

## **Instructions for Completing the CDBG Application Forms**

*The CDBG application process is a competition for funding. To keep the process fair for all applicants, the following submittal process will be adhered to without exception. Read all instructions to ensure that you have provided all requested information.*

*2013 CDBG Applications are due no later than 5 p.m. on June 1, 2012. The Application must be typed or completed on a computer; no handwritten or hand-printed applications will be accepted. Late and incomplete proposal packages will not be accepted. Previous Year CDBG proposals will not be accepted. All CDBG facility improvement or construction activity requests must be at least \$15,000.*

- I. Project Summary (Page 1 of the Application Form)
  - A. Official name of the applicant organization, a project title, a project address, an organization address (if different), and the name and telephone number of individuals who will be responsible for responding to the Village on all project matters. Two such contact persons should be listed on the application. The first contact name should be the person who would normally receive critical program correspondence such as the Subrecipient Agreement. The second contact name should be the person responsible for daily oversight of the CDBG activity.
  - B. Description of the type of organization and Federal ID number. CDBG funds are available to agencies, organizations, groups and businesses that are certified by the State.
  - C. Brief description of the problem situation or conditions that your activity is going to address.
  - D. Brief description of the proposed project, which will respond to the problem situation or conditions you are addressing.
  - E. Identify funding category (See “Guide to National Objectives & Eligible Activities” for definitions). All CDBG facility improvement or construction activity requests must be at least \$15,000.
  - F. Provide the number of all estimated “unduplicated” beneficiaries in each income range the activity will serve. See insert for current HUD income limits.
  - G. Amount of 2013 program year CDBG funds requested, along with total value of all additional sources of funding for proposed project. (Note: \$15,000 minimum request for all physical improvement/construction activities.)

Proposal Approval: Enter Name, signature and title of authorized official of the applicant organization. This individual will be a Director, Board President or of a

similar position in your organization, approving the content and submittal of this proposal for the organization.

2. Proposed Project Information (See page 2 & 3 of the Application Form)

This section of the proposal is intended to relay the important details of the project to the reader. Give clear and concise answers to all questions. This section provides the basis for evaluating the degree to which the activities address the Village's Consolidated Plan priorities and conform to the Plan's guiding principles. Responses provide the information that will be used to analyze the eligibility, feasibility and reasonableness of the proposal in terms of achieving the desired results.

- A. List the Village Funding Priority – or Priorities – (from Priorities Handout #1) and the Eligible Activity Category (from Eligible Activities Handout #2) that this project will be addressing. Priorities Handout # 1 and Eligible Activities Handout #2 both are included in the Proposal Package.
- B. Describe how the project proposed by the applicant organization will reduce or eliminate the identified problem or need through implementation of eligible activities. Quantify the effects to the extent possible.
- C. Describe the persons to be served, why they need the proposed project, and how it will improve the quality of their lives.
- D. Describe the project, identify in detail the specific project costs CDBG funds are paying for, and how those components are essential to the success of the project. A current, professionally-obtained construction cost estimate for the project is to be submitted with proposal when applying for funds for facility improvement or construction activities. Be aware that this Estimating Contractor will not be eligible to bid on this project. Agencies applying for facility improvement funds must have proof of a long term lease at the applicable building.

**As part of the Federal Environmental Review process, agencies applying for CDBG Facility Improvement funds are required to contact the Village's designated State Historic Preservation Officer, Doug Kaarre, at 708.358.5417, prior to the submittal of your application, to review the potential of historic preservation requirements impacting your activity. You must include the preliminary results and any mitigation timeline in the Project Description section (2.D) of your Application.**

- E. Identify each staff person or consultant participating in the project, and their role in managing and implementing it.

- F. Provide a discussion of proposed project outcomes in terms of their effect on the identified problem. Quantify outcomes in terms of number of persons served, service units provided, number of units rehabilitated, number of linear feet of pipe, gallons per minute, or any measurable result of the project. For all direct benefit projects, be careful in estimating the number of persons/households benefiting from the project, to avoid overestimating. Explain how you will determine if the project was successful and met its outcome objectives.
  - G. Discuss alternative solutions explored. Discuss the effects on the project if funding is provided in an amount less than requested. Can the project be completed at a reduced level? If so, in what capacity? How would a reduction in funding impact the scope of the project and/or the proposed beneficiaries? At what level would funding be inadequate to complete the project?
3. Project Benefit (page 4 of the Application Form)

This section of the proposal establishes whether or not the benefit to very low, low and moderate-income persons criteria is met. (New projects: submit methodology - see *Proposal Instructions*, page 7). Failure to meet beneficiary estimates may result in a reduction in award. The Oak Park beneficiary proportion should also equal or be greater than the Oak Park CDBG funding proportion.

- A. List the source(s) of information used to establish the number of project beneficiaries and number of very low, low and moderate-income beneficiaries.

For projects with an *area-wide benefit* such as a project that is geographically based, enter the results of the census/block group/survey for that area. Include a map of the proposed project identifying the service area. Technical census assistance can be provided by CDBG staff.

For *direct benefit* and *limited clientele* beneficiaries, client records must include, at a minimum, race/ethnicity, household size and income. A copy of the Intake Sheet or other instrument used to collect beneficiary information and document client eligibility must be submitted with the application for the Department's review and approval.

B. All Beneficiaries

- I. Enter the total number of all Persons that will benefit from the project as a whole (without regard to funding source, residency or income). List everyone for whom the organization provides in the manner proposed.

List individuals/single Persons, not households. (Please see *Budget 5.A.* for important details on proportional funding.)

- a) For Non-Housing projects, enter the number of total Persons benefiting (without regard to funding source or residency) from the project that are very low, low & moderate income.
- b) Divide Line “a” by the total number of persons and multiply the result by 100.
- c) For letter c), enter the total number of Oak Park beneficiaries.
- d) For letter d), enter only the number of Oak Park very low, low and moderate income persons that will benefit from this project.

2. For Housing activities only, enter the total number of all Households that will benefit from the project as a whole (without regard to funding source, residency or income). List each household (related or unrelated family unit who share a common dwelling) as a benefit of one. List each housing unit (utility connection, single rental unit, etc.) singularly and separately.

- a) Enter the total number of households benefiting (without regard to funding source or residency) from the project that are very low, low and moderate income.
- b) Divide Line “a” by the total number of households and multiply the result by 100.
- c) For letter c), enter the total number of Oak Park beneficiaries.
- d) For letter d), enter only the number of Oak Park very low, low and moderate income households that will benefit from this project.

#### 4. Project Timeline

This page of the proposal should provide sequential target dates and a description of proposed actions for all project milestones or major events that will occur during the project period. Identifying the timing and the stages of the project is especially relevant for construction, facility improvements and infrastructure development. All projects are based on a 12-month performance year. With the exception of some infrastructure/construction and revolving loan fund projects, projects will be closed and any remaining funds de-obligated by January 31, 2014, unless otherwise agreed upon.

#### 5. Budget (Pages 5, 6, 7 & 8 of the Application Form)

This section of the proposal is used to identify all project costs and project revenues. Relative cost per benefit, appropriateness and eligibility of costs will be reviewed. This section will provide the basis, once approved, for allowable project reimbursements. Costs not clearly identified on the budget pages will

not be eligible for reimbursement, regardless of their CDBG eligibility status. The Village of Oak Park's CDBG Program is a *reimbursement* program, paying out only after the Subrecipient has paid for CDBG project costs first.

Minimum of \$15,000 for Facility Improvements: All physical improvement or construction activities must meet the required \$15,000 in CDBG project costs and minimum funding request for Oak Park CDBG facility improvement funds.

A. Project Budget: The Budget must be for the entire project, not just the CDBG portion of the project, for the proposal to be accepted. You must limit your CDBG percentage of total costs/request for funding to equal (or be lower than) the percentage of Oak Park beneficiaries. To begin, click on the page to see the Spreadsheet, then double-click the Spreadsheet Budget to be able to enter numbers in the cells. All totals and percentages will be automatically calculated.

- Column 1: List the total project costs for each relevant line item listed. Be sure and include total project costs, not just the costs assigned to the Village's portion of the activity. This amount should be equal to a total of all revenue columns (2,4,5,6).
- Column 2: Enter the amount of 2013 Village CDBG funds requested for various project costs next to relevant line items.
- Column 3: The spreadsheet will compute the percentage of each total line item cost that will be funded by CDBG. It will compute percentages for each line item, cost category, and total cost.
- Columns 4, 5, & 6: List all project revenue sources other than CDBG. List each source and write in the type of funds (e.g., State, Bond, Fee, Donations, United Way, Cook County) in the space at the top of each column. If you have more than three additional sources, combine two or more into a single column and provide identification of each individual source on page 7.
- Columns 7 & 8: The spreadsheet will add all revenue sources together (except CDBG) by line item and will compute what percentage of the total project cost is going to be funded by other sources.

B. Cost Information: For all project costs listed in the Budget, provide an explanation of, and the basis for, your cost estimates. Provide a full explanation of what those funds will be purchasing and the reasoning for allocation of costs among funding sources. For example, salaries listed should be described in terms of FTE and job titles/descriptions; construction costs should be described in terms of units of certain materials, at a linear or per piece cost, etc. Only items clearly identified for CDBG will be eligible for reimbursement. All applicable job position salaries should be listed.

C. Revenue Summary:

- Column 1: Identify the source of other funds identified in the budget on page 5. (e.g., State, Federal, Cook County, other Village of Oak Park, private donation) Do not include 2013 Village of Oak Park funds (CDBG and ESG) that are currently being applied for.
  - Column 2: Identify whether the funds are granted or loaned.
  - Column 3: Identify the funding amount for each funding source.
  - Column 4: Identify the status of these funds. (Funds committed, applied for, going to apply, on-hand, etc.)
  - Column 5: Identify the date funds will be available for use in project.
  - Column 6: Identify any restrictions placed on these funds. (i.e., no admin. or operations costs can be used for acquisition, etc.)
  - Column 7: Specify whether the source of funding is Federal, State **or** Local. List only one “Type of Funding Source” per line.
1. Discuss the effect on the project if funds identified as uncommitted (applied for, going to apply, etc.) are not received or are received in substantially lesser amounts. Could the project be completed without these funds? If so, in what capacity? Are other sources of revenue available to replace them?
  2. Include any additional comments with regard to proposed funding sources that you feel should be taken into consideration in reviewing the project proposal. Also, if the project has “0” or a limited amount of leveraged funds, provide an explanation of your attempts to secure other funding sources and the reasons for denial.

Any funding identified on the budget must be used in the project at the percentages outlined in the project budget. In addition, failure to secure and utilize proposed “other funds” may result in revisions to the CDBG grant award.

6. Additional Documentation Required

Review the attached “Additional Documentation” required under “Proposal Submittal Instructions” and submit.

## **2013 PROPOSAL SUBMITTAL INSTRUCTIONS**

Submit the following proposal documentation for each project/grant requested (deadline June 1, 2012):

- **One** completed and originally-signed 2013 Project Proposal (single-sided, three-hole punched at left). The *Proposal Summary* must be the first page of the package. All other information is to be placed behind that page. Please do not include a cover memo as the first page.
- **Twenty-Two (22)** copies of the completed and signed original 2013 Project Proposal. The 22 copies must be double-sided, and three-hole punched at left.

### **ADDITIONAL DOCUMENTATION** to be submitted as a package in addition to the Proposals:

Submit **2** compiled packages of the following (they need not be three-hole punched)

- Intake Sheet (For direct benefit and limited clientele beneficiaries)
- Report on Previous CDBG Funding for this, and/or any agency project during previous 5 years (if applicable) including project 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 projects).
- Agency budget
  - ⇒ Prior two (2) years' Income Statements (2010 & 2011). If both of these are included in your audit, so state.
  - ⇒ Current year's budget (2012)
  - ⇒ Budget projected three (3) years forward (2013-2015)
  - ⇒ Parent Agency Budget (if applicable)
    - ⇒ Prior two (2) years' Income Statements (2010 & 2011). If both of these are included in your audit, so state.
    - ⇒ Current year's budget (2012)
    - ⇒ Budget projected three (3) years forward (2013-2015)
- Latest certified audit and Management Letter
- Most recent 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 previously submitted and no changes since -- if previously submitted, **so state**)
- 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

**EVALUATION CRITERIA FOR YEAR 2013**  
**CDBG AWARDS**

- Completeness of Proposal
- Project feasibility and agency stability
- Past performance of Applicant
- Furtherance of Goals and Objectives of the Village's:
  - 2010-2014 Consolidated Plan
    - Emphasis on:
      - ⇒ Homeless Needs
      - ⇒ Community Services
      - ⇒ Public Facility Improvements
      - ⇒ Housing
      - ⇒ Fair Housing
- Percentage of Low- and Very Low-Income Persons to be Served
- Percentage of Oak Park Residents to be Served in Comparison to Percentage of Funding Received in Oak Park CDBG Funds
- Cost in CDBG Funds per Person to be Served
- Efforts to Secure Other Funding Sources, including Cook County CDBG Funds
- Board and Staff Composition
- Equal Opportunity Record
- ADA Compliance
- Compliance with Village of Oak Park Codes and Attainment of Appropriate Licenses and Inspections

These are the criteria that will be used by the Community Development Citizens Advisory Committee in making its recommendations for funding to the Village Board. The Village Board will have the ultimate decision making authority and may develop its own evaluation criteria.