

City of Waukegan Economic Development Grant Application Workshop

CITY OF WAUKEGAN



**Community Development
Block Grant Program**



October 13, 2023



Please type your name, agency, and email address in the chat box. We will be using this for attendance.

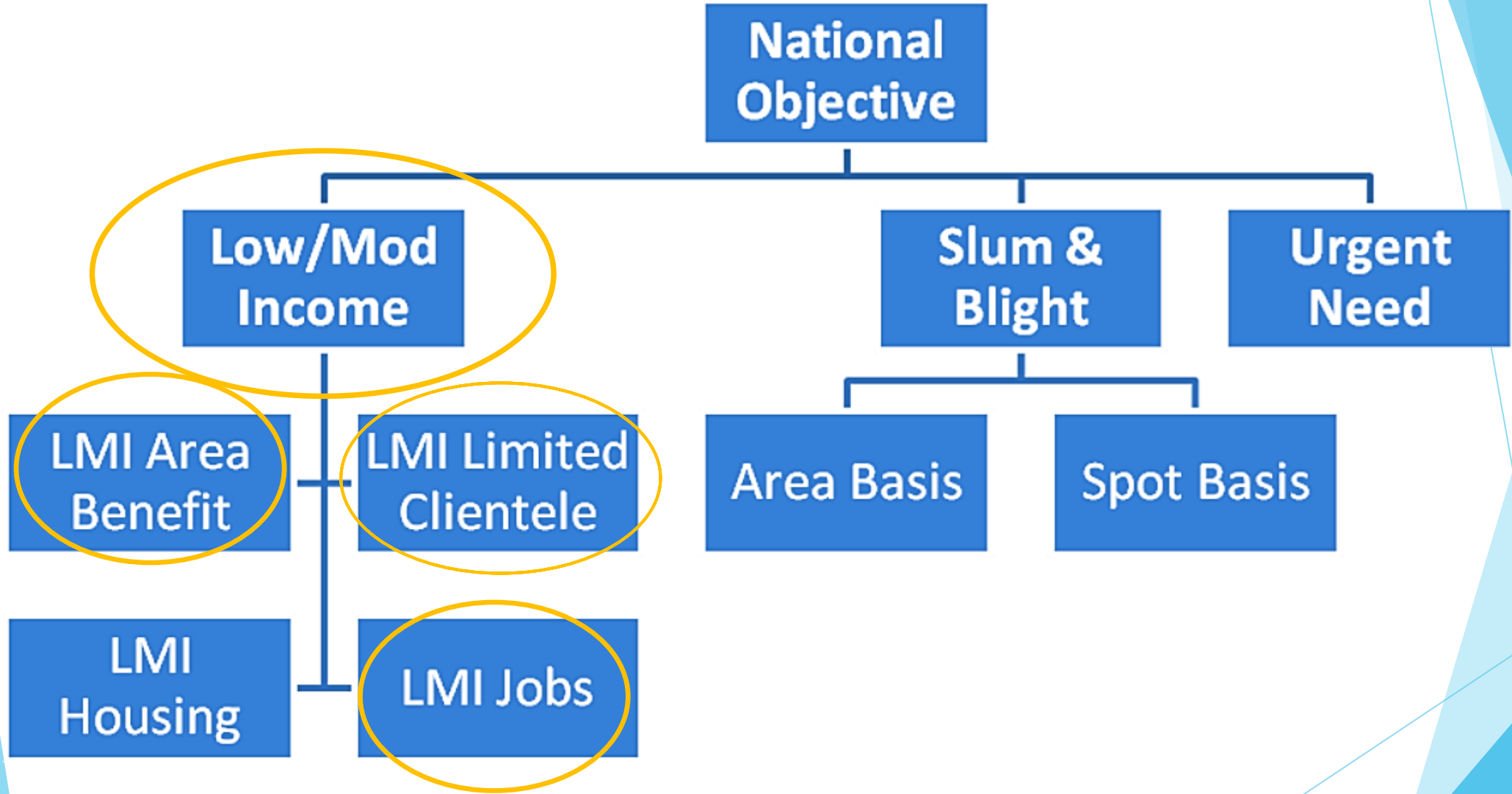
Please use the chat function for any questions.

HUD CDBG Program

Primary Purpose:

The purpose of Community Development Block Grant (CDBG) is to support the development of viable communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons.

Source: <https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>



Meeting a National Objective

Low-Moderate Clientele (LMC) Benefit

At least 51% of clients served must qualify as LMI
Documentation: Intake forms, verification of clients' family size and income.

Having income eligibility requirements that limit the service to persons meeting the LMI income requirement .

Documentation: agency's procedures, intake/application forms, etc.

Providing services to groups primarily presumed to be LMI such as abused children, victims of domestic violence, elderly persons or severely disabled adults etc.

In a location that the activity's clientele are presumed LMI
Examples: homeless or domestic violence facilities

Low-Moderate Area (LMA) Benefit

Projects that take place in primarily low-income, residential census tracts

Service area that serves low-income residents.
Documentation: maps showing project service areas, LMI census tract verification

If the activity services a primarily residential area, it must meet LMA area benefit criteria even if it is also providing jobs for low-and moderate-income residents.

Meeting a National Objective cont.

Low-Moderate Income Clientele (LMC) Benefit

Who is considered LMI? Client income eligibility is determined by HUD's annually updated income limits.

Low-Moderate Income Area (LMA) Benefit

How do I identify an LMA area benefit? Area benefit is defined by HUD's outlined service map areas and guidance on area benefit determination. For more information on how to demonstrate an LMA benefit:

<http://www.hudexchange.info/programs/acs-low-mod-summary-data/>

Meeting a National Objective cont.

Low-Moderate Income Jobs Benefit

- Addresses activities designed to create or retain permanent jobs, at least 51 percent of which will be made available to or held by LMI persons.
- How to presume a person is LMI: Person resides in a census tract/block numbering area where at least 70 percent of the residents are LMI.
- Requirements must be met for jobs to be considered created or retained.
 - To create jobs: have documentation indicating that at least 51 percent of the jobs will be held by, or made available to, LMI persons
 - To retain jobs, there must be sufficient information documenting that the jobs would have been lost without the CDBG assistance

City of Waukegan 2020-2024 Con Plan Goals

- ED-1 Employment - Support and promote job creation, retention, and employment training programs.
- ED-2 Redevelopment- Plan and promote the development, redevelopment, and revitalization by investing in economic growth initiatives to develop and promote small commercial business.



Eligible Activities

➤ **Microenterprise Assistance**

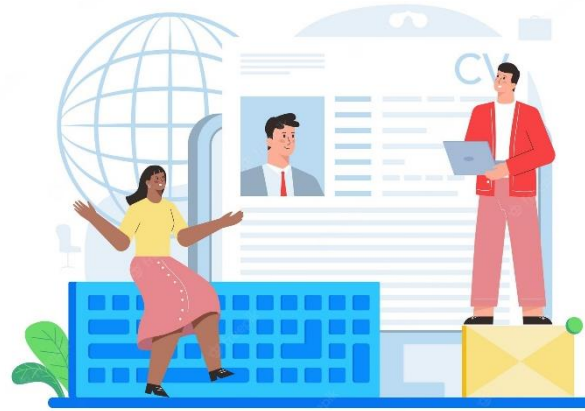
- Funding to microenterprises, which are defined as a commercial enterprise that has five or fewer employees. Ex. Microenterprise Small Business Loan Program

➤ **Commercial Rehabilitation**

- Assistance may be provided to for-profit or non-profit entities. Ex. Façade Program



Eligible Activities cont.



- **Economic Development Public Services**
 - Services related to employment and business creation, such as: job training; employment and job placement services or training for potential entrepreneurs.
- **Public Facilities for Economic Development**
 - Funds related to creating employment and economic opportunities
 - Infrastructure that benefits businesses such as improved water or sewer in a business area.

Ineligible Activities

- Financing for political activities
- General government expenses
- Buildings for general conduct of government (e.g. City Hall)



Federal Requirements for Economic Development Projects

- ✓ Environmental Review
- ✓ Davis Bacon
- ✓ Audit
- ✓ Access to Records
- ✓ Conflict of Interest
- ✓ Contract Work Hours & Safety Standards Act
- ✓ UEI and System Award Management (SAM)

Note: Illinois Prevailing Wage rates apply.

Specific Requirements

- All projects must identify which of the three national objectives corresponds with their project.
- The applicant shall provide a detailed explanation in addressing design and development, job creation or retention.
- The applicant shall provide a detailed budget describing how the CDBG and other funds will be spent in connection with the proposed activity.
- Applicants will be required to do presentations before the Stakeholder Participation Panel.
- 25% Match Required
 - If the grant amount is \$100,000, we expect you to provide \$25,000 minimum towards the project

Scoring Criteria

- 135 Points available
 - Quality of the Proposal (20 pts)
 - Previous Experience and Expertise (20 pts)
 - Financial Stability (20 pts)
 - Priority Needs (20 pts)
 - Outcomes (35 pts)
 - Community/Neighborhood Focus (20 pts)



2024 Funding Availability

2023 Total Allocation: \$726,683

Economic Development Funding
Estimate: \$200,000

\$10,000 - \$100,000 Funding limit per
project

*Based on 2023 Allocation

How to Submit the Application

Applications are due by 4:00pm on Monday, December 11

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

NOTE: Both the physical & electronic version of the application must be submitted to qualify for the City of Waukegan CDBG Program funding.

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).



CONSOLIDATED PLAN AND AMENDMENTS

ANNUAL ACTION PLANS AND AMENDMENTS

CAPER

STAKEHOLDER PARTICIPATION PANEL (SPP)

NOTICES

Fair Housing and Equal Opportunity

2022 CDBG APPLICATIONS

HOUSING REHABILITATION PROGRAM

Home > City Hall > Departments > Community Development > Block Grant (CDBG) > 2022 CDBG APPLICATIONS

2022 CDBG APPLICATIONS

2022 Human Services Documents

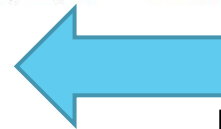
- [2022 Human Services Application](#)
- [2022 Human Services Instructions](#)
- [2022 Humans Services PowerPoint Slides](#)

2022 Economic Development Documents

- [2022 Economic Development Application Instructions](#)
- [2022 Economic Development Application](#)

2022 Public Improvement Documents

- [2022 Public Improvement Application Instructions](#)
- [2022 Public Improvement Application](#)



PY 2024 documents will be uploaded by EOD today

<https://www.waukeganil.gov/824/2022-CDBG-APPLICATIONS>

Timeline

December 11, 2023

Applications Due



January - February 2024

Economic Development Application Review



March - April 2024

Presentation to City Council



April - May 2024

City Council Approval



Contact Information

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Questions?

