****

**2023**

**Community Development Block Grant (CDBG)**

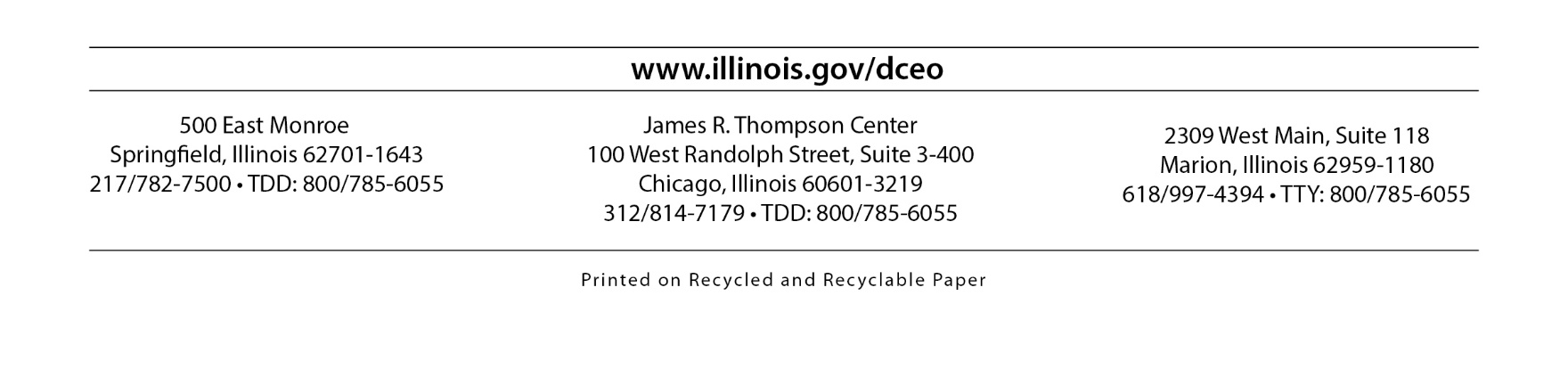
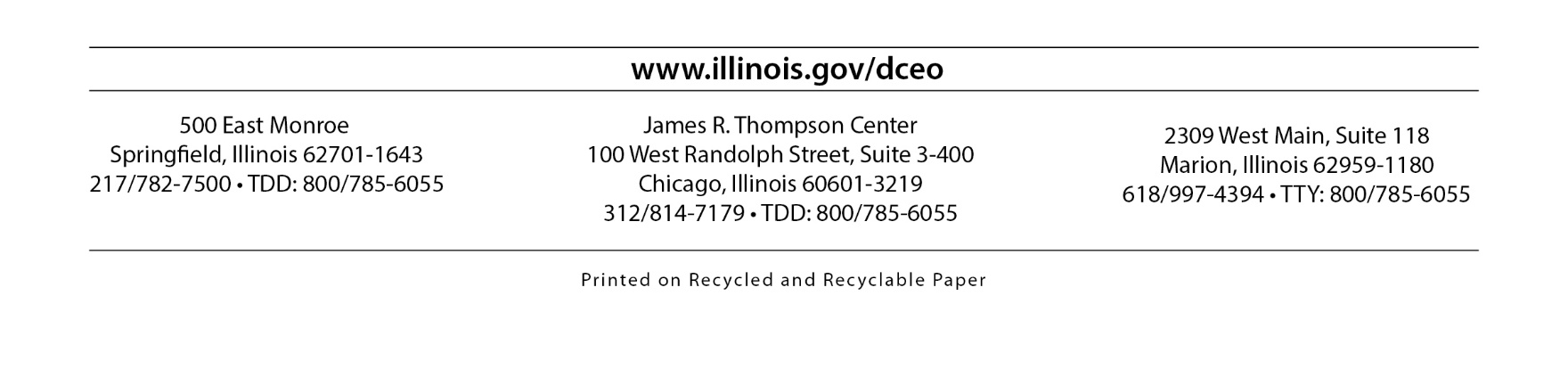
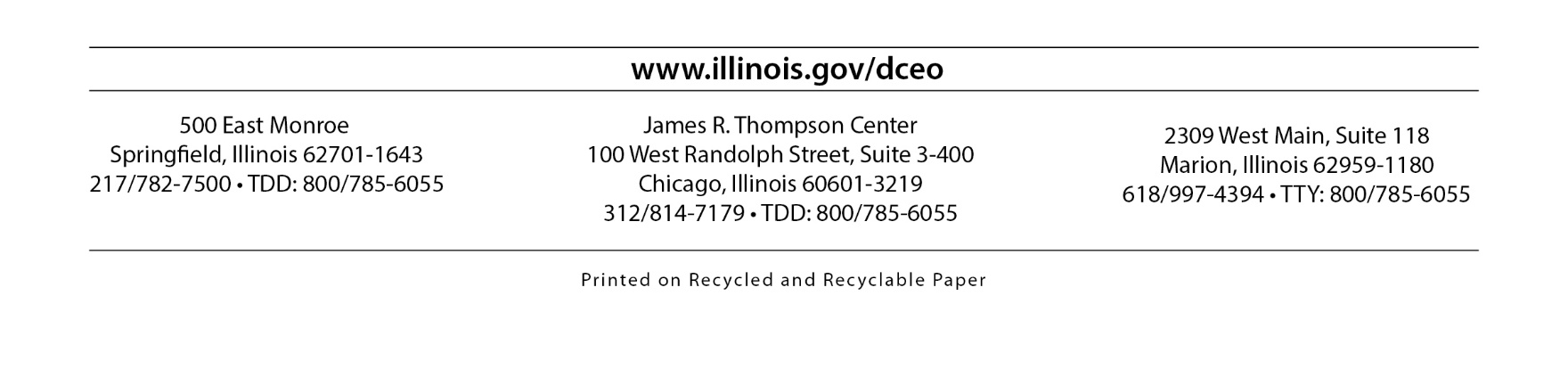
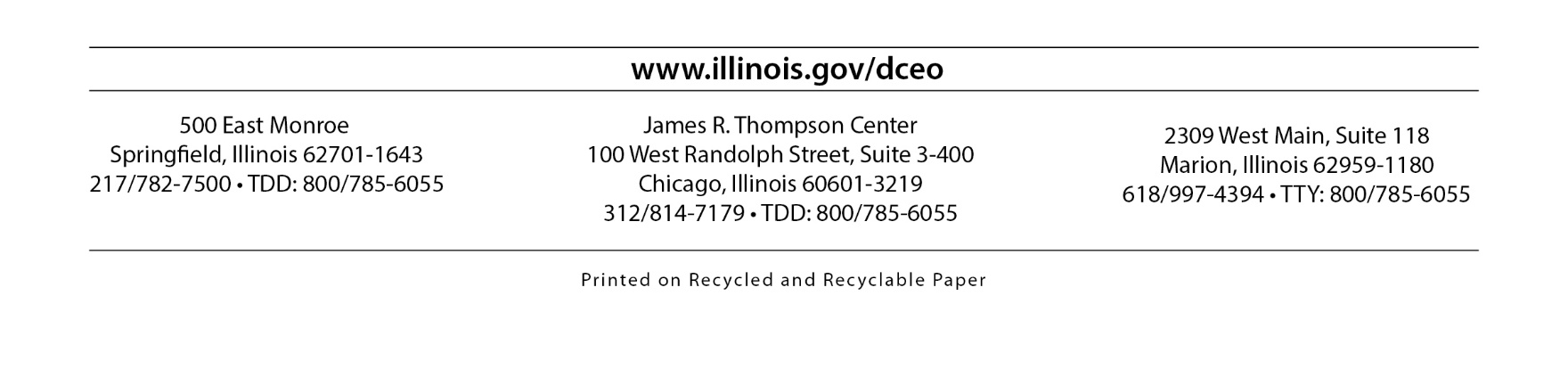
**APPLICATION GUIDEBOOK AND FORMS**



***Funded by the U.S. Department of Housing and Urban Development***

***Title I, Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.).***

***Regulations: 24 CFR 570, 2 CFR 200***

*****Office of Community Development*****

**1 West Old State Capitol Plaza**

**Springfield, Illinois 62701**

**217/785-6174**

**2309 West Main, Suite 118**

**Marion, Illinois 62959-1180**

**618/997-4394**

**TABLE OF CONTENTS**

**SECTION I: OBJECTIVES AND GENERAL APPLICANT INFORMATION** PAGE

Federal and State Program Objectives 2

A. Funding Availability 3

B. Eligible Applicants 4

C. Ineligible Communities 4

D. Application Materials 5

E. Technical Assistance 5

**SECTION II: CDBG PROGRAM INFORMATION AND POLICIES**

A. Requirements and Disclaimers 8

B. State and Federal Compliance Areas 10

C. Citizen Participation 11

D. Activity Delivery Costs and Associated Costs 13

E. Initial Grantee Responsibility 14

**SECTION III: COMPETITIVE PUBLIC INFRASTRUCTURE (PI) PROGRAM**

Funding Opportunity Information…………………………………………………………………….17

A. Eligible Activities 18

B. Ineligible Activities 20

C. Eligibility Thresholds 21

1. Low-to-Moderate Income Benefit Requirements 21

2. Documentation of Threat to Health and Safety 25

3. Water and Sewer Rates 26

D. Funding Sources 26

E. Narrative Responses 28 1. Letter of Transmittal 28

2. Project Summary 28

3. Project Readiness Summary 28

F. Inclusions 29

1. Project Maps 29

2. Engineer’s Cost Estimate 30

3. Fair Housing Resolution 30

G. Application Review and Evaluation Process 31

H. Ranking Criteria 32

1. Opportunity Zones 32

2. DCEO Underserved Area 32

3. Project Impact/Per Capita Cost 32

4. Additional Funding 33

5. Threat to Health & Safety/Urgency 33

6. Project Readiness 34

I. Submission Information 35

State of Illinois Uniform Grant Application 36

State of Illinois Uniform Budget Template 36

IRS Certification Letter 36

W-9 Form 36

SAM Registration/UEI# 36

Packaging Your Application 37

J. Application Forms 38

Letter of Transmittal 39

CDBG Submission Checklist/Table of Contents 40

State of Illinois - DCEO Uniform Grant Application 41

CDBG Applicant Project Information Public Infrastructure 42

Project Summary 44

Project Readiness Summary 45

FEMA Issued Floodplain Map 46

Project Maps 47

State of Illinois - Uniform Budget Template 48

Public Infrastructure Working Cost Estimate 49

Engineer’s Cost Estimate 50

Private Property Easements 51

LMISD Area Benefit Printout(s) 52

Low-to-Moderate Income Blending Worksheet 53

Analysis of Benefit to Low-to-Moderate Income Persons 54

Low-to-Moderate Income Survey Summary 55

Income Survey Worksheet 56

Income Survey Map  59

Minority Benefit/Affirmative Housing Statement 60

CDBG Community Need/Project Benefit Determination 61

Public Hearing Notice 62

Newspaper Clipping 63

Publisher’s Certification 64

Certified Minutes 65

Attendance Sheet(s) 66

Council Resolution of Support 67

Local Government Certifications 68

Mandatory Disclosures 69

Conflict of Interest Disclosure 70

Intergovernmental Cooperation Agreement 71

Health & Safety Documentation 72

Firm Documentation of Commitment from other Funding Source(s) 73

Copy of IEPA Construction Permit(s) 74

Copy of Water Purchase or Wastewater Treatment Agreement 75

Copy of Option to Purchase 76

Fair Housing Ordinance/Resolution 77

W-9 78

Sam Registration (UEI#) 79

IRS Certification Letter 80

GATA Registration Printout 81

Oversized Maps 82

**SECTION IV: COMPETITIVE HOUSING REHABILITATION COMPONENT**

Funding Opportunity Information…………………………………………………………………….84

A. Eligible Activities 85

B. Ineligible Activities 86

C. Eligibility Thresholds 86

D. Housing Rehabilitation Project Requirements 87

E. Narrative Responses/Inclusions 87

1. Letter of Transmittal 87

2. Project Summary 87

3. Housing Project Design 87

4. Project Maps 88

5. Firm Commitment Letters – “Coordination of Resources” 89

6. Cost Estimates for Housing Rehabilitation Work 89

F. Application Review and Evaluation Process 89

G. Ranking Criteria for Housing Rehabilitation 90

1. Project Need 90

2. Project Impact 91

3. Coordination of Resources 92

4. Project Readiness 93

H. Submission Information 93

Packaging Your Application 95

I. Application Forms 96

CDBG Submission Checklist and Table of Contents 97

Letter of Transmittal for Housing 98

State of Illinois – DCEO Uniform Grant Application 99

CDBG Applicant Project Information 100

Housing Fact Sheet 101

Project Summary 102

Housing Project Design 103

Housing Rehabilitation Working Cost Estimate 104

Income Survey Cover Sheet 105

CDBG Income Survey 106

Housing Needs Survey 107

Minority Benefit/Affirmative Housing Statement 108

Project Need Map of Community 109

Letters from General Contractors 110

Resumes/Copy of License of IDPH Inspector/Assessor 111

Cost Estimates of Three Specific Housing Units 112

Public Hearing Notice 113

Newspaper Clipping 114

Publisher’s Certification 115

Certified Minutes 116

Attendance Sheet(s) 117

Council Resolution of Support 118

Local Government Certifications 119

Mandatory Disclosures 120

Conflict of Interest Disclosure 121

Environmental Review for Activity/Project 122

Project Location Map 125

FEMA Issued Floodplain Map 126

Letters of Commitment for Leveraging Sources 127

Local Administrative Policy & Procedures Manual 128

Local General Contractor’s Information 129

Fair Housing Ordinance/Resolution 130

W-9 131

Sam Registration (UEI#) 132

IRS Certification Letter 133

GATA Registration Printout 134

**SECTION V: ECONOMIC DEVELOPMENT PROGRAM**

Funding Opportunity Information…………………………………………………………………………….136

1. Application Requirements136
2. Eligible Activities137
3. Ineligible Activities138
4. Special Requirements140
5. Additional Program Information and Requirements 142
6. Project Summary143
7. Project Location Map(s)144
8. Application Review and Evaluation Process 144

1. Project Benefit 145

2. CDBG National Objective 145

3. CDBG Dollars 146

4. Resource Leveraging 146

5. Application Denial 146

I. Submission Information 147

Packaging Your Application 148

J. Application Forms 149

CDBG Application Submission Checklist150

Letter of Transmittal151

CDBG Applicant Project Information Economic Development Component 152

Project Narrative and Need for Assistance154

ED Fact Sheet - General Supported Company Information155

ED Fact Sheet - Supported Company Information History158

ED Fact Sheet - General Supported Company Information -Products or Services159

ED Working Cost Estimate160

Projected Jobs Created and Jobs Retained162

Analysis of Benefit to LMI Persons163

K. Documentation/Certifications/Resolutions 164

Private Investment Commitment Letter165

Business Certifications166

Jobs created/Retained167

Board Resolution - Designation of Authorized Official168

**SECTION VI: DISASTER RESPONSE PROGRAM**

Funding Opportunity Information…………………………………………………………………..170

1. Eligible Activities 171
2. Ineligible Activities 171
3. Eligibility Thresholds171
4. Documentation Requirements171
5. Narrative Response/Inclusions172
6. Letter of Transmittal172
7. Project Summary172
8. Project Maps172
9. Governor’s Disaster Declaration172
10. Application Review and Evaluation Process172
11. Submission Information172

Packaging Your Application 174

1. Application Forms175

CD BG Disaster Response Application Submission Checklist176

Letter of Transmittal177

State of Illinois – DCEO Uniform Grant Application……………………………………….178

CDBG Applicant Project Information179

Project Summary…………………………………………………………………………….180

Project Maps…………………………………………………………………………………181

FEMA Issued Floodplain Map………………………………………………………………182

State of Illinois – Uniform Budget Template………………………………………………..183

Force Account Labor Summary Record (FEMA Form 90-123) 184

Materials Summary Record (FEMA Form 90-124) 185

Rented Equipment Summary Form (FEMA Form 90-125) 186

Contract Work Summary Record (FEMA Form 90-126) 187

Force Account Equipment Summary Record (FEMA Form 90-127) 188

Disaster Response Costs Summary189

Minority Benefit/Affirmative Housing Statement 190

Public Hearing Notice 191

Newspaper Clipping………………………………………………………………………….192

Publisher’s Certification……………………………………………………………………...193

Certified Minutes…………………………………………………………………………….194

Attendance Sheet(S)…………………………………………………………………………195

Council Resolution of Support………………………………………………………………196

Local Government Certifications……………………………………………………………197

Mandatory Disclosures………………………………………………………………………198

Conflict of Interest Disclosure 199

Intergovernmental Cooperation Agreement 200

Unit of Local Government’s Most Recent Financial Audit………………………………….201

Governor’s Diester Declaration……………………………………………………………...202

W-9…………………………………………………………………………………………..203

Sam Registration (UEI#) 204

IRS Certification Letter 205

**SECTION VII: STANDARD DOCUMENTS & INFORMATION**

State of Illinois - DCEO Uniform Grant Application 208

State of Illinois - Uniform Budget Template209

Minority Benefit/Affirmative Housing Statement 210

Public Hearing Notice 211

Council Resolution of Support 212

Resolution of Support and Commitment of Local Funds 213

Local Government Certifications 214

Mandatory Disclosures 215

Conflict of Interest Disclosure 216

Intergovernmental Cooperation Agreement 218

Income Survey Cover Sheet, Community Development Survey219

CDBG Income Survey220

CDBG Housing Needs Guide 221

Housing Rehabilitation Request for Qualifications (RFQ) 222

Economic Development Job Classifications 227