



DUPAGECOUNTRY

Community Development Commission



Welcome 2019 Applicants

Community Development Block Grant (CDBG) Informational Meeting

Non-Profit Capital Projects

August 24, 2018

This meeting will not cover affordable housing or municipal projects. School Districts are not eligible applicants.

Daniel J. Cronin

County Board Chairman



DUPAGECOUNTY



Housekeeping

- Please silence cell phones
- Feel free to ask questions
- Restroom Locations
- Community Development Commission Web Site:
www.dupageco.org/cdc





Today's Agenda

- Introduction
- FY2018 Snapshot
- Important Policy Changes
- CDBG Eligible/Ineligible Activities
- Online Application Process
- Applicant Tips
- Important Information
- Questions & Answers





FY2018 Snapshot Capital Awards

Capital & Accessibility	Total Capital Cost	Total Requested	Amount Funded	\$ Funded vs. Requested	Total Projects Applied For	Funded Projects
Capital Projects	\$3,338,726	\$2,438,274	\$1,959,774	80%	12	10
Accessibility (ADA)	\$25,000	\$20,000	\$0	0%	1	0
TOTAL	\$3,363,726	\$2,458,274	\$1,959,774	80%	13	10

- 13 applications were received for 2018 CDBG funding
- DuPage County was able to fund:
 - 80% (\$1,959,774) of the amount requested
 - 77% (10 of 13) of the projects





Important Policy Changes

- Municipal and Non-profit agencies may not apply for 2019 funds if, by October 5, 2018, they have any prior 2017 projects not 100% complete, or any 2017 projects not at least 50% complete. “Complete” means pay requests submitted with sufficient documentation for staff to approve.
- **Leasehold Improvements** (carried over from last year)
 - Improvements to leased premises require participation of the owner in the application process and their consent to a 20-year lien against the property
 - The lease must run at least 20 years past the project completion date in the HUD Reporting System





Application Changes Carried Over From 2018

- **Past Performance will be evaluated**
 - Additional points will be awarded for having submitted required reporting documentation in a timely fashion.
- **Points awarded for Priority Need and Populations Served has been lowered**
 - Allows for more focus on past performance, capacity, project budget & leveraging
- **Points awarded for the Budget**
 - Maximum points will be awarded for a budget that is complete and free of errors
- **Environmental/Previous Use/Existing Use Concerns**
 - Radon testing and Asbestos Containing Materials (ACM) testing was added last year.
 - Environmental Review Records will address Radon and ACM, if testing has not been performed, it may be required.





CDBG Eligible Activities

- **Acquisition**

- Real property acquisition where the subsequent use of the acquired property will contain an activity that principally benefits low-moderate income persons or a presumed benefit group

- **New Construction & Rehabilitation**

- New construction or building additions to expand client services
- Rehabilitation of existing buildings

- **Infrastructure**

- Construction, reconstruction, or installation
- Must be located **on site**
- Examples include parking lots, drainage facilities, exterior lighting, emergency generators that are permanently fixed





CDBG Eligible Activities

- **Accessibility Improvements**

- Activities that remove architectural barriers and are in compliance with the Americans with Disabilities Act (ADA)
- Activities include only: ADA bathroom improvements, ADA ramp installation, elevators and lifts, and automatic wider entrance doors

- **Matching Grants** for other Federal or State capital improvements

- Note: If CDBG funds are used as match to other programs, CDBG program statutes, rules and regulations apply to **all funds involved in the project**

- NOTE: 20-year forgivable Mortgage and Note required





CDBG Ineligible Activities

- Buildings, or portions of buildings, used for the general conduct of government
 - Note: Does not include the removal of architectural barriers involving such buildings
- Political activities
- Purchase of construction equipment
- Equipment that is not an integral, permanent fixture for an otherwise eligible activity





CDBG Ineligible Activities

- Operating and maintenance expenses associated with repairing, operating, or maintaining facilities and infrastructure
- New housing construction
- Projects that are started, or will start prior to signing the Subgrantee Agreement. We cannot reimburse!





The Online Application Process

Preliminary Steps

Letter of Intent

Online Application Format

Upload Required Documents

Certification Page





Public Hearing

- A public hearing is required for all applications for the FY2019 project year
- Agency must host its own or attend a group public hearing
- A notice of public hearing must be published at least **10 calendar days** prior to the hearing
- Copy of notice and minutes must be uploaded as an attachment to the application





Board Resolution

- **Board Resolution providing Authorization for Application Submission & Agreement Execution**
 - Provide Board of Directors Resolution that both authorizes submittal of the CDBG Application and execution/abiding by the terms of the CDBG Agreement, if funded.
 - If Board meets after the application deadline, arrangements must be made to obtain the document through alternatives specified in by-laws.
- Include positions/titles of the authorized persons NOT individual's names.
- Must be uploaded as an attachment to the application.





Letter of Intent

- **Letter of Intent**
 - Due by Friday, September 7, 2018 by 4:30pm
 - Submitted via the online application
- **Letter of Intent Part A**
 - Provides project name, amount requested, total project cost, applicant information, organization information & contact information
- **Letter of Intent Part B**
 - Provides specific project information, abstract & description

The letter of intent must be submitted and approved in order to receive access to the Application.





Requested Attachments – Required Documents

- Governing Body Authorization
- Proof of 501(c)(3) Non-Profit Status
- Public Hearing Notice & Meeting Minutes
- Complete Most Recent Audited Financial Statements with Management Letters
 - Single Audit & Response Letters required if over \$750,000 in federal funds were received
 - One complete original hard copy must be delivered to the County, including Management Letters
- Organizational Chart
- Map showing project location within DuPage County
- Conflict of Interest Form
- Capital Project Budget Table
- Capital Project Cost Estimate
- Supporting documentation linking project to CDBG National Objective





Application Questions

- Project Overview & Eligibility
 - Detailed description of the proposed activity & beneficiaries.
 - Include street address, PIN, year built, appraised value, zoning & whether utilities are available to the site.
- Meeting a National Objective
 - Must attach documentation linking the project to the National Object of low-mod income benefit.
 - Ex: Policies & Procedures, Mission Statement, Bylaws, Marketing Materials, client income data
- Alignment with the mission and experience of the agency





Application Questions

- Priority Needs – Relating Project to the Consolidated Plan
 - Needs the project will fill by %
 - Must add up to 100% - four categories maximum. List the number only, do not add a % sign.
 - The listed priority needs and rankings are available under the Resource Library

- Agency Overview
 - Measurable benefit or change upon proposed capital improvement
 - Participant satisfaction
 - Accessibility of your location and program
 - Limited English Proficiency plans
 - Project location
 - Client population in DuPage County
 - Cultural & Linguistic Competency plan





Capital Project Specifics

Project Readiness

- Site control & project readiness
 - Uploaded documentation required for most responses
- Environmental/Previous Use/Existing Use Concerns
 - Asbestos testing & Radon testing categories are included
 - Depending on the type of project, one or both tests may be required
 - Be sure to provide any additional site information you may have
- Acquisition of occupied building
 - **Strongly** encouraged to acquire only **vacant** buildings
 - URA will be triggered if a building is occupied, this includes commercial buildings! URA can be expensive and is very time consuming.
- Project timeline





Sources of Funds for the Project

- Provide the sources of funding for the project
 - Examples: application request, other federal sources, State of IL funding, other public sources, private sources, fundraising, program fees, etc.
- Upload copies of approved funding commitments under the requested attachments tab.
- Source of funds total will appear when print preview is selected.
- Use the budget narrative to provide any additional pertinent budget information including audit findings, investigations or probation by funding organizations.





Leveraged Funds

- The County encourages leveraging funds
 - Points will be awarded for each 10% of project costs paid by non-CDBG funds, up to 5 points.
10% = 1 point
- Applicant must pay for engineering and/or architectural fees, but can count these documented costs towards leveraged funds
- CDBG program statutes, rules and regulations **apply to all funds involved in the project**





Capital Project Budget Table

- Capital Improvement Budget Table is located in the Resource Library & is required to be completed.
 - To be supported by quotes/estimates. If you are awarded a grant, whoever provided estimates **may not** bid on the work
 - Take into consideration Prevailing Wages & Section 3
- Ask someone to review the budget – do the math
- If the budget is incomplete and/or contains errors, points will be lost





Populations Served – Benefit to Low Income Persons

- **Limited Clientele**
 - Intake Sheet with Family Size and Income
 - Project must serve at least 51% low income
 - Presumed Benefit Groups – list included in the Resource Library
 - Eligible clientele will be placed into 51-80% MFI

- **Area Wide Benefit**
 - Census Tract Data: At least **35.85%** Low Income
 - Survey with HUD-approved Methodology
 - Define the Service Area which must be primarily residential and “reasonably coincide” with the Census Block Group Area





Presumed Benefit Groups

- Need not income qualify individuals
 - Abused children
 - Elderly persons
 - Battered spouses
 - Homeless persons
 - Adults meeting Bureau of Census' definition of severely disabled persons
 - Illiterate adults
 - Persons living with AIDS
 - Migrant farm workers
- Applicants are encouraged to submit income documentation to score additional points.





Income Qualification: Limited Clientele

Client ID or Name (Blacked Out)	Income	Household Size	Income Level	Race/Ethn
100	\$12,850	2	EL	W
101	\$21,050	4	EL	W
102	\$18,500	3	EL	W
103	\$8,400	1	EL	B
104	\$22,025	5	EL	W-H
105	\$14,505	2	EL	W
106	\$19,050	3	EL	B
107	\$16,500	2	EL	B
108	\$31,500	5	VL	B
109	\$35,000	5	VL	B
110	\$46,000	6	OL	W-H
111	\$23,050	5	EL	W-H
112	\$22,050	4	EL	W-H
113	\$21,095	4	EL	W
114	\$17,095	2	EL	W-H
115	\$18,500	3	EL	W
116	\$22,005	4	EL	W-H
117	\$28,500	5	VL	W-H
Total Individuals Served		65		

Documentation:

1. First 4 pages of individual client data
2. Summary Table
3. Methodology for data collection

No Documentation = 51-80% MFI (assuming HUD-Defined Presumed Benefit Group)

EL – Extremely Low = 0-30% MFI
 VL – Very Low = 31-50% MFI
 OL – Other Low = 51-80% MFI

- List only the unduplicated HH’s served by this project, not the entire agency
- Provide explanation of any anticipated changes in the number of persons to be served in FY18 project year



Income Qualification: Area Wide

- **Area – Wide Benefit Mapping Tools**

- CDC Webpage: Low-Moderate Income Data & Maps

- http://www.dupageco.org/Community_Services/Community_Development_Commission/1305/

- **US Census Low-Moderate Income Numbers**

- 2014 Census Data by Block Group (PDF)

- <http://hud.maps.arcgis.com/apps/Viewer/index.html?appid=9642c475e56f49efb6e62f2d8a846a78>

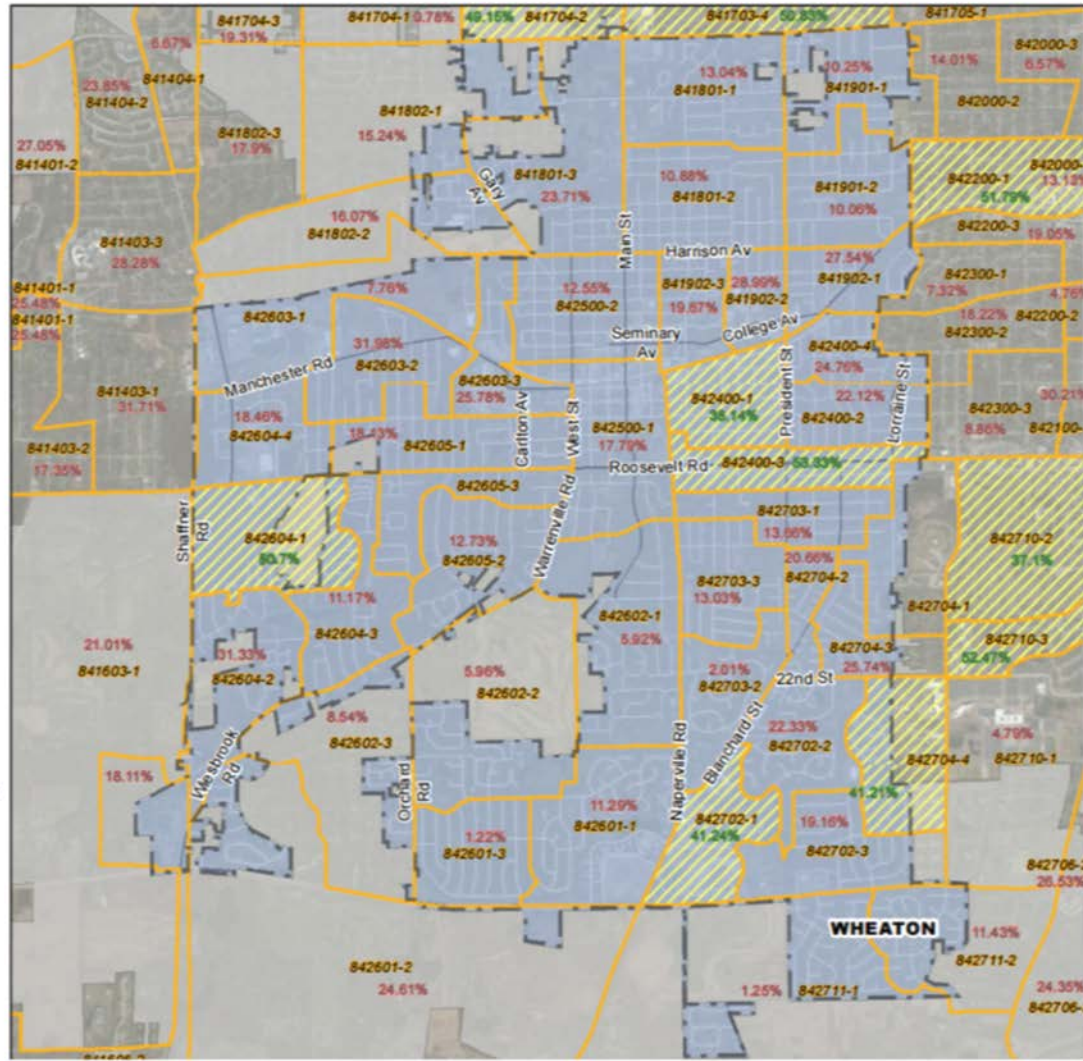




CDC Low-Mod Income Data & Maps

DuPage County WHEATON

2010 US Census
Block Groups at
or above 35.83% Low-
Moderate Income (LMI)
Concentration

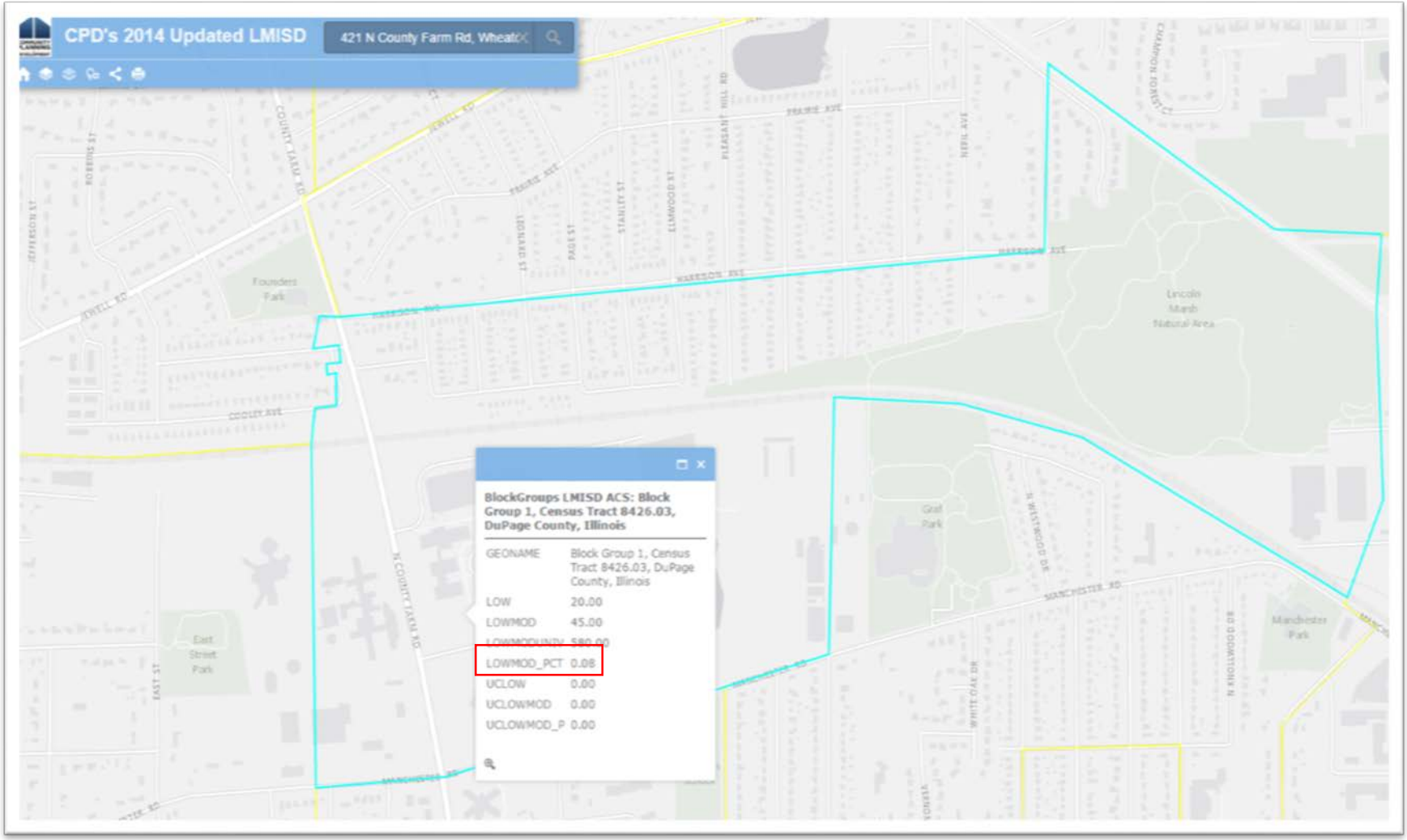


○ 2014 Low-Moderate Income Maps by Municipality are located on the DuPage County Website:

- http://www.dupageco.org/Community_Services/Community_Development_Commission/1305/



US Census Low-Mod Data by Block Group



Note: The low-mod percentage calculation is reflected as a decimal

Low = 0-50% MFI

Lowmod = 51-80% MFI

Low is a subset of Lowmod, so subtract low from low-mod when filling out your table

<http://hud.maps.arcgis.com/apps/Viewer/index.html?appid=9642c475e56f49efb6e62f2d8a846a78>



Applicant Tips

- Apply for a project that meets the CDBG National Objective
- Apply for a project that has a high ranking value for services provided
- Apply for a project that your agency has the capacity to undertake
- Apply for a project that serves a high concentration of Low-Moderate Income Persons
 - Apply for a project that serves more extremely low or very low income persons than low income persons.
- The County encourages leveraging of funds to more efficiently use our scarce resources.
 - Provide matching funds. You can “buy” points. (10% = 1 point)
- Add ‘Notices@ZoomGrants.com’ to your whitelist to ensure messages are delivered
- Once submitted, the application will remain open for changes up to the due date deadline.
- ZoomGrants will save changes automatically.





Important Information: Reminder

- **Letter of Intent**
 - Due Friday, September 7, 2018 by 4:30 pm
- **Public Hearing**
 - Arrange as soon as possible
 - Minimum of 10 calendar days public notice required
- **Board Resolution**
 - Must be uploaded as an attachment to the application for the FY2019 project year
- **Application**
 - Due Friday, October 5, 2018 by 4:30 pm, NO EXCEPTIONS!





Questions?

If you have questions after this meeting we ask that you send all inquiries through email to:

communitydev@dupageco.org

Technical Assistance Questions:

ZoomGrants Hotline: (866) 323-5404

Questions@ZoomGrants.com

This PowerPoint presentation and informational meeting is only highlighting some of the sections of the application. The applicant is solely responsible for thoroughly reviewing the selection criteria and completing the application.

