



# Naperville

## **SOCIAL SERVICE PROJECTS PROGRAM YEAR 2018 GRANT APPLICATION FORMS AND INSTRUCTIONS**

**Applications due: by 12:00 noon on Friday, September 22, 2017**

**Submit to:**

**Ruth Broder, Community Planner/CDBG Coordinator  
400 S. Eagle St., Naperville, IL 60540**

**1 Original, 5 copies, email Application to  
BroderR@Naperville.il.us**

**Social service projects will be funded primarily from the Social Services Grant (SSG) with a small portion funded from the Community Development Block Grant (CDBG). The City of Naperville reserves the right to determine the source of funding for each project based on the project's suitability with the grant requirements.**

The City of Naperville Social Services Grant Program is a city-funded reimbursement program that aims to enhance social service activities for community benefit. The purpose of the fund is to provide necessary financial assistance to municipal and not-for-profit social service agencies. The City of Naperville Social Services Grant Program has \$500,000 available for Program Year 2017 (May 1, 2017 – April 30, 2018).

In addition to SSG funding, some funding for social service programs may be available from CDBG, a reimbursement program funded by the U.S. Department of Housing and Urban Development (HUD) under Title I of the Housing and Community Development Act of 1974, as amended (P.L. 93-383). HUD awards grants to entitlement communities for the purpose of community development activities intended to revitalize neighborhoods, facilitate economic development, and improve community facilities and services. The social service funding amount is based on HUD regulations at 15% of total annual allocation.

### **APPLICATION PROCESS AND REVIEW CRITERIA**

The City of Naperville hosted a **pre-application meeting** on Thursday, August 24, 2017 at 10:00 am in Meeting Rooms A & B, Naperville Municipal Center, 400 S. Eagle Street. PowerPoint slides are available on the City's website at: <http://www.naperville.il.us/government/grants/social-services-grant-fund>

**Eligible applicants for social service projects funding must be:** 501(c)(3) non-profit organizations, government agencies, school districts, and institutions of higher education.

Applicants are required to fill out an application and provide supporting documentation. After the

applications are reviewed by City staff, recommendations will be presented to the City Council who approves the final funding awards. Applications will be evaluated based on the following criteria:

Basic requirements – in the first part of review, the projects will be evaluated in two categories listed below. To qualify, the project needs to meet just one set of requirements.

**I. CDBG Minimum Requirements (Project has to meet all 3 criteria to qualify for funding):**

1. **Meets a National Objective-** The objectives are: (1) At least 51% of the persons benefiting from the activity are low- and moderate-income city residents; (2) The project aids in the prevention or elimination of slums and blight; and, (3) The project meets an urgent community development need.
2. **Meets the Criteria for Eligible Activities** – Eligible activities are listed in CFR 24 Part 507.
3. **Meets at least one priority within the Consolidated Plan** – There are five priority areas: (1) housing; (2) homeless; (3) special needs populations (elderly, people with disabilities, etc; (4) community development, and (5) public services.

If the project does not meet all three basic requirements, it will not be considered for CDBG funding.

**II. SOCIAL SERVICES GRANT (SSG) Minimum Requirements**

1. **Non-Profit/Not-For-Profit 501(c)(3) Organization** - Organization has to provide non-profit determination.
2. **Provides services or benefits to the City of Naperville Community** - The organization may be located in another community; however services funded through the SSG must benefit residents of Naperville directly.
3. **Meets an objective of Social Services Grant Program** - These objectives are: (1) Emergency Services; (2) Seniors; (3) Self-Sufficiency; (4) Special Populations; (5) Youth; (6) Annual Special Funding Goal a) Prescription Drug Abuse Prevention (\$25,000) b) Mental Health Community Awareness (\$25,000); (7) Transportation is a subset for each of the main categories.

If the project does not meet all three basic requirements, it will not be considered for SSG funding.

After meeting requirements for one of the grant criteria, the project will be evaluated according to the following criteria:

1. Project meets minimum requirements of the SSG program (shown above) – The project meets the three minimum requirements described above. (max 10 points).
2. Project addresses a documented community/benefit - The activity will be evaluated in terms of the documentation and justification of the need and anticipated benefit of the activity. Data and statistical information will be highly scored (max 25 points).
3. Cost reasonableness – The activity will be evaluated in terms of 1) impact on the identified need; and 2) its implementation costs and funding request. Evaluation may include the cost incurred per person/per unit and the justification for a particular level of funding (max 20 points).
4. Demonstrated capacity to complete the project/project readiness - Points will be awarded to applicants based on the documentation and information provided showing that the resources needed to manage the proposed activity are available and ready. Points will also be awarded to activities which document that resource, funding, and processes are in place and ready to move forward quickly (max 10 points).
5. Majority of the targeted population is Low/Mod Income – Points will be awarded based on the percentage of people served who are low/mod income (max 10 points)
  - a. 100%-76% of served population is below 80% of MFI 10 points
  - b. 75% - 51% of served population is below 80% of MFI 8 points
  - c. 50% - 26% of served population is below 80% of MFI 5 points
  - d. 25%-1% of served population is below 80% of MFI 3 points
  - e. 0% of service population is below 80% of MFI 0 points

6. Extent which City funds are leveraged with other funding sources - Points will be awarded based on the

applicants efforts to secure other funding for the activity. Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of SS funds requested (max 10 points).

- a. 1:1 or more                      10 points
  - b. 0.75:1                              8 points
  - c. 0.50:1                              5 points
  - d. 0.25:1                              3 points
  - e. Less than 0.25                    0 points
7. Experience and past performance - The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity will be evaluated. In addition, the applicant will be evaluated in terms of past performance with local, state and federal funding programs. Performance will be evaluated on attainment of objectives, expenditure of funds at a reasonable rate, and compliance with the contract (max 10 points).
8. Application completeness - Applications which are complete, accurate and thorough will receive max amount of points (max 5 points).

When final funding allocations are approved by the City Council (anticipated February, 2018), applicants who were awarded funding will be contacted and informed about the next steps.

**FOR HELP OR ASSISTANCE WITH THE APPLICATION, CONTACT:  
Ruth Broder at [broderr@naperville.il.us](mailto:broderr@naperville.il.us) or (630) 305-5315**