

2015 MUNICIPAL/GOVERNMENT APPLICATION FORM CDBG Disaster Recovery Grant (CDBG-DR)

This application form is for proposals for projects to be funded through Public Law 113-2 CDBG Disaster Recovery Grant (CDBG-DR). DuPage County is receiving funds under this Public Law as a result of a Presidential declaration of a major disaster for the State of Illinois on May 10, 2013. This declaration was in response to the storm and flooding events that took place in April, 2013. These funds can be used only for specific disaster recovery-related purposes and must be related to the April, 2013 flooding event. This application must be accompanied by adequate support documentation.

Applications must be received in the DuPage County Community Development Office (421 N. County Farm Road, Wheaton, IL 60187 – south end of third floor) by **4:30 p.m. on Thursday, October 1, 2015**. Please include one fully exhibited original (with original signature) and two copies. The copies should be fully exhibited, except that the copies do not need to contain the municipal audit (Part 1, Item 1.6). Because of the complexity of the CDBG-DR program, DuPage County reserves the right to ask questions of and seek additional information from applicants during the application review period. This is a departure from our customary CDBG application processes.

Because DuPage County was notified of CDBG-DR funding in multiple allocations, there were three distinct municipal programs set up. These programs were based on public comment received from municipalities.

- The first municipal program set up in the DuPage County Action Plan submitted to HUD on March 4, 2014 provides up to 50% of costs for infrastructure or buy-out/acquisition projects that assist low-moderate income persons, with a funding request cap of \$250,000. (\$500,000 total funds available)
- The second municipal program set up in the DuPage County Amendment 1 submitted to HUD on September 11, 2014 provides up to 75% of costs for projects (infrastructure, buy-out/acquisition – no low-moderate income requirement) with a funding request cap of \$400,000. (\$1,500,000 total fund available)
- The third municipal program set up in the DuPage County Amendment 2 submitted to HUD on April 28, 2015 provides up to 75% of costs for buy-out/acquisition projects only, with a funding request cap of \$500,000. (\$1,500,000 total funds available)

This application seeks to combine these three distinct programs into one application. Applications will be ranked and scored, however, within each program in accordance with the criteria stated in each of the above documents. These documents can be viewed at <http://www.dupageco.org/cdbg-dr/> A separate application form must be completed for each proposed project. Municipalities applying for multiple projects should also submit a document that prioritizes the projects.

INFORMATION ABOUT THE APPLICANT AND THE APPLICATION

Applicant: _____
 Name of Project: _____
 Contact Person: _____ Title: _____
 Address : _____
 City: _____ State: _____ Zip code + 4: _____ + _____
 Telephone/Ext: _____ Fax: _____
 E-mail Address: _____
 DUNS #: _____ FEIN: _____ CAGE Code: _____

Type of Project:

- | | |
|--|--|
| <input type="checkbox"/> Infrastructure <input type="checkbox"/> Property Buy-Out (FEMA regulatory floodplain) Voluntary only – duplication of benefits by property owner will be part of process | <input type="checkbox"/> Property Acquisition (not in FEMA regulatory floodplain) Voluntary only – duplication of benefits by property owner will be part of process |
|--|--|

Total Project Cost of Activities Funded for this Application: \$ _____

Total of CDBG-DR Funding Requested to Support These Activities: \$ _____

(Please note that requested funding must meet the criteria of the selected Funding Opportunity below and that leveraging of funds is part of the evaluation criteria.)

Please choose one of the following funding opportunities for this application:

Funding Opportunity 1 - Requesting up to \$250,000 to provide up to 50% of project cost for **infrastructure or property buy-out/acquisition** under the CDBG national objective of assisting **low-moderate income** persons (applicant to pay minimum of 50% of project cost).

Funding Opportunity 2 - Requesting up to \$400,000 to provide up to 75% of project cost for **infrastructure or property buy-out/acquisition** under the CDBG national objective of assisting **low-moderate income** persons (applicant to pay minimum of 25% of project cost).

Funding Opportunity 3 - Requesting up to \$400,000 to provide up to 75% of project cost for **infrastructure or property buy-out/acquisition** under the CDBG national objective of **urgent need** (applicant to pay minimum of 25% of project cost).

Funding Opportunity 4 - Requesting up to \$500,000 to provide up to 75% of project cost for **property buy-out/acquisition** under the CDBG national objective of assisting **low-moderate income** persons (applicant to pay minimum of 25% of project cost).

Funding Opportunity 5 - Requesting up to \$500,000 to provide up to 75% of project cost for **property buy-out/acquisition** under the CDBG national objective of **urgent need** (applicant to pay minimum of 25% of project cost).

Project Abstract: In the space below, briefly describe the activity for which you are requesting funds in this application.

Certification: *The undersigned certifies that to the best of his or her knowledge and belief, data in this application and its attachments are true and correct, the document has been duly authorized by the governing body of the organization, and the organization will comply with all regulations and guidelines applicable to DuPage County's Community Development Block Grant and/or Emergency Solutions Grant program, as applicable.*

Person Authorized to Sign Application and Agreement (if funded):

Printed Name: _____ **Title:** _____

Authorized Signature: _____ **Date:** _____

PART 1: MINIMUM REQUIREMENTS

1.1 **Governing Body Authorization:** A resolution that this application was authorized by your governing body as well as authorization to sign an Agreement if funding is granted is included as Attachment _____ on Page _____.

1.2 **Public Hearing:** In the space below, briefly describe methods used to solicit stakeholder input into the planning process for this application. A public hearing (with a 10 day notice) is also required. If the application preparation period is not sufficient for your municipality to complete a public hearing before the application due date, please state when the public hearing will take place. The public hearing must be held prior to October 31, 2015.

1.2 Documentation: The public hearing notice and minutes are in Attachment _____ on Page _____

1.3 **Capacity:** Briefly describe the capacity of your municipality to carry out the proposed activities.

1.4 **Fair Housing Action Plan:** A fair housing action plan is a necessary prerequisite to apply for CDBG-DR funding.

- a. Fair Housing Action Plan: is included in Attachment _____ on Page _____
- b. Zoning Ordinance Compliance: Local policy requires that in order to receive funding a municipality must have a zoning ordinance that is consistent with the amended Civil Rights Act of 1988. These zoning amendments will address the issues of group homes and the definitions of family.
An attorney’s letter of opinion regarding consistency is in Attachment _____ on Page _____

1.5 **Location Map:** Identify both the exact location of the proposed project **and the service area** of the proposed project, or the exact location of each property proposed for buy-out or acquisition.

1.5 Documentation: This map is included in Attachment _____ on Page _____

1.6 **Audit:**

- a. One copy of the most recently completed audited financial statement with management letters must be attached to the original application. Please submit a complete copy with no missing pages. If the management letter or audit notes state weaknesses or deficiencies, you must also submit a copy of your municipality’s Management Response letter that addresses each of the auditor’s noted concerns. (Attach to original application – not required to be attached to copies.)
- b. Municipalities expending more than \$500,000 in federal funds must attach a copy of their last Single Audit.

1.6 Documentation: The Audit is included with the original application only in Attachment _____ on Page _____

1.7 **Budget:** In the table below, provide information about the total project cost including information on each proposed

activity. Each activity should be a separate line item in the budget. **Please note that CDBG-DR funds can only fund actual construction costs or real property acquisition.** Attach additional supporting information as necessary, including a detailed project budget.

| BUDGET SUMMARY | | | | | | |
|---------------------------------------|------------------|-------------------------------|---------------------------------|--|-------------------------------------|------------------------|
| Type of Activity | IDIS Matrix Code | Amount of Non-CDBG-DR Funding | Source of Non-CDBG-DR Funding * | Commitment Date of Non-CDBG-DR Funding | Amount of CDBG-DR Funding Requested | Total Cost of Activity |
| Flood Drainage Improvements | 03I | | | | | |
| Water/Sewer Improvements | 03J | | | | | |
| Acquisition of Real Property | 01 | | | | | |
| Street Improvements | 03K | | | | | |
| Sidewalks | 03L | | | | | |
| Property buy-out (floodplain) | | | | | | |
| Property acquisition (non floodplain) | | | | | | |
| Other: | | | | | | |
| Other: Engineering | | | | | | |
| Other: Design Fees | | | | | | |
| TOTAL PROJECT COSTS | | | | | | |

1.8 **Duplication of Benefits:** Basic framework for determining Duplication of Benefits for infrastructure projects. If your project is property buy-out or property acquisition, skip this question. The property owner will be completing a Duplication of Benefits process later.

| | | |
|----|---|----|
| A. | 1. What is the total dollar amount needed for this project (<i>this number should match the total above and on your detailed project budget</i>). | \$ |
| B. | 2. Identify all potentially duplicative assistance for this project: | |
| | Insurance | \$ |
| | FEMA Assistance | \$ |
| | Grants from sources other than the CDBG-DR funds being applied for | \$ |
| | Small Business Association Loans | \$ |
| | Other local or municipal funding | \$ |
| | State funding | \$ |
| | Other Federal funding | \$ |
| | Other: | \$ |
| C. | TOTAL of Section 2 items | \$ |
| D. | Assistance considered to be duplicative | \$ |
| E. | Maximum CDBG-DR eligible award (Line A less line D) | \$ |
| F. | Applicant to pay at least (per % shown in Funding Opportunity | \$ |
| G. | Maximum DuPage County eligible award (Line E less Line F) | \$ |
| H. | Maximum request allowed (per amount shown in Funding Opportunity) | \$ |
| I. | Final eligible award (lesser of Line G or Line H | \$ |

Please note that if funds are awarded, the Agreement with DuPage County will contain a provision for repayment of CDBG-DR funds should a duplicative benefit be received after the CDBG-DR assistance is given.

1.8 Documentation: Supporting Documentation is in Attachment _____ on Page _____

1.9 **Eligibility under Disaster Declaration:** How was the proposed project area or property damaged by the storm event of April 2013?

1.9 Documentation: Supporting Documentation is in Attachment _____ on Page _____

1.10 Long Term Recovery: How will the proposed project provide long-term recovery from damage caused by the storm event of April 2013?

1.10 Documentation: Supporting Documentation is in Attachment _____ on Page _____

PART 2: MEETING NATIONAL OBJECTIVES - Please choose the appropriate national objective question based on your proposed project. You will answer only one question in this Part 2.

2.1 National Objective – Low/Mod Area Benefit – Infrastructure only and if you checked Funding Opportunity 1 or Funding Opportunity 2 on page 2. For the service area identified in Item 1.5, identify the total number of persons benefited, by income range and the % of low-mod persons benefited.

NOTE:

- If service area is less than 35.83% low-moderate income, this project is not eligible under this national objective. You will need to request funds under Funding Opportunity 3 and go to question 2.3
- If service area is 35.83% or more low-moderate income, but is not primarily residential, this project is not eligible under this national objective. You will need to request funds under Funding Opportunity 3 and go to question 2.3.

Benefit to Low-Income Persons

| Income Range | Number of Persons Benefited | % of Persons Benefited |
|----------------|-----------------------------|------------------------|
| 0-50% of MFI* | | |
| 51-80% of MFI* | | |
| 81% + of MFI* | | |
| TOTAL: | | |

*MFI = Median Family Income.

Please indicate the source of the income information:

- Income Survey conducted by Applicant
- Census Data (Effective as of June 1, 2015)

Identify Census Tract(s) and Block Group(s) of the service area identified in Item 1.5

Census Tract _____ Block Group _____
Census Tract _____ Block Group _____
Census Tract _____ Block Group _____

2.2 – National Objective – Low/Mod Benefit Limited Clientele – Property Buy-Out or Property Acquisition and if you checked Funding Opportunity 1, Funding Opportunity 2, or Funding Opportunity 4 on page 2. This means that the property owner’s income must be documented to be below 80% MFI. These limits are:

| Household Size | Household Income Not to Exceed |
|----------------|--------------------------------|
| 1 person | \$42,600 |
| 2 People | \$48,650 |
| 3 People | \$54,750 |
| 4 People | \$60,800 |
| 5 People | \$65,700 |
| 6 People | \$70,550 |
| 7 People | \$75,400 |
| 8 People | \$80,300 |

How have you documented the income of the household, or what leads you to believe the household would meet the above criteria? (Please note that household will be asked to complete full income documentation process and duplication of benefits process.) If household income cannot be documented, this project is not eligible under this national objective. You will need to request funds under Funding Opportunity 3 or Funding Opportunity 5 and go to question 2.3

2.3 – National Objective – Urgent Need (activities designed to meet community development needs having a particular urgency) – infrastructure, property buy-out, or property acquisition and if you checked Funding Opportunity 3 or Funding Opportunity 5 on page 2. How is this activity designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community?

Part 2 Documentation: The source of the above information is in Attachment _____ on Page _____

PART 3: PROJECT IMPACT

Choose one question below, appropriate to your proposed project.

3.1. Infrastructure

Please indicate the condition of flooding in the target area. One or more boxes can be checked. Attach supporting documentation and photos.

- A substantial number of dwelling units in this area experienced interior flooding during the April, 2013 storm event and have experienced repetitive interior flooding during other storm events.
- A substantial number of dwelling units experiences flooding in their yards and streets, with minor basement seepage, during the April, 2013 storm event.
- Residential properties in this area were affected by the April, 2013 storm event.

Describe the current problems, estimate the number of persons that will benefit, and summarize the project specifications.

3.2 Property Buy-out (floodplain) or Property Acquisition (not in floodplain).

Please indicate the impact of proposed buy-outs. One or more boxes can be checked. Attach supporting documentation and photos.

- Project includes homes that flooded in April, 2013.
- Project includes homes that meet the DuPage County buy-out criteria: a) structures not protected by capital improvement projects in approved watershed plans and b) structure subject to flooding depth of one foot above the low entry elevation for any one historic event or structure subject to a flooding depth of one-half foot for any two historic flood events; or c) a FEMA repetitive loss structure.
- Project includes homes that are located contiguous to publicly owned open space, or a home that is next to a home that was previously purchased as part of a buy-out program.
- Project includes homes within a FEMA regulatory floodplain.
- Project includes homes that are located within a mapped flood plain, not necessarily a FEMA-mapped flood plain.

Describe the current problems, estimate the number of persons that will benefit, and summarize the project specifications.

PART 4: PROJECT READINESS

- 4.1 **Description of Readiness:** Describe how much planning work has been completed at the time of application, what planning work will be completed by the award notification (assume a November 3 award notification date), and what obstacles could remain in the way project commencement and completion.

On the table below, provide an anticipated schedule of activities for the project.

PLEASE NOTE THAT DUPAGE COUNTY WILL NOT ENTER INTO A GRANT AGREEMENT UNTIL THE HUD REQUIRED ENVIRONMENTAL REVIEW HAS BEEN COMPLETED. THE TIME TO COMPLETE SUCH A REVIEW WILL BE APPROXIMATELY 45-70 DAYS, DEPENDING ON TYPE OF ACTIVITY. PLEASE NOTE THAT NO CONTRACT FOR PROPERTY BUY-OUT OR ACQUISITION CAN BE ENTERED UNTIL THE HUD REQUIRED ENVIRONMENTAL REVIEW HAS BEEN COMPLETED.

| Activity | Completion Date |
|--|-----------------|
| Project team established | |
| Site control | |
| <ul style="list-style-type: none"> • Property acquired | |
| <ul style="list-style-type: none"> • Option acquired | |
| <ul style="list-style-type: none"> • All easements acquired | |
| <ul style="list-style-type: none"> • Other | |
| | |
| Completion of preliminary engineering, or project design | |
| Completion of final engineering, or project design | |
| Advertise for bids | |
| Award of contracts | |
| Start of project | |
| Substantial project completion | |
| 50% of Funds Expended | |
| 100% of Funds Expended | |

4.2. Describe the project team. Who will be responsible for each project component?

4.3. Explain any site control issues and provide necessary documentation

4.4. Explain any authorization issues and provide necessary documentation.

4.5. Describe the status of all required financing for the project.