

COMMUNITY DEVELOPMENT BLOCK GRANT ANNOUNCEMENT

To: Village President and Board of Trustees
Village Manager
All Village Department Heads
A. H. Park District
Elk Grove Township
Arlington Economic Alliance
Housing Commission
Senior Citizen Commission
Youth Commission
Commission for Citizens with Disabilities
US Department of Housing and Urban Development
CEDA Northwest Self-Help Center
Goedke House
Arlington Heights Senior Center
Girl Scout-Illinois Crossroad Council
Hope Fair Housing Center
Clearbrook Center
Avenues for Independence
Suburban Primary Health Care Council
Little City Foundation
Rebuilding Together, NW Suburban Chicago
Wings
CLAYground, Inc
Greater Wheeling Area Youth Outreach, Inc
Workforce Development, Inc.
Workforce Board of Northern Cook County
Fellowship Housing Corporation
National Able Network
Arlington Park Racetrack
The Center for Enriched Living
Cross & Crown Community Church
Housing Authority of the County of Cook
The Center
Countryside Association
The Harbour
Northwest Housing Partnership
Children's Advocacy Center of NW Cook County
National Alliance for the Mentally Ill-NW
Friends of Children in Therapy
Wheeling Township
Northwest CASA
Glenkirk
Escorted Transportation Service - NW
Arlington Heights Memorial Library
Cook County Clerk
The Center of Concern
Lutheran Home & Services
Cedar Village
Salvation Army
Linden Place
Resources for Community Living
Shelter, Inc.
Special Leisure Services Foundation
Ill Hunger Coalition
Journeys – The Road Home
Catholic Charities
Hands On Suburban Chicago
Cook County Planning Department
Office of the Governor
Arlington Backstretch Coordinating Committee
District 214 Community Education Foundation
Faith Community Homes
Arlington Heights Historical Museum
Alexian Center for Mental Health
Barrington Career Development Center
Rainbow Hospice
Life Span
Willow House

From: Charles Witherington-Perkins, AICP, Director of Planning and Community Development
Subject: Annual Action Plan & Community Development Block Grant Program - Fiscal Year 2013-2014
Date: October 1, 2012

The Village is beginning to prepare its HUD 2013/2014 Annual Action Plan, including projects to be funded from the 2013-2014 Community Development Block Grant Program. Notices are being sent to commissions and interested citizens to facilitate the public input process. The deadline for the receipt of funding proposals from citizens, commissions, non-profit groups, or other organizations is Wednesday, November 21, 2012. If you are interested in submitting any funding proposals for this program, please ensure that **thirty (30)** copies of each request are submitted to the Planning and Community Development Department on or before the deadline date. **All proposals must include the information requested on the attached grant proposal form.**

The Village Board of Trustees' Committee of the Whole will hold two public hearings on this topic. The first public hearing will be held at 7:30 p.m. on January 14, 2013 at the Arlington Heights Village Hall (33 S. Arlington Heights Road, Arlington Heights, IL 60005). The second public hearing will be held beginning at 8:00 p.m. on March 4, 2013 at the Arlington Heights Village Hall (33 S. Arlington Heights Road, Arlington Heights, IL 60005).

If you have any questions regarding this program, please contact Nora A. Boyer (847) 368-5214.

VILLAGE OF ARLINGTON HEIGHTS

GRANT APPLICATION COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Grant Proposal Instructions:

The Village of Arlington Heights is accepting grant applications to be funded from its FY 2013/2014 Community Development Block Grant (CDBG) allocation. If you are interested in submitting a proposal, please ensure that thirty (30) copies of each request are submitted to the Department of Planning and Community Development **on or before November 21, 2012.**

Applications must include the following items: 1) Cover Sheet; 2) Program Budget; 3) Program Narrative; and 4) Required Attachments. These items must be submitted using the forms provided and must contain the information stipulated in this request for grant applications. Forms in Word format are available upon request. If more than one program is being submitted for funding, a separate grant application must be submitted for each program or service.

If you have any questions regarding this program, please contact Nora A. Boyer at the Village of Arlington Heights, Department of Planning & Community Development, (847) 368-5214.

Grant Application Evaluation

The Village will apply the following criteria to each request during its evaluation:

1. The program or service must conform with CDBG requirements.
2. The program or service must be consistent with the Village's CDBG and Consolidated Plan objectives.
3. The program or service will be evaluated for program efficiency, including the number of Arlington Heights residents assisted per dollar of CDBG funding, the extent to which CDBG funds will leverage funding from other sources, the avoidance of program duplication, and the intended outcomes of the service or program.
4. The agency's ability to meet administrative requirements.

The Village staff will review all proposals and make recommendations to the Village Board of Trustees at a public hearing to be held on January 14, 2013 at the Arlington Heights Village Hall (33 S. Arlington Heights Road, Arlington Heights, IL). A second public hearing, after which it is expected that the Village Board will put the CDBG budget to a vote, will be held on March 4, 2013 at Village Hall. Grants will be for the fiscal/program year of May 1, 2013 – April 30, 2014. Current funding is not a guarantee the Village will fund the program or service in the future. The Village reserves the right to increase or decrease any or all funding requests to maximize effectiveness or to satisfy budget parameters.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

COVER SHEET

Name of Agency:

Address:

Contact Person/Title:

Telephone Number:

Fax Number:

Email Address:

Program Description

Name of Program or Service:

Brief Description of Program or Service:

Amount of CDBG Funds Requested from Arlington Heights
for FY 2013/20014 (May 1, 2013 - April 30, 2014):

\$

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

PROGRAM BUDGET

Program or Service Budget - FY 2013/2014 (May 1, 2013 - April 30, 2014)

REVENUE

Grant request from Village of Arlington Heights (CDBG): \$

Other Sources of Funding for this Program or Service:

Funding Source(s):	Name of Funding Source	Amount
		\$
(i.e., Cook County, churches, special awards or grants, etc.)		\$
		\$
		\$
Total Revenue:		\$

EXPENSES

Item	Proposed Village of Arl. Hts. CDBG Funding	Other Sources of Support	Total
Direct Services to Clients	\$	\$	\$
Construction/Rehabilitation	\$	\$	\$
Administrative salaries	\$	\$	\$
Occupancy	\$	\$	\$
Other Administrative Costs	\$	\$	\$
Other (please specify)	\$	\$	\$
Total Expenses:	\$	\$	\$

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

PROGRAM NARRATIVE

Please attach a narrative description of the proposed program or service. At a minimum, the narrative must address each of the questions listed below:

1. Describe the proposed service or program. How will the service or program be provided? Who are the expected clients? What are the eligibility criteria for service? What percentage of beneficiaries will be low- and moderate-income persons (see attached income sheet)? What is the overall service area of the service or program? Is the service or program available to all Arlington Heights residents? Is it exclusively for Arlington Heights residents?
2. How many total persons and how many Arlington Heights residents are expected to benefit from this service or program during the program year for which funding is being sought? A specific numerical goal is required in response to this question.
3. If this is an existing service or program, provide the number of persons and the number of Arlington Heights residents served during the last complete program year and the numbers served to-date during the current program year. How many of the Arlington Heights residents were of low- and moderate-income?
4. Explain why the proposed service or program is needed and why funding by the Village of Arlington Heights is necessary. If this is an existing service or program, would funding from the Village result in an increase in the number of Arlington Heights residents being served? Please explain whether this service or program duplicates efforts of other public service agencies in the Arlington Heights area.
5. If this is a construction project, provide a draft scope of work and preliminary estimate of the cost of each work item.

REQUIRED ATTACHMENTS

1. The agency's most recent annual budget (provide 30 copies and attach them to the grant applications).
2. If this is an existing service or program, attach the current year's budget for the service or program. If the service or program was funded by the Village's CDBG program in the past, please indicate the Village's CDBG share (amount and percentage) of the total service or program budget for the past three years, as applicable (provide 30 copies and attach them to the grant applications).
3. The agency's most recently completed audit (only 1 copy is required).

SUBMISSION REQUIREMENTS

Send **30** copies (collated and stapled) of the 1) Cover Sheet; 2) Program Budget; 3) Program Narrative; and 4) Required Attachments, and **one** copy of the agency's most recently completed audit:

**Nora Boyer, Housing Planner
Department of Planning & Community Development
33 S. Arlington Heights Road
Arlington Heights, IL 60005**

DEADLINE: WEDNESDAY, NOVEMBER 21, 2012

2012
CDBG INCOME LIMITS

<u>Persons</u>	<u>Extremely-Low Income Maximum</u>	<u>Low Income Maximum</u>	<u>Moderate Income Maximum</u>
1	\$15,950	\$26,550	\$42,500
2	\$18,200	\$30,350	\$48,550
3	\$20,500	\$34,150	\$54,600
4	\$22,750	\$37,900	\$60,650
5	\$24,600	\$40,950	\$65,550
6	\$26,400	\$44,000	\$70,400
7	\$28,250	\$47,000	\$75,250
8	\$30,050	\$50,050	\$80,100