Welcome 2020, 2021, 2022 Applicants

Community Development Block Grant (CDBG) Informational Meeting

Non-Profit Capital Projects

August 22, 2019

Daniel J. Cronin
County Board Chairman
Housekeeping items

- Please silence cell phones
- Feel free to ask questions
- Restroom Locations
- Community Development Commission

Website: www.dupageco.org/cdc
## FY2019 Snapshot Capital Awards

<table>
<thead>
<tr>
<th>Capital &amp; Accessibility</th>
<th>Total Capital Cost</th>
<th>Total Requested</th>
<th>Amount Funded</th>
<th>$ Funded vs. Requested</th>
<th>Total Projects Applied For</th>
<th>Funded Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects</td>
<td>$3,278,785</td>
<td>$2,647,530</td>
<td>$1,479,781</td>
<td>56%</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Accessibility (ADA)</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$15,000</td>
<td>100%</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$3,293,785</strong></td>
<td><strong>$2,662,530</strong></td>
<td><strong>$1,494,781</strong></td>
<td><strong>69%</strong></td>
<td><strong>13</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

- 13 applications were received for 2019 CDBG funding
- DuPage County was able to fund:
  - 56% ($1,479,781) of the amount requested
  - 69% (9 of 13) of the projects
Important Policy Changes

- Past performance will review timely and complete Progress Reports, required contractor documentation, requests for time extensions, and if a CDBG Agreement was cancelled by applicant in the past 3 years.

- Area benefit projects must serve an area of at least 45.36% low and moderate income, per CDC policy. HUD Exception criteria is 40.36%, formerly 35.85%.

- We are soliciting for 3 years of projects; 2020, 2021, and 2022.
  - Maximum 2 projects per applicant.
  - Applications will not be solicited/accepted for 2021 and 2022.
  - If more than one application is submitted, projects must be prioritized.
    - Indicate if there is preference of year funds are awarded (2020, 2021, 2022)
Important Policy Changes (CONT.)

- **Budget/Cost Estimate**
  - Maximum points will be awarded for a budget that is complete and free of errors.
  - Cost Estimate must be obtained to determine project budget.
  - Cost Estimate must be completed by a qualified individual. Credentials must be reflected.
  - Individual completing cost estimate must sign, date and certify federal prevailing wage rates were factored into all costs that include labor.
  - Cost Estimate is required to be uploaded to the application under the Requested Attachments tab.

- **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.
Important Policy Changes (CONT.)

- **CDBG Funding Requests**
  - Minimum CDBG request = $50,000
  - Project costs must be equal to or greater than $50,000

- **5-year Comprehensive Assessment/Capital Needs Assessment**
  - Strongly encourage a 5-year comprehensive assessment/capital needs assessment of the facility funding is being requested for.
  - This will be a requirement & scored when 2023 & 2024 applications are solicited.

- **Post Acquisition/Rehabilitation**
  - Facilities for which CDBG funding is requested will not be eligible for CDBG funding for a period of 5-years after CDBG funding is awarded.
  - Rehabilitated structures must meet the needs of the facility for at least 5 years post rehab.
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 of public facilities 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.
If a site cannot be immediately utilized by the Agency for the intended programming after acquisition, rehabilitation need at the facility MUST be included in the project description and all costs must be included in the project budget.

Acquisition/Rehabilitation is eligible. The rehab portion of the project is subject to all CDBG regulations/requirements, even if CDBG funding is not specifically requested for the rehabilitation component.

A project is not complete until the CDC can report on the end use beneficiaries.
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 and/or 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
- Expenses associated with maintenance, operating, or maintaining facilities and infrastructure
- New housing construction
- Projects that are started, or will start prior to signing the Subgrantee Agreement – no choice-limiting actions allowed.
The Online Application Process

**Preliminary Steps**
Attend this meeting; examine, evaluate and prioritize long-term capital needs; develop a detailed plan

**Letter of Intent**
Submit a letter of intent per the specifications of the upcoming slide

**Online Application Format**
Everything must be submitted via ZoomGrants to count during our review

Applications require extensive documentation and ALL documents must be attached via ZoomGrants prior to the deadline

**Upload Required Documents**

**Certification Page**
Once submitted, save the “certification page” for your records
A public hearing is required for all applications for the FY2020, FY2021, FY2022 project years.

Agency must host its own or participate in a group public hearing.

A notice of public hearing must be published at least 10 calendar days prior to the hearing.

Publication certification, public hearing sign-in sheet, and public hearing meeting minutes must be uploaded as an attachment to the application.
Board Resolution

- **Board Resolution providing Authorization for Application Submission AND 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 6, 2019 by 4:30pm CST
  - Submitted via the online application

- **Project Summary**
  - Provides project name, amount requested, total project cost, applicant information, organization information & contact information

- **Letter of Intent**
  - 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
- Certification of Public Hearing Notice, Sign-In Sheet & 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, prior to the application due date
- Detailed Organizational Chart
- Name Project Team with Credentials
- Map Showing Project Location within DuPage County
- Conflict of Interest Disclosure 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 Objective 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 (CONT.)

- Priority Needs – Relating Project to the Consolidated Plan
  - State the needs the project will fill by percentage (e.g., 47% Category 1, 53% Category 2)
  - 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 in 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, Lead, and Radon testing categories are included
    - Depending on the type of project, testing may be required
  - Provide any additional site information available with documentation
- 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 is expensive and time consuming.
- Submit detailed project timeline
Sources of Funds for the Project

- Provide the sources of funding for the project
  - Examples: CDBG funds requested, 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.
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, 20% = 2 points, 30% = 3 points, 40% = 4 points, 50% = 5 points

- 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 and is required to be completed and uploaded under the Requested Attachments tab.
  - To be supported by quotes/estimates completed by a professional. 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 which was completed by a professional.

- 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 40.36% exception criteria. County policy requires **45.36%** 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

- Presumed benefit groups do not require income qualifying:
  - Abused children
  - Elderly persons
  - Battered spouses
  - Homeless persons
  - Adults meeting definition (Bureau of Census) of severely disabled persons
  - Illiterate adults
  - Persons living with AIDS
  - Migrant farm workers

- Applicants are encouraged to submit income documentation to score additional points.
  - Methodology and income eligibility forms must also be submitted
**Income Qualification: Limited Clientele**

**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)

- List only the unduplicated households served by this project, not the entire agency
- Provide explanation of any anticipated changes in the number of persons to be served in FY20 project year

<table>
<thead>
<tr>
<th>Client ID or Name (Blacked Out)</th>
<th>Income</th>
<th>Household Size</th>
<th>Income Level</th>
<th>Race/Ethn</th>
</tr>
</thead>
<tbody>
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<td>100</td>
<td>$12,850</td>
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<td>EL</td>
<td>W</td>
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<tr>
<td>101</td>
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<td>W</td>
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<tr>
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<td>$28,500</td>
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<td>VL</td>
<td>W-H</td>
</tr>
</tbody>
</table>

**Total Individuals Served:** 65

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

Area – Wide Benefit

Low-Mod Income By Census Tract & Block Group
- New data effective April, 2019
- Numbers available for entire Block Groups only; not split by municipal boundaries
  - Low – and Moderate – Income Area Data, based on 2011 – 2015 American Community Survey (ACS)

Mapping Tools
- CDC Webpage: Low-Moderate Income Data & Maps
  http://www.dupageco.org/Community_Services/Community_Development_Commission/1305/
- US Census Block Maps: Interactive
  - Low – and Moderate – Income Area Data, based on 2011 – 2015 ACS
    https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd
US Census Block Maps: Interactive

Click on the Town box and search results will be available: County; Township; Village/City; Block Groups

Low = 0-50% MFI
Lowmod = 0-80% MFI
Low is a subset of Lowmod, so subtract low from low-mod when filling out your table to identify persons at 50% - 80%.

https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd
Apply for a project that:
- Meets a CBDG National Objective
- Has a high ranking value for services provided
- Your agency has the capacity to undertake
- Serves a high concentration of Low-moderate Income Persons
- 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 6, 2019 by 4:30pm CST

- **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 FY2020, 2021, 2022 project year

- **Application**
  - Due Friday, October 11, 2019 by 4:30pm, NO EXCEPTIONS!
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 & completing the application.