

APPENDIX A



SECTION I

OBJECTIVES AND GENERAL APPLICANT INFORMATION

SECTION I

Federal and State Program Objectives

The Community Development Block Grant (CDBG) Program was established by the federal Housing and Community Development Act of 1974 (Act). Administered nationally by the U.S. Department of Housing and Urban Development (HUD), the Act combined eight existing categorical programs into a single block grant program. In 1981, Congress amended the Act to allow states to directly administer the block grant for small cities. At the designation of the Governor, the Department of Commerce and Economic Opportunity (Department) assumed operation of the State of Illinois CDBG – Small Cities Program in the same year. Through this program, funds are available to assist Illinois communities to meet their greatest economic and community development needs, with an emphasis on helping persons of low-to-moderate income.

To ensure that the State-administered program meets the intent of the federal Housing and Community Development Act of 1974, as amended, Congress has required that state-administered programs meet at least one of the following three national objectives:

- ◆ Benefiting low-to-moderate income (LMI) persons; or
- ◆ Aiding in the prevention or elimination of slums and blight; or
- ◆ Meeting other community development needs that pose a serious and immediate threat to the health and welfare of the community.

To complement these federally-mandated objectives, the State has established the following specific objectives for the CDBG Program:

- ◆ Strengthen community economic development through the creation of jobs, stimulation of private investment and strengthening the tax base;
- ◆ Improve public infrastructure and eliminate conditions which are detrimental to health, safety and public welfare; and
- ◆ Conserve and expand the State's housing stock in order to provide a decent home and a suitable living environment for persons of low-to-moderate income and the developmentally disabled.

Within the statutory requirements of the Act, Illinois has the flexibility to design its own program objectives and procedures for program administration and to develop criteria for selection of grant recipients. CDBG offers a variety of financial assistance programs which have been designed to meet locally defined community needs.

GENERAL APPLICANT INFORMATION

A. FUNDING AVAILABILITY

The State's 2024 Community Development Block Grant allocation from the U.S. Department of Housing and Urban Development (HUD) was \$29,464,578 and is being used as the basis for funding below. The amount of CDBG funding for Program Year 2025 will not be determined until Congress passes the budget. We anticipate the 2025 budgets for Public Infrastructure, Housing Rehabilitation and Economic Development to be within 5% of the amounts allocated in 2024.

HUD regulations provide that three percent (3%) of the allocation plus \$100,000 can be used for administration and technical assistance for the State-administered program. In case of unforeseen circumstances, the Department reserves the right to adjust allocations to address specific needs to benefit Illinois' non-entitlement communities.

Each program component has a maximum funding level or grant ceiling. While grant ceilings establish the upper limits that may be requested, individual grants are invited only in amounts commensurate with requirements of the proposed project.

The Department has established a minimum grant award level of \$300,000 for all programs with the exception of Disaster Response. Applications for less than the minimum grant will not be accepted.

Fund availability from the 2025 allocation will be distributed as follows:

<u>Program Category</u>	<u>Budget</u>	<u>Grant Ceiling</u>	<u>Application Dates</u>
<u>Competitive Programs</u>			
Public Infrastructure (PI)	\$19,500,000	\$1,000,000	12/4/24
Housing Rehabilitation (HR)	\$7,000,000	\$650,000	12/4/24
<u>Ongoing (non-competitive) Programs</u>			
Economic Development (ED)	\$1,980,641	\$1,000,000	<i>Rolling</i>
Disaster Response (DR)	\$0.00	\$250,000	<i>NA</i>

Although no funds are specifically allocated for the Disaster Response program, the Department will adjust allocations if a need arises

B. ELIGIBLE APPLICANTS

Only units of general local government (i.e., cities, villages, townships and counties) may apply for funding. Municipalities must not be a HUD direct Entitlement community or be located in an urban county that receives "entitlement" funds. **County and township applicants should not include areas that are incorporated within a city or village.** Incorporated areas **must** apply on their own behalf, regardless of whether a water district or sanitary district is involved. Only units of local government recognized by the Illinois Constitution and able to support economic development activities on a sufficient scale are eligible to apply for Economic Development grant funding. This includes cities, villages, and counties.

Units of local government may apply for one grant per competitive program per year. Applicants that received a grant in the previous year must demonstrate reasonable progress by the time the application is reviewed, or it will not be considered. Applications that further a project in progress, whether funded with or without CDBG funds, will not be accepted.

All applicants must be registered in the Grant Accountability and Transparency Act system (GATA) and be prequalified on the GATA Portal at <https://gata.illinois.gov> on the application due date. Applications submitted by communities who are not prequalified **will not be considered for review.** For more information on GATA Prequalification and other Grantee resources, visit <https://dceo.illinois.gov/aboutdceo/grantopportunities/learning-library.html>.

C. INELIGIBLE COMMUNITIES

Communities receiving an annual allocation directly from HUD on an entitlement (formula) basis are not eligible to apply for the State’s CDBG funding. In 2025, Illinois has 33 metropolitan cities and eight urban counties named as Entitlements. They are:

Urban Counties*

Cook County	Madison County
DuPage County	McHenry County
Kane County	St. Clair County
Lake County	Will County

Metropolitan Cities

Arlington Heights	DeKalb	Mount Prospect	Rantoul
Aurora	Des Plaines	Naperville	Rockford
Berwyn	Elgin	Normal	Rock Island
Bloomington	Evanston	Oak Lawn	Schaumburg
Champaign	Hoffman Estates	Oak Park	Skokie
Chicago	Joliet	Palatine	Springfield
Cicero	Kankakee	Pekin	Urbana
Danville	Moline	Peoria	Waukegan
Decatur			

*Some local governments within Urban Counties have opted out of the County Entitlement. Those communities are eligible for the State-Administered program upon furnishing documentation of the opt-out.

D. APPLICATION MATERIALS

All original Application Forms and Materials as shown in the Guidebook must be utilized. The Department WILL designate an application “DO NOT FUND”, and not complete the rest of its’ scoring for the following reasons:

- ◆ Using self-created forms;
- ◆ Adding to or removing any language in forms.
- ◆ Forged, copied, taped, pasted or any alterations to original signatures or dates;

All Letters, Notices, Resolutions, Agreements or other communication provided by the unit of local government as part of the application must be of the exact verbiage contained in the Guidebook, be on the applicant community’s official letterhead and have original signatures where required.

All application forms and certifications requiring signature must be signed by the Chief Elected Official of the applicant community, unless otherwise noted.

E. TECHNICAL ASSISTANCE

If you have any questions concerning the application process, please call the Department at (217) 558-4222 or contact the CDBG Grant Manager for your program and area.

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SECTION II

CDBG PROGRAM INFORMATION AND POLICIES

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CDBG PROGRAM INFORMATION AND POLICIES

This section of the application guide contains a description of the general requirements and policies applicable to all CDBG projects.

A. REQUIREMENTS AND DISCLAIMERS

The following requirements and disclaimers apply to all applications submitted for consideration under the CDBG Program.

1. Costs previously incurred (such as design) as well as costs incurred in preparation of applications and local income surveys are not reimbursable under this grant program.
2. The Department reserves the right to reject any or all applications received and/or negotiate or cancel in part or in entirety grants resulting from application awards if it is in the Department's best interest to do so.
3. **The Department reserves the right to withdraw a commitment for CDBG funds where special grant conditions have not been satisfied within 90 days after the date of the Notice of State Award Finalist**, or at the discretion of the Department if it is determined the project will not progress.
4. The Department reserves the right to establish the amount of grant funds awarded, raise the individual grant ceilings, and to shift funds from one CDBG component funding area to another. The Department further reserves the right to award funds to the next highest rated applicant(s) for any component should funds become available due to de-obligations, etc.
5. The Department reserves the right to deny funding when submitted applications involve eligible units of government with serious unresolved monitoring or audit findings related to performance. In addition, funding will be withdrawn for any applicant or awardee that has not completed required audits and has been FEIN locked subsequent to the award but prior to grant agreement execution.
6. On an annual basis, the Department will re-evaluate the timely distribution of funds under all program components, as well as the availability of unspent and recaptured funds. Unspent and recaptured funds will be awarded to fund additional CDBG-eligible projects. Depending upon available funds, a Back-up Funding round may be implemented later in the program year.
7. The Department reserves the right to not fund applications that address problems which obviously are a result of deferred maintenance.
8. The Department reserves the right to consider an outside technical review by an appropriate agency or agencies. The Illinois Environmental Protection Agency, the Illinois Department of Public Health, and/or USDA Rural Development may be asked to review public infrastructure projects involving water or sewer activities.
9. Any additional non-CDBG resources must be firmly committed. Also, it must be evident in the application that both CDBG and non-CDBG funds will address the same need.

10. A grant agreement will be issued for a contract period of twenty-four months for Public Infrastructure, Housing Rehabilitation and Economic Development grants. All projects must be operational at the end of the twenty-four-month grant term. No more than one twelve-month extension may be considered.
11. Proposed projects (including the fund source, cost estimates, benefit, urgency, project area, and/or construction activities) supplied in the grant application submitted for funding must not be changed or modified prior to grant award or at the time the project is bid. If extenuating circumstances exist, the Grantee may submit a modification request after the receipt of its executed Grant Agreement.
12. Requests for Modifications must be presented to the Department prior to any changes being made to the project area, beneficiaries, cost estimates, or funded activities. All modifications must include only original and environmentally-cleared project location(s). Requests for activities outside the original project location(s) will not be considered. Modifications that will decrease the benefit to low-to-moderate income persons will not be considered. Modifications to decrease or increase the scope of work due to greater than or less than estimated costs will not be considered.
13. The use of in-kind services as additional funding is limited. Applicants must identify the specific tasks/services that will be performed or provided. Each task/service must be quantified by outlining the number of personnel assigned to the task and current payroll status; number of hours; and the hourly rate. Additionally, the qualifications of each individual to perform the assigned task/service (e.g., construction inspection) must be provided. If in-kind services are being utilized, a local council resolution must be included in the application.
14. Local governments may not assess any fees against property "occupied" by eligible low-to-moderate income persons. The most common type of assessment is a connection fee, which is a one-time charge made as a condition of access to an improvement -- normally a sanitary sewage collection or water distribution system.
15. **With the exception of the Exempt-CENST-ER-Format form, and only if CDBG funded Activity Delivery and/or Rehabilitation Administration is budgeted, no environmental review activities can take place until the applicant has received the Notice of State Award Finalist.** Once this Notice is received, only then may the grantee initiate required environmental clearance requests with the four State environmental clearance agencies and federal environmental sources, in accordance with Federal NEPA requirements and State law. **DO NOT** reuse State environmental clearance letters previously obtained for another funding source. In certain circumstances, the CDBG Economic Development Program Manager may allow a community to begin the Environmental review early.
16. In accordance with the Interagency Wetland Policy Act of 1989, an applicant whose proposed project site is located on or within 250 feet of a wetland site listed on the National Wetlands Inventory will be required to comply with the requirements of the Act. This includes: developing a plan to minimize adverse impacts on wetlands, or providing written evidence that the proposed project will not have an adverse impact on a wetland. Project must also comply with Federal Wetlands Protection regulations at 24-CFR 58.5(b)(2) and Executive Order 11990, which may require preparation of an Eight-Step Wetlands Review.

17. A FEMA issued Floodplain Map must be included in the application. You can obtain this map by calling FEMA at 1(800) 358-9616 or by using their website: <https://msc.fema.gov>. Exact project location(s) must be clearly drawn on the FEMA map prior to submission. The most current version available on <https://msc.fema.gov> must be used.
18. CDBG grant funds may not be used for any activity in an area delineated as a special flood hazard area in FEMA's most current flood advisory maps unless it also ensures that the action is designed or modified to minimize harm to or within the floodplain in accordance with Executive Order 11988, 24 CFR 55, and (eff. 6/24/24) HUD Federal Flood Risk Management Standard "(FFRMS). In accordance with 24 CFR 55, CDBG grant funds must not be committed in a FEMA-designated floodway, unless the project is a functionally dependent use of the floodway, as approved by the Department ahead of time, Under HUD FFRMS, CDBG assistance committed for any Critical Action (e.g., for PI, water or sewer plant, or water tower) in a FFRMS flood plain must be mitigated through elevation.

B. STATE AND FEDERAL COMPLIANCE AREAS

Each applicant must agree to comply with all applicable federal and state requirements. **This includes 2 CFR 200, 24 CFR 570, Part 85, and the Grantee Accountability & Transparency Act (GATA).** These can have a significant impact on the costs and complexity of a project. Applicants who receive a grant award will be expected to submit signed assurances that they will comply with all federal mandates. Some areas which applicants must comply with include:

1. The National Environmental Policy Act (NEPA) which establishes procedures for protecting the environment. In order to use the CDBG funds awarded to a local government, the grantee has to comply with environmental procedures, standards and guidelines mandated by NEPA and all other applicable environmental regulations (e.g., prime farmland protection, historic preservation, floodplain hazards, etc.).
2. The Interagency Wetland Policy Act of 1989 requires applicants to certify that the proposed project is compatible with established State of Illinois policy regarding wetlands (i.e., to minimize the destruction of existing wetlands in Illinois as a result of State and State-supported activity). The Federal Wetlands Protection regulations at 24 CFR 58.5(b)(2), Executive Order 11990 and HUD FFRMS also apply.
3. The Illinois Endangered Species Protection Act and the Illinois Natural Area Preservation Act & Federal Endangered Species Act of 1973 Compliance requires consultation with the Endangered Species Consultation Program of the Illinois Department of Natural Resources to assure compliance. The consultation process must be implemented to avoid or minimize adverse impacts to State-listed species and their essential habitats that may result from the actions of state and local units of government. Applicants must certify the completion of the consultation process, as well as Federal Endangered Species Compliance under 24 CFR 58.5(e). This process can be initiated through the U.S. Fish & Wildlife Service Endangered Species website (<https://www.fws.gov/endangered/>).
4. The Davis-Bacon Prevailing Wage Act requires the payment of prevailing wages for all construction funded in whole or in part with federal funds, including funds passed through to private firms. If your project involves construction and/or equipment installation, go to

- <https://dceo.illinois.gov/communitydevelopment/davisbaconresources.html> for information concerning the applicability of federal labor standards.
5. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1987 applies to federally assisted activities that involve the acquisition of real property or the displacement of persons, including displacement caused by rehabilitation and demolition activities. Any person or business displaced as a direct result of federal assistance must be provided with Uniform Relocation benefits.
 6. Equal Opportunity and Fair Housing Accessibility Laws require that CDBG grantees administer their project in a manner that affirmatively furthers equal opportunity and fair housing. All CDBG grantees will be required to undertake specific activities to further fair housing. CDBG grantees must assure all activities and services are accessible to persons with disabilities.
 7. Section 3 under the Housing and Urban Development Act of 1968 requires recipients to give, to the greatest extent feasible and consistent with the existing federal, state, and local laws and regulations, job training, employment, contracting and other economic opportunities to Section 3 residents and Section 3 business concerns. For more information on Section 3, please see <https://dceo.illinois.gov/communitydevelopment/section3.html>
 8. The National Emission Standards for Hazardous Air Pollutants (NESHAP) of the U.S. Clean Air Act assures that, when existing buildings are demolished and/or renovated, people outside of those buildings (i.e., passers-by or neighborhood residents) are protected from airborne asbestos. If asbestos materials are involved in the rehabilitation work, the applicant must contact the Field Operations Section, Bureau of Air of the Illinois Environmental Protection Agency to ensure compliance with Asbestos NESHAP.
 9. Build America Buy America Standards set forth in the Infrastructure Investment and Jobs Act. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver. BABA does not apply to the Housing Rehabilitation program.

C. CITIZEN PARTICIPATION

If the publication guideline or public hearing requirements are not met, the application will not be reviewed further nor considered for funding.

A public hearing must be held prior to submission of an application and prior to passage of a local council resolution of support by the local governing body.

Public Participation

- ◆ All applicants must provide for public participation. All citizens must be given reasonable access to the community's application and reasonable time to review the application prior to the public hearing.

Public Notice

- ◆ A Notice of Public Hearing must be published at least once in a newspaper of general circulation at least seven calendar days (excluding the date of publication *and* excluding the date of the hearing) prior to the public hearing.
- ◆ The Notice of Public Hearing must include the address of where project information is available for viewing.
- ◆ All project information must be available for viewing on the first business day (not Saturday, Sunday, a holiday, or day the office is not open) after date of publication at an easily accessible location within the community applying for the grant.
- ◆ The Public Comment Period must coincide with the time period between Notice and Hearing; concluding after the Hearing has been completed. The address for submission of written comments must be included in the Public Notice.

Conducting the Public Hearing

- ◆ Public Hearings must be facilitated by the applicant's governing body chief elected official or authorized official and certified by the chief elected official, authorized official or clerk.
- ◆ Efforts must be made to assure reasonable access to the public hearing by persons with disabilities; as well as be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.
- ◆ Those attending the public hearing must be informed of where and how to access the applicant's CDBG records.
- ◆ The Hearing must allow for public comments on the application and project.
- ◆ A sign-in sheet must be provided to document attendance. It is suggested that each person attending the public hearing provide his address and identify his role of participation (e.g., citizen, elected or appointed official, municipal employee, contractor, grant writer or administrator, business owner, etc.).
- ◆ The public hearing must cover:
 1. The amount of funds available;
 2. The project activities that will be undertaken with CDBG funding, including amount;
 3. The project activities that will be undertaken with additional project funding, including amount;
 4. The estimated amount proposed for activities that will benefit LMI individuals;
 5. Plans for minimizing displacement as a result of the CDBG grant-assisted activities and to assist persons actually displaced, if applicable;
 6. A detailed, prioritized list of community development and housing needs; and
 7. A narrative discussion of the scope of the project including the proposed improvements, costs, benefit area, impact on community finances, etc.
- ◆ The minutes of the public hearing must be certified by the chief elected official or other authorized local officials, such as county clerk, city clerk, etc.

- ◆ Following the Public Hearing, a Resolution of Support from the local governing body must be passed that authorizes the local government to apply for funds. The date of the Resolution must be on or after the date of the Public Hearing.

Documenting Citizen Participation

The following documents verifying 7-day notice and citizen participation must be submitted with the application.

- ◆ Complete Newspaper Clipping of Notice of Public Hearing that contains all published verbiage
- ◆ Publisher’s Certification (cannot be an e-mail)
- ◆ Certified Minutes
- ◆ Attendance Sheet, (original sign-in sheet; not type-written, not roll call from minutes)

If the publication guideline or public hearing requirements are not met, the application will not be reviewed further nor considered for funding.

A public hearing notice template is contained in Section VII.

Please use the following calendar as a guide to timing of Citizen Participation activities:

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 Public Hearing Notice Published	9 Application Materials available to Public	10	11
12	13	14	15	16 Public Hearing	17	18
19	20	21	22	23 Thanksgiving	24	25
26	27	28	29	30		

D. ACTIVITY DELIVERY COSTS and ASSOCIATED COSTS

Community Development Block Grants are federally funded and must comply with extensive federal regulations including procurement, environmental, Davis-Bacon labor standards and others. Failure to comply could result in grant funds being repaid by the Grantee/Community. It is important that Grantees seek out an experienced Grant Administrator to manage all the details of the grant, provide oversight and coordination of the project. This management process is called “Activity Delivery”.

All grant administrators (it is assumed the administrator is writing the grant) must attend both the 2025 Application Workshop and the 2024 Grant Administrator's Workshop to be held October 1st & 2nd, 2024.

All Grantees must use an experienced Environmental specialist, who has completed at least one Illinois CDBG Environmental Record Review since January 1, 2018 OR has successfully completed DCEO Environmental Training conducted on July 18, 2018.

The Administrating Entity must be named in the application. Contracts for the purpose of securing services for activity delivery and/or rehabilitation administration (Inspector) must be competitively procured under 2 CFR 200 prior to application unless the contract is with an Intergovernmental Agreement Agency or an Inter-Entity Agreement Agency. The grantee's procurement process must be documented and kept with the grant files. **All contracts for provision of Activity Delivery and/or Rehabilitation Administration (Inspector) must be provided to DCEO with the application, regardless of whether Activity Delivery is paid from grant funds or local government funds. In addition, if Activity Delivery is procured and paid by grant funds, a completed Exempt-CENST-ER-Format form must be included with the application.**

The maximum amount of CDBG funds that may be allowed for reasonable activity delivery costs is \$35,000. Activity delivery costs above that amount must be contracted separately and not included in the application. If paid with CDBG funds, activity delivery costs must be included in the total grant award.

Activity Delivery: Includes such costs as (but are not limited to) salaries, travel costs, services performed under third party contracts, including legal and audit services, environmental record review preparation, additional fidelity bonding costs or other services required for the delivery of grant activities. For Housing Rehabilitation, Activity Delivery is to be used for administrative services necessary to the delivery/completion of the CDBG housing rehabilitation project.

Activity delivery costs may include the estimated cost of an audit to be conducted in accordance with the Comptroller General's Governmental Auditing Standards, and 2 CFR 200.501, if applicable. However, be advised that CDBG funds can only be used to pay for its portion of the costs of an audit when a "single audit" is required. If a grantee expends less than \$750,000 of federal funds in one fiscal year, a single audit is not required. The grantee may still have to conduct an annual audit as required by State statute, but CDBG funds may not be used to pay for any portion of the audit costs. For more information on audit standards, please see:

<https://www.ilga.gov/commission/jcar/admincode/044/044070000A00900R.html>

All Activity Delivery costs must be substantiated with complete invoices utilizing the template provided by the Department. Invoices without sufficient detail will not be paid.

In addition to Activity Delivery, recipients of Housing Rehabilitation grants may utilize grant funds to pay for Rehabilitation Administration (inspection) based on a pre-determined scale set by the Department (see below).

Rehabilitation Administration covers all delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work

write-ups; loan processing; survey, site and utility plans; application processing; and other fees. Rehabilitation Administration costs must be substantiated with complete invoices.

8 Homes	\$34,000
9 Homes	\$36,000
10 or more Homes	\$38,000

E. **INITIAL GRANTEE RESPONSIBILITY**

Successful applicants will receive a **Notice of State Award Finalist (NOSAF)** specifying terms and conditions of the grant. This will include completion of Environmentals (including “before” pictures for Tier II Housing Rehabilitation projects), clearance of special conditions resulting from the application review, and acknowledgement letters to the locality’s federal-level Senators and Representative.

GRANTEES MUST COMPLETE ALL REQUIREMENTS IDENTIFIED ON THE NOTICE OF STATE AWARD FINALIST (NOSAF) WITHIN 90 DAYS OF THE NOSAF DATE. If not completed, the Chief Elected Official and Grant Administrator will be notified and a two-week extension provided. FAILURE TO COMPLETE OUTSTANDING REQUIREMENTS WITHIN 104 DAYS OF THE NOSAF DATE WILL RESULT IN FORFEITURE OF THE GRANT AWARD.

DCEO will hold a mandatory Grant Administration Workshop after Awards are announced. All Administrators assigned to an awarded grant are required to attend.

Once terms are accepted, and the conditions met, the Grantee will receive a **Notice of State Award (NOSA)** which includes information regarding your entity, grant funding, grant terms and conditions, and specific conditions assigned to the grant based on the risk assessments. In order to receive the formal Grant Agreement, the Grantee must indicate agreement to the contents of the NOSA by remitting its acceptance through Grantee Portal (<https://grants.illinois.gov/portal>).

After the Grantee has submitted all applicable documents, they will receive a formal **Grant Agreement** with further instructions. Grantees will be expected to sign and return the agreement within 30 days for formal execution by the Department.

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SECTION V

ECONOMIC DEVELOPMENT

FUNDING OPPORTUNITY INFORMATION

This Application is for the use of federal Community Development Block Grant (CDBG) Funds through the State of Illinois' Department of Commerce and Economic Opportunity (DCEO), Office of Community Development.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 14.228

CFDA TITLE: COMMUNITY DEVELOPMENT BLOCK GRANTS/STATES PROGRAM

CATALOG OF STATE FINANCIAL ASSISTANCE (CSFA) NUMBER: 420-75-1631

CSFA TITLE: COMMUNITY DEVELOPMENT BLOCK GRANTS
ECONOMIC DEVELOPMENT PROGRAM

DCEO FUNDING OPPORTUNITY NUMBER: 24-1

DCEO FUNDING OPPORTUNITY TITLE: CDBG ECONOMIC DEVELOPMENT PROGRAM

Applications may be submitted based on the published Guidebook and awarded until the allocated funds are exhausted. The Guidebook and required supporting documentation for the application can be found at: [Community Development - Community Development \(illinois.gov\)](#) Sections I, II and VII apply to all program elements. Please be certain to review these sections as well as the specific programmatic section of the Guidebook.

ECONOMIC DEVELOPMENT COMPONENT REQUIREMENTS

A. APPLICATION REQUIREMENTS

Based on 2024 HUD allocations, the Department has allocated \$1,900,000 in block grant funds to this program component and established a grant ceiling of \$1,000,000. The Economic Development component funds are available on an as-needed basis throughout the year to all eligible applicants meeting program component requirements until all funds allocated to this component have been distributed. Additional funds may be available. All awards in this category are predicated upon project feasibility and a demonstrated need for funds. This will include a review of all sources and uses of funds, an analysis of the recipient's ability to comply with the terms of the program, and a determination that CDBG participation is appropriate.

Only projects that create and/or retain permanent jobs will be funded. Projects should attract sizable private investment, have solid commitments to create or retain permanent jobs and demonstrate financial feasibility and benefit to low-to-moderate income persons. Financial feasibility is determined by the anticipated project in relation to the company's ability to maintain continuous operation beneficial to the public based on the anticipated operations costs, of less than or equal to anticipated income, or the availability of equity to cover any shortfalls as identified in the review of the company's historical financial statements. Further, there must be evidence that the project and related investment would not occur without CDBG involvement.

CDBG Economic Development funds may be used to assist private for-profit and not-for-profit businesses to carry out economic development projects.

The Department will consider applications for businesses that identify with the following North American Industry Classification System (NAICS) codes:

<u>Sector</u>	<u>Description</u>
11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
23	Construction
31-33	Manufacturing
42	Wholesale Trade
48-49	Transportation and Warehousing
62	Health Care and Social Assistance

CDBG grant funds are granted to communities to be provided as financial assistance to a private for-profit or not-for-profit entity which must document the need for grant assistance.

Businesses must enter into financial assistance agreement, referred to as the “Participation Agreement”, at agreed upon terms. The Department will negotiate the conditions for financial assistance.

B. **ELIGIBLE ACTIVITIES**

The business may use funds in the form of a grant for “direct benefit” of the business:

- Acquisition of land or building;
- Purchase or installation of fixtures and equipment;
- Construction, reconstruction, installation or rehabilitation of commercial or industrial buildings, structures and other real property);
- Leasehold improvements; and
- Working capital expenses (inventory, employee salaries, general operating expenses and advertising/marketing expenses).

Units of local government may use CDBG funds in the form of a grant for public infrastructure improvements in support of economic development as an “indirect benefit” of the business.

C. **INELIGIBLE ACTIVITIES**

The following are specifically identified as ineligible.

1. Construction of buildings, or portions thereof, used predominantly for the general conduct of government (e.g., city halls, courthouses, jails, police stations).
2. General government expenses.
3. Costs of operating and maintaining public infrastructure and services (e.g., mowing parks, replacing street light bulbs).
4. Servicing or refinancing of existing debt.
5. Marijuana projects for medical and/or recreational purposes.

The following activities are **generally ineligible** under the CDBG Economic Development program components and (without special waiver or explicit approval) from the US Department of HUD:

6. Assistance to professional sports teams;
7. Assistance to privately-owned recreational facilities that serve a predominantly higher-income clientele where the benefit to such clientele clearly outweighs employment or other benefits to low-to-moderate income persons;
8. Acquisition of land, for speculative purposes, for which no specific proposed use has been identified;
9. Additional assistance to a for-profit business while that business is the subject of unresolved findings of noncompliance relating to previous CDBG assistance;
10. Projects that provide direct support for gambling or construction of facilities that have gambling as their principal purpose; and
11. Projects that involve the use of marijuana for medical and/or recreational purposes.
12. **Prohibition Against the use of CDBG Program Resources and Assistance for Job-Pirating Activities**

By both federal statute [HCDA, codified at 42 U.S.C. §5305(h)] and HUD regulation 24 C.F.R. §570.482(h) that govern the CDBG program, anti-pirating policies were established, prohibiting the states (and state grantees) from using CDBG funds for “job-pirating” activities that result in significant job loss in a defined Labor Market Area (“LMA”) from which the business is relocating. The regulation targets businesses that move (or expand) their existing operations from one *Labor Market Area* to another. Relocations within a LMA are not subject to the anti-pirating regulations.

The regulations prohibit CDBG recipients from providing CDBG funds to businesses (including expansions of existing businesses) (1) *if* the funding will assist in the relocation of a plant, facility, or operation (terms defined in the regulations) – and – (2) *if* the relocation will result in “significant loss of jobs in the LMA from which the relocation occurs. A “significant job loss” is defined as follows:

- **500 or more jobs lost** in a *Labor Market Area* is always considered a significant loss; and thus CDBG funds cannot be used in such cases.
- **26-499 jobs lost** may be significant job loss if the lost jobs are equal to or greater than one-tenth of one percent (0.1%) of the total number of persons in the labor force of the *Labor Market Area* from which the proposed business relocation would occur. As an example, 26 jobs lost would be a significant job loss in a LMA with a labor force size of 26,000 people.
- **25 or fewer jobs lost** in a LMA is not a significant loss; and thus not a job-pirating problem, allowing CDBG funds to be used in such cases.

Grants to communities for infrastructure improvements and/or as “direct” assistance to a business that aid in the relocation of a specific business are covered by this anti-pirating rule, being considered the same as directly assisting the relocating business.

Under the regulations, a job will be considered to have been relocated if positions are eliminated at an existing operation within three (3) years of the time when CDBG funding assistance was provided to the expansion site operation of the business.

Certifications (by the business, as to non-relocation of jobs) are required by the regulations to be part of the agreement which governs CDBG assistance to the business. These certifications are made by the business, not by the grantee.

The business must also contractually agree that if significant job losses do occur (within a 3-year window) at an existing location from which an expansion was CDBG assisted, then the business will reimburse the CDBG recipient (the community) for CDBG assistance provided to the business (directly or expended on behalf of the business (e.g., infrastructure improvement project). These certifications and agreements to reimburse, by the business, must be a part of the MOU for the project.

The *Labor Market Areas* defined by the U.S. Department of Labor will be used. The designations of the LMAs and labor force data are found at the Bureau of Labor Standards website at <http://www.bls.gov/>.

The HUD regulations in this area are very detailed. The guidelines explanations above are not intended to be a full explanation of this restriction. The full text of the regulations must be read and understood in order to achieve compliance. See Section II, B State and Federal Compliance Areas.

D. **SPECIAL REQUIREMENTS FOR ECONOMIC DEVELOPMENT**

The following requirements, in addition to those listed in Section II, apply to applications submitted for consideration under the CDBG-Economic Development component.

1. **Project Costs and Funding Information.** All projects are assessed to determine whether CDBG funding is appropriate. The business must submit supporting financial data as indicated on the “BUSINESS FINANCIAL DOCUMENTATION CHECKLIST – FINANCIAL ASSISTANCE” contained in Section V, Part J. The following elements are included in the Department's determination of whether funding is appropriate and whether the activity complies with the guidelines for evaluating project costs and financial requirements set forth in 24 CFR 570.209(a):
 - The Department will review each project cost element to determine that the cost is reasonable and consistent with third-party, fair-market prices for that cost element.
 - The Department will review all projected sources of funds necessary to complete the project. The applicant must verify that all sources (in particular private debt and equity financing) have been firmly committed and are available to be invested in the project at the time CDBG funds are awarded.
 - A financial review will be conducted to ensure that CDBG funds are not being substituted for available private debt financing or equity capital.

The amount of CDBG grant assistance provided to a business will be limited to the amount, with appropriate terms and conditions, sufficient to allow the project to go forward without substituting CDBG funds for available private debt or cash equity.

2. The Department will conduct a financial analysis of the assisted company in relation to the proposed project and assess the risk of potential project failure. The project benefit is weighed by the number of jobs created and/or retained; the type of jobs created and/or retained; private

funds invested; and the level of distress of the area that will benefit from the project (i.e., the county rate of unemployment as compared to the state-wide average). The Department may approve the project if it determines that the risk is reasonable, that is, the potential benefit outweighs the potential financial risk.

3. The following are examples of what will generally be required for all businesses as a condition of a CDBG grant closing:
 - Written evidence of finalization of all financing (copies of promissory notes and commitment letters);
 - Finalization and documentation of all project costs (a detailed narrative for all non-CDBG activities with corresponding costs) and independent vendor cost estimates which verifies expenditures associated with CDBG activities;
4. Local Governments that will own and operate the improvement, e.g., water or sanitary district (Infrastructure Projects only) must provide a detailed narrative regarding their lack of capacity to fund the project without CDBG assistance. The financial representative of the local government must sign the narrative and attest the project cannot be completed without CDBG funding. A copy of their most recent certified local government audit may be requested to further clarify the need.
5. As a condition of the award of a grant for the construction of public infrastructure in support of economic development and/or as a grant for “direct” assistance to a business, the grantee will be required to enter into a “Participation Agreement” or what is commonly known as a “claw back agreement” with the business regarding the specific CDBG project objectives, e.g., investment, jobs, low-to-moderate income benefit, and the applicable sanctions that may be applied if those objectives are not satisfied.
6. In addition, all economic development grant applications for public infrastructure must meet the requirements in Section V, Part C.
7. For successful applicants, the Department will issue a written Notice of State Award Finalist (NOSAF) which will contain the conditions attendant to the grant. In addition, the Department will participate in the drafting of the Participation Agreements. A Grant Agreement will be executed when all outstanding grant conditions are met.
8. **Grant Funds Provided as Financial Assistance to a Business in Support of Economic Development commonly referred to as “Direct” Assistance.**
 - a. Assessments Connected with the Participating Business. The participating business must meet one of the following criteria in determining the appropriate level of financial assistance:
 - Financing Gap Assessment - This assessment will be utilized in assisting the Department in determining whether a business, or in the case of an infrastructure grant, the unit of local government can raise only a portion of the financing necessary to complete a project.
 - Location (Site Selection) Assessment - This assessment will be made when a firm or business is considering multi-state location options. CDBG funds are needed to

equalize cost factor variations between sites. The Department will generally request cost disclosures for each site under consideration.

- b. Certificate of Good Standing from the Illinois Secretary of State and the Illinois Department of Revenue.

9. **Grant Funds for Public Infrastructure in Support of Economic Development**

- a. All projects are reviewed to determine whether CDBG funds are appropriate. Businesses must submit supporting financial data as indicated on the “BUSINESS FINANCIAL DOCUMENTATION CHECKLIST –INFRASTRUCTURE” contained in Section V, Part L. The following elements are included in the Department’s determination of appropriate:
 - b. Confirmation by the appropriate legal authority that all infrastructure related activities will take place on publicly-owned property.
 - c. For infrastructure related projects, the unit of local government must demonstrate the financial gap argument as the sole rationale for funding.

10. *Supersedes Section II (A)(16)* For Economic Development grants ONLY, environmental review activities may take place once an application has been received by the Department.

E. **ADDITIONAL PROGRAM INFORMATION AND REQUIREMENTS**

In addition to other requirements and guidance, the following also applies:

1. Once applications have been submitted and reviewed for viability, the Program Manager will contact the applicant regarding Environmentals. Applicants may only make initial contact with State environmental clearance agencies at that point in time, in accordance with the fuller Federal NEPA requirements to be outlined in the NOSAF presented in Section II, Part E. As this process takes time, it behooves the applicant and the business to start early. State agencies to contact are: Illinois Environmental Protection Agency; Illinois Department of Agriculture; Illinois Department of Natural Resources (through EcoCAT) and the Illinois’ SHPO at IDNR.
2. Definitions (ED Projects). To assist applicants in the preparation of their CDBG applications, certain terms are defined below:

Project Investment – a financial contribution which includes other sources of private and public financing. Other sources may include the U.S. Department of Commerce, Economic Development Administration, U.S. Small Business Administration, Illinois Environmental Protection Agency, and USDA Rural Development. Project Investment may also include unencumbered cash equity infusion by either the owner(s) of the company or by the corporation itself. Machinery and equipment brought into the state from another state are an additional source of project investment. (The value will be determined based upon market value.) Under-utilized land and/or buildings will also be considered when the appraised value qualifies them as under-utilized. There are exclusions to the project investment definition, and the following exceptions apply:

- ◆ CDBG costs that are integrated with the project and incurred prior to date of grant award will result in a project ineligible for CDBG assistance;
- ◆ Non-CDBG cost incurred prior to the NOSA will be disqualified.

- ◆ Retained earnings will not be considered cash equity;
- ◆ Funds from other Department funded programs, e.g., Weatherization, although they may be used to further the project; will not be considered eligible leverage.
- ◆ The Illinois Department of Transportation (IDOT) may not recognize CDBG funds as leverage against their program funds. However, DCEO does recognize IDOT as a legitimate source of match funds. Please check IDOT staff in determining the eligibility requirements prior to submitting the CDBG application;
- ◆ Existing in-state equipment, land, buildings, furnishings, inventory, etc., already owned and paid for and being utilized will not be considered project investment (not including under-utilized land/buildings). Inventory (both existing in Illinois and/or brought into the state from another state) is not considered project investment;
- ◆ Contracts for Deed without a due and payable clause or which are an apparent substitution for simple rent will not be counted as project investment; and
- ◆ Post project costs such as operational expenses will not be considered. Post Operating Expenses are business costs incurred during the "project" as defined, which are funded from future internally generated sources of cash. Typical situations which constitute post-operational costs are: 1) future retained earnings to finance project activities; 2) the future sale of excess equipment and other non-operating sources of income; and 3) the recognition of future increases in operating costs from the completion of the cash-to-cash inventory and accounts receivable cycles.

Term Loan – from a lender representing leverage funds an amortization loan of a defined duration of at least one year.

Equity - tangible assets such as cash, under-utilized land and/or buildings and machinery/equipment located out of state which is unencumbered and available to be put into the project. Cash must be immediately available and unencumbered at the time CDBG funds are awarded. Machinery and equipment will be accepted at their market value. Land and buildings will be accepted at their fair market value.

F. **PROJECT SUMMARY**

Provide a detailed description of the project. This should include a brief description of the company, e.g., type of firm and its product or service. Describe how the CDBG funds will be used and reasons why they are needed in order for the company to be in a position to create and/or retain jobs, and its ability to make an investment in the community. Explain what circumstances make this project necessary, e.g., adding machinery or working capital to accommodate new sales, or extending infrastructure to provide for a new company or company expansion. Indicate the number of jobs to be created or retained as a result of the project.

Specify other financing that will be expended as part of the project. Private investment financing that is discussed in the Project Summary narrative should be detailed in the CDBG Private Investment Information form and should be documented by the inclusion of additional funding commitment letters.

A firm commitment from a FINANCIAL INSTITUTION must include: language which indicates that the loan has been approved subject to CDBG approval and that the institution will lend subject to certain conditions; the specific dollar amount of the loan; the specific term of the loan; the interest rate of the loan; and specific collateral or security. The lender's letter should also discuss the reasons why the lender cannot or will not provide additional funds for the project.

A firm commitment to purchase a REVENUE BOND must include: an executed bond inducement resolution and a firm commitment to purchase the bond.

If an investment banking firm is making the commitment to purchase the bond, the commitment letter must state the "commitment to purchase the bond". Letters which indicate a willingness to offer the bonds for sale on a "best efforts" basis are not satisfactory commitments. The investment banking firm must be willing to hold the bond in its own portfolio should adequate numbers of buyers not be found in the market place. If the commitment to purchase the bond comes from a financial institution, the commitment to purchase must satisfy the requirements for "Loans from Financial Institutions" as described above.

G. **PROJECT LOCATION MAP**

A project map must be included in the application. It should show the boundaries of the applicable unit of local government, the location of any floodplain areas, and any existing Enterprise Zones or TIF districts. If the project includes public infrastructure activities, the map must sufficiently detail those improvements and their location. All infrastructure improvements must be made on publicly owned property.

H. **APPLICATION REVIEW AND EVALUATION PROCESS**

The screening and review process for the program is designed to ensure that limited CDBG program funds are awarded to communities that demonstrate the need for financial assistance and have a well-designed project. The actual number and types of awards will be subject to funding availability. All recommendations are forwarded to the Director's Office, for final funding decisions; however, all decisions will be based on the general distribution of funds outlined in Section I.

The criteria noted below will be used to evaluate all applications requesting funding under the CDBG Economic Development component, as well as determine the appropriate level of financial assistance:

1. Project Benefit
2. CDBG National Objectives
3. CDBG Dollars
4. Resource Funding
5. Application Denial

1. **Project Benefit**

Five factors will be considered under this criterion:

- a. Project Need - Describe in sufficient detail the need for the project and the specific role of CDBG in the project, including any other options which have been pursued.

Evidence of project need is demonstrated through a well-developed justification for public financing demonstrating either a location and/or financial gap argument. The discussion should also address why other financing options could not be obtained or are not feasible and repercussions if funding is denied. The company must demonstrate the need for program funds by including evidence that the project's financing cannot be obtained without Department participation at an interest rate and term that makes the project viable in conjunction with additional funds.

- b. Project Readiness - Describe the activities that will be undertaken for this project with an emphasis upon project specifics, the reasonableness of activities, their timelines and how the needs, activities and projected impact will interrelate.
- c. Financial Evaluation - Provide adequate documentation of project feasibility and the company's ability to bring the project to fruition. Financial feasibility of the project is a measure of the company's ability to maintain continuous operation beneficial to the public interests as determined by anticipated operational costs, of less than or equal to the anticipated income or the availability of equity to cover any shortfall based on historical and projected financial statements. For guidance on specific information to be submitted, refer to Section V, Part L.
- d. Commitments for Job Creation/Retention - Provide firm assurances from the borrower (employer) regarding the number of permanent jobs to be created or retained for low-to-moderate income persons, types of positions and the time frame for job creation, not to exceed 24 months.
- e. Resource Leveraging - Provide evidence of any firm commitments from lenders and investors for the non-CDBG funded portion of the project. Refer to the sample leverage commitment letter in Section V, Part J.

Full-Time Equivalent (FTE) job - Under the CDBG Economic Development program, 1,950 hours of permanent employment in a 12-month period by one or more positions constitutes a full-time-equivalent position. Full-time permanent positions should be identified independently from that of part-time, temporary or seasonal jobs.

2. CDBG National Objective - Benefit to Low-to-Moderate Income Persons

Applicant projects must benefit at least 51.0 percent low-to-moderate income (LMI) persons. All applicants must identify the methodology used to determine the percentage of project benefit to LMI persons. The Analysis of Benefit to Low-to-Moderate Income Persons form will be used to determine benefit. At the time of closeout of the project 51.0 percent of the total number of actual jobs created and/or retained must benefit LMI persons. If the Department determines that the Grantee has failed to comply with any of the covenants, terms, conditions, or provisions of the Grant Agreement (i.e., failure to create/retain specified number of jobs), the Department shall terminate the Agreement. The Grantee shall not incur any costs after the effective date of the termination; and payments made to the Grantee or recovery by the Department shall be in accord with the legal rights and liabilities of the parties.

3. CDBG Dollars to Full-time Equivalent (FTE) Jobs Ratio

This factor considers the number of **permanent** FTE jobs to be created and/or retained with CDBG dollars within a specified period, with a maximum period of 24 months from the date funds are awarded based upon the written commitment of the borrower (employer). Projects must demonstrate at least one FTE job will be created and/or retained for a specified dollar ratio of CDBG funds, not to exceed the amount allowed by federal law.

Generally, for retention of jobs, funding will not exceed \$10,000 per job and for job creation, maximum assistance is set at \$25,000 per job.

The dollar per jobs ratio will be determined on project risk. No exceptions will be made. (No credit will be given for temporary construction jobs or other temporary jobs that are credited for the duration of the project.)

4. Resource Leveraging

This considers the ratio of other (non-CDBG) funds to total CDBG funds being invested in the project. Only those funds firmly documented will be accepted as leverage.

Projects which do not benefit at least 51.0 percent low-to-moderate income persons will not be reviewed further. Each application will be evaluated according to the evaluation criteria described above. After reviewing each application, site visits may be made for the purpose of verifying information and further evaluating projects. The Department reserves the right to collect additional project documentation. Characteristics that will be considered in the final funding decision include the following:

- demonstrated need for CDBG financial assistance;
- capacity to implement the project immediately and complete it in the shortest time possible;
- financial soundness and design of a project; and/or
- coordinated use of other resources.

5. Application Denial

For applications that are not funded, denial reasons may include but are not limited to the following:

- No justification of the need for funds;
- Project commenced, e.g., leverage/CDBG funds committed prior to Department approval;
- Projected financial data, particularly sales growth, is not documented;
- Evidence that program funds replace sources of capital available to the business and/or community;
- CDBG Economic Development funding has been exhausted.

I. **SUBMISSION INFORMATION**

Under the Grant Accountability & Transparency Act (GATA), all applicants must register with the State of Illinois via the “Grantee Portal” at www.grants.illinois.gov and be pre-qualified prior to application, along with completion of the Internal Controls Questionnaire for the current Fiscal Year.

- ◆ **State of Illinois Uniform Grant Application** Available at: https://www2.illinois.gov/dceo/CommunityDevelopment/Pages/CDBG_Programs.aspx
- ◆ **IRS Certification Letter**: Include in the application “Letter 147c” or “Letter 4158c” provided by the IRS to verify the Taxpayer Identification Number (TIN) or Federal Employer Identification Number (FEIN) for the applicant. If you do not have a current (dated within five years) copy of an IRS certification letter on file, please call the IRS Business line, **1-800-829-0115**, to request a “**Letter 147C**”, or call **1-877-829-5500** to request a “**Letter 4158c**.” Only the applicant is authorized to request a copy of this letter.
- ◆ **W-9 Form** – Include a completed W-9 form. The name of the entity must exactly match the name indicated on the IRS certification letter, and the W-9 must be the most current issued (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- ◆ **SAM Registration/UEI#**: All grantees, sub-recipients and contractors participating in the CDBG Program are required to be registered in the System for Award Management (SAM) at www.sam.gov for the purpose of obtaining a Commercial or Government Entity (CAGE) Code. The CAGE Code is a unique identifier assigned to government agencies and various organizations. UEI numbers provide a standardized method of identifying a given facility at a specific location. **This documentation, for the applicant, must be submitted with the application.**

NOTE: The State of Illinois Uniform Budget Template is only required if your application is funded. If awarded, the Budget Template will be sent to you along with the Notice of State Award Finalist (NOSAF).

All applicants should complete the application package and submit all requested material to the Department’s **Springfield** Office at:

In Person:

Illinois Department of Commerce and Economic Opportunity
Office of Community Development
1020 South Spring Street
Springfield, IL 62704

Or mailed to:

Illinois Department of Commerce and Economic Opportunity
Office of Community Development
1011 South 2nd Street
Springfield, IL 62704

Applications for the Economic Development components may be submitted on an as-needed basis.

PACKAGING YOUR APPLICATION

All grant application materials **must** be:

- Typed (except for signatures and maps)
- Clipped together with a large binder clip on the top. Any oversize pages such as maps should be placed at the end of the application.
- Contained in two brown legal-size, open-top (no foldovers with cords or ties) expandable folders (One marked “original,” and one marked “copy”)
- Labeled with a 2”x 4” white label, placed in the top right-hand corner of the folder with the following information:
 - Name of Applicant
 - Grant Year & Type of Grant
 - Original or Copy

For Example:

VILLAGE OF ABRACADABRA
2025 Economic Development (Financial Assistance)
Original

DO NOT USE: dividers, staples, binders, folders or other methods of containment.

Submit the original and one complete copy. Include all of the following:

- ◆ **All Application Materials** (Application Forms and documentation). *Clearly label the original.*

NOTE: All application materials requiring a signature from the applicant must be signed by the Chief Elected Official.

SECTION V
ECONOMIC DEVELOPMENT
J. APPLICATION FORMS

CDBG Economic Development Application Submission Checklist

All CDBG applications will be screened for completeness. Applicants must complete and submit this checklist with the application. **Please ensure your Application includes all of the listed information.** Use the right-hand column, labeled "Page Number" to indicate the page for each item.

- Original grant application (*indicate the "original" on the cover*)
- A copy of the grant application

PROJECT INFORMATION

PAGE NUMBER

- Letter of Transmittal from Chief Elected Official _____
- Completed Submission Checklist (This Page) _____
- State of Illinois - DCEO Uniform Grant Application (See Section VII) _____
- Applicant Project Information _____
- Local Government Financial Checklist _____
- Project Summary and Need for Assistance _____
- Project Location Map(s) _____
- CDBG Economic Development Fact Sheet – Supported Company Information _____
- Economic Development Working Cost Estimate _____
- Vendor Cost Estimates for CDBG-related activities _____
- Projected Jobs Created/Jobs Retained Information _____
- Analysis of Benefit to Low-to-Moderate Income Persons _____
- Minority Benefit/Affirmative Housing Statement (See Section VII) _____

LOCAL GOVERNMENT DOCUMENTATION, CERTIFICATIONS, RESOLUTIONS

Citizen Participation: 7-Day Notice/Public Hearings

- Newspaper clipping, _____
- Publisher’s certification _____
- Certified minutes _____
- Attendance sheet(s) _____
- Council Resolution of Support **or** Resolution of Support and Commitment of Local Funds
(*If using local funds, you MUST indicate the account the funds are in*) (See Section VII) _____
- Local Government Certifications (See Section VII) _____
- Mandatory Disclosures (See Section VII) _____
- Conflict of Interest Disclosure (See Section VII) _____
- Intergovernmental Cooperation Agreement, if applicable (See Section VII) _____
- Signed Contract for provision of Activity Delivery, (In Section II) _____
- Completed Exempt-CENST-ER-Format form, if applicable (In Section II) _____
- W-9 (for Local Government) _____
- SAM Registration (CAGE # - for Local Government) _____
- IRS Certification Letter (for Local Government) _____
- Narrative regarding lack of capacity for project funding (Infrastructure Projects only) _____
- Public Investment Source Documentation _____

BUSINESS DOCUMENTATION, CERTIFICATIONS, RESOLUTIONS

- Business Certifications including Jobs to be Created/Retained _____
- Certificate of Good Standing from the Secretary of State of Illinois _____
- Corporate Financial Statements _____
- Articles and Certifications of Incorporation _____
- Copy of Corporate Bylaws _____
- Private Investment Source Documentation _____
- Designation of Authorized Official, if applicable _____

Letter of Transmittal

Date

Director's Office
 Illinois Department of Commerce and Economic Opportunity
 607 East Adams
 Springfield, Illinois 62701

Dear Director:

The ¹ _____ is submitting an application for an economic development grant under the Community Development Block Grant (CDBG) Program for a ² _____ project. The grant request is in the amount of ³\$ _____ to be used to ⁴ _____. The benefit to low-to-moderate income individuals is ⁵ _____%. The grant will be leveraged by ⁶\$ _____ in ⁷ _____.

Very truly yours,

8

– Delete Key prior to Submission –

¹Unit of Local Government;

²Type of E/D Project;

³Amount Requested;

⁴Use of funds;

⁵LMI Benefit Percentage;

⁶Leverage Amount;

⁷Leverage Source/Account;

⁸Signature Block (Chief Elected Official)

STATE OF ILLINOIS – DCEO UNIFORM GRANT APPLICATION

(See Section VII for Form Information)

NOTES on the UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE:

- The name and contact information for Program/Project Matters (lines 23-30) should be the person who wrote the application.
- The name and contact information for the Business/Administrative Office (lines 31-38) should be the financial representative for the local government (City Treasurer, Clerk or other person responsible for financial accuracy of local government accounts).
- The authorized representative (lines 45-53) must be the Chief Elected Official.

**CDBG APPLICANT PROJECT INFORMATION
ECONOMIC DEVELOPMENT COMPONENT**

I. PRE-APPLICATION REQUIREMENTS

_____ DATE APPLICANT COMPLETED REGISTRATION ON GATA PORTAL (www.grants.illinois.gov)

_____ DATE APPLICANT COMPLETED GATA’S “INTERNAL CONTROL QUESTIONNAIRE”
(ICQ)

Council Resolution Information

Council Resolution Support Date (MM/YY/DD):	
Resolution Number:	

II. CDBG Assistance Type: *Financial Assistance* *Public Infrastructure*

Financial Breakdown of Project:

Funding Source	Amount	Name of Investment Source
CDBG Request		State of Illinois - DCEO
Local Public Funds		
Business Equity		
Business Loan		
Other Grants – identify source		
Other Grants – identify source		
Other – identify source		
Other – identify source		
Estimated Total Cost		Must equal line 29 of the Working Cost Estimate
% of CDBG Funds/Total Cost:		

Select one of the following:

FINANCING GAP - For Economic Development Grants, this argument will demonstrate that a business can raise only a portion of the financing necessary to complete the project. Banks and other financial institutions must disclose their legal lending units and other circumstances which would prevent them from financing the project without CDBG assistance. Reference the documentation within the application which supports the argument.

For Infrastructure related projects, the local government must demonstrate the financial gap argument as the sole rationale for funding. A detailed narrative must be provided to explain the reasons why the local government does not have the capacity to fund the project without CDBG assistance. The financial representative of the local government must sign the narrative and attest the project cannot be completed without CDBG funding.

LOCATIONAL – This argument is used when a firm is considering location options in more than one state and CDBG funds are needed to equalize cost factor variations between sites. This requires cost disclosures for each site under consideration. The application must contain this supporting documentation. This argument is not to be used as part of an application for infrastructure improvements.

III. APPLICANT INFORMATION

Business Phone Number _____
 Business E-mail _____
 Fiscal Year End Date _____ MM / DD _____

IV. GRANT ADMINISTRATOR FOR THIS PROJECT

First Name			
Last Name			
Title			
Agency Name			
Agency Type			
Mailing Address			
Telephone		Email	
Federal Employer Identification Number			
RACF ID Number			

V. PROJECT ENGINEER

First Name			
Last Name			
Title			
Agency Name			
Agency Type			
Mailing Address			
Telephone		Email	
Federal Employer Identification Number			

LOCAL GOVERNMENT FINANCIAL CHECKLIST

NOTE: This form must be completed *only if seeking a public facilities grant* in support of an economic development project.

1. Please attach one copy of the most recent annual audit report.
2. Please provide the following information relative to the project for needing CDBG-ED funding:
 Total Project Cost: \$ _____
 CDBG-ED Grant Requested: \$ _____
3. Most recent Census Population: _____
4. Current municipal government tax rate: _____
5. Current aggregate tax rate for all local taxing bodies _____ (e.g., county, township, school districts):
6. Equalized assessed valuation for 2024: \$ _____
 2023: \$ _____
 2022: \$ _____
 2021: \$ _____
 2020: \$ _____
7. What is the monthly charge for both 1,000 gallons of water and 1,000 gallons of sewage usage. For the **project site only, project user only.**

In Gallons

Water Monthly Charge, per 1,000 gallons	\$ _____
Sewage Monthly Charge, per 1,000 gallons	\$ _____
Water Rate Change: _____ / _____ / _____	
Sewage Rate Change: _____ / _____ / _____	
Projected water consumption per month	_____
Projected sewer consumption per month	_____
If retail project, projected annual retail sales as the result of the project	\$ _____
Estimated Full Market Value of facility at its completed state	\$ _____

PROJECT SUMMARY AND NEED FOR ASSISTANCE:

PROJECT LOCATION MAPS

ECONOMIC DEVELOPMENT FACT SHEET - GENERAL SUPPORTED COMPANY INFORMATION

Name of Business this application is in support of:

Supported Company Name of Business: _____

Supported Company Address 1: _____

Supported Company Address 2: _____

Supported Company City: _____

Supported Company State: _____

Supported Company Zip: 99999-9999: _____

Supported Company eMail Address: _____

Supported Company FEIN: _____

Supported Company DUNS: _____

Supported Company SIC: _____

Supported Company Business Type: _____

- ___ *Private Firm*
- ___ *Regional Planning Commission*
- ___ *Government Agency*
- ___ *Applicant*

NAICS Code: _____

Supported Company

Status:

Names of Parent, Affiliate(s) and Subsidiaries of the Supported Company with the percentages of ownership

Company Name	Last Name	First Name	Title	% of Ownership
<i>Supported Company Name of Business</i>				<i>percent</i>
				<i>percent</i>
				<i>percent</i>
				<i>percent</i>
				<i>percent</i>
				<i>percent</i>
				<i>percent</i>
				<i>percent</i>
				<i>percent</i>

Supported Company Authorized Signator Contact:

Last Name: _____
 First Name: _____
 Title: _____
 Daytime Phone: _____
 Home Phone: _____
 eMail: _____

Breakdown of Company Ownership:
 (Total must equal 100%)

Last Name	First Name	Title	% of Ownership
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>

Officers of the Company:

Last Name	First Name	Title	% of Ownership
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>
			<i>percent</i>

BANKRUPTCY: Has the firm, officers or principals of the firm ever been involved in bankruptcy insolvency procedures?

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes

If yes, provide details:

PENDING LAWSUITS: Is the business or any officers or principals of the business involved in any lawsuits?

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes

If yes, provide details:

**ECONOMIC DEVELOPMENT FACT SHEET --- GENERAL SUPPORTED COMPANY
INFORMATION HISTORY**

Provide a brief history of the business and past employment growth

**ECONOMIC DEVELOPMENT FACT SHEET --- GENERAL SUPPORTED COMPANY
INFORMATION - PRODUCTS OR SERVICES**

Provide brief information on the company's products or services and identify existing and potential major customers and competitors, and current market trends.

ECONOMIC DEVELOPMENT WORKING COST ESTIMATE:**Identification & Explanation:**

Purpose of Funds by Major Activity	CDBG <i>Currency (pg 4)</i>	Bank	Equity or Other Private	Other Public
1. Purchase of Equipment	<i>Currency</i>			
2. Repair of Equipment	<i>Currency</i>			
3. Other (Identify)	<i>Currency</i>			
4. Subtotal for GATA Budget: Equipment (Budget Category #4)	<u><i>Auto calculate</i></u> <i>from lines 1-3</i>			
5. Activity Delivery	<i>Rule: amount cannot exceed 7% of the Grant Request with a maximum of \$30,000</i>			
6. Engineering	<i>Currency</i>			
7. Other (Identify)	<i>Currency</i>			
8. Subtotal for GATA Budget: Contractual (Budget Category #6)	<u><i>Auto calculate</i></u> <i>from lines 5-7</i>			
9. Construction of Facility	<i>Currency</i>			
10. Repair of Facility	<i>Currency</i>			
11. Construction of Watermain	<i>Currency</i>			
12. Construction of Sewer Line	<i>Currency</i>			
13. Construction of Public Water Facilities	<i>Currency</i>			
14. Construction of Public Sewer Facilities	<i>Currency</i>			
15. Construction of other Public Utilities	<i>Currency</i>			
16. Construction of Road	<i>Currency</i>			
17. Repair of Road	<i>Currency</i>			
18. Leasehold Improvements	<i>Currency</i>			
19. Other (Identify)	<i>Currency</i>			
20. Subtotal for GATA Budget: Construction (Budget Category #8)	<u><i>Auto calculate</i></u> <i>from lines 9-19</i>			
21. Purchase of Facility	<i>Currency</i>			
22. Other (Identify)	<i>Currency</i>			
23. Subtotal for GATA Budget: Acquisition (Budget Category #15)	<u><i>Auto calculate</i></u> <i>from line 21-22</i>			
24. Working Capital				
25. Purchase of Inventory				
26. Other (Identify)				
27. Subtotal for GATA Budget: Capital (Budget Category #16)	<u><i>Auto calculate</i></u> <i>from line 24-26</i>			
28. ESTIMATED TOTAL COSTS:	<u><i>Auto calculate</i></u> <i>from lines 4, 8, 20, 23, 27 Must match Estimated Total Cost in General Project Information</i>			

VENDOR COST ESTIMATES

PROJECTED JOBS CREATED/JOBS RETAINED INFORMATION

Jobs		LMI Jobs		% of LMI Benefiting	
# Created		# LMI Created		% Created	
# Retained		# LMI Retained		% Retained	

Indicate the method(s) used (or to be used) to determine the benefit to low-to-moderate income persons by checking the appropriate box(es) below:

Use of WIA Eligible Individuals
 This must be documented by the business on the business certification form (See Section V, Part L.) If possible, there should be evidence that the Illinois Employment and Training Center has been contacted.

Use of Employee Income Certification Form
 For retention projects, the original completed certification forms (contained in this Section) must be included in the application to document low-to-moderate income benefit. Copies should be kept in the applicant’s file. At least 51.0 percent of the employees to be retained must have incomes below the applicable income limits. A summary must be provided for each individual completing the Employee Income Certification Form, including the name and appropriate income designation as either “above” or “below” the income threshold.
 For creation projects, the business must agree to hire 51.0 percent low-to-moderate income persons and further agree to obtain and keep on file employee income certification forms (contained in this Section) for each employee to document low-to-moderate income benefit. This must be documented on the business certification form (contained in this Section).

ANALYSIS OF BENEFIT TO LOW-TO-MODERATE INCOME PERSONS

A. Current jobs at the time of application			Check appropriate box		
Job Classification	Hourly Wage Scales And/or Annual Salaries By Classification	Number of Positions	Permanent Full-Time	Part-Time	Temporary
Total:					

B. Jobs created as the result of assistance			Check appropriate box		
Job Classification	Hourly Wage Scales And/or Annual Salaries By Classification	Number of Positions	Permanent Full-Time	Part-Time	Temporary
Total:					

C. Jobs retained as the result of assistance			Check appropriate box		
Job Classification	Hourly Wage Scales And/or Annual Salaries By Classification	Number of Positions	Permanent Full-Time	Part-Time	Temporary
Total:					

MINORITY BENEFIT/AFFIRMATIVE HOUSING STATEMENT
(See Section VII for Form)

PUBLIC HEARING NOTICE

(See Section VII for Sample)

NEWSPAPER CLIPPING

(See Section II C)

PUBLISHER'S CERTIFICATION

(See Section II C)

CERTIFIED MINUTES

(See Section II C)

ATTENDANCE SHEET(S)

(See Section II C)

COUNCIL RESOLUTION OF SUPPORT

(See Section VII for Template)

LOCAL GOVERNMENT CERTIFICATIONS

(See Section VII for Form)

MANDATORY DISCLOSURES
(See Section VII for Form)

CONFLICT OF INTEREST DISCLOSURE

(See Section VII for Form)

INTERGOVERNMENTAL COOPERATION AGREEMENT

(See Section VII for Form if Applicable)

SIGNED CONTRACT FOR PROVISION OF ACTIVITY DELIVERY
(See Section II)

COMPLETED EXEMPT-CENST-ER-FORMAT FORM
(for CDBG-funded Activity Delivery only, See Section II)

W-9
(See Section III I)

SAM REGISTRATION (UEI #)
(See Section III I)

IRS CERTIFICATION LETTER

(See Section III I)

NARRATIVE REGARDING LACK OF CAPACITY FOR PROJECT FUNDING

PUBLIC INVESTMENT SOURCE DOCUMENTATION

BUSINESS CERTIFICATIONS

The company understands that no aspect of the project proposed for assistance (expenditures to be paid out of either program or non-CDBG funds) will commence prior to the award of funds to the community and the receipt of environmental clearance.

The company will invest at least \$ _____ in this project, from the following source(s):
(check the appropriate source and complete the corresponding amount)

- debt financing in the amount of \$ _____
- unencumbered and immediately available at the time CDBG funds are disbursed cash equity in the amount of \$ _____

The company certifies that it shall ensure that at least 51.0 percent of the persons hired or retained are low-to-moderate income individuals and shall document this through the use of: (1) _____ Employee Income Certification forms and/or (2) _____ Workforce Investment Act (WIA) eligible individuals for the jobs created as a result of this project (please check the appropriate response). If (2) is checked, the company agrees to discuss with representatives of the Illinois Employment and Training Center the hiring of WIA-eligible individuals for the jobs to be created as the result of this project.

The company agrees to submit to the Department, through the grantee (as applicable) on a quarterly basis, information regarding job creation/retention and benefit to low-to-moderate income individuals and documentation that leverage has been injected.

The company certifies that it is a company in good standing, authorized to do business in Illinois and has no delinquent tax liabilities. The company further authorizes the Department of Commerce and Economic Opportunity to seek a tax clearance letter from the Illinois Department of Revenue and authorizes the Department of Revenue to provide such a letter stating whether the records of the Department show that Borrower is in compliance with all tax acts administered by the Department of Revenue and to which Borrower is subject.

The company also certifies that no tax liens, including but not limited to, municipal, county, state, or federal, have been filed against the company, any partners of the company, the majority shareholder of the company, or in the name of a related business owned by the recipient.

The company authorizes the Department of Commerce and Economic Opportunity to verify in any manner deemed appropriate any and all items indicated in this application which includes information obtained through the Illinois Department of Employment Security, Consumer Credit Bureau Services, business reporting services such as Dun and Bradstreet and criminal history record check.

The company certifies that all information and documentation contained in this application, is accurate, complete and true to the best of his/her knowledge.

The company certifies that the project is ready to proceed.

The company certifies that it has read and understands the application guidelines.

BUSINESS CERTIFICATIONS, CONTINUED

JOBS CREATED/RETAINED AS THE RESULT OF THE PROJECT

Check and complete the appropriate certification below:

____ A. Job Creation: The company certifies that it employs ____ (number of FTE employees) as of _____ (date) and that it will create an additional ____ (number of FTE) jobs by _____ (date) as a result of the assistance provided.

____ B. Job Retention: The company certifies that it employs ____ (number of FTE employees) as of _____ (date) and the ____ (number of FTE) jobs will immediately be retained. Furthermore, the company certifies that the attached documentation establishing clear and objective evidence that without CDBG assistance, the ____ (number of jobs) will actually be lost is true and correct [check appropriate box] grant loan .

____ C. Job Creation and Retention: The company certifies that as a result of the assistance provided: (1) it employs ____ (number of FTE employees) as of _____ (date); (2) it will create an additional ____ (number of FTE) jobs by _____ (date); and (3) ____ (number of FTE) jobs will be retained immediately by the company. Without CDBG assistance, the company certifies that ____ (the number of jobs retained) will actually be lost.

____ D. Specify whether any project activities/area are in a flood plain. Yes ____ No ____
 If yes, does it participate in the National Flood Insurance Program? Yes ____ No ____

If no, provide an explanation as to why it does not participate:

 Signature of Chief Executive Officer

 Date

 Typed Name of Chief Executive Officer

 Name of Company

 FEIN #

 Company Address

 DUNS #

 SIC #

CERTIFICATE OF GOOD STANDING

CORPORATE FINANCIAL STATEMENTS

ARTICLES AND CERTIFICATIONS OF INCORPORATION

CORPORATE BYLAWS

PRIVATE INVESTMENT COMMITMENT LETTER

Date _____

Dear _____:

This letter is to advise you that _____ has offered to provide financing in the amount of the \$ _____ for the _____ expansion of _____ facility, if \$ _____ is made available from the Community Development Block Grant ("CDBG") Program. The expansion should have a total project cost of \$ _____ and our loan will be secured by a _____.

We have reviewed the financial statement; projections and other data submitted to us and have found the project to be feasible with the participation of CDBG and _____ equity injection from _____. Financial assistance is limited to \$ _____ given to factors relating to ¹ _____.

Our loan for \$ _____ would be in the form of a _____ for _____ years at a rate of _____ percent.

This offer is contingent upon the receipt of the CDBG grant to the _____ for this project and a \$ _____ equity injection by _____.

The foregoing terms and conditions are not all inclusive for the proposed financing. This offer will expire _____ unless extended by the bank in writing.

Should you have any questions, feel free to contact _____.

Sincerely,

City Clerk (County Clerk)

DESIGNATION OF AUTHORIZED OFFICIAL
BOARD RESOLUTION (Required for non-profits)

Resolution No. _____

MEETING OF _____ (BOARD, COMMISSION, ETC.)
OF _____ (ORGANIZATION'S NAME)

A meeting of the _____ (BOARD, COMMISSION, ETC.) of
_____ (ORGANIZATION'S NAME) was held on _____
(DATE), whereby a resolution was passed authorizing

_____ (NAME AND TITLE OF THE
INDIVIDUAL AUTHORIZED TO SIGN ON BEHALF OF THE ORGANIZATION), by his
signature, to submit this application for Community Development Block Grant funds, and to enter into
any and all contractual obligations on behalf of this organization.

Secretary and/or Chairman

Date

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**SECTION VII
STANDARD DOCUMENTS and INFORMATION**

STATE OF ILLINOIS – DCEO UNIFORM GRANT APPLICATION[Community Development - Community Development \(illinois.gov\)](http://illinois.gov)

- The name and contact information for Program/Project Matters (lines 23-30) should be the person who wrote the application.
- The name and contact information for the Business/Administrative Office (lines 31-38) should be the financial representative for the local government (City Treasurer, Clerk or other person responsible for financial accuracy of local government accounts).
- The authorized representative (lines 45-53) must be the Chief Elected Official.

STATE OF ILLINOIS – UNIFORM BUDGET TEMPLATE

[Community Development - Community Development \(illinois.gov\)](#)

MINORITY BENEFIT/AFFIRMATIVE HOUSING STATEMENT

a. What is the percentage of the minority group(s) population residing in the community or the community <u>nearest</u> the proposed service area?	%
Identify the characteristics of the population of the project area by specific ethnic group. This information may be obtained from the most recent Census Data for the “applicant community.” If submitting an “on behalf of” application for a project in an unincorporated area, use Census Data for the project’s County.	

Racial Group	Total Persons	# of Hispanic / Latino Ethnicity
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Individuals Reporting more than One Race		
# of Female Headed Households		

With the <u>exception</u> of "Female Heads of Households", the above numbers should equal the total number of persons to benefit from the project service area.	
b. What is the goal for the percentage of CDBG funded contracts to be awarded to minority contractors?	%
c. If the percentage goal in <i>b</i> is <u>substantially less</u> than the percentage of minorities residing in the community, please explain. _____	

d. The applicant agrees to affirmatively further fair housing by posting Fair Housing Posters and by making HUD Fair Housing Complaint Forms available to the public. In addition, the unit of local government <input type="checkbox"/> Already has a Fair Housing Resolution on file. (Indicate Number and Date Passed _____) <input type="checkbox"/> If funded, will pass a Fair Housing Resolution.

Signature of Chief Elected Official: _____

Date _____

Sample
PUBLIC HEARING NOTICE

Reasonable access to all available application materials must be provided where all persons within the community will have reasonable access (e.g., Village or City Hall or a public area such as a post office, web page, community center, bank, etc. located within the same community as the applicant) and shall be available for a reasonable amount of time to allow for response and comment.

(Applicant) will hold a public hearing on (date), at (time), in (place) to provide interested parties an opportunity to express their views on the proposed federal funded Community Development Block Grant (CDBG) project. Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact (name, address, and phone #) no later than (date). Every effort will be made to make reasonable accommodations for these persons.

On or about (date of application submission), (Applicant) intends to apply to the Illinois Department of Commerce and Economic Opportunity for a grant from the State CDBG program. This program is funded by Title 1 of the federal Housing and Community Development Act of 1974, as amended. These funds are to be used for a community development project that will include the following activities: (summary of proposed project). The total amount of CDBG funds to be requested is \$(Amount requesting). The amount of CDBG funds proposed to be used for activities that will benefit low-to-moderate income persons is \$(amount of CDBG funds requested X percentage of low-to-moderate income persons). The (Applicant) also proposes to expend \$(amount) in non-CDBG funds on the project. These non-CDBG funds will be derived from the following sources: (source(s) and amount).

Information related to this project will be available for review prior to the public hearing as of (date of publication) at the office (location within the community) between the hours of (office hours). Interested citizens are invited to provide comments regarding these issues either at the public hearing or by prior written statement. Written comments should be submitted to (name and address—this may be the community or the application writer) no later than (date of public hearing) in order to ensure placement of such comments in the official record of the public hearing proceedings. A plan to minimize displacement and provide assistance to those displaced has been prepared by (Applicant) and is also available to the public. This project will result in (no displacement of any persons or businesses – or – displacement of the following persons and businesses [name and address]). For additional information concerning the proposed project, please contact (name, telephone number) or write to (person, address).

Sample
COUNCIL RESOLUTION OF SUPPORT

Resolution No. _____

(The Resolution **CANNOT** be dated prior to the date of the Public Hearing)

WHEREAS, the (unit of local government) is applying to the State of Illinois for a Community Development Block Grant, and

WHEREAS, it is necessary that an application be made and agreements entered into with the State of Illinois.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the (unit of local government) apply for a grant under the terms and conditions of the State of Illinois and shall enter into and agree to the understandings and assurances contained in said application.
- 2) that the Mayor (County Board Chairman) and City Clerk (County Clerk) on behalf of the City (County) execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor (County Board Chairman) and City Clerk (County Clerk) are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.

Passed this _____ day of _____, _____. (date required)

ATTEST: _____
City Clerk (County Clerk) Mayor (County Board Chairman)

Sample
RESOLUTION OF SUPPORT AND COMMITMENT OF LOCAL FUNDS

(The Resolution CANNOT be dated prior to the date of the Public Hearing)

WHEREAS, the City (County) of (unit of local government), is applying to the State of Illinois for a Community Development Block Grant (CDBG) grant,

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Illinois, and

WHEREAS, cost of the project are such that financial participation by the grantee is necessary in conjunction with CDBG funds.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the City (County) apply for a grant under the terms and conditions of the State of Illinois and shall enter into and agree to the understandings and assurances contained in said application.
- 2) that the Mayor (County Board Chairman) and City Clerk (County Clerk) on behalf of the City (County) execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor (County Board Chairman) and City Clerk (County Clerk) are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.
- 4) that the City (County) of (unit of local government) does hereby commit funds from **(account/fund/source)** in the amount of \$(dollars) for use in conjunction with an Illinois Community Development Block Grant, for an estimated total project cost of \$(dollars).

Passed this (x) day of (month), (year) (date required)

 Mayor (County Board Chairman)

ATTEST:

 City Clerk (County Clerk)

LOCAL GOVERNMENT CERTIFICATIONS

On this (date) of (month), (year), the (title and name of the Chief Elected Official) of (name of the local government) hereby certifies to the Department of Commerce and Economic Opportunity in regard to an application and award of funds through the Community Development Block Grant that:

1. It will comply with the National Environmental Policy Act (NEPA) with the submission of this application and it further certifies that no aspect of the project for assistance has or shall commence prior to the award of funds to the community and the receipt of an environmental clearance.
2. It will comply with the Interagency Wetland Policy Act of 1989 including the development of a plan to minimize adverse impacts on wetlands, or providing written evidence that the proposed project will not have an adverse impact on a wetland.
3. It will comply with the Illinois Endangered Species Protection Act and the Illinois Natural Area Preservation Act by completing the consultation process with the Endangered Species Consultation Program of the Illinois Department of Natural Resources, or providing written evidence that the proposed project is exempt.
4. It will identify and document all appropriate permits necessary to the proposed project, including, but not limited to: building, construction, zoning, subdivision, IEPA and IDOT.
5. No legal actions are underway or being contemplated that would significantly impact the capacity of the (name of local government) to effectively administer the program, and to fulfill the requirements of the CDBG program.
6. It will coordinate with the County Soil and Water Conservation District regarding standards for surface and sub-surface (tile) drainage restoration and erosion control in the fulfillment of any project utilizing CDBG funds and involving construction.
7. It is understood that the obligation of the State will cease immediately without penalty of further payment being required if in any fiscal year the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this agreement.
8. It acknowledges the applicability of Davis-Bacon prevailing wage rate requirements to construction projects; a wage rate determination must be obtained prior to commencement of any construction or equipment installation; and, it shall discuss these requirements with the contractor.
9. It will comply with Section 3 of the Housing and Urban Development Act of 1968 to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, be directed to low and very low income persons and businesses.
10. It certifies that no occupied or vacant occupiable low-to-moderate income dwellings will be demolished or converted to a use other than low-to-moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended.
11. It will conduct a Section 504 self-evaluation of its policies and practices to determine whether its employment opportunities and services are accessible to persons with disabilities.
12. It will comply with 2 CFR 200, 24 CFR 570, Part 85, 24 CFR 58, and the Illinois' Grant Accountability and Transparency Act (GATA).
13. **A FEMA Floodplain map is included in the application (as required) and is located on Page _____.**

Signature of Chief Elected Official

Date

MANDATORY DISCLOSURES

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as “Grantee”) must disclose, in a timely manner and in writing to the State awarding agency, all violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award. See 30 ILCS 708/40; 44 Ill. Admin Code § 7000.40(b)(4); 2 CFR § 200.113. Failure to make the required disclosures may result in remedial action.

Please describe all violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the awarding of a grant to your organization:

Grantee has a continuing duty to disclose to the Department of Commerce and Economic Opportunity (the “Department”) all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this grant award.

By signing this document, below, as the duly authorized representative of the Grantee, I hereby certify that:

- All of the statements in this Mandatory Disclosure form are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).
- There is no action, suit or proceeding at law or in equity pending, nor to the best of Grantee’s knowledge, threatened, against or affecting the Grantee, before any court or before any governmental or administrative agency, which will have a material adverse effect on the performance required by the grant award.
- Grantee is not currently operating under or subject to any cease and desist order, or subject to any informal or formal regulatory action, and, to the best of the Grantee’s knowledge, it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority.
- If Grantee becomes the subject of an action, suit or proceeding at law or in equity that would have a material adverse effect on the performance required by an award, or an investigation by any state or federal regulatory, law enforcement or legal authority, Grantee shall promptly notify the Department in writing.

Grantee Organization: **Company Name**

By: _____
Signature of Authorized Representative

Printed Name: **Authorized Signator Name**

Printed Title: **Authorized Signator Title**

Date:

CONFLICT OF INTEREST DISCLOSURE

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as “Grantee”) must disclose in writing to the awarding State agency any actual or potential conflict of interest that could affect the State award for which the Grantee has applied or has received. See 30 ILCS 708/35; 44 Ill. Admin Code § 7000.40(b)(3); 2 CFR § 200.112. A conflict of interest exists if an organization’s officers, directors, agents, employees and/or their spouses or immediate family members use their position(s) for a purpose that is, or gives the appearance of, being motivated by a desire for a personal gain, financial or nonfinancial, whether direct or indirect, for themselves or others, particularly those with whom they have a family business or other close associations. In addition, the following conflict of interest standards apply to governmental and non-governmental entities.

- a. **Governmental Entity.** If the Grantee is a governmental entity, no officer or employee of the Grantee, member of its governing body or any other public official of the locality in which the award objectives will be carried out shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or which affects the personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the work to be performed under the State award.
- b. **Non-governmental Entity.** If the Grantee is a non-governmental entity, no officer or employee of the Grantee shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or which affects the personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the work to be performed under the State award.

The Grantee shall also establish safeguards, evidenced by policies, rules and/or bylaws, to prohibit employees or officers of Grantee from engaging in actions, which create or which appear to create a conflict of interest as described herein.

The Grantee has a continuing duty to immediately notify the Department of Commerce and Economic Opportunity (the “Department”) in writing of any actual or potential conflict of interest, as well as any actions that create or which appear to create a conflict of interest.

Please describe all current potential conflict(s) of interest, as well as, any actions that create or which appear to create a conflict of interest related to the State award for which your organization has applied.

If the Grantee provided information above regarding a current potential conflict of interest or any actions that create or appear to create a conflict of interest, the Grantee must immediately provide documentation to the applicable Department grant manager to support that the potential conflict of interest was appropriately handled by the Grantee’s organization. If at any later time, the Grantee becomes aware of any actual or potential conflict of interest, the Grantee must notify the Department’s grant manager immediately, and provide the same type of supporting documentation that describes how the conflict situation was or is being resolved.

Supporting documentation should include, but is not limited to, the following: the organization’s bylaws; a list of board members; board meeting minutes; procedures to safeguard against the appearance of personal gain by the organization’s

officers, directors, agents, and family members; procedures detailing the proper internal controls in place; timesheets documenting time spent on the award; and bid documents supporting the selection of the contractor involved in the conflict, if applicable.

By signing this document, below, as the duly authorized representative of Grantee, I hereby certify that:

- All of the statements in this Conflict of Interest Disclosure form are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).
- If I become aware of any situation that conflicts with any of the representations herein, or that might indicate a potential conflict of interest or create the appearance of a conflict of interest, I or another representative from my organization will immediately notify the Department’s grant manager for this award.
- I have read and I understand the requirements for the Conflict of Interest Disclosure set forth herein, and I acknowledge that my organization is bound by these requirements.

Grantee Organization: **Community Name**

By: _____
Signature of Authorized Representative

Printed Name: **Authorized Signator Name**

Printed Title: **Authorized Signator Title**

Date:

INTERGOVERNMENTAL COOPERATION AGREEMENT

The (cooperative unit of local government), (county name) County, Illinois, seeks to support the efforts of the (applicant unit of local government) to obtain Community Development Block Grant (CDBG) funds from the Illinois Department of Commerce and Economic Opportunity for (proposed project) located in (project location community, township, county).

As the chief executives of our respective local governments, we are signing this agreement to cooperate as much as needed to accomplish these improvements.

The (applicant unit of local government) is hereby designated as the lead agency for this application and will be the applicant for the funds. The (applicant unit of local government) will be liable for all program administration functions should the grant be awarded.

Attest

Attest

Date: _____

NOTE: This general form (or a suitable variation) is to be used by local government applicants whose proposed project or project area involves more than one jurisdiction. It is a required part of any "on behalf of" or joint application with appropriate modifications as may be required to fit local conditions.

INCOME SURVEY COVER SHEET

COMMUNITY DEVELOPMENT SURVEY

Name of Community _____

Date _____

Interviewer's Name _____

Respondent's Street Address (Required):

Structure Number_____
Street Name

Introduction: Hello, I'm _____ and I'm conducting a survey for the City/Village of _____. We're collecting information needed to complete an application for a community development grant. What you say will be kept strictly confidential in accordance with the Privacy Act of 1974 (Public Law 93-579). Your answers are very important to our community improvement effort.

INSTRUCTIONS

1. The Income Survey **must** include the physical address of the respondent, but it is not necessary for them to sign the Survey.
2. Complete all requested information based on the household occupants.
3. If the respondent wishes to not complete the "minority benefit determination" section of the Income Survey, the "I choose to not respond" box **must** be checked.
4. The original signature of the approver and date of review are required.
5. Surveys submitted without the occupant's address, date conducted, signature of approver and date approved will be considered spoiled/unusable. Further, verification of survey results may be randomly conducted by CDBG Program Staff.

The Survey data will be used in the evaluation of the community development grant application. Completion of the Survey does not constitute an application for or guarantee assistance.

COMMUNITY DEVELOPMENT BLOCK GRANT INCOME SURVEY

Community: _____ County: _____
 Street Address: _____ Date Conducted: _____

1. How many people are living in the house? _____
2. Check here if female headed household () _____
3. How many people are over 62 years old? _____
4. How many persons with physical or developmental disabilities are there in your household: _____
5. Do you own your own home? _____ Or rent? _____
6. To help determine the ethnic population of your locality or service area, please indicate the number of persons in the household in each appropriate category:

MINORITY BENEFIT DETERMINATION		
Racial Group	Total Persons	# of Hispanic / Latino Ethnicity
White		
Black/ African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Individuals Reporting more than One Race		
I choose to not respond <input type="checkbox"/>		

Use the most recent HUD CDBG Income Limits for your county. Indicate Month/Year: _____ (See Section IX Attachments)
 Enter the figures detailed on the line entitled "LOW-INCOME" for 80% and "VERY LOW-INCOME" for 50%.

Number of Persons in Family /Household	Annual Income Limit 30% of median (A)	Annual Income Limit 50% of median (B)	Annual Income Limit 80% of median (C)
1			
2			
3			
4			
5			
6			
7			
8			

7. Based on the number of persons in your household, check whether your entire household income is:
- Lower** than Column A _____ **Between** Columns B & C _____
Between Columns A & B _____ **Higher** than Column C _____

COMMENTS

FOR LOCAL OFFICE USE ONLY

Type of Survey Conducted: Door-to-Door By Mail

*REVIEW APPROVED BY:

Printed Name _____ Signature _____ Date _____
**Surveys submitted without the occupant's address, date conducted, signature of approver and date approved will be considered spoiled/unusable. Further, verification of survey results may be randomly conducted by CDBG Program Staff*

CDBG HOUSING NEEDS GUIDE

SECTION A – MAJOR DEFICIENCIES	No Repair (0)	Repair (3)	Remove/Replace (6)
<u>Roofing</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sagging, Buckling, Rotting Rafters			
Missing or Curling Shingles			
<u>Framing – Exterior Walls & Sills</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulging or Leaning Walls			
Rotted or Deteriorated Framing			
<u>Framing – Load Bearing Beams</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cracked or Sagging Beams & Joists			
<u>Foundation</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settlement or Cracks in Load Bearing Walls			
Loose or Missing Foundation Materials			
<u>Furnace</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Heat to All Habitable Spaces			
<u>Plumbing – D W V</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System Properly Vented			
Unobstructed Drain Lines			
<u>Plumbing – Supply & Fixtures</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Water Flow & Pressure			
Leaking Supply Lines			
<u>Electrical Service & Distribution</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub-Standard Service Entry (mast & weatherhead)			
60 Amp or 110 - 2 Wire Service			
<u>Electrical Fixtures</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Number of Receptacles & Switched Light Fixtures to Serve Household			
SECTION B – MINOR DEFICIENCIES	No Repair (0)	Repair (2)	Remove/Replace (4)
<u>Doors – Interior</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Missing doors, broken frames			
<u>Doors – Exterior</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Broken, Rotted Doors & Frames			
<u>Porches/Entrances</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holes, Cracks or Rotting Materials			
Tilting or Sagging Components			
<u>Interior Flooring</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holes or Tears in Floor Coverings			
<u>Windows</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Broken, Missing or Rotted Window Frames of Panes			
<u>Siding/Painting</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deteriorated or Missing Siding			
Peeling or Chipping Paint			

For the purposes of creating three (3) cost estimates based on typical housing conditions, housing units being surveyed should be classified in the following three numerical categories.

0–20Points **Minimal** Rehabilitation Needed;**2–48**Points **Moderate** Rehabilitation Needed;**49–72**Points **Major** Rehabilitation Needed

HOUSING REHABILITATION

Required Public Notice Template

(for local news publication for a one-week period)

Request for Qualifications (RFQ)

The (Applicant community)

CDBG Housing Rehabilitation Grant

The *(Applicant community)* is soliciting proposals from qualified firms to provide grant-project managerial and administrative services to support the rehabilitation of housing units in *(Applicant community)*, Illinois.

The agreement will be a lump sum, fixed price based on the Budget Line Items of “General Administration” and/or “Rehabilitation Administration” (for inspection services). Payment terms will be negotiated with the selected firm.

Questions should be addressed to *Applicant community* at _____. Responses to this RFQ should be hand delivered to *Applicant community* or mailed to _____.

Responses to this RFQ must be received no later than (date). Please state “Proposal for Management of CDBG Housing Rehabilitation Grant” on the cover.

PART ONE: SCOPE OF SERVICES

It is the *(Applicant community)* intent to select a firm to facilitate and oversee this comprehensive project’s scope of work, which consists of: (1) application intake and verification for program eligibility from local homeowners and (2) the inspections and subsequent rehabilitation of a projected number of housing units.

The management project described by this RFQ is targeted to start by January 1, 2015 and to be completed by December 31, 2017. All housing rehabilitation and related activities required to be performed under CDBG Housing Grant are targeted to start no later than 4-6 months from the beginning of the management project described in the RFQ and to be completed by no later than December 31, 2017.

The selected firm shall perform the following tasks if contracted to support the project described by this RFQ:

- Conduct **program marketing and outreach, application intake and verification of applicant eligibility** for homeowners, including to but not limited to total household income which meets HUD income guidelines for program eligibility, property ownership and any other eligibility requirements determined to be necessary.
- Provide **fiscal oversight of DCEO grant funds**, including but not limited to requests for draw down of necessary funds for all contractual payments (including administrative and rehabilitation contracts), submitting reports and supportive documentation to DCEO as described in the CDBG Housing Grant

Reports Deliverable Schedule and maintaining appropriate ledgers and accounting for the expenditure of all grant funds.

- **Solicit and maintain the participation of local, qualified General Contractors** that are licensed Lead Abatement Contractors. These duties include but are not limited to the verification of proper and current licensure and insurance for all participating general and sub-contractors in compliance with all Illinois Building Codes and Laws and DCEO Grant requirements.
- Document and ensure compliance with requirements necessary to comply with all applicable Local, State and Federal **building codes, environmental and health laws, applicable statutes and regulations, including the Illinois Lead Poisoning Prevention Act & Code which requires a licensed Lead Inspector/Risk Assessor to oversee compliance of the code.**
- Provide any **other necessary grant management support** to effectively and properly oversee this project and grant on behalf of the (*Applicant community*).
- Prepare **cost estimates** for rehabilitation as described.
- Prepare **technical drawings, specification documents and all bid documents** to support the public bidding and procurement phase of the housing rehabilitation.
- Prepare a **General Conditions and Specifications Manual** for contractor’s use which addresses all phases of housing rehabilitation – inspection and housing rehabilitation.
- Provide **managerial-field oversight during the housing rehabilitation phases** and prepare weekly field logs and maintain photo documentation of activities undertaken.

Respondent firms of organizations, and those firms with which the qualifying firm will subcontract under this project, must meet all permit and licensing requirements as specified by the (*Applicant community*), the Illinois Department of Public Health (IDPH), the Illinois Department of Financial and Professional Regulation, the Illinois Environmental Protection Agency (IEPA) and the Illinois Historic Preservation Agency (IHPA).

All work shall comply with all applicable requirements of: the Illinois Lead based paint Poisoning Prevention Act & Code, the Illinois Environmental Protection Act and associated regulations promulgated thereunder, the Illinois Plumbing Code, the Illinois Roofing Code, the National Electrical Code, the NESHAP for asbestos, the Illinois Commercial and Public Building Asbestos Abatement Act 225 ILCS 207/1 and/or the Illinois Asbestos Abatement Act, 105 ILCS 105/1 in the handling of any regulated ACM or other asbestos-contaminated materials in the properties connected with this project, and any local building and zoning codes and ordinances adopted by the (*Applicant community*), Illinois.

PART TWO: REQUEST FOR QUALIFICATIONS –

RESPONDENT INFORMATION NEEDED

Cover Page

The following information should be included under title, “**Proposal Submitted to the (*Applicant community*) for Management of the CDBG Housing Grant.**”

1. Name of respondent

2. Respondent address
3. Respondent telephone number

RFQ Contents

Interested respondents are invited to submit proposals that contain the following information. Respondents should letter and number their proposal response exactly as follows:

1. Introduction (transmittal letter)
2. Background / Experience / Knowledge
3. Staffing Resources / Firm's Capacity / Team Qualifications

A brief description of the above listed Proposal sections follows:

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The Proposal response should include:

- a. A brief statement of the Respondent's understanding of the scope of work to be performed;
- b. A confirmation that the Respondent meets the appropriate State licensing requirements to practice in the State of Illinois;
- c. A confirmation that the Respondent has not had a record of substandard work within the last seven (7) years;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last seven (7) years;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent believes appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

2. Respondent's Background / Experience / Knowledge

If the Respondent is intending to partner or subcontract with another firm(s) with relevant experience, projects overseen by the partner / subcontractor firm(s) may be included in the Respondent's list of references or projects. The following information must also be provided for proposed partners / subcontractors.

Respondents must provide the following, unless listed as optional:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership. Include Respondent's federal tax identification number and name, title address, telephone number, fax number, and email

- address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.
- b. Provide 3-5 client references for similar work completed in the last seven (7) years, including the names, phone numbers, and emails of contact persons in the organizations for any References. Respondent should include written references (letters or forms are acceptable) from private previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
 - c. Provide a list of 3 – 5 completed CDBG projects, detailing each project’s scope, each project’s budget (not the Respondent’s fee), each project’s location (city) and the Respondent’s scope of service provided. The projects should describe how the Respondent assisted each entity in managing a housing rehabilitation grant and project.
 - d. Respondent should describe its knowledge of HUD requirements for the Community Development Block Grant Program.
 - e. Respondent should describe its presence in Illinois. Specifically, if the Respondent is based exclusively in Illinois, it should state such; if the Respondent’s presence in Illinois is connected to specific engagements, it should briefly list and describe.
 - f. Optional: Describe any issues the characteristics of which would be uniquely relevant in evaluating the experience of Respondent’s firm to handle the proposed project(s).

3. **Staffing Resources / Respondent’s Capacity / Team Qualifications**

Respondents must provide the following, unless listed as optional:

- a. Provide organizational chart for Respondent’s project team to support this contract, including any functions/positions to be supported by partners or subcontractors.
- b. Describe the firm’s existing workload and capacity to accomplish the work in the required time. Include any existing engagements, or awarded projects that may not have started, providing the contract term for each engagement.
- c. Estimate the number of FTE hours to be assigned to this project.
- d. Provide a list of staff members (or if currently not filled, the functions for proposed team members) who will be assigned to the project by the Respondent. Key management and field positions and functions providing the service described in Part One: Scope of Services, will generally include: (1) Principal in charge, President or Chief Executive Officer, (2) Project manager(s), (3) Licensed Lead Inspector/Risk Assessor Inspector(s), (4) Fiscal Manager and (5) Field Manager. Include staff that are or will be available at the start of the project and staff that will be hired or contracted by the Respondent if selected. If Respondent will utilize existing staff to support this project, please name these staff, their position and/or job function, and the number of hours the staff will be utilized on this project. If staff will be hired or contracted by the Respondent, contingent upon the Respondent being awarded this contract, please provide the names (if known), the job function and number of hours for each prospective hire that will be utilized on this project.
- e. Include resumes or curriculum vitae and license (for applicable functions) of each project team member identified above.

- f. Provide current information on professional liability coverage by Respondent's firm, including amount of coverage.
- g. Provide evidence of adequate financial stability through certified financial statements, including a balance sheet and income statement. The (Applicant community) reserves the right to request any additional information to assure itself of a Respondent's financial status.

PART THREE: SELECTION CRITERIA

Firms requesting consideration for selection will be evaluated on the basis of written materials submitted and according to the following project related factors*:

- ◆ Respondent's Experience and Qualifications (including any proposed partners or subcontractors). (30) points
- ◆ Respondent's Capacity and Team Resources. (35) points
- ◆ Respondent's Ability to meet the Project Schedule Requirements and Scope of Work (25) points
- ◆ *Respondent Team's Proximity to the Project Site. (10) points

* Geographic preference may be used as a selection factor for these services if there is adequate competition (two or more firms that are responsive and responsible).

ECONOMIC DEVELOPMENT JOB CLASSIFICATIONS

- **Officials and Managers**

Classification includes administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual Departments or special phases of a firm's operation.

Includes: officials, executives, middle management, plant managers, department managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

- **Professional**

Classification includes occupations requiring either college graduation or experience of such kind and amount as to provide a background comparable to college education.

Includes: accountants and auditors, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, surveyors, teachers, and kindred spirits.

- **Technicians**

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

- **Sales**

Occupations engaging wholly or primarily in direct selling.

Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

- **Office and Clerical**

All clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual, although some manual work not directly involved with altering or transporting the products is included.

Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

JOB CLASSIFICATIONS CONTINUED

- **Craft Workers (Skilled)**

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. These workers exercise considerable independent judgment and usually receive an extensive period of training.

Includes: the building trades, hourly paid supervisors and lead operators who are not members of managements, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, decorative workers, and kindred workers.

- **Operatives**

Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc); operatives, attendants (auto service and parking); blasters; chauffeurs; delivery workers; dressmakers and sewers (except factory); dryers; furnace workers; heaters (metal); laundry and dry cleaning operatives; milliners; mine operatives and laborers; motor operators; oilers and greasers (except auto); painters (except construction and maintenance); photographic process workers, stationary firefighters, truck and tractor drivers; weavers (textile); welders and flame cutters; inspectors; testers and graders; hand packers and packagers; and kindred workers.

- **Service Workers**

Workers in both protective and non-protective service occupations.

Includes; attendants (hospital and other institutions, professional and personal service, including nurses' aides and orderlies); barbers; cleaners; cooks (except household); counter and fountain workers; elevator operators; firefighters and fire protection workers; guards; door keepers; stewards; janitors; police officers and detectives; porters; servers; amusement and recreation facilities attendants; guides; ushers, public transportation attendants; and kindred workers.