



# Naperville

CDBG

## CAPITAL IMPROVEMENT PROJECTS 2017 PROGRAM YEAR GRANT APPLICATION FORMS AND INSTRUCTIONS

**Applications due: by 12:00 noon on Friday, September 30, 2016**

**Submit to:**

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

**1 Original Application Plus 6 copies**

**Capital improvement projects will be funded with the Community Development Block Grant (CDBG).** CDBG is 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). CDBG funds are used for community development activities intended to revitalize neighborhoods, facilitate economic development, and improve community facilities and services. The City of Naperville's allocation for the 2017 program year is projected to be approximately \$450,000.00.

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

The **Pre-Application Workshop and Information Session** will take place at 10:00 a.m., Wednesday, August 31, 2016 in Meeting Rooms A & B at the Naperville Municipal Center, 400 S. Eagle Street, Naperville, IL. All organizations interested in applying are strongly encouraged to attend the pre-application meeting.

**Eligible applicants for capital improvements project funding must be:** 501(c)(3) non-profit organizations, government agencies, school districts, institutions of higher education or, under limited circumstances, for-profit businesses.

For program year 2017 there will be a **minimum project award of \$15,000 per project.** Applications requesting less than the minimum project award amount for capital improvements will be automatically rejected.

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 for approval of the funding awards. Applications will be evaluated based on the following criteria:

**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.

**Project Evaluation Criteria:**

1. Project meets minimum requirements (shown above) – The project meets the three minimum requirements described above. (max 15 points).
2. Project addresses a documented community need/benefit - The activity will be evaluated in terms of the documentation and justification of the need and anticipated benefit of the activity (max 20 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 information provided showing that the resources needed to manage the proposed activity are available and ready, including the ability to meet the required documentation and recordkeeping requirements (max 20 points).
5. Extent to which CDBG funds are leveraged against other funds - Points will be awarded based on the applicant's efforts to secure other funding for the activity (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
6. Experience and past performance - The applicant's experience, 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).
7. Application completeness - Applications which are complete, accurate and thorough will receive the maximum amount of points (max 5 points).

When final funding allocations are approved by the City Council (anticipated January, 2017) and HUD (anticipated March, 2017), applicants who were awarded funding will be contacted and informed about the next steps.

Staff from the City of Naperville will meet with applicants who are awarded funding to discuss the requirements and responsibilities under CDBG including Environmental Review, Procurement Methods, Labor standards, etc. Awarded applicants will be provided with technical assistance if necessary. Applicants are strongly encouraged to familiarize themselves with these requirements before applying.

**FOR HELP OR ASSISTANCE WITH THE APPLICATION, CONTACT:**

Ruth Broder at [broderr@naperville.il.us](mailto:broderr@naperville.il.us) or (630) 305-5315