



## Community Development Matching Grant Fund Program Eligible Costs Supplement

The following Eligible Costs Supplement is intended to be read with the Summit County Land Bank Community Development Matching Grant Fund Program Guidelines available on the Summit County Land Bank website at [www.summitlandbank.org](http://www.summitlandbank.org). This Eligible Costs Supplement is provided as a guide to aid you in determining allowable, reimbursable expenses under the Summit County Land Bank Community Development Matching Grant Fund Program. If an item is not covered by this supplement, it is **strongly** advised that grantees seek written approval from the Summit County Land Bank **prior** to incurring the expense or obligation, if the grantee plans to seek reimbursement for the expense.

### ELIGIBLE COSTS

Allowable reimbursable/disbursable expenses include actual “hard” costs of, or associated with, acquisition, including title searches and contract preparation or review (provided it can be shown on an invoice that the costs are attributable to the particular property for which reimbursement is sought), environmental assessments and abatement (asbestos, e.g.), demolition contractors and vendors, post-demolition greening and maintenance, rehabilitation, renovation, construction, development or redevelopment, etc. In most cases, allowable reimbursable and/or disbursable expenses are those costs that are incurred by the applicant, and paid to a third party, for services related to those items described above.

Reimbursement/disbursement for all activity is limited to actual costs incurred and is contingent on submission and approval of all required forms, photographs, and documentation. Grantees shall submit a copy of the demolition contract with the reimbursement/disbursement request.

### ADMINISTRATIVE & OTHER “SOFT” COSTS

Administrative and other “soft” costs such as administration, personnel, general management and oversight, monitoring and evaluation, time, contract preparation and review by internal counsel of staff, marketing of project site, litigation expenses, etc. are not eligible expenses for reimbursement.

### ELIGIBLE COSTS CHART

The chart below is intended to provide an example of eligible expenses. The eligible expenses listed below may not be inclusive of all eligible expenses. If an item is not covered within this list, it is **strongly** advised that grantees seek written approval from the Summit County Land Bank **prior** to incurring the expense or obligation, if the grantee plans to seek reimbursement for the expense.

<p><b>ELIGIBLE ACQUISITION COSTS</b></p>	<ul style="list-style-type: none"> <li>• Acquisition of real estate</li> <li>• Closing costs</li> <li>• Title searches</li> <li>• Court costs related to tax foreclosure</li> </ul>
<p><b>ELIGIBLE PRE-DEMOLITION / REHABILITATION COSTS</b></p>	<ul style="list-style-type: none"> <li>• Environmental assessments</li> <li>• Asbestos surveys</li> <li>• Contract preparation/review by third party</li> <li>• Architectural/engineering fees, including bid specifications and job progress inspections</li> <li>• Legal/bid advertisements</li> <li>• Other third-party expenses approved on a case-by-case basis by the Summit County Land Bank</li> </ul>
<p><b>ELIGIBLE DEMOLITION COSTS</b></p>	<ul style="list-style-type: none"> <li>• Clearance of pre-existing debris and garbage (illegal dumping, junk vehicles, etc.) by third party</li> <li>• Removal of asbestos</li> <li>• Removal of other hazardous materials</li> <li>• Demolition of buildings</li> <li>• Clearance of structures (poles, fences, walls, driveways, service walks, etc.)</li> <li>• Removal of underground storage tanks and utility services</li> <li>• Removal and/or filling/capping of septic systems and wells</li> <li>• Regulatory permit and inspection fees</li> <li>• Other expenses approved on a case-by-case basis by the Summit County Land Bank</li> </ul>
<p><b>ELIGIBLE REHABILITATION/RENOVATION COSTS</b></p>	<ul style="list-style-type: none"> <li>• Hard construction costs for those improvements <u>necessary</u> and <u>reasonable</u> to repair substandard housing (not to include improvements/amenities that are above those of standard quality housing in the area). Certain costs may be subject to prior approval</li> <li>• Emergency repairs necessary to ensure the health and/or safety of current and/or future residents, or to provide accessibility for disabled persons</li> <li>• Repair or replacement of major housing systems</li> <li>• Repairs for the purpose of meeting applicable codes, standards and/or ordinances</li> <li>• Energy-related improvements</li> <li>• Lead-based paint hazard reduction</li> <li>• Incipient repairs and general property improvements of a non-luxury nature</li> <li>• Site improvements and utility connections</li> </ul>
<p><b>ELIGIBLE POST-DEMOLITION COSTS: GREENING &amp; MAINTENANCE</b></p>	<ul style="list-style-type: none"> <li>• Site restoration (grading and seeding)</li> <li>• Greening or improvements</li> <li>• Shrubs, flowers, trees and other plants and landscaping</li> <li>• Fencing, signage, benches, and other architectural elements</li> <li>• Other expenses approved on a case-by-case basis by the Summit County Land Bank</li> </ul>

## **INVOICING & PAYMENT**

Grantees will be provided with a reimbursement request form through the grant portal. Each reimbursement request form must be accompanied by sufficient supporting documentation as determined by the Summit County Land Bank to justify the expense incurred. Reimbursement requests missing required documentation will be returned to the grantee for correction or amendment, which may result in reimbursement delays to the grantee.

The Summit County Land Bank will prepare an invoice which the grantee must execute and return. All invoices must be signed by an authorized signatory of the grantee attesting that the reimbursement request, invoice and all supporting documents are accurate before payment will be disbursed.

Whenever reasonably possible, signed invoices submitted by the first of each month with all required supporting documentation included will be paid 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.

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, pursuant to the Community Development Matching Grant Fund Guidelines.

## **LIMITATIONS**

The information provided in this Eligible Costs Supplement, as well as the original program guidelines and other documentation provided by the Summit County Land Bank 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, or its staff, to comply with any of the guidelines provided 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, nor is failure to comply with the same a failure of duty, of any kind, of the Summit County Land Bank staff, officers, or Board of Directors. Submission of an application shall constitute full acceptance of these terms, without qualification.