



COMMUNITY DEVELOPMENT
MATCHING GRANT FUND PROGRAM
GUIDELINES

Revised July 2024

CONTACT INFORMATION

Questions concerning the Summit County Land Bank Community Development Matching Grant Fund Program should be directed to:

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SUMMIT COUNTY LAND BANK MISSION

The Summit County Land Reutilization Corporation will support neighborhood and community reinvestment and economic development efforts through the strategic acquisition, reclamation, rehabilitation and reutilization of property in Summit County to revitalize neighborhoods and communities, stabilize property values, reduce blight, return property to productive use, and improve the quality of life in our community.

PURPOSE

The purpose of the Summit County Land Bank Community Development Matching Grant Fund Program is to provide funding to:

- Facilitate the reclamation, rehabilitation and reutilization of vacant, abandoned, tax-foreclosed, or other real property within Summit County;
- Efficiently hold and manage vacant, abandoned, or tax-foreclosed real property pending its reclamation, rehabilitation, and reutilization;
- Assist governmental entities and other nonprofit organizations to assemble, clear, and clear the title of property in a coordinated manner;
- Promote economic and housing development in Summit County or the region

FUNDING AVAILABILITY AND ALLOCATION/REALLOCATION OF FUNDS

Up to \$120,000 in matching grant funds will be available, on a fifty-percent (50%) match basis, for the program year to support projects that are consistent with the purposes set forth above and the mission, policies and procedures of the Summit County Land Bank. Maximum award amounts will be limited to \$10,000 per application. Funds will be allocated at the discretion of the Summit County Land Bank Board of Directors. Application for funding does not guarantee funding. All grant applications must be approved by the Summit County Land Bank Board of Directors. Funds will remain available until fully allocated. No additional funds are expected to be allocated to the program until the succeeding calendar year. Allocation of funds may be on a first come, first-served basis, and are competitive. The Summit County Land Bank Board of Directors reserves the right to reduce any funding request and provide for approval of a portion of the total amount requested.

All funds should be expended, reimbursement requests submitted, and final disbursements made, within twelve (12) months from the date of execution of the funding agreement. The Summit County Land Bank reserves the right to recapture and/or reallocate grant funds to ensure completion of the grant program within the appropriate time frame.

MATCH REQUIREMENT

All grant awards will be on a fifty-percent (50%) match basis, up to the maximum application amount of \$10,000. The application must show that the applicant has match funds available, or that it has obtained or has a binding commitment for matching funds from another source. But, in any event, match funds provided by the grantee must be cash, in the form of eligible expenditures incurred by the grantee as part of the project. Grantees will not be reimbursed for funds spent directly by a third party, on behalf of the grantee, for the project. Upon request for reimbursement, the grantee must detail project expenditures that have been incurred by the grantee, which shall be supported by contracts, invoices, vouchers, paid receipts, and other documentation as appropriate to evidence the costs incurred by the grantee, for which matching grant funds are sought.

If the grantee intends to submit more than one reimbursement request during the award period, reimbursement will be made on a fifty-percent (50%) match basis, for **each** reimbursement request, until the grantee has reached the maximum award amount.

EXAMPLE

The total project cost is \$20,000 and an applicant applies for \$10,000 in matching grant funds. The application is approved and the applicant is awarded \$10,000. During the project, the applicant, now grantee, would like to submit a reimbursement request for a portion of the project. The costs incurred by the grantee, so far, total \$5,000. The applicant submits a reimbursement request evidencing payment by the grantee of \$5,000 in eligible costs and requests reimbursement. Upon approval of the reimbursement request, the grantee will be reimbursed \$2,500.00. The remaining funds will be reimbursed, on a similar fifty-percent (50%) match basis, until the applicant has reached the maximum award amount.

There are no restrictions on the original source of matching funds, so long as they are funds that are expended directly by the grantee on behalf of the project. Funds may not be used for expenses for which the grantee has already been, or expects to be reimbursed for by another source.

PROGRAM PERIOD

Funds for the current program year will be available for application until the last regularly scheduled meeting in November, or until allocated, whichever occurs first. Qualified, eligible reimbursements must have been incurred no earlier than January 1 of the program year in which the funds were requested. Grant closeout must occur no later than 12 months from the date of execution of the funding agreement.

ELIGIBLE APPLICANTS

Eligible applicants include political subdivisions, schools, and qualified nonprofit organizations. The Summit County Land Bank reserves the right, in its sole discretion, to determine whether an applicant is qualified. Acceptance of an application does not indicate qualification. Applicants who have not done business with the Summit County Land Bank may be granted conditional qualification, at the sole discretion of the Summit County Land Bank. An applicant's conditional status may be improved upon successful participation in the program, at the sole discretion of the Summit County Land Bank.

ELIGIBLE USES OF FUNDS

Funds may be used for property acquisition, demolition, site remediation, greening, maintenance, and for other purposes and associated costs that support the purposes set forth above, and the mission, policies and procedures of the Summit County Land Bank. Funds must be used as applied for and approved by the Summit County Land Bank Board of Directors, unless approved in writing by the Executive Director. A table showing examples of eligible costs has been provided in Appendix A of these guidelines.

UNUSED FUNDS

Excess, or unused, funds must be returned to the Summit County Land Bank within thirty (30) days following the close of the grant. Excess, or unused, funds include those funds found to be in excess of the amount

necessary to accomplish the stated purpose of the grant, or those which have not been used for the express purpose of the grant approved by the Summit County Land Bank Board of Directors. Grantees may not shift funds to another project.

APPLICATION PROCESS

Applicants must submit a completed application to Steven Tholl, of the Summit County Land Bank, pursuant to the instructions provided for in the application and these guidelines. Incomplete applications or applications missing required documentation will not be considered. Special attention should be given to the Project Budget and the Property Acquisition Information sheet, if applicable, to ensure funds requested will match any amounts indicated on invoices for payment. Submission of an application does not guarantee funding. If approved, applicants will be required to execute an agreement for funding, and may be required to submit additional documentation. Applicants should expect to address the Summit County Land Bank Board of Directors to discuss the application and answer any questions.

Applications will be accepted on an ongoing basis for the program year, as long as funding remains available. Interested applicants who have signed up to receive email notifications from the Summit County Land Bank will be notified, periodically, of application review deadlines. Where practical, such deadlines will coincide with the regular meeting schedule of the Board of Directors. The regular meeting schedule for the Summit County Land Bank Board of Directors can be found on the Summit County Land Bank website. Organizations will be limited to one (1) open grant award at a time under this program. Once a prior grant award has been properly closed, interested applicants will be permitted to submit an application for additional funding, subject to the limits described within these guidelines.

Application review will consist of an initial, threshold review by the Summit County Land Bank to determine if the applicant is eligible and the application is complete. Applicants will be given the opportunity to correct deficiencies in their applications within a specified period of time. Applications are not considered submitted until complete. Applications, deemed by the Summit County Land Bank to be complete and recommended for funding, will be submitted to the Summit County Land Bank Board of Directors for consideration. The Summit County Land Bank, through its Executive Director, reserves the right to request additional supporting documentation for any application for grant funding.

Applicants will be notified of the date and time of the meeting of the Summit County Land Bank Board of Directors at which their application will be considered. Applicants will be expected to be available and present at the meeting to discuss their application and answer any questions. Failure to be available and present may result in a delay, or denial, of the application.

Applicants will be notified, via email, of the approval or denial of any funding request. Upon approval of an application, the Summit County Land Bank will send grant agreement documents to the approved applicant. Documents must be executed and returned to the Summit County Land Bank within the specified timeframe. Failure to execute and return documents within the specified timeframe may result in a rescinding of approval of the application.

DISBURSEMENT OF FUNDS, REPORTING & MONITORING

Unless otherwise authorized by the Summit County Land Bank Board of Directors, all grants shall be on a reimbursement basis. Reimbursement requests may be submitted no more frequently than monthly and must be supported by documentation of expenses incurred including, but not limited to, invoices, pictures, evidence of authority for demolition, required licenses and permits, releases of liens, etc. The form, and purpose, of the grant will determine the documentation required by the Summit County Land Bank in order to qualify as a reimbursable expense. The Summit County Land Bank will provide a schedule of required documentation for reimbursable expenses and may, at its discretion, include the same as part of the grant agreement. Reimbursement requests must be submitted in form and manner prescribed by the Summit County Land Bank and must be accompanied by all required documentation in order to be considered a complete reimbursement request. Reimbursement requests are encouraged to be grouped together.

Incomplete reimbursement requests will not be processed and will be returned to the grantee. Reimbursements may be required to be made by electronic funds transfer.

If the grantee intends to submit more than one reimbursement request during the award period, reimbursement will be made on a fifty-percent (50%) match basis, for **each** reimbursement request, until the applicant has reached the maximum award amount.

EXAMPLE

The total project cost is \$20,000 and an applicant applies for \$10,000 in matching grant funds. The application is approved and the applicant is awarded \$10,000. During the project, the applicant, now grantee, would like to submit a reimbursement request for a portion of the project. The costs incurred by the grantee, so far, total \$5,000. The applicant submits a reimbursement request evidencing payment by the grantee of \$5,000 in eligible costs and requests reimbursement. Upon approval of the reimbursement request, the grantee will be reimbursed \$2,500. The remaining funds will be reimbursed, on a similar fifty-percent (50%) match basis, until the applicant has reached the maximum award amount.

The grantee will be responsible for updating the Summit County Land Bank when banking information or signatories change.

Grantees may be required to have a final inspection conducted on all demolition and rehab projects, prior to submitting a reimbursement request to the Summit County Land Bank for payment. All punch list items shall be completed and inspected at that time. Reimbursement for partially completed items is prohibited.

Whenever reasonably possible, reimbursement requests submitted by the first of each month with all required supporting documentation included will be reimbursed to the grantee no later than thirty (30) days following submission. The Summit County Land Bank reserves the right to withhold, or delay, full or partial payment where additional documentation is requested to substantiate the funding request amount.

Summit County Land Bank reserves the right to request progress reports, based on the type of grant awarded. A final performance and financial report will be required no later than thirty (30) days following the final disbursement of funds or final disposition of the project property (ies), whichever is later, in a form and manner to be prescribed by the Summit County Land Bank.

PROPERTY REQUIREMENTS

Grantees must follow all applicable state and local regulations, laws, and policies in effect regarding Lead-Based Paint.

An asbestos survey is required for all renovations and demolitions to determine 1) if there is any asbestos and then 2) if the asbestos is subject to the Ohio Department of Health and/or Ohio Environmental Protection Agency ("OEPA") regulations. Definitions of an asbestos hazard abatement project are found in the Ohio Administrative Code Chapter 3701-34. Asbestos hazard abatement activities mean any activity involving the removal, renovation, enclosure, repair, or encapsulation of reasonably related friable asbestos-containing materials. Frequently asked questions and answers can be found from the Ohio Department of Health. Prior notification of abatement is also required to the Ohio Department of Health; the form for this notification is available online.

Every demolition of a facility meeting the threshold amounts of regulated asbestos containing material requires notification to the appropriate OEPA district office or local air agency office depending upon which county the demolition will occur. See the color coded map on the OEPA, Division of Air Pollution Control website. The notification form is also available online. Notification requirements are found in Ohio Administrative Code 3745-20-03 and the form is available online.

Any asbestos hazard abatement activities must include proper disposal. Record of disposal must be documented to fully complete demolition activities. A waste shipment record must be provided.

The grantee is required to obtain a local building demolition permit. If the city and/or county do not require a permit, the participant must certify that none was required.

DOCUMENT RETENTION AND COMPLIANCE MONITORING

The grantee shall establish and maintain for at least three (3) years from the termination of the grant agreement such records as are required by the Summit County Land Bank, including, but not limited to, financial reports, expense documentation, and all other relevant information. The grantee must also agree that records required by the Summit County Land Bank with respect to any questioned costs, audit disallowances, litigation or dispute between the grantee and the Summit County Land Bank shall be maintained for the time needed for the resolution of said question and that in the event of early termination of the grant agreement or, if for any other reason, the Summit County Land Bank shall require a review of the records related to the grant, the grantee shall, at its own cost and expense, segregate all such records related to the grant from its other records of operation.

Grantees must comply with all Summit County Land Bank and/or third-party quality control and compliance measures that the Summit County Land Bank deems necessary. These measures may include site visits, in-person or remote desktop reviews of supporting documentation, file audits, and other measures to ensure compliance with requirements set forth in these guidelines and/or the grant agreement. At any time during normal business hours upon ten (10) days written notice, and as often as the Summit County Land Bank may deem necessary, and in such a manner as not to unreasonably interfere with the normal business operations, the grantee shall make available to the Summit County Land Bank, for examination, all of its records with respect to matters covered by the grant including, but not limited to, records reasonably related to the grant.

INDEMNIFICATION

To the extent allowable by law, the grantee and the Summit County Land Bank each agree to be responsible for any personal injury or property damages caused solely by its negligent acts or omissions as determined by a court of competent jurisdiction or as the parties may otherwise mutually agree. In no event, shall either part be liable to the other party for indirect, consequential, incidental, special, or punitive damages or lost profits.

SUSPECTED FRAUD

When fraud is suspected in connection with the Summit County Land Bank Community Development Matching Grant Fund Program, or any component thereof, the grantee shall forward the information to the Summit County Land Bank for review. Partners, contractors, vendors, or other related entities that are determined to have submitted fraudulent documentation will be declined for funding. If payment was already received or is ongoing, it will be cancelled and all funds requested returned.

Examples of possible fraud include:

- Unsupportable requests for payment
- Altered documentation or forms
- Signature issues

LIMITATIONS

The guidelines provided herein for the Summit County Land Bank Community Development Matching Grant Fund Program are intended as guidelines only. No rights, express or implied, or responsibilities are intended or created by, or for, any party. Failure by the Summit County Land Bank Board of Directors to comply with these guidelines will not give any party the right to change, rescind, delay, or overturn any decision or transaction, or provide for any claim for damages or other relief, or is failure to comply with these guidelines a failure of duty, of any kind, of the Summit County Land Bank staff, officers or Board of Directors. Acceptance of any award shall be deemed as acceptance of these limitations.