



Naperville

CDBG-CV Projects: Coronavirus Prevention, Preparation and Response

Application Requirements

Applications Available: August 24, 2020
Applications Due: Friday, September 4, 2020 by 4:00 p.m.

Email PDF to:
Ruth Broder at BroderR@Naperville.il.us
(See full submission instructions on Page 5)

In response to the Coronavirus Pandemic (COVID-19), the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), was passed by Congress and signed into law on March 27, 2020. The CARES Act included supplemental Community Development Block Grant (CDBG) funding to assist communities to prevent, prepare for, and respond to the COVID-19 pandemic. The City of Naperville received \$315,985 in supplemental funding and reprogrammed \$81,000 in annual CDBG funding to COVID-19 response, for a total of \$396,985.

The City of Naperville is seeking 501(c)(3) nonprofit organizations to manage the following public service and public facility projects (public facility projects are directed towards facilities providing housing and/or services to homeless persons, senior citizens and persons with disabilities) that have been approved by the Naperville City Council.

Applicants must submit an application and provide supporting documentation. Successful applicants must demonstrate understanding of the services required and have the management experience, ability and readiness to carry out one or more of the services described in the Project Descriptions below. Applicants must also be willing and able to comply with all applicable CDBG regulations.

Public Service Projects

1. Food Assistance

Minimum Award Amount: \$10,000

Maximum Award Amount: \$60,000

Need: Increases in unemployment and disruptions to income due to the COVID-19 pandemic have caused the demand for emergency food assistance to increase significantly. In response to this need, the City of Naperville is seeking applications from experienced nonprofit organizations to provide food assistance to low- and



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moderate- income households, senior citizens and persons with disabilities or health conditions making them vulnerable to COVID-19 transmission.

Project Description: The organization must provide food assistance to one or more of the target populations described above. The assistance may be through Meals-On-Wheels, food preparation and delivery/pickup of prepared meals or other programs, as described by the applicant. Services must allow the target populations to receive nutritious and appropriate meals and/or food items safely at low or no cost and must provide an increase over existing services.

Experience Required: In addition to the general experience described above, applicant organizations should have experience in food preparation, acquisition and distribution; safe food handling; and ability to work with one or more of the target populations.

2. Rent/Mortgage/Utility Assistance

Minimum Award Amount: \$10,000

Maximum Award Amount: \$50,000

Need: In addition to an increased need for food assistance, unemployment/underemployment due to the COVID-19 pandemic has resulted in an increase in households unable to make rent, mortgage and utility payments. Although unemployment benefits and moratoriums on eviction may have prevented loss of housing and utility services, payment of these costs will eventually become due. To avoid potential evictions, foreclosures and utility shut-offs, the City of Naperville is seeking applications from experienced nonprofit organizations to distribute rent, mortgage and utility assistance to property owners, financial institutions and utilities on behalf of low- and moderate-income households unable to pay these bills due to COVID-19.

Project Description: The organization must provide a maximum of three (3) months of rent, mortgage or utility assistance to low- and moderate-income households. The assistance must be provided to the landlord, mortgage holder and/or utility company on behalf of the household.

Experience Required: In addition to the general experience described above, applicant organizations should have experience in providing temporary financial assistance, conducting income verifications, and have the ability to provide additional services, such as access to benefits counseling, employment counseling, financial planning, housing counseling and other supportive services; and experience working with low- and moderate-income households.



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3. Homeless and Domestic Violence Shelter Assistance

Minimum Award Amount: \$10,000

Maximum Award Amount: \$50,000

Need: Social distancing requirements have resulted in the closure of many temporary housing facilities for homeless persons and victims of domestic violence. At the same time, many providers have reported an increase in calls for domestic violence and housing assistance since the beginning of the COVID-19 pandemic. Organizations providing assistance to these households and individuals have had to rely on hotels/motels at significantly increased costs. The City of Naperville is seeking to assist experienced nonprofit organizations to meet these costs and to provide necessary counseling and case management services to households and individuals impacted by homelessness and domestic violence.

Project Description: The organization must provide a maximum of three (3) months of temporary housing assistance in hotels/motels to homeless persons and victims of domestic violence. The assistance must be paid directly to the hotel/motel.

Experience Required: In addition to the general experience described above, applicant organizations should have experience in working with homeless persons and victims of domestic violence. Assistance should also include additional services such as case management, access to benefits counseling, employment counseling, financial planning, housing counseling, mental health counseling and other supportive services.

4. Small Business Assistance (Prospective Applicants for Small Business Assistance should contact Ruth Broder at BroderR@naperville.il.us or (630) 305-5315 BEFORE beginning an application).

Minimum Award Amount: \$10,000

Maximum Award Amount: \$100,000

Need: Stay-At-Home orders, social distancing requirements and public concern about disease spread have resulted in negative impacts to many small businesses and their employees, including layoffs and reductions in hours. To assist small business, the City of Naperville is seeking applications from experienced nonprofit organizations to propose and manage financial assistance programs for small businesses and microenterprises.

Project Description: The organization must partner with the City of Naperville to provide small business assistance, in the form of grants or loans, to one or more of the target populations described above. Projects must be designed to create or retain low- and moderate-income jobs and/or support microenterprises (business with 5 or fewer employees).



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Experience Required: In addition to the general experience described above, applicant organizations should have experience providing small business services, including marketing, underwriting and managing grant funding.

5. Other Public Services

Minimum Award Amount: \$10,000

Maximum Award Amount: \$76,985

Need: Unemployment/underemployment, disruption of normal routines and social isolation have resulted in an increase in the need for a variety of social services, especially for low- and moderate-income households, senior citizens, persons with disabilities and youths. This category will prioritize 1) Employment Counseling/Job Training, 2) Mental Health/Substance Abuse Counseling, and 3) Child Care Assistance.

Project Description: The organization must provide one of the above public services.

Experience Required: In addition to the general experience described above, applicant organizations should have experience in providing the services described, working with low- and moderate-income populations and populations with special needs, coordinating and collaborating with other public service providers, and the ability to comply with applicable CDBG regulations.

Public Facility Projects

Minimum Award Amount: \$15,000

Maximum Award Amount: \$60,000

Need: Facilities providing housing and/or services to persons with disabilities, homeless persons and low- and moderate-income senior citizens face special challenges in mitigating the impacts of COVID-19.

Project Description: Projects may include capital improvements to prepare for, prevent and respond to disease spread, including improvements designed to improve internet access.

Experience Required: Applicants will consist of direct providers of housing and/or services for the target population groups.



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Other Requirements

1. Successful applicants will be required to deliver services to Naperville residents in coordination with the City of Naperville City Clerk's Office. CDBG-CV grantees will have until December 31, 2021 to complete their programs.
2. All projects must be CDBG-eligible and delivered in compliance with CDBG regulations, 24 CFR Part 570 and 2 CFR Part 200.
3. All projects must meet a National Objective of the CDBG program, either by providing services to low- and moderate-income individuals or households; assisting job creation/retention by low- and moderate-income persons; by providing services to populations presumed to be low- and moderate-income, including abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults and persons with AIDS.
4. Applicants must demonstrate how funds will be used to prevent, prepare for, and respond to COVID-19.
5. Public Service projects must provide for a new or increased level of a public service.
6. Projects must not duplicate services or funding available from other sources, including local governments.
7. Funding will be provided on a cost reimbursement basis. However, eligible CDBG expenditures incurred as of March 1, 2020 used to prevent, prepare for, or respond to COVID-19, and paid for with non-federal funds, may be eligible for reimbursement with CDBG-CV funding with approval from the City of Naperville.
8. Eligible costs may include, but are not limited to, salaries/benefits; equipment, materials and supplies needed to provide a public service or conduct a business; emergency grant payments for no more than 3 consecutive months paid to a provider on behalf of an individual or family including rent, utility or food assistance; grab and go/delivery meal programs; and support of other COVID-19 response services. A full list of eligible expenses can be found in 2 CFR Part 200 and Title 24 Code of Federal Regulations, Part 570.



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Application Submission Requirements

Applications Available Online	August 24, 2020
Application Deadline	September 4, 2020 4:00 p.m., CST
Applicant Notification	Week of September 14, 2020
Request for City Council Approval	October 6, 2020
Agreements Signed	TBD ASAP – December 31, 2021

1. **Submission:** The application is a Microsoft Word Fillable Form. Applicants should complete the application in MS Word and save the final version as a PDF, together with required supporting documents. The PDF should be emailed to Ruth Broder, Community Grants Coordinator, at BroderR@Naperville.il.us by **4:00 p.m., Friday, September 4, 2020**. Applicants will receive a confirmation email. Late submissions will not be accepted.
2. **Applications for More than One Project Type:** Agencies may apply for more than one project type, but must submit separate applications for each. Applicants for Small Business Assistance should contact Ruth Broder at BroderR@naperville.il.us or (630) 305-5315 before beginning an application.
3. **Supporting Documents:** The following supporting documents should be included with the submitted Application:
 - 501(c)(3) documentation
 - Most Recent Agency Operating Budget
 - Most Recent Auditor’s Report or Financial Statements
 - Current List of Board Members
 - CEO Letter or Board Authorization for Application (signed by Executive Authority)
4. **Scoring Criteria:** Applications will be rated on the basis of the following criteria:

<u>Application Category</u>	<u>Points</u>
Project Description	10
Need for Project/CDBG-CV Funds	25
Organizational Experience	25
Readiness to Proceed	25
Project Budget	10
Application Completeness	5
TOTAL	100

QUESTIONS? Contact Ruth Broder, Community Grants Coordinator, at BroderR@Naperville.il.us or (630) 305-5315