

SUBRECIPIENT FUNDING POLICY

- A. The City of Steubenville will give consideration to request from subrecipients for CDBG, HOME or other Federal or State funds only when funds are available in conformance with the following:
1. The requesting entity must be a public (governmental) agency or private non-profit organization;
 2. If the requesting entity is a private non-profit organization, it must have tax exempt (IRC Section 501(c)(3)) status with the Internal Revenue Service, must be incorporated as a non-profit organization under the laws of the State of Ohio with articles of incorporation and bylaws, and must have a board of directors;
 3. Requesting entities must have a Federal Identification Number and DUNS number;
 4. The request must be for construction/rehabilitation projects only (i.e., bricks and mortar projects). Request for funding for the purchase of equipment, the provision of services, the acquisition of property, or for any purpose other than construction/rehabilitation will not be considered;
 5. If the requesting entity is a faith based organization, funding will not be considered for any project or site where faith based (religious) instruction or services are offered. Example: Funding cannot be considered for the rehabilitation of a church or church school, but funding can be considered for the rehabilitation of a homeless shelter or playground owned and operated by a church but where no faith based (religious) programs are provided. The project must be open and available to all persons without regard to religious affiliation;
 6. The requesting entity must own the project site property at the time of the request and maintain such ownership thereafter;
 7. Total amount of funds requested cannot exceed \$50,000 and 50% of the total project cost. The remaining 50% must be provided by the requesting entity as matching funds.
 8. The project for which funding is requested must be identified as a high priority in the Consolidated Plan.
 9. When CDBG and HOME fund are requested, the request must be a last resort when no other funds are available.
- B. The requesting entity must provide the following information to the City as a part of its request within the time frames determined by the Urban Projects Director:
1. Legal name of requesting entity;
 2. Name of primary contact person and name of secondary contact person;
 3. Mailing address, telephone number, fax number, email address and website (if applicable);

4. Federal Identification Number and DUNS number;
 5. Proof of non-profit status, copy of articles of incorporation, copy of bylaws, and list of the names and addresses of members of board of directors.
 6. Project description;
 7. Project location (including street address, census tract and block group, and project location map);
 8. Copy of deed and title report proving unencumbered ownership of project site solely by the requesting entity;
 9. Total cost of project (cost estimate prepared by an architect or engineer licensed by the State of Ohio), such project cost must include payment of prevailing wages;
 10. Statement describing who the beneficiaries of the project will be and how the project will benefit low and moderate income persons;
 11. Letter from requesting entities bank/financial institution stating that the entity has the matching funds on hand and available;
 12. Statement from the requesting entity that the project is ready to proceed immediately upon funding being granted;
 13. Statement from the requesting entity that it is willing and has the resources to assume responsibility for any and all costs above the estimated project cost;
 14. Copy of the requesting entity's audit reports prepared by a certified public accountant (CPA) from the previous three (3) calendar years;
 15. Proof of approval from other funding sources with other grant funds are to be used;
 16. Proof that all other possible funding sources, public and private, have been exhausted or found to be insufficient or unavailable.
- C. In the event the request for funding is approved, the subrecipient entity must:
1. Execute subrecipient contracts between the City and subrecipient entity;
 2. Execute a promissory note and mortgage deed for the amount of assistance as a guarantee that the project will continue to comply with applicable regulations; and
 3. Execute a contract with the selected contractors.
- D. The Community Development Office will assume oversight functions for the project and at no point will the subrecipient be given access to or control of the funding. The subrecipient must provide the matching funds to the city which will hold them for payment of project costs. The Community Development Office shall be responsible for:
1. Environmental Review Clearance and Release of Funds;

2. Advertising/RFP/Selection of project architects or engineers (unless payment of all architect/engineering fees is the responsibility of the subrecipient) who will prepare project plans and specifications;
 3. Preparation of bidding documents;
 4. Advertising for bids and opening of bids;
 5. Awarding of the bids to contractors;
 6. Signing of construction/rehabilitation contracts between the subrecipient and contractors;
 7. Oversight of construction/rehabilitation process, including payment of contractors;
 8. Final project close out and reporting.
- E. The subrecipient entity and any individual or family member associated with the subrecipient entity cannot have any financial benefit or interest in the project.
- F. The subrecipient must maintain records related to the project for at least three (3) years after project completion and allow the City or its agents access to such records upon request.
- G. The subrecipient must acknowledge that any amount of financial assistance provided means that the project becomes a public project subject to all City, Federal and State laws, rules and regulations applicable to the City and public projects.
- H. In the event the project or use of the site for which funds were provided ceases or becomes ineligible for funding for any reason, the City will initiate mortgage foreclosure proceedings to recover the funds expended, which will become program income and used for other eligible activities. Decisions regarding mortgage subordination will be made on a case by case basis.
- I. Other restrictions may apply depending on the nature of the project and requirements of the funding source.