

Village of Oak Park 2013 CDBG Proposal



**COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM - PY 2013**

Village Hall  
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Oak Park, IL 60302-4272  
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FOR STAFF USE ONLY:

Project No.  
Date Received \_\_\_\_\_ Time \_\_\_\_\_  
Eligible (Circle) Yes No  
Qualifying CDBG Regulation/matrix  
24 CFR 570.  
Primary Objective  
 Serves Low/Mod  
 Slum/Blight  
 Urgent Need

**\*\* READ UPDATED INSTRUCTION BOOKLET BEFORE STARTING \*\***

**1. PROJECT SUMMARY:**

A. Organization Name:  
Organization Address:  
Project Name:  
Project Address:  
Project Contacts:  
FAX Number:

Organization Phone:

Project Phone:  
Email Address:

B. Type of Organization (Check appropriate space)

- Private non-profit       Private for-profit  
 Public       Other (Describe)

Organization's Federal ID #

Local Development Corporation

C. Summary Of Problem/Need: (1-2 sentences)

D. Summary Of Proposed Solution: (1-2 sentences)

E. Funding Category Applicant Is Applying For:

- Infrastructure       Public Service  
 Economic Development       Housing

Public Facilities

(Requests must be at least \$15,000)

F. Estimated Beneficiaries:

(From 3.B. of Application)      \_\_\_\_\_ 0-30% MFI (VL)      \_\_\_\_\_ 31-50% MFI (L)      \_\_\_\_\_ 51-80% MFI (M)

G. Project Cost (Must match Budget from Sec. 5 of App):

Total CDBG dollars requested: \$ \_\_\_\_\_

Total value of other resources: \$ \_\_\_\_\_

TOTAL PROJECT COST: \$ \_\_\_\_\_

\_\_\_\_\_  
*\*Signature of Applicant's Authorized Official/Date*

\_\_\_\_\_  
*Name (please print or type)*

2. **PROPOSED PROJECT DESCRIPTION: (Do not exceed space provided)**

- A. Village Funding Priority or Priorities and Objective(s) (from Handout #1) and Eligible Activity Category (from Handout #2) to be addressed:

See *Guide to National Objectives and Eligible Activities* found on VOP website, or at:

<http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>

- B. Effect on Identified Need(s):

- C. Impact On Populations Served:

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**PROPOSED PROJECT DESCRIPTION: Continued (Do not exceed space provided)**

D. Project Description: (Use one additional page on Project Description section only, if needed)

E. Project Management:

F. Project Outcomes:

G. Project Alternatives:

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3. **PROJECT BENEFIT**

A. Source of Information for Income of Beneficiaries:

1) For Area-wide Benefit Projects – public works, infrastructure, housing, economic development

\_\_\_\_\_ Census Tract(s) Block Group Number \_\_\_\_\_

(\*For area benefit, include map with service areas identified)

2) For Limited Clientele or Job Benefit - public services, economic development, & housing:

\_\_\_\_\_ Client File (submit a copy of the intake form used to document client eligibility)

B. Number and Incomes for All Project Beneficiaries, Annually (**Select one only: Persons or Households**)

**All Persons** (individuals, single persons)

1) \_\_\_\_\_ Total of all Persons Benefiting (without regard to income or residency)

a) \_\_\_\_\_ Number of all Very Low, Low and Mod-Income Persons to be served

b) \_\_\_\_\_ Percentage of LMI benefit ( $a \div \text{total persons} \times 100$ )

c) \_\_\_\_\_ Number of all **Oak Park** persons benefiting

d) \_\_\_\_\_ Number of Very Low, Low and Moderate-Income **Oak Park** Persons to be served

**OR**

**All Households** – Complete only for Housing Proposals (family units, housing units, etc.)

2) \_\_\_\_\_ Total of all Households Benefiting (without regard to income or residency)

a) \_\_\_\_\_ Number of all Very Low, Low and Mod-Income Households to be served

b) \_\_\_\_\_ Percentage of LMI benefit ( $a \div \text{total households} \times 100$ )

c) \_\_\_\_\_ Number of all **Oak Park** households benefiting

d) \_\_\_\_\_ Number of Very Low, Low and Moderate-Income **Oak Park** Households to be served

4. **PROJECT TIMELINE** (Describe tasks, timeframe, and milestones for at least each quarter of the project year.)

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5. A **PROJECT BUDGET** (on following page) - **Double click the spreadsheet to activate it.** Project budget must include the entire project funding even if CDBG is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

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**2013 CDBG ACTIVITY PROJECT BUDGET**

	1	2	3	4	5	6	7	8
<b>Project Expenses</b>	<b>Total Project Costs</b>	<b>CDBG Request Amount</b>	<b>CDBG % of Total Cost</b>	<b>Other Revenue</b>	<b>Other Revenue</b>	<b>Other Revenue</b>	<b>Total Other Revenues</b>	<b>Other Revenues % of Costs</b>
<b><i>Personnel Costs</i></b>								
Salaries	\$0	\$0	0%				\$0	0%
Benefits	\$0	\$0	0%				\$0	0%
Taxes	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b><i>Operating Costs:</i></b>								
Rent/Lease	\$0	\$0	0%				\$0	0%
Utilities	\$0	\$0	0%				\$0	0%
Telephone	\$0	\$0	0%				\$0	0%
Postage	\$0	\$0	0%				\$0	0%
Supplies	\$0	\$0	0%				\$0	0%
Mileage	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
<b>Subtotal: Operations</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b><i>Professional/Services</i></b>								
Consultant	\$0	\$0	0%				\$0	0%
Engineering	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b><i>Construction Costs</i></b>								
Materials/Supplies	\$0	\$0	0%				\$0	0%
Construction Costs	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
Property Acquisition	\$0	\$0	0%				\$0	0%
Equipment Purchase	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
Other	\$0	\$0	0%				\$0	0%
<b>Subtotal: Construction Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL (all categories)</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>



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**C. Revenue Summary:**

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
Funding Source	<i>Loan or Grant</i>	Funding Amount	Funding Status	Date Available	Funding Restrictions	Type of Funding Source (Fed, State or Local)*
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				

\* List only **one** "Type of Funding Source" per line.

1. Discuss the effect on the project if other "uncommitted" funds are not received:

2. Comments:

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**ADDITIONAL DOCUMENTATION REQUIRED – 2 copies only**

To submit with completed 2013 Proposal (original and 22 copies, as specified)

**Intake Sheet** (For direct benefit and limited clientele beneficiaries)

**Report on Previous CDBG Funding** for this, or any agency activity, during previous 5 years (if applicable) including activity description, accomplishments and CDBG grant funds awarded

**Report on methodology** and calculation used for determining the projected number and residence of low/moderate income project beneficiaries (for new CDBG activities)

**Agency budget**

- ⇒ Prior two (2) years' Income Statements (2010 & 2011)
- ⇒ Current year's budget (2012)
- ⇒ Projected three (3) years' budget (2013-2015)

**Parent Agency Budget** (if applicable)

- ⇒ Prior two (2) years' Income Statements (2010 & 2011)
- ⇒ Current year's budget (2012)
- ⇒ Projected three (3) years' budget (2013-2015)

**Latest certified audit and Management Letter**

**Five Year Business Plan** (Must include:)

- ⇒ Mission Statement
- ⇒ Goals and Objectives of agency
- ⇒ Any plans for expansion or addition of new project(s)/program(s)
- ⇒ Discussion of funding for future

**Articles of Incorporation/By-Laws** (Unless submitted with prior CDBG application and no changes since. **If submitted previously, please state so.**)

**Statement of Compliance with Americans with Disabilities Act (ADA)** Explain how your agency complies with the ADA in your building (or buildings).

**Description of Efforts to Utilize Minority- and Women-Owned Businesses for Services and Goods**

**Resumes of Principals**

**List of Board Members and Officers**

Name, address, profession

**EEO Form**