



City of Tiffin, Ohio  
Community Development Block Grant  
(CDBG)  
Non-Profit Sub-Recipient Application for  
Program Year 2026

Due: February 27, 2026 at 5 PM EST

**Please return a digital or physical copy to:**

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Tiffin, OH 44883  
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# Application Information for CDBG Funded Activities

The City of Tiffin is accepting applications from qualified non-profit organizations interested in providing public services or improving/constructing public facilities. Public Service activities and Public Facilities are both eligible categories for use of CDBG funds. The City of Tiffin may consider funding entities to carry out such activities within these categories, but is not obligated to do so. This application serves to gather information on potential projects and does not guarantee funding.

## Scope of Work

### Public Services

Under this program, CDBG funds may be used to provide public services, provided the public service is:

- **A new service; or**
- **A quantifiable increase in the level of a service**

**New Service:** CDBG funds may be used for a new public service. This refers to a public service that does not currently exist and will be established using CDBG funds. For example, a city will establish a new Meals on Wheels program using CDBG funds.

**Quantifiable Increase in Level of Service:** CDBG funds may be used for a quantifiable service level increase. For example, a city's Meals on Wheels program served 20 households in 2025. With CDBG funds, the city will expand its service to 30 households for a quantifiable increase of 10 households in 2026.

CDBG funds may not replace local or state government support for a public service activity. For example, if a city used \$20,000 in general revenue funds in 2025 for the Meals on Wheels program and served 20 households, it may not substitute \$20,000 in CDBG funds in 2026 to serve those same 20 households.

This restriction does not prevent substituting CDBG for private or other federal funding. Nor does it prevent CDBG from funding the same level (or a reduced level if delivery costs increase) of a public service for multiple consecutive years.

### **Eligible Services include, but are not limited to:**

- Child Care
- Drug Abuse Counseling and Treatment
- Education
- Employment / Training Services
- Handicapped Services
- Health Care
- Public Safety
- Recreation

- Senior Services
- Services for Victims of Domestic Violence
- Transportation
- Youth Services

#### **Eligible Costs:**

- Labor, defined as salaries and benefits for staff and contract employees;
- Equipment, supplies, and materials, purchased or leased;
- Facility operation and maintenance costs, limited to the portion of a facility in which an eligible public service is housed.

#### **Ineligible Activities:**

- Political Activities
- Litigation against the U.S. Department of Housing and Urban Development or the State of Ohio
- On-going, non-emergency income payments, defined as a *series of subsistence-type grant* payments made to an individual or family

#### **Public Service Caps**

Public Services are capped at 15% of the total annual allocation. The City of Tiffin expects to receive **\$150,000** in CDBG funding for the **2026 Program Year**. The City may choose to fund an amount of Public Services at or below **\$22,500**. However, if Tiffin's allocation is less than \$150,000, the public service budget must be reduced.

#### **National Objectives**

Public Service activities are required to meet a national objective of low- and moderate-income (LMI) benefit.

**Area Benefit (LMA):** The public service benefits all residents of a geographic service area. The service area must be primarily residential and at least 51% LMI as qualified by the American Community Survey or an income survey performed in accordance with OCD Program Policy 19-02.

**Limited Clientele (LMC):** The public service benefits a specific group of people that

- meet one or more of the limited clientele presumed classes,
- can be presumed LMI by the nature and location of the service provided, or
- are income qualified as LMI. Limited Clientele projects do not require a geographic service area.

#### **Limited Clientele Classes:**

- Battered Spouses
- Elderly Adults
- Homeless Persons
- Illiterate Adults

- Migrant Farm Workers
- Persons Living With AIDS
- Severely Disabled Adults
- Presumed LMI by Nature/Location of Services
- Income Qualified as LMI

**Examples:**

Grantee uses CDBG funds for staff salaries and benefits, and operations at the city homeless shelter. The project is qualified under the Limited Clientele national objective; the project benefits Homeless Persons, a presumed class.

Grantee uses CDBG funds to purchase a Meals on Wheels delivery van serving elderly and disabled adults. The project is qualified under the Limited Clientele national objective; the project benefits Elderly Persons and Severely Disabled Adults, presumed classes.

## Public Facilities

Public facilities are facilities that are either publicly owned or traditionally provided by the government, or owned by a nonprofit, and operated as open to the general public.

**Eligible Facilities include, but are not limited to:**

- Day Care Centers
- Disaster Shelters
- Domestic Violence Shelters
- Fire Stations
- Homeless Shelters
- Hospitals
- Libraries
- Nursing Homes
- Public Schools
- Senior Centers

Facilities designed to provide shelter for persons with special needs are considered public facilities, as opposed to permanent housing. These shelters also include convalescent homes, transitional housing for the homeless, housing for itinerant farm workers, and group homes for the developmentally disabled. Facilities owned and operated by nonprofits qualify for assistance if they are available to the general public during all normal hours of operation.

**Ineligible Activities:**

- Facilities for General Conduct of Government or Political Operations
- Equipment, furnishings, or other personal property
- Public housing construction

## **Funding Allocation**

The City of Tiffin expects to receive **\$150,000** in CDBG funding for the **2026 Program Year**. Following an RFP, the City may provide up to 20% of the total annual allocation to the organization that provides grant administrative services. Thus, the City may choose to fund an amount of Public Facilities at or below **\$120,000**. However, if Tiffin's allocation is less than \$150,000, the public facilities budget must be reduced.

## **National Objectives**

Public Facilities activities are required to meet a national objective of low- and moderate-income (LMI) benefit or Slum/Blight alleviation.

**Area Benefit (LMA):** The public facility serves all residents of a geographic service area. The service area must be primarily residential and at least 51% LMI as qualified by the American Community Survey or an income survey.

**Limited Clientele (LMC):** The public facility serves a specific group of people that

- meet one or more of the limited clientele presumed classes (listed above),
- can be presumed LMI by the nature and location of the service, or
- are income qualified. Limited Clientele projects do not require a geographic service area.

**Spot Slum/Blight (SBS):** The public facility is located outside a designated blighted area. Project activities are limited to addressing health and safety concerns.

## **Examples:**

Grantee uses CDBG funds to install a boiler system and HVAC upgrades at a city senior center. The project is qualified under the Limited Clientele national objective; the project benefits Elderly Persons, a presumed class.

## **Selection Process**

The selection process of applications for funding will be based upon an evaluation of the organizational capacity as well as written information provided in comparison to City priorities as determined by city officials.

This application is offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the City of Tiffin reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed; and, the City reserves the right to reject any and all responses that: (1) do not meet a national objective; (2) are deemed not feasible; (3) do not meet a local need; and/or (4) do not serve eligible or intended beneficiaries.

**This application does NOT guarantee selection nor funding of any kind. The City of Tiffin is under no obligation to choose a sub-recipient for its CDBG funds.**

## Funding Timeline

CDBG funding relies on the Congressional appropriations process, Presidential approval, and HUD final calculations. As such, notice of funding and final allocation amount can be unpredictable. In recent years, the City of Tiffin has received its final allocation in mid-May. Funding applications open in mid-May and close in mid-June. Once the application is approved and funds are received, typically around early September, a funding agreement will be signed between the City of Tiffin and the sub-recipient. **Expenditures incurred prior to the execution of funding agreement cannot be reimbursed.** Funding agreements will have an implementation period (from date of “notice to proceed”) and completion deadline no later than December 31, 2028.

Application Submission:	June 2026
Grant Award:	September 2026
Project Work Completion:	August 2028
Draw Deadline:	September 2028
Grant Completion:	October 2028

## Contractual Requirements

Each sub-recipient selected to receive funds is required to sign a Sub-Recipient Agreement with the City. ***No costs incurred prior to the execution of a sub-recipient agreement with the City are reimbursable.*** After the execution of an agreement with the City, no funds are to be spent until a “notice to proceed” letter, including the dollar amount of the grant award, is issued. ***Please note: the actual funding amount may change between the due date of this application and the actual allocation date of release of funding.***

Under CDBG regulations, certain requirements must be met in order to negotiate a Sub-Recipient Agreement. These requirements include the following:

1. Applicants must certify that they are a non-profit organization.
2. After an application is approved for funding, a Sub-Recipient Agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term(s) and administrative provisions. Special conditions attached to the award will also be specified in the agreement.
3. Each agency receiving CDBG funding from the City is required to certify that it will conduct its business in compliance with the non-discrimination requirements of the City of Tiffin, state and federal governments, as applicable. Equal Opportunity Employment policies will be required.
4. In the event of non-compliance, the agreement may be terminated or suspended in whole or part by the City of Tiffin.

5. All sub-recipients will be required to comply with the federal government audit requirements as described in 2 CFR 200.

In the Sub-Recipient Agreement, the sub-recipient will agree to the following:

1. Sub-recipients will be required to submit Status Reports on a quarterly basis.
2. Sub-recipients will be required to submit a Final Performance Report at the conclusion of the project(s).
3. Sub-recipients will be responsible for retaining all records, receipts, and other relevant documents for a period of three years after the Final Closeout of the agreement.
4. Sub-recipients must assist with National Objective Compliance Documentation when necessary.
5. For facility projects, sub-recipients must agree to pay contractors at prevailing wage rates (more information below).

## Availability of Funds for Next Fiscal Year

There is no implicit or explicit guarantee funding will be allocated or renewed; consequently, if funds are not allocated or are reduced, the City of Tiffin reserves the right to notify the non-profit provider that funding is unavailable. No liability shall accrue to the City of Tiffin in the event this provision is exercised; and the City of Tiffin shall not be obligated or liable for any damages as a result of termination under this paragraph.

## Federal Prevailing Wage Requirement

If the proposed project receives CDBG funding, all contractors and subcontractors must be paid in accordance with the federal prevailing wage (Davis-Bacon Act).

Prevailing wage rates are set by the U.S. Department of Labor and vary by occupation, location, and project type. These rates often—but not always—exceed typical local wages, and may include required fringe benefits. As a result, total labor costs for grant-funded projects may be higher than initially estimated.

Applicants should be aware that:

- Prevailing wage rates are determined by job classification and county.
- The requirement applies to all covered labor on the project.
- In many cases, this can significantly increase project costs compared to local average rates.
- The actual cost impact will depend on the scope of work and the specific trades involved.

To review current prevailing wage rates for your county and project type, visit the U.S. Department of Labor's wage determinations site: <https://sam.gov/content/wage-determinations>

## CDBG Sub-Recipient Workshop

Applicants must send a representative to at least one of the following scheduled informational meetings for funding requests. **Attendance is mandatory but is not a guarantee of funding.**

Monday, October 20, 2025

8 AM - 9 AM

Seneca County Collaborative

96 S Washington St, Ste B, Tiffin, OH 44883

Wednesday, October 22, 2025

6 PM - 7 PM

Seneca County Collaborative

96 S Washington St, Ste B, Tiffin, OH 44883

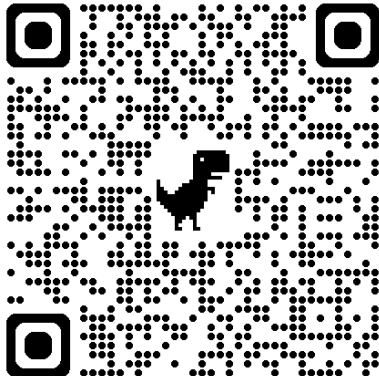
Friday, October 24, 2025

12 PM - 1 PM

Seneca County Collaborative

96 S Washington St, Ste B, Tiffin, OH 44883

**Pre-registration is required.** Please register using the QR code below.





# Application for CDBG-Funded Activities

Organization/Agency Name: \_\_\_\_\_

Organization/Agency DBA (if applicable): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Organization's Telephone: \_\_\_\_\_

Organization's Email: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Contact Person's Telephone (if different from above): \_\_\_\_\_

Contact Person's Email (if different from above): \_\_\_\_\_

Organization's Federal Tax ID Number: \_\_\_\_\_

Organization's DUNS Number: \_\_\_\_\_

Total Amount of CDBG Funds Request: \_\_\_\_\_

Total Estimated Project Cost: \_\_\_\_\_

CDBG Sub-Recipient Workshop Attendee: \_\_\_\_\_

Has your organization received CDBG funding before?

- ☐ Yes  
☐ No

**1. National Objective (Check all that apply)**

- ☐ Benefit to Low/Moderate Income Persons  
☐ Prevention/Elimination of Slum & Blight

**2. Type of organization (Check all that apply)**

- ☐ Non-Profit Organization  
☐ Faith-Based Organization

### 3. Project Timetable

Proposed Start Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

(CDBG funds would not be available until September 2026. Please base your timetable accordingly.)

### 4. Project Description

- a. Project Summary - Describe in detail the activities to be carried out with CDBG funds. Attach additional pages if necessary.

- b. Project Location - Describe the location of the project or the geographic area to be served by the activity. Please be aware that the City of Tiffin will not provide CDBG funds for any activities outside the corporate limits of Tiffin.

- c. Mission/Objectives - What is the rationale for the project - the major results being sought? Why is the project needed? What community need is being met or mitigated? What problem(s) are you attempting to address by requesting funds for this project?

- d. Past Experience and Performance - Include the organization's/agency's length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested.

## 5. Project Goals and Beneficiaries

- a. Type of Activity (Select one of the following)
- ☐ Public Facilities/Public Improvements
  - ☐ Public Services (If selected, please select all that apply)
    - ☐ Existing Service (duplication of current services)
    - ☐ New Service (non-duplication of current services)
    - ☐ Quantifiable increase to an existing service
- b. Project Beneficiaries - *Provide an estimate of the total numbers expected to be served for those categories applicable to the proposed project.*
- ☐ Less than 50 Persons/Households
  - ☐ 51 to 100 Persons/Households
  - ☐ Over 100 Persons/Households

## 6. Proposed Project Budget

**\*Keep in mind that your entire budget request may not be funded.\***

- a. Non-CDBG Funding Sources (if applicable)

List other funding obtained or solicited for this project (including other public funds, private funds, and foundations).

<u>Funding Sources</u>	<u>Committed Amount</u>	<u>Pending Amount</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

- b. Project Budget Sheet - Allowable expenses are those listed in OMB Circular Cost Principles (A-122). Since the CDBG funds are provided on a reimbursement basis, the total must be greater than or equal to "Total Amount of CDBG Funds Request."

COLUMN A	COLUMN B	COLUMN C	COLUMN D
Budget Line Items (Be Specific)	CDBG Funds Requested	Other Funds Committed	Totals (Column B plus Column C)
<b>PROJECT TOTALS</b>			

- Construction Projects - Please try to get and use a current, itemized industry professional cost estimate when completing this budget. Keep in mind that CDBG-funded construction projects are subject to prevailing wage. Prevailing wage rates can be found at <https://sam.gov/content/wage-determinations>.
- Direct vs. Indirect Costs - CDBG funds can only be used to fund direct project costs; no indirect costs (i.e. rental, telephone, clerical costs, etc.) can be considered for funding. Please refer to OMB Circular A-122 for a detailed description of direct and indirect costs. If requesting CDBG funding for staff

salaries, please attach an agency staff chart, listing job descriptions and staff experience.

**7. Checklist of required documents that must be attached**

- ☐ Completed Application (all information must be complete on application to be considered for funding, including Federal Tax ID # and DUNS Number)
- ☐ Articles of Incorporation/Bylaws
- ☐ Current Proof of non-profit determination, 501(c)(3)
- ☐ List of Board of Directors (Please indicate Officers)
- ☐ Authorization from Board to request funds
- ☐ Board minutes for last 3 meetings
- ☐ Organizational chart of the agency
- ☐ Agency financial statement and copy of most recent audit
- ☐ Certificate of Good Standing with the State
- ☐ State and Federal Tax Determination Letters or other Third Party verification that agency is tax exempt

Please submit only what has been requested above. **Incomplete submissions will not be considered. You must submit this application form with all supporting documents listed above.**

All requests and submittals must be received by the entity by the date and time listed on the front page of this application. **Late requests and submittals will not be accepted.** A representative of your organization is recommended to be present and answer any questions posed by city officials and council members for public hearings (to be scheduled). It will be at the discretion of city officials to allow additional presentations during their meetings.

**8. Signature Section**

To the best of my knowledge and belief, the statements and data in this application are true and correct and its submission has been duly authorized by the governing body of the applicant. With this submission, we also agree to follow all rules and regulations governing federal CDBG and HUD funding.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
POSITION

I understand that CDBG funds are paid to agencies on a reimbursement basis. The City will not advance CDBG funds to sub-recipients nor purchase equipment, supplies, or any other materials on behalf of sub-recipients under any circumstance. I understand that it is the agency's responsibility to supply the capital to make the initial purchase.

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*SIGNATURE*

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*DATE*

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*PRINTED NAME*

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*POSITION*

I understand that any employee, board member, officer, agent, consultant, sub-recipient which are receiving funds under a CDBG assisted program who have responsibilities with respect to the CDBG activities or who participate in decision making processes or have access to inside information with regard to activities cannot obtain a personal or financial benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611). The City cannot reimburse for any payroll for board members of the agency.

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*SIGNATURE*

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*DATE*

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*PRINTED NAME*

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*POSITION*