

Arlington Heights Community Development Block Grant (CDBG) Program

Program Year 2023

(October 1, 2023 – September 30, 2024)

Proposal Overview

Introduction

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

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

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

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

Application Materials

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

Submit complete applications to:

Village of Arlington Heights
Department of Planning & Community Development
Attn: Nora Boyer, Housing Planner
33 S Arlington Heights Road
Arlington Heights, IL 60005
nboyer@vah.com

Application deadline:

Friday, April 28, 2023 at 5:00 p.m.
Proposals will not be accepted after this date and time.
Incomplete applications may be rejected.

Review of Applications

Applicants are required to attend the Board of Trustees' Committee of the Whole meeting to briefly present their proposals at a public hearing. Staff recommendations will be presented to the Board of Trustees toward the end of this Committee of the Whole meeting. The Village Board will take into account the information presented by the applicants when reviewing the staff recommendations. The Committee of the Whole meeting will be followed by a 30-day public comment period. After the public comment period, the Village Board will hold a second public hearing for further input. Finally, the Village Board will vote on the final funding allocations. Applicants will receive information on the dates and times of the Committee of the Whole and Village Board meetings. These meetings will also be announced on the Village's website in the legal notices section of the *Daily Herald* newspaper.

The tentative meeting dates for 2023 are:

Public Hearing #1, Committee of the Whole Meeting: June 12, 2023

Public Hearing #2 and Adoption of Annual Action Plan, Village Board Meeting: July 17, 2023

Vision and Goals of Arlington Heights' CDBG Program

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

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

Resources

Per HUD's Section 3 program, recipients of certain HUD financial assistance, to the greatest extent possible, must provide job training, employment, and contract opportunities for low-income residents in connection with projects and activities in their neighborhoods.

If you have any questions about program eligibility or the application form, please contact Nora Boyer at nboyer@vah.com or (847) 368-5214.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:

Project Location:

CDBG Funding Request: \$

Applicant Contact Information

Organization Name:

Unique Entity Identifier (UEI) Number:

Head of the Organization (ex. Executive Director)

Name:

Title:

Signature agency staff authorized to submit this application:

Signature Date:

Printed Name:

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

Mailing Address 1:

Mailing Address 2:

City:

State:

Zipcode:

Telephone Number:

Email Address:

Organization website:

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

Describe the particular program or project for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

2. Previous CDBG Funding

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

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

- ☐ Yes
☐ No

If yes, please specify how funds will be used.

B. Service Area

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

2. Does this program serve residents of the Village of Arlington Heights? Check one.

- ☐ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project or service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Households Served	Total Arlington Heights Households Served	Total Arlington Heights Households Served by Arlington Heights CDBG Funds
October 1, 2023 – September 30, 2024 (estimated/proposed)			
October 1, 2022 – present (6 months)			
October 1, 2021 – September 30, 2022			

2022 Income Limits (Annual)*

Household Size

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

*2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?
3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

4. Would this program exist without CDBG funding?

(Select one)

- ☐ Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

Full-time:

Part-time:

Volunteers:

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name:

Title:

Phone Number:

Email Address:

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

E. Fees and Funding Sources

1. Describe any fees collected from clients for the program or service for which funding is requested. State “not applicable” if there are no client fees. Any client fees collected must be used for program costs.
2. Describe how client fees are used. State “not applicable” if there are no client fees.
3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2023 – September 30, 2024 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds CDBG	\$	\$
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Total	\$	\$
Please specify:		

4. Will your agency expend \$750,000 or more in Federal funding in its current fiscal year?
(Select one)

☐ Yes
☐ No

Did your agency expend \$750,000 or more in Federal funding in its prior fiscal year?
(Select one)

☐ Yes
☐ No

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	\$	\$	\$
Program Year 2022	\$	\$	\$
Program Year 2021	\$	\$	\$

* Program participation was affected by COVID 19 with homeowners choosing not to have staff or contractors in their homes.

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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

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

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

G. Performance Measurement Systems

1. Project Objectives

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

- ☐ *Creating a Suitable Living Environment*
This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.
- ☐ *Providing Decent Housing*
This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- ☐ *Creating Economic Opportunities*
This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

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

- ☐ *Availability/Accessibility*
This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.
- ☐ *Affordability*
This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.
- ☐ *Sustainability*
This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

2. The following documents must be included with your application:

All Applications:

- ☐ Copy of your organization's submitted 2023 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☐ Proposed agency budget for the next fiscal year, if available
- ☐ Current agency budget
- ☐ Most recent audit (one hard copy)*
- ☐ Most recent A-133 audit, if required
- ☐ Proof of non-profit determination
- ☐ Organizational chart
- ☐ List of members of Board of Directors, if applicable

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

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

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs.

At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

Applicant may attach any additional information at their option.