



DAYTON

City of Dayton, Division of Development
Community Development Block Grant (CDBG) and Dayton
Household Energy Efficiency Program (DHEEP)
2025 Competitive Process
Notice of Funding Opportunity

**EARLY SUBMISSION DEADLINE FOR STAFF TECHNICAL
REVIEW**

Friday, October 17, 2025 at 5:00 PM

SUBMISSION DEADLINE

**Friday, October 31, 2025 at 11:59 PM
(application will close at midnight 11/01/25)**

LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applications must be submitted via the online application available on the City of
Dayton's website:

<https://www.daytonohio.gov/1218/How-to-Apply>

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NOFO Timeline

| Date(s) | Action(s) |
|---|--|
| Monday, September 29, 2025 | NOFO & Application Published |
| Tuesday, October 7, 2025 – 10:00 AM Friday, October 10, 2025 – 9:00 AM Wednesday, October 15, 2025 – 2:00 PM Monday, October 20, 2025 – 5:30PM Thursday, October 23, 2025 – 3:00 PM <i>Please Join by clicking the links.</i> | <u>Mandatory</u> Technical Assistance Sessions Each technical assistance workshop will provide an overview of the CDBG program, DHEEP program, and an opportunity for questions. |
| Friday, October 17, 2025 at 5:00 PM | Early Submission Deadline – Applications submitted by this date will be reviewed by PND staff for completion and accuracy and will be returned to applications for revision. |
| Friday, October 24, 2025 | PND Staff will return all early-submission applications for any necessary revisions. |
| Friday, October 31, 2025 at 11:59PM (application will close at midnight 11/1) | Deadline for Application Submission – All applications due by midnight. No late submissions will be accepted. |
| Monday, November 3, 2025 – Friday, November 7, 2025 | Staff Technical Review and Recommendations. |
| Monday, November 10, 2025 – Monday, November 17, 2025 | Scoring of Applications by Review Committee Rankings due to PND staff by 11/17. |
| Tuesday, November 18, 2025 – Thursday, December 18, 2025 | 30-day Comment Period for Action Plan Amendments. |
| CNDAB Meeting – Monday, January 12, 2026 – 4:30PM | CNDAB Review and Recommendations; Public Hearing for Action Plan Amendments |
| January 2026 | Funding Recommendations sent to City Manager |
| Q1, 2026 | Grant Award Letters Available, Contracting Process Begins |

NOFO Background

Overview

The City of Dayton Department of Planning, Neighborhoods, and Development is accepting applications from neighborhood-based organizations, non-profit organizations, and governmental entities for the Community Development Block Grant (CDBG) and Dayton Household Energy Efficiency Program (DHEEP) 2025 Biennial Competitive Process. The City desires to partner with organizations capable of meeting the priority needs and objectives described in the 2021-2025 Consolidated Plan and/or the eligible activities for DHEEP as detailed below.

| 2021 – 2025 Consolidated Plan Goals and Objectives | Dayton Household Energy Efficiency Program (DHEEP) Eligible Activities |
|---|--|
| Revitalization of Neighborhoods | Home Weatherization and Energy Efficiency |
| <p style="text-align: center;"><i>Neighborhood Safety Measures Demolition of Abandoned Structures Structural Improvements</i></p> | <p style="text-align: center;"><i>Insulation Repair and/or replacement of aged HVAC systems and water heaters Conversion to LED lighting Air sealing Other improvements prescribed based on the needs of the house Additional energy efficiency and weatherization measures, as long as they can demonstrate energy savings that can be reported in the Key Performance Indicators below</i></p> |
| Quality of Affordable Housing | Essential Health and Safety Improvements (Addressing Deferrals) |
| <p style="text-align: center;"><i>Expand, Maintain, and Improve Affordable Housing</i></p> | <p style="text-align: center;"><i>Electrical or plumbing hazards or structural failures</i></p> |
| Expansion of Economic Opportunities | <p style="text-align: center;"><i>Deteriorated lead-based paint issues Pre-existing code compliance issues Other health and safety issues leading to deferrals in getting necessary home repair.</i></p> |
| <p style="text-align: center;"><i>Expanding Economic Development Opportunities</i></p> | |
| <p style="text-align: center;"><i>Workforce Development</i></p> | |
| Provision and Coordination of Public Services | |
| <p style="text-align: center;"><i>Public Services</i></p> | |
| Homelessness | |
| <p style="text-align: center;"><i>Addressing Homelessness and At-Risk Homelessness</i></p> | |

The 2025 CDBG & DHEEP Competitive Process application is open to activities that address any of the Priority Needs and Objectives from the 2021-2025 Consolidated Plan and/or the eligible DHEEP activities. While applications for all eligible activities will be accepted, the Dayton City Commission has identified housing and housing-related activities as a priority for this competitive process. All activities funded through the 2025 Competitive Process are anticipated to have a contract start date in Quarter 2, 2026, unless otherwise negotiated with Planning, Neighborhoods, and Development staff.

Procurement Requirement

The Federal Office of Management and Budget (OMB) requires all federally funded programs be procured using a competitive process. The City of Dayton's typical competitive process is comprised of two years of CDBG allocations, and will also include two years of DHEEP funding for the 2025 competitive cycle. The City's CDBG subrecipients are determined through this biennial process.

Available Funding

The City of Dayton's biennial Notice of Funding Opportunity (NOFO) and application will be comprised of two sources: CDBG and DHEEP.

The available CDBG funding will include one million two hundred sixty-one dollars (\$1,261,000.00) from the following sources:

1. Annual CDBG Competitive Allocations
2024 CDBG: \$500,000.00
2025 CDBG: \$761,000.00

The 2025 biennial NOFO will also include three million five hundred thousand dollars (\$3,500,000.00) from the Dayton Household Energy Efficiency Program (DHEEP) allocated across two years:

2. Annual DHEEP Allocations
2024 DHEEP: \$1,000,000.00
2025 DHEEP: \$2,500,000.00

Service Area

The City of Dayton's CDBG and DHEEP funding can **ONLY** be used to support Dayton residents. Proposed activities **MUST** occur within the city limits of the City of Dayton. DHEEP funded activities can only occur in qualified census tracts as determined by HUD (https://www.huduser.gov/portal/sadda/sadda_qct.html).

2025 Application Process

EARLY SUBMISSION DEADLINE FOR STAFF TECHNICAL REVIEW

Friday, October 17, 2025 at 5:00 PM

SUBMISSION DEADLINE

**Friday, October 31, 2025 at 11:59 PM
(application will close at midnight 11/01/25)**

LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applications must be submitted via the online application available on the City of Dayton's website:

<https://www.daytonohio.gov/1218/How-to-Apply>

Eligible Applicants

Eligible applicants for CDBG and/or DHEEP funding include non-profit organizations, governmental entities, and under limited circumstances, private for-profit developers. At a minimum, applicants must:

- Have a current 501 (c)(3) status, be a local government entity, or a for-profit project management company. Applicants must be able to provide adequate documentation of their non-profit and Ohio State business registration status at the time of application to receive funding through the City of Dayton;
- Have an active UEI number and Sam.gov registration with no Federal debarments or exclusions;
- Have the ability to document fiscal responsibility through financial audits or financial statements, and demonstrate the ability to operate on a reimbursement basis;
- Have appropriate internal controls for managing the type of proposed CDBG or DHEEP project. For additional information, please see Resource C – “What to Look for in Subrecipients Managing CDBG Funds” in the Reference Materials Section; and
- Organizations must be in good standing with the City of Dayton, including having no outstanding reporting issues, monitoring findings, or program capacity issues.
- Have to be a member of the Dayton Home Repair Network to receive funding for home repair.

Electronic Application Process

Applications will be accepted via the City of Dayton website at the following link: <https://www.daytonohio.gov/1218/How-to-Apply>. The application can be completed without creating an account; however, if you wish to save the application to complete in multiple sessions you must create a civic plus account. You can create a civic plus account [here](#). **Please make sure you sign in before filling out information in the application in order to save progress. By signing in or creating an account, some fields will auto-populate with your account information.**

The Applicants will have the opportunity to participate in an Early Submission Review Period. If applications are submitted by the **Early Submission Deadline of Friday, October 17, 2025 at 5:00PM**, City staff will review the document for completion and accuracy. All submitted applications will be returned by Friday, October 24, for applicant revision, if necessary. During the Early Submission Review Period, City staff will only review applications for completion and accuracy. Scoring and award decisions will be made in accordance with the timeline provided in the [NOFO Timeline](#) above.

The final submission deadline is Friday, October 31, 2025 at 11:59 PM. The application will close at midnight on November 1, 2025. Completed applications must be submitted via the application available on the City of Dayton's website. No late or incomplete applications will be accepted.

Guidelines

- All applications submitted for consideration must be for an eligible activity identified in "[The Community Development Block Grant \(CDBG\)](#)" section, and the eligible activity must meet one of the CDBG Program's three national objectives. *(Only applies to applications for CDBG funding)*
- Applications must be submitted through the City's of Dayton website. Applicant registration and the online application can be found at: <https://www.daytonohio.gov/1218/How-to-Apply>
- **The use of the 2021-2025 Consolidated Plan, the Dayton Forward Comprehensive Plan, and the Neighborhood Vision Plans in preparing applications is strongly encouraged.**
 - The Dayton Forward and Neighborhood Vision plans are available at: <https://dayton-forward-2040-daytonohio.hub.arcgis.com/>
 - The 2021-2025 Consolidated Plan is available on the City's website at: <https://www.daytonohio.gov/983/Plans-Studies-Reports>

- **Application submission must include complete and accurate answers to all prompts via the online application on the City of Dayton website. Late or incomplete applications will not be considered.**
- Please see the [Application Checklist](#) in Resource A for all required submission materials. Please keep all responses brief and concise. Responses may not exceed the space provided and must utilize proper spacing and punctuation.

Technical Assistance

Mandatory Technical Assistance

All applicants are required to attend at least one technical assistance workshop offered virtually via Teams. The workshop will be offered during the following dates and times:

- Tuesday, October 7, 2025 – 10:00 AM
- Friday, October 10, 2025 – 9:00 AM
- Wednesday, October 15, 2025 – 2:00 PM
- Monday, October 20, 2025 – 5:30PM
- Thursday, October 23, 2025 – 3:00 PM

Additional Technical Assistance

Appointments: Additional consultation with Community Development staff will be available by appointment only to assist applicants with determining CDBG eligibility and National Objective qualification, and answering overall application development questions. Consultation with Community Development staff will be held virtually through the Zoom or Teams meeting platforms. *For the 2025 CDBG Competitive Process, consultation with Community Development staff is not mandatory, but is encouraged.*

Early input into application development will ensure activities are not developed in contradiction to City policies and plans, and that activities do not duplicate existing services. Depending on the nature of the proposal, City staff may direct applicants to other departments for consultation.

Questions: Questions may be submitted in writing via the Google Form linked below. All submitted questions will be answered and visible in the Google Doc linked below. Questions will be answered in the order that they are received:

Submit Questions: <https://forms.gle/SSszvKmEtoGkY1bcA>

View Answers:

<https://docs.google.com/document/d/1HRZHrdkdmldHiVtBAWyNVdovvM5FTanSxa3rpe8NltA/edit?usp=sharing>

To set up a Technical Assistance Consultation, please contact:

Community Development Staff

City of Dayton, Department of Planning, Neighborhoods, and Development

Phone: (937) 333-3807

Email: commdev@daytonohio.gov

Please note: Technical assistance may not be used to assess the quality of applications or provide additional application review outside of the Early Submission Review Period.

Conflict of Interest

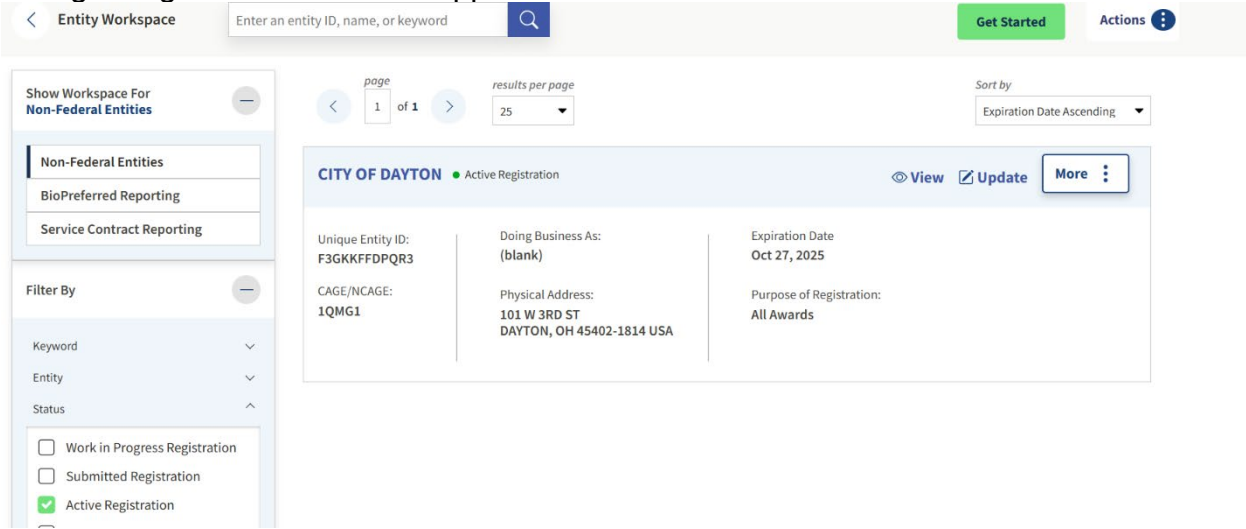
The standards in 2 CFR Part 200, Subpart B Conflict of Interest, provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or perceived conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in the firm selected for an award. **Applicants must submit a Conflict of Interest Certification for their application to be considered complete.**

Debarment & Suspension Status

The U.S. Department of Housing and Urban Development (HUD) requires grantees verify the debarment status of all contractors and non-profit agencies via the online System for Award Management (SAM). **Applicants must have a registered UEI numbers and active registration through Sam.gov at the time of application and during any contractual periods. Any parties or organizations listed by SAM as debarred or suspended, or lacking proper registration, are ineligible for CDBG funding.**

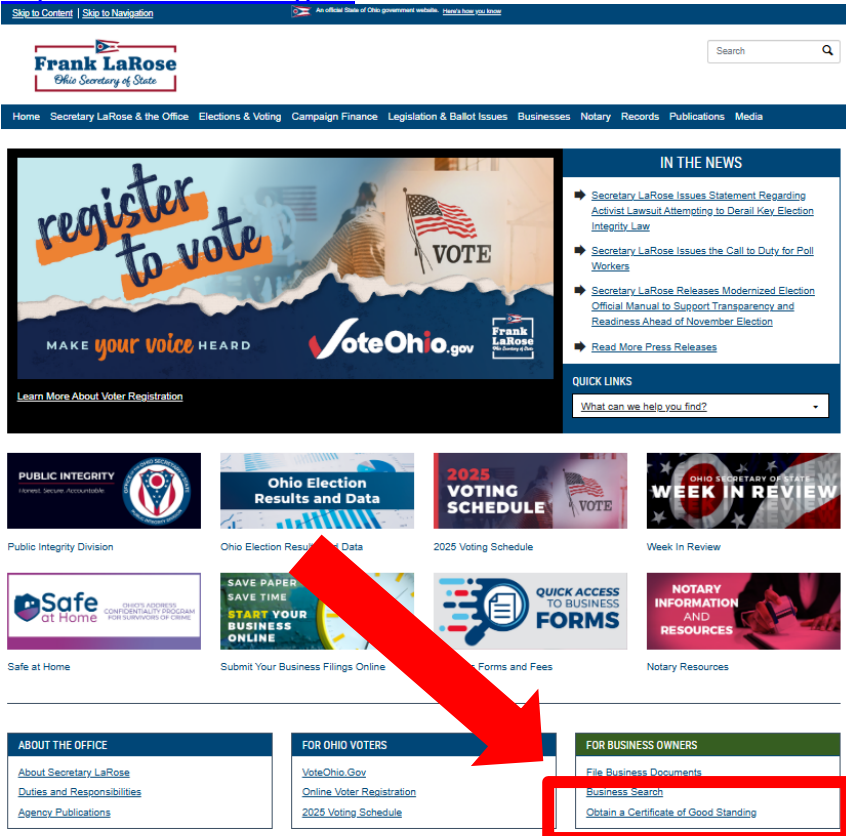
Please visit <https://sam.gov/entity-registration> and select “Get Started” to register for a UEI number free of charge. To register, applicants will need to have the information listed on the [registration checklist](#). **Please note, registration is a two-step process.**

Applicants must include a copy of the Entity Workspace screen for their active UEI and sam.gov registration with their application:



Applicants must complete the business registration for the City of Dayton, including AAA compliance. The application process and online forms can be found at: <https://www.daytonohio.gov/781/Doing-Business-With-the-City-of-Dayton>.

Additionally, applicants must provide a Certificate of Good Standing from the Ohio Secretary of State. The application for the Certificate of Good Standing can be found at <https://www.ohiosos.gov/> under the "Obtain a Certificates of Good Standing" Section.



Application Review Process

The Application Review Process is a six-step process that includes eligibility and compliance review by City staff, Review Committee scoring and evaluation, review by the Community and Neighborhood Development Advisory Board (CNDAB), a thirty-day public comment period and public hearing, City Manager review and approval, and HUD review and approval.

1. Community Development staff members will review all submitted applications for completeness, accuracy, CDBG eligibility, and compliance with Federal regulations. Incomplete applications will not be considered, and additional information will not be requested from applicants for application deficiencies.
2. All approved applications will be distributed to the ten members of the Review Committee. The committee is comprised of five Community and Neighborhood Development Advisory Board (CNDAB) members and five City staff from the Planning, Neighborhoods, and Development; Sustainability; Public Works; and Procurement, Management, and Budget departments. Each application will be evaluated and ranked by Review Committee members using criteria identified in the “Review Criteria” below.
3. City staff will present the Review Committee’s evaluation results and rankings at the January 12, 2026 CNDAB meeting. Board members will recommend funding projects based on their rankings, with first place being first funded, until available funds are exhausted. The list of funded project recommendations will be approved by a majority vote. The Board’s recommendation will then be forwarded to the City Manager for approval.
4. The City Manager will review the recommendations from CNDAB, and all approved recommendations will be included in the appropriate Action Plan Amendments.
5. Community Development staff will prepare Action Plan Amendments for presentation and approval at the January 12, 2026 CNDAB meeting. A public comment period will run from November 18, 2025 until December 18, 2025, and a public hearing for all of the Amendments will be held during the regularly scheduled CNDAB meeting.
6. Once the Action Plan Amendments are approved, City staff will notify funded applicants and begin the contracting process.

Review Criteria

Application review and scoring will include a technical/compliance review completed by Community Development staff and a general criteria review and scoring by Review Committee members. Bonus points will be awarded in the areas of collaboration, activity impact, and creativity. A copy of the Evaluation Scoring Sheet can be found in the Reference Materials; [Resource B – 2025 Competitive Process Scoring Sheet](#).

| Criteria | Maximum Points |
|--|----------------|
| Organizational Capacity and Experience | 30 |
| Priorities Addressed | 30 |
| <i>Commission Priority</i> | <i>20</i> |
| <i>ConPlan Priority</i> | <i>10</i> |
| Evidence of Demand/Need for Activity | 20 |
| Leverage | 20 |
| Collaboration/Partnership | 20 |
| Implementation | 15 |
| Impact | 10 |
| Creativity | 5 |
| Maximum Total Points | 150 |

The Community Development Block Grant (CDBG)

CDBG funding is provided through the U.S. Department of Housing and Urban Development (HUD), and is authorized under Title 1 of the Housing and Community Development Act of 1974. The Community Development Block Grant was established to assist low- to moderate-income households and areas through the provision of decent housing, a suitable living environment, and expanded economic opportunities.

Each activity, excluding planning and administrative activities, **must meet one of the three CDBG National Objectives:**

1. Benefitting low- and moderate-income (LMI) persons;
2. Aiding in the prevention or elimination of slums or blight; or
3. Meeting a community development need having a particular urgency.

Descriptions of the National Objectives and Eligible Uses can be found at:

https://files.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf

Grantees (units of government receiving CDBG funding) must expend at least 70% of their annual CDBG grant for activities that benefit LMI persons; at least 51 percent of the persons assisted through an activity meant to benefit LMI persons must qualify as low- or moderate-income (at or below 80% of the area median income).

Eligible Uses

Eligible CDBG activities span a wide array of activities aimed at neighborhood revitalization, expansion of economic opportunities, improving public facilities and services, community planning, and housing development. Eligible activities include:

- a. Acquisition or Disposition of Real Property;
- b. Public Facilities and Improvements;
- c. Infrastructure Construction and Improvements;
- d. Public Services;
- e. Construction of New Housing (limited to CBDOs only);
- f. Rehabilitation of Residential and Commercial Structures;
- g. Removal of Architectural Barriers to Accessibility;
- h. Homeownership Assistance;
- i. Interim Assistance;
- j. Relocation;
- k. Clearance or Demolition of Vacant and Abandoned Properties;
- l. Code Enforcement;
- m. Special Economic Development Activities;
- n. Workforce Training and Development;
- o. Microenterprise Assistance;
- p. Planning and Capacity Building; and
- q. Historic Preservation.

Ineligible Uses

The following may not be assisted with CDBG funds under any circumstance:

- a. Buildings for the general conduct of government;
- b. General government expenses;
- c. Political activities;
- d. Purchase equipment;
- e. Operating and maintenance expenses for public facilities, improvements, and services;
- f. New housing construction by a non-CBDO; or
- g. Income payments.

Income Limits

Activities funded through the City of Dayton's CDBG Program must be used to benefit low- to moderate-income (LMI) persons, as defined by HUD. LMI individuals and households have a gross household income that is between 0% and 80% of the Area Median Income. Several groups, including senior citizens, youth under the age of 18, homeless individuals or families, handicapped persons, and abused children and battered spouses, are generally presumed to be low- to moderate-income.

Income limits are established by HUD on an annual basis, and are subject to change. The data below represents the 2025 HUD Income Limits. An updated list of income limits for 2026 will be made available to all applicants once released by HUD.

2025 City of Dayton Income Limits

| Persons in Family | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| 80% AMI | \$52,550 | \$60,650 | \$67,550 | \$75,050 | \$81,100 | \$87,100 | \$93,100 | \$99,100 |

Source: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

The Dayton Household Energy Efficiency Program

The aim of this program is to serve low-income residents in qualified census tracts who have high energy-related needs by providing support for weatherization and energy efficiency upgrades. Each home may receive up to \$10,000 for weatherization and an additional \$10,000 for energy efficiency repairs, which can include insulation, HVAC and water heater upgrades, LED lighting, air sealing, and other necessary improvements. These amounts can be combined for projects that address both weatherization and energy-efficiency. Additional funding can be requested for health and safety funding (addressing deferrals). The program's goal is to ensure that all participating households are properly weatherized, more energy-efficient, and holistically repaired by the program's conclusion, resulting in lower energy use and improved housing conditions.

Eligible Uses

Funding can be utilized for the following:

- **Weatherization and energy efficiency work**, including:
 - Insulation
 - Repair and/or replacement of aged HVAC systems and water heaters
 - Conversion to LED lighting
 - Air sealing
 - Other improvements prescribed based on the specific needs of the house
 - Additional energy efficiency or weatherization measures that can demonstrate energy savings and be reported in the Key Performance Indicators
- **Health and safety measures** that address issues causing deferrals from other home repair and weatherization programs, such as:
 - Mold or moisture remediation
 - Lead, asbestos, or radon mitigation
 - Roof repairs or structural stabilization
 - Electrical or plumbing repairs necessary to complete weatherization
 - Pest control or removal of hazards that would prevent work from proceeding

Ineligible Uses

The following may not be assisted with DHEEP funding:

- Outside of qualified census tracts
- Administrative costs above 10% (not including staff time to directly administer the program)
- Materials that do not get installed in homes

- Cosmetic upgrades or remodeling not tied to energy efficiency
- Purchase of appliances not directly related to energy savings
- Landscaping, fencing, or outdoor aesthetic improvements
- Improvements to an unattached structure such as a garage
- Room additions or expansions
- Luxury upgrades (high-end fixtures beyond what is necessary for function)
- Repairs or improvements that do not result in measurable energy savings or are unrelated to health and safety concerns
- Reimbursement for work completed prior to program approval

Income Limits

Activities funded through the City of Dayton’s DHEEP program must benefit residents living qualified census tracts according to HUD. Homes outside qualified census tracts cannot utilize DHEEP funding. To learn more about qualified census tracts, please review the HUD map here: https://www.huduser.gov/portal/sadda/sadda_qct.html.

Reporting Requirements

Each year, awardees that were given funding through the DHEEP program will have to report key performance indicators (KPI’s) to the City of Dayton staff to be put in annual report. KPI’s will be due to the City of Dayton on August 1, 2026 and August 1, 2027. If projects are still in progress, that can be noted on the report. The targets are not necessary to hit and are set as goals for the DHEEP funding. The City of Dayton will provide a template for reporting. The KPI’s that need to be reported on are as follows:

| DHEEP Key Performance Indicators | | |
|--|---|--|
| Metric | Description | Target |
| Awareness and Outreach | Percentage of eligible households that are aware of the program (measured through pre and post surveys and/or outreach campaigns) or hours spent focusing on community engagement | Increase in awareness after outreach efforts and/or XX hours a month |
| Completion Rate of Weatherization Projects | Percentage of applications accepted and completed on schedule | 85% |
| Energy Savings Achieved | Average reduction in energy consumption (measured in kWh) per household after | 20% |

| | | |
|-------------------------------|--|------------------------------------|
| | weatherization. This can be estimated. | |
| Participant Satisfaction Rate | The percentage of participants satisfied with the services provided. | 75% satisfaction rate from surveys |

Reference Materials

Resource A – Application Checklist

- _____ Capital Improvements Budget Excel Sheet is uploaded
- _____ Program Operating Budget Excel Sheet is uploaded
- _____ Consultation Certification Form is uploaded
- _____ Conflict of Interest Certification Form is uploaded
- _____ Lobbying Certification Form is uploaded
- _____ Debarment Certification Form is uploaded
- _____ Civil Rights Act & Local Policies and Procedures Compliance Certification Form is uploaded
- _____ Faith-Based Organization Certification Form is uploaded
- _____ Crosscutting Certification Form is uploaded
- _____ Real Property Certification Form is uploaded
- _____ Audit Requirement Certification Form is uploaded
- _____ Proof of UEI/Sam.gov Registration is uploaded
- _____ Ohio Secretary of State Business Filing – Certificate of Good Standing is uploaded
- _____ Sam.gov printout described under “Debarment and Suspension Status” above, showing that Applicant has no active exclusions is uploaded
- _____ Applicant’s most recent audit is uploaded
- _____ Copy of Organization’s most recent policies & procedures is uploaded
- _____ Site plans, sketches, or photographs are uploaded
- _____ Work Plan & Implementation Schedule (within Project Implementation section) is complete and accurately reflects the proposed work plan.
- _____ The applicant is registered and able to do business with the City of Dayton, including AAA compliance: <https://www.daytonohio.gov/781/Doing-Business-With-the-City-of-Dayton>.

- _____ All required line items and certifications on the 2025 Competitive Process Application are answered completely and accurately, and the application has been properly submitted through the City of Dayton website.
- _____ If desired, the completed application and applicable documents are submitted by the **Early Submission Deadline of Friday, October 17, 2025 at 5:00 PM.**
- _____ The complete application and all applicable documents have been submitted by the **deadline of Friday, October 31, 2025 at 11:59 PM.**

Resource B – 2025 Competitive Process Scoring Sheet

| Criteria | Maximum Points |
|---|----------------|
| Organizational Capacity and Experience | 30 |
| Applicant has demonstrated experience in the proposed project type/area. | 10 |
| Applicant has adequate internal controls for managing CDBG/DHEEP funding and implementing the proposed project. | 15 |
| Applicant has demonstrated experience in utilizing and properly managing CDBG funding. | 5 |
| Priorities Addressed | 30 |
| The proposed project meets the Commission Priority of Housing | 20 |
| The proposed project meets 1 or more Consolidated Plan Goal | 10 |
| Evidence of Demand or Need for Activity | 20 |
| Applicant has assessed the need for the proposed project within the community | 10 |
| Applicant utilized statistical data to support the need assessment | 10 |
| Leverage | 20 |
| Applicant and partner contributions as a percentage (%) of the total proposed project cost: | |
| Less than 5% | 0 |
| 5-10% | 2 |
| 11-20% | 6 |
| 21-30% | 10 |
| 31-40% | 14 |
| 41-50% | 18 |
| Greater than 50% | 20 |

Resource C – What to Look for in Subrecipients Managing CDBG Funds

A subrecipient is an external agency used to act as the implementing agency for a City CDBG-funded activity. **Subrecipients are public agencies, private non-profit organizations, or (under limited circumstances) for-profit entities provided CDBG funds by the City of Dayton for implementation of eligible community and economic development activities under the CDBG program.** In the administration of City CDBG funds, the subrecipient must meet the administrative requirements set forth by the Federal government.

The City selects a subrecipient to manage and implement CDBG-funded projects/activities through an biennial competitive process utilizing the following criteria:

- Does the agency have the organizational capacity to implement the project/activity according to the federal administrative requirements?
- Does the agency have some knowledge or prior experience in carrying out the specific project and/or the use of CDBG funding?

The federal government mandates the following administrative requirements which the City uses to shape its determination of an organization's capacity for managing CDBG funds.

Financial Management

Financial Management System – The subrecipient must utilize and maintain a financial management system that is able to identify all Federal awards received and expended, and provide accurate, current, and complete financial data about the sources and uses of all funds. At a minimum, the accounting system should include 1) a chart of accounts; 2) a general ledger; 3) a cash receipts journal; 4) a cash disbursements journal; 5) a payroll journal; 6) payable and receivable ledgers; and 7) job cost journals (if involved in construction).

Internal Controls – The subrecipient must have a written set of policies and procedures that define separation of functions among staff, staff qualifications, staff roles and responsibilities, lines of authority, and access to assets and sensitive or personally identifying documents. The agency must have written accounting procedures for contracting, invoicing, and approving and recording transactions. A reconciliation of financial records and actual assets and liabilities should be performed periodically to confirm accuracy and file completeness. Internal controls must ensure the agency's compliance with Federal regulations, statutes, and Federal award terms and conditions. Written policies and procedures should also include a process for compliance evaluation, and steps for promptly remedying instances of non-compliance.

Allowable Costs – The subrecipient must have a clearly defined set of standards and procedures, consistent with the basic federal rules of 2 CFR 200.403, for determining

the reasonableness, allowability and allocability of costs incurred. The subrecipient must conform to all limitations set by the CDBG program, and may not charge any unallowable costs to the CDBG program. The agency must have an approved indirect cost allocation plan.

Source Documentation – The subrecipient must maintain up-to-date files of original source documentation (receipts, invoices, canceled checks, etc.) for all financial transactions, including those involving obligations incurred and the use of program income.

Budget Controls – The subrecipient must maintain current and approved budgets for all funded activities, and perform a comparison of that budget with actual expenditures for each budget category. The subrecipient should be able to compare progress toward the achievement of goals with the rate of expenditure of program funds.

Cash Management- The subrecipient must have and follow policies and procedures for accurately projecting the cash needs of the organization, and for minimizing the time between the receipt of funds from the City and their actual disbursement. The agency must be able to ensure that all program income is used for permitted purposes, and that such program income is properly managed, documented, and remitted to the City.

Financial Reporting- The agency must be able to provide accurate, current, and complete disclosure of the financial results of each federally sponsored project or program in accordance with the reporting requirements of the City.

Audits- The agency must have had an independent audit conducted within the prior fiscal year if the agency receives more than \$750,000 in Federal award funding. Agencies falling below this threshold must supply financial statements from the previous year, at a minimum. The City will consider any findings and follow-up actions taken to meet those findings prior to the award of funds.

Procurement and Contracting Standards

Procurement – The subrecipient must have and utilize written procurement and selection procedures for obtaining goods, services, materials and/or professional services, and the subrecipient must provide contract and contractor oversight. Procurement standards must meet federal procurement guidelines, and must cover conflicts of interest by prohibiting employees, officers, or agents from participating in the selection, award, or administration of a contract supported by a Federal award if a real or apparent conflict of interest exists. Subrecipients must use a free and open competitive procurement process for micro-purchases, small purchases, sealed bids, competitive proposals, and non-competitive proposals.

Contracting – The subrecipient must have proper documentation and reporting policies for management and monitoring of prevailing wage as it relates to construction or the use of labor in implementing the funded program. The subrecipient must also have a

written policy for bonding and insurance for construction or facility improvement activities, and a documented system of contract administration for determining the adequacy of contractor performance.

Property Management and Disposition

The subrecipient must have a clear understanding of how to manage real and personal property purchased or improved with CDBG funds, and must adhere to the requirements and eligibility guidelines for purchasing and maintaining real and personal property with CDBG funding as documented at 24 CFR 570.201 (a). The agency must have a clear understanding that any real or personal property (including supplies and materials) purchased with CDBG funds that are then sold or no longer in use for the program becomes the property of the City. Any proceeds from the sale or disposition of such property must be remitted to the City of Dayton at the point of sale or disposition.

Record Keeping and Reporting

Each subrecipient is required to establish and maintain three major categories of records for a period of AT LEAST 5 years after the City has notified the subrecipient of project closeout:

1. Administrative records including personnel files, property files, general program files, legal files;
2. Financial records including chart of accounts, manual of accounting procedures, accounting journals and ledgers, source documentation (purchase orders, invoices, canceled checks, etc.), procurement files, bank account records, financial reports, etc.; and
3. Project/case files including any documents related to the activities undertaken, clients served, location etc.

Project/Case files must have the following documents as applicable to the individual program:

1. Full description of each activity undertaken;
2. Determination of eligibility of each activity or client served;
3. Changes of use of real property acquired or improved with CDBG funds;
4. Compliance with acquisition, relocation, or displacement guidelines; and
5. Documentation of compliance with other federal requirements such as labor standards, employment and contracting provisions, lead based paint, etc.

All subrecipients must be able to retain records for at least five years from the date the program is closed out. After the five-year window, a subrecipient may transfer all program files to the City of Dayton for review before close-out and disposal. A subrecipient may not dispose of program files without first consulting City of Dayton Community Development Staff. Disposal of program files without prior City approval may warrant cancellation of current agreements or withholding of further contractual obligations with the City.

The agency will be requested to submit regular program and financial reports, at an interval described in the subrecipient agreement. At a minimum, these reports must include all financial, beneficiary, program income, and accomplishment data found on the quarterly and cumulative reports within the subrecipient agreement. Such information varies by activity, and is required by the U.S. Department of Housing and Urban Development (HUD).

Other Administrative Requirements

The following other administrative requirements are applicable only to specific types of activities. For example, the management of program income is only applicable to an activity in which that activity will cause an income stream, such as a loan program or a youth activity that does fundraising. Each of these requirements must be met and managed by the subrecipient as the activity dictates.

Program Income – Any gross income received by the subrecipient that was directly generated from the use of CDBG funds must be accurately collected, maintained, disbursed, reported and remitted as described in 24 CFR 570.504.

Civil Rights and Fair Housing; Employment and Contracting Opportunities – The subrecipient must certify that it will administer CDBG funds in compliance with the following laws and executive orders:

- Title VI of the Civil Rights Act of 1964;
- The Fair Housing Act;
- Executive Order 11063- prevention of discrimination because of race, color, religion, sex, or national origin in the use, occupancy, sale, leasing, rental, or other disposition of residential property assisted with federal loans, advances or grants;
- Section 104 (b) of Title I of the Housing and Community Development Act of 1974, as amended;
- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended- prevents anyone being denied benefits of any activity funded in whole or in part with CDBG funds on the basis of race, color, religion, sex, or national origin; and

- Section 3 of the Housing and Community Development act of 1968- ensures that opportunities for training and employment arising in connection with a housing rehabilitation, housing construction, or other public construction project are given to low- and very low-income persons residing within the area in which the CDBG-funded activity is located.

Labor Standards – All laborers and mechanics employed by contractors or subcontractors on construction work in excess of \$2,000 and financed in whole or in part with CDBG funds must be paid “prevailing wages” that have been determined in accordance with the Davis Bacon Act. Additionally, all contracts in excess of \$100,000 that involve employment of mechanics or laborers must comply with 40 USC 3702 and 3704 – Contract Work Hours & Safety Standards.

Relocation, Real Property Acquisition and One for One Replacement Provisions – These requirements are applicable only when the subrecipient is utilizing City CDBG funds for the acquisition of 50 real property units, or if units to be rehabilitated are occupied and the tenants must be relocated during rehabilitation, or if occupied units are demolished.

Rights to Inventions – Subrecipients must comply with the requirements of the Rights to Inventions Made Under a Contract or Agreement at 37 CFR 401 if the agreement can be defined as a “funding agreement” under 37 CFR 401.2.

Lead Based Paint Standards – The rules applying to lead based paint are extremely cumbersome and can increase the cost of rehabilitating older housing stock significantly. Subrecipients utilizing City CDBG funds for housing renovation must be aware of the responsibility associated with compliance.

Environmental Standards – Contracts in excess of \$150,000 must comply with the Clean Air Act and the Federal Water Pollution Control Act. All subrecipients must meet the mandatory standards and policies related to energy efficient in the Energy Policy & Conservation Act.

Lobbying – The subrecipient must certify that it will not and has not used Federal funds to pay persons and/or organizations for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer of employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any award specified in 31 U.S.C. 1352.

Debarment & Suspension – All subrecipients must have an active SAM.gov account, and must be in good standing with no active debarment, suspension, or exclusion from participation in the Federal award system. The City shall not and will not willingly enter into an agreement with a subrecipient, agency, person, or organization that has been debarred, suspended, or otherwise excluded.

Build America, Buy America – All iron and steel, construction materials, and manufactured products used in federally-funded infrastructure projects are produced in the United States.