City of Evanston
Community Development

2019 CDBG Public Facilities & Improvements

Description [hide this]
The City of Evanston's Housing and Community Development Act Committee is accepting applications for CDBG funds from non-profit agencies and City departments for capital improvements that address the needs of low- and moderate-income residents of the City of Evanston. Maps that show the areas in which street paving, alley improvements, etc. that qualify as serving primarily low/moderate income residents and of the City's Neighborhood Revitalization Strategy Area are available under Resources. In most cases, non-profits applying for capital improvements to their facilities are qualified based on the people they serve being primarily low/moderate income and must document their clients' incomes to qualify for funding. How to qualify capital projects for CDBG will be reviewed at the pre-application meetings (see dates below).

This application is for capital projects that are classified as Public Facilities or Infrastructure Improvements only. Projects in the City's Neighborhood Revitalization Strategy Area (see map in resources) and are "shovel ready" to begin in 2019 will receive priority consideration for funding. Shovel ready projects do not require zoning changes or have zoning approval, have renderings/plans, if applicable, and have budgets based on contractor estimates. If your agency or division is requesting funding for more than one project or program, a separate online application must be completed and submitted for each, using the appropriate form (projects generally use this form and programs generally use the Public Services application form).

GUIDELINES FOR 2019: non-profits may apply for public facility funds once every three years rather than annually. The goal is to fund larger, more comprehensive capital improvement projects to a facility rather than multiple, small projects in consecutive years. This also reduces the administrative and compliance burden for both the non-profits and the City, and achieves better outcomes. Agencies that received CDBG allocations for capital improvements in FY2017 and FY2018, or that have an incomplete CDBG funded project, are strongly discouraged from applying for FY2019 funding.

CDBG funding recommendations will be included in the City's 2019 Action Plan, a draft of which will be published for the 30-day public comment period on or about October 15, 2018. The draft Action Plan will be reviewed and approved by the Housing & Community Development Act Committee.
Development Act Committee at its meeting on November 13, 2018. The Action Plan will be submitted to City Council for approval following receipt of 2019 grant amounts from HUD. Please note, any expenses incurred prior to having a signed agreement for CDBG funds are ineligible for reimbursement. Dates are subject to change.

Requirements

Non-City of Evanston Applicants: to be considered for funding, a representative of your organization must attend one of the pre-application meetings scheduled for July 19 @ 3:00 PM or July 26 at 10:00 AM, both in Room 2402 of the Morton Civic Center, 2100 Ridge Ave, Evanston, at which additional information will be provided. Sign-in is required.

This is a two-stage application in ZoomGrants. ALL APPLICANTS MUST COMPLETE AND SUBMIT A LETTER OF INTENT IN ZOOMGRANTS BY 4 PM CDT ON WEDNESDAY, AUGUST 1. All applicants will be approved for a full application. The Letter of Intent (LOI) will be used primarily for scheduling and planning purposes. LOIs will generally be approved within two business days; applicants may begin work on their application immediately following approval.

COMPLETE APPLICATIONS MUST BE SUBMITTED BY 4PM CDT ON WEDNESDAY, AUGUST 15, 2018.

All applications must be submitted online through ZoomGrants. Hard copy, faxed or emailed applications will not be accepted.

All external applicants are required to make a brief presentation about their request and answer questions at a public meeting of the Housing & Community Development Act Committee to review applications on Thursday, September 20, 2018, or Tuesday, September 25, 2018, in City Council Chambers of the Lorraine H. Morton Civic Center. You will be notified of the date of the meeting for your application review on or about August 10. A representative of your organization must also attend the October 9 Housing & Community Development Act Committee meeting at which estimated 2019 CDBG funding recommendations will be made.

Restrictions

All CDBG funds must be used in accordance with regulations as set forth in 24 CFR 570. All recipients of CDBG funds must comply with CDBG and federal cross-cutting requirements including, but not limited to reporting, Davis-Bacon and Related Acts, Section 3, the Copeland Anti-Kickback Act, and data collection, reporting, and organizational capacity per the federal Omni Circular.

2019 CDBG funding is ESTIMATED and is subject to change based on actual 2019 CDBG appropriations and program income received in 2018. All CDBG funding is contingent on the City of Evanston receiving its 2019 CDBG entitlement grant. Amount and timing of the release of those funds is undetermined and, based on historical experience, may not occur until Q2 2019 or later. If your project is time sensitive and needs to be completed on a specific schedule, please contact City staff. Do not accept any bids or undertake any work for which you are requesting 2019 CDBG funds without a signed CDBG agreement and explicit approval from City staff.

Resources
Application Form

Summary

(answers are saved automatically when you move to another field)

Application Title/Project Name

Amount Requested USD$

Applicant Information

First Name
Last Name
Telephone
Email

Organization Information

(changes to this data will be reflected on all other applications for this organization)

Create an Organization

Print Budget
City of Evanston
Community Development
2019 CDBG Public Facilities & Improvements

USD$ 0.00 requested

Application Status: Not Submitted
Apply Now/Start Application

Your Letter of intent must be submitted AND approved before continuing.

Letter of intent

Letter of intent Status
Undecided /Not Submitted

Ask a Letter of intent Question

Instructions Show/Hide

1. Type of organization
   - 501(c)(3) Organization
   - Government agency
   - City of Evanston Department
   - Other: [ ]

2. Is your organization an affiliate of a regional or statewide agency?
   - [ ] No
   - [ ] Yes

3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.

Maximum characters: 1000. You have [ ] characters left.
4. CDBG Funding Requested for 2019 from the City of Evanston

Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.

Maximum characters: 255. You have 255 characters left.

5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.

Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.

Maximum characters: 3500. You have 3500 characters left.

Show/Hide Document Instructions

Documents Requested *

Required?  
Uploaded Documents *

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)

Required  
-none-

REQUIRED FOR EXTERNAL APPLICANTS ONLY. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

Required  
-none-

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form.

Required  
-none-

* ZoomGrants™ is not responsible for the content of uploaded documents.

Submit Letter of intent

This Letter of intent section must be submitted and Approved by the Administrator (not ZoomGrants) before you can fill out the rest of the application.

Click the Submit Letter of intent button at the top of this tab to submit this section to be reviewed.

Print Budget
City of Evanston
Community Development
2019 CDBG Public Facilities & Improvements

Deadline

Application Status: Not Submitted

USD$ 0.00 requested

Your Letter of intent must be submitted AND approved before continuing.

Application Questions
(answers are saved automatically when you move to another field)

1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.

   Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement.

   Maximum characters: 3500. You have 3500 characters left.

2. Project category and use of CDBG funds (check all that apply)
   - Rehabilitation, including deferred maintenance
   - Property acquisition (building or site)
   - New construction
   - Accessibility improvements/ADA compliance
   - Other:

3. How will the project's eligibility for CDBG funding be established?

   If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.

   - Area Benefit (include map of service area in uploaded documents section)
   - Limited Clientele (include form used to document income in document upload section)
4. Is the facility in compliance with the Americans with Disabilities Act?
   - Yes
   - No

5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.

6. Please check all items below that are applicable to this project
   - Compliant with zoning
   - Requires zoning variance (attach preliminary zoning analysis)
   - Project involves displacement/relocation of residents or businesses
   - Property is currently on the tax rolls
   - Project would change property tax status
   - Other: [blank]
   - None of the above

7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.

8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.

   If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?

   - [blank]
9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.

Maximum characters: 255. You have 255 characters left.

10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

Maximum characters: 3500. You have 3500 characters left.

11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2019?

Maximum characters: 3500. You have 3500 characters left.

12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)

Maximum characters: 255. You have 255 characters left.

13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA" below.

Maximum characters: 3500. You have 3500 characters left.

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA."

City of Evanston applicants, enter 074390907 below.
15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.

*Enter the name and title of the individual submitting this application.*

Maximum characters: 255. You have 255 characters left.
City of Evanston
Community Development
2019 CDBG Public Facilities & Improvements

Application Status: Not Submitted

USD$ 0.00 requested

Your Letter of intent must be submitted AND approved before continuing.

Budget

CDBG is typically considered gap funding and is generally not the first funding committed to a project. Projects that will be undertaken in the fiscal year that CDBG is awarded are generally prioritized for funding.

Include only Funding Sources/Revenues and Uses/Expenses for the specific project below. Do not include expenses or funding sources for other capital projects, general maintenance or programs. Total Funding Sources/Revenues requested should equal or exceed the Funding Uses/Expenses total below. Any expenses incurred before approval of CDBG funding, completion of the required environmental review and execution of an agreement with the City cannot be reimbursed by CDBG.

Funding Sources/Revenues

Include all Funding Sources/Revenues that are being sought for this project in the "Project Sources" column. These could include, but are not limited to, foundation grants, corporate grants, loans, individual contributions, events, in-kind contributions and unrestricted revenues. Enter all funds committed or secured in the "Amount Committed" column. Include your CDBG request in "Project Sources" but do not include it in "Amount Committed."

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<tr>
<th>Item Description</th>
<th>Project Sources</th>
<th>Amount Committed</th>
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<tbody>
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<td>Evanston CDBG</td>
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https://www.zoomgrants.com/gprop.asp?donorid=2112&l=y
### Funding Uses/Expenses

Include all Funding Uses/Expenses for your project in the "Project Uses" column in the chart below, using line items from your chart of accounts. Please note, all construction labor on CDBG-funded construction contracts of $2,000 or more must pay prevailing wages in compliance with Davis-Bacon and Related Acts. If CDBG is used only for expenses such as architectural fees and other soft costs, construction labor may not be subject to Davis-Bacon. Consult City staff with any questions. Current prevailing wages are located in the Resources section for use in obtaining cost estimates. Enter the amount of CDBG you propose using for individual line items in the "Planned Use of CDBG" column. The total "Planned Use of CDBG" should equal your CDBG request.

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<tr>
<th>Item Description</th>
<th>Project Uses</th>
<th>Planned Use of CDBG</th>
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Total USD$ 0.00  

### Budget Narrative

(Discuss/justify the items and amounts you entered above.)

List specific sources of funding being pursued, the amounts requested and any funds that are secured; specify if any committed funds for the project are subject to time limitations. Explain how costs were determined for the project budget. Attach price quotations used to develop the budget in the Documents section. Describe any options to undertake the project such as reducing project scope or completing it in phases if revenues secured are less than the project budget. Identify any project sources from the State of Illinois, including federal pass through funding.)
Your Letter of intent must be submitted AND approved before continuing.

Documents

**Instructions** [Show/Hide]

Following is a list of documents needed to complete your application. Please note that some documents are required from all external applicants. Agencies funded in past years may not have to resubmit some documents. You will not be able to submit your application until all documents with "Required" box checked have been uploaded. Document size is limited to 4MB.

<table>
<thead>
<tr>
<th>Documents Requested</th>
<th>Required?</th>
<th>Uploaded Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.</td>
<td>Required</td>
<td>-none-</td>
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<tr>
<td>Most recent annual report or a summary of the organization's prior year's activities and accomplishments.</td>
<td>-none-</td>
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<tr>
<td>Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).</td>
<td>-none-</td>
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<tr>
<td>Non-discrimination &amp; equal employment opportunity policies, and Affirmative Action Plan.</td>
<td>-none-</td>
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<td>Articles of incorporation/bylaws.</td>
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<tr>
<td>Requirement</td>
<td>Upload Status</td>
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<td>Brief biographies of key staff, including demographic information, or outside experts involved in project management.</td>
<td>-none-</td>
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<td>Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.</td>
<td>-none-</td>
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<td>Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.</td>
<td>-none-</td>
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<tr>
<td>Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).</td>
<td>-none-</td>
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<tr>
<td>Quotations or other pricing information used to develop your project budget.</td>
<td>Required -none-</td>
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<tr>
<td>2019 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed has not been finalized.</td>
<td>-none-</td>
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<tr>
<td>REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.</td>
<td>-none-</td>
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<tr>
<td>Agency Strategic Plan, including any Facilities plans.</td>
<td>-none-</td>
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<tr>
<td>REQUIRED FOR ALL EXTERNAL APPLICANTS. Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2018.</td>
<td>-none-</td>
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</table>

*ZoomGrants™ is not responsible for the content of uploaded documents.*