



CDBG Public Services Application, PY 2021

**FUNDING OPPORTUNITY DESCRIPTION**

I. PURPOSE

The Village of Oak Park is accepting applications for program year (PY) 2021 for Community Development Block Grant (CDBG) Public Services projects. The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The primary objective of this program is the development of viable communities, achieved by providing the following, principally for persons of low and moderate income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

Each year, the Village of Oak Park uses a competitive application process to make a portion of its CDBG funds available to non-profit groups in the form of public service grants. The CDBG regulations allow the use of grant funds for a wide range of CDBG Public Service projects, including, but not limited to: employment and job readiness services; services to assist at-risk children and families; health services; substance abuse services; fair housing counseling and outreach; day care programs; services for teen and young adult parents; services for senior citizens; services for homeless persons; services to assist victims of domestic violence; and services to assist persons with disabilities.

To utilize CDBG funds for a *new* proposed Public Service project, the proposed service must be either a new service or a quantifiable increase in the level of an existing service.

II. Award Information

The total estimated funding available for Public Service grants for PY 2021 is \$225,000, which is subject to change based upon availability of funding from HUD. The grant term runs from October 1, 2021 through September 30, 2022.

III. Eligibility Information

Only non-profit organizations are eligible to apply for CDBG Public Service grants. Organizations must be incorporated under state law and have a 501(c)(3) designation from the U.S. Internal Revenue Service. Applicants must also demonstrate the ability to comply with all

Department of Housing and Urban Development (HUD) rules and regulations, including those listed at the following websites:

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24>

[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_17104.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17104.pdf)

[https://www.hudexchange.info/resources/documents/CDBG\\_Guide\\_National\\_Objectives\\_Eligible\\_Activities.pdf](https://www.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf)

#### IV. Program Requirements

Awarded agencies will also be required to submit a quarterly report on project outcomes due no later than the 15<sup>th</sup> of the following month at the end of each quarter and a final report due 15 days after the end of the grant period. Agencies will be expected to meet all proposed outcomes within the program year. Financial invoices must also be submitted at minimum once quarterly. A workshop on proper reporting and billing may be held prior to the program year start, in September, if the pandemic is over.

#### V. Required Registrations

- a. Data Universal Numbering System (DUNS): all applicant organizations must obtain a DUNS number. A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet. The applicant organization may request a DUNS number by telephone at 866-705-5711 or at [http:// fedgov.dnb.com/webform](http://fedgov.dnb.com/webform). The DUNS number is provided at no charge.

#### VI. Timely Submission of Applications (only online submissions accepted)

The deadline for submissions is March 5, 2021, 5:00 p.m. at [grants@oak-park.us](mailto:grants@oak-park.us). No late submissions will be accepted. All required information and documentation must be complete, done correctly per these instructions, and fully included in the submission by the deadline or the proposal will not be accepted. Applications must be received one week prior to the deadline (February 26, 2021, 5 p.m.) to have the opportunity to resubmit any missing/incorrect information. All questions must be submitted via email to [grants@oak-park.us](mailto:grants@oak-park.us). The Instructions must be read in its entirety. The early deadline submittal option is highly recommended by staff for this very competitive grant category.

#### VII. Village Priorities

Through the Consolidated Planning process, the Village develops priorities that determine how funding is allocated. Newer priorities are created through the citizen participation process and will eventually be approved by the Board of Trustees. For the PY 2020-2024 Consolidated Plan for Housing and Community Development (Con Plan), high priorities are mental health services, fair housing, and emergency food provision and nutrition services. The Village also determined a highest priority as to prevent, prepare for, and respond to COVID-19. In the application scoring process by the Community Development Citizens Advisory Committee CDCAC), proposals that address the Con Plan priorities may receive additional points.

## VIII. CDBG National Objectives

The CDBG statute and regulations set forth eligible projects and the national objectives that each proposed project must meet. The CDBG national objective that must be met through a Public Service project is to benefit low- and moderate-income (LMI) persons. To meet the LMI national objective, the category of limited clientele projects is used.

The limited clientele category is a way to qualify specific projects under the LMI benefit national objective. Under this category, 51 percent of the beneficiaries of a project have to be LMI persons. With respect to determining the beneficiaries of projects as LMI and qualifying under the limited clientele category, proposed projects must meet one of the following tests:

- Benefit a clientele that is generally presumed to be principally LMI. This presumption covers abused children, domestic violence victims, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with HIV/AIDS and migrant farm workers; or
- Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI; or
- Have income eligibility requirements limiting the activity to LMI persons only; or
- Be of such a nature and in such a location that it can be concluded that clients are primarily LMI.

The low and moderate income limits change annually and will do so in 2021. Until then, the following 2020 HUD chart will be used to determine the LMI status of proposed clients:

Household Size	Very-Low Income	Low Income	Moderate Income
	0-30% of Median	31-50% of Median	51-80% of Median
1 Person	\$19,150	\$31,850	\$51,000
2 Persons	21,850	36,400	58,250
3 Persons	24,600	40,950	65,550
4 Persons	27,300	45,500	72,800
5 Persons	29,500	49,150	78,650
6 Persons	31,700	52,800	84,450
7 Persons	33,900	56,450	90,300
8 Persons and over	36,050	60,100	96,100

The applicant must include a plan for determining household income and project eligibility and include intake documentation that demonstrates the collection of this data if proposing to serve LMI residents through the documentation test. This includes income verification procedures or self-certification; however, self-certification procedures have specific requirements and applicants intending to utilize this strategy should receive approval of Village staff prior to proposing this option. Projects proposing to serve presumed beneficiaries or another eligibility

test should also describe their process for ensuring project eligibility and include intake documentation that demonstrates compliance.

## IX. Written Application

Below are instructions on how to complete the narrative sections of the application. All requested information must be included in the narrative. If something is not applicable, the applicant must state this and the reasoning. Each section may be assigned points based on the strength and completeness of responses to the requested information. Failure to cover all of the questions and requests for each application item will result in a weaker application, or – for a March 5, 2021 regular deadline submittal – may result in the application being deemed invalid. Never use old forms.

- a. **Background and Need:** In this section, the background of the issue being addressed by the proposed project should be discussed. Identify the problem in the community that exists, utilizing data and evidence. The problem description should be clearly stated and should identify the source of any data.
- b. **Approach:**
  - i. **Purpose** – Specifically identify how the proposed project will meet the need described in the Background and Need section. Also identify how the project will meet the CDBG National Objective of serving low- and moderate-income persons in the Village of Oak Park.
  - ii. **Target Population** – Discuss the target population(s) for the proposed project and how services will be tailored to meet the needs of the population. Include any specifics (i.e. age, race, ethnicity, presumed beneficiary status, etc.) on the population the project targets and/or persons served through the project (i.e. the project doesn't target a specific population, but serves one or more specific population(s)). If any populations are explicitly excluded, explain why. Also describe in detail how services will be provided in a culturally competent manner, and what systems and activities are in place to track and assess the level of cultural competence/appropriateness. For these purposes, cultural competency refers to the ability to interact effectively with people of different cultures and socio-economic backgrounds.
  - iii. **Strategies** – Describe in detail the entire project being proposed from beginning to end. Include information on recruitment of participants, intake, specific services received and exit process from the project. If an evidence-based or promising practice strategy is being utilized, include background information and citations as well as the applicability for the specific population. This section should be as detailed as possible in describing the specific service(s) being proposed.
  - iv. **Timeline** – Include a PY-based timeline for project implementation that sets actionable steps with time-specific deadlines including who is responsible for each step. Include billing & reporting to the Village. This can extend beyond 12 months. The timeline should be submitted using the provided form as an attachment. As with all other key attachments such as the budget forms, ensure that you use the PY 2021 form.

If the proposed project is a new or expanded service previously unfunded by the Village and the nature of the project requires a start-up period after the beginning of the program year start date, include a justification & detail of these activities, including how you determined the number of LMI persons to be served.

c. Outcomes and Evaluation

i. Logic Model – The Logic Model needs to be submitted using the provided form as an attachment. The form is available via the Oak Park website or email at [grants@oak-park.us](mailto:grants@oak-park.us).

1. Goal Statement – In one or two sentences, describe the overarching goal of the proposed project. The goal statement should be a very broad statement of intended accomplishments. A well-defined goal statement will establish the overall direction and focus for the project, define what the project will achieve, and serve as the foundation for developing project strategies and objectives.

2. Logic Model

a. Inputs – List the resources available to support the project (e.g. staff, materials, equipment, etc.)

b. Outputs

i. Activities – Bullet point the action components of the project. This includes all aspects of the project described in the Strategies section.

ii. Participation – This is where the number of unduplicated persons to be served by the project is listed. The four bullet points already included must be completed but you may add additional points, as necessary. Ensure that beneficiaries are not duplicated.

c. Outcomes

i. Short Term – List the intended accomplishments of the project over the funding period.

ii. Intermediate/Long Term – List the project outcomes achieved through this project after the funding period (after one year). These may be outcomes that take many years to accomplish of which this project is only one piece (i.e. ending chronic homelessness, increasing positive health outcomes, etc.).

d. Measurement/Indicator – Describe how the short term outcomes will be measured and what indicator will be used to determine success.

ii. Narrative

1. Detail how the outputs and outcomes described in the logic model will be met, including details on how data will be collected, audited and reported. Note the responsible person for each step of the process.

2. Describe how the household income of participants in the project will be documented and verified. If serving a presumed beneficiary

population, describe the process for determining eligibility for the project. Discuss the quality management process in place for participant files, as well as confidentiality practices.

3. Explain the project evaluation process including examples of how the process or a similar process has resulted in improvements to the project. List the persons responsible for each step in the process and if there are policies in place regarding evaluation. Describe the process your agency utilizes to collect participant feedback on the services they receive and any results previously collected. If no participant feedback process is currently in place, describe how such a process will be implemented if funded, including a timeline of implementation.

d. Organizational Capacity

- i. Describe your organization's mission and experience providing the services proposed above, as well as managing publicly-funded projects. Include information on outcomes your agency has achieved and successes with serving the proposed population. Describe capacity and experience of key staff working on this project. If new staff will be hired, describe the job requirements to be used in filling the position.
- ii. Demonstrate the organization's ability to meet reporting requirements including programmatic, financial, and management activities. Any experience administering CDBG or other HUD funded programs should be described. If the agency has previously been funded through Oak Park's CDBG and/or ESG program, describe any successes or challenges with meeting intended project outcomes and include any action plans for addressing those challenges.
- iii. Describe how the agency will collaborate with other agencies and programs. Include formal agreements (Letter of Intent, Memorandum of Understanding, Letter of Support) and history of partnerships in the community as well as linkages to mainstream resources, if applicable. If partnerships are not already established, describe a plan to increase collaboration, if funded.

X. Budget

CDBG funds may be used to pay for labor, supplies, and materials as well as to operate and/or maintain the portion of a facility in which the public service is located. Any expenditure included in the budget must be necessary, reasonable and directly related to the Oak Park grant. Indirect costs are allowable if they are supported by an indirect cost proposal/cost allocation plan prepared in accordance with the U.S. Department of Health and Human Services Circular OASMB-5.

Regulations prohibit the use of project funds for buildings used for the general conduct of government; general governmental expenses; political activities; purchase of construction

equipment; personal property, furnishings, fixtures or motor vehicles; new housing construction; and income payments.

a. Budget Worksheet

Include the total project cost in column B and the CDBG budget request in Column C. In columns F, G & H, enter each source of revenue included in the total project cost.

The second part of the Excel budget page that you must complete is the Other Revenue Summary. With both worksheets, ensure that all totals and percentages are showing.

b. Budget Narrative

- i. Describe each CDBG cost IN DETAIL (e.g. specific positions, % FTE, % of time spent on the CDBG portion of the project, type of supplies). Show the percentage of each category charged to this budget. The percent CDBG to total project budget should be approximately equal to or less than the percent of total Oak Park persons served to total persons served. HUD requires this because it is an Oak Park grant.
- ii. Describe how the project would function if the project does not receive the full amount of requested funding. Describe efforts by the agency to develop alternative future sources of funding to support the proposed project.

## XI. Attachments

All applicants must attach copies of the following documents in PDF format through the on-line application. The name of each document must follow the required format: [Organization Name Type of Document]. For example, Central NFP Board of Directors.PDF

Other than the Logic Model and Timeline, there are only 14 attachments allowed through the online application, one for each required attachment. All documents for each category must be combined prior to attaching to the online application. If in prior years you had missing or incorrect attachments, please ensure that you comply correctly now.

- Articles of Incorporation AND Bylaws (combine these two unique and separate docs).
- Non-profit determination (IRS letter).
- List of Board of Directors (recent and up to date list).
- Organizational Chart - listing persons by job position.
- Resumes (up to date) of Chief Administrator and Chief Fiscal Officers, as well as key staff working on the proposed project. If staff will be hired, include job description(s).
- Financial Statement and Audit (no older than 2 years) AND total organization Budget for current fiscal year.
- Conflict of Interest Statement – Signed/dated document on agency letterhead that states compliance with these HUD Conflict of Interest Regulations (use this language):
  - U.S. HUD's Conflict of Interest provisions are set forth at 24 CFR 570.611(b) which provide in relevant part that "...no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG projects assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to

such projects, may obtain a financial interest or benefit from a CDBG-assisted project, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted project, or with respect to the proceeds of the CDBG-assisted project, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter..." 24 CFR 570.611(c) describes the persons covered by the above rule as being applicable to "any person who is an employee, agent, consultant, officer or elected official or appointed official of the recipient, or any designated public agencies, or of subrecipients that are receiving funds under this part."

- Lobbying Statement – Signed/dated document on agency letterhead that addresses the following (use the following language):
  - Anti-Lobbying – To the best of the agency's knowledge and belief: 1. No Federal appropriated funds have been or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and
  - 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- EEO form – this form is attached. Complete the whole form, including Totals at right and near bottom.
- Statement of Compliance with the Americans with Disabilities Act (ADA) – Signed document on agency letterhead that addresses the organization's adherence to the ADA, including listing the extent to which your office building(s) is (are) accessible for all persons.
- Intake Documentation Form that proves that potential clients are properly checked for LMI status.
- Letters of Support, Memorandums of Understanding or Letters of Intent, if applicable.
- Budget Worksheet and Other Revenue Summary. This form is attached. Ensure full completion.
- Project client-evaluation tool used by applicant to receive feedback from customers.

## XII. Potential Application Scoring

- a. Written Narrative - The written portion of each application may receive a total score that will comprise the combined scores of CDCAC members, if the system is used. These scores are based on the strength and completeness of each section, as described in this document, the application and the written section of the Application Scoring Sheet.
- b. Verbal Presentation – Applicants that successfully meet program eligibility requirements may be invited to provide a presentation to the Community

Development Citizens Advisory Committee (CDCAC) if possible. In order for this to occur, due to the COVID-19 pandemic, CDBG staff would have to get the permission of other Village personnel who are responsible for technology. If this occurs, presentations may be scored by CDCAC members.

- c. Total Scores - The written and (if applicable) verbal scores may be combined and applications ranked based on the total scores. If the system is used, the CDCAC will then determine funding levels based on these rankings, though the committee reserves the right to change rankings after scoring is completed.

#### **FINAL NOTE**

As noted above, the Oak Park beneficiary proportion (the number of Oak Park persons benefiting ÷ the number of total persons benefiting) should also equal or be greater than the Oak Park CDBG funding proportion (the amount of CDBG funds applied for ÷ total project costs). This is very important, as it is a requirement of HUD because this is an Oak Park grant.