

**2022 CDBG HOUSING REHABILITATION
NOTICE OF FUNDING OPPORTUNITY
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

HUD has determined the State's 2022 allocation, to be \$29,798,562.

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 the competitive programs of Public Infrastructure and Housing Rehabilitation. Applications for less than the minimum grant will not be accepted.

Fund availability 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)	\$17,500,000	\$1,500,000	1/19/23
Housing Rehabilitation (HR)	\$7,000,000	\$650,000	1/19/23
<u>Ongoing (non-competitive) Programs</u>			
Economic Development (ED)	\$3,000,000	\$1,000,000	NA
Disaster Response (DR)	\$1,304,606	\$250,000	NA

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 and have completed the Internal Control Questionnaire (ICQ) for the current year available at: <https://grants.illinois.gov/portal/> prior to application submission. Applications submitted by communities who have not registered or completed the ICQ for the current year **will not be considered for review.**

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 2022, 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) 785-6174, TDD 800/785-6055; or contact the CDBG Grant Manager for your county.

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SECTION II

CDBG PROGRAM INFORMATION AND POLICIES

SECTION II

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 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 audit or monitoring findings related to performance.
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 be within the original and environmentally-cleared project area. Requests for activities outside the original project area will not be considered. In addition, if the proposed modification alters the LMI benefit, the percentage of benefit must be within the same “LMI scoring” received in the review of the application. 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. **No environmental review activities can take place until the applicant has received the Notice of State Award Finalist.** Once this Notice is received, the grantee will initiate the required early warning contact in accordance with Federal NEPA requirements and State law. 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>. The project area must be clearly drawn on the 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 and 24 CFR 55. 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.

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) and Executive Order 11990 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 [Davis Bacon Compliance and Resources - Community Development \(illinois.gov\)](https://www.illinois.gov/davis-bacon) 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.
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. Steel Products Procurement Act (30 ILCS 565 et seq.). The Grantee, if applicable, hereby certifies that any steel products used or supplied in accordance with this Award for a public works project shall be manufactured or produced in the United States per the requirements of the Steel Products Procurement Act (30 ILCS 565 et seq.).

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, or a holiday) 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 authorized official and certified by the 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 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.

D. ACTIVITY DELIVERY COSTS and ASSOCIATED COSTS

All application writers and grant administrators must have administered an Illinois CDBG grant within the last 2 years or attend the grant administration segment as well as the application segment of the 2022 workshops.

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.

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".

Contracts for the purpose of securing services for activity delivery must be competitively procured under 2 CFR 200 unless the contract is with an Intergovernmental Agreement Agency, an Inter-Entity Agreement Agency. If an applicant is awarded a CDBG grant, the grantee's procurement process must be documented and kept with the grant files. Please see Section VII, Attachments for the Illinois CDBG Procurement Policy.

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

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.

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 and (Housing) Rehabilitation Administration costs must be substantiated with complete invoices that include the work that was completed, when and where it was completed, who completed it, associated wages and attributable costs. Invoices without sufficient detail will not be paid.

For Housing Rehabilitation, Activity Delivery is to be used for administrative services necessary to the delivery/completion of the CDBG housing rehabilitation project. This activity is a fee of up to and not exceeding \$30,000.

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.

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 are expected to meet all special conditions within 90 days of the NOSAF date or the Department may withdraw the Notice of State Award Finalist (NOSAF).

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.



SECTION IV

COMPETITIVE HOUSING REHABILITATION COMPONENT

SECTION IV

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: 420-75-1633

CSFA TITLE: COMMUNITY DEVELOPMENT BLOCK GRANTS
HOUSING REHABILITATION PROGRAM

DCEO FUNDING OPPORTUNITY NUMBER: 24-3

DCEO FUNDING OPPORTUNITY TITLE: CDBG HOUSING REHABILITATION PROGRAM

Applications may be submitted based on the published Guidebook. The Guidebook and required supporting documentation for the application can be found at:

https://www2.illinois.gov/dceo/CommunityDevelopment/Pages/CDBG_Programs.aspx

COMPETITIVE HOUSING REHABILITATION COMPONENT

The Department may allocate \$7,000,000 to this program component and will establish a grant ceiling of \$650,000 per project.

The program targets housing projects which preserve single-family, owner-occupied housing and encourage neighborhood revitalization. The funds are available to address housing needs of eligible low-to-moderate income households. Rehabilitation codes and standards which address mechanical, structural, energy efficiency and other associated rehabilitation activities should, at a minimum, incorporate applicable State plumbing, electrical and lead based paint codes as well as any local rehabilitation codes and standards.

The program emphasizes the dual goal of serving low-to-moderate income households and maximizing program impact. In this endeavor, DCEO has established a maximum or limitation of funds that may be expended at \$60,000.00 of CDBG funds per household. Communities are encouraged to supplement CDBG funds with other available financial resources such as the United States Department of Agriculture Rural Development programs as well as other local resources.

Applications for the Competitive Housing Rehabilitation Program will be due at the DCEO Springfield office on or before **5:00p.m., Thursday, January 19, 2023** (See [Submission Information](#), Section IV, Part H.)

A. ELIGIBLE ACTIVITIES

Under the CDBG Housing Rehabilitation component grants may be used to finance the rehabilitation of single-family, owner-occupied residential buildings, including improvements to increase the energy efficiency of the structures. All grant funds must relate to one of the following HUD-defined activity codes:

14 A Rehab: Single-Unit Residential to be used for the rehabilitation of owner-occupied, single-family homes.

CDBG-eligible costs include:

- Labor and materials,
- Replacement of principal fixtures and components of existing structures;
- Water and sewer connections; (if needed for code compliance)
- Initial homeowner warranty premium;
- Hazard insurance premium;
- Flood insurance premium;
- Conservation costs for water and energy efficiency;
- Garages where health & safety issues have been identified;
- Evaluating and treating lead-based paint; and
- Removal of architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons.

Rehabilitation to a single-family, owner-occupied residential property that is also used as a place of business and is required to operate the business may be considered homeowner rehabilitation (as opposed to commercial rehabilitation) if the improvements provide general benefit to the residential occupants of the building.

14 H Activity Delivery to be used for administrative services necessary to the delivery/ completion of the CDBG housing rehabilitation project. This activity is a fee of up to and not exceeding \$35,000.

14 HI Rehab: Administration (*inspection*) to be used for 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. See Fee Scale below.

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

B. INELIGIBLE ACTIVITIES

The following activities 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 facilities and services (e.g., mowing parks, replacing street light bulbs).
4. Servicing or refinancing of existing debt.
5. No elected official or official appointed to an elected position is eligible for rehabilitation assistance.

C. ELIGIBILITY THRESHOLDS

Projects will be reviewed to determine if they meet the following minimum thresholds. If they do not meet the following thresholds, they will be an automatic **DO NOT FUND**.

1. Benefit to Low-and-Moderate Income Persons:

Each application must include documentation that the proposed project will benefit 100 percent low-to-moderate income persons. Those projects benefiting less than 100 percent low-to-moderate income persons will not be considered further.

2. Scope:

Applicants must provide a scope of work of eight (8) homes or more to be rehabilitated. Applications that do not provide at least the minimum are ineligible to receive funding.

3. Demonstration of adequate programmatic policies and procedures:

- Submission of general conditions and specifications manual for general contractors/subcontractors that address industry standards of acceptable materials and applications, bidding process, contract award, reporting requirements, payments to contractors and ongoing project management.
- Submission of policies and procedures manual prepared for the project that address general administrative procedures and staff responsibilities, including but not limited to; inspection duties, application solicitation, application intake and eligibility processing, fiscal controls, conflict resolution, reporting requirements and project close-out.
- Applicant has established rehabilitation standards which at a minimum include; applicable local building codes, Illinois State Plumbing Code, National Electrical Code, Illinois Lead Poisoning Prevention Act & Code, Illinois Energy Code or compatible property maintenance codes in the absence of local building codes.

D. HOUSING REHABILITATION PROJECT REQUIREMENTS

In addition to the requirements listed in Section II, the following are requirements which specifically apply to applications submitted for consideration under the Housing Rehabilitation component.

1. Housing Rehabilitation is a direct benefit activity. When CDBG funds are used for rehabilitation, 100 percent of CDBG housing rehabilitation funds must benefit low-to-moderate income persons. CDBG funds can be used to rehabilitate only those homes occupied by families verified to be of low-to-moderate income.
2. One of the important factors in evaluating applications submitted to the Department for Community Development Block Grant (CDBG) Program Housing Rehabilitation funds is demonstrating need for rehabilitation. Attached is the survey form to be used in preparing an application for the Housing Rehabilitation component of the CDBG. Survey format and applicable instructions are contained in Section IV, Part I of this guidebook.

Survey forms received from the project area shall be submitted in your housing rehabilitation application. All survey forms submitted shall be originals or copies of original forms submitted from the previous year's application Income surveys must be completed after the deadline for the previous round of funding. Surveys completed prior to August 4, 2021 will not be accepted. **Surveys must be double-sided!**

3. Applicants must be able to document support for the proposed project from eligible residents of the project area. This can be done through the minutes of public meetings and/or resident sign-up sheets and the above-described survey.

E. NARRATIVE RESPONSES/INCLUSIONS

All applications must include the following narrative responses as well as the requested documentation. See the Application Checklist contained in Section IV, Part I for placement in the application.

1. **Letter of Transmittal** – Must include the amount requested, a brief project description, the LMI benefit, and the additional funding amount and source.
2. **Project Summary** - Describe the need for the proposed project covering the following key points:
 - Identify the project area and explain how the area was selected.
 - Describe the scope of any other activities planned or ongoing in the project area which will support the proposed project.
 - Address other financing to be expended and the status of that financing.
3. **Housing Project Design** - Describe the general design of the proposed housing project. Emphasis should be on demonstrating an understanding of the procedural and management requirements for a housing rehabilitation program by addressing the project readiness evaluation criteria. This should include a response to each of the following:

- Proposed application selection process, i.e., prioritization schedule – very low income, elderly, handicap households receiving 50% or more of available prioritization points.
 - Proposed housing rehabilitation priorities, e.g., the types and priority of work to be performed within the limitations of \$60,000 in CDBG funds per housing unit.
 - Housing Rehabilitation Codes which have been adopted, e.g., rehabilitation code or standards that must include at a minimum; electrical, plumbing, lead based paint, etc.
 - Program promotion and solicitation of applicants, i.e., type of informational correspondence regarding the program to all project area residents, any additional program outreach such as public hearings, community meetings or announcements in local media regarding the program.
 - General Activity Delivery of the housing program, housing inspector and construction management and an identification of key individuals and their roles and responsibilities.
 - Where the applicant proposes to enter into a third-party contract for Activity Delivery and Administration services with an entity that is not a **Regional Planning Commission, Council of Officials, or Community Action Agency**, said applicant must select an administrative entity prior to application submission in conformance with HUD regulations found at 2 CFR 200 Procurement. The formal procurement process shall include but not be limited to a Request for Qualification (RFQ) from eligible respondents.
 - Sample documents to be used in the formal procurement process are provided in Section IX, Attachments. This process must be completed prior to application submission. Evidence of the process to procure services through a third party, including advertising through public notice, selection and scoring criteria shall be provided in the application for funding, including the qualifications as submitted by the selected entity.
4. **Project Maps** - The following maps must be included in the application submission.
- **A Project Location Map(s)** must be included in the application. The project map(s) must be clear and readable and provide the geographic location of the area to be served. The map(s) must clearly identify:
 - boundaries (streets, highways, landmarks, etc.) of the project area and provide the names of all roads or streets within the project area;
 - any part(s) of the project area within a designated 100-year floodplain;
 - all surveyed housing units in the project area by street address, including rural route addresses; units should be identified as: LMI owner-occupied single-family homes in need of rehabilitation.
 - all previously funded target areas within the community, including program year and grant number.

The project map(s) must be suitable for reproduction and shall not exceed the page size of 11 x 17 inches.

- **A FEMA-Issued Floodplain Map** must be included in the application. You can obtain this map by calling FEMA at 800.358.9616 or by using the website <https://msc.fema.gov>.

5. **Commitment Letters** - The status of the “Coordination of Resources” financing is of particular importance. As noted on the CDBG Submission Checklist/Table of Contents, the application must include copies of the “Coordination of Resources” commitment letters in order to meet the “Coordination of Resources” scoring criteria. A firm commitment letter **must include at a minimum, the following information as appropriate to the type of fund source being considered.**
- A firm commitment letter from a FINANCIAL INSTITUTION must include specific terms and conditions which would enable low-income persons to qualify for financial assistance, including, but not limited to, specific amounts, specific terms in years, and specific lower interest rates.
 - A firm commitment from the UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT (RD) or other state or federal source must include a specific dollar amount, program sources, and type of assistance.
 - When a local government is proposing to use its own funds (i.e., cash on hand) for the Coordination of Resources, a local council or board resolution committing a specific dollar amount to the project must be included.
6. **Cost Estimates for Housing Rehabilitation Work- Three (preferably one minimum, one moderate and one maximum) cost estimates must be included in the application, with photos of each home.**

F. **APPLICATION REVIEW AND EVALUATION PROCESS**

The screening and review process for the program is designed to ensure that limited CDBG 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 and the amount of each applicant's request. The Department reserves the right to perform a site visit or request additional information. All recommendations are forwarded to the director of the Department who makes the final funding decisions; however, all decisions will be based on the general distribution of funds described under each CDBG program component.

The Department will review all applications as follows:

- ◆ All applications must meet the Thresholds as outlined in Section IV, Part C “Eligibility Thresholds”. Projects that do not meet all Thresholds will not be reviewed further.
- ◆ Applications will be evaluated according to the evaluation criteria described in Section IV, Part G.
- ◆ In cases where projects have identical overall ratings, Project Readiness score will be used to decide the higher score.

G. **RANKING CRITERIA FOR HOUSING REHABILITATION**

The maximum available score per application is 100 points. The maximum scores available for each of the four scoring criteria, with examples of scoring determinations are as follows:

Project Need:	20 points
Project Impact:	20 points
Coordination of Resources:	30 points
Project Readiness:	30 points

1. **Project Need – Maximum Score 20 Points**

Project Need may be established based on the low-to-moderate income (LMI) of an entire community, an individual census block or combined census blocks. The Score will be based on total percentage of LMI households in the project area.

Applications that do not provide a defined project area that meets this criterion will receive zero (0) points for project need. HUD Map showing LMI must be included in application. Use link below to determine LMI.

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>

<u>Total Number of LMI households</u>	<u>Points</u>
90-100%	= 20 points
80-89%	= 18 points
70-79%	= 16 points
60-69%	= 14 points
50-59%	= 12 points
0-49.9%	= 10 points

2. **Project Impact – Maximum Score 20 Points**

In order to document an achievable impact in the project area, a minimum number of completed Housing Needs Surveys must be submitted with the application. All submitted surveys must document eligible households (LMI owner-occupied single-family owner-occupied homes in need of rehabilitation).

The minimum number of surveys to be submitted will be the equivalent of two times the projects proposed scope of work. However, to assure there are enough eligible homes to complete the project, we strongly suggest you complete surveys at the equivalent of three times the proposed scope of work.

Example: If the proposed scope of work is the rehabilitation of eight (8) homes, a minimum of 16 eligible surveys must be submitted, but we suggest you obtain 24 eligible surveys.

3:1 surveys to scope of work = 20 points

2:1 surveys to scope of work = 10 points

Less than 2:1 surveys to scope of work = 0 points

3. **Coordination of Resources – Maximum Score 30 Points**

The following numerical scores will be provided based upon the applicant’s submission of documentation of additional funding resources which will provide assistance to LMI households in coordination with the CDBG housing programs.

Additional Funding Resources must meet the criteria as set forth in Section IV, Part E(5). Additional Funding can be any amount from any identified resource but must meet a total of at least \$5,000. Points will be given based on the total of all Additional Funding Resources.

<u>Total Additional Funding Amount</u>	<u>Points</u>
\$20,000 or more	= 10 points
\$15,000	= 8 points
\$10,000	= 6 points
\$ 5,000	= 4 points
Less than \$5,000	= 0 points

4. **Project Administration**

A professional Grant Administrator with a proven track record is an important resource for completing a successful Housing Rehabilitation project. The track record of a Grant Administration Agency will be evaluated by examining their open Housing Rehabilitation grants on the application deadline date, October 19, 2022. In the week following, calculations will be made to provide DCEO staff the overall average percentage of funds drawn on open grants of each Grant Administration Agency. This percentage will be sent to the Grant Administration Agency after calculation.

Points will be assessed on the average draw-down percentage as follows:

<u>Average Drawdown Percentage</u>	<u>Points</u>
80% or more drawn	= 20 points
70 – 79.9% drawn	= 16 points
60 – 69.0% drawn	= 14 points
50 – 59.9% drawn	= 12 points
40 – 49.9% drawn	= 8 points
30 – 39.9% drawn	= 4 points
20 – 29.9% drawn	= 2 points
Less than 20% drawn	= 0 points

These points will then factor into the Coordination of Resources score for every application the Grant Administration Agency applies for.

If the Grant Administration Agency does not have any recent Housing Rehabilitation grants, the percentage and point value will be based upon other recent grant activity. Further, the Grant Administration Agency will be limited to managing one Housing grant until they have demonstrated their ability to successfully complete the grant in a timely manner.

5. **Project Readiness – Maximum Score 30 Points**

The following numerical scores will be provided based upon the applicant’s submission of documentation that all administrative and technical issues involved in assuring a successful housing project have been addressed, including but not limited to:

- ◆ Letters from General Contractors that have been pre-qualified by the applicant, stating they are available and interested in performing rehabilitation activities within the applicant community = 2 points per letter from the Illinois Department of Public Health (IDPH) licensed lead contractor, (if lead IDPH lead contractor, provide copy of license) 1 point per letter from non-licensed lead contractor - Maximum 10 points
- ◆ Substantial owner interest in the housing project = .5 points for each project area household attending the required public hearing, verified through sign in sheet from public hearing – Maximum 5 points
- ◆ Selection of Housing inspector – Maximum 5 points
 - Applicant has selected a qualified housing inspector (resume required) that is currently licensed by IDPH as a Lead Inspector/Lead Risk Assessor = 5 points.
 - Applicant has not selected a qualified housing inspector that is currently licensed by IDPH as a Lead Inspector/Lead Risk Assessor but will retain one upon grant award (submit qualifying criteria) = 2.5 points
- ◆ Applicant provides detailed cost estimates of three specific housing units including photo within the project area, defined in surveys as requiring Minimal, Moderate, and Major housing rehabilitation assistance. = Maximum 5 points
- ◆ Applicant includes description of the proposed application process which identifies how the project area population will be notified and encouraged to apply for rehabilitation assistance = Maximum 2.5 points
- ◆ A project map showing all LMI surveyed homes = Maximum 2.5 points

H. **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 Fiscal Year 2022.

In cooperation with GATA, please submit the following as part of your CDBG grant application package:

- ◆ **State of Illinois Uniform Grant Application** Available at: https://www2.illinois.gov/dceo/CommunityDevelopment/Pages/CDBG_Programs.aspx
Uniform Grant Application - Lines 23-30 should contain the grant administrator’s contact information; lines 45-51 should contain the chief elected official’s contact information; and line 52 should be signed by the Chief Elected Official as the “Authorized Representative.”
- ◆ **State of Illinois Uniform Budget Template** 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/CAGE#:** 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. CAGE codes provide a standardized method of identifying a given facility at a specific location. **This documentation, for the grantee, must be submitted with the application.**

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

Illinois Department of Commerce and Economic Opportunity
Office of Community Development
1 West Old State Capitol
Springfield, Illinois 62701

Applications for the competitive Housing Rehabilitation component must be submitted by the submission deadline of **Thursday, January 19, 2023 no later than 5:00 p.m.** Facsimile submissions will not be accepted.

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
2022 Housing Rehabilitation
Original

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

Submit the Original including all of the following:

- **All Application Materials** (The Section IV, Part I forms and documentation). *Please clearly label the original.*

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

Don't Forget to Submit One Full Copy!

SECTION IV

COMPETITIVE HOUSING REHABILITATION COMPONENT

I. APPLICATION FORMS

Note: Applicants are required to use the forms contained in this application guidebook. Incomplete forms will not be accepted. Please see Section I, Part D for specifics.

**HOUSING REHABILITATION
CDBG SUBMISSION CHECKLIST
AND TABLE OF CONTENTS**

All CDBG applications will be screened for completeness. Applicants must complete and submit this checklist with the application. **All pages of the application must be sequentially numbered.** Use the right-hand column, labeled "Page Number" to indicate the page for each item.

Both the original grant application (*indicate "original" on the cover*) and a complete copy (*indicate "copy" on the cover*) of the grant application must be submitted. See Section IV, Part H for submission information.

<u>APPLICATION FORMS</u>	<u>PAGE NUMBER</u>
_____ Completed Submission Checklist (This Page)	_____
_____ Letter of Transmittal from Chief Elected Official	_____
_____ State of Illinois DCEO Uniform Grant Application (See Section VII)	_____
_____ CDBG Applicant Project Information	_____
_____ Housing Fact Sheet	_____
_____ Project Summary for Housing Projects, applicant insert	_____
_____ Housing Project Design, applicant insert (See Section IV E)	_____
_____ State of Illinois Uniform Budget Template (See Section VII)	_____
_____ Housing Rehabilitation Working Cost Estimate/Activity Delivery & Rehab Admin Detail	_____
_____ Income Survey/Housing Needs Survey (<u>must be double-sided</u>)	_____
_____ Minority Benefit/Affirmative Housing Statement (In Section VII)	_____
_____ Project Need Map of Community	_____
_____ Project Readiness Information (See Section IV G)	_____
Letters from General Contractors	_____
Resumes/Copy of License of IDPH Inspector/Assessor	_____
Cost Estimates of Three Specific Housing Units (Min, Mod, Major)	_____
 <u>DOCUMENTATION, CERTIFICATIONS, RESOLUTIONS</u>	
Citizen Participation: 7-Day Notice/Public Hearings (See Section IIC, Form In Section VII)	
_____ Newspaper clipping,	_____
_____ Publisher’s certification (No emails)	_____
_____ Certified minutes	_____
_____ Attendance sheet(s)	_____
_____ Council Resolution of Support and Commitment of Local Funds	_____
_____ Local Government Certifications (In Section VII)	_____
_____ Mandatory Disclosures (In Section VII)	_____
_____ Conflict of Interest Disclosure (In Section VII)	_____
_____ Environmental Review for Activity/Project that is Exempt or Categorically Excluded	_____
Not Subject to Section 58.5	_____
_____ Project Location Map, (See Part E., 4 and Part G., 1)	_____
_____ FEMA issued Flood Plain Map (See Part E., 4)	_____
 <u>ATTACHMENTS</u>	
_____ Letters of Commitment for Leveraging Sources	_____
_____ Local Administrative Policy & Procedures Manual (one copy only)	_____
_____ Local General Contractors Information	_____
_____ Fair Housing Ordinance/Resolution	_____
_____ W-9	_____
_____ SAM Registration (UEI #)	_____
_____ IRS Certification Letter	_____
_____ GATA Registration Printout	_____

Template
LETTER OF TRANSMITTAL

This information must be transferred to the Applicant Community's Official Letterhead

Date

Illinois Department of Commerce
and Economic Opportunity
101 West Old State Capitol
Springfield, Illinois 62701

Dear Director:

The (unit of local government) is submitting an application for a housing grant under the Community Development Block Grant (CDBG) Program Housing Rehabilitation Component. The grant request is in the amount of \$_____ to be used to (use of funds). The benefit to low-to-moderate income individuals is 100%. The (name of local government) will contribute \$_____ from (source of funds) toward the completion of the project.

Very truly yours,

(Signature of Chief Elected Official)

STATE OF ILLINOIS – DCEO UNIFORM GRANT APPLICATION
(See Section VII for Form Information)

CDBG APPLICANT PROJECT INFORMATION
HOUSING REHABILITATION COMPONENT

I. PROJECT BENEFIT INFORMATION

<u>INCOME LEVEL</u>	<u>NUMBER OF UNITS TO BE REHABILITATED</u>	<u>NUMBER OF PERSONS</u>
LOW (80%)	_____	_____
VERY LOW (50%)	_____	_____
POVERTY (30%)	_____	_____

II. APPLICANT INFORMATION

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

III. APPLICATION WRITER

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

I have completed the Online 2022 CDBG Application Workshop Yes No

I have completed the Online 2022 CDBG Administrator’s Workshop Yes No

Signature of Application Writer: _____

IV. HOUSING INSPECTOR

First Name	_____		
Last Name	_____		
Title	_____		
Agency Name	_____		
Agency Type	_____		
Mailing Address	_____		
Telephone	_____	Email	_____
Federal Employer Identification Number	_____		
ILLINOIS LEAD INSPECTOR/RISK ASSESSOR LIC.	_____		

HOUSING FACT SHEET

Please complete the information requested below:

- 1. Total Project Cost: \$ _____
- 2. Number of housing units in the community _____
 Number of housing units in project area: _____
(including rental units, modular homes, and vacant housing units)
- 3. _____

Number of surveys received from the project area: _____

Number LMI owner occupied housing units in project area in need of rehabilitation:*(must be supported by submitted surveys)* _____

Number of LMI owner occupied housing units in project area to be rehabilitated: _____

- 4. Person who will be Fiscal Coordinator

Name	Title
------	-------

- 5. Person who will be the housing inspector

Name	Lic #
------	-------

- 6. List professional services which may be contracted for, e.g. regional planning commission or consulting firm.

Name	Telephone
Title	Email
Name	Telephone
Title	Email

- 7. Specify whether any of the project area is in a floodplain. Yes No
- 8. If yes, does the applicant participate in the National Flood Insurance Program? Yes No

PROJECT SUMMARY
(See Section IV E)

HOUSING PROJECT DESIGN

(See Section IV E)

HOUSING REHABILITATION WORKING COST ESTIMATE

Activity Budget	Total Amount Per Activity	CDBG \$ Request	Other Funds	Identify Other Sources
14A Rehabilitation				
(Other)				
14H Activity Delivery				
14HI Rehabilitation Administration				
TOTAL COSTS:				

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 structure 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 "Housing Needs Survey" must include:
the street address of the household interviewed;
the original signature of the person approving the Survey; and
the date of approval.
5. The completed, signed Community Development Block Grant Income Survey and the Housing Needs Survey must be a double-sided original.
6. Surveys submitted without the occupant's address, required signature of reviewer, and date 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 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 project 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 Section 8 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: _____

HOUSING NEEDS SURVEY

Address: _____

To be completed for ALL housing rehabilitation projects.

1. How many rooms are in the house – not counting bathrooms? _____
2. Is your house connected to a central sewer system Yes No
3. Are any major improvements needed to your home Yes No
 - If yes, please describe below
 - Roofing
 - Plumbing
 - Electrical/Wiring
 - Heating/AC
 - Foundation
 - Other

Is your home One-story or Two-story
 Does your home have a Basement or Crawl Space

FOR INTERVIEWER ONLY!

Place corresponding points to describe the extent of each structural deficiency.

SECTION A – Major Deficiencies			
Points: (6) Remove/Replace	(3) Repair	(0) No Repairs Needed	
Roofing	<input type="checkbox"/>	Plumbing – Drain/Waste/Vent	<input type="checkbox"/>
Framing – Exterior walls & Sills	<input type="checkbox"/>	Plumbing – Supply & Fixtures	<input type="checkbox"/>
Framing – Load bearing beams & joists	<input type="checkbox"/>	Electrical Service & Distribution	<input type="checkbox"/>
Foundation	<input type="checkbox"/>	Electrical Fixtures	<input type="checkbox"/>
Furnace	<input type="checkbox"/>	Section A Total (Max. 54)	<input type="checkbox"/>
SECTION B – Minor Deficiencies			
Points: (4) Remove/Replace	(2) Repair	(0) No Repairs Needed	
Doors – Interior	<input type="checkbox"/>	Interior Flooring	<input type="checkbox"/>
Doors – Exterior	<input type="checkbox"/>	Windows	<input type="checkbox"/>
Porches/Entrances	<input type="checkbox"/>	Siding/Painting	<input type="checkbox"/>
Section B Total (Max. 24)			<input type="checkbox"/>
Approximate Square Footage: _____			Total Points (A + B)
Designate if housing unit is a Mobile Home Yes <input type="checkbox"/> No <input type="checkbox"/> Eligible? Yes <input type="checkbox"/> No <input type="checkbox"/>			

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

INCOME & HOUSING NEEDS SURVEYS APPROVED BY:

Printed Name _____ Signature _____ Date _____

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

MINORITY BENEFIT/AFFIRMATIVE HOUSING STATEMENT

(See Section VII for Form)

PROJECT NEED MAP OF COMMUNITY

(See Section III E)

LETTERS FROM GENERAL CONTRACTORS

RESUMES/COPY OF LICENSE OF IDPH INSPECTOR/ASSESSOR

**COST ESTIMATES OF THREE SPECIFIC HOUSING UNITS
(Min, Mod, Major)**

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)



U.S. Department of Housing and Urban
Development

Washington, DC 20410
www.hud.gov

espanol.hud.gov

**Environmental Review
for Activity/Project that is Exempt or
Categorically Excluded Not Subject to Section 58.5
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

Project Information

Project Name: Activity Delivery and Rehabilitation Administration for Housing Rehabilitation Project in the community's full legal name.

Responsible Entity:

Grant Recipient (if different than Responsible Entity):

State/Local Identifier: TBD, If CDBG-HR Grant is Awarded.

Preparer:

Certifying Officer Name and Title:

Consultant (if applicable):

Project Location: Street Address for community's governmental building only

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]: **Activity Delivery and Rehabilitation Administration necessary to eventually undertake a single family, owner-occupied LMI Housing Rehabilitation project in a project area of the community's full legal name, project county's name, Illinois.**

Level of Environmental Review Determination:

- Activity/Project is Exempt per 24 CFR 58.34(a): 1, 3, 5, 6.
- Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b):

Funding Information

Grant Number	HUD Program	Exempt Amount	Categorically Excluded Amount
TBD	State CDBG	\$	

Estimated Total HUD Funded Amount:

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable):

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$(total of Activity Delivery & Rehab Admin only), with \$ _____ for Activity Delivery and \$ _____ for Rehabilitation Administration.

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Hazards 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	No sale or acquisition of property will occur.
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<i>Illinois is not a covered state under these Acts.</i>

<p>Flood Insurance</p> <p>Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]</p>	<p>Yes No</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p><i>The project is exempt pursuant to Section 58.6(a)(3), because it is funded through a HUD formula grant made to a state.</i></p>
--	---	---

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

Preparer Signature: _____ Date: _____

Name/Title/Organization: _____

Responsible Entity Agency Official Signature:

_____ Date: _____

Name/Title: _____

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

PROJECT LOCATION MAP
(See Part E., 4 and Part G., 1)

FEMA ISSUED FLOODPLAIN MAP
(See Part E., 4)

LETTERS OF COMMITMENT FOR LEVERAGING SOURCES

LOCAL ADMINISTRATIVE POLICY & PROCEDURES MANUAL
(one copy only)

LOCAL GENERAL CONTRACTOR'S INFORMATION

FAIR HOUSING ORDINANCE/RESOLUTION

W-9

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

IRS CERTIFICATION LETTER

(See Section III I)

GATA REGISTRATION PRINTOUT
(See Section III I)

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**SECTION VII
STANDARD DOCUMENTS and INFORMATION**

STATE OF ILLINOIS – DCEO UNIFORM GRANT APPLICATION

<https://www2.illinois.gov/dceo/CommunityDevelopment/Pages/default.aspx>

Uniform Grant Application – Program Matters Contact Information should contain the grant writer’s contact information; Business/Administrative Matters Contact Information should contain the contact information of the person fiscally responsible for the grant (clerk, Treasurer, etc.); and information on the Authorized Representative must be the Chief Elected Official, who must also sign the application.

STATE OF ILLINOIS – UNIFORM BUDGET TEMPLATE

<https://www2.illinois.gov/dceo/CommunityDevelopment/Pages/default.aspx>

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.

HUD Section 8 Income Guidelines

Section 8 income guidelines can be found at: <https://www.huduser.gov/portal/datasets/il.html>

**The most recent guidelines must be used when collecting
Income Surveys and Income Certifications.**

NOTE: The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low (30%) income limits may equal the very low (50%) income limits.

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 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 Section 8 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 or 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 – 20** Points **Minimal** Rehabilitation Needed; **21 – 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).

STATE OF ILLINOIS CDBG PROCUREMENT STANDARDS

OVERVIEW

The primary goal of the rules and regulations governing procurement is to ensure open and free competition for federally assisted projects. The various procurement methods outlined in this chapter all attempt to promote open and free competition for contracts. Open and free competition by nature mandates contracting opportunity is equal opportunity. The goal of the State CDBG Program is to ensure that small firms along with women and minority owned firms have an equal opportunity to participate in contract opportunities provided by the program. Requirements related to Section 3 and Minority and Women Business Enterprise (MBE/WBE) participation are in place to ensure this opportunity.

Units of General Local Government (UGLG) may use their own procurement procedures, which reflect applicable state and local laws and regulations, provided that the procurement conforms to federal procurement regulations, 2 CFR Part 200. If a community does not have a written procurement policy, the CDBG policy must be adopted for all phases of the project.

In addition, the State of Illinois' Compiled Statutes must also be considered when establishing procurement procedures. Illinois Compiled Statutes that may apply can be found at: <http://www.ilga.gov/legislation/ilcs/ilcs.asp> in:

- Chapter 50 – Local Government
- Chapter 55 – Counties
- Chapter 60 – Townships
- Chapter 65 – Municipalities

UGLGs should follow the stricter regulation, whether Federal, State or Local Government.

The Grantee shall conduct all procurement transactions in a manner providing for full and open competition and comply with all applicable federal procurement regulations (2 CFR 200, Section 200.318 through Section 200.326). The Grantee shall also follow the federal conflict of interest provisions (24 CFR 570.489(h)) and/or Illinois' Procurement Ethics and Disclosure law (30 ILCS 500/50), whichever are more stringent. The Grantee must maintain all records and source documentation related to its purchase of services, supplies, materials, property, equipment or other acquisitions. Procurement records will include rationale for the method of procurement selection of contract type, contractor selection or rejection, and basis of contract price. The Grantee shall provide the Department with executed copies of all contracts along with documentation concerning the selection process as part of the grant reporting process. The Grantee agrees to abide by the provisions of 2 CFR 200; 24 CFR 570.609; and 24 CFR 570.611, which include, but are not limited to, the following:

- a. The Grantee shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
- b. The Grantee shall comply with the requirements set forth in 24 CFR Part 5 concerning the use of debarred, suspended or ineligible contractors or subrecipients.

- c. No employee, officer or agent of the Grantee shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- d. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG assisted activities (Project/Scope of Work), or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG assisted activity, or with respect to the proceeds from the CDBG assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, or any designated public agency.

STANDARDS AND PROCEDURES

The standards and procedures for procurement and contracting are intended to ensure that supplies, equipment, construction, and other services are obtained as efficiently and economically as possible. Solicitations must explain all the requirements that the bidder/offeror has to meet for his or her bid/offer to be evaluated by the UGLG. Solicitations for goods and services must be based on a clear and accurate description of the material, product, or service to be procured and cannot contain features which unduly restrict competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable qualifying requirements on firms;
- Requiring unnecessary experience or excessive bonding;
- Specifying only brand name products, instead of allowing an equal product;
- Non-competitive pricing practices between firms or affiliated companies; and
- Non-competitive awards to consultants on retainer contracts.

Awards are to be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to the UGLG, price and other factors considered. Any and all bids may be rejected when it is in the UGLG’s interest to do so. The UGLG must ensure that the award is made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration should be given to such matters as contractor integrity, compliance with public policy, record of past performance, financial capabilities, and technical capabilities.

USE OF LOCAL, SMALL, MINORITY-OWNED and/or WOMEN-OWNED BUSINESSES

Federal regulations make it very clear that UGLGs should make every effort to use local business firms and contract with small, minority-owned, and women-owned businesses in the procurement process. Specifically, the UGLG must take affirmative steps to use small firms, minority-owned firms, women-owned firms, or labor surplus area firms. For example, the UGLG should:

- Incorporate such businesses in solicitation lists whenever they are potential sources;
- Ensure that such businesses are solicited when identified as potential sources;
- Divide procurement requirements, when economically feasible, to permit maximum participation of such businesses; and
- Require prime contractors, when subcontracts are let, to take affirmative steps to select such firms.

USE OF SECTION 3 BUSINESSES

In conformance with requirements of Section 3 of the Housing and Community Development Act of 1968, to the greatest extent feasible, the UGLG must award contracts for work to be performed to eligible businesses located in or owned by residents of the distribution area to ensure that employment and other economic opportunities generated by federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing.

DEBARRED & INELIGIBLE CONTRACTORS

The UGLG must ensure that awards are not made to any party which is debarred or suspended, or is otherwise excluded from or ineligible for, participation in federal assistance programs under Executive Order 12549 "Debarment and Suspension" UGLG must check the status of all contractors and sub-contractors on the System for Award Management (SAM) at <http://sam.gov/>.

EXCEPTION FOR ACTIVITY DELIVERY CONTRACTS

As outlined under 2 CFR 200.318(e), to foster greater economy and efficiency and to promote the cost-effective use of shared services across the Federal government, the local governmental unit receiving CDBG funds may procure its sub-grant's Activity Delivery services from an intergovernmental agreement organization, such as a regional planning commission (RPC), or a governmental-private sector inter-entity agreement organization, such as a regional economic development corporation (EDC), without regard to the competitive procurement provisions outlined in 2 CFR 200.320.

A primary function of regional planning commissions and of regional economic development corporations is to assist units of local government, under the oversight and control, or partial control, of elected officials from the member units of local government. The public purpose served by regional planning commissions and regional economic development corporations, combined with the local control of each, lends itself to protection equal to those contemplated by the competitive provisions of 2 CFR 200.320. However, nothing prevents any UGLG from complying with the provisions of Subpart 320 when procuring administrative services if the UGLG deems compliance to be equitable and in their best interest.

CONFLICTS OF INTEREST

Recipients must avoid conflicts of interest. In the procurement of property and services, 2 CFR 200.319 regarding conflicts of interest apply. In all cases not governed by those rules, conflicts of interest are not permitted. If a person is an employee, agent, consultant, elected official or appointed official of a recipient or subrecipient of CDBG funds and has project-related responsibilities or access to inside information, he or she may not obtain a financial benefit or interest from the project for himself or herself or those with whom he or she has family or business ties during his or her tenure or for one year thereafter.

SELECTION

The lowest, most responsible and responsive bidder must be selected to provide the required supplies, equipment, or services, with the exception of engineering and architectural services. Only A/E professional services may use factors other than price as a selection factor. Responsive refers to a valid and correct bid. Examples of responsiveness include bids turned in prior to the deadline, bid forms filled out correctly, bids containing all required information (bonds), etc. UGLGs may discard a non-responsive construction bid. Responsible refers to financial standing, skill, facilities, capacity, experience, previous work record, or any default within the last 12-month period. Discarding a

construction contractor solely based upon the factors of “responsibility” demands much more documentation and requires the written recommendation of the UGLG’s own attorney.

PROCUREMENT METHODS

2 CFR Part 200 allows five methods of procurement: micro-purchase, small purchase, competitive sealed bids, procurement by competitive proposals, and procurement by noncompetitive proposals. Each of these methods is described below. Again, if the UGLG has written procurement procedures or if a State statute applies, the stricter method shall be followed.

1. Micro-Purchase

Procurement by micro-purchase is the procurement of supplies or services of which the aggregate dollar amount does not exceed \$3,000 (or \$2,000 in the case of procurement for construction, subject to the Davis-Bacon Act). To the extent practicable, the grantee must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the grantee considers the price to be reasonable.

2. Small Purchase

This method of procurement may be used for the procurement of services, supplies, and/or other property that has an estimated dollar value less than the threshold limits and restrictions determined by 2 CFR Part 200, State or Local statutes. The Small Purchases Method of procurement may not be used for professional services such as Architectural, Engineering, Grant Administration, etc.

Step 1: Determine Threshold. The UGLG must determine whether or not the estimated dollar amount of the product or service being procured is equal to or less than the applicable bidding limit. If the estimated amount is equal to or less than the amount prescribed, go to Step 2. If the estimated amount will exceed the prescribed limit, use another method of procurement.

Step 2: Prepare Solicitation for Products/Services By email, letter or fax, at least three vendors must be contacted for competitive quotes. There is no requirement to contact MBE/ WBE providers. At least seven days must be allowed for responses. The UGLG should be specific in describing the product or service being requested.

Step 3: Document Responses. All responses should be documented and records maintained. Verbal quotes are not valid.

Step 4: Make Vendor Selection. If the vendor with the lowest quote is not selected, the UGLG must document the justification as to why another vendor was selected. Issues such as poor past performance or bad references are typical reasons for selection denial. The UGLG’s legal counsel should be consulted on all procurements awarded to vendors not having the lowest quote.

Step 5: Execution of Contract(s). The UGLG may execute contracts with the successful vendor after they have received the Environmental Release Letter from the State. If the UGLG only receives one quote, the consulting Engineer or Architect must validate that the price is reasonable. For record keeping purposes, a cost analysis must be performed. Making several separate small purchases from the same vendor or different vendors in order to stay under the formal bidding threshold is prohibited.

3. Competitive Sealed Bids

The Competitive Sealed Bid method is also referred to as an Invitation for Bid (IFB). This method of procurement is much more formal than the others and does not allow for negotiation. It is the required procurement method for all CDBG construction work.

Step 1: Prepare Invitation for Bid (IFB). The grantee must develop an IFB that clearly identifies the services required including: all technical specifications required, any other requirements that apply to the contract, and instructions for preparing and submitting a bid. Bid specifications may not identify a specific name brand or provider except if required to identify a piece of equipment necessary for completion of the project. In this instance, the name brand or provider must be followed

with the terminology, 'or approved equals'. Bid specifications are prepared by the professional services provider, either an Architect or Engineer and must include all parts of the project scope as outlined in the Grant Agreement. It is the responsibility of the UGLG to provide the bid specifications preparer with a copy of the Federal Construction Contract Provisions and the Davis Bacon Wage Decision applicable to the project. The bid specifications must include a statement that the Wage Decision is subject to change and the one that is in effect on the date of the bid opening will be applicable to the total project if the contract is awarded within 90 days of bid opening. If not, the applicable Wage Decision becomes the one that is in effect on the date that contracts are signed.

Step 2: Publish Invitation for Bid (IFB). The IFB must be published at least twice in a newspaper of general circulation, at least seven days apart. The last advertisement must be published at least seven days prior to the bid opening date. The IFB must state the date, time and location for submission of bids. The legal advertisement must provide information pertaining to where the project plans and specifications may be obtained or reviewed. In order to obtain the highest level of free and open competition, publishing the IFB in well-known trade journals and/or sending a copy of the IFB to the area's local contractors may increase the number of responses received.

Step 3: Solicit MBE/WBE Responses.

Step 4: Receive Bids. As bid packets arrive, the time and date the bid was received from the vendor is written on the outside of the bid packet. Any bid received after the date and time due must be rejected and returned to submitter unopened.

Step 5: Open Bids. Bids must be opened and read aloud at a public meeting, at the date, time and location stated in the legal advertisement. The bidder's name and amount of bid must be read and recorded in the minutes of the bid opening meeting. No action should be taken at the bid opening meeting except by order of the CEO to take the bids under advisement. Bid opening meeting minutes and a sign in sheet of all attendees must be maintained for the project records. If all bids exceed the amount budgeted for construction costs, the UGLG has only two options. The local funds budget may be increased to cover the additional costs or all bids may be rejected and the CEO may instruct the Architect or Engineer to revise bid specifications and rebid the project in an attempt to bring construction costs to within the project budget. The project may not be altered or changed to eliminate any part of the original project scope.

Step 6: Make Vendor Selection. The Competitive Sealed Bid Method of procurement requires that the construction contract be awarded to the lowest bidder, provided that the lowest bidder is found to be a responsive and responsible bidder. If the bids received are within the project budget, the Architect or Engineer will review all bid packages to determine if each one is responsive and responsible and the Grantee's legal counsel will verify that the bonding and certification requirements outlined in the bid specifications have been included. Upon completion of these reviews, the Architect or Engineer will prepare a bid tabulation sheet and a written statement to the UGLG making a recommendation of the lowest responsive and responsible bidder. The bid tabulation must be certified (stamped) by the project Architect or Engineer. If the low bidder is found to be unresponsive or irresponsible and is not recommended by the project Architect or Engineer, the UGLG's legal counsel must be consulted prior to making the determination to reject the lowest bid and consider the second lowest bidder. A written legal opinion must accompany all procurement documents where the low bidder was not selected in case of a formal bid protest or possible litigation.

Step 7: All unsuccessful bidders must be notified in writing if not documented as present at the bid opening.

Step 8: Award Construction Contract. When the Grantee has received the Architect or Engineer's recommendation for award and certified bid tabulation, the UGLG may award a firm, fixed price contract to the recommended bidder.

4. Procurement by Competitive Proposals (Request for Proposals (RFP's)/Request for Qualifications (RFQ's)

Competitive Proposals are generally used when sealed bids are not appropriate. The Competitive Proposal process is most typically used for the procurement of professional services, including, but not limited to administration, architecture, engineering, asbestos inspection, demolition inspection, and title search services.

When procuring the services of a licensed Architect or Engineer, and these services are to be paid for using federal funds, the UGLG should develop and distribute to a number of companies, a Request for Qualifications (RFQ) that may utilize the Architectural or Engineering Industries' Qualification Based Selection (QBS) procedures.

All RFPs and RFQs received must be evaluated. A written method for evaluation, which includes the significant factors used to determine the contract selection award, must be prepared and publicized along with the Request.

Step 1: Prepare RFP/RFQ. The Grantee must prepare a Request for Proposal or Request for Qualifications.

Step 2: Solicit Responses. Send the RFP/RFQ to at least five vendors.

Step 3: Publish RFP. The Grantee must advertise the RFP at least once in a newspaper of general circulation. A formal legal advertisement is required. Proposals are due no sooner than 15 days following the date of publication of the legal advertisement; OR Publish RFQ. The Grantee must publish the RFQ at least once in a newspaper of general circulation a minimum of 30 days prior to the RFQ submission due date. A formal legal advertisement is required.

Step 4: Establish Evaluation Committee. Appoint an evaluation team of knowledgeable members (town council, board of public works members, etc.) and develop an evaluation plan to rank respondents and provide guidance during the selection process. Typically three to five people make up the Evaluation Committee. At least one of the committee members must be the Chief Elected Official (CEO) or designee.

Step 5: Open Responses. Responses must be received at the address stated in the legal advertisement, logged in and stamped with the date and time received prior to being opened and submitted to the Evaluation Committee for review. Any response not received by the date and time stated in the legal advertisement must be returned, unopened to the submitter.

Step 6: Short List Vendors. The purpose of the evaluation process is to select the responders whose proposals meet all of the criteria required in the solicitation. The committee must select two or more of the responders for interviews.

Step 7: Conduct Interviews. The UGLG is required to contact the firms selected, in writing with the time, date and location of the interview. The UGLG must also notify those who will not be interviewed. On occasion, the UGLG may receive only one proposal. That respondent must be interviewed before the scoring committee. The interview may be conducted via conference call.

Step 8: Make Vendor Selection. Each member of the Evaluation Committee must complete an Interview Evaluation and Score Sheet for each vendor short listed. Each scorer must use the same scoring and weighting criteria making their best effort to score each proposal fairly and without bias. The score sheets must be signed by each member of the Evaluation Committee and maintained in the project file. Following the Evaluation Committee's review, the vendor whose proposal is determined to be the most advantageous to the project, based upon qualifications, price (if applicable) and other factors may be selected.

If utilizing QBS Procedures, the vendor with the highest number of aggregate points should be selected for price negotiations. If unable to reach an agreement on the fees to be charged for the services required, the Statement of Qualifications may be rejected and the vendor with the second

highest number of aggregate points may be approached for price negotiations. This process may continue until an agreement is reached, so long as the vendor selected is capable of providing the requested services based upon quality and other relevant factors.

Step 9: Notify Successful and Unsuccessful Proposer(s). The UGLG must notify all successful and unsuccessful vendors, in writing.

Step 10: Execution of Contract. The UGLG may execute contracts with the successful vendor.

5. Procurement by Noncompetitive Proposals

This method of procurement is used to solicit products or services from a single source and may only be used when the other three methods of procurement are not applicable. Generally, the State does not allow Procurement by Noncompetitive Proposals. The stipulations that would exclude the other methods of procurement include the following:

- The item or service can only be obtained from one source.
- A condition of public emergency or urgency exists and time does not permit the use of a competitive procurement method.
- Following solicitation of a number of service providers, competition was deemed to be inadequate.
- State expressly authorizes.
- Noncompetitive and Sole Source procurement is discouraged and must be well documented to avoid disallowance.

Step 1: Justification for Use of Method. The UGLG must prepare a written justification as to why this method of procurement is being utilized and allow the State to review this justification prior to proceeding to Step 2.

Step 2: Specification of Products/Services. Prepare a specific list of products or services to be acquired along with a cost price analysis that evaluates specific elements of cost and proposed profit.

Step 3: Verify Data. A licensed Architect or Engineer must verify the UGLG's data to certify the specifications and reasonableness of the estimated costs.

Step 4: Specification of Products/Services. The vendor should be provided with a specific listing of products or services required.

Step 5: Evaluate Bid. The bid is evaluated based upon responsiveness and price reasonability. For this method of procurement, the UGLG may negotiate with the vendor to assure the most advantageous offer is acquired.

Step 6: Execution of Contract. The Grantee may execute contracts with the successful vendor.

BONDING AND INSURANCE

2 CFR Part 200 specifies bonding and insurance requirements for federally supported activities. In carrying out CDBG activities (except professional services contracts), CDBG recipients must establish bonding and insurance requirements that ensure completion of CDBG funded construction contracts in the event of contractor or subcontractor default.

For contracts exceeding \$25,000, recipients must require a bid guarantee from each bidder equivalent to 5% of the bid price. This may be secured through a bid bond or a certified check. Any contract with an amount over \$25,000 is required to produce documentation of performance bonding within two weeks of contract award. The contractor will obtain a performance bond for 100% of the contract price to ensure completion of the contract. Any contract with an amount over \$50,000 requires the contractor to produce documentation of a payment bond for 100% of the contract price to ensure payment to all persons supplying labor and materials.

In the event of the surety performing under a takeover agreement, the bonding company must produce evidence of participation in the E-Verify program.

Grantees are free to use their requirements relating to bid guarantees, performance bonds, and payment bonds for contracts of \$25,000 or less in value.

An irrevocable letter of credit from a federally insured financial institution may be used for contracts of less than \$25,000. The irrevocable letter of credit cannot have an expiration date and must remain in effect for the duration of the federally funded project.

RECORDS AND FILES

The UGLG shall maintain records to detail the significant history of a procurement and contracting and monitor the contracts to assure that the contracts are completed in a satisfactory and timely manner.

The Procurement and Contracting files must contain:

- Description of method used to select consultants and contractors
- Request for Bids (RFB), Request of Qualifications (RFQ) and Request of Proposals (RFP) documents including advertisements, correspondence, and bids/qualifications/ proposals received evaluation method(s)
- Cost and pricing data
- Record of the approval by the governing body of the bid/qualifications/proposal accepted/selected
- Contract(s) for services
- Records of partial payments and supporting documentation (in financial management files)
- Contract amendments (if any) and rationale for the amendment
- Procurement Policy
- Conflict of Interest disclosure documents and records/Exemption Request documentation (if applicable)
- Evidence of debarment search

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.

OBTAINING A DUNS NUMBER

The DUNS Number does not replace existing identifiers, such as the Employer Identification Number (EIN), that is required by statute. Obtaining a DUNS number is free for all companies. An applicant should identify its organization as a Federal grant applicant when it contacts Dun and Bradstreet (D&B) for a DUNS number. The DUNS number is site-specific; therefore, each distinct physical location of the business may be assigned a DUNS number. If a company already has a DUNS number, it may use that number for its application process. For purposes of avoiding unnecessary and duplicating DUNS numbers, a business with an existing DUNS number should avoid establishing new DUNS numbers. If a company wishes to determine if it has an existing DUNS number or to request a family tree report, it may contact D & B toll-free at 866.705.5711. Businesses may receive a DUNS number by calling the same dedicated number 8:00 a.m. – 6:00 p.m. (local time of the caller when calling from within the United States). Speech or hearing impaired persons may access the toll-free DUNS number request line through TTY by calling 866.814.7818. Businesses alternatively may apply for a DUNS number online at <http://www.dunandbradstreet.com>. For faster service, HUD recommends using the telephone request line. The telephone call to obtain a DUNS number takes approximately five to ten minutes and a DUNS number will be assigned at the conclusion of the call. Applicants should expect that the following information will be requested: legal name; name and address for the organization's headquarters; 'doing business as'(DBA) or other name by which the organization is commonly known or recognized; physical address; telephone number; contact name and title; and number of employees.

CDBG GRANT MANAGER TERRITORY MAP

<https://www2.illinois.gov/dceo/CommunityDevelopment/Pages/default.aspx>