



Application Overview

Skokie Community Development Block Grant (CDBG) Program

Introduction

The U.S. Department of Housing and Urban Development's (HUD's) Community Development Block Grant (CDBG) program provides annual grants to entitlement communities to develop viable urban areas by providing decent housing, a suitable living environment, and by expanding economic opportunities – principally to benefit low-income persons. The grant amount is based on the federal budget and a formula calculation. The funding amounts vary from year to year.

Entitlement communities develop their own programs and funding priorities, and must give maximum feasible priority to activities that either benefit low-income persons or aid in the prevention or elimination of slums and blight. Other activities may be carried out after the community certifies that they meet other community development needs with a particular urgency. Existing conditions must pose a serious and immediate threat to the health or welfare of the entire community in order to be declared as urgent. Activities that do not meet one of these broad national objectives may not be undertaken with CDBG funds.

Activities that can be carried out with CDBG funds include, but are not limited to: acquisition of real property, relocation assistance, building demolition, rehabilitation of residential and nonresidential structures, and construction/rehabilitation of public facilities and improvements such as streets, sidewalks, parks, and neighborhood centers. In addition, CDBG funds may be used to pay for public services and activities relating to energy conservation and renewable energy resources. Entitlement communities may also provide assistance to profit-motivated businesses to carry out economic development activities that can document that they primarily benefit low-income persons.

The types of activities that are generally ineligible include: improvements to buildings for the general conduct of government, political activities, direct income payments to individuals, and construction of new housing or other facilities offering 24-hour care. The recommended minimum request for funding is \$5,000. Potential applicants should note that public service funds are extremely limited. Grants of this type are usually of a supplemental nature to an existing program.

Application Materials

The application form was developed to establish a uniform proposal for organizations requesting Skokie's CDBG funds. Each question must be fully addressed, and further details of an applicant's operations may be attached. Please submit (2) single-sided signed originals and (1) digital copy in a Word or PDF format. Assemble your application with binder clips, paper clips, or rubber bands. No three-ring binders, report covers, or staples, please.

Submit complete applications to:

**Village of Skokie
Community Development Department
Attn: Community Development Director
5127 Oakton Street
Skokie, Illinois 60077**

Application deadline:

**Friday, December 23, 2022, at 5:00 p.m.
Proposals will not be accepted after this date and time.
Incomplete applications may be rejected.**

Review of Applications

Applicants are required to attend the Board of Trustees' meeting on **Tuesday, January 17, 2023**, to briefly present their proposals at a public hearing. Staff recommendations will be presented to the Board on Tuesday, February 21, 2023, at which time the Board will vote on funding allocations. All Board of Trustees meetings begin at 8:00 p.m. CDBG public hearings are held immediately following all regular municipal business.

*** Funding Match ***

Since requests for funding typically exceed available funds, construction/rehabilitation “facility” projects must include a 25% minimum funding match by the sponsoring agency. The Village’s maximum share will be 75% of the cost estimate or the final bid, whichever is less.

*** Location Requirement ***

All construction/rehabilitation projects must be located within the Village of Skokie.

Vision and Goals of Skokie’s CDBG Program

Skokie’s CDBG program will provide a better quality of life for low/moderate-income residents through “bricks and mortar” projects and service activities. The Village’s goals to achieve this vision:

- Make housing affordable, accessible and sustainable
- Improve public infrastructure
- Improve facilities
- Provide financial assistance for programs and services
- Conduct planning and administration activities

Resources

Per HUD’s Section 3 program, recipients of certain HUD financial assistance, to the greatest extent possible, must provide job training, employment, and contract opportunities for low-income residents in connection with projects and activities in their neighborhoods. Visit https://www.hud.gov/sites/documents/SECTION3_BROCHURE_FINAL.PDF for an overview of the program.

The current five-year Consolidated Plan and one-year Action Plan are available at:

<https://www.skokie.org/222/Consolidated-and-Action-Plans>

If you have any questions about program eligibility or the application form, please contact the Community Development Department at CDBG@skokie.org or 847-933-8224.

Application Summary Sheet

Skokie Community Development Block Grant (CDBG) Program



Name for Proposed Project or Service:

Project Location:

Construction/Rehabilitation Project Request:

Sponsor Organization Match	(25% minimum of Total Estimated Project Cost):	\$
CDBG Funding Request	(75% maximum of Total Estimated Project Cost):	\$
Total Estimated Project Cost:		\$

Public Service Request:

Total Public Service Funding Request:	\$
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Contact Information

Organization Name:

DUNS (Dun and Bradstreet) Number:

(A DUNS Number is required to receive federal funding)

Contact Name, Title:

Signature: _____

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1:

Mailing Address 2:

City, State, Zip:

Telephone Number:

Fax Number:

Email Address:

Organization website:

Application

Skokie Community Development Block Grant (CDBG) Program



All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. (400 words or less)

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Skokie)?

3. Will any funds be used for research and development?

If so, please specify how funds will be used.

B. Service Area

- 1. Describe your agency's service area, listing any municipalities served.**

- 2. Does this program serve residents of the Village of Skokie?**

- 3. Describe any additional criteria for your program.**

- 4. What facilities, services, or programs are operated in Skokie?**

- 5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?**

C. Program Client Statistics

- List services provided to clients (meals served, shelter, counseling, day care, etc.):
- Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program, excluding complimentary services such as referrals:

	Total Persons Served	Total Skokie Residents Served	Total Skokie Residents Served by CDBG Funds
May 1, 2023 – April 30, 2024 (proposed)			
May 1, 2022 – present			
May 1, 2021 – April 30, 2022			

2022 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$58,350	\$66,700	\$75,050	\$83,350	\$90,050	\$96,700	\$103,400	\$110,050

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

- How will you meet your CDBG goals for the Skokie residents identified above?
- If you receive CDBG funds, how many additional Skokie residents could you serve?
- Would this program exist without CDBG funding?
(Select one)
 Yes
 No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- a. Full-time
- b. Part-time
- c. Volunteers

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title:

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency?

E. Fees and Funding Sources

1. Describe any client fees collected*:

* Any client fees collected must be used for program costs.

2. Describe how client fees are used:

3. List all other funding sources received for this program and portion allocated for Skokie residents:

Source	Total Funds	Amount Utilized for Skokie Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding (i.e. donations, fundraisers, etc.)	\$	\$
Please specify:		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

Yes

No

F. Budget

1. Please complete the following table:

Program Year	Agency Budget	Program Budget	Skokie CDBG Portion
Program Year 2023 (proposed)	\$	\$	\$
Program Year 2022	\$	\$	\$
Program Year 2021	\$	\$	\$

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant*	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

Creating a Suitable Living Environment

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

Providing Decent Housing

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

Creating Economic Opportunities

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

Availability/Accessibility

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

Affordability

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

Sustainability

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency:
2. The following documents must be included with your application:

All Applications:

- Copy of your organization's submitted 2018 Illinois Charitable Organization Annual Report Form AG990-IL*
(This is a two-page document. Please do not submit the federal form.)
- Proposed budget for the next fiscal year, including proposed funding sources (maximum limit: 5 pages)*
- Current budget, including proposed funding sources (maximum limit: 5 pages)*
- Most recent audit (one hard copy only)*
- Proof of non-profit determination*
- Organizational chart*
- Other (please describe)

Construction/Rehabilitation Applications Only:

- Proposed construction/rehabilitation schedule*. Please note that weather-sensitive construction/rehabilitation projects should be completed by December, if possible. Funding availability will not be extended beyond April 30, 2024.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please reserve 1-2 dates in January 2023 to facilitate a smooth scheduling process.

- Cost and Design Assistance Estimates

All projects must conform to Village of Skokie codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. Three cost estimates from knowledgeable contractors are encouraged to help you make an informed decision and keep your organization's funding match as close to 25% as possible. Ask the contractors to make recommendations to provide additional short-term construction and/or long-term maintenance cost savings. Review the estimates, select a project cost, add a minimum 10% contingency, add a minimum \$1,500 for possible lead-based paint and/or asbestos testing and disposal activities, and then add the total amount to the total project cost on the Application Summary Sheet. An official Request for Bid Proposals will be required for each grantee after May 1, 2020.

Public Service, Non-Scholarship Applications Only:

- Job Description, Compensation, Benefits, and Position Duration*

Public Service, Scholarship Reimbursement Applications Only:

- Activity Program Descriptions with Fee Schedule*

* Required attachment