



2015 Public Improvements Application

Lake County Community Development Block Grant (CDBG)

Lake County Community Development

Who Can Apply

Local governments, public agencies, public housing authorities, nonprofit and for-profit entities. Of these, only municipalities and townships may apply for funding for public infrastructure projects. Departments of Lake County shall be considered individual units of government for application purposes, and are eligible for CDBG funding on their own behalf.

Funding Goals

The 2015-19 Consolidated Plan for funding from the U.S. Department of Housing and Urban Development (HUD) for Lake County and North Chicago states the following ten goals, of which at least one of the goals in bold must be the focus of this application for funding.

1. Rehab Housing for Low/Mod Income Families & Special Needs Populations: *To conserve Lake County's affordable and mixed-income housing stock in order to provide a decent home and a suitable living environment for low and moderate income households and special needs populations.*
2. Develop New Housing: Affordable & Special Needs: *To expand Lake County's affordable and mixed-income housing stock in order to provide a decent home and a suitable living environment for low and moderate income households and special needs populations. Activities may include providing infrastructure to new affordable and mixed-income housing.*
3. Assist People Without a Home: *To end homelessness in Lake County.*
4. Subsidize Housing for Low/Mod Income Families: *To provide direct assistance to facilitate and expand homeownership among and/or to provide rental assistance to persons of low and moderate income.*
5. **Provide Adequate Low/Mod Income Area Infrastructure: *To revitalize deteriorating or deteriorated neighborhoods.***
6. **Revitalize Low/Mod Income Area Business Districts: *To alleviate physical and economic distress through the stimulation of private investment and community revitalization in areas with declining tax base.***
7. **Assist People with Disabilities: *To provide both services to people with disabilities and accessibility modifications to the homes, facilities and workplaces of people with disabilities, including the elderly.***
8. Provide Welcoming Communities: *To foster welcoming, inclusive and neighborly suburban communities.*
9. Create Jobs for Low/Mod Income Workers: *To create or retain jobs for low- and moderate-income persons.*
10. Provide Services for Job Stability: *To support low and moderate income workers in need of job training, of transportation for access to employment or of access to affordable, quality child care.*

Funding Availability

For 2015, the Housing & Community Development Commission targets \$1 million to be available in the 2015 CDBG Public Improvements application round. Based on this estimate and the budget for the five-year Consolidated Plan period, the target funding amounts for each goal in this application round are as follows:

#	Goal	Eligible Activities	Target 2015 Funding Amount
5	Provide Adequate Low/Mod Income Area Infrastructure	Flood Drainage / Road Improvements ² / Water-Sewer Improvements	\$344,750
6	Revitalize Low/Mod Income Area Business Districts	Acquisition / Demolition / Rehabilitation ¹ / Road Improvements ² / Water-Sewer Improvements	\$337,014
7	Assist People with Disabilities	Accessibility Enhancements (Homes & Facilities)	\$253,711

This application does NOT include services for people with disabilities or services for job stability (childcare/training/transit) which are eligible activities in the CDBG Public Services application.

Funding Eligibility: National Objectives

A project is eligible for CDBG funding when it can meet a “national objective” that demonstrates a principal benefit for low- and moderate-income persons. The potential national objectives for the four goals for which funding is available in this application are as follows:

#	Goal	National Objective
5	Provide Adequate Low/Mod Income Area Infrastructure	Low/Mod Area Benefit ³
6	Revitalize Low/Mod Income Area Business Districts ⁴	Low/Mod Area Benefit ²
7	Assist People with Disabilities	Low/Mod Area ² OR Clientele

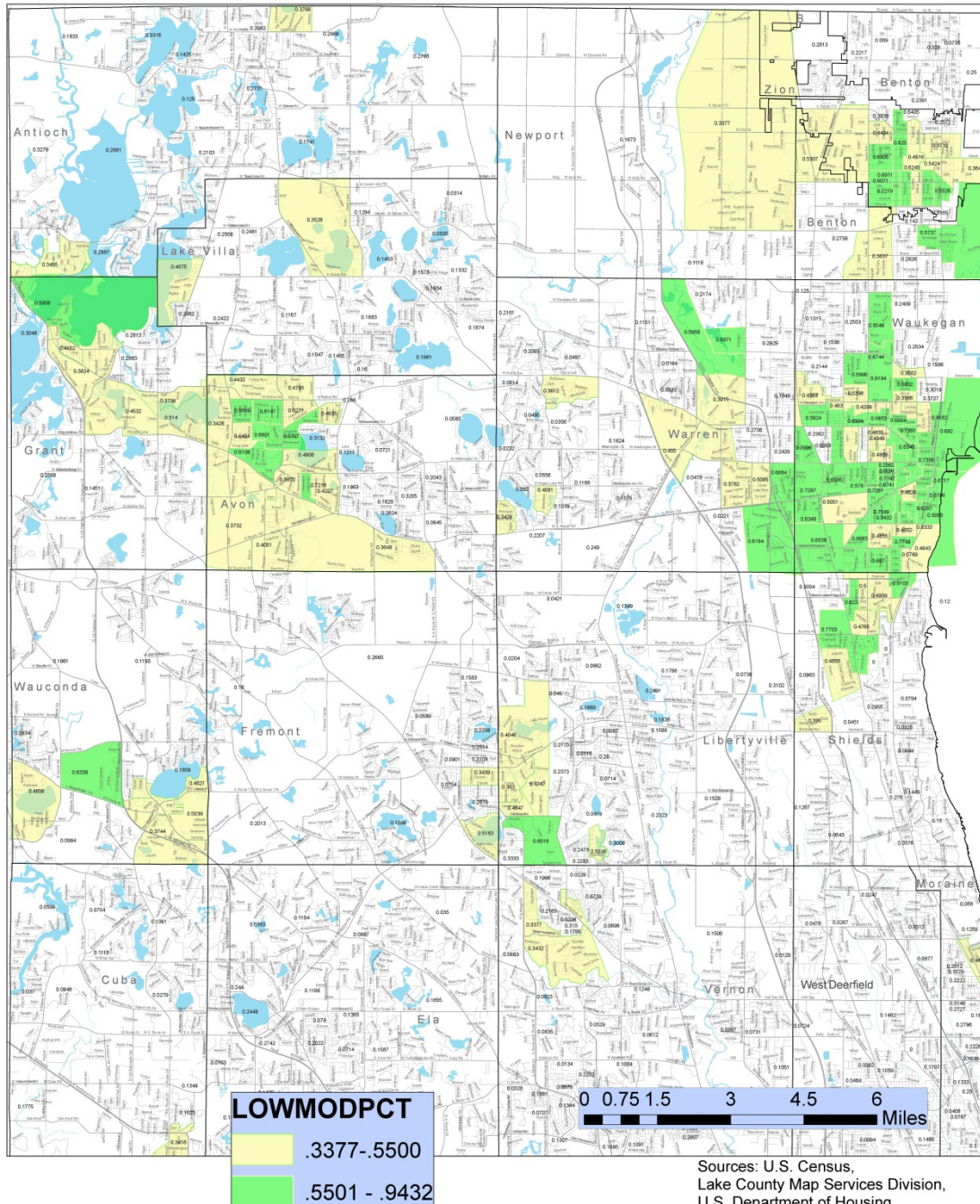
¹ For commercial property owned by a for-profit, rehabilitation is limited to exterior improvements of the building and the correction of code violations.

² Please note that according to HUD, “maintenance and repair of infrastructure is generally ineligible (e.g., filling potholes, repairing cracks in sidewalks, simple resurfacing)”

³ Project is located in a HUD Qualifying census block group at least 33% comprised of low- and moderate-income households. See map below.

⁴ Commercial area with moderate to intense level of business including a variety of facilities, stores and services.

Lake County HUD Qualifying Low/Mod Block Groups
Effective July 1, 2014



The mapped boundaries of the US Census geography do not align precisely with County data.
Please confirm project eligibility with Community Development staff.

Funding Eligibility (Continued)

Low/Mod Income Area Benefit

The preceding HUD Qualifying Block Group map indicates concentrated areas of low- and moderate-income households in shaded (in a color version of the map, in green and yellow) areas where a project may qualify as Low/Mod Area Benefit. To meet this criteria, not only must the project be in a qualifying census tract block group, it must reasonably demonstrate that it principally benefits low- and moderate-income persons.

Projects that target ANY of the four goals targeted by this application may qualify under the Low/Mod Income Area Benefit National Objective. Examples of such projects are in the following table:

#	Goal	Low/Mod Income Area Benefit Example
5	Provide Low/Mod Infrastructure	Flood drainage/road improvement of local road in a neighborhood located in HUD Qualifying Block Group (see preceding map)
6	Revitalize Business Districts	Façade improvement program in business district located in a HUD Qualifying Block Group (see preceding map)
7	Assist People with Disabilities	Accessibility enhancements in a nonresidential structure or common area of a multifamily residence located in a HUD Qualifying Block Group (see preceding map)

In Low/Mod Income Area Benefit activities, potential outcomes can be measured by the number of low- and moderate-income people, based on Census data, who live in the area and would potentially directly benefit from the improvement or amenity.

Low/Mod Income Clientele - Goal 7 Assist People with Disabilities

A different way to qualify for Goal #7 (Assist People with Disabilities) projects for CDBG is under the Low/Mod Income Clientele national objective. In this national objective, a project must exclusively benefit “a clientele who are generally presumed by HUD⁵ to be principally Low/Mod income persons such as:

- Elderly persons who can be reasonably believed to be low- or moderate-income
- Severely disabled adults as defined by the U.S. Census.

CDBG funds can be used to Assist People with Disabilities in several general ways:

⁵ U.S. Department of Housing & Urban Development which administers the Community Development Block Grant (CDBG) program

- Acquiring, clearing or improving a site to be principally used for housing or services to people with disabilities;
- Rehabilitating a government- or privately-owned nonresidential building to be accessible to people with disabilities;
- Improving accessibility of homes through installation of chair lifts and grab bars; and
- Rehabilitating common areas of a multifamily residence to remove material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons.

In Low/Mod Income Clientele activities, potential outcomes can be measured by the number of people assisted who are either elderly persons or severely disabled adults as defined by the U.S. Census.

Application Timeline

Public Improvements	
Workshop	3/13/2015
Applications Available	3/19/2015
Letter of Intent Due	4/2/2015
Applications Due	5/6/2015

Workshop

All applicants are invited to a mandatory application workshop at 9AM on Tuesday March 13. Lake County Permit Facility - 500 West Winchester Rd, Libertyville, IL 60048

Letter of Intent

Lake County utilizes a letter of intent process in order to determine the eligibility of applicants and potential projects and programs. **A Letter of Intent is REQUIRED for all applications.** The Letter of Intent forms are available on the Lake County website at:

<http://www.lakecountyil.gov/Planning/CommunityDevelopment/Pages/Apply.aspx>

Please consult the Letter of Intent document for submission instructions and further details.

A Letter of Intent is required. The Letter of Intent form may be found online and is due by:

April 2, 2015 - 4:00pm

Please fax (847-984-5745) or email (communitydevelopment@lakecountyil.gov) completed Letters of Intent no later than the due date.

Contact Information

CDBG:

Jodi Gingiss, Community Development Administrator - (847)377-2139; jgingiss@lakecountyil.gov

Previous Grant Awards - Initiation Requirements

CDBG Applicants who have not initiated approved 2014 Program Year projects by this year's application submission deadline may be disqualified for funding in Program Year 2015. Please contact staff if you have questions about this requirement.

Application Amount

Each application amount must be for no more than \$100,000.

Deadline

All applications must be delivered to the Community Development team of the Lake County Department of Planning, Building and Development no later than **May 6, 2015 - 4:00pm**

Submission Format

Each eligible applicant is limited to one competitively pointed application per program year.

Applicants are required to submit **one original application, five copies and one electronic copy**. Application copies may be double-sided but must be left side three-hole punched. Please do not use staples. Applications must be complete when submitted. Incomplete applications will be returned to the applicant and not reviewed for funding in this program year. No changes of information or additional information will be accepted after the designated deadline unless requested by the Community Development staff for clarification purposes. Upon request, applications may be reviewed by staff prior to final submission.

DUNS Number and SAM Registration

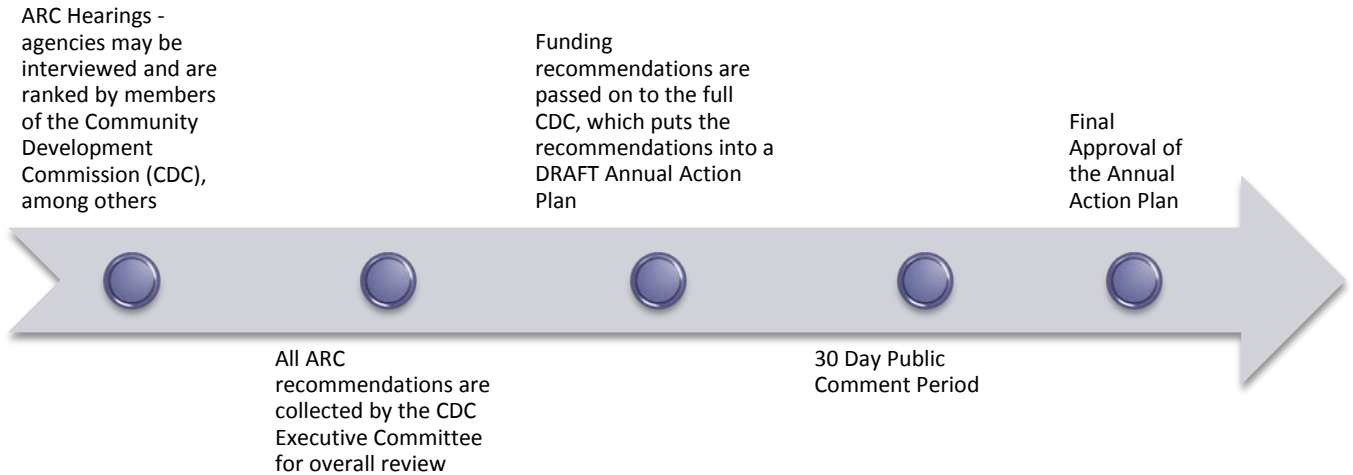
All applicants are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so, and complete or renew their registration with the System for Award Management (SAM) at www.sam.gov. Information about this process will be presented at the application workshop.

National Environmental Policy Act

In order to comply with the National Environmental Policy Act (NEPA) directives, applicants shall provide complete and accurate information about environmental issues relating to their proposed activity or project. Such information will be analyzed and demonstrate a thorough investigation of possible or actual implications as a result of the proposed project. The applicant shall consider and document necessary mitigating measures to be designed or undertaken before or during the implementation of its project or activity in order to alleviate adverse impact upon the environment.

Application Review Process

Eligible applicants for Lake County Community Development funding will be reviewed by an Application Review Committee (ARC) composed of members of the Housing & Community Development Commission. ARC recommendations for funding will then be forwarded to the Housing & Community Development Commission's Executive Committee for review for compliance and recommendation to the full Housing & Community Development Commission. A public hearing will be held on June 10, 2015, at which the public may comment on the recommended agencies for funding.



Appeals Process

Any applicant whose application is rejected by staff for any reason may appeal that decision to the Housing & Community Development Commission’s Executive Committee. A hearing for any rejected applications is scheduled for Wednesday, May 13, 2015 at 2:30pm. Any applicant wishing to appeal the rejection must notify staff no later than 4:00pm on Monday, May 11, 2015. All appeals will be heard. More information can be found in the Lake County Citizen Participation Plan and Housing & Community Development Commission by-laws.

A project applicant not initially recommended for funding may request reconsideration by presentation to the full Housing & Community Development Commission. Applicants will be limited to three (3) minutes in which to address the Commission. A Public Hearing for the detailed 2015 Annual Action Plan is scheduled for June 10, 2015. Applicants may also submit written comments to: Housing & Community Development Commission Chairperson, Lake County Community Development, 500 W. Winchester Road, Unit 101, Libertyville, IL 60048.

Application Submittal

Hand delivery of applications is recommended. Hand delivered applications should be delivered to:

Lake County Central Permit Facility
Attn: Community Development Application
500 W. Winchester Road, Unit 101
Libertyville, IL 60048

US Mail, FedEx, UPS or DHL

Mailed or shipped applications should be sent registered or certified mail and must be received by the deadline. All applications should be sent to the address listed above.

Acceptance of the application does not obligate the Housing & Community Development Commission to fund the application, nor does it guarantee that the application is complete as submitted.

Approval Timeline

Advisory Review Committee (Open to Public)	5/29/2015 @ 3PM Permit Center 500 W Winchester Libertyville
Housing & Community Development Commission (Open to Public)	6/10/2015 @ 3:30PM Permit Center 500 W Winchester Libertyville
Lake County Board (Open to Public)	7/15/2015 @ 9AM County Building 18 N County St 10 th Fl Waukegan

Scoring Criteria

The Scoring Criteria for this application are detailed on the final pages of this application form. Applications receiving below 70% of available points in the Scoring Criteria below may not be recommended for funding. Lake County reserves to right to consider factors other than those listed in the Scoring Criteria.

A Note on Fair Housing

Lake County recently completed its 2014 Analysis of Impediments to Fair Housing (copies available upon request & at www.lakecountyil.gov/Planning/CommunityDevelopment/Pages/FairHousingNULL.aspx). Staff will be providing training to both applicants and grantees on the County's duty to affirmatively further fair housing. To this application, please attach any fair housing and/or equal opportunity policies of your organization.

Type of Project & Type of Applicant

All applicants must attach a list of their governing board members and proof of System for Award Management (SAM) registration.

A. Contact Information

Contact Information of Applicant (Responsible Entity)	Contact Information of Person who Prepared Application
Name: _____	Name: _____
Street Address: _____	Street Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
DUN and Bradstreet #: _____	

A1. Provide the name, address, email address and phone number of the designated lead person/project manager on this project or activity:

Name: _____

Company/Org. _____

Street Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

B. Activity to be funded

B1. Describe in detail the activity for which you are requesting funds. Please include detailed location information, where available, and photos and maps where applicable.

B2. Which Lake County Consolidated Plan goal and CBDG national objective does the project primarily address?

Check	Goal #	Goal	CDBG National Objective
	5	Provide Adequate Low/Mod Income Area Infrastructure	<i>Low Mod Area (LMA):</i> The service area identified for activities is primarily low/mod income. Your project area beneficiaries are determined by CDBG eligible census tract in the preceding map.
	6	Revitalize Low/Mod Income Area Business Districts	
	7 Area Benefit OR	Assist People with Disabilities	
	7 Clientele	Assist People with Disabilities	<i>Low Mod Clientele (LMC):</i> Your project will benefit low- or moderate-income seniors or "severely disabled adult as defined by the U.S. Census"

B3. How does the proposed project address other Lake County Consolidated Plan goals?

	Goal#	Lake County 2015-19 Consolidated Plan GOALS	If applicable, how does the program or project address other 2015-19 Plan goals?
HOUSING	1	Rehabilitate Existing Housing: Affordable & Special Needs	
	2	Develop New Housing: Affordable & Special Needs	
	3	Assist People Without a Home	
	4	Subsidize Housing for Low/Mod Income Families	
NEIGHBORHOODS	5	Provide Adequate Low/Mod Income Area Infrastructure	
	6	Revitalize Low/Mod Income Area Business Districts	
	7	Assist People with Disabilities	
	8	Provide Welcoming Communities	
JOBS	9	Create Jobs for Low/Mod Income Workers	
	10	Provide Services for Job Stability	

B4. How is the proposed project to be coordinated with other activities, including existing community plans or initiatives, in the community?

B5. How does this project provide better access to public transit in the community? Please provide the actual number of miles to the nearest accessible bus or Metra stop.

B6. Why are CDBG funds needed for this activity? What other funding sources have been solicited?

C. Project Implementation Detail

C1. *With which contractors and/or partners do you plan to work to implement this project?*

C2. *What has been the past experience of you and/or your partners/contractors in managing similar projects and in particular projects with federal grant subsidy?*

C3. *What has been the past experience of you and/or your partners/contractors with managing projects that adhere to government grant procurement and labor rules (e.g. Davis Bacon, State Prevailing Wage, Federal Section 3 (Local Hiring) and/or Minority- and Women-Owned Business Preferences)?*

D. Project Timeline & Accomplishments

D1. *What are the steps or phases necessary to complete activity (Engineering/design, advertising, bidding, contract award, construction, etc.)? Attach proposed schedule for this project. Note: Maximum time allowed to complete any project is 18 months after the start date of the program year in which the project was originally funded.*

D2. *Maximum time anticipated to complete activity: (engineering design through construction/completion of activity)*

Beginning date: _____
Ending date: _____
Duration: _____ Months

D3. Quantify your anticipated accomplishments (e.g. 3,275' storm sewer, one lift station rehabbed, etc.) as a result of implementing and completing this project:

COMPLETE THE FOLLOWING SECTION E ONLY IF ANSWERED "Low/Mod Area Benefit" TO THE NATIONAL OBJECTIVE QUESTION B2

E. Low/Mod Area Benefit National Objective Compliance

If the proposed project meets the CDBG National Objective, "Low/Mod Income Area Benefit" of principally benefiting low and moderate-income (LMI) persons, please provide substantiating documentation supporting your claims:

Project Area

Census Tract:	_____	Block Group:	_____
Census Tract:	_____	Block Group:	_____
Census Tract:	_____	Block Group:	_____
Census Tract:	_____	Block Group:	_____

Total % of Low and Moderate Persons impacted by this project: _____%LMI

Source of data/statistics: _____

Reasons why you believe your project to benefit the entire census tract block group(s)

E1. Number of total persons expected to benefit from implementation of this project?

•

E2. Percentage of persons who are low and moderate income benefiting from the project?

_____ %

E3. Number of low and moderate income persons expected to benefit from implementation of this project? (Multiply E2 and E1)

_____ total benefiting low and moderate income persons

The total number of persons benefiting should be an actual and reliable neighborhood or client count. You must define your beneficiaries and explain how you calculated this figure.

NOTE: *Low and moderate income benefit must be documented by Census data. More detailed maps of individual Census Tract Block Groups meeting the low and moderate income threshold of 33.66% are available from County Community Development staff upon request.*

COMPLETE THE FOLLOWING SECTION F ONLY IF YOU ARE ASSISTING PEOPLE WITH DISABILITIES AND YOU ANSWERED "Low/Mod Area Clientele" TO THE NATIONAL OBJECTIVE QUESTION B2

F. Low/Mod Area Clientele National Objective Compliance

If the proposed project meets Goal #7 Assist People with Disabilities AND exclusively benefits clients presumed by HUD to be at least 51% low- and moderate-income (LMI) persons, such as seniors and/or adults meeting the U.S. Census definition of severely disabled, please describe the nature and location of this project that supports this conclusion:

F1. Number of low and moderate income seniors and/or adults meeting the U.S. Census definition of severely disabled expected to benefit from the implementation of this this project?

_____ total benefiting low and moderate income persons

G. National Environmental Policy Act Compliance

G1. Please provide a precise and detailed location map describing the project area.

G2. Will the project traverse or impact a floodplain or wetland area?

Yes

No

Please provide a map (FIRM, FEMA) identifying the floodplain or wetland area as it relates to project implementation.

G3. What compensating design features have been included to mitigate any adverse environmental impacts related to the proposed construction? Please explain.

G4. Infrastructure: will project replace and upgrade an existing and functioning system?

G5. Will the project substantially increase the present capacity of specific service(s) to the area? Explain.

G6. Will it be necessary to obtain temporary or permanent easements? If yes, please identify affected property owners.

G7. Is the project going to disturb land previously not disturbed (except for agriculture)? To the best of your knowledge is there anything of historical or archaeological significance in the area?

H. Project Budget

Please complete the following chart or attach a *detailed* project budget identifying sources of funds expected to be available for design, construction and completion of the project for which you are applying. Maximum grant award is \$100,000 per program year.

ITEM	Estimated Cost	Source of Funds
Total Project Costs		

CDBG funds requested	
Applicant's funds	
Other funds	
Total funds	
Total % Leverage (Applicant + Other Funds)	
÷ Total Costs	

All applicants must submit a copy of their most recent audit report with the application. If the most recent audit report has already been submitted, indicate the date of the audit and the date it was submitted to the County.

Date of Audit _____ Date Submitted: _____

I. Authorization & Signature Sheet

Enclose a copy of the Board Resolution granting authority to the signer to apply for 2015 CDBG funding.

Submission of this Community Development Block Grant application and the information contained herein is authorized by:

Signature of Chief Executive Officer

Name

Title

Organization

Date

Application Component Checklist	
Complete Application	
Project Budget	
Project Location Maps/Photos	
Project Schedule	
Fiscal Audit	
Enabling Resolution	
Governing Board Roster	
SAM Registration	
Original and Five (5) Copies	
Fair housing or equal opportunity policies	

Goals #5 & 6 (Low/Mod Income Area) Scoring Criteria

1. Degree to which activity addresses community needs impacting low- and moderate-income people (15-80 points)

- a) Community Economic Status (5 - 20 points)
 - 80% or less of County median income - 20 points
 - 81%-90% of County median income - 15 points
 - 91%-100% of County median income - 10 points
 - 101% or more of County median income - 5 points
- b) % of LMI households directly benefiting from the project (5 - 20 points)
 - 80% or more of benefiting households are LMI - 20 points
 - 65%-79% of benefiting households are LMI - 15 points
 - 51%-64% of benefiting households are LMI - 10 points
 - 35.6%-50% of benefiting households are LMI - 5 points
- c) Addressing Multiple Lake County Housing & Community Development Consolidated Plan ("ConPlan") Goals (Question B3) (5-20 points)
 - Activities address 4 Lake County Con Plan Goals - 20 points
 - Activities address 3 Lake County Con Plan Goals - 15 points
 - Activities address 2 Lake County Con Plan Goals - 10 points
 - Activities address 1 Lake County Con Plan Goal - 5 points
- d) Furthers the implementation of other local or regional community plans (Question B4) (0-20 points)
 - This project is integral to a local or regional plan, future actions will not occur until this project is complete- 20 points
 - This project is specifically addressed in a local or regional plan- 15 points
 - This project fits in with the goals of a local or regional plan- 10 points
 - This project is not addressed in a local or regional plan- 0 points

2. Applicant's capacity and experience in administering an activity in an efficient and timely manner or in overseeing the administration of the activity (0-30 points)

(Can receive points on each bullet point here:)

- Staffing and experience conducting a similar activity (0-5 points)
- Past performance (0-15 points)
- Readiness to proceed (0-10 points)

3. Degree to which funds are leveraged with other resources (0-25 points)

- Involves for profit entity and immediate investment by for-profit sector (25 points)
- Involves for profit entity and near term investment by for-profit sector (20 points)
- Attracts investment by for-profit sector (15 points)
- Extensive collaboration with local government and non-profit agencies (10 points)
- Some collaboration with local government and non-profit agencies (5 points)

4. *Health, Safety & Welfare Concerns (0-25 points)*

Based on the application submission and/or site visits by Community Development staff, projects shall be rated on the level of necessity/urgency of the project based on potential health, safety and/or welfare issues of residents.

- Activity must be completed in the next program year to avoid or reduce issues related to health, safety, and welfare of community residents (25 points)
- Activity appears necessary & timely (15 points)
- Activity does not appear essential or critical in nature (0 points)

5. *Scoring Bonus (0-25 points)*

Additional points are available for organizations that align with the 2015-19 Consolidated Plan data and with the Lake County Analysis of Impediments to Fair Housing Choice: (Can receive points on each bullet point here:)

- Applicant has existing robust policies and practices that affirmatively further fair housing (25 points)
 - Applicant has fair housing policy or ordinance (20 points)
 - Applicant has existing programs and materials recognizing diversity in our communities (15 points)
 - Applicant has equal opportunity policy or ordinance (10 points)
 - Activity or project increases housing choice, especially rental housing (5 points)
-

Goals #7 (Low/Mod Income Clientele) Scoring Criteria

1. *Degree to which activity addresses community needs impacting low- and moderate-income people (15-80 points)*

- e) Low Mod Clientele (Question F) Extent to which project addresses the needs of special populations based on 2014-19 Consolidated Plan data? (0-20 points)
 - f) Project Accessibility Impact (Question B5)(10-20 points)
 - Public transit less than ¼ mile - 20 points
 - Public transit less than ½ mile - 15 points
 - Public transit less than 1 mile - 10 points
 - g) Addressing Multiple Lake County Housing & Community Development Consolidated Plan ("ConPlan") Goals (Question B3) (5-20 points)
 - Activities address 4 Lake County Con Plan Goals - 20 points
 - Activities address 3 Lake County Con Plan Goals - 15 points
 - Activities address 2 Lake County Con Plan Goals - 10 points
 - Activities address 1 Lake County Con Plan Goal - 5 points
 - h) Furthers the implementation of other local or regional community plans (Question B4) (0-20 points)
 - This project/program is specifically addressed in a local or regional plan-20 points
-
-

- This project/program fits in with the goals of a local or regional plan- 10 points
- This project/program is not addressed in a local or regional plan- 0 points

2. *Applicant's capacity and experience in administering an activity in an efficient and timely manner or in overseeing the administration of the activity (0-25 points)*

(Can receive points on each bullet point here:)

- Staffing and experience conducting a similar activity (0-5 points)
- Past performance (0-10 points)
- Readiness to proceed (0-10 points)

3. *Degree to which funds are leveraged with other resources (0-25 points)*

- Involves for profit entity and immediate investment by for-profit sector (25 points)
- Involves for profit entity and near term investment by for-profit sector (20 points)
- Attracts investment by for-profit sector (15 points)
- Extensive collaboration with local government and non-profit agencies (10 points)
- Some collaboration with local government and non-profit agencies (5 points)

4. *Health, Safety & Welfare Concerns (0-25 points)*

Based on the application submission and/or site visits by Community Development staff, projects shall be rated on the level of necessity/urgency of the project based on potential health, safety and/or welfare issues of residents.

- Activity must be completed in the next program year to avoid or reduce issues related to health, safety, and welfare of community residents (25 points)
- Activity appears necessary & timely (15 points)
- Activity does not appear essential or critical in nature (0 points)