CDBG/SSG Pre-Application Meeting

October 8, 2020

Applications

✓ **Two Types of Applications:**

CI: **C**apital **I**mprovement projects
   funded by CDBG <u>only</u>

SS:Social **S**ervice projects
   funded by CDBG <u>or</u> SSG – Review
   Committee will make the determination

✓ **Applications completed online:**
   ➤ **Opening:** 12:00 noon, Friday, October 8, 2020
   ➤ **Deadline:** 12:00 noon, Friday, November 6, 2020

What's New for CDBG?

➢ **New Consolidated Plan 5-Year Cycle:**
- ❖ PY 2020 to PY 2024: April 1, 2020 – March 31, 2025
- ❖ New Priorities

➢ **CARES Act – CDBG-CV Supplemental Funds**
- ❖ **NOT** related to regular PY 2021 Allocation
- ❖ Separate Application and Award Process
- ❖ Must be Used to **PREPARE FOR, PREVENT or RESPOND to** Coronavirus
- ❖ Received $315,985 so far, additional $700,000 to be added
- ❖ Supplemented with $81,000 in unspent funds
- ❖ First allocation used for Rent/Utility Assistance, Emergency Shelter, Food Assistance, Mental Health and Job Counseling, Reducing Digital Divide and Small Business Assistance

Grants Background

CDBG

Name: Community Development Block
                     Grant
Sponsor: U.S. Dept of Housing & Urban
                     Development (HUD)
Requirements: National Objective/Eligible Activity
Dates: April 1, 2021 – March 31, 2022
Funding: 2019: $541,270
                     2020: $537,144
                     2021: Est. $530,000 (+ prior year)

Capital Improvement (CI) Projects

Capital Improvements are physical improvements, such as rehab, construction or acquisition of property.

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; and,**
- ✓ **Meets urgent community development needs.**

3) **Meets at least one priority of the *Consolidated Plan***

Project MUST meet all 3 criteria to qualify for funding

1) Eligible Activity:

- **Acquisition of Real Property –** for housing or public facilities

- **Public Facilities and Improvements –** includes housing for homeless and people with disabilities, also infrastructure, handicapped accessibility, senior and youth centers

- **Rehabilitation –** can be Single-Family/Multi-Family, Renter/Owner

- **Public Services (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 – downpayment (50%), closing costs, etc./Economic Development

- **More Info at:** http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17133.pdf

2) National Objective:

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

1) <u>Income Range of Beneficiary:</u>

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) <u>Presumed Benefit:</u>

- Abused Children
- Battered Spouses
- Elderly People
- Homeless People

- Illiterate Adults
- People living with AIDS
- Migrant Workers
- Severely Disabled Adults

3) <u>Low/Moderate Income Area Benefits:</u>

- Low/Mod Area (see map)

HUD Income Guidelines: Chicago-Joliet-Naperville, IL

07/01/20			
Household Size	**30% of MFI**	**50% of MFI**	**80% of MFI**
1	$19,150	$31,850	$51,000
2	$21,850	$36,400	$58,250
3	$24,600	$40,950	$65,550
4	$27,300	$45,500	$72,800
5	$29,500	$49,150	$78,650
6	$31,700	$52,800	$84,450
7	$33,900	$56,450	$90,300
8 and more	$36,050	$60,100	$96,100

City of Naperville
Low-Moderate Income Areas by Census Tract & Block Group
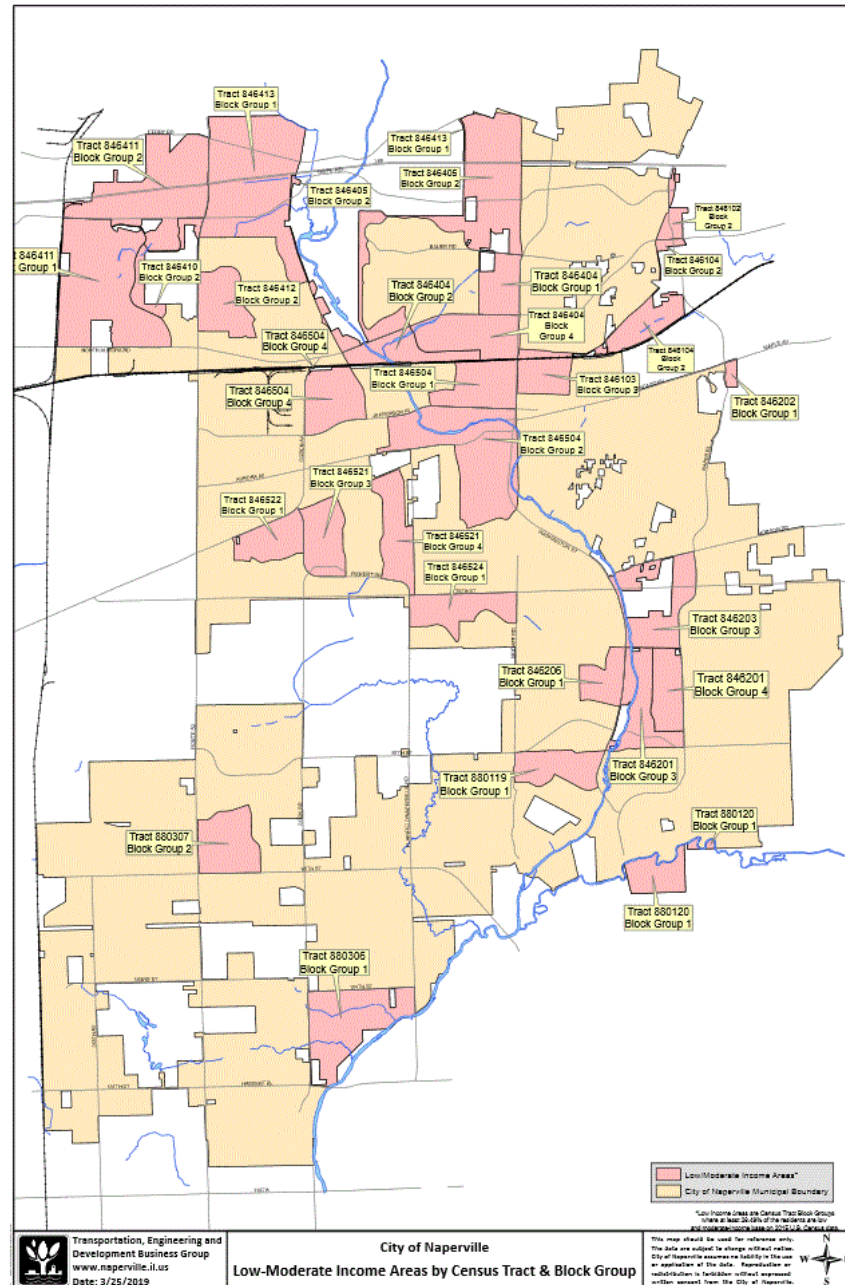
3) Consolidated Plan Priority:

➢ **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**

What's New for SSG?

- **New Administrator:**
  - ❖ Gina Nelson, City Clerk's Office

- **New Grant Year:**
  - ❖ January 1, 2021 – December 31, 2021

Grants Background

SSG

Name: Social Services Grant
Sponsor: City of Naperville
Requirements: Funding Priority
Dates: January 1, 2021 –
                    December 31, 2021
Funding: $500,000

Social Service (SS) Projects

Basic Requirements

1) Non-profit/not-for-profit 501(c)(3) organization
2) Provides services or benefit to City of Naperville Community
3) Meets an objective of the Social Services Grant Program
- **Emergency Services;**
- **Seniors;**
- **Self-Sufficiency;**
- **Special Populations;**
- **Youth;**
- **Transportation is a subset for each of the main categories.**

- Projects that meet CDBG minimum requirements may be considered for CDBG funding as public services (subject to 15% cap).

Additional Funding Goals

A total of $50,000 is allocated to:

- **Mental Health Community Awareness**

  <u>and</u>

- **Substance Abuse Education/Prevention**

Projects qualifying under additional funding goals will be evaluated only under the SSG program.

Evaluation Criteria for Both Applications

Meets Minimum Requirements of CDBG/SSG Program

- **SS/CI – 10 points**

  CI   **Meets minimum requirements for CDBG**
  - ✓ *Eligible Activity*
  - ✓ *National Objective (Low-Mod Benefit)*
  - ✓ *Consolidated Plan Priority*

  SS   **Meets minimum requirements for SSG**
  - ✓ *501(c)(3) Nonprofit*
  - ✓ *Benefits Naperville Residents*
  - ✓ *Meets SSG Objective*

  Up to 10 extra points for Low-Mod Benefit
  - ✓ 100% - 76% of served population is below 80% of MFI   10 points
  - ✓ 75% - 51% of served population is below 80% of MFI   8 points
  - ✓ 50% - 26% of served population is below 80% of MFI   5 points
  - ✓ 25% - 1% of served population is below 80% of MFI   3 point
  - ✓ 0% of service population is below 80% of MFI   0 points

Project Addresses Documented Community Need/Project Impact

- ## SS/CI – 25 points
    - ✓ *Benefits City of Naperville/Naperville Residents*
    - ✓ *Demonstrates Need for this Service/Project*
    - ✓ *Provides Clear Description and Evidence*
    - ✓ *Shows how Project/Service will meet Goals and Objectives*
    - ✓ *Shows how Project will expand an Existing Service of provide a New Needed Service*
    - ✓ *Demonstrates Collaboration with other Agencies to avoid Duplication of Services*

Cost Reasonableness

- **SS/CI – 20 points**
  - ✓ *Impact on the identified need*
  - ✓ *How project costs and funding request were determined (quotes, estimates, etc.)*
  - ✓ *Why do you consider the cost of this project to be reasonable?*
- **Other indicators of cost reasonableness:**
  - ✓ *Detailed budget*
  - ✓ *Good fit with Agency's overall operating budget*
  - ✓ *Is adequate funding secured?*

Demonstrated Capacity to Complete the Project/Project Readiness

- **CI – 25 points SS – 15 points**

  Does the Agency have the ability to complete project within the timeframe with resources needed? Is the project ready to go as soon as funding is awarded?

- **Indicators of project readiness:**
  - ✓ *Staff Skills and Experience*
  - ✓ *Financial Resources*
  - ✓ *Detailed project description/program guidelines*
  - ✓ *Project Schedule/Ability to complete the project within a year*
  - ✓ *Project sustainability*
  - ✓ *Ability to maintain records and meet contracting and reporting requirements*

Leveraged Funds

Ratio of matching funds to amount requested	SS	CI
1:1 or more	10 points	10 points
0.75:1	8 points	8 points
0.50:1	5 points	5 points
0.25:1	3 points	3 points
Less than 0.25	0 points	0 points

Source of funds		
Source	Amount	Type (grant, loan, etc.)
1.		
2.		
Total Project Cost:		

Experience and Past Performance

- **SS/CI – 10 points**
  - ✓ *Past performance managing grant funding*
  - ✓ *Experience with similar projects*

- **CI - highlight any experience you have with CDBG and federally funded grants**

Application Completeness

- **SS/CI – 5 points**
  - ✓ *All questions completed*
  - ✓ *All Supporting Documentation included*

Using the Online Application System

How to Start a New Application

➢ **Links to the applications will be on the City's website:**

➢ **SSG webpage:**

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

➢ **CDBG webpage:**

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

Getting Started:

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 must meet the objective of the City's Social Service program and address a perceived need or problem in the community. Priority will be given to activities that benefit low- and moderate-income persons.

-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?
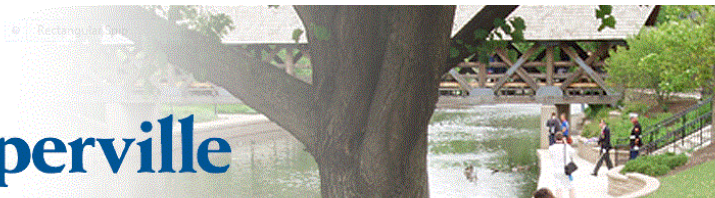
-Select One- ▾

Before You Begin

✱ 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
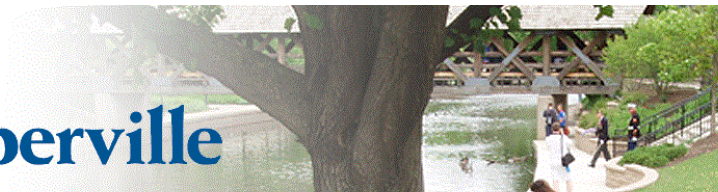
Agency Information

* Required before final submission

General Information

* Organization Name

Executive Director/CEO

* Tax ID

Tax Status
<None>

* Date of Incorporation

* Address

* City

* State
- Select One -

* Zip Code

* Phone

Fax Number

Web Address

Prefix
- Select One -

Agency DUNS Number

* Number of Paid Staff

* Number of Volunteers

First Name

Middle Initial

Last Name

Organization Primary Contact

Title

Office Phone

Extension

Before You Begin

✳ Required before final submission

Application Instructions

CDBG funds may be used for activities that include, but are not limited to:

• Acquisition of real property;

• Relocation and demolition;

• Rehabilitation of residential and non-residential structures;

• Construction of public facilities and improvements, such as water and sewer facilities, streets, and neighborhood centers;

• Public services, within certain limits;

• Activities related to energy conservation and renewable energy resources; and

• Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities

Please refer to http://www.naperville.il.us/government/grants/community-development-block-grant-fund/.

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

2019 CI/SS Application
Question 4.2

Source of Funds		
Source:	**Amount:**	**Type:** (Examples: grant, loan, resricted donation, etc.)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Project Cost:	**$**	

Add footer

Step 1: Uploading Documents

2.3. Indicate number of Naperville residents that are expected to benefit from your project by income range. Indicate either individuals or households. What percentage (%) of total households served by the project are Naperville residents?

Worksheet is available at http://www.naperville.il.us/government/grants/social-services-grant-fund/.

[Browse...]

[Upload]

Click on the link to get the worksheet

Step 2: 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 compu...

*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

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	👤＋ 👁 🗑 💬

Important! To Return to An Application, Use the Correct Link:

- To Log back into your account go to: https://www.grantrequest.com/SID_2289?SA=AM? to access saved and submitted requests. If you don't use this link, you will create new applications and won't be able to find your saved applications.

FAQ

➢ **Can we apply for both grants?**
➢ **What is the minimum/maximum amount we can apply for?**
  ▪ **CI – recommended minimum: $15,000**
  ▪ **SS – recommended minimum: $4,000**
➢ **What is DUNS #?**
  ● **DUNS Lookup: https://www.dnb.com/duns-number/lookup.html**
  ● **Get DUNS: https://www.dnb.com/duns-number/get-a-duns.html**

Next Steps

➢ **Application Deadline – Noon, Friday, November 6th**

➢ **City Council Workshop – ???**

➢ **Final City Council Approval – ~February, 2021**

Technical Assistance

➢ Register online ASAP.

➢ CDBG applicants <u>strongly</u> encouraged to schedule a pre-application meeting.

➢ All applicants are welcome to schedule technical assistance meetings.

➢ For questions or meetings please contact:

CDBG: Ruth Broder, BroderR@Naperville.il.us, (630) 305 – 5315

SSG: Gina Nelson, NelsonG@Naperville.il.us, (630) 420 - 6654

Thank You!