



2024
Social Service Grant (SSG)
&
Community Development
Block Grant (CDBG)
Pre-Application Workshop

September 14, 2023

Agenda

I. What's New for 2024

II. City of Naperville Grant Funding Overview

III. SSG - Social Service Grant CY2024

Overview, Eligibility, Requirements, Process

IV. CDBG - Community Development Block Grant PY2024

Overview, Eligibility, Requirements, Process

What's New for 2024?



Same staff contact for both grant programs:

Miranda Barfuss, CDBG Administrator

barfussm@naperville.il.us

630-305-5315 phone, 630-453-7045 cell phone

New Mayor and City Council:

Mayor **Scott Wehrli**, Council Members: **Allison Longenbaugh, Josh McBroom, Nate Wilson**

Same open date, different due dates:

Applications open today – September 14, 2023

SSG Application Due – October 6, 2023 at 5:00 PM

CDBG Applications Due – October 27, 2023 at 5:00 PM



Single Family Home Repair Program

CDBG funded – Rebuilding Together Aurora

Single-Family Home Repair Program

The City of Naperville has contracted with **Rebuilding Together Aurora** to provide no-cost, home safety and accessibility modifications for low-income homeowners. The program is funded through the U.S. Department of Housing and Urban Development (HUD) and the Community Development Block Grant.

- Open to households within the municipal boundaries of the City of Naperville
- Property must be owner-occupied and the primary residence of an elderly person, a person with disabilities, a veteran or children under 18 living in unhealthy or unsafe conditions
- Income must fall within or below 80% of HUD low-income standards
- Homeowner must not be able to do necessary repairs/modifications due to cost or physical constraint

Residents apply to [Rebuilding Together Aurora](#) directly



<https://www.naperville.il.us/government/grants/sf-home-repair-grant/>

City of Naperville Grant Funding

SECA	SSG	CDBG
Stands for: Special Events & Community Arts	Stands for: Social Service Grant	Stands for: Community Development Block Grant
Sponsor: City of Naperville	Sponsor: City of Naperville	Sponsor: HUD
Requirements: Event/Project/ Initiative/Public Art	Requirements: Meets funding priority	Requirements: National Objective/ Eligible Activity/CON Plan
Dates: Jan 1, 2024 – Dec 31, 2024	Dates: Jan 1, 2024 – Dec 31, 2024	Dates: April 1, 2024 – March 31, 2025
Deadline: Fri 09/29/23 by 5 PM	Deadline: Fri 10/06/23 by 5 PM	Deadline: Fri 10/27/23 by 5 PM

**ALL REQUIRE CITY COUNCIL APPROVAL
ALL ARE REIMBURSEMENT GRANTS**

The logo is a square with rounded corners, filled with a light blue color. It features a white stylized tree with three large leaves and a smaller bud-like shape at the top left. The tree's trunk is thick and tapers slightly. To the right of the tree's trunk is a white stylized building with a central tower and a small blue circle on top. Below the tree and building are three white wavy lines representing water. The text "Social Service Grant (SSG) 2024" is centered in a bold, brown font.

**Social Service Grant (SSG)
2024**

SSG Overview & Eligibility

- ✓ **Non-profit 501(c)(3) organization**
- ✓ **Provides services to City of Naperville residents**
- ✓ **Meets an objective of the SSG Program and addresses a perceived need in the community:**
 - ✓ **Emergency Services**
 - ✓ **Seniors**
 - ✓ **Self Sufficiency**
 - ✓ **Special Populations**
 - ✓ **Youth**
- ✓ **Demonstrate a need for City funding and on-going fundraising efforts**
- ✓ **Reimbursement grant**
- ✓ **Program Based – Organizations can submit multiple applications**
- ✓ **Funding Available: \$500,000 (Review Team/ Council Split: \$400K/\$100K)**

SSG Evaluation Criteria

Criteria	Maximum Score	Score
Meets Eligibility Requirements of SSG	10 points	
Addresses Community Need/Project Impact	25 points	
Organizational Capacity/Project Readiness	15 points	
Cost Reasonableness	20 points	
Leveraging Funding	10 points	
Organization Experience/Past Performance	15 points	
Application Completeness	5 points	
Total:	100 points	

	Criteria	Description
1	Meets Eligibility Requirements of the SSG Program – max 10 points	501(c)3 Nonprofit, Benefits Naperville residents Meets an SSG objective
2	Addresses a Documented Community Need/Project Impact – max 25 points	Benefits City of Naperville/Naperville residents Demonstrates need for the service/project Provides clear description and evidence Shows how project will meet goals and objectives Shows how project will expand an existing service or provide a new service Demonstrates collaboration with other agencies and avoids duplicating services
3	Demonstrated Capacity to Complete the Project/Project Readiness - max 15 points	Agency has sufficient experience, resources and staffing to successfully implement the project within a one-year timeframe and manage the grant, including documentation of benefits, compliance and reporting.
4	Cost Reasonableness – max 20 points	Costs of the project are well-documented and justified and will have a clear impact on the identified need. Proposed budget is complete and appropriate. Funding is adequate to complete the project.
5	Leveraging – max 10 points	Applicants has made efforts to secure other funding for the activity.
6	Organization Past Performance – max 15 points	Agency has successful experience managing grant funding for similar projects.
7	Application Completeness – 5 points	Applications that are complete, accurate and thorough will receive 5 points.

SSG Timeline

September 14, 2023	Pre-Application Workshop & Information Session 11:00 AM
September 14, 2023	SSG Applications Available
October 6, 2023	SSG Applications Due by 5:00 PM
October-November 2023	Application Review Team Meets and Allocates \$400K
November 2023	City Council Reviews and Allocates \$100K
December 19, 2023	City Council Reviews and Approves CY2024 SSG Allocations
January 1, 2024	CY2024 SSG Funding Year Begins
December 31, 2024	CY2024 SSG Funding Year Ends

SSG Application

The online application system is Blackbaud Grantmaking Gifts Online. The **2024 SSG Grant Application** is now available on the City of Naperville website:

<https://www.naperville.il.us/government/grants/social-services-grant-fund/>

The screenshot shows a web page for the Social Services Grant Program. At the top, there is a breadcrumb trail: Home > Government > Grants > Social Services Grant Program. The page is divided into three main sections: Grants, Social Services Grant Program, and Previous Awardees. The Grants section lists several programs, with the Social Services Grant Program highlighted. The Social Services Grant Program section features a heading 'Social Services Grant Program' and a sub-heading 'CY24 Important Dates To Remember:'. Below this, there is a list of dates and events: Sept. 14, 2023 - Pre-Application Workshop for SSG and CDBG (11 a.m. Municipal Center - Council Chambers); Sept. 15, 2023 - CY24 funding applications available; Oct. 6, 2023 - CY24 funding applications are due by 5 p.m.; Dec. 19, 2023 - City Council approval of CY24 SSG allocations; and January 2024 - CY24 SSG Program Year begins. Below the list, there are two blue buttons: 'BEGIN A NEW SOCIAL SERVICES GRANT APPLICATION' and 'RETURN TO A SAVED SOCIAL SERVICES GRANT APPLICATION'. At the bottom, there is a paragraph stating: 'As a Social Services Grant (SSG) Grantee, you are required to fill out and submit the following forms below to complete the funding process:'. Below this paragraph, there are two links: 'CI and SS Application Worksheet - Question 4.2 (xlsx document)' and 'CI and SS Application Worksheet - Question 4.3 (xlsx document)'. The Previous Awardees section lists four fiscal years: FY2020, CY2021, CY2022, and CY2023.

Home > Government > Grants > Social Services Grant Program

Grants

- Community Development Block Grant Program
- Social Services Grant Program**
- Single-Family Home Repair Grant Program
- Special Events and Community Arts Program

Social Services Grant Program

CY24 Important Dates To Remember:

- Sept. 14, 2023 - Pre-Application Workshop for SSG and CDBG (11 a.m. Municipal Center - Council Chambers)
- Sept. 15, 2023 - CY24 funding applications available
- Oct. 6, 2023 - CY24 funding applications are due by 5 p.m.
- Dec. 19, 2023 - City Council approval of CY24 SSG allocations
- January 2024 - CY24 SSG Program Year begins

[BEGIN A NEW SOCIAL SERVICES GRANT APPLICATION](#)

[RETURN TO A SAVED SOCIAL SERVICES GRANT APPLICATION](#)

As a Social Services Grant (SSG) Grantee, you are required to fill out and submit the following forms below to complete the funding process:

- [CI and SS Application Worksheet - Question 4.2 \(xlsx document\)](#)
- [CI and SS Application Worksheet - Question 4.3 \(xlsx document\)](#)

Previous Awardees

- FY2020
- CY2021
- CY2022
- CY2023

Getting Started:



Naperville

Contact Us | Exit

Please Sign In

Welcome to The City of Naperville Grant Application System

You may use this system to:

- Start a new application
- Access and continue work on a saved application
- View applications you have submitted
- Submit post-grant summaries or other reports

If you have never used this system, click the New Applicant Link below the e-mail box.

If your organization has used this system before and you have forgotten your information please enter it below.

If you have trouble logging in, please change your password or click the "Forgot Password" link.

Thank You!

E-mail

P

[New Applicants Please Click Here](#)

password?

Login

If you have never used the City's on-line application site before, please click the New Applicants Box

Social Services Grant Eligibility

Sponsoring organization must be a non-profit 501(c)(3) or recognized by the State of Illinois as a non-profit organization. Indicate your sponsoring organization's status.

Select One ▾

The service or benefit provided will meet the objectives of the City's Social Services Grant program.

Select One ▾

An organization must provide services or benefits to the City of Naperville community. Indicate if your services will benefit the City of Naperville Community.

Select One ▾

Can your organization demonstrate a need for City funding?

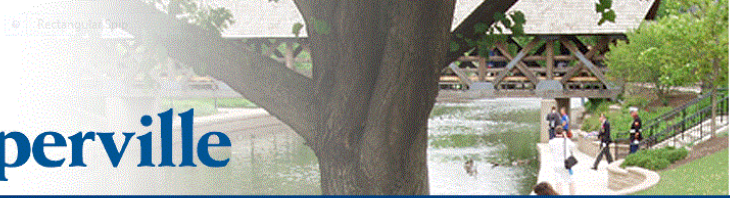
Select One ▾

Can your organization demonstrate on-going fund-raising efforts?

Select One ▾



Naperville



- Before You Begin
- Agency Information
- Project Information
- Target Population
- Agency Capacity
- Project Costs
- Project Site Details
- Certification
- Attachments
- Review My Application

Before You Begin

Printer Friendly Version | E-mail Draft

* Required before final submission

Application Instructions

Please refer to the Social Service Grant Fund Grantees Manual for a complete list of eligibility and application requirements. The manual may be downloaded at <http://www.naperville.il.us/globalassets/media/grants/ssg-grantee-manual.pdf>.

Helpful Tips

- Limit your use of bullets and other formatting.
- You may copy and paste as needed.
- Log into your account at https://www.grantrequest.com/SID_2289?SA=AM? to access saved and submitted requests.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

Save & Finish Later Next



Naperville



- Before You Begin
- Agency Information
- Project Information
- Target Population
- Agency Capacity
- Project Costs
- Project Site Details
- Certification
- Attachments
- Review My Application

Agency Information

Printer Friendly Version | E-mail Draft

* Required before final submission

General Information

* Organization Name	Executive Director/CEO			
<input type="text"/>	<input type="text"/>			
* Tax ID	Tax Status	* Date of Incorporation		
<input type="text"/>	<None> <input type="text"/>	<input type="text"/>		
* Address				
<input type="text"/>				
* City	* State	* Zip Code		
<input type="text"/>	- Select One - <input type="text"/>	<input type="text"/>		
* Phone	Fax Number	Web Address	Prefix	Agency DUNS Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Select One - <input type="text"/>	<input type="text"/>
* Number of Paid Staff	* Number of Volunteers	First Name	Middle Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization Primary Contact

Title	
<input type="text"/>	
Office Phone	Extension
<input type="text"/>	<input type="text"/>

Attachments: Uploading Documents

Required Documentation

All applicants are required to submit the following documentation in addition to the application form. S

To upload a document, click the BROWSE , or CHOOSE FILE button. Locate the document on your comput

* A. Governing Body Authorization

Letter from Agency's governing Board authorizing application for grant funds

Browse...

Upload

* B. Background

Background/Overview of Programs and Services Provided by Agency

Browse...

Upload

Successful Uploads will look like this:

* A. Governing Body Authorization

Letter from Agency's governing Board authorizing application for grant funds

File Name	Uploaded	Size
Block Party memo 3-17-15.docx	8/22/2018	22 KB

Remove

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins

Text64 fx

	A	B	C	D	E	F	G	H	I	J	K	L
1	Applicant Agency Name:	Project Cost										
2												
3	Name of Project/Program:	Grant Funds	Total All Sources									
4												
5	Project Implementation (Direct Project Costs)											
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21	(A) Subtotal Project Implementation:	\$ -	\$ -									



Naperville



Account: broderr@naperville.il.us | [Change E-mail/Password](#)
Last Log in: 8/23/2018 9:01 AM GMT-04:00

[Contact Us](#) | [Exit](#)

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

Applications





The City of Naperville is pleased to provide you with this tool to manage your grant applications.

To review In Progress or Submitted Applications, click the pull down menu to the right.

If you have a report to submit, the Requirements tab will appear above. Click the tab to be taken to the Requirements page.

Show In Progress Applications ▾

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Social Services Grant Application			21508	8/23/2018	Owner	   

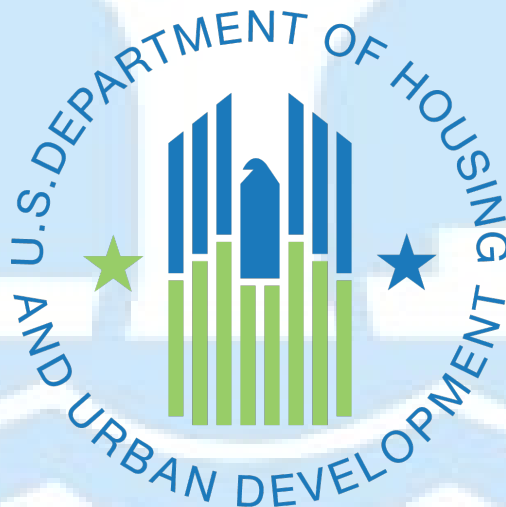


**SSG Applications are due:
Friday, October 6, 2023 by 5:00 PM**

No exceptions, the portal will close

QUESTIONS?

Community Development Block Grant (CDBG) 2024



CDBG Overview & Eligibility

- ✓ **Federal grant sponsored by HUD**
- ✓ **Naperville is an entitlement community**
- ✓ **Awards funds to subrecipients**
- ✓ **Estimated funding is \$535,000 in this year's allocation + prior year funding as available**
- ✓ **Mainly capital projects – public services are capped at 15%**
- ✓ **Must be an Eligible Activity**
- ✓ **Must meet a National Objective**
- ✓ **Must address a priority of our Consolidated Plan**
- ✓ **Must comply with all federal regulations and many administrative requirements**
- ✓ **Reimbursement grant**

Minimum Requirements

- 1) Meets Criteria for *Eligible Activity*
- 2) Meets a *National Objective* of the CDBG Program
 - ✓ Benefits low- and moderate-income residents;
 - ✓ Aids in the prevention or elimination of slums and blight;
 - ✓ Meets urgent community development needs.
- 3) Meets at least one priority of the *Consolidated Plan*
 - ✓ Housing
 - ✓ Homeless
 - ✓ Special Needs
 - ✓ Community Development
 - ✓ Public Services

Project MUST meet all 3 criteria to qualify for funding

CDBG Eligible Activities

- **Acquisition of Real Property – for housing or public facilities**
- **Rehabilitation – for residential and non-residential structures**
- **Construction of Public Facilities and Improvements – includes housing for homeless and people with disabilities, also infrastructure, ADA accessibility, senior and youth centers**
- **Public Services (with restrictions, capped at 15%) – rent assistance, job training, public safety, fair housing, senior services, homeless services, substance abuse counseling, salaries for staff providing direct services to clients**
- **Other Activities - Energy Efficiency, Homeownership Assistance, Economic Development**
- **More information: <https://www.hudexchange.info/programs/cdbg-entitlement/cdbg-entitlement-program-eligibility-requirements/>**

National Objective

3 ways to show Low- and Moderate-Income Benefit:

1) Income Range of Beneficiary:

At least 51% of units, households or persons helped must be considered Low or Moderate Income (0-80% MFI)

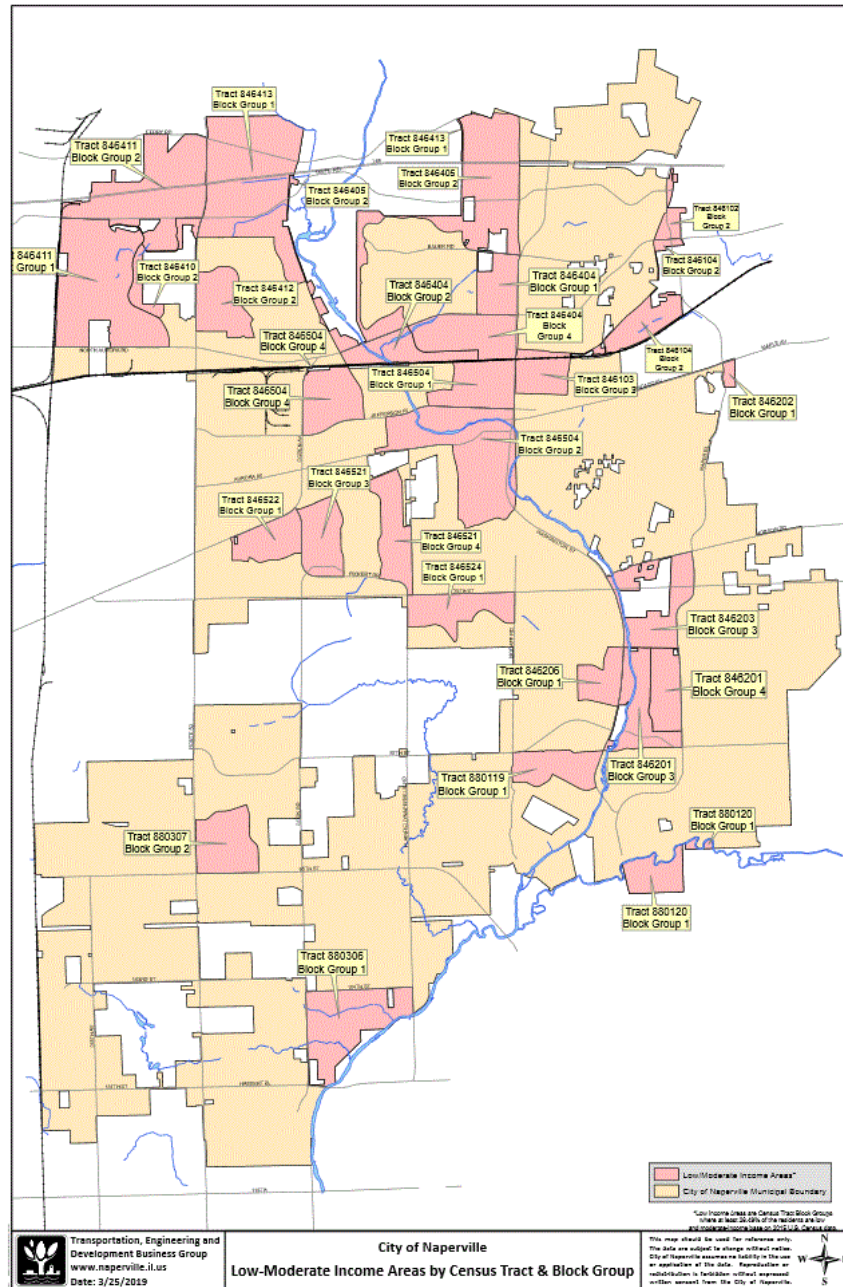
- Extremely Low (0-30% MFI)
- Low Income (31-50% MFI)
- Moderate Income (51-80% MFI)

2) Presumed Benefit:

- Abused Children
- Elderly Persons
- Battered Spouses
- Homeless Persons
- Severely Disabled Adults
- Illiterate Adults
- Persons living with AIDS
- Migrant Farm Workers

3) Low/Moderate Income Area Benefits:

- Low/Mod Area (see map)



Transportation, Engineering and
 Development Business Group
www.naperville.il.us
 Date: 3/25/2019

City of Naperville
Low-Moderate Income Areas by Census Tract & Block Group

*Low Income Areas are Census Tract Block Groups with a 2010 ACS 50% of the Median Family Income at or below the state median.
 The data are subject to change without notice.
 City of Naperville assumes no liability for use or misapplication of the data. Reproduction or modification is forbidden without express written consent from the City of Naperville.

HUD Income Guidelines: Chicago-Joliet-Naperville, IL

Effective June 15, 2023

Household Size	30% of MFI	50% of MFI	80% of MFI
1	\$23,200	\$38,650	\$61,800
2	\$26,500	\$44,150	\$70,600
3	\$29,800	\$49,650	\$79,450
4	\$33,100	\$55,150	\$88,250
5	\$35,750	\$59,600	\$95,350
6	\$38,400	\$64,000	\$102,400
7	\$41,050	\$68,400	\$109,450
8	\$43,700	\$72,800	\$116,500

Consolidated Plan Priority

➤ Housing

- Affordable housing – Low and moderate-income homeowners/renters
- Special needs housing (elderly, disabled, domestic violence, etc.) – Housing and services
- Homeless housing – Homelessness prevention, transitional housing, permanent supportive housing

➤ Non-Housing Community Development

- Infrastructure
- Public and neighborhood facilities
- Handicapped accessible public facilities

➤ Public Services

- Public services, such as food, shelter, medical care, employment services, financial counseling, mental health/substance abuse counseling, etc.

➤ Economic Development

- Assistance to small businesses

Examples of CDBG Projects

- Bathroom and kitchen rehabilitation of transitional housing units for families
- Parking lot rehabilitation for low- and moderate-income senior housing building
- Ramp installation at Community Integrated Living Arrangement (CILA)
- ADA improvements to the Naperville Train Station
- Roof replacement at community living home for abused children
- Hotel acquisition for interim housing center
- Loading dock replacement at food bank
- Boiler replacement at public facility providing job training for adults with autism
- Acquisition of apartment units for severely disabled adults
- Basement remodel to add additional bedroom at CILA
- Rehabilitation to single family homes of low- and moderate-income seniors and families with disabilities
- Emergency financial assistance to prevent homelessness

CDBG Evaluation Criteria

Criteria	Maximum Score	Score
Meets Eligibility Requirements of CDBG	5 points	
Addresses Community Need/Project Impact	25 points	
Organizational Capacity/Project Readiness	25 points	
Cost Reasonableness	20 points	
Leveraging Funding	10 points	
Organization Experience/Past Performance	10 points	
Application Completeness	5 points	
Total:	100 points	

	Criteria	Description
1	Meets Eligibility Requirements of the CDBG Program – 5 points	National Objective Eligible Activity Consolidated Plan Priority
2	Addresses a Documented Community Need/Project Impact – max 25 points	Benefits City of Naperville/Naperville residents Demonstrates need for the service/project Provides clear description and evidence Shows how project will meet goals and objectives Shows how project will expand an existing service or provide a new service Demonstrates collaboration with other agencies and avoids duplicating services
3	Demonstrated Capacity to Complete the Project/Project Readiness - max 25 points	Agency has sufficient experience, resources and staffing to successfully implement the project within a one-year timeframe and manage the grant, including documentation of benefits, compliance and reporting.
4	Cost Reasonableness – max 20 points	Costs of the project are well-documented and justified and will impact the identified need. Proposed budget is complete and appropriate.
5	Leveraging – max 10 points	Applicants has made efforts to secure other funding for the activity.
6	Organization Past Performance – max 10 points	Agency has successful experience managing grant funding and Community Development Block Grant funding.
7	Application Completeness – 5 points	Applications which are complete, accurate and thorough will receive 5 points.

CDBG Timeline

September 14, 2023	Pre-Application Workshop & Information Session 11:00 AM
September 14, 2023	CDBG Applications Available
October 27, 2023	CDBG Applications Due by 5:00 PM
November 2023	Application Review Team Meets and Allocates \$535,000+/-
December-January	Preparation of CDBG Annual Action Plan and Public Comment Period
February 6, 2024	City Council Reviews and Approves PY 2024 CDBG Allocations/Annual Action Plan
April 1, 2024	PY 2024 CDBG Funding Year begins
March 31, 2025	PY 2024 CDBG Funding Year ends

CDBG Application

The online application system is Blackbaud Grantmaking Gifts Online. The **2024 CDBG Grant Application** is now available on the City of Naperville website:

<https://www.naperville.il.us/government/grants/community-development-block-grant-fund/>

Additional attachments required for CDBG:

Beneficiary Income Form
Cost Estimates and Quotes



Thank You!