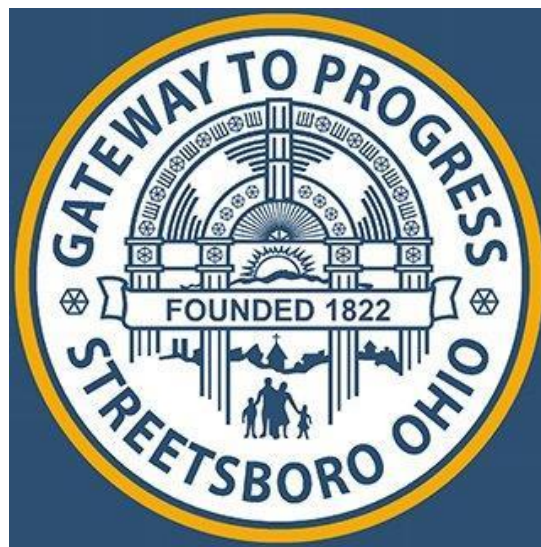


COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM

2022 – 2024 Senior Assistance Program  
Policy & Procedures  
Manual



CITY OF STREETSBORO

555 Frost Road, Streetsboro, Ohio 44241. 330.626.4942.

[WWW.CITYOFSTREETSBORO.COM](http://WWW.CITYOFSTREETSBORO.COM)

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## KEY DEFINITIONS

**AMI:** Area Median Income.

**CDBG:** The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to units of local government and states.

**Contractors:** A contractor is an entity paid with CDBG funds in return for a specific service (e.g., snow removal). Contractors must be selected through a competitive procurement process.

**Gross Income:** The total amount of income earned annually before taxes.

**Household:** All the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together or any groups of related or unrelated persons who share living arrangements.

**HUD:** CDBG funds are provided to states through the U.S. Department of Housing and Urban Development (HUD). HUD established the regulations and requirements for the program and has oversight responsibilities for the use of CDBG funds.

**Low to Moderate Area (LMA):** A block group containing 51% lower income individuals according to the Department of Housing and Urban Development.

**Low to Moderate Income (LMI) and/or Lower Income:** The family or household annual gross income is equal to or less than the 80 percent of the area median income or a person within such household, as established by HUD.

**Minority Business Enterprise (MBE):** A business concern that is at least 51% owned by one or more individuals who are African American, Hispanic American, Native American, Asian-Pacific American or Asian-Indian American; and whose management and daily business operations are controlled by one or more of these owners.

**MSA:** Metropolitan Statistical Area. Portage County is located in the Akron MSA.

**National Objectives:** Each CDBG funded activity must meet one of three national objectives. Those three objectives are identified as: benefitting low and moderate income persons; preventing or eliminating slums or blight and meeting an urgent need.

**Public Service Activity:** To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in service.

**Women's Business Enterprise (WBE):** A business concern that is at least 51% owned

by one or more women and whose management and daily business operations are controlled by one or more of these owners.

### OBJECTIVES OF THE PROGRAM

The objectives of the City of Streetsboro's Senior Assistance Programs are:

- To enable full time, lower income residents to utilize their limited income on necessities such as medication, utilities, food, clothes and shelter verses yard maintenance and snow removal.
- To assist full time, lower income residents of Streetsboro that are at least 65 years old maintain their property safely;
- To assist full time, lower income disabled residents of Streetsboro maintain their property safely;
- To eliminate blighted influences and their "spill-over" effect on adjacent properties;
- To maintain/increase property values and neighborhood pride.

### OVERVIEW OF THE PROGRAM

The Senior Assistance Program is considered to be a *Public Services Activity*. Under this category, CDBG funds may be used to provide public services to eligible residents provided that the public service is either a new service or a quantifiable increase in the level of a service.

The Senior Assistance Public Services Program meets the national objective of benefitting low-moderate income persons who are either 65 years of age or are disabled.

Three programs have been created to assist lower income seniors and disabled, full-time residents of the City of Streetsboro and they are as follows.

- Lawn Care
- Leaf Removal
- Snow Removal

Each program will be detailed in the following pages as well as specific eligibility requirements.

### GENERAL ELIGIBILITY and APPLICATION PROCESS

Eligible residents will be those:

- living in the City full time;
- having an annual gross income (before taxes) at or below 65% of the Area Median Income (AMI). The AMI percentage is subject to change but will not exceed 80%;
- 65 years of age or
- documented disability

**2022 HUD Income Limits  
Household Size and Gross Annual Income**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
\$45,950	\$52,500	\$59,050	\$65,600	\$70,850	\$76,100	\$81,350	\$86,600

Source: <https://www.huduser.gov/portal/datasets/il.html#2022>

The income limits are adjusted by HUD during the first quarter of each year.

Program income limits may be adjusted but will not exceed 80% AMI.

**Application Process**

The P.C. Regional Planning Commission must income qualify each participant. Incomplete applications cannot be accepted; therefore, applications are encouraged to be returned **as soon as possible** so staff can review supporting documentation. The Portage County Regional Planning Commission will inform each applicant by U.S. Mail if they are approved or denied.

Applications will be available online, in person or by mail or via e-mail.

Residents are required to apply for the Programs each year to ensure continued income eligibility.

Any resident not willing or unable to provide the required information will be ineligible to participate in any of the programs until income qualified.

If the home is not owner occupied, the homeowner according to the Portage County Auditor's office must sign the application giving permission for contractor(s) to access the property. A lease must be provided indicating that lawn maintenance and snow removal is **not** included in monthly rent.

Application and supporting documentation may be returned to Lisa Reeves, CDBG Specialist, Portage County Regional Planning Commission at 449 S. Meridian Street, 6<sup>th</sup> Floor, Ravenna, Ohio 44266 or via email to [lreeves@pcrpc.org](mailto:lreeves@pcrpc.org)

The information provided to the City and/or to the Portage County Regional Planning Commission must be kept on file for three (3) years after the grant close out confirmation letter issued by the State of Ohio.

Each applicant must provide the following information to the Portage County Regional Planning Commission:

- Applicant name
- Applicant date of birth
- Applicant phone
- Applicant age
- Name of everyone living in the household, their date of birth(s), relationship to applicant(s)
- Indicate if the applicant is a homeowner or renter
- Indicate if the house is a single family or duplex
- Indicate if the driveway is gravel, concrete or asphalt
- Indicate if they have a home health aid coming to the house
- Provide proof of income for the past three (3) months for everyone in the household
- Provide three (3) most recent tax returns if self employed
- Provide most current SSI, Disability or Pension statement/letter if not working
- If less than 65 years old, a letter from your physician documenting your disability
- Proof of age via driver's license, state ID or birth certificate
- Self-identify race, ethnicity and female head of household status
- If rental property, homeowner(s) must initial acknowledgement and sign application giving approval for contractor(s) to enter property
- Provide lease if rental property

Supporting documentation required/requested is subject to change according to federal, state or local requirements.

Residents will be notified via U.S. mail of their eligibility.

### MOWING ASSISTANCE PROGRAM

Due to grant funding, this program will begin after a release of funds has been received from the State of Ohio.

The home can be rented or owner occupied. Properties can be single family or duplex structures.

Eligible residents will receive a letter informing each applicant by U.S. Mail if they are approved or denied and who the contractor will be. The approved contractor will put the resident on a schedule for the mowing.

The contractor's scope of work is located in the contract for services.

The contractor will be responsible for taking before and after photos of the service provided. If contractor fails to provide before and after photos, the contractor will not be paid.

Contractor shall submit an invoice, not more than two times per month, with supporting documentation (photos) for payment.

#### LEAF REMOVAL ASSISTANCE PROGRAM

This program will begin after release of funds has been received from the State of Ohio and continue through the first snow event.

The home can be rented or owner occupied. Properties can be single family or duplex structures.

Eligible residents will receive a letter informing each applicant by U.S. Mail if they are approved or denied and who the contractor will be. The contractor is permitted to plan their route and determine the number of leaf cleanups needed to cover the fall season and in an order that is most convenient for them and the homeowner.

Contractor is responsible for collecting leaves and small branches that have fallen onto the ground. Contractor is not responsible for removing leaves behind obstructions such as wood piles and miscellaneous items stored on the property. Gutters and/or roofs are ineligible to be cleaned under this program. Metal, paper, plastic, food waste, trash, animal waste, soil, sod, stones, mulch and miscellaneous garbage/items cannot be collected as part of this program.

The contractor's scope of work is located in the contract for services.

The contractor will be responsible for taking before and after photos of the service provided. If contractor fails to provide before and after photos, the contractor will not be paid.

Contractor shall submit an invoice, not more than two times per month, with supporting documentation (photos) for payment.

#### SNOW REMOVAL ASSISTANCE PROGRAM

This program will begin after release of funds has been received from the State of Ohio and continue through the first snow event.

The home can be rented or owner occupied. Properties can be single family or duplex structures. Driveways must be gravel, concrete or asphalt.

Eligible residents will receive a letter informing each applicant by U.S. Mail if they are approved or denied and who the contractor will be. The contractor is free to plan their route and determine when a homeowner should be plowed to cover the snow season and in an order that is most convenient for them and the homeowner.

Contractor is responsible for: (1) plowing edge to edge, up to the obstruction, (2) shovel walkway/steps to one door egress, (3) apply salt to driveway, one egress and egress steps if applicable.

The contractor's scope of work is located in the contract for services.

The contractor will be responsible for taking before and after photos of the service provided. If contractor fails to provide before and after photos, the contractor will not be paid.

Contractor shall submit an invoice, not more than two times per month, with supporting documentation (photos) for payment.