



**City of Waukegan**  
**Community Development Block**  
**Grant**  
**Program Year 2024**

# **APPLICATION**

and information for

**ECONOMIC DEVELOPMENT ACTIVITIES**

**APPLICATION DUE**

**December 11, 2023, 4:00pm**

City of Waukegan, CDBG Department  
100 Martin Luther King, Jr. Avenue – 3<sup>rd</sup> Floor  
Waukegan, IL 60085  
Phone (847) 599-2530  
[CDBG@waukeganil.gov](mailto:CDBG@waukeganil.gov)

# **CITY OF WAUKEGAN**

## **CDBG SUPPLEMENTAL INFORMATION**

### **Application Process**

The City of Waukegan Community Development Block Grant (CDBG) Department is accepting applications for funding from City Departments and public and private non-profit agencies. Funding is limited, therefore applications are carefully reviewed and grant awards are based on the proposal's ability to address the identified priority needs (detailed in the Consolidated Plan and Annual Action Plans), how the proposal fits into the City's needs and strategies identified in the Consolidated Plan, the City's approved Comprehensive Plan and proposal's logic and merit, qualifications of the applicant, compliance with (National Objectives) federal regulations and other appropriate factors. Funding is not guaranteed to any agency. Past receipt of a CDBG grant does not guarantee, nor should it be interpreted as a commitment of ongoing financial support. Applicants should seek out as many different funding sources as possible and not become largely dependent on federal funding. Highly leveraged projects are viewed favorably and strongly encouraged. Applications not meeting the criteria listed above will not be considered for funding. After the initial approval process has been completed, all applicants will be notified in writing of their status. Once CDBG funds are available (always after May 1 and sometimes as late as November), successful applicants will receive subrecipient agreements that specify special grant conditions and terms. Agreements must be signed prior to initiation of the project or any release of funds. No project costs may be incurred prior to CDBG authorization. Projects may not begin prior to our notification that funds are available. Projects initiated prior to our authorization will not receive allocated funds and may jeopardize future funding opportunities. All funds will be released on a schedule established by CDBG. CDBG staff reserves the right to monitor all subrecipient files related to funded projects. Subrecipients are expected to keep complete, accurate and current records for these projects. Progress reports will be submitted on a schedule established by CDBG but not less than once each quarter.

The Waukegan Community Development Block Grant office reserves the right to reject any or all applications received and to negotiate or to cancel, in whole or in part, any application or grant award. Costs incurred in the preparation of applications are not reimbursable under this program nor may they be included as project leveraging.

### **Who Can Apply?**

Applications will be accepted from local nonprofits and government agencies that have been in operation for at **least one year**. Departments of the City of Waukegan shall be considered individual units of government for application purposes and are eligible to apply on their own behalf (**Please see CDBG staff before applying**). This program is designed to fund particular projects in Waukegan that benefit Waukegan residents and will be undertaken by local organizations. CDBG funds are not intended to be used as a source of general operating funds for any organization, direct project cost only.

### **Eligible Projects**

Projects that can be carried out with block grant funds include those items listed in the Consolidated Plan as priority goals for the Community Development Block Grant Department. Types of activities that are generally **ineligible** include: buildings for the general conduct of government, general government expense, political activities, purchase of construction or fire protection equipment, purchase of furnishings and personal property, operating and maintenance

expenses for public facilities, income payments and construction of new housing and other facilities offering 24-hour care (except as allowed by 1990 Housing Act amendments). In addition, in accordance with First Amendment Church/State Principles, as a general rule, CDBG assistance may not be used for religious activities. Thus, funds may not be used for any activities of a religious nature or activities with religious components. *Waukegan CDBG will not fund an agency's general operating costs. Expenses must be linked with a particular activity, direct project cost.*

**The minimum funding limit is \$10,000 and the maximum funding limit is \$100,000.**

## **Additional Information**

### **National Objectives**

All projects funded with Waukegan CDBG funds must meet the CDBG National Objective of Benefit to Low Income Persons {Extremely Low (0 -30% of median income), Very Low (31-50%), and Low Income (51-80%)} or the Prevention or elimination of slums and blight. These benefits can take place either as an Area Benefit Activity or as a Direct Benefit Limited Clientele Activity.

**Area Benefit Activities** serve areas delineated by the applicant where a majority of the residents are low income persons. Such areas can be documented through either of two methods: 1) Census Block Groups in the delineated area are defined by the most recent U.S. Census as containing more than 51% low income residents, or 2) An approved income survey in the delineated area finds more than 51% of the residents to be at or below the HUD-defined current low income levels. In determining whether an activity will actually benefit low income persons, the net effect of the completed activity shall be considered. Mere location of an activity in a low income area, while generally a primary consideration, does not conclusively demonstrate that the activity benefits low income persons.

**Direct Benefit Limited Clientele Activities** are those that benefit a limited clientele, at least 51% of whom are low income persons. To qualify under this paragraph, the activity must meet one of the following tests: 1) Benefit a clientele presumed by HUD to be principally low income persons (groups meeting this criterion are: abused children, battered spouses, elderly persons, disabled persons, homeless persons, illiterate persons and migrant farm workers); 2) Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the low income limit; 3) Have income eligibility requirements that limit the activity exclusively to low income persons; or 4) Be of such nature and be in such location that it may be concluded that the activity's clientele will primarily be low income persons. Additional projects eligible under Limited Clientele Activities are special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly or disabled persons in publicly owned and privately owned non-residential buildings, facilities and improvements in order to be in compliance with the Americans with Disabilities Act.

All projects will also be required to provide a minimum of 25% of the project costs as leverage or match. This match must be monetary and sources must be identified. In-kind contributions (with monetary value specified) may be included as additional leverage, above and beyond the required 25%. Costs incurred in preparation of applications for funding are **not** allowable as leverage.

Some factors (in no particular order) that will be considered in selecting projects to be funded include:

- How well does the proposal address the identified goal (detailed in the Consolidated Plan and Annual Action Plans)?
- Does the proposal have logic and merit?
- What are the qualifications of the applicant?
- What is the applicant's past performance with this project and with CDBG?
- Is the project in compliance with Federal regulations?
- Does it address areas of greatest need?
- Is there consultation and collaboration with other agencies?
- Does it include agency investment in working specifically with Waukegan residents?
- Does it address more than one community need?
- Is the agency's outcome(s) clear and concise?

## **INSTRUCTIONS FOR APPLICATION**

**Each eligible applicant is limited to one competitively pointed application per program year.**

### **1. Economic Development Projects**

Units of local government and public and private not-for-profit entities may apply for funding for economic projects. Departments of the City of Waukegan shall be considered individual units of government for application purposes and are eligible to apply for CDBG funding on their own behalf.

- Microenterprise Assistance
- Commercial Rehabilitation
- Public Services

### **Federal Requirements for Economic Development Projects**

- Environmental Review
- Davis Bacon
- Audit
- Access to Records
- Conflict of Interest
- Contract Work Hours & Safety Standards Act
- System Award Management

Note: Illinois Prevailing Wage rates apply.

### **Activity to be funded**

1. The applicant shall fully describe the activity for which it is requesting funding and shall describe the need for the project and the project beneficiaries. Documentation must be provided for the projected number of low-income beneficiaries (e.g., a designated geographical area for a public facilities project, supported by a map).

2. Explain the Consolidated Plan priority identified addressed by the proposed project and how the proposed activity is to be coordinated with other activities in the community.
3. The applicant must explain why CDBG funds should be utilized in implementing the proposed activity. Present complete information describing other funding sources.
4. Applicant shall identify the person responsible for implementing the project. The applicant shall also specify if it needs assistance in implementing the project and where such assistance will be obtained (e.g., consultants, contractors or local governmental agencies).
5. The applicant shall specifically state the maximum time anticipated to complete the activity, including estimated start and end dates.
6. The application shall contain a complete explanation of the steps involved to complete such activity (bar charts, graphs and/or narratives). Note: maximum time allowed to complete any project is 18 months from the distribution date of the Subrecipient Agreement.
7. The applicant shall describe the anticipated accomplishments of the project in concrete, measurable terms. The information in this section will provide a quantitative basis for performance-based monitoring of the Subrecipient's progress.

### **National Objective Compliance**

All projects must comply with the National Objectives. Please identify which national objective corresponds with your project:

- Benefit low to moderate income persons
- Prevent or eliminate slum and blight
- Meet an urgent need

### **Additional Questions**

The applicant shall provide a detailed explanation in addressing blight, design and development, job creation or retention.

### **Project Budget**

The applicant shall provide a detailed budget describing how the CDBG and other funds will be spent in connection with the proposed activity. The information in this section will provide a quantitative basis for performance-based monitoring of the Subrecipient's expenditures and progress.

### **Leverage**

Applicants are required to **leverage at least 25% of the total project cost**. For purposes of the CDBG program, leveraging is defined as any funds or resources, other than CDBG, HOME funds, offered by the applicant toward the successful completion of the proposed project. CDBG funds, including previously awarded CDBG funds, may not be included in an applicant's promised leveraging.

Costs incurred in the preparation of applications are not reimbursable under this program nor may they be counted as project leveraging.

## Agency Certification

Applicants are to complete the form regarding information about their current board members.

## Filing Procedures/Deadline

**Application Due Date – Monday, December 11, 2023 by 4:00pm.**

Agencies may only submit **one** application for funding to Waukegan CDBG each year.

For projects that service clientele from both Waukegan and other communities, the applicant must be able to document the total number of clients served and the number who reside in Waukegan. In addition, the percent of benefit to clients from Waukegan must be equal to or greater than the percent of project cost funded by CDBG.

Any entity or organization with a religious affiliation must provide a statement of the religious influence on the provision of the project for which funds are requested. Funds **may not** be used for any projects of a religious nature or projects with religious components.

All applications must be complete, demonstrate administrative capacity of the applicant to complete the project, address a stated goal and meet eligibility and National Objective requirements as described. Applications not meeting this criterion **will not** be considered for funding.

## Physical & Electronic Submission of Application and Attachments

- **1 physical original print (with attachments) plus 8 additional copies (no attachments)**
  - **3-holes punched down the left-hand side**
  - **One-sided applications ONLY. Double-sided applications will NOT be accepted**
  - **Hand Delivered or Mailed to:**  
**CDBG Department, Waukegan City Hall**  
**100 N. MLK Jr. Ave., 3rd Floor**  
**Waukegan, IL 60085**
- **1 electronic version of application AND attachments emailed to:**  
[cdbg@waukeganil.gov](mailto:cdbg@waukeganil.gov)
- **NOTE: Both the physical & electronic version of the application must be submitted to qualify for the City of Waukegan CDBG Program funding**
- **Applicants must submit the following Agency Attachments:**
  - State of Illinois Certificate of Good Standing**
  - UEI and SAM Registration**
  - IRS Letter (Non-Profits)**
  - Location Maps/Photos**
  - Agency Audit**
  - Project Schedule**

- Procurement plan (if applicable)
- Photos, maps or renderings (if available)
- Professional (architect or engineer) cost estimates (if applicable)

### UEI and SAM registration

- All applicants are required to obtain UEI (Unique Entity ID) through SAM registration. If they have not already done so, and complete or renew their registration in the federal System for Award Management ([www.sam.gov](http://www.sam.gov)).

No application revisions or additions will be allowed after the stated deadline. Allow sufficient time to complete the application and have it double checked by another member of your staff prior to submission. **No applications will be accepted after the stated deadline, regardless of circumstances, 4:01pm is considered late.**

CDBG staff is available during regular business hours (8:00am to 5:00pm) to provide technical assistance to any applicant. We are available to answer both general application questions and questions specific to the project for which you are completing an application. If you wish to make an appointment, it is recommended that you schedule early in the process to allow sufficient time to complete the application and not take the chance of running out of time to complete the application. Depending on staff schedules, appointment times may fill quickly. If you make a technical assistance appointment, please be sure you have read the application and have prepared specific questions. Individual technical assistance appointments with CDBG staff can be made by calling (847) 599-2530, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Applications must be complete when submitted. Incomplete applications will **not** be reviewed for funding. No changes of information or additional information will be accepted after the designated deadline date, unless requested by Community Development staff for clarification purposes. Applicants are encouraged to contact Community Development staff prior to submission of their application if there are additional questions.

Acceptance of the application does not obligate the City to fund the application, nor does it guarantee that the application as submitted is complete.

### Review and Evaluation Process

All complete applications submitted on time will be subject to review and evaluation by the CDBG staff and Stakeholder Participation Panel. The screening and review process for the program is designed to ensure that CDBG funds are awarded to applicants that demonstrate the need for financial assistance and have a well-designed project. The actual number and types of awards will be subject to available funding. The City and their representatives make the final determination of grant award and amount of funds awarded.

The City retains the right to reject any or all applications received, and to negotiate or to cancel in part, or in their entirety, grant awards.

### CDBG Timeline

- Applications Due: Monday, December 11, 2023
- CDBG 2024 Economic Development Application Review will be held: January – February 2024
- 2024 Annual Action Plan Public Hearing#1 and presentation to the City Council:

March - April 2024

- 2024 Annual Action Plan Public Hearing #2 and approval by City Council: April- May 2024