

# 2017 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 18, 2013. These funds can be used only for specific disaster recovery-related purposes and must be related to the April 18, 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 – Room 2-800) by **4:30 p.m. on Friday, February 3, 2017**. 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. There is also no cap on funding requests or match required, but preference will be given to projects providing match. Only construction costs will be reimbursed by CDBG-DR funds.

Applicants must demonstrate the service area was affected by the April 18, 2013 flooding event and the project will provide a direct benefit to lessening the chances for future flooding events within the service area. Projects will not be considered unless documentation is provided at the time of submittal showing the service area was affected by the event. Examples such as pictures, flood maintenance logs, insurance claims, and damage assessments can be used as acceptable backup documentation.

Projects must be started by summer 2018, with preference given to projects that can be started in 2017. **All projects must be completed by May 30, 2019 including construction, inspections, payment requests, and all required paperwork.** Grant funds are time sensitive and will be returned to the Department of Housing and Urban Development if not used. Time extensions will not be accepted under any circumstances.

A maximum of two projects per applicant can be applied for. A separate application form must be completed for each proposed project. Applicants 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:** \_\_\_\_\_

<b>Total of CDBG-DR Funding Requested to Support These Activities:</b>	_____
	\$
<b>Total Project Cost of Activities Funded for this Application:</b>	_____
(Please note match is not required but highly encouraged)	\$

**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:** \_\_\_\_\_

**Type of Project:**

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

- Funding Opportunity 1 – **Infrastructure** under the CDBG national objective of assisting **low-moderate income** persons in block groups with a low-mod percentage of more than 35.83% (Preference will be given to low-mod projects)
- Funding Opportunity 2 – **Infrastructure** under the CDBG national objective of **urgent need** to assist persons in block groups with a low-mod percentage of less than 35.83%

**Project Abstract:** In the space below, briefly describe the activity for which you are requesting funds in this application and demonstration of unmet need.

**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. The governing body authorization must be submitted prior to **March 1, 2017**.
- 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 **March 1, 2017**.

- 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.

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 \$750,000 in federal funds must attach a copy of their last Single Audit.

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. Attach additional supporting information as necessary, including a detailed project budget. If construction costs are higher than anticipated, please provide a plan for how additional costs will be paid for.

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					
Other:						
Other: Engineering						
Other: Design Fees						
<b>TOTAL PROJECT COSTS</b>						

1.8 **Duplication of Benefits:** Basic framework for determining Duplication of Benefits.

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.	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.

1.9 **Eligibility Under Disaster Declaration:** How was the proposed project area or property damaged by the storm event of April 18, 2013?

1.10 **Long Term Recovery:** How will the proposed project provide long-term recovery from damage caused by the storm event of April 18, 2013?

**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. Projects are not eligible unless the service area is primarily residential.

2.1 **National Objective – Low/Mod Area Benefit – if you checked Funding Opportunity 1.** 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 the national objective low-mod area benefit. You will need to request funds under Funding Opportunity 2 and go to question 2.2

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*		
<b>TOTAL:</b>		

\*MFI = Median Family Income.

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 – Urgent Need – If you checked Funding Opportunity 2 (activities designed to meet community development needs having a particular urgency) – 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 3: PROJECT IMPACT**

3.1. 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 18, 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 18, 2013 storm event.
- Residential properties in this area were affected by the April 18, 2013 storm event.

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, 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.

Activity	Completion Date
Project team established	
Site control	
<ul style="list-style-type: none"> <li>• Property acquired</li> </ul>	
<ul style="list-style-type: none"> <li>• Option acquired</li> </ul>	
<ul style="list-style-type: none"> <li>• All easements acquired</li> </ul>	
<ul style="list-style-type: none"> <li>• Other</li> </ul>	
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.

**Attachment Dissemination:**

(Please note if an attachment is not needed mark the section as N/A)

**Part 1 – Minimum Requirements**

- 1.1 Governing Body Authorization – Attachment \_\_\_\_\_ Page \_\_\_\_\_
- 1.2 Public Hearing - Attachment \_\_\_\_\_ Page \_\_\_\_\_
- 1.3 Capacity - Attachment \_\_\_\_\_ Page \_\_\_\_\_
- 1.4 Fair Housing Action Plan - Attachment \_\_\_\_\_ Page \_\_\_\_\_
- 1.5 Location Map - Attachment \_\_\_\_\_ Page \_\_\_\_\_
- 1.6 Audit - Attachment \_\_\_\_\_ Page \_\_\_\_\_
- 1.7 Budget - Attachment \_\_\_\_\_ Page \_\_\_\_\_
- 1.8 Duplication of Benefits Attachment \_\_\_\_\_ Page \_\_\_\_\_
- 1.9 Eligibility Under Disaster Declaration Attachment \_\_\_\_\_ Page \_\_\_\_\_
- 1.10 Long Term Recovery Attachment \_\_\_\_\_ Page \_\_\_\_\_

**Part 2 – Meeting National Objectives**

- 2.1 National Objective – Low/Mod Area Benefit Attachment \_\_\_\_\_ Page \_\_\_\_\_
- 2.2 National Objective – Urgent Need Attachment \_\_\_\_\_ Page \_\_\_\_\_

**Part 3 – Project Impact**

- 3.1 Project Impact Supporting Documentation Attachment \_\_\_\_\_ Page \_\_\_\_\_

**Part 4 – Project Readiness**

- 4.1 Supporting Documentation for Readiness Attachment \_\_\_\_\_ Page \_\_\_\_\_