



**CDBG FUNDING
APPLICATION FORMS AND INSTRUCTIONS
HUD PROGRAM YEAR 2017
APRIL 1, 2017 – MARCH 31, 2018**

Applications due: by 3pm on Friday, July 15, 2016

Late applications will not be accepted.

Please Submit:

1 Original Application (hard copy) to:

**Ryan Berger, Asst. to City Manager
1528 Third Avenue, Rock Island, IL 61201**

&

1 Electronic Copy (PDF) to:

Berger.ryan@rigov.org

Required formal presentation of the application contents are tentatively scheduled for the nights of August 9th and August 11th. City staff will be contacting each applicant to schedule their presentation after all applications have been received.

The Community Development Block Grant is a reimbursement program funded by the U.S. Department of Housing and Urban Development (HUD) under Title I of the Housing and Community Development Act of 1974, as amended (P.L. 93-383). The City of Rock Island's entitlement allocation for HUD program year 2017 is projected to be in the amount of \$910,000.

HUD awards grants to entitlement communities for the purpose of community development activities intended to revitalize neighborhoods, facilitate economic development, and improve community facilities and services. City of Rock Island's Consolidated Plan, which was developed with citizen participation and input, describes the programs and funding objectives established for the five-year period from 2013 – 2017. The City's Annual Action Plan is prepared each year to describe the implementation of the five-year Consolidated Plan.

APPLICATION PROCESS AND REVIEW CRITERIA

Eligible applicants for CDBG funded projects funding must be: 501(c)(3) non-profit organizations, government agencies, school districts, institutions of higher education or, under limited circumstances, for-profit businesses.

Applicants are required to fill out an application and provide supporting documentation. After the applications are reviewed by City Staff and the Citizen's Advisory Committee, recommendations will be presented to the City Council who approves funding awards. Applications will be evaluated based on the following criteria:

Minimum requirements (Project/Program has to meet all 3 criteria to be qualified for funding):

1. Meets at least one of three National Objectives established by HUD:
 - Benefit to low- and moderate- income persons
 - Aid in the prevention or elimination of slums or blight
 - Meet a need having a particular urgency (urgent need)
2. Meets Criteria for Eligible Activity – all eligible activities are listed in CFR 24 Part 570.
 - Acquisition, Disposition, Clearance &/or Relocation
 - Administration & Planning
 - Economic Development
 - Housing
 - Public Facilities & Infrastructure Improvements
 - Public Services (subject to 15% cap)
3. Meets at least one priority within the Consolidated Plan which are:
 - Promote, Increase, and Maintain Homeownership
 - Provide Safe, Affordable, Decent Housing to Renter
 - Transitional & Permanent Support Housing & Service
 - Non-Homeless Persons with Special Needs
 - Economic Development, Revitalization, Job Creation

If the project does not meet all three basic requirements, it will not be considered for CDBG funding.

Project/Program Evaluation Criteria:

1. *Project/Program benefits low- and moderate income persons* – max amount of points will be given to the activities that benefit at least 51% low and moderate income persons (5%).
2. *Project/Program addresses a documented community need/benefit* - The activity will be evaluated in terms of the documentation and justification of the need and benefit of the activity (25%).
3. *Project/Program addresses objectives of consolidated plan* - Project addresses priorities and objectives of the consolidated plan that fall within the five categories listed above. For detailed description please see City of Rock Island Consolidated Plan (10%).
4. *Cost reasonableness* - The activity will be evaluated in terms of:
 - 1) Impact on the identified need; and
 - 2) Its implementation costs and funding request

Evaluation may include the cost incurred per person/per unit and the justification for a particular level of funding (10%).

5. *Demonstrated capacity to complete the project/program readiness* - Points will be awarded to applicants based on the documentation and information provided showing that the resources needed to manage the proposed activity are available and ready (20%).
6. *Extent to which CDBG funds are leveraged against other funds* - Points will be awarded based on the applicants efforts to secure other funding for the activity (15%).
7. *Experience and past performance* - The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity will be evaluated. In addition, the applicant will be evaluated in terms of past performance with local, state and federal funding programs. Performance will be evaluated on attainment of objectives, expenditure of funds at a reasonable rate, and compliance with the contract (10%).
8. *Application completeness* - Applications which are complete, accurate and thorough will receive max amount of points (5%).

Final funding allocations are tentatively scheduled to be approved by the City Council in September 2016 and approved by HUD in the Spring/Summer of 2017. Final allocation amounts will not be available to each applicant until HUD provides their approval of the annual action plan in the Spring/Summer of 2017.

Staff from the City of Rock Island will meet with applicants who are awarded funding to discuss the requirements and responsibilities under CDBG including Environmental Review, Procurement Methods, Labor standards, etc. Awarded applicants will be provided with technical assistance if necessary. Applicants are strongly encouraged to familiarize themselves with these requirements before applying.

**FOR HELP OR ASSISTANCE WITH THE APPLICATION, CONTACT:
Janet Flaherty at flaherty.janet@rigov.org or (309)732-2904**

For Office Use Only

Submittal Type	Date Received	Staff Initial
<input type="checkbox"/> Hand Delivery		
<input type="checkbox"/> Mail Delivery		



APPLICATION
 CITY OF ROCK ISLAND, IL
 CDBG & GAMING GRANT
 HUD PROGRAM YEAR 2017
 April 1, 2017 – March 31, 2018

Agency Name:					
Name of Project/Program:					
Agency Address (<i>inc. City, State, Zip</i>):					
Amount of Funding Requested:	\$				
FEIN/EIN/Tax I.D. #		DUNS #:			
Contact Person Name and Title: (<i>This person will be the contact for this grant application during the review process</i>)					
Contact Person Telephone:		Fax Number:			
Contact Person E-mail:					

Certification: To the best of my knowledge and belief, data in this application are true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with all regulations and applicable to the City of Rock Island's Community Development Block Grant program. **Submit one (1) Original Application (hard copy), and one (1) Electronic copy (PDF) of the Application to the mailing and email addresses listed on the coversheet. Additionally, one (1) copy of each of the following documents must be attached if the applicant is not within the Community and Economic Development Department of the City of Rock Island (please label each document):**

- A. Letter from Agency's governing Board authorizing application for CDBG funds
- B. Background/Overview of Programs and Services Provided by Agency
- C. Audit and Annual Financial Statement
- D. 501(c)(3) determination (if applicable)
- E. Organizational Chart

 Signature of Executive Director

 Date

 Print Name

I. Consolidated Plan Priorities and Objectives (must select one)

- Promote, Increase, and Maintain Homeownership
- Provide Safe, Affordable, Decent Housing to Renter
- Transitional and Permanent Support Housing and Service
- Non-Homeless Persons with Special Needs
- Economic Development, Revitalization, Job Creation

II. National Objectives Criteria – projects to qualify for CDBG must meet one of the national objectives. If your project does not fit into one of the most commonly used categories listed below, please mark “Other.”

A. Please select how your project will serve the low and moderate income population:

Benefit to low and moderate income population:

Low-Med Area Benefit (LMA) - An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information.

Limited Clientele (LMC) - Activities under this category require documentation on family size and income in order to show that at least 51% of the clientele served are low- and moderate-income OR must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

Housing (LMH) - An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income persons at an affordable rate. If structure contains more than one unit, at least 51% must be occupied by low- and moderate-income persons.

Job Creation or Retention (LMJ) – The activity must be designed to create or retain permanent jobs where at least 51% of which (computed on a full-time equivalent basis), will be made available to or held by LMI persons. Construction jobs are not considered to be “permanent” jobs.

Other, please explain:

B. Please answer yes or no to each of the following. Is the purpose of this activity to:

	<u>YES</u>	<u>NO</u>
Help prevent homelessness?		
Help the homeless?		
Help those with HIV/AIDS?		
Primarily help persons with disabilities?		
Remove architectural barriers?		

III. Project Readiness

A. Population Served

To meet CDBG requirements your project must serve at least 51% low/moderate income Rock Island residents.

2016 HUD INCOME GUIDELINES – DAVENPORT, MOLINE, ROCK ISLAND MSA
(Designations based upon percentage of area median income (AMI) as defined by HUD)

Family Size	30% of AMI Extremely Low Income	50% Very Low Income	80% Low Income
1	\$14,500	\$24,100	\$38,550
2	16,550	27,550	44,050
3	20,160	31,000	49,550
4	24,300	34,400	55,050
5	28,440	37,200	59,500
6	32,580	39,950	63,900
7	36,370	42,700	68,300
8	40,890	45,450	72,700

There are different methods for determining how your project meets this requirement.

If your project meets 51% low/moderate income population requirement, please check only ONE of the following:

- My project exclusively serves elderly, severely disabled adults, homeless persons, illiterate adults, migrant farm workers, abused children, persons with AIDS or battered spouses.
- My project does not serve populations listed above, but it serves 51% low/moderate income individuals whose income is verified.
- My project will only serve a specific geographic area that is deemed low/moderate income by census data.
- My project does not meet 51% low/moderate income population requirement.

B. Project Impact

Indicate the number of Rock Island residents that are expected to benefit from your project.

Income Range *MFI means Median Family Income	No. of Persons/Households Benefitted
TOTAL number served:	
What percentage of your total number of clients is considered Low-Mod income (0-80% MFI)?	

C. Project Description. Describe the project and proposed schedule for which you are requesting funds pursuant to this application. Please, be as specific as possible. This description will be also used to determine the eligibility of the project.

D. Why is this project needed by Rock Island residents? Describe supporting research/documentation presenting the need for this type of project and how it will address that need (limit 1,500 characters).

E. Non-duplication of services. What other agencies in the Rock Island area offer this project/public service? Describe how have you collaborated and/or communicated with this/these organization(s) to ensure services are not duplicated (limit 1,500 characters).

IV. Organizational Readiness

A. Capacity Briefly describe the capacity of the agency to complete this project within the timeframe of this grant (April 1, 2017-March 31,2018) and indicate what the organization resources are to be used in managing and carrying out the proposed project (e.g. capacity of staff, impact to agency workload, etc) If you're applying for public service activities, please specify how these funds will increase your programs capacity from last year (limit 1,500 characters).

B. Past Performance Describe organization's experience with grants requiring accomplishment and/or performance reporting. List Federal/State grants that the applicant has received in the past 3 years (limit 1,500 characters). Please highlight any experience with CDBG and/or federally funded grants.

V. Project Cost

A. Cost Reasonableness Describe how the agency determined the project costs (e.g. selection of project bids, etc) and why these costs should be considered reasonable (limit 1,500 characters).

B. Impact of CDBG Funding How will these funds expand your organizations effectiveness and/or improve your project? (limit 1,500 characters)

VI. Funding Information

A. Source of Funds

Please list ALL funding sources that will be used to carry out the project, including the funds requested per this application.

Source of Funds		
Source:	Amount:	Type: (examples: grant, loan, restricted donation, etc)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Project Cost:		\$

B. Budget Detail Table

Based on the information you provided in the table on the previous page, in the table below please provide DETAIL on the costs for the proposed project. Please indicate for each item the total cost, and how much of the total is proposed to be paid for with CDBG funds. An example budget table is provided for your information.

Applicant Agency Name:	Project Cost	
Name of Project/Program:	CDBG	Total All Sources
Project Implementation (Direct Project Costs)		
(A) Subtotal Project Implementation:		
Personnel/Other Costs (Project Administration)		
(B) Subtotal Personnel/Other Costs:		
(A + B) = TOTAL CDBG REQUEST:		
(A + B) = TOTAL PROJECT COST - ALL SOURCES:		

EXHIBIT E: SAMPLE BUDGET ITEMIZATION WORKSHEET

Note: The completed sample worksheet is intended to show the level of detail we are seeking for the budget only and does not necessarily reflect appropriate project cost effectiveness, leveraging ratios, or other application criteria.

Applicant: DO GOOD ORGANIZATION	Activity Cost	
Activity: XYZ PUBLIC SERVICE ACTIVITY		Total
Program Implementation (Direct Program Costs)	CDBG only	All Sources
Task 1: Develop workshop training materials	\$10,000.00	\$15,000.00
Task 2: Newspaper ads for workshop (12 @ \$125 ea.)	\$1,000.00	\$1,500.00
Task 3: TV and radio ads (6 @ \$350 avg. ea.)	\$1,000.00	\$2,100.00
Workshop classroom rent, including utilities: 8 hrs./mo. @ 25.00/hr for 4 months (Redding location) (See attached Budget Exhibit A: Rent quotation for 1000 Pine Street, Suite 200, Redding)	\$800.00	\$800.00
Workshop supplies (pencils, chalk, paper supplies, pens, etc.) @ \$5.00 per student, 300 students per year. (See attached Budget Exhibit B: Cost itemization from Office Depot)	\$0.00	\$1,500.00
TOTAL Program Implementation	\$12,800.00	\$20,900.00
Personnel/Other Costs (Program Administration)		
Workshop Coordinator: 1,000 hours @ 25.00/hr., including benefits (developing and conducting workshops)	\$25,000.00	\$25,000.00
Workshop Clerical Support: 240 hours @ 11.50/hr., no benefits (typing workshop materials, program accounting)	\$2,760.00	\$2,760.00
Workshop Manager: 48 hours @ 55.00/hr., including benefits (general grant administration)	\$2,640.00	\$2,640.00
Workshop staff travel expenses, 120 miles round trip @ 0.30 per mile between Burney classroom site and Redding, 2 X per month for 5 months (includes set-up and close down of site)	\$360.00	\$360.00
Annual subscription to "Workshop Times" magazine	\$0.00	\$25.00
1-day seminar "Workshop Techniques for the 21 st Century" in Sacramento, August 2005, for 2 staff persons @ \$500.00 each (includes seminar fee, travel, lodging, and meals)	\$0.00	\$1,000.00
TOTAL Personnel/Other Costs	\$30,760.00	\$31,785.00
TOTAL CDBG REQUEST	\$43,560.00	
TOTAL ACTIVITY COST - ALL SOURCES		\$52,685.00

C. Project Sustainability

CDBG is not a guaranteed funding source. Describe the following: 1) How will your agency implement this project, should funds not be awarded as requested; and 2) If funded, how will your organization continue this project if CDBG funds are not available in future years.