



Toni Preckwinkle
President
Cook County Board of Commissioners

COOK COUNTY
Bureau of Economic Development
Community Development Block Grant Program
2016 Program Year
Application for Public Services / Planning

Applicant Agency

Applicant's Name and Title
(Chief Executive Officer, Executive Director)

Toni Preckwinkle, President
Cook County Board of Commissioners

Cook County Department of Planning and Development
69 West Washington, Suite 2900
Chicago, Illinois 60602

Susan M. Campbell, Director

March 2016



2016 Community Development Block Grant Program Application

APPLICATION CHECKLIST

The following attachments are required and **must** be submitted as part of this application. Please place a check mark next to each item.

- All required sections of the application are complete.

Non-Profit Agency (Form samples are attached.)

- Resolution and Certification of Resolution – (See Forms A-1 and A-2)
- Estimated Matching Funds Certification - Form B
- List of Board of Directors
- Copy of 501(c)3
- Current Certificate of Good Standing (dated within the last 45 days)
- Copy of Articles of Incorporation or Copy of Amended Articles of Incorporation, if amended, **from the Illinois Secretary of State.**
- Most current Audited Financial Statements – Submit your A133 Single Audit, if applicable. Otherwise, submit your latest audited financials. If you do not have audited financials, you may submit other financial documents for consideration. Audited financials are preferred.

Note: You will lose points for each of the above items that are missing from your submitted application package. For more about application scoring, please see the application guide.

Please return one hard copy of all application materials to the following:

Cook County Department of Planning and Development
Attn: Ms. Sonia Brown
69 West Washington Street, Suite 2900
Chicago, IL 60602

In addition to the hard copy, please submit an electronic copy of the application PDF (as well as any additional pages used to answer application questions) to sonia.brown@cookcountyil.gov

**The deadline for submitting all applications is: Friday, April 22, 2016, 4:00PM
(Applications received after this date and time will not be accepted. No exceptions.)**



2016 Community Development Block Grant Program Application

APPLICANT INFORMATION SHEET

Applicant Name: _____

Executive Director / Chief Executive Officer Name: _____

E-mail Address: _____

Project Manager Name & Title: _____

E-mail Address: _____

Telephone: _____ *Fax:* _____

Applicant Website Address: _____

Total Amount Requested: \$ _____

Total Matching Funds, if
applicable: \$ _____

Matching funds, though not required for CDBG, are encouraged and will be looked upon favorably during application review.

*The signature below must be from the person authorized in the resolution supporting the application.

Signature

Date

Title



2016 Community Development Block Grant Program Application

APPLICANT INFORMATION SHEET CONT'D

2016 PROGRAM YEAR - October 1, 2016 through September 30, 2017
Please complete pages 1 through 17 for each project, as applicable.

Applicant Address: _____

City: _____ Illinois Zip Code: _____
(include full ZIP + 4)

DUNS Number (Required For Funding): _____

FEIN Number: _____ CFDA Number: **14.218**

County Commissioner District #: _____

Project Title: _____

Is this project consistent with [Cook County's 2015-2019 Consolidated Plan](#)? If no, **"STOP"**. Yes No
(See related question on page 6.)

Does the requested CDBG funding replace other funding for the same service(s)? If yes, **"STOP"**. Yes No

Is your agency a faith-based entity? Yes No

Activity Category: (Check One)
____ *Planning Study
____ Public Services

*If Planning Study is selected, you may skip the national objective question on the next page.

If you are interested in applying for an economic development activity, please use the Capital Improvement / Economic Development application.



2016 Community Development Block Grant Program Application

National Objective:

CDBG requires that each activity funded, except for program administration and planning activities, must meet one of the CDBG national objectives. An activity that does not meet a national objective is not compliant with CDBG requirements and is therefore ineligible for funding. Benefiting low and moderate income persons is the relevant CDBG national objective for public service projects. Details about the four ways to qualify under this national objective are included below. Applicants are strongly encouraged to consult the application guide and its links to the CDBG regulations for more detailed information.

Benefit to low- and moderate income (LMI) persons

1. **Area Benefit Activities** benefit all residents in a particular area, where at least **51%** of the people are low- and moderate-income. The service area of the project must be specifically identified and the area must be primarily residential (see the Appendix of the application guide for details).
2. **Limited clientele activities** benefit low- and moderate-income persons without regard to the area being served. At least **51%** of the persons participating in the activity must be low- and moderate-income and the activity must meet one of the following criteria (see application guide for details):
 - **Presumption of low- and moderate-income (“presumed benefit”)**: the activity serves persons who are presumed to be low- and moderate-income: abused children; battered spouses; elderly persons; severely-disabled adults; homeless persons; illiterate adults; persons living with AIDS and migrant workers; or
 - **Income Guidelines**: the activity must have eligibility requirements which limit the activity exclusively to low- and moderate-income persons, or beneficiary income must be documented.
3. **Housing activities** that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by at least 51% low- and moderate-income households.
4. **Job creation or retention activities** designed to create or retain permanent jobs, at least 51% of which (computed on a full-time equivalent basis) will be made available to or held by low- and moderate-income persons.

Does this project meet a National Objective and/or other eligibility requirements, as noted in HUD’s 24 CFR Part 570.201 regulations? (Please refer to the 2016 CDBG Application Guide for details.) If no, **“STOP”**.

Yes

No



2016 Community Development Block Grant Program Application

PROJECT NEED AND JUSTIFICATION

For the questions below, please attach additional pages if needed when providing your answers.

Provide a summary of the program for which funds are requested. Describe the designated service area and beneficiaries, including any criteria for your program. The program must serve Cook County suburbs that do not receive their own CDBG funding – please see the Application Guide for the list of communities that are not eligible.

(Specify municipalities or ZIP codes served, if possible.)

Exact Location/Project Address:



2016 Community Development Block Grant Program Application

Specific Anticipated Accomplishments and Outcome(s) to Be Achieved: Describe the accomplishments and outcome(s) that relate to the overall mission and goals of your agency, including both Short Term [within the grant period] and Extended [possibly beyond the grant period] impacts. *Example: Short Term -Agency ABC will provide 8 hours of Housing Counseling to 24 persons; Extended- Agency ABC anticipates that 15 persons will purchase a home and have the needed tools to maintain home ownership.* Include in your answer how your agency does and/or will measure its impact and desired outcomes. Please be as specific as possible when specifying the metrics used by your agency.

Anticipated Number of Persons to be Assisted

(Please provide a projection for the number of persons to be served)

With NEW access to service or benefit _____

With IMPROVED access to service or benefit _____

Please describe how your agency's proposed program is part of a broader organizational strategic plan or vision. (In addition to your narrative response below, please provide a copy of or a link to relevant plans, pages, etc.)



2016 Community Development Block Grant Program Application

Please describe how your agency's proposed project is consistent with Cook County's new 2015-2019 Consolidated Plan. The plan can be found here: <http://blog.cookcountyil.gov/economicdevelopment/planning-for-progress/>

Are there other agencies in the same service area that provide the same service? If so, what agency/agencies?

CAPACITY AND SKILLS TO EXECUTE THE PROJECT

NEW AND PREVIOUSLY FUNDED APPLICANTS:

Has your agency previously initiated similar projects (whether with CDBG or other funding)? Yes No

If so, please describe the project(s) previously completed and the outcome(s).



2016 Community Development Block Grant Program Application

Complete the following table for **low and moderate income persons** assisted for the primary purpose of the program, excluding complimentary services such as referrals:

	Total Persons Served	Total Suburban Cook County (Non Entitlement) Residents Served*	Total Suburban Cook County (Non-Entitlement) Residents Served by CDBG Funds*
October 1, 2016-September 30, 2017 (proposed)			
October 1, 2015-Present			
October 1, 2014-September 30, 2015			

*Please see the application guide for the list of suburbs that are not eligible.

Explain any major changes in persons served in the above table, if needed:

PREVIOUSLY FUNDED APPLICANTS:

Does your agency have any CDBG project balances, with the exception Yes No of a current Program Year 2015 grant?

If so, please explain why the project(s) currently have balances and the planned steps to expend remaining funds. Please specify expected deadlines for expending the remaining funds.



2016 Community Development Block Grant Program Application

Yes No

Does your agency have any outstanding CDBG performance reports?

If so, please identify the project(s) via project number(s) and explain why the project(s) currently have outstanding performance reports. Cook County maintains reporting records and will be verifying this information. Outstanding performance reports can be submitted with the application, or preferably prior to submission of the application.

Under your most recent CDBG project, did you meet your projections for the anticipated number of persons to be assisted? If not, please explain any variance between your projection and actual performance.

LEVERAGING OTHER FUNDING

Please describe how your agency will leverage other funds, public or private, over the long-term to support similar projects and reduce reliance upon Cook County CDBG funding.



2016 Community Development Block Grant Program Application

COLLABORATION AND INNOVATION

Regional Collaboration

Does your agency's proposed project offer or support a plan for regional or sub-regional collaboration?

- Yes No

Please describe how your agency's efforts are related to regional or sub-regional collaboration.

Innovative/Creative Nature of Proposal

Does your agency's proposed project include innovative aspects?

- Yes No

If yes, please describe the creative elements of your proposal?

Does your agency's proposed project facilitate or foster economic development?

- Yes No

Please describe how your agency's efforts are contributing to economic development.



2016 Community Development Block Grant Program Application

Does your agency's proposed project provide supportive services that address barriers that prevent people from participating in workforce programs (e.g., transportation)?

- Yes No

Please briefly describe these services.

Does your agency provide any workforce development or job readiness services? Do you have any relationship with the Chicago Cook Workforce Partnership or other workforce development providers? If so, please describe your services and relationships.



2016 Community Development Block Grant Program Application

PROJECT ELIGIBILITY

Please see the Application Guide for more information on eligibility.

A. AREA BENEFIT: *(if applicable)*

Total Number of low and moderate-income persons served in area:

Census Tract	Block Group	% Low/Mod Income

(Please see the 2016 CDBG Application Guide for appropriate website links.)

B. LIMITED CLIENTELE BENEFIT: *(if applicable)*

<p>1. Presumed Benefit</p> <p>Qualifying group* _____</p> <p>Number of persons served _____</p>	<p>- OR -</p>	<p>2. Low- and Moderate-Income Persons** Served</p> <p>Moderate-income (61-80% of AMI) _____</p> <p>Low-income (51-60% of AMI) _____</p> <p>Very Low (31-50% of AMI) _____</p> <p>Extremely Low (<30% of AMI) _____</p> <p>Total Served (add above lines) _____</p> <p>Number of Female-Headed Households _____</p>
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*See page 4 for the presumed benefit groups.

**How will income be verified? Check below:

- Income Verification Request Forms *(Attach a sample of the form you will use.)*
- Eligibility Status for other Governmental Assistance program
- Self Certification *(You must request source documentation for 20% of certifications and must inform the beneficiary that all sources of income and assets must be included when calculating annual income)*



2016 Community Development Block Grant Program Application

PROJECT COMPLETION SCHEDULE

Please provide a detailed timeline outlining specific plans for completing this project within the program year (10/1/16 – 9/30/17), including but not limited to social service activities, program outreach, case management, housing counseling, the scope of a planning study, and your completion schedule.

October 2016
November
December
January 2017
February
March
April
May
June
July
August 2017
September (Project Completion, if not earlier)



2016 Community Development Block Grant Program Application

PROPOSED PROJECT BUDGET and FEES (Clarity and Reasonableness of Proposed Costs)

Please complete the following table:

Program Year	Agency Budget	Program Budget	Cook County CDBG Portion
2016 (Proposed)	\$	\$	\$
2015	\$	\$	\$
2014	\$	\$	\$

STAFF SALARIES (5 Person Limit)

Position	(A) Annual Salary	(B) % of time spent on project	(C): (A) multiplied by B) Salary allocated for project	(D) Salary CDBG Portion	(E) Project Match (In-Kind)
TOTAL SALARIES					

Please note: Fringe benefits are no longer applicable.

Enter number in Column B as decimal-Example.10 for 10%.

The salary totals of columns C, D and E should carry over to the appropriate columns on the Public Services line of the next table



2016 Community Development Block Grant Program Application

PROPOSED PROJECT BUDGET (CONT'D)

LINE ITEM BUDGET

Project Activity	CDBG Funds	Matching Funds	TOTAL
Public Services *			
Plans and Studies			
Total Project Activity			

Project Delivery	CDBG Funds	Matching Funds	TOTAL
Office Rent and Utilities			
Postage			
Printing			
Publication/Notices			
Project Travel @ \$0.565 per mile			
Other:			
Total Project Delivery			
Grand Total (Project Activity + Project Delivery)			

Are client fees collected*?

Yes

No

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

If yes, describe how the client fees are used:



2016 Community Development Block Grant Program Application

List all other funding sources received/anticipated for this program for the upcoming year, and also indicate the portion allocated for Cook County (non-entitlement) residents:

Source	Total Funds	Amount Utilized for Cook County (Non Entitlement) Residents
Section 108 Loan Guarantee	\$	\$
CDBG-Capital Improvement Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income(Client Fees)	\$	\$
Other Funding (i.e. donations, fundraisers, etc.) Please Specify	\$	\$



2016 Community Development Block Grant Program Application

APPLICATION RESOLUTION AND CERTIFICATION

Instructions

A sample of the authorizing resolution is included in this application. The person signing the application must be the same person authorized by the resolution.

The resolution must be adopted by your governing body and a **certified** copy submitted with the application. A sample form for certification by non-municipal agencies is included.

An agency seal should be included on both the resolution and the certification. If an agency does not have a seal, please indicate that on the forms.



2016 Community Development Block Grant Program Application

FORM A-1: SAMPLE RESOLUTION Not-for-Profit Organization/Non-Municipal Agency

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of (insert agency name) as follows:

Section 1. That a Request is hereby made to the County of Cook, Illinois for Community Development Block Grant ("CDBG") funds for Program Year 2016 in the amount of \$_____ for the following project(s):

Project: _____ Amount: \$ _____

as identified in agency's CDBG 2016 Program Year application.

Section 2. That the (insert position title of person signing the application) is hereby authorized to sign the application and various forms contained therein, make all required submissions and do all things necessary to complete the application for the funds requested in Section 1 of this Resolution, a copy of which application is on file with the Secretary.

-- Optional --

Section 3. That the (insert position title of person signing the matching funds certification) is hereby authorized to certify that matching funds which have been identified as supporting its projects as set out within its application will be made available upon the approval of the projects by the County of Cook, Illinois or the prorated share thereof.

Dated this _____ day of _____ 2016

By: _____
Print Name – Chairman/President

Signature - Chairman/President

Attest: _____
Print Name – Board Secretary

Signature – Board Secretary

{SEAL}



2016 Community Development Block Grant Program Application

AUDITED FINANCIAL STATEMENTS
(Attach most current.)