

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Mentor uses the small amount of CDBG funding it receives to maintain it's housing stock through the Single Family Housing Rehabilitation Program, assist public service providers to the limits established by regulation, and to assist in removing architectural barriers for handicapped persons.

2. Summarize the objectives and outcomes identified in the Plan

The largest activities in the FY2016 funding cycle includes \$75,485 committed to the Single Family Housing Rehabilitation Program and \$30,000 to install a handicap restroom facility at a city-owned swimming pool. The next largest expenditure will be \$17,406 towards administration and \$15,500 to the Fair Housing Resource Center for Fair Housing related services for City of Mentor residents, both administrative activities combined meet the 20% allowed by regulation. Public Service activities will utilize \$24,640 which is the maximum allowed by regulation. The only other funded activity is \$1,500 to Extended Housing for residential building maintenance for a unit serving a handicapped client.

3. Evaluation of past performance

The City of Mentor continues to use a significant portion of its grant in support of the Single Family Housing Program which maintains the housing stock for low and moderate income homeowners in the city. Nearly half of allowable Program Administration funds go to support the programs at the Fair Housing Resource Center which help city residents with fair housing issues. The maximum amount permitted by regulation is allocated toward various public service agencies serving city residents. In some years past the City has funded job creation activities through a small business loan fund. Each year the City attempts to further reduce architectural barriers for handicapped persons by investing in a single project. The City has used this basic framework throughout its participation with the CDBG program with only small changes due to qualified partners entering or exiting various activities. The City consistently utilizes near 100% of grant funds to assisting LMI persons.

4. Summary of Citizen Participation Process and consultation process

Two Public Hearings are specifically held each year in preparation for the Annual Action Plan. The first notice was published February 11, 2016 for the meeting scheduled March 11, 2016. The purpose of that meeting was to distribute applications and inform citizens and public service providers. The next notice was published April 26, 2016 for the purpose of informing citizens of the proposed activities. A meeting was held May 13, 2016 to discuss those activities and comments were received until June 14, 2016. No comments were received at any meeting. It shall be noted that an error occurred in the published advertising for the funding for the Single Family Housing Program. The advertising incorrectly stated the amount as \$83,775 when in actuality it should have been \$75,485. This inconsistency was noted in the public hearing.

5. Summary of public comments

No public comments were received.

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments were received therefore no comments were rejected.

7. Summary

The City of Mentor has been consistent in its useage of CDBG funding with nearly 100% of funding utilized to assist low-to-moderate income individuals and families maintain housing, have access to necessary public services and remove achitectural barriers.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator		Department of Economic and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

Primary point of contact for all Consolidated and Action Plan information is:

City of Mentor

Department of Economic and Community Development

8500 Civic Center Blvd.

Mentor, OH 44060

440-974-5740

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Mentor is in contact with all essential public service organizations operating in the Block Grant arena within the City and Lake County. The number of public service agencies is small and relatively unchanging and therefore easily manageable. All local public service agencies were requested to make FY2016 application for funding assistance. The scope of activities funded in this Action Plan are nearly identical as in previous years. In some years more building projects are undertaken, in others funding for small business loan programs are given higher priority. The overall level of grant funding being received by the City dictates this approach in that the City can not every year fund these activities. In this Action Plan the installation of a handicapped accessible restroom will be installed at a municipal owned public pool whereas in years past that funding would have installed handicapped crosswalk ramps.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City has no public housing units within its boundaries, however Lake Metropolitan Housing Authority is aware that the city will assist to whatever degree our funding will allow. The City does support the activities of Project Hope which is the only homeless shelter in Lake County. The City also supports Forbes House, Lake County's only shelter for domestic violence. Extended Housing has also received funding for the maintenance of housing for persons with severe and persistent mental health issues.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City's efforts to meet the goal of reducing homelessness is incorporated within its activities with Project Hope, Extended Housing and Forbes House.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City does not receive ESG funding.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Extended Housing Inc.
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Telephone consultation. Outcome is improved participation with the City of Mentor.

Identify any Agency Types not consulted and provide rationale for not consulting

All agencies were invited to participate and submit applications for assistance.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Lake County Continuum of Care	Support of homelessness.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

No narrative.

AP-12 Participation – 91.105, 91.200(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

The City advertised two public hearings for the FY2016 Action Plan on two separate occasions in the local newspaper. No citizen comments were made in any public forum or received in any other fashion.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The only anticipated or expected resources to be used in the accomplishment of this plan are those provided by the grant, FY2016 grant funding is anticipated to be \$164,531.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	164,531	0	0	164,531	330,000	Estimated resources available to complete the Consolidated Plan is 330,000 for the remaining two years of the Consolidated plan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Mentor's allocation under the CDBG program is not used or adequate to leverage any other additional resources.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

There is no publically owned land or property that can be used to address the needs of the plan.

Discussion

No discussion.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

No Goals Found

Table 6 – Goals Summary

Goal Descriptions

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Within the constraints of the available funding the city can only reduce housing cost burdens through its Single Family Housing Rehabilitation program which has been averaging 12 to 15 households per year.

AP-35 Projects – 91.220(d)

Introduction

Three project level activities will be undertaken in FY2016. Administration of the program including support to the Fair Housing Resource Center for fair housing compliance; Public Services support to five organizations undertaking six activities; and Building Projects encompassing three activities. Program administration including fair housing is capped at 20% of grant funding which totals \$32,906. Public services funding is limited to 15% which totals \$24,640. And Building Activities which includes the Single Family Housing Rehabilitation Program funded at \$75,485, support to Extended Housing, a provider of housing to mentally handicapped persons and also the installation of of a handicapped restroom serving a public pool.

#	Project Name
1	1 Administration
2	2 Public Services
3	3 Projects

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The Single Family Housing Rehabilitation Program activity receives the most funding of any activity as this was the activity found in the Consolidated Plan to be the greatest priority. Making the community handicapped accessible was also a significant priority and the installation of the handicapped accessible restroom at Civic Center pool meets this need. The activity entitled Fair Housing Resource Center is the City's attempt to meet its fair housing obligations within its limited budget and represents a little less than half of allowable admin funds. Public services are funded to the maximum allowed and are allocated to those organizations that are successful and making application to the program.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	1 Administration
	Target Area	
	Goals Supported	
	Needs Addressed	Administrative Activities
	Funding	:
	Description	To provide funding for administrative activities.
	Target Date	9/29/2017
	Estimate the number and type of families that will benefit from the proposed activities	The Fair Housing Resource Center indicates it will assist 200 families with fair housing related activities.
	Location Description	City-wide.
	Planned Activities	Administration and also fair housing related activities.
2	Project Name	2 Public Services
	Target Area	
	Goals Supported	

	Needs Addressed	Project Hope Forbes House Public Services
	Funding	:
	Description	To provide funding for Public Service Activities.
	Target Date	9/29/2017
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities encompass 6 activities performed through 5 public service organizations and will assist 100% LMI persons. Forbes House Domestic Violence shelter is proposing to assist 205 LMI individuals through counseling, advocacy and shelter services. Lake County Free Clinic is proposing to assist 26 LMI persons in their dental clinics and 321 LMI persons in their medical clinics. Mentor Special elders will provide activities and programming to 79 elderly persons over the age of 80 who are presumed to be LMI. Project Hope will assist 40 homeless persons with shelter. The 211 Call Center will direct 5,000 callers who are presumed to be LMI to the appropriate assistance.
	Location Description	All public service organizations will assist City of Mentor residents. All organizations are located in Painsville except Special Elders which is located in the city.
	Planned Activities	Planned activities are identified above.
3	Project Name	3 Projects
	Target Area	
	Goals Supported	

Needs Addressed	Single Family Housing Rehabilitation program Projects - building
Funding	:
Description	To provide funding for building projects.
Target Date	9/29/2017
Estimate the number and type of families that will benefit from the proposed activities	<p>The Single Family Housing Program is proposing to assist 15 LMI families with housing rehabilitation activities.</p> <p>Extend Housing provides housing for persons with severe and persistent mental health problems and 1 LMI family will be assisted with housing maintenance activities in the City of Mentor.</p> <p>A handicap restroom will be constructed at a municipal owned swimming pool that serves the entire city.</p>
Location Description	The activities will all occur within the municipal boundaries of the city.
Planned Activities	See section above under number and types of families to benefit.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Mentor does not utilize geography to determine allocation priorities. The City of Mentor municipal boundaries and its residents requesting assistance through public service agencies located outside those boundaries establish where assistance is directed. The City is mindful of providing assistance to public service agencies serving city residents and tries to equitably distribute those limited public service funds accordingly.

Geographic Distribution

Target Area	Percentage of Funds

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Allocation priorities are not determined geographically.

Discussion

Allocation priorities are based individuals requesting assistance under the Single Family Housing Rehabilitation Program and also public service agencies submitting applications for assistance.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Given the restrictions created by the available funding and regulatory limits and locating suitable partners the City chooses to maintain the housing stock and thereby reducing housing cost burdens for existing homeowners as the most viable approach to affordable housing. Beyond that Project Hope (homeless shelter); Forbes House (domestic violence shelter); and Extended Housing (housing for persons with severe mental health problems) are the vehicles for housing at risk persons where the City can place its limited resources to best use.

One Year Goals for the Number of Households to be Supported	
Homeless	50
Non-Homeless	12
Special-Needs	1
Total	63

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	12
Acquisition of Existing Units	0
Total	12

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

Total available grant funds have been averaging about \$160,000 per year, in FY2016 that amount is \$164,531. Regulatory limits on assistance to Public Service organizations limits the amount to \$24,640 and administrative activities including Fair Housing to \$32,906 for a city of just under 50,000 persons where none of the public service organizations are located makes the equitable allocation of resources challenging. Coupled with national and Consolidated Plan goals and limited viable partners to carry out such goals creates a condition where not every worthy organization or activity can be funded every year nor funded at a level that justifies public service organization staff reporting burdens. Given all these constraints the City of Mentor is justifiably proud of its accomplishments and the fact that on average over 90% of funding directly assists low-to-moderate income individuals and families both in housing and services.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Mentor does not have any public housing units within its boundaries.

Actions planned during the next year to address the needs to public housing

No actions are planned.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

No actions are planned.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not Applicable.

Discussion

The City of Mentor does not have any public housing units within its boundaries.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Housing for special needs is the primary concern of the organization known as Extended Housing. They operate at the County level although they do operate one unit within the City of Mentor. That organization was assisted in FY2015 and again in this Action Plan. Direct intervention with the Homeless population in Lake County is the purview of Project Hope which is Lake County's only homeless shelter. That organization has been continually funded throughout the City of Mentor's participation in the CDBG program, and they will again be funded in FY2016.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City will continue to assist the Lake County Continuum of Care, and specifically Project Hope and Extended Housing as requested.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency shelter is provided by Project Hope and Forbes House both of which have been funded in FY2016. A suitable partner has not been found for the transitional housing needs in the community.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will continue to work with the Lake County Continuum of Care when requested and provide funding within regulatory restrictions for organizations seeking funding for appropriate activities to address these issues.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

see above

Discussion

The extremely limited funding available for public service organizations is only \$24,640 in FY2016. Attempting to equitably divide that number between 6-8 public service organizations providing multiple programs and activities and still meet the national goals and local Consolidated Plan goals is a considerable challenge for the City. The City has over the past few years provided assistance to organizations undertaking building improvement projects in FY2016 the City will install a handicapped accessible restroom at a municipal pool.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Market forces driving suburban-style development in Mentor will continue to make affordability a challenge for all buyers at all levels in the housing market. Development fees in Mentor continue to remain reasonable and have always been affordable and are not a burden to development. Mentor is nearly built-out and most current development has occurred in one of two developments where the expense of that development has priced these areas out-of-the-reach of a majority of first-time home buyers. As Mentor's market forces continue to develop the remaining residential land with higher-end developments the demand for such units will continue to force prices upward.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

No actions are planned in the coming twelve months.

Discussion

No further discussion.

AP-85 Other Actions – 91.220(k)

Introduction

The actions planned to address obstacles to meet the underserved needs of the residents in the jurisdiction are to continually discuss needs with both funded and unfunded social service organizations and to encourage participation of those organizations in the grant process and to help fund viable activities and programs that meet those needs, especially in the areas of affordable housing. The level of funding available to the city is clearly a deficit in promoting programs that meet all the expectations and goals at the national level and the city will continue to be available to the Lake County Continuum of Care as that organization becomes more adept in its role of working with those appropriate social service organizations.

Actions planned to address obstacles to meeting underserved needs

see above

Actions planned to foster and maintain affordable housing

see above

Actions planned to reduce lead-based paint hazards

The City's Single Family Housing Rehabilitation program is the primary vehicle for accessing and remediating lead-based paint hazards as specific projects are undertaken that may expose and disturb those surfaces.

Actions planned to reduce the number of poverty-level families

The City will continue to work as requested with the Continuum of Care on addressing this issue with the limited funds available.

Actions planned to develop institutional structure

Institutional structure will continue to be enhanced as training opportunities become available.

Actions planned to enhance coordination between public and private housing and social service agencies

The City is continually searching out viable partners to work with and assist in the housing sector.

Discussion

The City is severely limited in being able to move forward on some of the larger national issues as the funding level is not adequate to have an impact when funding is equitably dispersed. Another issue that has always been in play is the availability of viable partners to undertake specific goals such as transitional housing. And finally the allocation of available funding in relation to addressing issues identified in our Consolidated Plan which identifies Housing Cost burdens as the highest priority means that some other issues may not be addressed each year.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

No program income can be expected to be received that would exceed \$24,999 in any program year. The City has no Section 108 loans or Urban Renewal settlements. The City does not have any Float funded activities or Urgent Need activities. The percentage of CDBG funds to benefit LMI persons is nearly 100% of grant funds, less the \$17,406 retained for strictly Administrative activities.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

Discussion

<h4>No discussion.</h4>


Attachments

Grantee SF-424's and Certification(s)

OMB Number: 4940-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424		
<p>* 1. Type of Submission:</p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<p>* 2. Type of Application:</p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<p>* If Revision, select appropriate letter(s):</p> <input type="text"/> <p>^ Other (Specify):</p> <input type="text"/>
<p>* 3. Date Received:</p> <input type="text"/>	<p>4. Applicant Identifier:</p> <input type="text"/>	
<p>5a. Federal Entity Identifier:</p> <input type="text"/>	<p>5b. Federal Award Identifier:</p> <input type="text"/>	
<p>State Use Only:</p>		
<p>6. Date Received by State:</p> <input type="text"/>	<p>7. State Application Identifier:</p> <input type="text"/>	
<p>6. APPLICANT INFORMATION:</p>		
<p>* a. Legal Name: <input type="text" value="City of Mentor"/></p>		
<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):</p> <input type="text" value="34-6001861"/>	<p>* c. Organizational DUNS:</p> <input type="text" value="0953306350000"/>	
<p>d. Address:</p>		
<p>* Street1:</p> <input type="text" value="8500 Civic Center Blvd."/>	<p>Street2:</p> <input type="text"/>	
<p>* City:</p> <input type="text" value="Mentor"/>	<p>Country/Parish:</p> <input type="text"/>	
<p>* State:</p> <input type="text" value="OH: Ohio"/>	<p>Province:</p> <input type="text"/>	
<p>* Country:</p> <input type="text" value="USA: UNITED STATES"/>	<p>* Zip / Postal Code:</p> <input type="text" value="44060-2499"/>	
<p>e. Organizational Unit:</p>		
<p>Department Name:</p> <input type="text"/>	<p>Division Name:</p> <input type="text"/>	
<p>f. Name and contact information of person to be contacted on matters involving this application:</p>		
<p>Prefix:</p> <input type="text"/>	<p>* First Name: <input type="text" value="Ronald"/></p>	
<p>Middle Name:</p> <input type="text"/>	<p>* Last Name: <input type="text" value="Traub"/></p>	
<p>Suffix:</p> <input type="text"/>	<p>Title:</p> <input type="text"/>	
<p>Organizational Affiliation:</p> <input type="text"/>		
<p>* Telephone Number: <input type="text" value="440-974-5740"/></p>	<p>Fax Number: <input type="text"/></p>	
<p>* Email: <input type="text" value="traub@cityofmentor.com"/></p>		

Application for Federal Assistance SF-424	
* 8. Type of Applicant 1: Select Applicant Type:	
C: City or Township Government	
Type of Applicant 2: Select Applicant Type:	
Type of Applicant 3: Select Applicant Type:	
* Other (specify):	
* 10. Name of Federal Agency:	
Department of Housing and Urban Development	
11. Catalog of Federal Domestic Assistance Number:	
CFDA Title:	
* 12. Funding Opportunity Number:	
* Title:	
Community Development Block Grant program	
13. Competition Identification Number:	
Title:	
14. Areas Affected by Project (Cities, Counties, States, etc.):	
	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
* 15. Descriptive Title of Applicant's Project:	
City of Mentor Community Development Block Grant program.	
Attach supporting documents as specified in agency instructions.	
	<input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="02014"/>	* b. Program/Project: <input type="text" value=""/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="10/01/2016"/>	* b. End Date: <input type="text" value="09/30/2017"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="164,531.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="164,531.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Kenneth"/>
Middle Name: <input type="text" value="J."/>	
* Last Name: <input type="text" value="Filipiak"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="City Manager"/>	
* Telephone Number: <input type="text" value="446-974-5790"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="Filipiak@cityofcentex.com"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value=""/>

City of Mentor
FY2016 Annual Plan Certifications

The City of Mentor does not undertake any activities designed to meet other Community Development needs having a particular urgency,
Therefore Optional Certification is not applicable.

The City of Mentor does not receive HOME Funds,
Therefore HOME Certification is not applicable.

The City of Mentor does not receive ESG Funds,
Therefore ESG Certification is not applicable.

The City of Mentor does not receive HOPWA Funds,
Therefore HOPWA Certification is not applicable.



CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.
- This certification is applicable.

NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will --
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted --
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Jurisdiction

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

- 8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official



Date

Kenneth J. Filipek
Name
City Manager
Title
8500 Civic Center Blvd.
Address
Mentor, OH 44060
City/State/Zip
440-974-5790
Telephone Number

- This certification does not apply.
 This certification is applicable.

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

11. **Maximum Feasible Priority** - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. **Overall Benefit** - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2___, 2___, 2___ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. **Special Assessments** - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Jurisdiction


Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws -- It will comply with applicable laws.



Signature/Authorized Official



Date

Kenneth J. Filipiak

Name

City Manager

Title

8500 Civic Center Blvd.

Address

Mentor, OH 44060

City/State/Zip

440-974-5790

Telephone Number

Jurisdiction

- This certification does not apply.
 This certification is applicable.

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

Jurisdiction

- This certification does not apply.**
 This certification is applicable.

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

_____	<input type="text"/>
Signature/Authorized Official	Date
<input type="text"/>	
Name	
<input type="text"/>	
Title	
<input type="text"/>	
Address	
<input type="text"/>	
City/State/Zip	
<input type="text"/>	
Telephone Number	

Jurisdiction

This certification does not apply.
 This certification is applicable.

HOPWA Certifications

The HOPWA grantee certifies that:

Activities — Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building — Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official	<input type="text"/>
Name	<input type="text"/>
Title	<input type="text"/>
Address	<input type="text"/>
City/State/Zip	<input type="text"/>
Telephone Number	<input type="text"/>

- This certification does not apply.
 This certification is applicable.

ESG Certifications

I, _____, Chief Executive Officer of **Error! Not a valid link.**, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related

Jurisdiction

authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Signature/Authorized Official	Date
Name	
Title	
Address	
City/State/Zip	
Telephone Number	

Jurisdiction

This certification does not apply.
 This certification is applicable.

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
Mentor Municipal Center	8500 Civic Center	Mentor	Lake	OH	44060

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any

Jurisdiction

controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

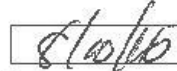
- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing
- 2. Citizen Participation Plan
- 3. Anti-displacement and Relocation Plan



Signature/Authorized Official



Date

Kenneth J. Filiplik

Name

City Manager

Title

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