15,000**	**$ 25,671**	**$ 15,000**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	9	9	7
Low Income (<50% AMI)	5	5	4
Moderate Income (<80% AMI)	9	10	5
Other	7	8	2
Total	**30**	**32**	**18**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian	5		6	
Black/African American	22		23	
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial	2	1	2	1
Total	**29**	**1**	**31**	**1**

Documents *top*

Documents Requested *	Required?	Attached Documents *
A copy of your organization's Articles of Incorporation	☑	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	501(c)3 Determination Letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board of Directors
A copy of your organization's most recent yearly financial statement or audit	☑	Financial Audit
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		Program Report
Optional Document #2		
Optional Document #3		
Optional Document #4		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 445118

City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

City of Cleveland Heights Parks & Recreation

City of Cleveland Heights - WAVE program

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 15,000.00 Requested
$ 500 Leveraged Dollars

Submitted: 7/13/2023 8:20:35 AM (Pacific)

Project Contact
Anne Griffith
agriffith@clevelandheights.gov
Tel: 216-691-7698

Additional Contacts
none entered

City of Cleveland Heights Parks & Recreation

40 Severance Cir
Cleveland Heights, OH 44118
United States

Director Cleveland Hts. Parks and Rec.
Kelly Ledbetter
kledbetter@clevelandheights.gov

Telephone	216-691-7398
Fax	
Web	
EIN	34-6000688
UEI	S8KXNLPMRMU7
(N)CAGE	
SAM Expires	

Pre-Application top

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
We're a Village of Efficiency mentoring program (W.A.V.E.) provides in-school and out-of-school, interactive, social-emotional based, enrichment sessions geared towards males and females ranging from elementary school (5th grade) to high school (12th grade). The sessions consist of a council where young men and women are able to express their feelings and thoughts, a hands-on activity or sport to release stress and channel their capacity to play fair and work together as a team, as well as a meditation/visualization component that supports them in applying the principles of the sessions to their lives. W.A.V.E. also implements summer time camps and facilitates project based, service learning programs.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.
- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be

LMI persons)

- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
This program would be offered primarily to Middle school and Heights High school youth

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Youth from 7th grade to 12th grade.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☑ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
Program benefits youth of all races. Service learning with a focus on older adults promotes inclusion on the basis of age.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
Staff would work with the school district to identify youth in need of mentoring. Ideally, this group would be diverse. The focus would be on disconnected youth that could benefit from the additional support and mentoring to be successful.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

20	Projected # of unduplicated persons or units to be served
20	Projected # of unduplicated low- to moderate-income persons/units served
20	Projected # of Cleveland Heights persons/units to be served
60.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
60

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Master plan goals 9.1, 9.3 and 10.1

Application Questions *top*

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Today's youth are experiencing a level of issues due to poverty, substance abuse, mental illness, crime, violence, abuse and trauma. Such issues manifest themselves in disruptive and risky behavior, that when left unaddressed, create additional problems in early childhood. Research shows that a primary factor for building resilience within young men and women residing in high-risk environments is having positive relationships inside and outside of the family.

2. Please describe the program or project for which you are requesting funds:
The city is proposing to partner with the school district to provide a mentoring program for students through the school year, but primarily focusing on the summer

3. Please briefly describe what makes your agency or department a good fit for this activity:
Parks & Recreation Department works with youth and families on a daily basis. Our staff understands the community, can relate to the youth and help them make progress towards their goals.. The connection/relationship with the families already exist.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
Resources include:
Funding for staffing
Funding for supplies and materials
Input from the school district on at-risk kids in need of mentoring.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
The city staff will work with the non-profit Compassionate Manhood to help staff service learning projects for the at-risk youth. We wil work with young boys and girls.

6. Please indicate if your program or project will generate any program income:
- ☐ Yes
- ☑ No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
Non-applicable

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
Survey of youth prior to and after completion of the program. Evaluation of services from recipients. Consultations with the parents to assess youth progress.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:

The youth will begin to develop tools to deal with various social and emotional issues in their lives. They will develop coping mechanisms for use throughout their lives and begin to see themselves as leaders that can positively affect change. Hopefully, after a year, they will have more tools to be successful and understand that they are truly supported in the community.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes, $15,000.00

11. If applicable, please enter the name and year(s) of the previously funded program or project:
W.A.V.E. mentoring program - Year 49

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
There continues to be a positive impact on both the youth through mentoring and service learning a well as the seniors. Senior households were improved by the work of the program participants, who focused on helping make the community better through service. The Office on Aging works with W.A.V.E. to report data. The data will be used to monitor the program's impact.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
Partnership with the school district will be key in identifying youth that could best benefit form the program.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
99%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
100%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Parks & Recreation Department general budget fund budget

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
Staff would have to decrease the number of students and senior citizens served.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
N/A

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
The Parks & Recreation budget was kept flat (after a 30% non-personnel budget cut in 2022). Therefore the city does not have the same amount to contribute to the W.A.V.E. project.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
As noted above, the Parks and Recreation operating budget was cut by 30% or approximately $580,000 in 2022 and kept flat in 2023. As such, the department has had to reduce several services.

21. What new approaches are being developed or explored to generate new sources of funding?

The city is looking at partnerships, collaboration and sponsorships to generate funding for city programs and services. The Mayor's office will lead these efforts going forward.

22. What steps have been taken in the past year to make the agency more cost effective?
Non-personnel; expenses have been reduced by 30% in 2022 and kept flat in 2023. The city has had to look as other ways to provide programming such as contracting out as needed or reducing services.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
Application is fine

Budget/Tables top

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 15,000.00	$ 15,000.00
Prior Year CDBG funds (estimated rollover going to Year 46)		$ 0.00
Applicant Agency Funds	$ 500.00	$ 500.00
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 15,500.00**	**$ 15,500.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Contractor Costs (Compassionate Manhood)	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00
Supplies	$ 7,000.00	$ 7,000.00	$ 7,000.00	$ 7,000.00
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				

Other:				
Total	**$ 15,000.00**	**$ 15,000.00**	**$ 15,000.00**	**$ 15,000.00**

Budget/Tables (cont.) *top*

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Youth Liaison	☐	20 Hours	20 Hours	$ 8,000	$ 8,000	$ 8,000	$ 8,000
2.	☐	Hours	Hours	$	$	$	$
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**20 Hours**	**20 Hours**	**$ 8,000**	**$ 8,000**	**$ 8,000**	**$ 8,000**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	4	4	
Low Income (<50% AMI)	15	15	
Moderate Income (<80% AMI)	1	1	
Other	0	0	
Total	**20**	**20**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian			1	1
Black/African American			17	
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial			2	
Total	**0**	**0**	**20**	**1**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	Non-applicable
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	Tax Exempt Certificate
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Non-applicable
A copy of your organization's most recent yearly financial statement or audit	☑	2021 CAFR
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		Program Overview
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 445756

CITY OF CLEVELAND HEIGHTS
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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Naaleh Cleveland

Naaleh Cleveland

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 30,000.00 Requested
$ 159,935 Leveraged Dollars

Submitted: 7/14/2023 11:39:05 AM (Pacific)

Project Contact
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Additional Contacts
none entered

Naaleh Cleveland

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SAM Expires

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.

Naaleh Cleveland is a non-profit organization focused on strengthening the emotional and mental well being of the Cleveland Community. Taking the initial steps towards getting mental health help can be daunting, and Naaleh's experts guide and assist individuals in navigating the resources available in the community. We offer support, education and advocacy to anyone who seeks out our help.
Naaleh ensures access to mental health professionals that meet the cultural sensitivities and low income financial situation of those limited to Medicaid.
Additionally, Naaleh's High-Risk Teen Mentoring Program addresses substance abuse amongst adolescents, combating the opioid crisis in Ohio. Our programming has seen great success in sobriety rates as well as in educational goals. Often, participants come from difficult or dysfunctional homes. Naaleh's mental health counselors and mentors guide these teens towards completing high school and achieving gainful employment.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.

- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
Our Main office is located at 5010 Mayfield Road. Here we offer Professional therapeutic counseling and our referral services. Our Youth Center is located at 1463 Warrensville Rd.

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Naaleh Cleveland's target population are low income families living in Cleveland Heights and the surrounding areas as well as youth from low income backgrounds living in Cleveland Heights and the surrounding areas.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [x] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
Naaleh Cleveland welcomes and encourages clientele from all backgrounds to utilize our services. As agency that is funded in part by the Alcohol, Drug Addiction and Mental Health Board of Cuyahoga County (ADAMHS Board), we use the camaraderie that we have formed with participating agencies to brainstorm with other mental health organizations serving Cuyahoga County. Naaleh is a member of a work group committee that meets monthly to brainstorm and plan on the subject of “Eliminating Structural Racism in Behavioral HealthCare.” Naaleh’s approach towards addressing racism is by acknowledging that in many ways it is a Public Health Crisis. We are committed to addressing and eliminating existing barriers so that the black community will have access to quality mental health care and providers who are culturally sensitive to their needs. We also mentor the Director of another non- profit, 'Reduce The Stigma' , a suicide Prevention Hotline, servicing the Black Community.
Naaleh Cleveland is also a member of Unite Ohio, a coordinated care network of health and social service providers. Through this network, those seeking help will be matched with the service that best meets their needs.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
During our Initial intake process, callers discuss their concerns and needs with our staff. At that point we gather demographic information as well as insurance information. Over 51% of our clientele are below income and carry Medicaid insurance. We would use this information to ensure that the beneficiaries of the grant would be middle or below income status as well as

Cleveland Heights residents.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

600	Projected # of unduplicated persons or units to be served
400	Projected # of unduplicated low- to moderate-income persons/units served
400	Projected # of Cleveland Heights persons/units to be served
1,400.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
We project that in 2024, there will be approximately 1900 beneficiaries of our programs & services.

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Continue to forge partnerships with community groups to directly respond to unique local need.

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
There are segments of the Cleveland Jewish community that have a disproportionately high rate of mental and emotional challenges that goes unrecognized, undiagnosed and unmanaged. This is driven by a strong stigma has been entrenched in the fabric of this particular segment of the community for generations. The hesitancy to acknowledge a mental health concern is compounded with the community's inherent wariness and discomfort of larger social service agencies, which prevents this community from accessing existing mental health and social service programs in our city.
Amongst the Jewish Cleveland Community, there is a segment of teens that fall under the category of "High-Risk Teens." With the explosion of unmet mental health needs in our community and the opioid addiction epidemic in our region, rates of children not completing high school in greater Cleveland are alarming. Many teens that we service come from difficult backgrounds. Socioeconomic factors, single parent homes, or family dysfunction affect healthy growth in the life of an adolescent. Due to mental health struggles or trauma, these teens are not able to attend school, hold a job, or even get out of bed some mornings. Peer pressure and family dysfunction are large factors that prevent these teens from seeking help, addressing these issues or planning for a better future.

2. Please describe the program or project for which you are requesting funds:
The key strategies used to strengthen the emotional and mental well being of the community involve: Increasing access to mental health services by a referral hotline, helping clients recognize and pursue high quality care and by providing culturally sensitive support, and education. Naaleh Cleveland has vetted and successfully collaborated with mental health professionals in the Cleveland area, seeking out those that are highly competent, yet also accept Medicaid. These professionals respect the cultural sensitivities of our community, a vital component for our clientele. Naaleh has provided the low income population in Cleveland Heights, access to mental health professionals that meet affordability and cultural needs.

We also have a highly successful High-Risk Teen Mentorship Program. Naaleh's program provides a healthy and dependable role model to a struggling teenager. Our mentors will escort teens to therapy sessions, study with them for the GED's and teach them life-skills, such as carpentry, plumbing and other self-esteem building talents. We focus on minimizing risky behavior, helping prevent relapses for addicts, and building job skills, so they can be a productive member of society.

3. Please briefly describe what makes your agency or department a good fit for this activity:
Rabbi Chaim Helman, Naaleh's Executive Director, is a native Clevelander. Since 2014, he has worked to build relationships

with Clergymen, School Principals, Mayors & Police Chiefs in Cleveland Heights. He has gained the trust of both citizens & community leaders. Over the last few years, these relationships have deepened and grown. Rabbi's and school personnel reach out to Naaleh for help and advice when a crisis occurs or a difficult situation arises in their community. The community's trust and reliance on the services Naaleh provides has more than doubled in the last 3 years, which can be measured by the sheer volume of callers reaching out and contacting our office.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
The Naaleh office, including our our Referral Hotline Service, office support employees and Teen Mentorship Program, includes 15 staff members, 13 volunteers, 7 partnerships and 2 locations. Our yearly budget is $548,000.

Our teen mentorship program works in collaboration with local businesses to give apprenticeships to our teens. Our staff contacts local business owners to find out if they would be interested in working with us and it has been proven successful in construction, home improvement and property management. We have a teen "Living Room" space on Warrensville Road where we provide a healthy, supervised location where the teens can feel comfortable. Aside from a location, the High-Risk Teen Mentorship Program requires a program coordinator as well as a a clinical supervisor.

Our Mayfield Road office where our staff works, is home to our referral hotline, and where we hold support groups as well as office space for our internal therapy and counseling practice.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
Due to the tremendous growth of Naaleh, since the beginning of 2023, we have significantly increased our staff, taking on a full time Director of Operations and a new part-time business office manager, project coordinator, and billing specialist. We do utilize in-kind services whenever possible. For our legal needs, Vorys, Sater, Seymour and Pease LLP, offers Naaleh deeply discounted rates. A local accounting firm, MZ Accounting, offers us discounted rates. Additionally, Naaleh Cleveland has an Advisory Board, made up of local entrepreneurs and professionals, that guides and advises our staff regarding best practices and how to best reach the community.

Our High - Risk Teen Mentorship Program is blessed to have local volunteers who mentor our teens and model a healthy lifestyle to struggling teens. Volunteers and Interns contribute approximately 2 hours per week of their time each week to our programming.

6. Please indicate if your program or project will generate any program income:

- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
We do not generate any net income.

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
We use various processes to evaluate the success of our programs. For our referral services, we measure success based on client feedback. We routinely follow up with clients to see that they followed through and connected with the mental health professional we referred. We ask for satisfaction rates of the clinician they used.

At Naaleh Counseling Solutions, our in house counseling center, we distribute satisfaction surveys to our clients, allowing the responses to remain anonymous so that clients can freely give genuine feedback.

In our High-Risk Teen Mentorship Program we evaluate the effectiveness of our program by measuring sobriety rates, and tracking educational goals that are appropriate for their age group. We also meet with the parents of the teens periodically, to receive their feedback on the performance of their child. Additionally, We use the nationally acclaimed DESSA system to track the process of participants age 21 and younger.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
We will measure the short term benefits of the referral hotline as well as the clients receiving therapy through our Counseling center via telephone follow up with clients during the first 3 months after the referral was made. Clients treated by a mental health professional, based on our referral or support, is likely to have already experienced a change that has improved their

quality of life. We assess if the client feels that the referral was appropriate, while acknowledging that patience is needed as it is an early stage of the therapeutic process.

For our Teen Program, we record the services and the skills taught that the teen receives monthly, as well as the number of mentorship sessions the teen attends. We also record the instances of support and guidance the parents receive on a monthly basis as well. All these are measurable benefits for a teen who is struggling with mental health and sobriety. Additionally, upon entry into the Teen Program, teens and their parents will set goals for the progress and improvement of the quality of life of their teen child. We will review the achievements and growth made towards this goal at the 3 month term review.

Data collected via follow up calls and client surveys will be very valuable towards measuring the outcomes of referrals made by Naaleh. The benefits of our referral hotline can be most accurately measured by the satisfaction the client feels upon connecting with the recommended mental health professional and receiving therapeutic assistance towards managing their struggles and meeting life goals. This information will allow Naaleh to assess if the clinicians in our database are indeed well liked and helpful, providing insight and accuracy for future referrals.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes, My organization was funded in previous years

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Naaleh Cleveland Year 48 and Year 49

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
Through increased advertising, educational events, and partnering with community leaders, Naaleh Cleveland continues to lower the stigma surrounding mental health challenges in our area. Ranging from how treatable mental health challenges can be, to drug and addiction education, Naaleh's work in the community is leading to safer streets, reduced stigma surrounding mental health needs, and ultimately, to healthier and more productive families.

Teens are our future. Our High-Risk Teen Mentorship Program acknowledges this reality. By focusing on the mental health needs of the teens in our area, we can ensure a future with healthier community members. They will complete their education and build healthier families. Many of our participants aspire to a future where they can give back to the community and mentor teens whose struggles they identify with, in the
future.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
Naaleh Cleveland, while learning to work with people struggling to cope with the Pandemic, recognized how significantly this time period has affected success of our programing. The lack of consistency, lack of socialization, use of community events and places and the closing of schools and business offices, took a large toll on those struggling with mental health disorders. Lack of routine and healthy stimulation negatively impacted those with anxiety, depression, family disfunction and/ or those struggling with substance abuse. Even those who were previously under the care of a mental health professional, could no longer meet their provider in person. Covid-19 has greatly increased mental health issues, and new family dysfunction has surfaced, yet there are less providers taking clients. As many clinicians have seen the demand for their services increase the need to accept Medicaid for reimbursement has continued to decrease. This has necessitated Naaleh open and grow an internal practice that specifically caters to those on Medicaid to ensure that mental health care is available to every member of the community regardless of financial constraints. As this demand continues to increase our ability to grow must match this demand. Thankfully, Naaleh has pivoted to meet these needs and has established a clinic, yet we still continue to see significant rise in anxiety and mental health struggles, especially with children and teenagers and we struggle to find quality clinicians that take insurance and are still accepting clients, as many are simply filled to capacity.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
5.5%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
80

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Naaleh was also awarded a grant towards our High- Risk Teen Program, from the ADAMHS Board of Cuyahoga County, for the last 4 years. They are very supportive of the work that we are doing for Cleveland Teens. We have been awarded 35,000 for the 2023 Calendar year. They have split the funds in to 12 equal payments and they send it to us monthly. The Mount Sinai Health Foundation Awarded Naaleh $114,250 over two years. We have received these funds already.

Aside from these funds, Naaleh raises private funds to cover the rest of our costs via fundraising events and campaigns.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
Naaleh Cleveland will never turn away someone who is reaching out for help, yet we acknowledge that our resources are limited. In 2021 we hired a full-time Director of Behavioral Health and Wellness. This became a necessity because the rate of calls and complexity of cases went up tremendously due to Pandemic and unfortunately that has not changed. So far, in 2023, the number of calls has continued to rise, and our call volume has risen from 80-100 calls per month. The number of teens in crisis remains high and continues to take a great deal of time, energy and finances to address and more staff are required to address this growth as well.

Additional funds are needed to help us address the growing needs of the community.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
n/a

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
Due to Naaleh's ability to address the expansive growth in community needs through and following the pandemic period, the organization itself has seen tremendous internal growth and it became necessary to hire more support staff. This January, we hired a full-time director of operations. In May, we hired a new office manager/project and marketing coordinator and a part time billing specialist. Along with new hires comes more expenses in cyber security, training, software, etc. All these new costs have significantly increased Naaleh's budget by approximately $135,000 which is a 32% increase from our 2022 budget.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
The Mount Sinai Health Foundation Awarded Naaleh $114,250 over two years. We have received the total alloted funds and this grant has come to completion.

The Ridgecliffe Foundation has awarded Naaleh Cleveland a grant for $25,000, and the funds are forthcoming for 2023. Ridgecliffe Foundation funds programs which promote client services, prevention and education in the field of mental health and chemical dependency in a ten county area within Northeast Ohio. This has been very helpful as we expand our referral hotline, crisis intervention services and support groups. We did however, lose a philanthropic donor who has put his 25,000 donation 'on pause ' due to the current difficult economic climate.

21. What new approaches are being developed or explored to generate new sources of funding?
Thanks to the previous year CDBG funding, Naaleh has invested in tracking software which gives us the ability to track metrics and data which in turn has been very helpful in seeking out new grant funding opportunities. The new Director of Operations spends 20% of his time researching and applying for new grants, currently we have three grant applications under review with SAMSHA, Government Office of Faith Based Community Initiatives (GOFBCI) and the Treumart Fund under the Cleveland Foundation.

Additionally, we are adding new community initiatives top our fundraising calendar.

22. What steps have been taken in the past year to make the agency more cost effective?
Naaleh Cleveland has applied for Ohio Mental Health Addiction Services Certification (OHMmas), which was quite a lengthy process. We have just recently been approved and we are now fully certified. This certification is a great positive change for Naaleh. It now allows us to bill insurance for case management, which until now we've been paying employees to do. Families

in Cleveland Heights that are benefiting from our services, can now be billed for insurance, and there is still no charge to them for our services.

The supervisors who coordinate our teen mentorship program are now able to bill insurance for their service as well.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
I thought the application is well done! Thank you for adding the spellcheck feature we suggested last year. The application seems a bit lengthy though compared to other grant applications we have done.

Budget/Tables top

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 30,000.00	$ 20,000.00
Prior Year CDBG funds (estimated rollover going to Year 46)		
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding	$ 35,000.00	$ 35,000.00
Private Sector Funding (e.g. Foundations)	$ 30,000.00	$ 82,124.00
Special Fundraising Efforts	$ 453,354.00	$ 252,000.00
Client Fees for Service		$ 12,000.00
In-kind Contributions		
Total	**$ 548,354.00**	**$ 401,124.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 404,258.00	$ 30,000.00	$ 343,293.00	$ 20,000.00
Office Supplies, EMR, Database	$ 28,700.00		$ 0.00	
supplies/printing/postage			$ 2,000.00	
Teen Programming Budget*	$ 0.00		$ 3,000.00	
electronic Medical billing	$ 0.00		$ 12,000.00	
Rent**	$ 52,296.00		$ 7,800.00	
Utilities	$ 6,000.00		$ 8,400.00	
Insurance***	$ 9,000.00		$ 9,000.00	
Service fees and dues	$ 3,000.00		$ 9,800.00	
Marketing/print/postage	$ 7,500.00		$ 0.00	
Taxes, legal & professional	$ 27,600.00		$ 0.00	
Communications, website & Database	$ 0.00		$ 8,800.00	
staff training	$ 10,000.00	$ 0.00	$ 5,000.00	
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				

Total	**$ 548,354.00**	**$ 30,000.00**	**$ 409,093.00**	**$ 20,000.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Executive director	☑	45 Hours	20 Hours	$ 120,000	$	$ 120,000	$
2. Director of Behavioral Health	☑	45 Hours	45 Hours	$ 74,000	$ 20,000	$ 70,000	$ 12,000
3. Teen program Coordinator	☑	40 Hours	40 Hours	$ 36,000	$ 10,000	$ 33,500	$ 8,000
4. Clinical Direcotor	☐	10 Hours	0 Hours	$ 36,000	$	$ 36,000	$
5. Director of Operations	☑	40 Hours	10 Hours	$ 85,000	$	$	$
6. Program/marketing coordinator	☐	25 Hours	5 Hours	$ 30,000	$	$	$
7. Billing Specialist	☐	10 Hours	Hours	$ 18,000	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**215 Hours**	**120 Hours**	**$ 399,000**	**$ 30,000**	**$ 259,500**	**$ 20,000**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	110	105	
Low Income (<50% AMI)	131	289	30
Moderate Income (<80% AMI)	63	131	

Other	10		
Total	**314**	**525**	**30**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian	289		483	
Black/African American	15		20	
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander	1		2	
Multi-Racial	10		18	
Total	**315**	**0**	**523**	**0**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	articles of incoporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	IRS tax exempt
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board of Directors
A copy of your organization's most recent yearly financial statement or audit	☑	990
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		ADAMHS AWARD Letter
Optional Document #2		
Optional Document #3		
Optional Document #4		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 445824

CITY OF CLEVELAND HEIGHTS

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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Jewish Family Service Association of Cleveland, Ohio

Cleveland Chesed Center General Operations

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 20,000.00 Requested
$ 607,689 Leveraged Dollars

Submitted: 7/13/2023 12:45:53 PM (Pacific)

Project Contact
Leslie Seiger
lseiger@jfsa-cleveland.org
Tel: 216-504-6430

Additional Contacts
none entered

Jewish Family Service Association of Cleveland, Ohio

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EIN 34-0714441
UEI SX9UQ5HL42G5
(N)CAGE 3M3T3
SAM Expires

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Jewish Family Service Association of Cleveland (JFSA) serves to strengthen families and individuals in both the Jewish and general communities in Northeast Ohio. Guided by traditional Jewish values of communal responsibility and social justice, JFSA is committed to enhancing every individual's ability to thrive in our community. To support individuals and families face life's challenges with confidence JFSA offers services to

• help people with mental illness and developmental disabilities achieve greater independence and inclusion
• help families achieve self-sufficiency in the face of financial crisis, homelessness, or domestic abuse
• provide solutions seniors and other adults need to continue to manage their independence and live healthier lives
• provide primary medical care in collaboration with MetroHealth, and specialty care in the areas of psychiatry, geriatric medical assessment, opthalmology, podiatry, and dentistry.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
☐ Existing Program or Project
☑ New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
1898 S. Taylor Road, Cleveland Heights, Ohio 44118

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Cleveland Chesed Center targets low-moderate income individuals and families in the Jewish community, and offers JFSA services to seniors, individuals with mental illness and/or disabilities, survivors of domestic violence.Non-Jews are serve as well.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [x] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
JFSA and the Chesed Center promote diversity by offering food pantry and social services that meet the unique culturally-specific needs of the Jewish community. JFSA and Chesed Center target the Jewish community, and do not turn anyone away based on religion, age, race, national origin, ethnicity, gender, disability, sexual orientation, or political affiliation.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
Clients are eligible to shop if their household income is under 200% of the Federal Poverty Level (FPIG). Clients sign in, attesting that they meet Chesed Center guidelines. The Chesed Center partners with the Greater Cleveland Food Bank (GCGB). Per the rules of GCFB, there is no formal verification of income.

The great majority of clients fall under 200% of FPIG. Assistance for households over the income threshold may be offered, but never includes GCFB products.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

1738	Projected # of unduplicated persons or units to be served
1738	Projected # of unduplicated low- to moderate-income persons/units served
1250	Projected # of Cleveland Heights persons/units to be served
4,726.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
3649

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Access to healthy food for all residents (p. 221); forge partnerships to respond to unique local needs (p. 212)

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
In 2021 the Greater Cleveland Food Bank (GCFB) reported 227,540 food insecure people in greater Cleveland. One in seven people is food insecure; one in five children live in poverty; and one in four senior citizens is at risk of hunger. In Cleveland Heights, far too many struggle to make ends meet. We know that well-nourished children learn better. Well-fed adults are more productive. Seniors who eat regularly are more likely to remain independent.

Food insecurity has increase with inflation. The pandemic has increased the number of new clients seeking assistance through the Chesed Center. From July 1, 2022 through June 30, 2023 there was a 21% increase in the number of unduplicated households served and a 36% increase in the number of pantry visits. During that period there was a 45% increase in the number of new households served. In FY23 the Chesed Center served 504 households at 4,300 pantry visits, serving 1,951 unduplicated people. Average family size is 3.87, with 20% of households served having 7+ family members. In FY23 Chesed Center served 172 new households, comprised of 474 family members, in total.

Jewish consumers face unique barriers to accessing food benefits. Kosher proteins are not readily available from most other assistance agencies. Demand swells at Jewish holiday time with increased demand for all foods and for specific items. Most other agencies that address food insecurity are not responsive to such factors.

2. Please describe the program or project for which you are requesting funds:
The Chesed Center has a robust food pantry, serving financially vulnerable families in Cuyahoga County. The Chesed Center offers a dignified shopping experience where clients can access food, household necessities and personal care items as well as clothing and school supplies, all at no cost.
Chesed Center clients meet GCFB qualifications including income at or below 200% Federal Poverty Income Guidelines and residence in the GCFB service area. The Chesed Center turns no eligible individual away in need regardless of their religion or faith. We target kosher-observant clients who self-identify as financially vulnerable or are referred by other social service agencies or community leaders. The Chesed Center food pantry operates a weekly drive-through distribution, providing safe access to food. Delivery options are available for seniors, single-parent households, and for clients in crisis situations that may lack reliable transportation (e.g., domestic violence and homeless populations.). Produce items are available through the Chesed Center's partnership with GCFB. Through this affiliation, the Chesed Center has access to other USDA allocations and bonus items, and other donated/reduced cost items. The Chesed Center is a Senior Market location for the Greater Cleveland Food Bank, a designation that ensures appropriate quantities and types of products for pantries that serve a high percentage of older adults. Distribution selections are based on nutritional recommendations of the American Heart Association and the USDA. Packages include shelf-stable fruits, vegetables, proteins, grains, milk, and frozen egg products to extend the nutritional benefits.

3. Please briefly describe what makes your agency or department a good fit for this activity:
The Chesed Center is responsive to the specific cultural needs of Jewish community. All food available at the Chesed Center is therefore kosher. Kosher proteins are often unattainable for food-insecure families, as they are high-cost items, typically more costly than similar non-kosher items. The Chesed Center purchases kosher proteins at competitive prices which are provided at no cost to clients who observe a kosher diet. Demand increases in the fall (High Holiday season) and in the spring, (Passover) when there is need for more groceries overall, and for specific foods used in observance of the holiday. Most other agencies that address food insecurity are not responsive to these needs. The Chesed Center also provides clothing, household necessities, personal care items, and school supplies to families in need. Chesed Center has ready access to extensive wraparound services through its affiliation with JFSA. Clients are often in need of deeper services and Chesed Center staff can facilitate assessment and referrals to JFSA's individualized financial literacy support, domestic violence services, services for older adults (eg., kosher home delivered meals, socialization, Lifeline, case management, transportation, dementia care navigation), services for young adults (eg college financial aid, camp scholarships), and services for individuals with mental illness and/or disability (eg., socialization, family advocacy, case management, vocational/employment services).

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
In addition to resources described in the budget, Chesed Center needs volunteers and community partners to more efficiently implement its program. Partners might donate in kind goods or exchange client referrals. Chesed Center would like to develop referral exchange partners that offer services JFSA does not offer, such as addiction and recovery services, or that target populations that JFSA does, such as children or members of other cultural communities.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
Current staff includes the executive director, a program coordinator, a warehouse coordinator, and an assistant. Outside contractor is used for stocking inventory. Volunteers assist with stocking and sorting in kind donations of clothing/supplies. The volunteer corps provides an average of 7-9 hours per week.

Consultants include Rayze-It, an online fundraising platform.

6. Please indicate if your program or project will generate any program income:
- [x] Yes
- [ ] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
Minimal income comes from sale of mens' suits at cost.

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
Measures of success will include total number of clients engaged in services at the Chesed Center, including number of new clients. We use PantryTrak to report service statistics and demographics to Greater Cleveland Food Bank and measure year over year market penetration.
Funding will be used to cover compensation for staff.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
Chesed Center helps low-income Jewish households in Northeast Ohio overcome food insecurity by offering food pantry supports that meets their cultural needs. Clients can “shop” in a safe, clean environment for kosher food, household items, school supplies and clothing – all at no cost. Chesed Center clients appreciate that all services are delivered with dignity, privacy, and respect, which encourages clients to utilize the services. Clients express appreciation for the distributions that alleviate the stress of making ends meet, especially at crunch times like holidays and back to school season.

Clients are eligible to shop at the Chesed Center if their household income is under 200% of the Federal Poverty Income Guidelines (FPIG). As an agency of the Greater Cleveland Food Bank (GCFB), Chesed Center complies with GCFB rules which require that there be no formal verification of income. At sign-in, Chesed Center attest that they meet the guidelines, and respond to requests for data such as address, family size; age and gender of household members, race, ethnicity, military service, education level, employment status, health insurance status, and reason for assistance.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Not previously funded.

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Not applicable.

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
The Chesed Center is recognized in the Jewish community as a resource that not only helps low income households put food on their tables, but also provides services and referrals that prevent homelessness. According to the Ohio Housing Finance Agency, the number of Ohioans experiencing homelessness grew by 30.8% between 2012 and 2018. During the same period, Ohio's population grew by only 1.3%. Cuyahoga County aims to reduce homelessness by 25% by 2027. The County’s goals include improving engagement and access to homeless prevention and response services and the Chesed Center's pantry services and facilitation of wraparound services align with those goals. The Chesed Center food pantry is the primary service that draws community members in need. Once on site, staff can engage them to provide more sustaining assistance. With expansion (see Application #443448) the Chesed Center will drive those goals even more effectively.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
Chesed Center is embarking on a renovation project at the adjacent address that will upgrade the safety, security and appearance of the facility and will add office space where staff can meet with clients privately to assess further needs and provide wraparound services. (See Application #443448) The project will produce noise and will likely impede access to the food pantry area at some point in time. JFSA has engaged an owner's representative whose responsibility it is to minimize business disruption to the pantry, among other things.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
3.3% of the Chesed Center's budget will be funded through the CDBG program.

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
25% of Chesed Center's budget is dedicated to compensation and benefits for staff.

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Chesed Center relies on philanthropy for operating expenses. Fundraising is ongoing, year round. Most funding for food and other operating expenses comes from individual donors and foundation grants. Chesed Center receives funding from the Emergency Food and Shelter Program, a federal program.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
JFSA is committed to the ongoing operation of the Chesed Center. Ongoing fundraising will continue.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
Not applicable.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
In FY21 and FY22 pandemic-related government grants drove revenues up. Revenues will likely be down in FY23 due to

diminishing distributions from pandemic-related government funding.

Costs have increased due to the increased cost of food and increases in service statistics. From July 1, 2022 through June 30, 2023 there was a 21% increase in the number of unduplicated households served and a 36% increase in the number of pantry visits. During that period there was a 45% increase in the number of new households served.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
Funding sources for operations over the last two years have been relatively stable. As a nonprofit with no significant source of government funding for the Chesed Center operations or capital projects, JFSA relies on philanthropy for support.

21. What new approaches are being developed or explored to generate new sources of funding?
Ongoing fundraising efforts take place year round, which includes individual solicitations and grant proposals. An annual online two day campaign brings in over $200,000 per year.

22. What steps have been taken in the past year to make the agency more cost effective?

Established in 2015, in 2021 Chesed Center formally affiliated with JFSA, a much larger organization. Bringing the two organizations together with a unified mission creates economic efficiencies and broadens the reach of both agencies, and facilitates a more holistic approach to improving wellbeing in the community. Chesed Center maintains its separate 501c3 status.

In the last year or so, some staff hours have been replaced with volunteers.
Community partnerships also alleviate some costs. Trader Joe and Marc's donated product. Goods Bank makes deeply discounted product available. Door Dash enables more efficient use of staff time.

Application Survey

23. Please indicate your preference regarding this revised online application form:
- ☐ I prefer the online application
- ☐ I prefer the paper application
- ☑ I have no preference
- ☐ I have never filled out a paper application

24. We welcome any suggestions to improve this application:
None.

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 20,000.00	
Prior Year CDBG funds (estimated rollover going to Year 46)		
Applicant Agency Funds		
Other Federal Funding	$ 15,970.00	
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)	$ 353,719.00	
Special Fundraising Efforts	$ 200,000.00	
Client Fees for Service - client clothing	$ 18,000.00	
In-kind Contributions		
Total	**$ 607,689.00**	**$ 0.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 148,485.00	$ 20,000.00		
Supplies/Printing/Postage	$ 5,100.00			

Non Capital Equipment - phone	$ 4,200.00			
Conferences/Travel/Mileage/staff development	$ 3,100.00			
Advertising	$ 1,000.00			
Rent	$ 30,000.00			
Utilities	$ 17,000.00			
Insurance	$ 8,555.00			
Capital Items - repairs	$ 7,000.00			
Independent Contractors	$ 5,000.00			
Other: Food	$ 285,000.00			
Other:client clothing	$ 18,000.00			
Other: consultant/ fundraising platform	$ 8,250.00			
Other: third party processing	$ 2,000.00			
Other: Computer services	$ 4,600.00			
Other: Household supplies for clients	$ 27,000.00			
Other: Depreciation	$ 20,739.00			
Other: Service Agreements	$ 12,660.00			
Other:				
Other:				
Total	**$ 607,689.00**	**$ 20,000.00**	**$ 0.00**	**$ 0.00**

Budget/Tables Narrative

Personnel costs includes salaries, FICA, unemployment, retirement, healthcare, worker's compensation. One employee is eligible for healthcare. Phone expense includes landline and cell phones. Insurance is for auto and general insurance. Capital items covers maintenance and repairs for premises, one truck and one forklift. Independent contractors provide labor to stock inventory. Food expense covers food purchases from the Greater Cleveland Food Bank and regional kosher food distributors. Client clothing is purchased at deep discount and sold at cost. Generally, client clothing consists of men's suits. Chesed Center takes in-kind donations of clothing in excellent condition. The consultant is a fundraising platform called Rayze-It by which Chesed Center implements its annual two-day online fundraising campaign. Third party processing fees are for credit card donations. Computer services includes website management and computer hardware. Household supplies for clients includes non-food items that clients can obtain at the Chesed Center such as paper goods, diapers, etc. Service agreements include landscaping and snowplow services.

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Executive director	☐	40 Hours	Hours	$	$	$	$
2. Program coordinator	☐	28 Hours	7 Hours	$ 38,658	$ 10,000	$	$
3. Warehouse coordinator	☐	28 Hours	12 Hours	$ 23,762	$ 10,000	$	$
4. Office Assistant	☐	20 Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**116 Hours**	**19 Hours**	**$ 62,420**	**$ 20,000**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	**0**	**0**	**0**	**0**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	Letter of Determination
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board roster
A copy of your organization's most recent yearly	☑	Audit

financial statement or audit	
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)	General Policies
Optional Document #1	JFSA client handbook
Optional Document #2	
Optional Document #3	
Optional Document #4	

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 445418

CITY OF CLEVELAND HEIGHTS

City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/31/2023

City of Cleveland Heights

Antisdale Street Resurfacing and ADA curb Replacement

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 197,485.20 Requested
$ 300,000 Leveraged Dollars

Submitted: 7/31/2023 6:23:26 AM (Pacific)

Project Contact
Collette Clinkscale
cclinkscale@clevelandheights.gov
Tel: 216-291-2209

Additional Contacts
biorio@clevelandheights.gov

City of Cleveland Heights

40 Severance Cir
Cleveland Heights, OH 44118
United States

Mayor
Kahlil Seren
mayor@clevelandheights.gov

Telephone	216-291-2209
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Web	www.clevelandheights.gov
EIN	347-600068
UEI	
(N)CAGE	
SAM	
Expires	

Pre-Application top

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Cleveland Heights proudly connects with its history as a first suburb of Cleveland and as a mature, integrated, residential neighborhoods, parklands and recreational facilities; the continual upgrading of our vital infrastructure; and ongoing renewal through residential and commercial economic development.

Public Works is committed to providing a superior level of public service to the residents of Cleveland Heights and maintaining the City's infrastructure in an efficient and cost effective manner.
income
This specific project is improving the quality of life for residents on the streets with stormwater management due to improved draining, improving the safety of residents in this area that travel the streets by eliminating pot holes, providing access to disabled residents in the area and improving air quality with the addition of 30 - 40 trees. All of which will improve the overall appearance of the neighborhood.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.

- [ ] Existing Program or Project
- [x] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☑ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☐ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
A map of eligible areas is available in the Library section of this application ("2023 LMI Map").

- ☐ 1403.01-1
- ☐ 1405.00-1
- ☐ 1405.00-3
- ☐ 1407.01-2
- ☐ 1407.01-3
- ☐ 1408.00-3
- ☑ 1409.00-1
- ☐ 1410.00-1
- ☐ 1410.00-2
- ☐ 1411.00-2
- ☐ 1411.00-3
- ☐ 1415.00-1

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
Antisdale Road runs from South Taylor to Staunton in the City of Cleveland Heights. This project will run between Powell and Staunton Road. een Powell and Staunton

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
The target population is low mod income homeowners and tenants.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☑ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
-no answer-

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
Based on income guidelines

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

133	Projected # of unduplicated persons or units to be served
133	Projected # of unduplicated low- to moderate-income persons/units served
266	Projected # of Cleveland Heights persons/units to be served
532.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
-no answer-

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
-no answer-

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Antisdale roadway is in fair to poor condition based on the City's current pavement rating schedule with multiple potholes and failing catch basins that don't allow for the efficient run off of stormwater. There are currently no ADA accessible curb ramps for residents that reside on the streets.

2. Please describe the program or project for which you are requesting funds:
The project involves the resurfacing of the entire road from Powell to Staunton and ADA curb ramp replacement. It will also allow for the planting of trees to increase the tree canopy on the street.

3. Please briefly describe what makes your agency or department a good fit for this activity:
The City has been very aggressive in seeking funding to improve it's infrastructure and has been successful in completing grant awarded projects on schedule.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
The total funding for this project is estimated at $500,000.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
n/a

6. Please indicate if your program or project will generate any program income:
☐ Yes

☑ No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
Noe

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
Reduction of complaints. Improvement in stormwater flow.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
Reduced flooding and efficient stormwater flow in the area.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
The City of Cleveland Heights has been funded in the past.

11. If applicable, please enter the name and year(s) of the previously funded program or project:
2021, 2022

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
improve driving conditions, increased stormwater disposal run off and ADA access.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
n/a

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
39%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
16%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
The additional funding will come from the City's annual gax tax allocation that is used to fund road projects.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
The City would have to search for other funding activities or delay the project.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
The City has spent 100% of funding in 2021 and is scheduled to spend 100% FY 2022 in 2023.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
Construction cost have risen as a result of increased wages and supply costs.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
n/a

21. What new approaches are being developed or explored to generate new sources of funding?
n/a

22. What steps have been taken in the past year to make the agency more cost effective?
The City is constantly evaluating programs in an effort to capture the full cost of administering the program and to evaluate the cost effectiveness of each program.

Application Survey

23. Please indicate your preference regarding this revised online application form:
- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
Not at this time

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 197,485.00	
Prior Year CDBG funds (estimated rollover going to Year 46)		$ 100,000.00
Applicant Agency Funds		$ 127,000.00
Other Federal Funding		
State Gov't Funding		
County Gov't Funding	$ 300,000.00	
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 497,485.00**	**$ 227,000.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs				
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items	$ 497,485.00	$ 197,485.00		$ 100,000.00
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				

Other:				
Other:				
Other:				
Other:				
Total	**$ 497,485.00**	**$ 197,485.00**	**$ 0.00**	**$ 100,000.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1.	☐	Hours	Hours	$	$	$	$
2.	☐	Hours	Hours	$	$	$	$
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**0 Hours**	**0 Hours**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			

Total	0	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	0	0	0	0

Documents top

Documents Requested *	Required?	Attached Documents *
A copy of your organization's Articles of Incorporation	☑	Not Applicable
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	Not Applicable
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Not Applicable
A copy of your organization's most recent yearly financial statement or audit	☑	Not Applicable
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 445968

City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

City of Cleveland Heights
2024 Park Improvements

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 125,000.00 Requested
$ 0 Leveraged Dollars

Submitted: 7/14/2023 7:15:59 AM (Pacific)

Project Contact
Dee Marsky
DMarsky@clevelandheights.gov
Tel: 216-691-7372

Additional Contacts
none entered

City of Cleveland Heights

40 Severance Cir
Cleveland Heights, OH 44118
United States

Mayor
Kahlil Seren
mayor@clevelandheights.gov

Telephone 216-291-2700
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Web
EIN 34-6000688
UEI S8KXNLPMRMU7
(N)CAGE
SAM Expires

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
It is the mission of the City of Cleveland Heights Parks & Recreation Department to enhance the quality of life of our progressive community through diverse cultural arts, leisure and recreational activities, providing meaningful opportunities for all ages to grow, learn, create and play.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.

- ☐ Existing Program or Project
- ☑ New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☑ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☐ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion,

will be occupied by LMI households)

- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
A map of eligible areas is available in the Library section of this application ("2023 LMI Map").

- ☐ 1403.01-1
- ☐ 1405.00-1
- ☐ 1405.00-3
- ☐ 1407.01-2
- ☑ 1407.01-3
- ☐ 1408.00-3
- ☐ 1409.00-1
- ☐ 1410.00-1
- ☐ 1410.00-2
- ☐ 1411.00-2
- ☐ 1411.00-3
- ☐ 1415.00-1

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
Cain Park Playground (Serves: 1407.01-3, 1407.02-1, 1409.00-1, 1409.00-2, 1407.02-2

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Youth, Children with disabilities, families with children, and low-mod income homeowners and tenants in general.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☑ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
This playground is being designed to be inclusive for people with disabilities.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
Parks and playgrounds are available to all.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

3735	Projected # of unduplicated persons or units to be served
1935	Projected # of unduplicated low- to moderate-income persons/units served
3735	Projected # of Cleveland Heights persons/units to be served
9,405.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
3735

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Ensure all residents have access to a variety of parks, recreation facilities, open spaces, and programs for active and passive recreation that contribute to positive health outcomes and improve quality of...

Application Questions *top*

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
The playground at Cain Park was last replaced in 1999 and is at the end of its useful life. As playground equipment ages, they can develop safety concerns. The City of Cleveland Heights' Parks and Recreation Department is proposing to replace the current playground with an inclusive and accessible playground in 2024.

2. Please describe the program or project for which you are requesting funds:
The proposed accessible playground will consist of ramps, swings, and other amenities as the budget allows.

3. Please briefly describe what makes your agency or department a good fit for this activity:
The City of Cleveland Heights Parks and Recreation Department is responsible for the development and maintenance of all City Parks.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
Funds for capital improvements, contractor(s) for installation and construction, project bidding and management personnel (in-kind), land (in-kind), and proper public notice to maximize use.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
City staff will work with playground companies to create the final design, bid and contract the construction and oversee the construction. The City will also contribute the land for the project.

6. Please indicate if your program or project will generate any program income:
- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
NA

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
The project will be measured in two ways: 1) the successful design and implementation of the project , and 2) monitor the use of the park by park patrons by taking periodic censuses.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
Residents will have increased access to safe and sanitary recreation facilities, children with disabilities, in particular, will a new facility in which they can utilize.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes, Year 49 - WAVE Program - $15,000

11. If applicable, please enter the name and year(s) of the previously funded program or project:
WAVE Program - 2023

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
The playground at Cain Park will have safe new equipment and surrounding area. Families with children with disabilities will hopefully feel even more welcome in our community.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
The project budget will be highly susceptible to any changes in the costs of materials and labor.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
100%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
less than 1%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
In-kind contributions will be made by City Staff and City property.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
The Parks and Recreation Department will seek additional funding if necessary. If additional funds are not found there playground design will be modified.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
The WAVE Program has utilized all but $2,652 in 2022, however it plans to utilize these carryover funds in 2023.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
NA

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

The Parks and Recreation budget has not significantly increased in the last 2 years.

21. What new approaches are being developed or explored to generate new sources of funding?
The City is exploring ways to increase revenue through fee structure, additional programming and facility rentals. The City is also looking at creative ways to fund different maintenance problems that have developed.

22. What steps have been taken in the past year to make the agency more cost effective?
Parks and Recreation continues to reevaluate program necessity, cost of maintenance and programs to see what benefit the most resident so the community. Staffing has continued to be an issue since the COVID-19 pandemic.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [ ] I prefer the online application
- [ ] I prefer the paper application
- [x] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
NA

Budget/Tables top

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 125,000.00	
Prior Year CDBG funds (estimated rollover going to Year 46)		
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 125,000.00**	**$ 0.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Capital Items (Equipment and Labor)	$ 125,000.00	$ 125,000.00		
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 125,000.00**	**$ 125,000.00**	**$ 0.00**	**$ 0.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1.	☐	Hours	Hours	$	$	$	$
2.	☐	Hours	Hours	$	$	$	$
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**0 Hours**	**0 Hours**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1. Playground at Cain Park	☐	☐	☑	$ 125,000	$ 125,000	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 125,000**	**$ 125,000**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				

Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	**0**	**0**	**0**	**0**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	Not Applicable
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	Not Applicable
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Not Applicable
A copy of your organization's most recent yearly financial statement or audit	☑	2021 CAFR
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		Concept Picture of Cain Park Playground
Optional Document #2		Layout of Cain Park Playground
Optional Document #3		
Optional Document #4		

* *ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 445732

CITY OF CLEVELAND HEIGHTS
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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Cleveland Heights-University Heights Public Library

PEACE Park Accessibility Improvements

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 100,000.00 Requested
$ 690,000 Leveraged Dollars

Submitted: 7/14/2023 9:30:12 AM (Pacific)

Project Contact
Kaela Sweeney
ksweeney@heightslibrary.org
Tel: 216-526-4745 x1290

Additional Contacts
none entered

Cleveland Heights-University Heights Public Library

2345 Lee Rd
Cleveland Heights, OH 44118
United States

Director
Nancy Levin
nlevin@heightslibrary.org

Telephone	216-932-3600
Fax	
Web	heightslibrary.org
EIN	34-6000690
UEI	
(N)CAGE	
SAM Expires	

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Heights Libraries aims to be the progressive & adaptive center of the community, connecting people to each other, to their neighborhoods, and to the world. The Library values service for all, supporting community aspirations, and responsible stewardship. In recent years, the Library successfully implemented renovation projects to ensure that its facilities are safe, welcoming, and accessible.

In 2018, the Library pledged to be good stewards of Coventry PEACE Park. While the park is a place for community gatherings and programs, it is not accessible to all community members. Through the renovation of the park, the Library commits to creating accessibility for all ages and abilities. The improvements for people with temporary & permanent disabilities, the elderly, and the young include site grading, an accessible walking loop, accessible playground features, and ADA parking. The Library's foundation has helped raise over $650K toward the $1.2 million goal for Phase I updates.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- ☐ Existing Program or Project
- ☑ New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☑ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
2843 Washington Blvd, Cleveland Heights, OH 44118

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
People with a disability

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☑ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
One of Heights Libraries' current strategic plan focus areas is to foster diversity, equity, and inclusion. An objective for the DEI focus area is to collaborate with the City of Cleveland Heights, the City of University Heights, and the CH-UH schools to recognize and implement inclusive practices in our programs, services, and buildings. In 2020, Heights Libraries formed an anti-racism task force dedicated to evaluating Library organizational practices to be more equitable.

A main aspect of the planning for the PEACE Park is equity. The Trust for Public Lands rates the need for this park as “Very High.” According to the Trust for Public Land, less than 55 percent of Cleveland Heights residents live within a 10-minute walk of a park. Of note, those north of Mayfield Road and south of Cedar Road have moderate to very high priority needs for accessible green space. In 2018, the Library collected feedback from the community to plan park improvements with community input. In addition to community engagement sessions, library staff distributed paper copies of the survey north of Mayfield Road to ensure that all voices had a chance to provide feedback. The Library collected over 700 responses, which highlighted a desire for more opportunities for play and learning for all ages as well as updates to the plants and trees.

Heights Libraries' overarching goal for the park is to develop ongoing Library programming that provides Cleveland Heights and Northeast Ohio residents of all races, abilities, ages, and socioeconomic statuses with educational opportunities to enhance literacy, physical health, and environmental stewardship. Accessibility improvements are essential to reaching that goal.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

Not Applicable

Heights Libraries is applying for CDBG funding to help make the park as accessible as possible for all community members. The PEACE Park is used by Cleveland Heights residents and residents of Northeast Ohio. For the accessibility improvements, we are focusing on improving green space and playground opportunities for Cleveland Heights residents with disabilities.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

6344	Projected # of unduplicated persons or units to be served
	Projected # of unduplicated low- to moderate-income persons/units served
5096	Projected # of Cleveland Heights persons/units to be served
11,440.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
15,288

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Ensure all residents have access to a variety of parks, recreation facilities, open spaces, and programs for active and passive recreation that contribute to positive health outcomes and improve quality of life, page 218

Application Questions *top*

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
The need for an updated PEACE Park has gone from critical to urgent. The current playground has reached the end of its life, and the playground and park grounds are in immediate need of repair to improve safety, accessibility, and sustainability. Since becoming stewards of the park in 2018, the Library has asked, “How can we design, build, and program this park to ensure as many community members as possible can use and enjoy the space?”

According to the Trust for Public Land, less than 59% of Cleveland Heights residents live within a 10-minute walk of a park. Of note, those north of Mayfield Road and south of Cedar Road have moderate to very high priority needs for accessible green space. The PEACE Park also has one of only six playgrounds in Cleveland Heights.

The PEACE Park’s current grading and disconnected walking path limit the use of the park for all abilities. The park design favors access to the playground for those entering from Washington Boulevard; thus, the park and playground are not easily accessible from Euclid Heights Boulevard. The playground and park grounds were originally designed with children in mind, as the park was a part of the Coventry Elementary campus. However, the park is now an extension of the Library. It is a space for community members of all ages and abilities to learn and gather outside.

The new plans create an accessible walking loop that meets ABA grading requirements and provides a connector and point of entry for the park as a whole. The playground will include inclusive play options for entering and moving around the space, including ramps, stairs, ropes, and rock walls. Additionally, the park will include accessible picnic tables, a ground-level stage/pavilion area, and several interpretive signs that provide education and wayfinding. These changes will address the need for an accessible community gathering space designed with feedback from the community.

2. Please describe the program or project for which you are requesting funds:
Heights Libraries respectfully requests $100,000 in capital funds to renovate Coventry PEACE Park to be welcoming, safe,

and accessible for the community. With the planned improvements, the Library aims to host programming in the park that provides Cleveland Heights residents of all races, abilities, ages, and socioeconomic statuses with opportunities to enhance literacy, health, and environmental stewardship.

Accessibility features in the plan include accessible picnic tables, a performance area that is level with the sidewalk, signage at an accessible height for education and wayfinding, a connected walking loop, accessible storybook loop displays, and a central cardinal playground feature with varied options for inclusive play and entry. Phase II improvements include ADA parking, crosswalk, and book drop improvements.

3. Please briefly describe what makes your agency or department a good fit for this activity:
In 2018, the CH-UH School District transferred the title for the PEACE Campus to Heights Libraries. Since then, Heights Libraries has committed to being good park stewards. Library staff conducted a community paper and digital survey, including a door-to-door survey, to get as much feedback as possible. Staff collected over 700 responses. Landscape architects Drew Sargeant and Jim McKnight also hosted several community engagement sessions to inform their design plans.

The Library values service for all, and the organization is committed to making the park a space for service and programming for all in the Heights. Last year, the Friends of Heights Libraries pledged a $100,000 leadership gift for the park improvements. The Fund for the Future of Heights Libraries board, made up of some previous leaders of the PTA group that organized the renovation of the playground 30 years ago, has continued to fundraise for park updates and organized park clean-ups. The Heights Libraries board is committed to the project, and they will hire a construction manager (Regency Construction Services) who will oversee the project on Monday, July 17.

According to the Ohio Department of Health, a high-quality, accessible park is in “excellent physical condition.” The Library already allocates a $50,000 budget line for park maintenance, including snow removal, trash collection, landscaping and tree care, and playground repairs. This annual budget line will increase as the needs for the renovated playground change. Heights Libraries has successfully completed several building and construction projects, and they are currently completing a $9 million renovation and expansion at the Noble Neighborhood branch. The Library can be trusted with large capital projects. Heights Libraries values responsible stewardship; just as they take care of their buildings, they will restore and maintain the PEACE Park to ensure that it is a public space, free and open to all for many years to come.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
The Heights Libraries board of trustees is in the process of hiring a Construction Manager who will oversee the PEACE Park capital project, including the necessary resources and inputs. Some of these resources include:

-Site construction fencing
-Contractors for site demolition, site grading, underground utilities, and concrete work for the accessible walking loop (public bidding process)
-Interpretive signs (public bidding process)
-Accessible Picnic Tables (public bidding process)
-Installation of accessible play equipment (public bidding process)
-Installation of Pavilion/Stage (Architectural Board of Review approval & public bidding process)

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
Mara Layne- Accessibility Consultant (In-Kind Services 4 hours @ $200/hour = $800)- Heights Libraries previously worked with Mara when she conducted accessibility surveys for our Library buildings. Mara has also helped the Library ensure that large community events in the park are as accessible as possible. She is now a board member for the Fund for the Future of Heights Libraries, and she has volunteered to help the Library ensure that community accessibility is considered in the PEACE Park designs and implementation.

6. Please indicate if your program or project will generate any program income:
- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
N/A

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
The Library values responding to community needs, and the organization regularly checks in with the community about Library programs and services. The Library will continue to survey the community to evaluate the effectiveness of the PEACE Park improvements. The PEACE Park surveys include optional demographic questions. The Library will also:

-Compare before and after counts of park event attendance
-Assess anecdotal and collected feedback from community events in the park
-Assess community involvement in volunteer opportunities in the park
-Measure maintenance through routine maintenance inspections and community input
-Observe the availability and usage of accessible features
-Consult with accessibility experts

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
All residents of Cleveland Heights will benefit from the accessibility features funded by this grant. The park is already a gathering place for the community. Events include the annual Eco Fest to support a sustainable city, the Library's summer reading kick-off, the Juneteenth celebration, the Pekar Comic Fest, Shakespeare in the Park, and various other community events. While not in a Low-Mod Income Area, the PEACE Park is enjoyed by residents from adjacent Low-Mod Income neighborhoods.

The playground, library programs, arts organization events, and community events often attract more than just the residents of the City of Cleveland Heights. Daycares and residents from neighboring communities, such as University Heights, East Cleveland, Shaker Heights, and South Euclid, often bring their children and families to the park and playground. Including Cleveland Heights residents, we expect that the accessibility and placemaking benefits from the improvements funded by this grant will benefit over 50,000 unduplicated people.

The expected benefits include:
-Improved access to the physical and mental health benefits of public parks (especially for seniors and people with disabilities)
-Access to inclusive and accessible playground equipment
-Access to multiple entrances to a connected walking loop and shaded seating
-Improved access to outdoor Library programs and forestry workforce development opportunities
-A design concept that is adaptable to opportunities for future change based on community needs

The Library will collect outcome data using surveys, including the Public Library Association's Project Outcome surveys, to evaluate programs and services in the park. The survey data will also inform future accessible outdoor programming. Additionally, the Fund for the Future of Heights Libraries will continue to conduct community engagement sessions, park cleanups, informal feedback tables, and observations during park events and peak hours.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Our organization has not been funded by Cleveland Heights' CDBG Program.

11. If applicable, please enter the name and year(s) of the previously funded program or project:
N/A

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
With accessibility improvements, the Library will improve outdoor access conditions for people with disabilities, increase the capacity for accessible outdoor Library programming, and increase the use of the PEACE Park.

The improvements will address the following strategic focus areas and values:

-Foster diversity, equity, and inclusion: The park advances equity by providing a space for active and inclusive play. The main priority is to make the park and playground fully accessible. The Library is also working to ensure this green space is welcoming for communities of color and communities most affected by climate change.

-Ensure an environment of safety, security, and well-being for community members: The new park plans include new safety elements such as improved lighting and additional cameras. The PEACE Park promotes community collaboration and enrichment. The park is located on a campus with a community arts building with local arts and education nonprofits and the library. The Library regularly partners with these organizations to provide programming and community events that promote civic engagement and community action.

-Champion workforce and tech skill development: The park prioritizes responsible land stewardship and skill development. Heights Libraries hopes the PEACE Park can be a model for environmental education and responsible land stewardship. One planned initiative is to partner with the City of Cleveland Heights to provide community forestry and workforce development opportunities in the park.

-Literacy and access to information: The park prioritizes early literacy and healthy childhood environments. The PEACE Park is an extension of the Library. The new playground focuses on opportunities for imaginative and inclusive play. Outdoor library programs are also designed to improve literacy, learning outcomes, and mental health.

Together, these improvements will create a space that is welcoming and accessible for all potential

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
The PEACE Park construction is expected to begin in October 2023, pending the timely hire of a Construction Manager, approval of the pavilion plans from the Cleveland Heights Architectural Board of Review, and the necessary permits for construction.

Once construction begins, the timeline could be impacted by weather or unforeseen construction delays. The proposed re-opening of the PEACE Park is June 2024. Depending on fundraising, some Phase I work could be postponed to Phase II improvements later in 2024.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
8.4 percent of the Phase I $1.2 million budget

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
8.4 percent of the $12 million general fund operating budget

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
Total Budget for a new playground, safety upgrades, half-court basketball, a walking loop, signage, over 100 new trees, and a pavilion: $1.2 million

The Fund for the Future of Heights Libraries (FFHL) has raised $700,000 for the project. They will continue to raise funds from July 1-October 1 with a $50,000 matching grant.

Funding sources:
-$300,000- In Phase I, Heights Libraries will contribute to the demolition of the current playground & various construction fees, including permit fees, playground equipment, & ground preparation.
-$200,000- Family Foundations, including a $50,000 matching gift, a $100,000 donation for the theater pavilion, & a $50,000 donation to support the cardinal play structure
-$100,000- Friends of Heights Libraries to support the cardinal play structure (3-year pledge- 33,000 per year beginning Oct. 2022)
-$105,000- The FFHL raised money for pre-construction designs

In-kind sources:
Urban Mini-Forest Volunteers
-$6,400- Heights Tree People tree stewards (2 individuals x 2 prep + 8 planting days x 8 hrs/day @ $40/hr)
-$1600- Heights Tree People staff (2 individuals x 8 prep days x 4hrs/day @ $25/hr)
-$2880- Heights Tree People volunteers (4 individuals x 8 planting days x 6 hrs/day @ $15/hr)
Accessibility
-$800- Accessibility Consultant (1 individual x 4 hours @ $200/hour)

Pending:
-$300,000- ARPA Funding Request from the City of Cleveland Heights (funds available- TBD)
-$35,000- Cuyahoga Co. Healthy Urban Tree Canopy Grant to fund an urban mini-forest in partnership with Heights Tree

People (funds available late July 2023)
-$116,000- USDA Urban & Community Forestry Grant to fund tree planting & forestry workforce development in partnership with the City of Cleveland Heights (funds available Oct. 2023)
-$5,000- Cyrus Eaton Foundation grant to support an educational pollinator garden (funds available- TBD)
-$47,500- T-Mobile Hometown Grant for signs (funds available Sept. 2023)

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
If funding is not received, Heights Libraries will reduce the number of accessibility features in Phase I until funding is received. The park will still be available to all community members; however, access may be limited to certain play structures until all funding is received. The Fund for the Future of Heights Libraries is dedicated to fundraising for the park to meet the community's needs.

Heights Libraries also presented a $300,000 ARPA proposal to the Cleveland Heights City Council for accessibility improvements. If CDBG funding is not received, accessibility improvements can be partially funded with ARPA funding. If ARPA funding is not received, playground equipment will be gradually ordered and added as funding is acquired. The following scaled budget shows accessibility improvement opportunities based on varied funding scenarios:

If $300,000 ARPA funding is received:
-$180,000- walking loop concrete work
-$40,000- Site Grading
-$80,000- Cardinal Play Structure Accessibility Features

If $100,000 CDBG Funding is received:
-$40,500-$54,000- Accessible Picnic Tables (9-12 @ $4,500 each)
-$91,000- Partial Funding of Accessible Parking Spaces

If $50,000 CDBG Funding is received:
-Accessible Picnic Tables
OR
-Site Grading

If $25,000 CDBG Funding is received:
-5-6 Accessible Picnic Tables OR a portion of other accessibility features

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
N/A

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
N/A

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
Heights Libraries has not had any significant changes in funding sources in the last two years.

21. What new approaches are being developed or explored to generate new sources of funding?
This year, the Library has explored several new funding sources, including grants from the USDA Urban and Community Forestry Division, the Cuyahoga County Healthy Urban Tree Canopy Grant, the Ohio Department of Education, the Ohio Department of Natural Resources, T-Mobile Hometown Grants, and several family foundations.

The Fund for the Future of Heights Libraries is leading a capital fundraising campaign, including fundraising events, corporate donations, a matching grant campaign, and “Big Slide” t-shirt sales.

22. What steps have been taken in the past year to make the agency more cost effective?
In the past year, Heights Libraries has received over $60,000 in grants to offset program and services budgets. The Library is in the process of replacing all lightbulbs with LED bulbs, and an updated HVAC system was installed at the Coventry Branch. In the newly renovated Noble Neighborhood branch, the Library plans to use raised floor HVAC to reduce costs. Additionally, the Library reduced open hours at the Lee Road branch on Friday nights in response to decreased usage from 5:30 – 9:00 pm. Many cost-effective changes to the activity budget were in response to COVID changes and branch updates, including increased outreach services and “take and make” programs.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [ ] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [x] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
N/A

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 100,000.00	
Prior Year CDBG funds (estimated rollover going to Year 46)	$ 0.00	
Heights Libraries Funds (2023)	$ 300,000.00	
Heights Libraries Funds supplemented with potential grants(2024)	$ 300,000.00	
Friends of Heights Libraries	$ 100,000.00	
Private Sector Funding (e.g. Foundations)	$ 200,000.00	
FFHL Fundraising Efforts	$ 200,000.00	
In-kind Contributions	$ 12,000.00	
	$ 0.00	
Total	**$ 1,212,000.00**	**$ 0.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Site Demolition	$ 75,000.00			
Ground Prep/Grading/Drainage	$ 40,000.00			
Capital Items (Accessible Walking Loop, Accessible Playground Equipment, Ground-level Pavilion, Lighting)	$ 595,000.00	$ 100,000.00		
Playground and Landscape Design Services	$ 130,500.00			
Owner's Rep Services	$ 36,000.00			
Surveying Services & Environmental Testing	$ 30,000.00			
Signage	$ 47,500.00			
Utility Connection Fees	$ 20,000.00			
Plan Exams & Permits (OBC 101.1 , 101.2)	$ 16,000.00	$ 0.00		
Tree Planting	$ 120,000.00			
In-kind	$ 12,000.00			
Construction Manager Fees & Contingency	$ 90,000.00			
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 1,212,000.00**	**$ 100,000.00**	**$ 0.00**	**$ 0.00**

Budget/Tables Narrative

The accessibility features of the PEACE Park will be embedded throughout the Phase I updates (as indicated in the above budget). Phase I updates include the walking loop, the playground elements (number of activities based on funding), the performance pavilion, the half-court basketball area, and over 100 new trees. If enough funding is acquired, Phase I will include more accessible playground features, accessible picnic tables, updated parking, book drops, and crosswalk areas (not listed above). Phase II will include a reading garden and other elements determined by community feedback. In the future, Heights Libraries would also like to add public restrooms to the campus in order to make this public space as accessible as possible.

Heights Libraries is committed to the completion of the project; however, the Library is still fundraising to ensure that all planned updates can be implemented. The Library has $207,000 in pending grants as well as a pending $300,000 ARPA request to the City of Cleveland Heights. In addition, the FFHL will continue to fundraise as construction begins. The above budget is subject to change as the construction manager is hired. The Heights Libraries board of trustees will hire the construction manager at the July 17 regular board meeting.

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Heights Libraries Director	☑	5 Hours	1 Hours	$ 16,500	$	$	$
2. Heights Libraries Strategic Projects Manager	☑	5 Hours	1 Hours	$ 7,000	$	$	$
3. Landscape Architect	☐	15 Hours	5 Hours	$ 80,000	$	$	$
4. Owner's Rep	☐	15 Hours	Hours	$ 36,000	$	$	$
5. Accessibility Consultant (in-kind)	☐	1 Hours	1 Hours	$ 800	$	$	$
6. Construction Manager Staffing (determined after July 17 when construction manager is hired- see CMR Pricing Proposal in documents)	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**41 Hours**	**8 Hours**	**$ 140,300**	**$ 0**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1. Accessible Walking Loop	☐	☐	☑	$ 180,000	$	$	$
2. Accessible Playground Equipment	☐	☐	☑	$ 400,000	$ 80,000	$	$
3. Accessible Picnic Tables	☐	☐	☑	$ 40,000	$ 20,000	$	$
4. Pavilion- Family Foundation	☑	☐	☑	$ 100,000	$	$	$

5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 720,000**	**$ 100,000**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	**0**	**0**	**0**	**0**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	Ohio Revised Code Section 3375.15
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	Tax Exempt Certificate
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Heights Libraries Board of Trustees
A copy of your organization's most recent yearly financial statement or audit	☑	2021 Yearly Financial Report
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		PEACE Park Designs
Optional Document #2		CMR Pricing Proposal
Optional Document #3		2023 ARPA Presentation (for your reference)

Optional Document #4	[PEACE Park Community Survey]

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 444158

CITY OF CLEVELAND HEIGHTS

City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

Jewish Family Service Association of Cleveland, Ohio

Cleveland Chesed Center Capital Improvements

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 50,000.00 Requested
$ 1,250,000 Leveraged Dollars

Submitted: 7/11/2023 9:01:53 AM (Pacific)

Project Contact
Leslie Seiger
lseiger@jfsa-cleveland.org
Tel: 216-504-6430

Additional Contacts
none entered

Jewish Family Service Association of Cleveland, Ohio

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EIN	34-0714441
UEI	SX9UQ5HL42G5
(N)CAGE	3M3T3
SAM Expires	

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Jewish Family Service Association of Cleveland (JFSA) serves to strengthen families and individuals in both the Jewish and general communities in Northeast Ohio. The Chesed Center came under the aegis of JFSA in 2021. Its mission is to ensure that individuals and families in the Jewish community have basic necessities including food, household supplies, and clothing, all while respecting dignity and privacy. The project will bring JFSA services and resources to Cleveland Heights, including services to help

• people with mental illness/developmental disabilities achieve greater independence and inclusion
• families achieve self-sufficiency in the face of financial crisis, homelessness, or domestic abuse
• seniors and other adults continue to manage their independence and live healthier lives
JFSA’s annual budget is $30 million.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.

☐ Existing Program or Project
☑ New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [x] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [ ] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
1892-1898 South Taylor Road

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Cleveland Chesed Center targets low-moderate income households in the Jewish community, and offers JFSA services to seniors, individuals with mental illness and/or disabilities, survivors of domestic violence. Non-Jews are served as well.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [x] Goal III: Provide Needed Public Services
- [ ] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
JFSA and the Chesed Center promotes diversity by offering food pantry and social services that meet the unique culturally-specific needs of the Jewish community. JFSA and Chesed Center target the Jewish community, but does not discriminate based on religion, age, race, national origin, ethnicity, gender, disability, sexual orientation, or political affiliation.

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
Clients are eligible to shop if their household income is under 200% of the Federal Poverty Level (FPIG). Clients sign in, attesting that they meet Chesed Center guidelines. The Chesed Center partners with the Greater Cleveland Food Bank (GCGB). Per the rules of GCFB, there is no formal verification of income.

The great majority of clients fall under 200% of FPIG. Assistance for households over the income threshold may be offered, but never includes GCFB products.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

1738	Projected # of unduplicated persons or units to be served
1738	Projected # of unduplicated low- to moderate-income persons/units served
1250	Projected # of Cleveland Heights persons/units to be served
4,726.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
3649

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Access to healthy food for all residents (221); forge partnerships to respond to unique local needs (212); enhance safety (213); develop outdated retail space/older commercial buildings (176-177)

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Chesed Center has built out half of the former retail space at 1892-1898 S. Taylor Road (the “Facility”) and has operated a full-service food pantry since 2015. The space provides an accessible, dignified shopping experience designed to meet Jewish families’ urgent needs for food, clothing, and other supplies. Clients who access the Chesed Center often have further needs which can be met through off site services currently offered by JFSA.
JFSA purchased the building in June 2023 with significant deferred maintenance and serious safety and security issues. The facility currently offers no private space in which to better assess the full scope of a client’s needs, or for provision of services on-site, in privacy. Renovations will improve the safety and accessibility for clients, and improve appearance and utility of a blighted property in the community.

2. Please describe the program or project for which you are requesting funds:
Plans are in place to remodel the interior to provide office and meeting spaces and to modernize bathrooms, update electrical, and plumbing and HVAC systems. Improvements will increase capability to provide wraparound services. In addition, the project will renovate the parking area, add new security measures, modernize the storefront, and upgrade exterior lighting. Once completed, JFSA’s Forward Focus program (individualized financial literacy education and support) will have office hours at Chesed Center. Other JFSA services that will be available on site include needs assessments, information and referrals, domestic violence services, and limited medical services such as vaccinations, screenings, and check-ups. The project will drive referrals to and from JFSA’s disability, mental health, and older adult services, all programs which serve the entire community.

3. Please briefly describe what makes your agency or department a good fit for this activity:
The Chesed Center has been serving the Jewish community in Cleveland Heights and surrounding areas since 2015. The Chesed Center affiliated with the much larger JFSA in 2021, improving access for its clientele to more wraparound services. The affiliation transferred back-of-the-house functions like human resources, finance, and development to JFSA, enabling Chesed Center to better focus on clients’ needs. JFSA is an agency of the Jewish Federation of Cleveland. JFSA has recently completed renovation of a three-story office building to serve as its headquarters and has the experience and contacts from that project to bring to the current project.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
JFSA purchased the building, effective June 2023 for $350,000. The capital project will require the services of a general

contractor. The renovation project is estimated to cost $917,150.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

JFSA has engaged Darrell A. Young Enterprises to serve as owner's representative. Owner's representation is critical for community nonprofits like JFSA with limited real estate and construction expertise, where optimal outcomes are an absolute necessity. In 2018 JFSA successfully partnered with Darrell Young in the acquisition and renovation of a three-story office building that now serves as JFSA's headquarters in Pepper Pike, Ohio. The owner's representative will provide implementation of the project under direction of JFSA leadership. Under the contract, owner's representation will be available for one year beyond project completion. The following phases will be covered:

- Pre-construction
- Architectural Firm and Consultant selection
- Construction methodology and selection of contractor/construction manager
- Bidding/award phase
- Construction phase
- Post Construction phase

The phases encompass a wide variety of disciplines that include, but are not limited to:

- Existing building evaluation and analysis
- Planning
- Scheduling and schedule management
- Communication management
- Budgeting – hard and soft costs
- Fundraising
- Identifying and interacting with stakeholders, as directed by JFSA (board, financial institutions, executive staff etc.)
- Review of accounting systems
- Project cost controls and budget management
- Invoice approval
- Interaction with local building officials
- Code and peer review coordination
- Security
- Contract negotiation
- Selection of project consultants
- Administration of requests for information
- Administration of change order logs
- Value engineering implementation and guidance
- Reporting and communications
- Material handling and staging
- Quality control
- Furniture, fixtures, and equipment purchasing assistance
- Cost estimating
- Bidding analysis
- Representation and Attendance at OAC meetings
- Close consultation with project architect and selected team members

6. Please indicate if your program or project will generate any program income:

☐ Yes

☑ No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:

Most of the anticipated wraparound services are offered at no cost to the client. A small amount of revenue may be generated from third party payments for services such as visiting nurse services, vaccinations, mental health counseling.

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

Measures of success will include total number of clients engaged in services at the Chesed Center, including number of new clients; the number of existing clients who receive expanded services, and relevant measures of success for programs that will have a presence at Chesed Center, including but not limited to Forward Focus, domestic violence services, and dementia care navigation. Evaluation of Forward Focus is prepared by outside contractors affiliated with Case Western Reserve University. Detailed data is collected from each client in order to provide services. Domestic violence services is evaluated via semiannual client satisfaction surveys. Data is tabulated and reported by JFSA's Director of Performance, Improvement and

Outcomes. The dementia care navigation program performs evaluations internally using the client/caregiver evaluation tools devised for the program by Case Western Reserve University.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
The capital project will lead to enhanced direct social services for residents of Cleveland Heights and neighboring communities. The following programs are examples of expanded services that will be available at the Chesed Center.

Forward Focus (financial literacy and support program) aims at improving clients' self-sufficiency from entry into the program to exit, and measures progress in three key indicators of self-sufficiency: financial income (defined as income sufficient to cover household expenses), housing, and employment. Goals are met by working toward individualized objectives with professional guidance to move from instability (in crisis/at risk) to stability (safe/self-sufficient).

Domestic violence services at JFSA offers needs and safety assessments, case management, justice system advocacy, safety planning, therapy, support groups, and community outreach. Semi annual client satisfaction surveys address to what extent respondents have gained knowledge about increasing their safety, available community resources, the legal system, and victims' rights.

Dementia care navigation program objectives are (1) outreach and identification of individuals living alone or at risk of dementia, (2) linkage to services and interdisciplinary supports throughout the progression of the disease, and (3) enhancement of behavioral symptom management training for family caregivers. Goal measurement focuses on improved quality of life for both patient and caregiver, increased utilization of services and supports, increased referral rates, and improved caregiver self-efficacy.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
No previous CDBG funding.

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Not applicable

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
Since clients accessing the food pantry are often in need of further social services, the capital program will improve their access to wraparound services by building out private office space under the same roof as the food pantry service area. Chesed Center will work with JFSA to schedule JFSA services at the Chesed Center. Access will also be enhanced with improvements to the safety and security of the facility. Those improvements include parking lot renovation and resurfacing, updated exterior lighting, and addition of secured entry door systems. Improvements will provide a more inviting facility and a more dignified client experience. In FY23 (year ending June 30, 2023) Chesed Center served 504 households (a 21% increase over FY22) in 4300 pantry visits (36% increase), serving 1951 individuals (13% increase.)
Since inception 603 unduplicated households have participated in Forward Focus. In FY23 Forward Focus has served 127 unduplicated households. The program increases clients' financial stability and guides them on a path to economic self sufficiency.
As the only domestic violence services program that offers comprehensive services in the eastern suburbs of Cuyahoga County, adding a service hub in Cleveland Heights is expected to increase service statistics. The program currently serves an average of 250 clients per year.
By 2025 an estimated 250,000 Ohioans aged 65+ will be diagnosed with Alzheimer's disease, a 13.6% increase from 2020. The program provides one-on-one guidance and aid to individuals living in the community with dementia to steer them through a fragmented healthcare system and bring much needed resources within reach. The program screens about 50 individuals for dementia per year and links clients and caregivers to many more services and supports throughout the progression of the disease. 417 geriatric assessments and 186 new dementia diagnoses have been made since 2018.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
The building was purchased in a state of serious disrepair and deferred maintenance. Unforeseen circumstances and

attendant cost overruns are a possibility. Professional owner's representation will help JFSA field those if/when such issues arise.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
4%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
None of the funding for the project will come from the organization's operating budget. Funding is coming from mostly private sources.

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
We have secured funding from an individual donor in the amount of $500,000. We've been working with a national foundation for over a year and submitted a $400,000 request. We expect to hear from them by the end of July.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
JFSA is committed to the project and will continue fundraising efforts to meet the project's budget.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
Not applicable.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
In FY21 and FY22 pandemic-related government grants drove revenues up. Revenues will likely be down in FY23 due to diminishing distributions from pandemic-related government funding.

Costs have increased due to the increased cost of food and increases in service statistics. From July 1, 2022 through June 30, 2023 there was a 21% increase in the number of unduplicated households served and a 36% increase in the number of pantry visits. During that period there was a 45% increase in the number of new households served.

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
Funding sources for Chesed Center operations over the last two years have been stable. As a nonprofit with no significant source of government funding for the Chesed Center operations or capital projects, JFSA relies on philanthropy for support.

21. What new approaches are being developed or explored to generate new sources of funding?
Fundraising efforts are ongoing, year round.

22. What steps have been taken in the past year to make the agency more cost effective?
Some staff hours have been replaced with volunteers.
Community partnerships also alleviate some costs. Trader Joe and Marc's donated product. Goods Bank makes deeply discounted product available. Door Dash enables more efficient use of staff time.

Application Survey

23. Please indicate your preference regarding this revised online application form:
- ☐ I prefer the online application
- ☐ I prefer the paper application
- ☑ I have no preference
- ☐ I have never filled out a paper application

24. We welcome any suggestions to improve this application:
No suggestions

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 50,000.00	
Prior Year CDBG funds (estimated rollover going to Year 46)		
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)	$ 717,150.00	
Special Fundraising Efforts	$ 500,000.00	
Client Fees for Service		
In-kind Contributions		
Total	**$ 1,267,150.00**	**$ 0.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs				
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items	$ 1,267,150.00	$ 50,000.00		
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 1,267,150.00**	**$ 50,000.00**	**$ 0.00**	**$ 0.00**

Budget/Tables Narrative
An individual commitment of $500,000 has been received toward the purchase and renovation of the building (a total budget of $1,267,150.) The purchase was completed in June 2023. By the end of July, we expect a grant commitment from a national foundation in the amount of $400,000. Fundraising is ongoing.

Budget/Tables (cont.) *top*

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1.	☐	Hours	Hours	$	$	$	$
2.	☐	Hours	Hours	$	$	$	$
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**0 Hours**	**0 Hours**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1. See capital budget, attached	☐	☐	☑	$ 1,267,150	$ 50,000	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 1,267,150**	**$ 50,000**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American				
Asian				

American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	**0**	**0**	**0**	**0**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	IRS Letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Board roster
A copy of your organization's most recent yearly financial statement or audit	☑	Audit
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		2023 JFSA Client Handbook
Optional Document #1		Capital budget
Optional Document #2		drawings.renderings
Optional Document #3		Commitment
Optional Document #4		Eligibility

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Application ID: 443448

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CITY OF CLEVELAND HEIGHTS
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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

City of Cleveland Heights
Housing Preservation Office

Jump to: Pre-Application   Application Questions   Budget/Tables   Budget/Tables (cont.)   Documents

$ 460,751.00 Requested
$ 120,000 Leveraged Dollars

Submitted: 7/14/2023 3:17:24 PM (Pacific)

Project Contact
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abutler@clevelandheights.gov
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City of Cleveland Heights

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EIN	346000688
UEI	
(N)CAGE	
SAM Expires	

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
To assist low moderate homeowners and the elderly in the maintenance of their homes. To eliminate blight and abate nuisances at properties throughout the City.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.
- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [ ] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [x] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)

- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
-no answer-

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
The programs will address LMI, disabled, or elderly homeowners throughout the City. Removal of blight through nuisance abatement will be City wide.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☑ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
n/a

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
All programs are first come first serve basis and will be restricted to LMI, disabled, and elderly persons. Referrals may come from different departments, agencies or partners for application approval.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

200	Projected # of unduplicated persons or units to be served
200	Projected # of unduplicated low- to moderate-income persons/units served
200	Projected # of Cleveland Heights persons/units to be served
600.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
1

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Strategically use local dollars, state and national grants, and comprehensive incentive programs to stabilize the housing market and spur private investment .

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
Many low and moderate income residents, seniors, and disabled persons have difficulty with the costs of maintaining their homes. The Housing Preservation Office and it's programs are designed to aid in home maintenance through home repair grant programs and home repair loans.

2. Please describe the program or project for which you are requesting funds:
1. Our Senior Home Repair Program for low-moderate income owner occupants over 62 years of age or permanently disabled can receive funds to correct specific exterior housing repairs of cited housing violations including peeling paint issues. Seniors often find themselves in need of home repair and cannot complete the repairs themselves.
We are proposing to combine our Senior Paint and Senior Violation Repair program into one program that can address both paint and violation concerns and give us more flexibility to address the needs of Seniors.

2. Our Home Repair Program for low to moderate income owner occupants can receive funds to correct specific exterior housing repairs of cited housing violations including peeling paint issues. Home maintenance and repairs can be very costly and it can be difficult for low-moderate income families to afford the repairs while continuing to pay the mortgage and taxes. We are proposing combining our Strategic Home Repair program funds and Emergency Home Loan into this Home Repair Program so that this grant can be available to all eligible applicants throughout Cleveland Heights and not just a certain geographic area.

The Nuisance Abatement Program allows the City to perform much needed work to vacant, abandoned or nuisance properties in order to eliminate blight in the neighborhood. Our team will perform emergency board-ups, demolitions, special yard clean ups, litter and waste removal, and property repairs. This program is a vital tool for restoring neighborhoods and eliminating the blighting influence of vacant, abandoned and unkept properties.

3. Please briefly describe what makes your agency or department a good fit for this activity:
The department is currently staffed with a two State Certified Lead Licensed Rehab Specialists and an experienced Housing Counselor Program Coordinator. The department has been successfully administering home repair grants and assistance for over 20 years. Our Housing Counselor is responsible for processing the applications, verifying income of the applicants, processing all contracts, recording liens, and maintaining records. Our rehab specialists perform assessments of the properties, create detailed repair specifications, obtain bids for the needed repairs, work with contractors to assure completion and obtain final approvals from the home owners.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
The program will need funding for administration, and programs. Additional inputs are provided by the City in the form of facilities, equipment, vehicles, and medical.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
n/a

6. Please indicate if your program or project will generate any program income:

- [x] Yes
- [ ] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
$20,000 for nuisance abatement .

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
We will review each property renovated or addressed by nuisance abatement to determine if the impact was a benefit to the neighborhood. Completion of projects with home owner involvement will require final approvals from the applicants.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
The expected benefits of our Nuisance Abatement Program will be the elimination of nuisances in vacant and abandoned homes which results in increased neighborhood conditions and confidence. Data regarding the number of nuisance abatement proceed orders including demolitions, board ups, and special clean ups, and violation repairs will be kept to monitor the total expenditures.

The expected outcomes of the Home Repair Programs will be to eliminate violations on homes, increase property values and neighborhood confidence and home owner stability.

Repair program data will be kept to monitor the impact on neighborhoods.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
464,480 for HPO, nuisance abatement, senior paint, and senior violation repair. $50,000 for Strategic Home Repair program.

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Housing Preservation Office

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
A decrease in complaints remaining open for longer time frames regarding blighted properties and an increase in property values due to a visible improvement in neighborhoods.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
The department has been influenced by appeals of nuisances, right of entry laws, and dependability of contractors performing the work.
Increases in material costs due to shortages and inflation have had a large impact on the overall construction costs.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
90

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
50

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

The City will use HOME funds received annually to perform other renovation loan programs to applicants. We have also received a additional Lead Safe Cuyahoga grant for lead remediation.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
Programs, personnel, and services will be cut. The longevity of the services depends greatly on the funds available.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
n/a

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
n/a

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
n/a

21. What new approaches are being developed or explored to generate new sources of funding?
Applications for funding have been made to CDSG grant and Cuyahoga County Demolition Bond Fund and Foreclosure Bond ordinance. The Housing Inspection Department has also received grant money to help in the implementation of a new software system which can help
monitor the data from all programs. The City has hire a consulting firm to research all potential NOFA's for all department needs.

22. What steps have been taken in the past year to make the agency more cost effective?
All expenses are closely monitored to ensure fiscal responsibility. Nuisance Abatement expenditures are strategically used where properties are mot in tax foreclosure and there is a likelihood that the funds will eventually become program income when the tax liens are paid.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
n/a

Budget/Tables top

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 460,751.00	$ 524,480.00
Prior Year CDBG funds (estimated rollover going to Year 46)	$ 40,000.00	$ 80,000.00
Applicant Agency Funds		
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		

Total	**$ 500,751.00**	**$ 604,480.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 298,751.00	$ 298,751.00	$ 304,480.00	$ 304,480.00
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships	$ 5,000.00	$ 5,000.00		
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans	$ 150,000.00	$ 150,000.00	$ 170,000.00	$ 170,000.00
Other:SOFTWARE	$ 5,000.00	$ 5,000.00		
Other:DEED FILING FEES	$ 2,000.00	$ 2,000.00		
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 460,751.00**	**$ 460,751.00**	**$ 474,480.00**	**$ 474,480.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. ASSISTANT DIRECTOR - HOUSING	☑	40 Hours	10 Hours	$ 29,166	$ 29,166	$ 58,333	$ 58,333
2. ASSISTANT DIRECTOR - COMM DEV	☑	40 Hours	10 Hours	$ 26,272	$ 26,272	$ 0	$ 0
3. HOUSING REHAB SPECIALIST - SENIOR	☑	40 Hours	40 Hours	$ 70,541	$ 70,541	$ 87,819	$ 87,819
4. HOUSING PROGRAM COORDINATOR	☑	40 Hours	40 Hours	$ 72,986	$ 72,986	$ 90,242	$ 90,242
5. SECRETARY TO DIRECTOR	☑	40 Hours	20 Hours	$ 28,058	$ 28,058	$ 59,072	$ 59,072
6. HOUSING REHAB SPECIALIST	☑	40 Hours	40 Hours	$ 63,024	$ 63,024	$ 80,520	$ 80,520
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$

10.	☐	Hours	Hours	$	$	$	$
Total		**240 Hours**	**160 Hours**	**$ 290,049**	**$ 290,049**	**$ 375,986**	**$ 375,986**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1. SENIOR HOME REPAIR PROGRAM	☑	☐	☐	$ 150,000	$ 150,000	$ 120,000	$ 120,000
2. HOME REPAIR PROGRAM	☑	☐	☐	$ 0	$ 0	$ 50,000	$ 50,000
3. NUISANCE ABATEMENT	☑	☐	☐	$ 0	$ 0	$ 40,000	$ 40,000
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 150,000**	**$ 150,000**	**$ 210,000**	**$ 210,000**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	**0**	**0**	**0**	**0**

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	Documents are not applicable because the applicant is a City of Cleveland Heights Department

A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	Documents are not applicable because the applicant is a City of Cleveland Heights Department
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	Documents are not applicable because the applicant is a City of Cleveland Heights Department
A copy of your organization's most recent yearly financial statement or audit	☑	Documents are not applicable because the applicant is a City of Cleveland Heights Department
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

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Application ID: 445843

City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

City of Cleveland Heights
Code Enforcement

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 50,000.00 Requested
$ 42,000 Leveraged Dollars

Submitted: 7/14/2023 3:19:10 PM (Pacific)

Project Contact
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City of Cleveland Heights

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Mayor
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mayorseren@clevelandheights.gov

Telephone 216-291-4962
Fax
Web Clevelandheights.com
EIN 346000688
UEI
(N)CAGE
SAM Expires

Pre-Application top

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
Code Enforcement program is to perform property maintenance code inspections on properties in LMI areas in order to help maintain and preserve the housing stock.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.
- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.
- [x] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [ ] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)

- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
A map of eligible areas is available in the Library section of this application ("2023 LMI Map").
- ☑ 1403.01-1
- ☑ 1405.00-1
- ☑ 1405.00-3
- ☑ 1407.01-2
- ☑ 1407.01-3
- ☑ 1408.00-3
- ☑ 1409.00-1
- ☑ 1410.00-1
- ☑ 1410.00-2
- ☑ 1411.00-2
- ☑ 1411.00-3
- ☑ 1415.00-1

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
-answer not presented because of the answer to #3

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
All properties in LMI areas.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.
- ☑ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
n/a

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
All properties within LMI area are subject to program requirements per property maintenance code.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."
850 Projected # of unduplicated persons or units to be served

850 Projected # of unduplicated low- to moderate-income persons/units served

4250 Projected # of Cleveland Heights persons/units to be served

5,950.00 **TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
1700

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Section 6 Goals and Actions: Vibrant Neighborhoods. All actions.

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
There is a continual need for maintenance of an aging housing stock especially in areas of low to moderate income.

2. Please describe the program or project for which you are requesting funds:
The program is to provide a code enforcement inspector in geographic areas designated LMI.

3. Please briefly describe what makes your agency or department a good fit for this activity:
The City currently has an existing comprehensive code enforcement policy operated through the Housing Inspection Department.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
The resources needed will be funding salary for an existing full time position in the Housing Department. Other costs are covered due to the existing department resources.

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
n/a

6. Please indicate if your program or project will generate any program income:

- [ ] Yes
- [x] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
n/a

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
The effectiveness of the program will be measured in inspections performed, new violations created, and compliance achieved. The City Housing Inspection Department has a proven history of the effectiveness and impact on our neighborhood through

code enforcement.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
The expected benefits will be an increase in complaint violations issued for immediate violations and increased compliance on those violations.
Other expected benefits will be increased neighborhood values, decreased violations, and a greater awareness between the inspector to the neighborhood he serves.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
50,000

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Code Enforcement Year 49 (FY 2021)

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
The organization is expecting to see improved property values and properties in the LMI areas. It is expected that the program helps an inspector be familiar with the properties in the area and strive for compliance.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
Right of entry restrictions may cause problems with performing complaint inspections in rear yards of properties.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
55

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
10

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
The remaining costs of this program will be covered by City general fund.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
The program will be eliminated.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
n/a

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
n/a

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2)

years.
n/a

21. What new approaches are being developed or explored to generate new sources of funding?
The City has hired an outside company to apply for grants and search for Notices of Fund Availability for all departments. Continual research for new partners and organizations to help promote improved housing.

22. What steps have been taken in the past year to make the agency more cost effective?
New Code Enforcement Software has been installed to better track violations in LMI areas. The budget is scrutinized and reviewed to ensure all expenditures are necessary.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
n/a

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 50,000.00	$ 50,000.00
Prior Year CDBG funds (estimated rollover going to Year 46)	$ 0.00	$ 0.00
Applicant Agency Funds	$ 42,000.00	$ 40,000.00
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 92,000.00**	**$ 90,000.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 92,000.00	$ 50,000.00	$ 90,000.00	$ 50,000.00
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				

Other:				
Other:				
Other:				
Total	**$ 92,000.00**	**$ 50,000.00**	**$ 90,000.00**	**$ 50,000.00**

Budget/Tables (cont.) top

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Code Enforcement Inspector	☐	40 Hours	32 Hours	$ 92,000	$ 50,000	$ 90,000	$ 50,000
2.	☐	Hours	Hours	$	$	$	$
3.	☐	Hours	Hours	$	$	$	$
4.	☐	Hours	Hours	$	$	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**40 Hours**	**32 Hours**	**$ 92,000**	**$ 50,000**	**$ 90,000**	**$ 50,000**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1.	☐	☐	☐	$	$	$	$
2.	☐	☐	☐	$	$	$	$
3.	☐	☐	☐	$	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80%			

AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	**0**	**0**	**0**	**0**

Documents *top*

Documents Requested *	Required?	Attached Documents *
A copy of your organization's Articles of Incorporation	☑	Documents are not applicable because the applicant is a City of Cleveland Heights Department
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	City exempt
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	City exempt
A copy of your organization's most recent yearly financial statement or audit	☑	City exempt
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

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Application ID: 445890

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City of Cleveland Heights
Planning Department
Year 50 (2024) CDBG Application
Deadline: 7/27/2023

City of Cleveland Heights

Economic Development/Storefront Renovation Programs

Jump to: Pre-Application Application Questions Budget/Tables Budget/Tables (cont.) Documents

$ 75,000.00 Requested
$ 225,000 Leveraged Dollars

Submitted: 7/13/2023 1:35:32 PM (Pacific)

Project Contact
Brian Anderson
banderson@clvhts.com
Tel: 216-291-2617

Additional Contacts
none entered

City of Cleveland Heights

40 Severance Circle
Cleveland Heights, OH 44118

Planning & Development Director
Eric Zamft
ezamft@clevelandheights.gov

Telephone	216-291-2617
Fax	
Web	www.clevelandheights.gov
EIN	34-6000688
UEI	
(N)CAGE	
SAM Expires	1/26/2019

Pre-Application *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please describe your organization, its mission, goals, primary activities, target population, overall budget and successes.
The goal of the economic development programs supported by this application is to coordinate and implement a comprehensive plan that manages and supports the social, economic and physical development and re-development of the City. The goal is to facilitate programs and projects that attract and retain both residents and businesses which contribute to the sustainable growth and diversification of the City's tax base and economic stability of the community. This includes facilitating a positive business environment in order to retain and facilitate expansion of existing businesses and attracting new businesses.

This mission is addressed with the assistance of the following CDBG funded activities:
1. Economic Development Program Administration
2. Commercial Revolving Loan Fund
3. Microloan Fund
4. Storefront Renovation Program

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights or a new program or project.

- [x] Existing Program or Project
- [ ] New Program or Project

National Objectives

3. Which of HUD's National Objectives does your program or project represent?
If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- [ ] Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- [ ] Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- [ ] Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- [x] Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- [ ] Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- [ ] Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- [ ] Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.
If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
Economic Development and Storefront activities/programs serve the entire City.

6. Please identify your program or project's target population:
examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.
Businesses
Job seekers
Low-mod residents
Community as a whole

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:
More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- [ ] Goal I: Improve, Maintain, and Expand Affordable Housing
- [ ] Goal II: Revitalize Residential Neighborhoods
- [ ] Goal III: Provide Needed Public Services
- [x] Goal IV: Increase Economic Opportunities

9. If your program or project promotes diversity, racial equity and inclusion and you would like to highlight it, please do so here:
If your organization has an equality/inclusion policy, please upload it in the Documents section.
-no answer-

10. Please list the eligibility requirements for participants of your program or project:
How will you select beneficiaries and how will you ensure that beneficiaries are eligible?
Businesses (new and existing), commercial property owners and residential property owners (as it relates to the Community Reinvestment Area tax abatement program) throughout are eligible to participate, provided they meet established program guidelines.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:
Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."
250 Projected # of unduplicated persons or units to be served

125	Projected # of unduplicated low- to moderate-income persons/units served
250	Projected # of Cleveland Heights persons/units to be served
625.00	**TOTAL**

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:
Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."
750

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:
The Master Plan can be found in the Library Section of this application, with links to various sections of the plan. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan - Implementation" section.
Work with local and regional economic development organizations to increase the number of high paying jobs available in the City by assisting the expansion of existing businesses and attracting new ones.

Application Questions top

Situation

1. Please describe the problem or need that is to be addressed by your program or project:
The Economic Development program works to increase the City's tax base, employment opportunities, and investment in the City's commercial and residential districts.

2. Please describe the program or project for which you are requesting funds:
Economic development administration - $75,000; these funds help support the day-to-day administration of City staff related to economic development program (on a cost-share basis).

Between carryover and projected program income, additional funding for loan and grant programs is not being requested for Year 50.

3. Please briefly describe what makes your agency or department a good fit for this activity:
The City has long managed an Economic Development program funded in part by CDBG.

Inputs or Resources

4. Please describe the resources and inputs that you will need to implement your program or activity:
The Economic Development program requires sufficient staffing to perform a variety of duties related to program management, implementation, and outreach in addition to sufficient funding for specific program (i.e. Storefront Renovation Program).

5. If applicable, please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:
Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.
The Planning & Development Department has increased staffing and capacity. In 2023, that included the hiring of a City Planner I and promotion of an existing employee as Assistant Director of Economic Development.. For 2024, it is expected that a second economic development employee will be added.

The administrative/personnel budget allocations for CDBG for been adjusted to better represent the CDBG eligible work being done by each employee.

6. Please indicate if your program or project will generate any program income:
- [x] Yes
- [ ] No

7. If applicable, please estimate the amount of program income you expect to earn in Year 50:
75000

Anticipated Outcomes

8. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
Our activity results in the City attracting and retaining viable businesses. This encourages additional investment and activity in our commercial districts and adjacent residential neighborhoods. Strengthening our commercial districts also leads to additional employment opportunities and better availability of services to serve the community.

9. Please describe the expected benefits for persons or units served and describe how you will collect outcome data to support this claim:
The short term benefits of the Economic Administration program allows staff to provide technical assistance to businesses. This assistance helps them navigate the business startup process, including securing required approvals and permits.

Business projects are tracked to determine if the funded project does in-fact result in the projected number of jobs created, investments made, etc.

Past Program/Project Performance

10. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past. If so, please include the amount that you were funded:
Yes, $200,000 in Year 49

11. If applicable, please enter the name and year(s) of the previously funded program or project:
Economic Development/Storefront Renovation Programs

12. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:
Examples: improved conditions, increased capacity, behavior changes, etc.
The Economic Development Program will continue to contribute to the sustainable growth and diversification of the City's tax base and economic stability. This is accomplished by facilitating growth and rehabilitation in the City's commercial and residential neighborhoods.

External Factors

13. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:
The national and regional economy and financial markets can impact the health of local businesses and influence the pipeline of potential projects and the number of pipeline projects that may be completed. COVID, supply chain, workforce, and interest rate increases are all impacting economic development.

14. What percent of your proposed activity would be funded through Cleveland Heights' CDBG program?
50%

Budget

15. What percent of your organization's budget is dedicated to the proposed activity?
1%

16. Describe other funding sources that you will be utilizing for this activity.
Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.
The Economic Development Administration portion, covering personnel and operating costs, is a cost share with the City. The Storefront loans, rebates and consultant fees are 100% supported by CDBG funding.

17. How will the agency modify the program if funding is not received?
Please describe how the beneficiaries will be reduced.
Economic development programming would be reevaluated to scale with available resources. This could include less outreach

and technical assistance to businesses and the ability to financially support projects through the Storefront Renovation Program.

18. If your agency received CDBG funds during the past two years (FY 2021 and FY 2022) and your agency did not spend 100% of your allocation, state the percentage your agency did spend and provide an explanation.
Projected to expend 70-80% of allocation due to rollover from previous years, increased program income from loan payoffs, timing of funding for specific projects, and changes in staffing.

19. If your activity budget has increased or decreased by more than 5% from FY 2022, please provide a detailed explanation.
Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by $500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.
NA

20. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.
NA

21. What new approaches are being developed or explored to generate new sources of funding?
The City has continued to develop and utilize other programs that do not use CDBG funding that fill a similar role in providing access to capital and financing for businesses.

The City also works to connect businesses and projects with other outside funding sources at the County, regional, state, and federal level.

22. What steps have been taken in the past year to make the agency more cost effective?
Staff continues to monitor programs and budgets to identify possible ways to improve cost effectiveness and efficiency of the programs.

Application Survey

23. Please indicate your preference regarding this revised online application form:

- [x] I prefer the online application
- [ ] I prefer the paper application
- [ ] I have no preference
- [ ] I have never filled out a paper application

24. We welcome any suggestions to improve this application:
NA

Budget/Tables *top*

Funding Sources/Revenues	Year 50 - FY 2024	Year 49 - FY 2023
Cleveland Hts. CDBG grant	$ 75,000.00	$ 200,000.00
Prior Year CDBG funds (estimated rollover going to Year 46)	$ 1,100,000.00	$ 1,100,000.00
Applicant Agency Fund - salary cost share	$ 250,000.00	
Other Federal Funding		
State Gov't Funding		
County Gov't Funding		
Private Sector Funding (e.g. Foundations)		
Special Fundraising Efforts		
Client Fees for Service		
In-kind Contributions		
Total	**$ 1,425,000.00**	**$ 1,300,000.00**

Proposed Activity Funding Uses/Expenses	Year 50 - FY 2024 - All Funding Sources	Year 50 - FY 2024 - CDBG Request	Yr 49 - FY 2023 - Total Budgeted Expenses	Yr 49 - FY 2023 - Budgeted CDBG Expenses
Personnel Costs	$ 375,000.00	$ 75,000.00		
Supplies/Printing/Postage		$ 0.00		
Non Capital Equipment		$ 0.00		
Conferences/Travel/Mileage		$ 0.00		
Subscriptions/Memberships		$ 0.00		
Rent		$ 0.00		
Utilities		$ 0.00		
Insurance		$ 0.00		
Capital Items		$ 0.00		
Program Grants & Loans	$ 1,100,000.00	$ 0.00		
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	**$ 1,475,000.00**	**$ 75,000.00**	**$ 0.00**	**$ 0.00**

Budget/Tables (cont.) *top*

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2024/Year 50 Total Program	FY 2024/Year 50 Total *CDBG*	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total *CDBG*
1. Assistant Director Economic Development	☑	40 Hours	10 Hours	$ 135,712	$ 29,095	$	$
2. Economic Development Specialist	☑	40 Hours	20 Hours	$ 94,422	$ 37,545	$	$
3.Director of Planning	☑	40 Hours	6 Hours	$ 148,788	$ 19,418	$	$
4. City Planner I	☑	40 Hours	6 Hours	$ 100,146	$ 12,122	$	$
5.	☐	Hours	Hours	$	$	$	$
6.	☐	Hours	Hours	$	$	$	$
7.	☐	Hours	Hours	$	$	$	$
8.	☐	Hours	Hours	$	$	$	$
9.	☐	Hours	Hours	$	$	$	$
10.	☐	Hours	Hours	$	$	$	$
Total		**160 Hours**	**42 Hours**	**$ 479,068**	**$ 98,180**	**$ 0**	**$ 0**

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2024/Year 50 Total Budget	FY 2024/Year 50 *CDBG* Share	FY 2023/Year 49 Total Budgeted	FY 2023/Year 49 *CDBG* Share
1. Commercial Revolving Loan	☐	☑	☐	$ 600,000	$	$	$
2. Storefront Renovation Program	☑	☑	☐	$ 500,000	$	$	$
3. Microenterprise Loan Program	☐	☑	☐	$ 35,000	$	$	$
4.	☐	☐	☐	$	$	$	$
5.	☐	☐	☐	$	$	$	$
6.	☐	☐	☐	$	$	$	$
7.	☐	☐	☐	$	$	$	$
8.	☐	☐	☐	$	$	$	$
9.	☐	☐	☐	$	$	$	$
10.	☐	☐	☐	$	$	$	$
Total				**$ 1,135,000**	**$ 0**	**$ 0**	**$ 0**

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	**0**	**0**	**0**

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of *Hispanic* Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all *Hispanic* Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	**0**	**0**	**0**	**0**

Documents top

Documents Requested *	Required?	**Attached Documents** *
A copy of your organization's Articles of Incorporation	☑	City Application
A copy of your organization's IRS Tax Exempt Status Determination Letter	☑	City Application
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	☑	City Application

A copy of your organization's most recent yearly financial statement or audit	☑	City Application
A copy of your proposed program's guidelines (it should identify how your program operates, who is eligible, how you will ensure they are eligible, etc.)		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 445803

Contingency Plan

In the event that the 2024/Year 50 CDBG allocation is less than the estimated allocation, all public service activities will be reduced by no more than 15% of the total difference (distributed equally), all administrative activities will be reduced by no more than 20% of the total difference (distributed equally) and any excess shortfall will reduce public facilities by the excess shortfall amount (distributed equally). In the event that the 2024/Year 50 CDBG allocation is more than the estimated allocation, all public service activities will be increased up to their request amounts by no more than 15% of the total difference (distributed equally), all administrative activities will be increased by 20% of the difference up to their request amounts (distributed equally) and any excess funding will be added to the 2025/Year 51 CDBG application opportunity.