



# **PUBLIC FACILITIES IMPROVEMENTS: CDBG FUNDING APPLICATION**

**2023/2024 PRE-APPLICATION MEETING**



# OVERVIEW

- **Funding:** Community Development Block Grant (CDBG) program
- **Goal:** improve facilities that provide services to low/moderate income households and historically underserved communities
- **Compliance** /report requirements are strict and can be burdensome (reflected in application)
- **Maximum of 5 projects** awards
- Awards range between **\$25,000 to \$125,000 per project**
- Recommendation by the Housing and Community Development Committee (HCDC) and final **approval by City Council**



## MINIMUM ELIGIBILITY

- Facility must be located in Evanston
- Facility must serve eligible population
  - $\geq 51\%$  of low or moderate income participants,  
or
  - **Presumed eligible**  
homeless persons, battered spouses, severely disabled adults ,  
abused children
- Project is “shovel ready”



## “SHOVEL READY”

- Identified project management team
  - ✓ City liaison
  - ✓ Permit applications
  - ✓ Compliance/reporting
- Realistic Budget: Davis-Bacon wage determinations
- Renderings/project plans available
- Zoning Analysis completed (if needed)
- Plat of Survey (if needed)



# ADDITIONAL ELIGIBILITY

## Recordkeeping Requirements

- Ability to qualify participants and adhere to additional imposed federal requirements

## Facility Use/Applicant Longevity

- Agency financially sustainable (ex: in operation for 5+ years)
- will continue to use facility to provide same or similar services for 5+ years (without risking repayment)



# SELECTION CONSIDERATIONS

- **Scope of work** - clearly defined project, drawings/renderings if applicable
- **Capacity & stability of applicant** – ability to manage construction project in a timely manner
- **Proven/documented compliance** with reporting/CDBG guidelines
- **Need** – importance of improvement / why is it necessary?
- **Budget of hard/soft costs** –best guess from several estimates, realistic budget identifying committed funding sources (if applicable)
- **Community Benefit** to target population
- **Environmental/Health Impact**

# APPLICATION PROCESS

**Mandatory**  
**Pre-Application**  
**Meetings**

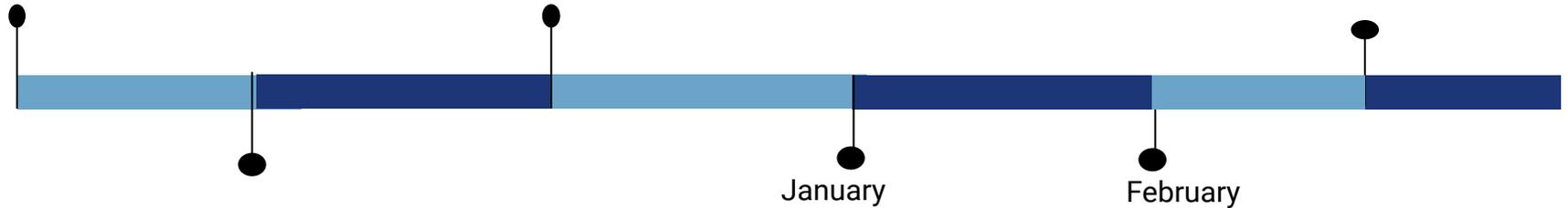
**Applications DUE**  
Applications **must** be  
submitted in ZoomGrants  
by **11/3/2023, 5pm**

**Final Award Approval**  
City Council

Early September

November

March



September

January

February

**Letter of Intent DUE**  
last day for  
submission  
**9/21/23, 5:00 pm**

**Project Presentations**  
***(Rep must be present)***  
Housing & Community  
Development  
Committee  
(HCDC)

**Allocation Decision**  
***(Rep must be present)***  
Housing & Community  
Development  
Committee  
(HCDC)

# APPLICATION COMPONENTS

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## Letter of Intent (due 9/21)

Request & Project Outline

## Application Questions (due 11/3)

Description of project

Population served

Feasibility/Eligibility

## Budget (due 11/3)

Includes Davis-Bacon wage determinations

## Community Impact (due 11/3)

Evanston/total served, income & demographic information



## NEXT STEPS - APPLICATION PREP

1. Define project and budget
2. Understand project needs
  - ✓ Zoning analysis
  - ✓ Permits and related docs
3. Identify a contractor
  - ✓ Confirm registration with City
  - ✓ Provide Making Davis-Bacon Work & Labor Standards
4. Community impact & population served
  - ✓ Review *Community Impact* tab (application)
  - ✓ Audit record keeping systems for compliance with reporting requirements



# SUPPORT INFORMATION

## Documents Available

- Davis-Bacon & Labor Standards
- Making Davis-Bacon Work
- City's Commercial Project Information
- Commercial & Multi-Family Plan Review Submittal Checklist (for larger projects)
- Evanston Low/Moderate Income Census Block Groups map
- 2023 HUD Household Income Guidelines

*All resources available on the [Public Facilities Improvements page](#)*



QUESTIONS?