

**CITY OF MIDDLETOWN  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**REQUEST FOR FUNDING PROPOSALS FOR  
PROGRAM YEAR 2025 (5/1/25 – 4/30/26)**



**PROPOSAL PACKET AND INSTRUCTIONS**

**Released: November 25, 2024**

Community & Economic Development Department  
City of Middletown, OH  
One Donham Plaza  
Middletown, OH 45044  
Lisha Morlan, Director  
Luis Rodriguez, Assistant Director

**Submission Deadline: 4:00 p.m. Friday, January 24, 2025**

The City of Middletown through its Community & Economic Development Department is inviting nonprofit organizations to submit proposals for Community Development Block Grant funds for projects, programs and activities that will benefit residents of the City of Middletown and assist the City to fulfill goals and outcomes consistent with its most recent Consolidated Plan. The four priorities outlined in the 2025-2029 Consolidated Plan are:

- 1) Neighborhood revitalization, including improving public infrastructure, beautifying neighborhoods, code enforcement and emergency repair in LMI neighborhoods.
- 2) Supportive services that provide opportunity for Middletown residents to thrive, including services for children and youth, elderly, and wraparound services for persons experiencing homelessness.
- 3) Economic development, including business growth and development and downtown revitalization
- 4) Housing availability and affordability for LMI households including those who are unhoused.

The program year will start May 1, 2025 and run through April 30, 2026 with funds anticipated to be released by HUD and available for reimbursement to subrecipients on or around August 1, 2025. The City of Middletown has drafted the following budget as a guide for allocating funds for its FY 2025 Annual Action Plan. **Nonprofits offering emergency home repair consistent with Priority #1 and nonprofits offering fair housing and other supportive services consistent with Priority #2 are invited to submit a proposal for funding. Priority #2, other eligible activities, is being reserved for the City's participation in a public facility project. Priority #3, economic development, is being met through other City funds. Priority #4, housing availability and affordability, is being met through the City's allocation of HOME funds received through its participation in the Butler County HOME Consortium.**

Priority	Eligible Activity Category		Estimated Budget Amount
<b>Priority #1: Neighborhood Revitalization</b>	Housing Rehab Activities	Emergency Home Repair	\$150,000
	Other eligible activities	HIRP	\$150,000
		<b>Subtotal Priority #1</b>	<b>\$300,000</b>
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<b>Priority #2: Supportive Services</b>	Public Services (15% cap)	Fair Housing	\$25,000
		Other eligible activities	\$81,473
		<b>Subtotal Public Service cap</b>	<b>\$106,473</b>
	Other eligible activities ( <i>not services</i> )	City-designated public facility project	\$161,387
		<b>Subtotal Priority #2</b>	<b>\$267,860</b>
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Planning and Administration (20%)			\$141,964
<b>TOTAL</b>			<b>\$709,824</b>

This Request for Proposals (RFP) is being disseminated electronically to agencies and individuals and is posted on the City's website as well as being provided on social media. A technical assistance/public meeting will be held via Zoom on **Monday, December 16 at 2pm** to review the application and answer any questions. The Zoom meeting can be accessed [here](#).

Requests for funding must be submitted to Community & Economic Development Department by 4:00 p.m. on Friday, January 24, 2025. Proposals may be submitted electronically to [ced@cityofmiddletown.org](mailto:ced@cityofmiddletown.org), in person by hand-delivery to One Donham Plaza, Middletown, OH 45042 or via postal mail. **Any proposal not received by on or before the deadline will not be accepted.**

All proposed projects must be eligible activities under CDBG. A list of basic eligible activities can be found [here](#).

Each CDBG funded activity must also meet one of three broad national objectives, namely:

1. Benefit to low- and moderate-income persons.\*\*
2. Aid in the prevention or elimination of slums or blight.
3. Designed to meet community development needs having a particular urgency.

\*\*At least 70 percent of the City's funds must be used for activities that benefit low- and moderate-income persons. Individual activities must benefit at least 51 percent low- and moderate-income persons.

## **CDBG COVER SHEET**

Date: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone/Ext: \_\_\_\_\_ Email: \_\_\_\_\_

Project Title: \_\_\_\_\_ UEI# \_\_\_\_\_

Address of Proposed Project: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Total Request for FY25-26: \$\_\_\_\_\_**

## ORGANIZATIONAL NARRATIVE

1. Give a brief overview of your organization. Describe your mission, programs and services and history of the organization in serving the Middletown community.
2. Please outline your organization's experience with administering grant funds, both private and public.

## **CDBG PROJECT NARRATIVE**

1. Describe your proposed program/project including how it will impact the community and how it addresses one of the priorities outlined in the City's Consolidated Plan.

2. Which National Objective does your project meet?

- Benefit to low- and moderate-income persons.
- Aid in the prevention or elimination of slums or blight.
- Designed to meet community development needs having a particular urgency.

Describe how your project meets this National Objective.

3. Please identify what outcomes you hope to achieve with this program/project. Include in your description any measurable results you anticipate achieving as a result of your project/program (i.e., feet of sidewalk, number of buildings renovated, number of people assisted, additional jobs created, etc.)

4. Please include the anticipated timeline for your project. Describe how you will monitor the progress and success of this project/program over the program year.
5. Please outline your plan for this proposed project if the City is unable to award funds or if the award is less than the full amount requested.
6. Include any additional information you think would be helpful in the consideration of this program/project for funding.

## FY 2025-26 CDBG BUDGET

Column 1: Use general categories such as salaries, office expenses, equipment/supply purchases and administrative cost for operational funding. Use categories such as architectural expenses, construction cost, materials, etc. for construction/rehab projects. Reminder: Construction/rehab projects over \$2,000.00 are subject to Davis-Bacon & Related Acts and other Federal requirements.

Column 2: Please list the amount of CDBG funds requested for various categories appropriate to your project/program.

Column 3: Other funds used to implement the project/program, list the amount and sources; state if the funds are in-kind or cash.

Column 4: Enter the total cost for each line item in Total Budget.

Column 1		Column 2	Column 3		Column 4
Expense Category & Total Expenses (line items)		Amount of CDBG Requested	Other Sources of Funds Provide Commitment Letter for Each		Total Budget
(Please prioritize budget)			Amount	Source	
1		\$ -	\$ -		\$ -
2		\$ -	\$ -		\$ -
3		\$ -	\$ -		\$ -
4		\$ -	\$ -		\$ -
5		\$ -	\$ -		\$ -
6		\$ -	\$ -		\$ -
7		\$ -	\$ -		\$ -
8		\$ -	\$ -		\$ -
9		\$ -	\$ -		\$ -
10		\$ -	\$ -		\$ -
11		\$ -	\$ -		\$ -
12		\$ -	\$ -		\$ -
13		\$ -	\$ -		\$ -
14		\$ -	\$ -		\$ -
15		\$ -	\$ -		\$ -
16		\$ -	\$ -		\$ -
	<b>TOTAL</b>	\$ -	\$ -		\$ -

## **REQUIRED DOCUMENTS**

A complete application must include the following documents.

1. Proposal Cover Sheet and Narratives
2. Project Budget
3. Organizational Budget
4. Articles of Incorporation and Bylaws of organization
5. List of Board of Directors with names, addresses, phone numbers and emails
6. Board of Director's authorization to submit request for CDBG funds including amount to be requested.\*
7. Board Designation of person authorized to negotiate for and contractually bind the agency including name, position title, mailing address, telephone number and email address of the authorized individual. \*
8. Organizational chart identifying all key staff
9. Resume of program administrator
10. Resume of fiscal officer
11. Financial statement, or audit, if available

*\*Must be on letterhead and signed by Board Chair/President or Secretary and dated.*

### **HUD Income Limits 2024**

FY 2024 Income Limit Area	Median Family Income	FY 2024 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Cincinnati, OH-KY-IN HUD Metro FMR Area	\$104,800	Very Low (50%) Income Limits (\$)	36,700	41,950	47,200	<b>52,400</b>	56,600	60,800	65,000	69,200
		Extremely Low Income Limits (\$)*	22,050	25,200	28,350	<b>31,450</b>	36,580	41,960	47,340	52,720
		Low (80%) Income Limits (\$)	58,700	67,100	75,500	<b>83,850</b>	90,600	97,300	104,000	110,700