

**2010**

**APPLICATION GUIDELINES**

**COMMUNITY DEVELOPMENT ASSISTANCE PROGRAM**

**COMPETITIVE DESIGN ENGINEERING**

# TABLE OF CONTENTS

## Federal and State Program Objectives

PAGE

### **SECTION I: GENERAL APPLICANT INFORMATION**

A.	Funding Availability .....	2
B.	Eligible Applicants .....	3
C.	Eligible Activities.....	3
D.	Ineligible Activities.....	3
E.	Application Review and Evaluation Process .....	4
F.	Applicant Information.....	4
G.	Submission Information .....	5
H.	Technical Assistance.....	5

### **SECTION II: PROGRAM INFORMATION AND POLICIES**

A.	Low-to-Moderate Income Requirements .....	6
B.	Citizen Participation.....	9
C.	Applicant/Grantee/Recipient Disclosure.....	9
D.	Administration.....	9
E.	State and Federal Compliance Areas .....	10
F.	Initial Grantee Responsibility .....	11

### **SECTION III: COMPETITIVE DESIGN ENGINEERING PROGRAM**

A.	Requirements and Ranking Criteria .....	13
B.	Low-to-Moderate Income Benefit Requirements .....	13
C.	Special Requirements for Design Engineering .....	14
D.	Ranking Criteria for Design Engineering .....	14

### **SECTION IV: APPLICATION FORMS**

A.	Project Information .....	19
	. Sample Transmittal Letter .....	20
	. CDAP Submission Checklist and Table of Contents .....	21
	. CDAP Applicant Project Information .....	22
	. Problem Statement/Project Strategy .....	25

. Project Maps .....	26
. Project Budget .....	27
. Project Readiness.....	28
. List of Previous CDAP Grants .....	29
. Analysis of Benefit to Low-to-Moderate Income Persons .....	30
. Low-to-Moderate Income Survey Summary .....	31
. Income Survey Worksheet to Calculate Low-to-Moderate Income (LMI) Percentage Using Section 8 Income Guidelines .....	32
. Income Survey Cover Sheet .....	35
. Income Survey Form .....	36
. Minority Benefit/Affirmative Housing Statement.....	37
. CDAP Administration Costs Detail.....	38
. CDAP Design Engineering Financial Checklist.....	39
 B. Documentation, Certifications and Resolutions.....	 40
. Sample Council Resolution of Support .....	41
. Sample Resolution Committing Local Funds.....	42
. Sample Resolution of Support and Commitment of Funds.....	43
. Local Government Certifications .....	44
. Applicant/Grantee/Recipient Disclosure Certification.....	45
. Sample Intergovernmental Cooperation Agreement.....	49

**SECTION V: ATTACHMENTS**

A. Direct HUD Entitlements.....	50
B. HUD Section 8 Income Guidelines.....	51

# **COMMUNITY DEVELOPMENT ASSISTANCE PROGRAM**

## **Federal and State Program Objectives**

The Community Development Block Grant (CDBG) Program was established by the federal Housing and Community Development Act of 1974 (Act). Administered nationally by the U.S. Department of Housing and Urban Development (HUD), the Act combined eight existing categorical programs into a single block grant program. In 1981, Congress amended the Act to allow states to directly administer the block grant for small cities. At the designation of the Governor, the Department of Commerce and Economic Opportunity assumed operation of the State of Illinois Community Development Block Grant -- Small Cities Program in the same year. The Illinois block grant program is known as the Community Development Assistance Program (CDAP). Through this program, funds are available to assist Illinois communities meet their greatest economic and community development needs, with an emphasis upon helping persons of low-to-moderate income.

To ensure that the state-administered program meets the intent of the federal Housing and Community Development Act of 1974, as amended, Congress has required that state-administered programs meet at least one of the following three national objectives:

- ◆ Benefiting low-to-moderate income persons;
- ◆ Aiding in the prevention or elimination of slums and blight; or
- ◆ Meeting other community development needs that pose a serious and immediate threat to the health and welfare of the community.

To complement these federally-mandated objectives, the state has established the following specific objectives for the Community Development Assistance Program:

- ◆ Strengthened community economic development through the creation of jobs, stimulation of private investment and strengthening the tax base;
- ◆ Improvement of public infrastructure and elimination of conditions which are detrimental to health, safety and public welfare; and
- ◆ Conservation and expansion of the state's housing stock in order to provide a decent home and a suitable living environment for persons of low-to-moderate income and the developmentally disabled.

Within the statutory requirements of the Act, Illinois has the flexibility to design its own program objectives and procedures for program administration and to develop criteria for selection of grant recipients. CDAP offers a variety of financial assistance programs which have been designed to meet locally defined community needs.

**SECTION I**

**GENERAL APPLICANT INFORMATION**

**A. FUNDING AVAILABILITY**

For 2010, the state's federal Community Development Assistance Program tentative allocation is \$33,000,000. Each program component has a maximum funding level or grant ceiling. While grant ceilings establish the upper limits that may be requested, individual grants are invited only in amounts commensurate with requirements of the proposed project. Fund availability will be distributed as follows:

<u>Program Category</u>	<u>Budget</u>	<u>Grant Ceiling</u>	<u>Application Dates</u>
<b><u>Set-aside (non-competitive) Programs</u></b>			
Economic Development	\$8,000,000	\$750,000	NA
Public Infrastructure Set-Aside	\$750,000	\$100,000	NA
Mobility & Accessibility Rehabilitation Services (MARS)	\$750,000	\$100,000	NA
Community/Downtown Revitalization Area (CDRA)	\$2,500,000	\$750,000	NA
Flexible Opportunity Grant	\$3,000,000	\$750,000	NA
<b><u>Competitive Programs</u></b>			
Housing Rehabilitation	\$4,350,000	\$350,000	1/15/2010
Public Infrastructure	\$10,250,000	\$350,000	2/19/2010 *
Public Infrastructure Rural Water Set-Aside	\$2,000,000	\$350,000	2/19/2010 *
Design Engineering	\$1,000,000	\$100,000	5/14/2010 **
<b><u>Administration</u></b>			
Technical Assistance	\$320,962		
Administration ***	\$741,925		
TOTAL	\$33,000,000		

\* All applicants using an income surveys for PF must submit the survey for review and approval no later than **01/05/2010**. Applications will not be accepted without prior income survey approval.

\*\* All applicants using an income survey for DE must submit the survey for review and approval no later than **03/25/2010**. Applications will not be accepted without prior income survey approval.

\*\*\* Administration is proposed at 2% of the allocation plus \$100,000. DCEO also reserves the right to use 2% of program income earned by locally held revolving funds.

B. **ELIGIBLE APPLICANTS**

Only units of general local government (i.e., cities, villages, towns, townships and counties) may apply for funding. Municipalities must be 50,000 or less in population and must not be located in an urban county that receives "entitlement" funds. **County and township applicants should not include areas that are incorporated within a city or village.** Incorporated areas should apply on their own behalf, regardless of whether a water district or sanitary district is involved.

Illinois has 39 metropolitan cities and eight urban counties that are receiving an annual allocation directly from the U.S. Department of Housing and Urban Development (HUD) on an entitlement (formula) basis. See **ATTACHMENT A** for a listing of those areas.

Local governments are limited in the number of applications which may be submitted and awarded in a program year. A local government may submit one application per component per funding cycle and may be funded only once per component in a program year, except for the General Economic Development and Set-aside Public Facilities components.

Units of general local government may also submit "on behalf of" applications for local entities that otherwise may not be eligible to apply. In a situation where two or more eligible local governments face a common problem, a joint application may be filed. (See page 49 of this application guide for a sample cooperation agreement.) Local governments, however, must not only share a common problem but must be able to demonstrate that a joint effort is required to solve the problem. Joint applications which are submitted only for administrative convenience will not be accepted. Local governments considering a joint application must contact the department prior to submittal. An "on behalf of" or joint application may not be filed for an entitlement city or a city located in an entitlement county. In addition, an "on behalf of" or joint application may not be filed solely for the purpose of circumventing the rule that a unit of local government may submit only one application per component.

C. **ELIGIBLE ACTIVITIES**

Design Engineering -- Eligible design engineering activities are final design engineering of projects for new or expanding water or sewer systems.

D. **INELIGIBLE ACTIVITIES**

The following activities are specifically identified as ineligible.

1. **Design Engineering costs of water storage tanks/towers**
2. Construction of buildings, or portions thereof, used predominantly for the general conduct of government (e.g., city halls, courthouses, jails, police stations).
3. General government expenses.
4. Costs of operating and maintaining public facilities and services (e.g., mowing parks, replacing street light bulbs).
5. Servicing or refinancing of existing debt.

E. **APPLICATION REVIEW AND EVALUATION PROCESS**

The screening and review process for the program is designed to ensure that limited CDAP funds are awarded to communities that demonstrate the need for financial assistance. The actual number and types of awards will be subject to funding availability and the amount of each applicant's request. The department reserves the right to perform a site visit or request additional information. All recommendations are forwarded to the director of the department who makes the final funding decisions; however, all decisions will be based on the general distribution of funds described under each CDAP program component.

The department will review all applications as follows:

- ◆ Projects that do not benefit at least 51.0 percent low-to-moderate income persons or that do not meet the threshold for Threat to Health and Safety will not be considered for funding.
- ◆ Applications will be evaluated according to the evaluation criteria described in Sections II and III of this application guide.
- ◆ In cases where projects have identical overall ratings, applications with the highest "Financial Need" rating will be funded first, followed by those with the highest "Community Poverty" rating.

F. **APPLICANT INFORMATION**

1. Costs incurred in preparation of applications are not reimbursable under this grant program.
2. The department reserves the right to reject any or all applications received, to negotiate or to cancel in part, or in their entirety, grants resulting from application awards if it is in the department's best interest to do so.
3. The department reserves the right to withdraw a commitment for CDAP funds where special grant conditions have not been satisfied 90 days after the date of the executed grant agreement or at the discretion of the department if it is determined the project will not progress.
4. Project applications may consist of one or more activities which are directly related to or obviously complementary to or supporting one principal activity. The principal activity must clearly be designed to address needs appropriate to the particular CDAP component under which an applicant may apply. The selection of the appropriate program component is the responsibility of the applicant.
5. The department reserves the right to establish the amount of grant funds awarded, raise the individual grant ceilings, and to shift funds from one CDAP component funding area to another. The department also reserves the right to award funds to the next highest rated applicant(s) from the most recent Public Facilities Component or the Housing Rehabilitation Component should funds become available due to de-obligations, etc.
6. The department reserves the right to deny funding when submitted applications involve eligible units of government with serious unresolved audit or monitoring findings related to performance capacity.

## G. SUBMISSION INFORMATION

All applicants should complete the application package and submit the following material to the department's **Springfield** or **Marion** Office by the submission deadline of **May 14, 2010, no later than 5:00 p.m.** Facsimile submissions will not be accepted. The following addresses should be used for all application submissions:

**Department of Commerce and Economic Opportunity**  
**Attention: Patrick Davis**  
**620 East Adams Street, Mail Code: CIPS-3**  
**Springfield, Illinois 62701**

**Or**

**Department of Commerce and Economic Opportunity**  
**Attention: CDAP Unit**  
**2309 West Main, Suite 118**  
**Marion, IL 62959**

- ◆ **original and two copies of the application.** *Please clearly label the original.*
- ◆ **147C letter:** include in the application this letter provided by the IRS to verify the Taxpayer Identification Number (TIN) or Federal Employer Identification Number (FEIN) for the applicant. If you do not have a copy of this certification letter on file, one must be requested from the IRS Entity Unit by calling 1-800-829-0115. Only the applicant is authorized to request a copy of this letter.
- ◆ **W-9:** include in the application a completed W-9 signed by the grantee. The "name" line must match the name on the 147C letter from the IRS exactly. Also please verify that the FEIN number is the same as the 147C letter. Grantees should mark the "other" box on line 3 and write in Gov't or Governmental.
- ◆ **DUNS** number: All grantees, sub-recipients and contractors participating in the CDAP are required to have a Data Universal Numbering System (DUNS) number. **This number, for the grantee, must be submitted with the application.** A DUNS number may be requested via the web at [http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp)
- ◆ **CCR:** All grantees, sub-recipients and contractors participating in the CDAP are required to be registered in the Central Contractor Registration (CCR) at [www.ccr.gov](http://www.ccr.gov). **This documentation, for the grantee, must be submitted with the application.**
- ◆ **Original annual audit report for fiscal year ending 2009 of the applying unit of local government.**
- ◆ **If the local government is applying "on behalf of" a Water District or Company or Sanitary District, the District's 2009 audit must be provided. The local government audit is not required in this case.**
- ◆ **No income surveys accepted at application submission.** All applicants using an income survey must submit the survey for review and approval no later than January 05, 2010.

## H. TECHNICAL ASSISTANCE

If you have any questions concerning the application process, please call DCEO at 217/785-6142, TDD 800/785-6055.



## SECTION II

### PROGRAM INFORMATION AND POLICIES

This section of the application guide contains a description of the general requirements and policies which are applicable to all CDAP projects.

#### A. LOW-TO-MODERATE INCOME REQUIREMENTS

All projects funded through the CDAP Design Engineering Component must benefit at least 51.0 percent low-to-moderate income (LMI) persons, as determined by HUD Section 8 Income Guidelines (**ATTACHMENT B**). A community may document its eligibility under the LMI requirement using one of three methods: 1) utilization of 2000 census data; 2) conducting a community/project area-wide income survey, or; 3) conducting a random sample survey of the community/project benefit area.

The first step of the LMI documentation process is to identify the boundaries of the area that will benefit from the project. The area that will benefit from the project activities is the "universe" that will be used to determine whether at least 51.0 percent of the population are low-to-moderate income. For example, a sewage treatment plant project would likely have a community-wide benefit. In comparison, extension of water or sewer lines would principally benefit households in a target area. All homes in the project area should be surveyed. **Applications that separate out part or parts of the project as being non-CDAP work for the purposes of meeting the LMI requirement will not be accepted.**

Utilization of 2000 Census Data -- Census data may be used to determine LMI eligibility for projects which benefit an entire community, a specific township or precinct, or an entire county. Census data must be obtained from the department through the CDAP Staff, DCEO, 620 East Adams Street, Mail Code: CIPS-3, Springfield, IL 62701, telephone: 217/785-6142, TDD: 800/785-6055.

Pre-Approval of Income Surveys -- Income surveys may be conducted by communities that 1) have experienced a decrease in the per capita income since the most recent U.S. Census; 2) have reason to suspect that Census Data results are inaccurate; or, 3) are designing a project in a target area with boundaries that do not coincide with Census Data.

Income surveys should be submitted to the department prior to March 25, 2010 to verify compliance with survey requirements. **Applications will not be accepted if income surveys were not pre-approved.** The original survey forms should be submitted along with the required survey map and worksheet(s) (see Income Surveys, pages 31 – 36). The survey map should detail all households in the project area indicating “higher” income, “lower” income, vacant, no response or other. Please divide the income surveys into two groups: “Higher” and “Lower”.

(Original surveys will be returned to the applicant upon completion of the review process to be retained in their files for future reference.) In addition, the submission should also include a brief project description and project location map. Income surveys should be sent to: Patrick Davis, Illinois Department of Commerce and Economic Opportunity, 620 East Adams, Mail Code: CIPS -3, Springfield, Illinois 62701, or to the appropriate CDAP regional Grant Manager.

Upon review of the income survey by CDAP staff, an approval or denial letter will be issued. Approval letters will instruct the community what documentation should be included with the

application to verify that pre-approval has been obtained. Denial letters will outline what is required to correct the survey, instruct the community to conduct a new survey, or inform the community that they do not meet the 51% low-to-moderate requirement and therefore should not submit an application.

The standardized income survey form (pages 35 - 36 of this application guidebook) required by the department includes all essential questions needed for the CDAP application. This standardized format is to be used when submitting an application unless prior DCEO approval is received. Surveys may be conducted door-to-door or by mail. The department will not approve the use of a telephone survey.

The number and percentage of low-to-moderate income individuals derived from the local survey must be determined by family size, i.e., number of persons in the household. The Housing and Urban Development (HUD) Section 8 Income Guidelines (**ATTACHMENT B**) must be used to determine low-to-moderate income status by family size. These figures are different for each county in the state. Once the survey has been completed and tabulated, enter the data as required on the "Analysis of Amount of Funds Used to Benefit Low-to-Moderate Income Persons" form. Maintain the survey forms on file. To ensure privacy, the cover sheets showing address may be separated from the interview sheets but kept in groups by area for documentation. It is important to maintain the documentation in order to verify the survey results. "Spoiled Surveys" should not be included in your survey results. The department will consider a survey to be "spoiled" under the following conditions: answers that are "whited out;" answers that are crossed through; or surveys that are not completed with one writing instrument consistently throughout (i.e., blue ink, pencil, etc.).

**Income surveys conducted prior to January 1, 2005 cannot be accepted.**

- ◆ Conducting a Community/Project Area-Wide Income Survey -- In order to conduct an eligible Community/Project Area-Wide Income Survey, the local government must attempt to survey 100 percent of the households and must receive at least a 75 percent response rate of usable surveys. Incomplete or incorrectly completed surveys are not considered usable.

Use the worksheets (pages 32 – 33 of this application guidebook) to tabulate survey results.

- ◆ Conducting a Random Sample Income Survey -- With the prior written approval of the department, applicants may utilize the results of a random sample income survey. Requests for approval to conduct a random sample survey should be made in writing and should include the number of households in the project area and the proposed methodology (i.e., every other household, every fourth household, etc.) for conducting the survey.

The sample sizes in the following table are the minimum number of completed, usable surveys the community must document:

<u>Number of Households in the Universe</u>	<u>Sample Size</u>
239 - 308.....	175
309 - 398.....	200
399 - 650.....	250
651-1200.....	300
1201-2700.....	350
2701 or more.....	400

Due to the nature of random sampling and the response rate required, for projects benefiting less than 239 households, a door-to-door survey of the entire community/project area is required.

The random sample survey must include proportionate representation of households throughout the area of benefit.

Because the typical rate of completed surveys by mail is between 25 and 50 percent and door-to-door is between 76 and 90 percent, over-sampling is recommended in order to receive the minimum number of completed usable surveys.

One method of selection is to begin at one location in the universe and systematically proceed from that point. In a 500 household universe, for example, requiring 250 completed surveys, every second household could be interviewed to ensure representative results. The interviewers could begin at the starting location and proceed systematically through the project area, interviewing every other household. Any household selected by this procedure at which an interview could not be conducted could be replaced by the next household, which would have been skipped. If a mailing list is used to determine those households to be surveyed, the mailing list must coincide with the addresses on the surveys and the map.

Use the worksheets (pages 32 - 33 of this application guidebook) to tabulate survey results. Applicants proposing to apply for both CDAP and USDA Rural Development funding may conduct the required income surveys at the same time. Contact Patrick Davis at 217/785-6142; TDD: 800/785-6055 to receive instructions for a combined survey.

## B. CITIZEN PARTICIPATION

All applicants must provide for public participation. A public hearing must be held prior to submission of an application and prior to passage of a local council resolution of support. The Notice of Public Hearing must be published at least once in a newspaper of general circulation at least seven calendar days (excluding the date of publication) prior to the public hearing. If this publication guideline is not met, the application will not be considered for funding. The public hearing must cover: (a) the amount of funds available; (b) the range of activities that may be undertaken; (c) the estimated amount proposed for activities that will benefit low-to-moderate income individuals; (d) plans for minimizing displacement as a result of the CDAP grant-assisted activities and to assist persons actually displaced, if applicable; and (e) a detailed prioritized list of community development needs. Please note: Specific community development needs must be described and prioritized in the certified minutes. The minutes of the public hearing must be certified by the chief elected official or other authorized local officials, such as county clerk, city clerk, etc. Efforts must be made to assure reasonable access to the public hearing by persons with disabilities. In addition, public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate. Those attending the public hearing must be informed of where and how to access the applicant's CDAP records. A copy of the public hearing attendance sheet, which identifies private citizens and local officials, must be included as part of the citizen participation documentation. Subsequent to such meeting, a resolution of support from the local governing body must be passed that authorizes the local government to apply for funds. CDAP applicants proposing to apply for USDA Rural Development funding may conduct the required public hearings at the same time. Applicants should contact Patrick Davis at 217/785-6142; TDD: 800/785-6055 to request "combined" instructions.

NOTE: Successful applicants must also conduct a close-out public hearing to review program performance and obtain citizen views regarding program activities and performance under the grant. The same notice and publication requirements apply, as noted above.

## C. APPLICANT/GRANTEE/RECIPIENT DISCLOSURE

Subsequent to Section 102 of the Housing and Urban Development Reform Act of 1989, a number of provisions ensure greater accountability and integrity in the way HUD and its grantees make funds available. CDAP is one of the HUD programs covered by Section 102. Applicants will be required to complete a disclosure form (pages 45 - 48) at the time of application.

## D. ADMINISTRATION

CDAP funds may be used to finance reasonable costs associated with general management, oversight and coordination of the project. Such costs include, but are not limited to, salaries, travel costs, administrative services performed under third party contracts, including legal and audit services, environmental review, additional fidelity bonding costs or other services required for administration of the grant.

Administration costs are eligible with the exception of pre-program costs, such as application preparation and local income survey costs. CDAP funds requested for grant administration should be detailed on the "Administration Costs Which Will Be Paid Out of CDAP" form (page 38). Administration budgets submitted may include the estimated cost of an audit to be conducted in accordance with the Comptroller General's Governmental Auditing Standards, and the Single Audit Act, as amended by the Single Audit Act Amendments of 1996, and the Office of Management and Budget (OMB) Circular A-133, if

applicable. However, be advised that CDAP funds can only be used to pay for its portion of the costs of an audit when a "single audit" is required by A-133. If a grantee expends less than \$500,000 of federal funds in one fiscal year, a single audit is not required. The grantee may still have to conduct an annual audit as required by state statute, but CDAP funds may not be used to pay for any portion of the audit costs.

The maximum amount of CDAP funds allowed for grant administration for the public infrastructure components is as follows:

**Design Engineering Component**

<u>CDAP Grant Amount</u>	<u>Administration</u>
\$0 to \$100,000	\$4,000

**Public Facilities Construction and Set-Aside Public Facilities**

<u>CDAP Grant Amount</u>	<u>Percentage for Administration</u>
\$0 to \$350,000	6%

**E. STATE AND FEDERAL COMPLIANCE AREAS**

Each applicant must agree to comply with all applicable federal and state requirements. These can have a significant impact on the costs and complexity of a project. Applicants who receive a grant award will be expected to submit signed assurances that they will comply with all federal mandates. Some areas which applicants must comply with include:

1. The National Environmental Policy Act (NEPA) establishes procedures for protecting the environment. In order to use the CDAP funds awarded to a local government, the grantee has to comply with environmental procedures, standards and guidelines mandated by NEPA and all other applicable environmental regulations (e.g., prime farmland protection, historic preservation, floodplain hazards, etc.). Applicants may conduct environmental reviews during the application phase.
2. The Interagency Wetland Policy Act of 1989 requires applicants to certify that the proposed project is compatible with established State of Illinois policy regarding wetlands (i.e., to minimize the destruction of existing wetlands in Illinois as a result of state and state-supported activity).
3. The Illinois Endangered Species Protection Act and the Illinois Natural Area Preservation Act require consultation with the Endangered Species Consultation Program of the Illinois Department of Natural Resources to assure compliance. The consultation process must be implemented to avoid or minimize adverse impacts to state listed species and their essential habitats that may result from the actions of state and local units of government. Applicants must certify the completion of the consultation process for all non-exempt proposed projects.
4. The Davis-Bacon Prevailing Wage Act requires the payment of prevailing wages for all construction funded in whole or in part with federal funds, including funds passed through to private firms. If your project involves construction and/or equipment installation, you should

contact the department so a determination can be made concerning the applicability of federal labor standards.

5. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1987 applies to federally assisted activities that involve the acquisition of real property or the displacement of persons, including displacement caused by rehabilitation and demolition activities. Any person or business displaced as a direct result of federal assistance must be provided with Uniform Relocation benefits.
6. Equal Opportunity/Fair Housing Accessibility Laws require that CDAP grantees administer their project in a manner that affirmatively furthers equal opportunity and fair housing. All CDAP grantees will be required to undertake specific activities to further fair housing. CDAP grantees must assure all activities and services are accessible to the persons with disabilities.
7. Section 3 Under the Housing and Urban Development Act of 1968 requires recipients to give, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, job training, employment, contracting and other economic opportunities to Section 3 residents and Section 3 business concerns.

#### F. INITIAL GRANTEE RESPONSIBILITY

Successful applicants will receive a separate grant award document, with a contract period of eighteen months, specifying terms and conditions of the grant. The department reserves the right to specify the special grant conditions and terms of the grant agreement. The grant award document will include the following:

- ◆ Scope of Work;
- ◆ Special Grant Conditions, e.g., environmental review;
- ◆ Grant Budget; and
- ◆ Program Assurances and Certifications.

In general, grantees will be expected to sign and return the grant award document within 30 days from the date of the letter transmitting the grant award document to the grantee. Grantees are expected to meet all special grant conditions within 90 days of the grant award execution date.

No project costs may be incurred prior to authorization by the department, and release of funds will not occur without a fully executed grant award document and clearance of all special grant conditions. It is important to note the following:

- a) CDAP administrative costs may be incurred as of the effective date of the grant agreement;
- b) Non-CDAP project costs (leverage funds) may be incurred only after receiving a grant award letter and meeting environmental review requirements; and
- c) CDAP-funded project costs may be incurred only after all of the above conditions have been satisfied and all special grant conditions have been met.

NOTE: The grant will be terminated if CDAP funds are incurred prior to notification from the department that the grantee has satisfied the environmental review requirements. The grant may also be terminated if leverage funds are incurred prior to environmental clearance.

## SECTION III

### COMPETITIVE DESIGN ENGINEERING PROGRAM

#### A. REQUIREMENTS AND RANKING CRITERIA

The department has allocated \$1,000,000 in CDAP funds to this program component. A grant ceiling of \$100,000 per project for Design Engineering has been established. The objective of this program component is to encourage and support design as a proactive response to the opportunities and challenges that face small communities in Illinois.

The CDAP Design Engineering Grant program is a flexible source of competitive funding for a broad range of community development activities which are construction oriented with an emphasis on water and sanitary and storm sewer systems.

#### Design Engineering:

In general, eligible design activities include:

- ◆ engineering, architectural and design costs related to a specific activity
- ◆ blueprints
- ◆ costs of implementing plans

In selecting activities for a design engineering grant application, local officials should be aware that while an activity may be eligible according to federal statute and regulations, it may not compete well under the guidelines and ranking criteria.

Applications for the Competitive Design Engineering component will be due **May 14, 2010**. (See application submission instructions.)

#### B. LOW-TO-MODERATE INCOME BENEFIT REQUIREMENTS

Each applicant must document that a minimum of 51.0 percent of project funds will benefit low-to-moderate income persons and this can be documented in one of two ways:

- ◆ Utilization of 2000 Census Data - the income limits for family income and unrelated individual income limits must be used. Those calculations are available from the department and must be obtained by contacting the CDAP Staff at 217/785-6142; TDD: 800/785-6055.
- ◆ Conducting Community-Wide or Target Area Survey - an applicant must use the federal Section 8 Housing Income Guidelines which are included as **ATTACHMENT B**. Applicants are to use the survey format on pages 36 - 37 and applicable instructions provided in this application guidebook.



### C. SPECIAL REQUIREMENTS FOR DESIGN ENGINEERING

In addition to the requirements listed in Section II, the following are special requirements which specifically apply to applications submitted for consideration under the Design Engineering Program.

1. The accomplished design may contribute to the development of a subsequent CDAP Public Facilities application; however, receipt of a Design Engineering grant does not guarantee that a related CDAP Public Facilities application will be funded.
2. No local financial match is required. The applicant is encouraged to demonstrate local commitment by pursuing appropriate local funding or other resources which contribute to the general administration of the grant or to the proposed design activities.
3. The final product of the design engineering grant involving public facility systems must be stamped and signed by an Illinois registered professional engineer.
4. A grant award document will be issued for a contract period of eighteen months.
5. Design Engineering projects will be considered exempt from NEPA requirements. However, the “Early Warning” notification process (Illinois Environmental Protection Agency and Illinois Department of Natural Resources clearance letters) still applies and the applicant will initiate that process. Grantees will be required to submit an Environmental Status Checklist and an environmental clearance letter from the Illinois Environmental Protection Agency and the Illinois Department of Natural Resources, if funded.

### D. RANKING CRITERIA FOR DESIGN ENGINEERING

#### Eligibility Thresholds

Projects will be reviewed to determine if they meet the following minimum thresholds.

1. **Benefit to Low-to-moderate Income Persons:** Each application must include documentation that the proposed project will benefit at least 51.0 percent low-to-moderate income persons. Those projects benefiting less than 51.0 percent low-to-moderate income persons will not be considered for funding. **CDAP staff reserves the right to deny funding, based on this threshold, when surveying guidelines have not been met.**
2. **Documentation of Threat to Health and Safety:** Each application should detail the public facilities needs to be addressed by the proposed project. This narrative should include, as appropriate, the degree to which present conditions affect public health and safety, the severity and immediacy of the problem, and whether the proposed activities are necessary to comply with state or federal regulations. Documentation should address the nature and degree of seriousness of the condition requiring assistance. **CDAP staff reserves the right to deny funding, based on this threshold, when the threat to health and safety has not been documented.**

A serious threat to health and safety is defined as a deficiency in the community public facility (or the community lacks the facility entirely); problems clearly attributable to the deficiency have occurred, such as serious illness, disease outbreak, or serious environmental pollution; and the

problem is existing, continual, and chronic as opposed to occasional, sporadic, or probable. Listed below are examples of how to document a threat to health and safety.

- ◆ well water tests
- ◆ surface water tests
- ◆ pressure tests
- ◆ EPA violation letters
- ◆ photographs
- ◆ water and sewer break log and map
- ◆ boil orders and map

## Evaluation Criteria

Projects will be evaluated according to the criteria noted below.

1. **Evidence of Financial Need (63% of overall score)**: This criterion is a measure of the community's financial need for a grant. The audits will be reviewed by staff for the following information. All applicants will start with the **maximum 50 points**. Deductions will be made based on the following:

### Utility fund balance:

- ◆ if the community has 2.00 times the grant amount request after allowance for three months of operating expenses and is not using the funds as leverage (-50 points)
- ◆ if the community has 1.75 times the grant amount request after allowance for three months of operating expenses and is not using the funds as leverage (-40 points)
- ◆ if the community has 1.50 times the grant amount request after allowance for three months of operating expenses and is not using the funds as leverage (-30 points)
- ◆ if the community has 1.25 times the grant amount request after allowance for three months of operating expenses and is not using the funds as leverage (-20 points)
- ◆ if the community has 1.00 times the grant amount request after allowance for three months of operating expenses and is not using the funds as leverage (-10 points)

Utility rates: if utility rates are too low to maintain the system (-25 points)

### General Revenue fund balance (not applicable for water or sewer districts, or companies):

- ◆ if the community has 2.00 times the grant amount request after allowance for three months of operating expenses and is not using the funds as leverage (-25 points)
- ◆ if the community has 1.75 times the grant amount request after allowance for three months of operating expenses and is not using the funds as leverage (-20 points)
- ◆ if the community has 1.50 times the grant amount request after allowance for three months of operating expenses and is not using the funds as leverage (-15 points)

- ◆ if the community has 1.25 times the grant amount request after allowance for three months of operating expenses and is not using the funds as leverage (-10 points)
- ◆ if the community has 1.00 times the grant amount request after allowance for three months of operating expenses and is not using the funds as leverage (-5 points)

Corporate tax level: if tax level is below the current average tax level provided by the Illinois Department of Revenue (-10 points)

2. **Project Readiness (25% of overall score)**: This criterion is a measure of the project’s readiness to proceed immediately upon notice of grant award. All applicants will start with the **maximum 20 points**. Deductions will be made based upon the following:

- ◆ Is there a copy of the option to purchase (if applicable)? (If no, -20 points)
- ◆ Is there a copy of the completed CDAP Plan or a copy of the preliminary engineering report? (If no, -20 points)

3. **Community Poverty (12% of overall score)**: The department will obtain the community poverty percentage rate for the applicant as established in the most recent census data. The applicant will receive the following points based on the poverty percentage for the applying community (**maximum 10 points**):

		>25%	10 points
22.5%	to	24.99%	9 points
20%	to	22.49%	8 points
17.5%	to	19.99%	7 points
15%	to	17.49%	6 points
12.5%	to	14.99%	5 points
10%	to	12.49%	4 points
7.5%	to	9.99%	3 points
5%	to	7.49%	2 points
2.5%	to	4.99%	1 point
		<2.49%	0 points

Communities interested in obtaining their community poverty percentage, may contact DCEO staff at 217/785-6142, or access the following Website (instructions below).

[http://factfinder.census.gov/servlet/GCTGeoSearchByListServlet?ds\\_name=DEC\\_2000\\_SF3\\_U&lang=en&ts=165153171616](http://factfinder.census.gov/servlet/GCTGeoSearchByListServlet?ds_name=DEC_2000_SF3_U&lang=en&ts=165153171616).

**Instructions**

Log on to the website noted above.

**Select geographic type in the first box, by selecting “..... County”.**

Wait for the page to refresh; “Select a State” box will appear.

**Select “Illinois” from the dropdown box.**

Again the page will refresh.

**Select the applicable county from the “Select a geographic area” in the drop down box.**

**Select the “County – County Subdivision and Place” option** from the “Select a table format” area.

**Select “Next”.** You will be prompted to select a table.

**Select the table marked, “GCT-P14. Income and Poverty in 1999: 2000”**

**Depress the “Show Results” button.**

Once your table is loaded (it may take a few minutes), locate the area applicable to your project.

Note: The county is listed first, townships are listed second, and villages/cities/towns are listed last.

Once you find the county/township/village/city/town for the applicant,

**Go to the column marked “All Ages.”** This is the community poverty percentage.

**SECTION IV**  
**APPLICATION FORMS**

**Note:** *Forms generated by the applicant must contain all the information requested on the DCEO forms.*

**PART A**  
**PROJECT INFORMATION**

SAMPLE

Letter of Transmittal

Illinois Department of Commerce  
and Economic Opportunity  
620 East Adams Street  
Springfield, Illinois 62701

Dear Director:

The (name of local government) is submitting an application for a planning assistance grant under the Community Development Assistance Program (CDAP) for a \_\_\_\_\_ project. The grant request is in the amount of \$ \_\_\_\_\_ to be used to ( use of funds ). The benefit to low-to-moderate income individuals is \_\_\_\_\_%. The grant will be leveraged by \$ \_\_\_\_\_ in additional (source of funds).

Very truly yours,

(Signature of Chief Elected Official)  
(or designee)

**DESIGN ENGINEERING  
CDAP SUBMISSION CHECKLIST AND TABLE OF CONTENTS**

All CDAP applications will be screened for completeness. Applicants must complete and submit this checklist with the application. **All pages of the application must be sequentially numbered.** Use the right-hand column, labeled "Page Number" to indicate the page for each item.

- \_\_\_\_\_ One Original and two copies of the application (*indicate the "original" on the cover*)
- \_\_\_\_\_ Two copies of completed CDAP Plan or Preliminary Engineering Report
- \_\_\_\_\_ One Annual Audit of the Local Government (*Under separate cover*) **OR**
- \_\_\_\_\_ One Annual Audit of Water District or Company or Sanitary District, if applicable

**PROJECT INFORMATION**

**PAGE NUMBER**

_____ Letter of Transmittal from Chief Elected Official	_____
_____ Completed Submission Checklist/Table of Contents	_____
_____ CDAP Applicant Project Information	_____
_____ Problem Statement/Project Strategy	_____
_____ Project Maps	_____
_____ Project Budget	_____
_____ Project Readiness	_____
_____ List of Previous CDAP Grants	_____
_____ Analysis of Low-to-Moderate Benefit	_____
_____ Low-to-Moderate Income Survey Summary, if applicable	_____
_____ Income Survey Worksheets and Income Survey approval letter, if applicable	_____
_____ Income Survey Map, if applicable	_____
_____ DCEO Approval and Request to Conduct Random Sample Survey, if applicable	_____
_____ Minority Benefit/Affirmative Housing Statement	_____
_____ Administrative Budget Detail	_____
_____ CDAP Financial Checklist	_____

**DOCUMENTATION, CERTIFICATIONS, RESOLUTIONS**

_____ Council Resolution of Support	_____
_____ Citizen Participation/Public Hearings - 7 day notice, newspaper clipping, publisher's certification, certified minutes, attendance sheet(s)	_____
_____ Local Government Certifications	_____
_____ Applicant/Grantee/Recipient Disclosure Certification	_____
_____ Intergovernmental Cooperation Agreement, if applicable	_____

**ATTACHMENTS**

_____ Supporting documentation of threat to health and safety <i>Indicate if under separate cover</i> _____	_____
_____ Council resolution committing local government funds, if applicable	_____
_____ Firm letters of commitment from other leveraging sources, if applicable	_____
_____ Copy of Option to Purchase (if applicable)	_____
_____ DUNS number	_____
_____ CCR Registration	_____
_____ 147C Letter	_____



**CDAP APPLICANT PROJECT INFORMATION**

TYPE OF CDAP REQUESTED:  Design Engineering

**I. GENERAL INFORMATION**

(Information in this section applies only to the governmental entity. DO NOT include the name/address of the administrator.)

APPLICANT TYPE:  City  County  Village  Town  Township

APPLICANT NAME (Entity): \_\_\_\_\_ POPULATION (from most recent U.S. Census)

\_\_\_\_\_

BUSINESS ADDRESS:

Street Address \_\_\_\_\_ P.O. Box \_\_\_\_\_  
(required)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_  
(include + 4) (required)

PHONE: \_\_\_\_\_ Fiscal Year ending date \_\_\_\_\_  
(required)

APPLICANT FEIN NUMBER: \_\_\_\_\_ APPLICANT DUNS NUMBER \_\_\_\_\_  
(required) (required)

CHIEF ELECTED OFFICIAL: \_\_\_\_\_ TITLE: \_\_\_\_\_

EXPIRATION DATE OF CURRENT TERM: \_\_\_\_\_ PHONE: \_\_\_\_\_

**II. GEOGRAPHICAL PROJECT INFORMATION**

This information is required for the **project benefit area**, not necessarily the applicant.

COUNTY: \_\_\_\_\_ TOWNSHIP (OR PRECINCT NAME/NUMBER): \_\_\_\_\_

CENSUS TRACT(S): \_\_\_\_\_ ZIP CODE FOR PROJECT BENEFIT AREA: \_\_\_\_\_

STATE SENATE DISTRICT(S): \_\_\_\_\_ STATE HOUSE DISTRICT(S): \_\_\_\_\_

U.S. CONGRESSIONAL DISTRICT(S): \_\_\_\_\_

**III. PROJECT INFORMATION**

AMOUNT OF CDAP FUNDING REQUESTED \$ \_\_\_\_\_ (Whole Dollars ONLY)

TOTAL AMOUNT OF LEVERAGE \$ \_\_\_\_\_

TOTAL COST OF PROJECT \$ \_\_\_\_\_

LEVERAGE SOURCE:  LOCAL (see local council resolution)  
 USDA Rural Development  
 IEPA  IHDA  
 BANK  PRIVATE  
 IRBB  OTHER \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF ENTITY THIS APPLICATION IS IN SUPPORT OF: \_\_\_\_\_

**IV. PROJECT BENEFIT INFORMATION**

Provide the following information for Public Infrastructure, Rural Water Set-Aside, and Public Infrastructure Set-Aside projects:

TOTAL NUMBER OF PERSONS SERVED	TOTAL NUMBER OF LMI PERSONS SERVED	<u>PERCENT BENEFIT</u> TO LMI PERSONS
_____	_____	_____

Number of persons by specific ethnic group benefiting from the project.

<b>Ethnic Category</b>	<b>Total Persons</b>	<b># Also Hispanic</b>
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Individuals Reporting more than One Race		

# of female headed households? \_\_\_\_\_

**V. GRANT APPLICATION WRITER**

CONTACT PERSON: _____	TITLE: _____
-----------------------	--------------

ADDRESS AND PHONE NUMBER:

Legal Name of Agency \_\_\_\_\_

Street Address \_\_\_\_\_ (required) P.O. Box \_\_\_\_\_ (Only if no street address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ (include + 4) E-Mail \_\_\_\_\_ (required)

BUSINESS PHONE: (\_\_\_\_\_) \_\_\_\_\_ FAX PHONE: (\_\_\_\_\_) \_\_\_\_\_

**VI. GRANT ADMINISTRATOR (or CITY ADMINISTRATOR)**

(If not using an administrative agency, please complete for Local Government Contact.)

AGENCY TYPE:  Private Firm  Regional Planning Commission  Government Agency  Applicant

AGENCY CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

**AGENCY ADDRESS AND PHONE NUMBER:**

Legal Name of Agency \_\_\_\_\_

Street Address \_\_\_\_\_ P.O. Box \_\_\_\_\_  
(required) (Only if no street address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_  
(include + 4) (required)

BUSINESS PHONE: (\_\_\_\_\_) \_\_\_\_\_ FAX PHONE: (\_\_\_\_\_) \_\_\_\_\_

**ADMINISTRATIVE AGENCY FEDERAL EMPLOYER IDENTIFICATION NUMBER:** \_\_\_\_\_  
(required)

**VII. PROJECT ENGINEER**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

Legal Name of Agency \_\_\_\_\_

Street Address \_\_\_\_\_ P.O. Box \_\_\_\_\_  
(required) (Only if no street address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_  
(include + 4) (required)

BUSINESS PHONE: (\_\_\_\_\_) \_\_\_\_\_ FAX PHONE: (\_\_\_\_\_) \_\_\_\_\_

**PROJECT ENGINEER FEDERAL EMPLOYER IDENTIFICATION NUMBER:** \_\_\_\_\_  
(required)

GRANTEE CERTIFICATE: To the best of my knowledge and belief, the information and data provided are true and correct. I realize that regardless of the elections made, we the grantee, are responsible to ensure compliance with all provisions of the grant agreement and to respond to official correspondence/notifications as required within allowable times. Further, I understand that the submission of changes to the information certified above is a grantee responsibility and that DCEO will use information from the latest certification on file based on the date of signature. I have full signature authority to sign on behalf of this grantee.

\_\_\_\_\_  
Signature - Chief Elected Official

\_\_\_\_\_  
Date

This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under III. Comp. Statutes, 20 ILCS 605/46.1. Disclosure of this information is VOLUNTARY. No penalties attach for failure to respond. This form has been approved by the State Forms Management Center.

## **PROBLEM STATEMENT/PROJECT STRATEGY**

Provide a concise statement of the problem to be addressed by the proposed project. This narrative should at a minimum, address the following key issues, which are the main elements of the ranking criteria listed on pages 14 - 17 of this guidebook:

- ◆ the specific problem the application seeks to address and the cause of the problem;
- ◆ who is most affected by the problem and how severely;
- ◆ when the problem first became apparent and what the long-term consequences are if no action is taken; and
- ◆ what local efforts have taken place to resolve the problem and why they have been inadequate.
- ◆ how the proposed strategy will lead to completion of the design activity

## PROJECT MAPS

1. A project location map shall be included in the application. It is expected to be sufficiently detailed to show the following information: 1) specific boundaries of the target area; 2) all integral components of the system being improved or constructed, including water tower, well, pump stations, existing water/sewer mains, proposed water/sewer mains, etc.; 4) railroads, highways, interstates, towns/cities/villages (rural projects), county lines, and corporate limits.  
The project map must be suitable for reproduction and shall not exceed the page size of 11 x 17 inches. (Applicants may also submit blueprints or larger project maps as a supplement to their submission, if they deem necessary in order to show project details sufficiently.)
2. An income survey map (If applicant is NOT using census data) **must** be included in the application. The survey map should detail all households in the project area indicating “higher” income, “lower” income, vacant, no response or other.
3. Each applicant must submit a copy of a standard 7.5' U.S. Geological Survey Quad topographic map for the site, clearly indicating the proposed site, including the township and the section. This information can be obtained from the county clerk's office, most banks, farm bureau offices, and real estate firms.

## PROJECT BUDGET

### Design Engineering

Identify final design engineering activities showing estimates of hours and items contracted for with outside entities (e.g., aerial photos/maps). Design Engineering costs should be based on actual design costs, but **must not exceed 10% of the estimated construction costs (easements, permits, and legal expenses need not be included in the 10% construction costs)**. Easements should be detailed as a separate item showing estimated number of easements, not to exceed \$150 per easement.

Budget	Amount	CDAP	Leverage (By source)
1. Design Costs			
2. Easements			
3. General Administration			
<b>TOTAL</b>	\$	\$	\$

## **PROJECT READINESS**

Each application must demonstrate that an achievable project has been developed, which demonstrates the ability to begin construction within two years. The application must address the following issues:

- ◆ a detailed report sufficiently describing the scope of the problem, options considered for addressing the project and justification for the option selected;
- ◆ a project schedule;
- ◆ a description of any construction impediments;
- ◆ documentation of necessary financial commitments
- ◆ preliminary engineering report, including cost estimates
- ◆ documentation of option to purchase, if applicable;
- ◆ completed CDAP plan

**LIST OF PREVIOUS CDAP GRANTS**

Has the unit of local government submitting this application received previous CDAP grants?

Yes                       No

If yes, please include the following information for all grants received:

<b>CDAP Grant Number</b>	<b>Amount</b>	<b>Project Description</b>	<b>Status of Project</b>

If this funding request is related to, or an extension of a previously funded CDAP project, please explain.

---

---

---

If this application is related to other applications that are being submitted under this competitive cycle, please list the applicant(s) and explain the relationship to this project.

---

---

---



## ANALYSIS OF BENEFIT TO LOW-TO-MODERATE INCOME PERSONS

Activity*	Total # of Persons Activity Will Serve	# of Low - Moderate Income Persons Activity Will Serve	% of Persons Served who have Low - Moderate Income	Amount of CDAP Funds Requested for the Activity	Amount of CDAP Funds to Benefit Low - Moderate Income Persons

### **Methodology**

Please check the appropriate box below. (Refer to Section II, Part A, for instructions.)

1.  2000 Census Data: Applicants must request this information from DCEO prior to application preparation.
2.  All (100%) of Community/Target Area Survey: The entire (100%) population of the community or target area must be surveyed with a minimum 75% usable survey response rate.
3.  Random Sample Survey: Applicants must receive prior written approval from DCEO to conduct a random sample survey. A copy of the letter of approval from DCEO should be included in the application.

\* Each major activity should be detailed separately when the number of persons benefiting varies from activity to activity. For example: water tower construction and water main replacement in a targeted area should be detailed as two separate activities, because they benefit differing numbers of persons. Low-to-moderate income hook-ups would be another example of an activity that should be detailed separately.

**LOW-TO-MODERATE INCOME SURVEY**

**SUMMARY**

This summary form must be completed by all applicants undertaking an income survey to determine low-to-moderate income (LMI) benefit. Include the appropriate Survey Worksheets.

Applicants must request prior DCEO approval to reuse an income survey. Attach a copy of DCEO's approval letter and recalculated worksheet to the application.

Applicants must obtain written DCEO approval to conduct a random sample survey prior to conducting the survey. Attach a copy of DCEO's approval letter to the application.

- 1. Date(s) Survey Data Collected: \_\_\_\_\_
- 2. Survey Type:  All (100%) of Community  Random Sample of Community  
 All (100%) of Target Area  Random Sample of Target Area
- 3. If previously conducted and approved, are the completed survey questionnaires on file with the applicant?  
 Yes  No  
If "No", please explain: \_\_\_\_\_  
\_\_\_\_\_

**All completed survey forms must be submitted with the application for inspection during the application review process, unless previously reviewed and approved by DCEO.**

- 4. If a random sample survey was conducted, respondents must be identified (e.g., address, block, census tract, or other pre-identified method) for documentation. What was the pre-identified method?  
\_\_\_\_\_  
\_\_\_\_\_
- 5. Did you follow the methodology proposed in your request to DCEO?  Yes  No  
If no, please explain any deviations: \_\_\_\_\_  
\_\_\_\_\_
- 6. Indicate who conducted the Survey: \_\_\_\_\_  
\_\_\_\_\_

Attach a copy of your letter requesting approval to conduct a random sample survey and the department's response.



**FOR  
DCEO  
USE ONLY**

- |  |           |       |
|--|-----------|-------|
| 13. Multiple Line 1 by Line 11. (This is the estimate of the total number of non-LMI households in your target area.)  | 13. _____ | _____ |
| 14. Multiply Line 8 by Line 12. (This is the estimate of the total number of LMI persons in your target area.)   | 14. _____ | _____ |
| 15. Multiply Line 9 by Line 13. (This is the estimate of the total number of non-LMI persons in your target area.)   | 15. _____ | _____ |
| 16. Add Line 14 and Line 15. (This is the estimate of the total number of persons in your target area.)  | 16. _____ | _____ |
| 17. Divide Line 14 by Line 16, and multiply the resulting decimal by 100. (This is the estimated percentage of persons in your target area that have low-to-moderate incomes.) | 17. _____ | _____ |

### **PART C. INSTRUCTIONS AND EXPLANATIONS**

1. Round all numbers two decimal points (X.XX).
2. The number that goes on Line 1 is something you needed to know before beginning your survey. In the course of your survey, you may have refined your estimate. On Line 1, you should enter your current best estimate of the total number of households in the area.
3. For the number of households interviewed, you actually want the total number of interviews with complete and accurate information on the income and size of households questioned.
4. When you are completing Part A, be sure that the answers are logical. For example, the number on Line 4 cannot be smaller than the number on Line 3 (because every household must have at least one person.) Similarly, the number on Line 6 cannot be less than the number on Line 5. Also note that the number on Line 3 plus the number on Line 5 should equal the number on Line 2 -- every household is either low-to-moderate or it is not.
5. Some examples for Part B. For purposes of illustration, assume that you estimated that the target area contained 650 households (Line 1). Assume that you conducted a random sample survey and interviewed 250 households (Line 2), of whom 130 had low-to-moderate incomes (Line 3). These low-to-moderate income households contained 450 persons (Line 4). The 120 households with incomes over the low-to-moderate incomes (Line 5) contained 400 persons (Line 6.). You would complete Part B as follows:  
  
Line 8      If the households you interview contained 450 low-to-moderate persons in 130 households, the number on Line 8 would be about 3.46 (450/130).  
  
Line 9      If the households you interviewed contained 400 non low-to-moderate persons in 120 households, the number on Line 9 would be about 3.33 (400/120).

- Line 10 If you interviewed a total of 250 households, 130 of which had low-to-moderate incomes, the number on Line 10 would be about .52 (130/250)
- Line 11 If 120 of the 250 households interviewed did not have low-to-moderate incomes, the number on line 11 would be about .48 (120/250)
- Line 12 If your target area contained an estimated 650 households, and you interviewed 250, of which 130 had low-to-moderate incomes, the number on Line 12 would be about 338 (650 X .52).
- Line 13 Continuing with the example, Line 13 would be about 312 (650 X .48).
- Line 14 3.46 persons per LMI household times 338 LMI households -- Line 14 would be about 1,169.
- Line 15 3.33 persons per non-LMI household times 312 non-LMI households -- Line 15 would be about 1,039.
- Line 16 Total LMI persons (1,169) plus total non-LMI persons (1,039) -- Line 16 would be about 2,208 estimated total persons.
- Line 17 1,169 LMI persons divided by 2,208 total people's yields about .5294. Multiplied by 100, this gives an estimate that 52.94 percent of the residents have low-to-moderate incomes.

NOTE: If the project benefit area includes a nursing home, for purposes of the income survey, a letter from the nursing home administrator may be obtained as documentation in lieu of surveying the nursing home residents individually. The letter must verify that the facility meets the HUD definition of a nursing home by having shared kitchen and dining facilities and must indicate the number of residents. All of the residents of nursing homes are considered by HUD to be low income and would, therefore, be included in the survey results beginning on Line 14. Please make a notation on your worksheet that this is being done. Retirement apartments, where residents have their own kitchens and dining areas, are not "nursing homes" and should be surveyed individually.

**INCOME SURVEY COVER SHEET**

State of Illinois  
Community Development Assistance Program

COMMUNITY DEVELOPMENT SURVEY

Name of Community \_\_\_\_\_

Date \_\_\_\_\_

Interviewer's Name \_\_\_\_\_

Respondent's Street Address (required):

\_\_\_\_\_

Structure Number

\_\_\_\_\_

Street Name

Introduction: Hello, I'm \_\_\_\_\_ and I'm conducting a survey for the City/Village of \_\_\_\_\_. We're collecting information needed to complete an application for a community development grant. What you say will be kept strictly confidential in accordance with the Privacy Act of 1974 (Public Law 93-579). Your answers are very important to our community improvement effort.

COMMUNITY DEVELOPMENT ASSISTANCE PROGRAM INCOME SURVEY

Community: \_\_\_\_\_ Identifier Code: \_\_\_\_\_

(or address)

MINORITY BENEFIT DETERMINATION

To help determine the ethnic population of your locality or targeted area, please indicate the number of persons in the household in each appropriate category:

Ethnic Category	Total Persons	# Also Hispanic
White		
Black/ African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Individuals Reporting more than One Race		

1. How many people are living in the house? \_\_\_\_\_
2. Check here if female headed household  \_\_\_\_\_
3. How many people are over 62 years old? \_\_\_\_\_
4. How many persons with physical or developmental disabilities are there in your household: \_\_\_\_\_
5. Do you own your own home? \_\_\_\_\_ Or rent? \_\_\_\_\_

Insert County Name \_\_\_\_\_

Number of Persons in Family /Household	Annual Income Limit 30% of median (A)	Annual Income Limit 50% of median (B)	Annual Income Limit 80% of median (C)
1			
2			
3			
4			
5			
6			
7			
8			

Based on the number of persons in your household, check whether your income is:  
**lower** than col. A\_\_\_\_, col. B\_\_\_\_, col. C\_\_\_\_ **OR** is it **higher** than col. C \_\_\_\_

**MINORITY BENEFIT/AFFIRMATIVE HOUSING STATEMENT**

<p>a. What is the percentage of the minority group(s) population residing in the community?</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> %	
<p>What is the percentage of the minority group(s) population residing in the proposed project ("<b>targeted</b>") area?</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> %	
<p>Identify the characteristics of the population of the project (targeted) area by specific ethnic group. This information may be obtained from 1990 Census data ("Summary of Population and Housing Characteristics CPH 1-15 Table 3") or from the income survey if a survey was conducted. (If survey data is being used, and less than a 100% response rate was received, extrapolated data should be used, rounding fractions to whole numbers)</p>		
Ethnic Category	Total Persons	# Also Hispanic
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African		
Other Individuals Reporting more than One Race		
Number of Female-Headed Households		
<p>With the <u>exception</u> of "<u>Female Heads of Households</u>", the above numbers should equal the total number of persons to benefit from the project ("targeted" area).</p>		<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> %
<p>b. What is the goal for the percentage of CDAP funded contracts to be awarded to minority contractors?</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> %	
<p>c. If the percentage goal in <i>b</i> is <u>substantially less</u> than the percentage of minorities residing in the community, please explain.</p> <p>_____</p> <p>_____</p>		
<p>d. If funded, the applicant agrees to affirmatively further fair housing by posting Fair Housing Posters and by making HUD Fair Housing Complaint Forms available to the public.</p> <p>In addition, the Department <u>recommends</u> that the unit of local government pass a fair housing ordinance. Please check one below:</p> <p><input type="checkbox"/> We already have a Fair Housing Ordinance on file. (Indicate Number and Date Passed _____)</p> <p><input type="checkbox"/> If funded, we will pass a Fair Housing Ordinance</p> <p><input type="checkbox"/> We do not plan to pass a Fair Housing Ordinance at this time.</p>		
<p><b>Signature of Chief Elected Official:</b> _____</p>		





**CDAP DESIGN ENGINEERING FINANCIAL CHECKLIST**

Please provide the following information relative to the project for which CDAP funds are being requested:

- a. Total Project Cost: \$ \_\_\_\_\_
- b. CDAP Grant Requested: \$ \_\_\_\_\_
- c. Total # of Persons Served: \$ \_\_\_\_\_
- d. Monthly charge for 5,000 gallons of water and 5,000 gallons of sewage treatment:  
Water Charge: \$ \_\_\_\_\_ /5,000 gallons  
Sewer Charge: \$ \_\_\_\_\_ /5,000 gallons

If actual rates are not available, please provide PROJECTED rates.  
(If water/sewer billed in cubic feet, provide the cost based upon 669 cubic feet.)

Provide dates of most recent rate changes:

Most recent water rate change: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Most recent sewer rate change: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- e. Equalized assessed valuation for 2009: \$ \_\_\_\_\_
- f. Municipal government tax rate in 2009: \_\_\_\_\_  
(collectible in 2010)
- g. Aggregate tax rate for all local taxing bodies (e.g., county, township, school district) in 2009: [Add total tax rate of each unit of local government levying property taxes within the project area (county, township, etc.)]  
\_\_\_\_\_  
(collectible in 2010)

h. Population According to Most recent Census Population: \_\_\_\_\_

- i. Current number of Water and Sewer Accounts:  
Total Water Accounts: \_\_\_\_\_ Total Sewer Accounts: \_\_\_\_\_  
Residential Water Accounts: \_\_\_\_\_ Residential Sewer Accounts: \_\_\_\_\_  
(Provide both figures even though your application applies to only one).

For new systems:

Estimated amount of new residential water accounts: \_\_\_\_\_

Estimated amount of new residential sewer account: \_\_\_\_\_

Number of Customers Outside Corporate limits: \_\_\_\_\_

Number of Residential Customers Outside Corporate limits: \_\_\_\_\_

**PART B**

**DOCUMENTATION, CERTIFICATIONS AND RESOLUTIONS**

**SAMPLE**

**COUNCIL RESOLUTION OF SUPPORT**

**Resolution No. \_\_\_\_\_**

WHEREAS, the (unit of local government) \_\_\_\_\_, is applying to the State of Illinois for a Community Development Assistance Program grant, and

WHEREAS, it is necessary that an application be made and agreements entered into with the State of Illinois.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the (unit of local government) apply for a grant under the terms and conditions of the State of Illinois and shall enter into and agree to the understandings and assurances contained in said application.
- 2) that the Mayor (County Board Chairman) and City Clerk (County Clerk) on behalf of the City (County) execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor (County Board Chairman) and City Clerk (County Clerk) are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. (date required)

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk (County Clerk)

\_\_\_\_\_  
Mayor (County Board Chairman)

**SAMPLE**

**RESOLUTION COMMITTING LOCAL FUNDS**

**Resolution No. \_\_\_\_\_**

WHEREAS, the City Council (County Board) of the City (County) of \_\_\_\_\_, Illinois has taken action to submit an Illinois Community Development Assistance Program (CDAP) planning assistance application,

WHEREAS, receipt of CDAP grant assistance is essential to allow the City (County) of \_\_\_\_\_ to undertake the project to \_\_\_\_\_,  
(project description)

WHEREAS, criteria of CDAP are such that financial participation by the grantee is required in conjunction with CDAP funds, and

WHEREAS, the City (County) of \_\_\_\_\_ has certain monies allocated for the above-referenced project with cash on hand, as needed.

NOW, THEREFORE, BE IT RESOLVED THAT the City (County) of \_\_\_\_\_ does hereby commit funds from       **(account/fund)**       for use in conjunction with an Illinois Community Development Assistance Program grant, such funds to equal \_\_\_\_\_% of the estimated total project cost of \$ \_\_\_\_\_, or \$ \_\_\_\_\_.

PASSED and APPROVED at its regular (special) City Council (County Board) Meeting, held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor (County Board Chairman)

ATTEST:

\_\_\_\_\_  
City Clerk (County Clerk)

**SAMPLE**

**RESOLUTION OF SUPPORT AND COMMITMENT OF FUNDS**

WHEREAS, the City (County) of \_\_\_\_\_, is applying to the State of Illinois for a Community Development Assistance Program (CDAP) grant,

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Illinois, and

WHEREAS, criteria of CDAP are such that financial participation by the grantee is required in conjunction with CDAP funds.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the City (County) apply for a grant under the terms and conditions of the State of Illinois and shall enter into and agree to the understandings and assurances contained in said application.
- 2) that the Mayor (County Board Chairman) and City Clerk (County Clerk) on behalf of the City (County) execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor (County Board Chairman) and City Clerk (County Clerk) are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.
- 4) that the City (County) of \_\_\_\_\_ does hereby commit funds from \_\_\_\_\_ **(account/fund)** \_\_\_\_\_ for use in conjunction with an Illinois Community Development Assistance Program grant, such funds to equal \_\_\_\_\_% of the estimated total project cost of \$ \_\_\_\_\_, or \$ \_\_\_\_\_.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date required)

\_\_\_\_\_  
Mayor (County Board Chairman)

ATTEST:

\_\_\_\_\_  
City Clerk (County Clerk)



## **APPLICANT/GRANTEE/RECIPIENT DISCLOSURE CERTIFICATION INSTRUCTIONS**

Section 102 of the HUD Reform Act of 1989 contains a number of provisions to ensure greater accountability and integrity in the way the U.S. Department of Housing and Urban Development (HUD) and its grantees make certain types of assistance available. The CDAP Program is one of the HUD programs partially covered by Section 102.

A unit of local government applying for a CDAP grant (regardless of the program component), as well as the recipient of the grant must make certain disclosures. These disclosures are only necessary if the aggregate amount of previously awarded CDAP grants, CDAP grant applications currently pending review, and proposed CDAP grants is in excess of \$200,000 for the current program year. This funding threshold determines the extent of the information which must be disclosed.

### **Disclosure Information Required**

1. Other Government Assistance is defined as any loan, grant, guarantee, subsidy, tax benefit, credit, etc., from the federal government, state or unit of local government which is expected to be made available with respect to the project for which the assistance is sought.
2. Interested Parties is defined as follows.
  - a. The name of any developer, contractor or consultant involved in the application for assistance or in the planning, development or implementation of the project or activity.
  - b. The name of any other person who has a financial interest in the project in excess of \$50,000 or 10 percent of the assistance, whichever is less. If the person referred to is an entity, then disclosure must include an identification of each officer, director and stockholder.

A financial interest means any financial involvement in the project or activity including, but not limited to, situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not by itself considered a covered financial interest.

3. Sources and Uses of Funds is defined as the gross amount of funds to be made available for the project from both governmental and non-governmental sources and private capital resulting from tax benefits and the expected uses for those funds.



## **Who Must Complete the Disclosure Certification**

Parts I and II of the Applicant/Grantee/Recipient Disclosure Certification must be completed by every unit of local government applying for CDAP funds and submitted as part of the application package. If the funding threshold of \$200,000 is met, then Parts III through V of the Disclosure Certification as they pertain to this grant application must also be completed. It is important that the information be as complete and concise as possible. An **applicant** is defined as any unit of local government applying for CDAP funds. The **grantee** is any unit of local government which has been awarded a grant. The **recipient** is defined as the receiver of the grant funds from the local government and refers to the economic development component only. An example is a city receives a grant to loan to a company for machinery and equipment acquisition. The company is the recipient.

## **Updating the Disclosure Certification**

**During the period in which an application is pending or the period in which the assistance is being provided, the Disclosure Certification must be updated if the following actions occur. Updated reports must be submitted within 30 days of the change requiring the update.**

1. Omitted Information - The application was submitted and the applicant failed to disclose the information as required.
2. Change in Disclosure Threshold - Information subject to disclosure arose after the time for making disclosures, i.e., an interested party who did not previously have a pecuniary interest at the time of application, now meets or exceeds the \$50,000 or 10 percent of assistance threshold.
3. Change to Previously Disclosed Information - Changes must be submitted when any of the following criteria are met:
  - a. Changes in "Other Government Assistance" that exceeds the amount of such assistance that was previously disclosed by \$250,000 or 10 percent of the assistance, whichever is lower;
  - b. Changes in the amount of the pecuniary interest of a person exceeds the amount of the previously disclosed interests by \$50,000 or by 10 percent of such interests, whichever is lower;
  - c. Changes in the source of funds that exceeds the amount of all previously disclosed sources of funds by \$250,000 or 10 percent of those sources, whichever is lower; and
  - d. Changes in the uses of funds that exceeds the amount of all previously disclosed uses of funds by \$250,000 or by 10 percent of those uses, whichever is lower.

## APPLICANT/GRANTEE/RECIPIENT DISCLOSURE CERTIFICATION

See attached instructions.

<b>PART I. APPLICANT/GRANTEE/RECIPIENT INFORMATION</b>	
Indicate whether this is an Initial Report _____ or an Update Report _____	
A. Applicant/Grantee Name, Address and Telephone (include area code)	
B. Recipient Name, Address and Telephone (include area code) (for economic development component only)	
C. Project Location Address	
D. Type of Assistance Requested/Provided	
	Amount of Assistance Requested/Provided
<b>PART II. THRESHOLD DETERMINATION (Applicant/Grantee only)</b>	
Have you received, or can you reasonably expect to receive (including this grant application), an aggregate amount of CDAP funds in excess of \$200,000 for the time period January 1, 2010, to December 31, 2010                      Yes _____                      No _____	
<b>If "yes," Parts III through V must also be completed.</b>	
All applicants must certify that the information provided is true by signing below.	
_____ Printed Name of Applicant/Grantee/Recipient	_____ Signature of Authorized Official
_____ Date	_____ Printed Name and Title of Authorized Official <input type="checkbox"/>

Applicant/Grantee/Recipient Disclosure Certification (continued)

**PART III. OTHER GOVERNMENT ASSISTANCE**

Federal Department/State/Local			
Agency Name & Address			Amount
Program		Type	Requested/Provided

**PART IV. INTERESTED PARTIES**

List of all persons with a Reportable Financial Interest	Type of Participation	Financial Interest in Project (\$ and %)
--	-----------------------	--

--	--	--

**PART V. SOURCES AND USES OF FUNDS**

Source	Use

**SAMPLE**

**INTERGOVERNMENTAL COOPERATION AGREEMENT**

The (name of city) \_\_\_\_\_, (county) \_\_\_\_\_, Illinois, seeks to support the efforts of the \_\_\_\_\_ to obtain Community Development Assistance Program funds from the Illinois Department of Commerce and Economic Opportunity for (proposed project) \_\_\_\_\_ located in \_\_\_\_\_.

As the chief executives of our respective local governments, we are signing this agreement to cooperate as much as needed to accomplish these improvements.

The \_\_\_\_\_ is hereby designated as the lead agency for this application and will be the applicant for the funds. The \_\_\_\_\_ will be liable for all program administration functions should the grant be awarded.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attest

\_\_\_\_\_

Attest

Date: \_\_\_\_\_

(SEALS)

NOTE: This general form (or a suitable variation) is to be used by local government applicants whose proposed project or project area involves more than one jurisdiction. It is a required part of any "on behalf of" or joint application with appropriate modifications as may be required to fit local conditions.

**Direct HUD Entitlements**

**Metropolitan Cities**

Arlington Heights  
Aurora  
Belleville  
Berwyn  
Bloomington  
Bolingbrook  
Champaign  
Chicago  
Chicago Heights  
Cicero  
Danville  
Decatur  
DeKalb  
Des Plaines  
Downers Grove  
East St. Louis  
Elgin  
Evanston  
Joliet  
Kankakee  
Moline  
Mount Prospect  
Naperville  
Normal  
North Chicago  
Oak Lawn  
Oak Park  
Palatine  
Pekin  
Peoria  
Rantoul  
Rockford  
Rock Island  
Schaumburg  
Skokie  
Springfield  
Urbana  
Waukegan  
Wheaton

**Urban Counties**

Cook County  
DuPage County  
Kane County  
Lake County  
Madison County  
McHenry County  
St. Clair County  
Will County

HUD Section 8 income guidelines can be found at <http://www.huduser.org/portal/datasets/il.html>