

2008

APPLICATION GUIDELINES

COMMUNITY DEVELOPMENT ASSISTANCE PROGRAM

FLEXIBILITY FUND

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Federal and State Program Objectives

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COMMUNITY DEVELOPMENT ASSISTANCE PROGRAM

Federal and State Program Objectives

The Community Development Block Grant (CDBG) Program was established by the federal Housing and Community Development Act of 1974 (Act). Administered nationally by the U.S. Department of Housing and Urban Development (HUD), the Act combined eight existing categorical programs into a single block grant program. In 1981, Congress amended the Act to allow states to directly administer the block grant for small cities. At the designation of the Governor, the Department of Commerce and Economic Opportunity assumed operation of the State of Illinois Community Development Block Grant -- Small Cities Program in the same year. The Illinois block grant program is known as the Community Development Assistance Program (CDAP). Through this program, funds are available to assist Illinois communities meet their greatest economic and community development needs, with an emphasis upon helping persons of low-to-moderate income.

To ensure that the state-administered program meets the intent of the federal Housing and Community Development Act of 1974, as amended, Congress has required that state-administered programs meet at least one of the following three national objectives:

- ◆ Benefiting low-to-moderate income persons;
- ◆ Aiding in the prevention or elimination of slums and blight; or
- ◆ Meeting other community development needs that pose a serious and immediate threat to the health and welfare of the community.

To complement these federally-mandated objectives, the state has established the following specific objectives for the Community Development Assistance Program:

- ◆ Strengthened community economic development through the creation of jobs, stimulation of private investment and strengthening the tax base;
- ◆ Improvement of public infrastructure and elimination of conditions which are detrimental to health, safety and public welfare; and
- ◆ Conservation and expansion of the state's housing stock in order to provide a decent home and a suitable living environment for persons of low-to-moderate income and the developmentally disabled.

Within the statutory requirements of the Act, Illinois has the flexibility to design its own program objectives and procedures for program administration and to develop criteria for selection of grant recipients. CDAP offers a variety of financial assistance programs which have been designed to meet locally defined community needs.

SECTION I

GENERAL APPLICANT INFORMATION

A. FUNDING AVAILABILITY

For 2008, the state's federal Community Development Assistance Program tentative allocation is \$29,211,443.00. Each program component has a maximum funding level or grant ceiling. While grant ceilings establish the upper limits that may be requested, individual grants are invited only in amounts commensurate with requirements of the proposed project. Fund availability will be distributed as follows:

<u>Program Category</u>	<u>Budget</u>	<u>Grant Ceiling</u>	<u>Application Dates</u>
<u>Set-aside (Non-Competitive) Programs</u>			
Economic Development	\$8,000,000	\$750,000	NA
Public Infrastructure Set-Aside	\$750,000	\$100,000	NA
Mobility and Accessibility Rehabilitation Services "MARS"	\$750,000	\$100,000	NA
Community Revitalization Strategy Area (CRSA)*		\$750,000	NA
"Flexible Fund" Pilot Program*		\$750,000	NA
<u>Competitive Programs</u>			
Housing Rehabilitation	\$4,350,000	\$350,000	11/14/2007
Public Infrastructure	\$12,385,101	\$350,000	2/20/2008 **
Design Engineering	\$2,000,000	\$150,000	5/15/2008 ***
<u>Administration</u>			
Technical Assistance	\$292,114		
Administration ****	\$684,228		
TOTAL	\$29,211,443		

* Funded from deobligated/returned grants. Additional funds when available.

** All applicants using an income surveys for the Public Infrastructure component must submit the survey for review and approval no later than **12/03/2007**. Applications will not be accepted without prior income survey approval.

*** All applicants using an income survey for the DE component must submit the survey for review and approval no later than **03/25/2008**. Applications will not be accepted without prior income survey approval.

**** Administration is proposed at 2% of the allocation and 2% of Revolving Fund (RF) program-income, plus \$100,000.

B. **ELIGIBLE APPLICANTS**

Only units of general local government (i.e., cities, villages, towns, townships and counties) may apply for funding. Municipalities must be 50,000 or less in population and must not be located in an urban county that receives "entitlement" funds. **County and township applicants should not include areas that are incorporated within a city or village.**

Incorporated areas should apply on their own behalf, regardless of whether a water district or sanitary district is involved.

Illinois has 39 metropolitan cities and eight urban counties that are receiving an annual allocation directly from the U.S. Department of Housing and Urban Development (HUD) on an entitlement (formula) basis. See **ATTACHMENT A** for a listing of those areas.

Local governments are limited in the number of applications which may be submitted and awarded in a program year. A local government may submit one application per component per funding cycle and may be funded only once per component in a program year, except for the General Economic Development and Set-aside Public Facilities components.

Units of general local government may also submit "on behalf of" applications for local entities that otherwise may not be eligible to apply. In a situation where two or more eligible local governments face a common problem, a joint application may be filed. (See page 50 of this application guide for a sample cooperation agreement.) Local governments, however, must not only share a common problem but must be able to demonstrate that a joint effort is required to solve the problem. Joint applications which are submitted only for administrative convenience will not be accepted. Local governments considering a joint application must contact the department prior to submittal. An "on behalf of" or joint application may not be filed for an entitlement city or a city located in an entitlement county. In addition, an "on behalf of" or joint application may not be filed solely for the purpose of circumventing the rule that a unit of local government may submit only one application per component.

C. **ELIGIBLE ACTIVITIES**

Communities receiving CDBG funds from the Department may use the funds for many kinds of community development project activities deemed by HUD to be "eligible activities" for the CDBG program. DCEO will prioritize the following projects for funding under the Flexible Use program component, including:

Communities receiving CDBG funds from the State may use the funds for many kinds of community development activities including:

1. Acquisition of property for public purposes;
2. construction or reconstruction of streets, neighborhood centers, recreation facilities, and other public works;
3. demolition;
4. rehabilitation of public and private buildings;
5. public services;

6. planning activities;
7. assistance to nonprofit entities for community development activities; and
8. assistance to private, for profit entities to carry out economic development activities (including assistance to micro-enterprises).

Note- DCEO has specifically prioritized the above-listed activities among the comprehensive list of eligible activities defined by HUD. Certain activities listed are supported by other CDAP program components in place and would not be prioritized for funding under the Flexible Use component.

D. **INELIGIBLE ACTIVITIES**

The following activities are specifically identified as ineligible.

1. Construction of buildings, or portions thereof, used predominantly for the general conduct of government (e.g., city halls, courthouses, jails, police stations).
2. General government expenses.
3. Costs of operating and maintaining public facilities and services (e.g., mowing parks, replacing street light bulbs).
4. Servicing or refinancing of existing debt.

E. **APPLICATION REVIEW AND EVALUATION PROCESS**

The screening and review process for the program is designed to ensure that limited CDAP funds are awarded to communities that demonstrate the need for financial assistance. The actual number and types of awards will be subject to funding availability and the amount of each applicant's request. The department reserves the right to perform a site visit or request additional information. All recommendations are forwarded to the director of the department who makes the final funding decisions; however, all decisions will be based on the general distribution of funds described under each CDAP program component.

The department will review all applications as follows:

- ◆ Applications will be evaluated according to the evaluation criteria described in Sections II and III of this application guide.

F. **APPLICANT INFORMATION**

1. Costs incurred in preparation of applications are NOT reimbursable under this grant program.

2. The department reserves the right to reject any or all applications received, to negotiate or to cancel in part, or in their entirety, grants resulting from application awards if it is in the department's best interest to do so.
3. The department reserves the right to withdraw a commitment for CDAP funds where special grant conditions have not been satisfied 90 days after the date of the executed grant agreement or at the discretion of the department if it is determined the project will not progress.
4. Project applications may consist of one or more activities which are directly related to or obviously complementary to or supporting one principal activity. The principal activity must clearly be designed to address needs appropriate to the particular CDAP component under which an applicant may apply. The selection of the appropriate program component is the responsibility of the applicant.
5. The department reserves the right to establish the amount of grant funds awarded, raise the individual grant ceilings, and to shift funds from one CDAP component funding area to another. The department also reserves the right to award funds to the next highest rated applicant(s) from the most recent Public Facilities Component or the Housing Rehabilitation Component should funds become available due to de-obligations, etc.
6. The department reserves the right to deny funding when submitted applications involve eligible units of government with serious unresolved audit or monitoring findings related to performance capacity.

G. **SUBMISSION INFORMATION**

All applicants should complete the application package and submit the following material to the department's **Springfield** Office. Facsimile submissions will not be accepted. The following address should be used for all application submissions:

**Department of Commerce and Economic Opportunity
Attention: Patrick Davis
620 East Adams Street, Mail Code: CIPS-3
Springfield, Illinois 62701**

- ♦ **original and one copy of the application**
- ♦ **147C letter** (include in the application this letter provided by the IRS to verify the Taxpayer Identification Number (TIN) or Federal Employer Identification Number (FEIN) for the applicant. If you do not have a copy of this certification letter on file, one must be requested from the IRS Entity Unit by calling 1-800-829-0115. Only the applicant is authorized to request a copy of this letter.
- ♦ **one partial packet** (including the applicant project information form, project summary, project activity budget, project location map, local government certifications form).
- ♦ **original annual audit report for fiscal year ending 2007 of the applying unit of local government.**

H. **TECHNICAL ASSISTANCE**

If you have any questions concerning the application process, please call DCEO at 217/785-6142, TDD 800/785-6055.

SECTION II

PROGRAM INFORMATION AND POLICIES

This section of the application guide contains a description of the general requirements and policies which are applicable to all CDAP projects.

A. NATIONAL OBJECTIVE REQUIREMENTS

All projects funded through the CDAP must meet one of the three national objectives.

1. Benefit low-and-moderate income persons;
2. Aid in the prevention or elimination of slums and blight; or
3. Meet other community development needs that pose a serious and immediate threat to the health and welfare of the community.

A community may document its eligibility under the LMI requirement using one of three methods: 1) utilization of 2000 census data; 2) conducting a community/project area-wide income survey, or; 3) conducting a random sample survey of the community/project benefit area, as determined by HUD Section 8 Income Guidelines (**ATTACHMENT B**).

B. CITIZEN PARTICIPATION

All applicants must provide for public participation. A public hearing must be held prior to submission of an application and prior to passage of a local council resolution of support. The Notice of Public Hearing must be published at least once in a newspaper of general circulation at least seven calendar days (excluding the date of publication) prior to the public hearing. If this publication guideline is not met, the application will not be considered for funding. The public hearing must cover: (a) the amount of funds available; (b) the range of activities that may be undertaken; (c) the estimated amount proposed for activities that will benefit low-to-moderate income individuals; (d) plans for minimizing displacement as a result of the CDAP grant-assisted activities and to assist persons actually displaced, if applicable; and (e) a detailed prioritized list of community development needs. Please note: Specific community development needs must be described and prioritized in the certified minutes. The minutes of the public hearing must be certified by the chief elected official or other authorized local officials, such as county clerk, city clerk, etc. Efforts must be made to assure reasonable access to the public hearing by persons with disabilities. In addition, public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate. Those attending the public hearing must be informed of where and how to access the applicant's CDAP records. A copy of the public hearing attendance sheet, which identifies private citizens and local officials, must be included as part of the citizen participation documentation. Subsequent to such meeting, a resolution of support from the local governing body must be passed that authorizes the local government to apply for funds. CDAP applicants proposing to apply for USDA Rural Development funding may conduct the required public hearings at the same time. Applicants should contact Patrick Davis at 217/785-6142; TDD: 800/785-6055 to request "combined" instructions.

NOTE: Successful applicants must also conduct a close-out public hearing to review program performance and obtain citizen views regarding program activities and performance under the grant. The same notice and publication requirements apply, as noted above.

C. **APPLICANT/GRANTEE/RECIPIENT DISCLOSURE**

Subsequent to Section 102 of the Housing and Urban Development Reform Act of 1989, a number of provisions ensure greater accountability and integrity in the way HUD and its grantees make funds available. CDAP is one of the HUD programs covered by Section 102. Applicants will be required to complete a disclosure form, included, at the time of application.

D. **ADMINISTRATION**

CDAP funds may be used to finance reasonable costs associated with general management, oversight and coordination of the project. Such costs include, but are not limited to, salaries, travel costs, administrative services performed under third party contracts, including legal and audit services, environmental review, additional fidelity bonding costs or other services required for administration of the grant.

Administration costs are eligible with the exception of pre-program costs, such as application preparation and local income survey costs. CDAP funds requested for grant administration should be detailed on the "Administration Costs Which Will Be Paid out of CDAP" form. Administration budgets submitted may include the estimated cost of an audit to be conducted in accordance with the Comptroller General's Governmental Auditing Standards, and the Single Audit Act, as amended by the Single Audit Act Amendments of 1996, and the Office of Management and Budget (OMB) Circular A-133, if applicable. However, be advised that CDAP funds can only be used to pay for its portion of the costs of an audit when a "single audit" is required by A-133. If a grantee expends less than \$500,000 of federal funds in one fiscal year, a single audit is not required. The grantee may still have to conduct an annual audit as required by state statute, but CDAP funds may not be used to pay for any portion of the audit costs.

The maximum amount of CDAP funds allowed for grant administration for the public infrastructure components is as follows:

Allowable Administration Costs

<u>CDAP Grant Amount</u>			<u>CDAP Administration</u>
\$0	to	\$49,999	\$2,500.00
\$50,001	to	\$750,000	\$5,000.00

E. **STATE AND FEDERAL COMPLIANCE AREAS**

Each applicant must agree to comply with all applicable federal and state requirements. These can have a significant impact on the costs and complexity of a project. Applicants who receive a grant award will be expected to submit signed assurances that they will comply with all federal mandates. Some areas which applicants must comply with include:

1. The National Environmental Policy Act (NEPA) establishes procedures for protecting the environment. In order to use the CDAP funds awarded to a local government, the grantee has to comply with environmental procedures, standards and guidelines mandated by NEPA and all other applicable environmental regulations (e.g., prime farmland protection, historic preservation, floodplain hazards, etc.). Applicants may conduct environmental reviews during the application phase.
2. The Interagency Wetland Policy Act of 1989 requires applicants to certify that the proposed project is compatible with established State of Illinois policy regarding wetlands (i.e., to minimize the destruction of existing wetlands in Illinois as a result of state and state-supported activity).
3. The Illinois Endangered Species Protection Act and the Illinois Natural Area Preservation Act require consultation with the Endangered Species Consultation Program of the Illinois Department of Natural Resources to assure compliance. The consultation process must be implemented to avoid or minimize adverse impacts to state listed species and their essential habitats that may result from the actions of state and local units of government. Applicants must certify the completion of the consultation process for all non-exempt proposed projects.
4. The Davis-Bacon Prevailing Wage Act requires the payment of prevailing wages for all construction funded in whole or in part with federal funds, including funds passed through to private firms. If your project involves construction and/or equipment installation, you should contact the department so a determination can be made concerning the applicability of federal labor standards.
5. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1987 applies to federally assisted activities that involve the acquisition of real property or the displacement of persons, including displacement caused by rehabilitation and demolition activities. Any person or business displaced as a direct result of federal assistance must be provided with Uniform Relocation benefits.
6. Equal Opportunity/Fair Housing Accessibility Laws require that CDAP grantees administer their project in a manner that affirmatively furthers equal opportunity and fair housing. All CDAP grantees will be required to undertake specific activities to further fair housing. CDAP grantees must assure all activities and services are accessible to the persons with disabilities.

7. Section 3 Under the Housing and Urban Development Act of 1968 requires recipients to give, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, job training, employment, contracting and other economic opportunities to Section 3 residents and Section 3 business concerns.

F. **INITIAL GRANTEE RESPONSIBILITY**

Successful applicants will receive a separate grant award document, with a contract period of 24 months, specifying terms and conditions of the grant. The department reserves the right to specify the special grant conditions and terms of the grant agreement. The grant award document will include the following:

- Scope of Work;
- Special Grant Conditions, e.g., environmental review;
- Grant Budget; and
- Program Assurances and Certifications.

In general, grantees will be expected to sign and return the grant award document within **30 days** from the date of the letter transmitting the grant award document to the grantee. Grantees are expected to meet all special grant conditions within 90 days of the grant award execution date.

No project costs may be incurred prior to authorization by the department, and release of funds will not occur without a fully executed grant award document and clearance of all special grant conditions. It is important to note the following:

- a) CDAP administrative costs may be incurred as of the effective date of the grant agreement;
- b) Non-CDAP project costs (leverage funds) may be incurred only after receiving a grant award letter and meeting environmental review requirements; and
- c) CDAP-funded project costs may be incurred only after all of the above conditions have been satisfied and all special grant conditions have been met.

NOTE: The grant will be terminated if CDAP funds are incurred prior to notification from the department that the grantee has satisfied the environmental review requirements. The grant may also be terminated if leverage funds are incurred prior to environmental clearance.

SECTION III

FLEXIBLE USE PROGRAM

The Department will consider applications under the Flexible Use program component that support established federal objectives and will achieve a significant impact on the residing community by bolstering the economy, local infrastructure or by some other method, provide measurable support to a community.

A. **ELIGIBILITY CRITERIA**

1. **National Objective**

- a. Is one of the three national objectives of the CDBG program being met by this activity? (See Section II.A for a description of the national CDBG program objectives.)

2. **Project Description**

Describe the activities that will be undertaken for this project with an emphasis upon project specifics, the reasonableness of activities, their timelines and how the needs, activities and projected impact will interrelate.

- a. Is this an eligible activity under the CDBG regulations? (See Section I.C above for a list of eligible activities that the Department will prioritize for CDAP-Flexible Use program funding. See Section I.D above for a list of activities specifically defined by HUD as *ineligible* for CDBG (CDAP) program funding.)

3. **Project Need**

Describe in sufficient detail the need for the project and the specific role of CDAP in the project, including any other options which have been pursued. Evidence of project need is demonstrated through a well-developed justification for public financing. The discussion should also address why other financing options could not be obtained or are not feasible and repercussions if funding is denied. Additional supporting documentation of need would include other factors demonstrating public benefit. The application must demonstrate the need for program funds by including evidence that the project's financing cannot be obtained without Department participation in conjunction with leverage funds.

- **Financial Commitments** - Provide evidence of firm leverage commitments for the non-CDAP portion of the project.
- **Financial Feasibility** - Provide adequate documentation of project feasibility and the communities' ability to bring the project to fruition.
 - a) Has the application demonstrated a need for the project?
 - b) Is the project feasible?

4. **Reasons for denial**

For applicants that are not funded, denial reasons include the following:

- a. No justification of the need for funds.
- b. Project is not feasible.
- c. Project does not meet one of the three national objectives for the program.
- d. Project is not a DCEO- prioritized eligible activity. (Sec. I.C)
- e. Project is specifically categorized as an ineligible activity for CDBG project funding. (Sec. I.D)

SECTION IV
APPLICATION FORMS

Note: *Forms generated by the applicant must contain all the information requested on the DCEO forms.*

PART A
PROJECT INFORMATION

SAMPLE

Letter of Transmittal

Illinois Department of Commerce
and Economic Opportunity
620 East Adams Street
Springfield, Illinois 62701

Dear Director:

The (name of local government) is submitting an application for a planning assistance grant under the Community Development Assistance Program (CDAP) for a _____ project. The grant request is in the amount of \$_____ to be used to (use of funds). The benefit to low-to-moderate income individuals is _____. The grant will be leveraged by \$_____ in additional (source of funds).

Very truly yours,

(Signature of Chief Elected Official)
(or designee)

CDAP SUBMISSION CHECKLIST AND TABLE OF CONTENTS

All CDAP applications will be screened for completeness. Applicants must complete and submit this checklist with the application. **All pages of the application must be sequentially numbered.** Use the right-hand column, labeled "Page Number" to indicate the page for each item.

- _____ One original and one copy of the application
- _____ One Partial Packet: project information form, problem statement/project strategy, project budget form, location map, and local government certification form.
- _____ One Annual Audit (Under separate cover)

PROJECT INFORMATION

PAGE NUMBER

_____ Letter of Transmittal from Chief Elected Official	_____
_____ Completed Submission Checklist/Table of Contents	_____
_____ CDAP Applicant Project Information	_____
_____ Problem Statement/Project Strategy	_____
_____ Project Maps	_____
_____ Budget Narrative	_____
_____ Project Readiness	_____
_____ Project Budget	_____
_____ List of Previous CDAP Grants	_____
_____ Analysis of Low-to-Moderate Benefit	_____
_____ Low-to-Moderate Income Survey Summary, if applicable	_____
_____ Income Survey Worksheets and Income Survey, if applicable	_____
_____ Income Survey map, if applicable	_____
_____ DCEO Approval and Request to Conduct Random Sample Survey, if applicable	_____
_____ Minority Benefit/Affirmative Housing Statement	_____
_____ Administrative Budget Detail	_____
_____ Financial Checklist	_____

DOCUMENTATION, CERTIFICATIONS, RESOLUTIONS

_____ Council Resolution of Support	_____
_____ Citizen Participation/Public Hearings - 7 day notice, newspaper clipping, publisher's certification, certified minutes, attendance sheet(s)	_____
_____ Local Government Certifications	_____
_____ Applicant/Grantee/Recipient Disclosure Certification	_____
_____ Intergovernmental Cooperation Agreement, if applicable	_____

ATTACHMENTS

_____ Supporting documentation of threat to health and safety	_____
_____ Council resolution committing local government funds, if applicable	_____
_____ Firm letters of commitment from other leveraging sources, if applicable	_____
_____ Construction Cost Estimate	_____
_____ 147C Letter	_____

CDAP APPLICANT PROJECT INFORMATION

TYPE OF CDAP REQUESTED: ☐ Flexible Funding

I. GENERAL INFORMATION

(Information applies only to the governmental entity. DO NOT include the name/address of the administrator.)

APPLICANT TYPE: ☐ City ☐ County ☐ Village ☐ Town ☐ Township

APPLICANT NAME (Entity): POPULATION (from most recent U.S. Census)

CHIEF ELECTED OFFICIAL:

TITLE:

BUSINESS ADDRESS:

Street Address _____ P.O. Box _____
(required) (Only if no street address)

City _____ State _____ Zip Code _____ E-Mail _____
(include + 4) (required)

EXPIRATION DATE OF CURRENT TERM: _____

DAYTIME PHONE: (____) _____ HOME PHONE: (____) _____

APPLICANT FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____
(required)

II. GEOGRAPHICAL PROJECT INFORMATION

This information is required for the project benefit area, not necessarily the applicant.

COUNTY: _____ TOWNSHIP (OR PRECINCT NAME/NUMBER): _____

CENSUS TRACT(S): _____ ZIP CODE FOR PROJECT BENEFIT AREA: _____

STATE SENATE DISTRICT(S): _____ STATE HOUSE DISTRICT(S): _____

U.S. CONGRESSIONAL DISTRICT(S): _____

III. PROJECT INFORMATION

AMOUNT OF CDAP FUNDING REQUESTED \$ _____ (Whole Dollars ONLY)

TOTAL AMOUNT OF LEVERAGE \$ _____

TOTAL COST OF PROJECT \$ _____

LEVERAGE SOURCE (if applicable): ☐ LOCAL (see local council resolution)
☐ USDA Rural Development
☐ IEPA ☐ IHDA
☐ BANK ☐ PRIVATE
☐ IRBB ☐ OTHER _____

PROJECT DESCRIPTION

NAME OF ENTITY THIS APPLICATION IS IN SUPPORT OF: _____

IV. PROJECT BENEFIT INFORMATION

Provide the following information if needed:

TOTAL NUMBER PERSONS SERVED	NUMBER OF LMI PERSONS SERVED	<u>PERCENT</u> BENEFIT
_____	Total _____	_____
	80% of Median _____	
	50% of Median _____	
	30% of Median _____	

Number of persons by specific ethnic group benefiting from the project

Ethnic Category	Total Persons	# Also Hispanic
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Individuals Reporting more than One Race		

of female headed households _____

of elderly _____

V. GRANT APPLICATION WRITER

CONTACT PERSON:

TITLE:

ADDRESS AND PHONE NUMBER:

Legal Name of Agency _____

Street Address _____ P.O. Box _____
(required) (Only if no street address)

City _____ State _____ Zip Code _____ E-Mail _____
(include + 4) (required)

BUSINESS PHONE: (_____) _____ FAX PHONE: (_____) _____

VI. GRANT ADMINISTRATOR (or CITY ADMINISTRATOR)

(If not using an administrative agency, please complete for Local Government Contact.)

AGENCY TYPE: ☐ Private Firm ☐ Regional Planning Commission ☐ Government Agency ☐
Applicant

AGENCY CONTACT PERSON:

TITLE:

AGENCY ADDRESS AND PHONE NUMBER:

Legal Name of Agency _____

Street Address _____ P.O. Box _____
(required) (Only if no street address)

City _____ State _____ Zip Code _____ E-Mail _____
(include + 4) (required)

BUSINESS PHONE: (_____) _____ FAX PHONE: (_____) _____

ADMINISTRATIVE AGENCY FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____
(required)

VII. PROJECT ENGINEER

NAME:

TITLE:

Legal Name of Agency _____

Street Address _____ P.O. Box _____
(required) (Only if no street address)

City _____ State _____ Zip Code _____ E-Mail _____
(include + 4) (required)

BUSINESS PHONE: (_____) _____ FAX PHONE: (_____) _____

PROJECT ENGINEER FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____
(required)

GRANTEE CERTIFICATE: To the best of my knowledge and belief, the information and data provided are true and correct. I realize that regardless of the elections made, we the grantee, are responsible to ensure compliance with all provisions of the grant agreement and to respond to official correspondence/notifications as required within allowable times. Further, I understand that the submission of changes to the information certified above is a grantee responsibility and that DCEO will use information from the latest certification on file based on the date of signature. I have full signature authority to sign on behalf of this grantee.

Signature - Chief Elected Official

Date

This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under Ill. Comp. Statutes, 20 ILCS 605/46.1. Disclosure of this information is VOLUNTARY. No penalties attach for failure to respond. This form has been approved by the State Forms Management Center.

PROBLEM STATEMENT/PROJECT STRATEGY

Provide a concise statement of the problem to be addressed by the proposed project. This narrative should at a minimum, address the following key issues, which are the main elements of the eligibility criteria listed earlier in this guidebook:

- ◆ the specific project the application seeks to address;
- ◆ who is most affected by the project and how severely;
- ◆ when the project first became apparent and what the long-term consequences are if no action is taken; and
- ◆ what local efforts have taken place to resolve the project and why they have been inadequate.
- ◆ how the proposed project will benefit the community.

PROJECT MAPS

1. A project location map shall be included in the application. It is expected to be sufficiently detailed to show the following information: 1) specific boundaries of the target area; 2) all integral components of the project.
2. An income survey map (If applicant is NOT using census data) **must** be included in the application. The survey map should detail all households in the project area indicating “higher” income, “lower” income, vacant, no response or other.
3. A FEMA issued Floodplain map **must** be included in the application. You can obtain this map by calling FEMA at 1(800) 358-9616 or by using the website <http://msc.fema.gov>.

BUDGET NARRATIVE

This narrative should explain the following key issues:

- ◆ The specific activities/tasks, timeframes, responsible parties and products/outcome and how they were determined;
- ◆ How this timeframe for completion is reasonable and appropriate; and
- ◆ The reasonableness and appropriateness of the budget considering the scope, substance and duration of the proposed project.

PROJECT BUDGET

Budget	Amount	CDAP	Leverage (By source)
7. General Administration			
TOTAL	\$	\$	\$

NOTE: Please see **ATTACHMENT C** for a listing and description of budget line items.

PROJECT READINESS

Each application must demonstrate that an achievable project has been developed, which demonstrates the ability to begin construction within two years. The application must address the following issues:

- ◆ a detailed report sufficiently describing the scope of the problem, options considered for addressing the project and justification for the option selected;
- ◆ a project schedule;
- ◆ a description of any construction impediments;
- ◆ documentation of necessary financial commitments
- ◆ preliminary engineering report, including cost estimates
- ◆ documentation of option to purchase, if applicable;

LIST OF PREVIOUS CDAP GRANTS

Has the unit of local government submitting this application received previous CDAP grants?

☐

Yes

☐

No

If yes, please include the following information for all grants received:

CDAP Grant Number	Amount	Project Description	Status of Project

If this funding request is related to, or an extension of a previously funded CDAP project, please explain.

If this application is related to other applications that are being submitted under this competitive cycle, please list the applicant(s) and explain the relationship to this project.

ANALYSIS OF BENEFIT TO LOW-TO-MODERATE INCOME PERSONS

Activity*	Total # of Persons Activity Will Serve	# of Low - Moderate Income Persons Activity Will Serve	% of Persons Served who have Low - Moderate Income	Amount of CDAP Funds Requested for the Activity	Amount of CDAP Funds to Benefit Low - Moderate Income Persons

Methodology

Please check the appropriate box below. (Refer to Section II, Part A, for instructions.)

1. ☐ 2000 Census Data: Applicants must request this information from DCEO prior to application preparation.
2. ☐ All (100%) of Community/Target Area Survey: The entire (100%) population of the community or target area must be surveyed with a minimum 75% usable survey response rate.
3. ☐ Random Sample Survey: Applicants must receive prior written approval from DCEO to conduct a random sample survey. A copy of the letter of approval from DCEO should be included in the application.

* Each major activity should be detailed separately when the number of persons benefiting varies from activity to activity. For example: water tower construction and water main replacement in a targeted area should be detailed as two separate activities, because they benefit differing numbers of persons. Low-to-moderate income hook-ups would be another example of an activity that should be detailed separately.

LOW-TO-MODERATE INCOME SURVEY

SUMMARY

This summary form must be completed by all applicants undertaking an income survey to determine low-to-moderate income (LMI) benefit. Include the appropriate Survey Worksheets.

Applicants must request prior DCEO approval to reuse an income survey. Attach a copy of DCEO's approval letter and recalculated worksheet to the application.

Applicants must obtain written DCEO approval to conduct a random sample survey prior to conducting the survey. Attach a copy of DCEO's approval letter to the application.

1. Date(s) Survey Data Collected: _____
2. Survey Type: ___ All (100%) of Community ___ Random Sample of Community
 ___ All (100%) of Target Area ___ Random Sample of Target Area
3. If previously conducted and approved, are the completed survey questionnaires on file with the applicant? ___ Yes ___ No
If "No", please explain:

All completed survey forms must be submitted with the application for inspection during the application review process, unless previously reviewed and approved by DCEO.

4. If a random sample survey was conducted, respondents must be identified (e.g., address, block, census tract, or other pre-identified method) for documentation. What was the pre-identified method? _____

5. Did you follow the methodology proposed in your request to DCEO? ___ Yes ___ No
If no, please explain any deviations: _____

6. Indicate who conducted the Survey: _____

Attach a copy of your letter requesting approval to conduct a random sample survey and the department's response.

Applicant: _____

Date(s) survey conducted: _____

Survey Type: ☐ All (100%) of Community ☐ Random Sample of Community
 ☐ All (100%) of Target Area ☐ Random Sample of Target Area

INCOME SURVEY

WORKSHEET TO CALCULATE LOW-TO-MODERATE INCOME (LMI) PERCENTAGE **USING SECTION 8 INCOME GUIDELINES**

This form is to be used for all income surveys.

PART A. INFORMATION CONTAINED IN YOUR SURVEY

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. Enter the established total number of households in the target area. | 1. _____ |
| 2. Enter the total number of households interviewed (valid responses). | 2. _____ |
| 3. Enter the total number of low-to-moderate income households interviewed. | 3. _____ |
| 4. Enter the total number of persons living in the low-to-moderate income households interviewed. | 4. _____ |
| 5. Enter the total number of households interviewed in which the income was above the low-to-moderate income level. | 5. _____ |
| 6. Enter the total number of persons living in the households in which the income was above the low-to-moderate income level. | 6. _____ |

PART B. CALCULATIONS BASED ON DATA CONTAINED IN SURVEY

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 7. If a community-wide/target-area wide survey was conducted, divide line 2 by line 1. (This is the survey response rate. It should equal or exceed 75.0 percent.) | 7. _____ |
| 8. Divide Line 4 by Line 3. (This is the average size of the LMI households you interviewed.) | 8. _____ |
| 9. Divide Line 6 by Line 5. (This is the average size of the non-LMI households you interviewed.) | 9. _____ |
| 10. Divide Line 3 by Line 2. (This is the proportion of households interviewed that have low-to-moderate incomes.) | 10. _____ |
| 11. Divide Line 5 by Line 2. (This is the proportion of households interviewed that do not have low-to-moderate incomes.) | 11. _____ |
| 12. Multiply Line 1 by Line 10. (This is the estimate of the total number of LMI households in your target area.) | 12. _____ |

**FOR
DCEO
USE ONLY**

**FOR
DCEO
USE ONLY**

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
| 13. Multiple Line 1 by Line 11. (This is the estimate of the total number of non-LMI households in your target area.) | 13. _____ | _____ |
| 14. Multiply Line 8 by Line 12. (This is the estimate of the total number of LMI persons in your target area.) | 14. _____ | _____ |
| 15. Multiply Line 9 by Line 13. (This is the estimate of the total number of non-LMI persons in your target area.) | 15. _____ | _____ |
| 16. Add Line 14 and Line 15. (This is the estimate of the total number of persons in your target area.) | 16. _____ | _____ |
| 17. Divide Line 14 by Line 16, and multiply the resulting decimal by 100. (This is the estimated percentage of persons in your target area that have low-to-moderate incomes.) | 17. _____ | _____ |

PART C. INSTRUCTIONS AND EXPLANATIONS

1. Round all numbers two decimal points (X.XX).
2. The number that goes on Line 1 is something you needed to know before beginning your survey. In the course of your survey, you may have refined your estimate. On Line 1, you should enter your current best estimate of the total number of households in the area.
3. For the number of households interviewed, you actually want the total number of interviews with complete and accurate information on the income and size of households questioned.
4. When you are completing Part A, be sure that the answers are logical. For example, the number on Line 4 cannot be smaller than the number on Line 3 (because every household must have at least one person.) Similarly, the number on Line 6 cannot be less than the number on Line 5. Also note that the number on Line 3 plus the number on Line 5 should equal the number on Line 2 -- every household is either low-to-moderate or it is not.
5. Some examples for Part B. For purposes of illustration, assume that you estimated that the target area contained 650 households (Line 1). Assume that you conducted a random sample survey and interviewed 250 households (Line 2), of whom 130 had low-to-moderate incomes (Line 3). These low-to-moderate income households contained 450 persons (Line 4). The 120 households with incomes over the low-to-moderate incomes (Line 5) contained 400 persons (Line 6.). You would complete Part B as follows:

- Line 8 If the households you interview contained 450 low-to-moderate persons in 130 households, the number on Line 8 would be about 3.46 (450/130).
- Line 9 If the households you interviewed contained 400 non low-to-moderate persons in 120 households, the number on Line 9 would be about 3.33 (400/120).
- Line 10 If you interviewed a total of 250 households, 130 of which had low-to-moderate incomes, the number on Line 10 would be about .52 (130/250)
- Line 11 If 120 of the 250 households interviewed did not have low-to-moderate incomes, the number on line 11 would be about .48 (120/250)
- Line 12 If your target area contained an estimated 650 households, and you interviewed 250, of which 130 had low-to-moderate incomes, the number on Line 12 would be about 338 (650 X .52).
- Line 13 Continuing with the example, Line 13 would be about 312 (650 X .48).
- Line 14 3.46 persons per LMI household times 338 LMI households -- Line 14 would be about 1,169.
- Line 15 3.33 persons per non-LMI household times 312 non-LMI households -- Line 15 would be about 1,039.
- Line 16 Total LMI persons (1,169) plus total non-LMI persons (1,039) -- Line 16 would be about 2,208 estimated total persons.
- Line 17 1,169 LMI persons divided by 2,208 total people's yields about .5294. Multiplied by 100, this gives an estimate that 52.94 percent of the residents have low-to-moderate incomes.

NOTE: If the project benefit area includes a nursing home, for purposes of the income survey, a letter from the nursing home administrator may be obtained as documentation in lieu of surveying the nursing home residents individually. The letter must verify that the facility meets the HUD definition of a nursing home by having shared kitchen and dining facilities and must indicate the number of residents. All of the residents of nursing homes are considered by HUD to be low income and would, therefore, be included in the survey results beginning on Line 14. Please make a notation on your worksheet that this is being done. Retirement apartments, where residents have their own kitchens and dining areas, are not "nursing homes" and should be surveyed individually.

INCOME SURVEY COVER SHEET

State of Illinois
Community Development Assistance Program

COMMUNITY DEVELOPMENT SURVEY

Name of Community _____

Date _____

Interviewer's Name _____

Respondent's Street Address (required):

Structure Number

Street Name

Introduction: Hello, I'm _____ and I'm conducting a survey for the City/Village of _____. We're collecting information needed to complete an application for a community development grant. What you say will be kept strictly confidential in accordance with the Privacy Act of 1974 (Public Law 93-579). Your answers are very important to our community improvement effort.

Identifier Code: _____

Name of Community _____

(Required on each income survey)

COMMUNITY DEVELOPMENT ASSISTANCE PROGRAM INCOME SURVEY

(Report Year: Federal FY (Oct 1, 2007-Sept 30, 2008))

NAME OF COMMUNITY: _____

IDENTIFIER CODE: _____

MINORITY BENEFIT DETERMINATION

To help determine the ethnic population of your locality or targeted area, please indicate the number of persons in the household in each appropriate category:

Ethnic Category	Total Persons	# Also Hispanic
White		
Black / African American		
Asian		
American Indian / Alaskan Native		
Native Hawaiian / Other Pacific Islander		
American Indian / Alaskan Native and White		
Asian and White		
Black / African American and White		
American Indian / Alaskan Native and Black / African American		
Other Individuals Reporting more than One Race		

[] Check here if female headed household

This information will not affect funding determination.

- How many people are living in the house? _____
- How many people are over 62 years old? _____
- How many persons with physical or developmental disabilities are there in your household? _____
- Do you own your home? ____ Or rent? _____
- Based on your family size, check below if your gross annual income (annualized for 12 months) is higher or lower than the income figures for _____ County listed below:

Number of Persons in Family / Household	Annual Income Limit 80% of median	Annual Income Limit 50% of median	Annual Income Limit 30% of median
1			
2			
3			
4			
5			
6			
7			
8			

Check whether income is **lower** than: ____ 80% ____ 50% ____ 30% **or** ____ Over Income for the number of persons in the household.

MINORITY BENEFIT/AFFIRMATIVE HOUSING STATEMENT

<p>a. What is the percentage of the minority group(s) population residing in the community?</p>	%
<p>What is the percentage of the minority group(s) population residing in the proposed project ("targeted") area?</p>	%
<p>Identify the characteristics of the population of the project (targeted) area by specific ethnic group. This information may be obtained from 1990 Census data ("Summary of Population and Housing Characteristics CPH 1-15 Table 3") or from the income survey if a survey was conducted. (If survey data is being used, and less than a 100% response rate was received, extrapolated data should be used, rounding fractions to whole numbers)</p>	
Ethnic Category	Total Persons # Also Hispanic
White	
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native and White	
Asian and White	
Black/African American and White	
American Indian/Alaskan Native and Black/African	
Other Individuals Reporting more than One Race	
Number of Female-Headed Households	
<p>With the <u>exception</u> of "<u>Female Heads of Households</u>", the above numbers should equal the total number of persons to benefit from the project ("targeted" area).</p> <p>b. What is the goal for the percentage of CDAP funded contracts to be awarded to minority contractors?</p>	%
<p>c. If the percentage goal in <i>b</i> is <u>substantially less</u> than the percentage of minorities residing in the community, please explain.</p>	
<p>d. If funded, the applicant agrees to affirmatively further fair housing by posting Fair Housing Posters and by making HUD Fair Housing Complaint Forms available to the public.</p> <p>In addition, the Department <u>recommends</u> that the unit of local government pass a fair housing ordinance. Please check one below:</p> <p><input type="checkbox"/> We already have a Fair Housing Ordinance on file. (Indicate Number and Date Passed _____)</p> <p><input type="checkbox"/> If funded, we will pass a Fair Housing Ordinance</p> <p><input type="checkbox"/> We do not plan to pass a Fair Housing Ordinance at this time.</p>	
<p>Signature of Chief Elected Official: _____</p>	

**ADMINISTRATION COSTS
WHICH WILL BE PAID OUT OF CDAP**

I.	PERSONNEL COSTS				
	POSITION	COMPENSATION	% OF CDAP TIME	NUMBER OF MONTHS	CDAP TOTAL
II.	GENERAL MANAGEMENT COSTS				
	A. COMMUNICATIONS				
	PHONE				
	POSTAGE				
	B. SUPPLIES/MATERIALS				
	C. COPYING/PRINTING				
	D. EQUIPMENT (LIST)				
		SUB-TOTAL			
	E. TRAVEL				
III.	CONTRACTUAL COST (IDENTIFY)				
		SUB-TOTAL			
IV.	OTHER (IDENTIFY IN DETAIL)				
	TOTAL*				

*This amount must not exceed the CDAP Administration limits listed on page 10.

FINANCIAL CHECKLIST

Please provide the following information relative to the project for which CDAP funds are being requested:

- a. Total Project Cost: \$_____
- b. CDAP Grant Requested: \$_____
- c. Total # of Persons Served: \$_____
- d. Equalized assessed valuation for 2006: \$_____
- e. Municipal government tax rate in 2006: _____
(collectible in 2007)
- f. Aggregate tax rate for all local taxing bodies (e.g., county, township, school district) in 2006:
[Add total tax rate of each unit of local government levying property taxes within the project
area (county, township, etc.)]

(collectible in 2007)
- g. Population According to Most recent Census Population: _____

PART B

DOCUMENTATION, CERTIFICATIONS AND RESOLUTIONS

SAMPLE

COUNCIL RESOLUTION OF SUPPORT

Resolution No. _____

WHEREAS, the (unit of local government) _____, is applying to the State of Illinois for a Community Development Assistance Program grant, and

WHEREAS, it is necessary that an application be made and agreements entered into with the State of Illinois.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the (unit of local government) apply for a grant under the terms and conditions of the State of Illinois and shall enter into and agree to the understandings and assurances contained in said application.
- 2) that the Mayor (County Board Chairman) and City Clerk (County Clerk) on behalf of the City (County) execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor (County Board Chairman) and City Clerk (County Clerk) are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.

Passed this _____ day of _____, _____. (date required)

(SEAL)

ATTEST: _____
City Clerk (County Clerk)

Mayor (County Board Chairman)

SAMPLE

RESOLUTION COMMITTING LOCAL FUNDS

Resolution No. _____

WHEREAS, the City Council (County Board) of the City (County) of _____,
Illinois has taken action to submit an Illinois Community Development Assistance Program (CDAP)
planning assistance application,

WHEREAS, receipt of CDAP grant assistance is essential to allow the City (County) of _____
_____ to undertake the project to _____,
(project description)

WHEREAS, criteria of CDAP are such that financial participation by the grantee is required in
conjunction with CDAP funds, and

WHEREAS, the City (County) of _____ has certain monies allocated
for the above-referenced project with cash on hand, as needed.

NOW, THEREFORE, BE IT RESOLVED THAT the City (County) of _____
does hereby commit funds from _____ **(account/fund)** _____ for use in conjunction with an Illinois
Community Development Assistance Program grant, such funds to equal _____% of the
estimated total project cost of \$_____, or \$_____.

PASSED and APPROVED at its regular (special) City Council (County Board) Meeting, held on
the _____ day of _____, _____.

Mayor (County Board Chairman)

ATTEST:

City Clerk (County Clerk)

SAMPLE

RESOLUTION OF SUPPORT AND COMMITMENT OF FUNDS

WHEREAS, the City (County) of _____, is applying to the State of Illinois for a Community Development Assistance Program (CDAP) grant,

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Illinois, and

WHEREAS, criteria of CDAP are such that financial participation by the grantee is required in conjunction with CDAP funds.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the City (County) apply for a grant under the terms and conditions of the State of Illinois and shall enter into and agree to the understandings and assurances contained in said application.
- 2) that the Mayor (County Board Chairman) and City Clerk (County Clerk) on behalf of the City (County) execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor (County Board Chairman) and City Clerk (County Clerk) are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.
- 4) that the City (County) of _____ does hereby commit funds from _____ **(account/fund)** _____ for use in conjunction with an Illinois Community Development Assistance Program grant, such funds to equal _____% of the estimated total project cost of \$_____, or \$_____.

Passed this _____ day of _____, _____ (date required)

Mayor (County Board Chairman)

ATTEST:

City Clerk (County Clerk)

LOCAL GOVERNMENT CERTIFICATIONS

On this (date) of (month), (year), the (title and name of the Chief Elected Official) of (name of the local government) hereby certifies to the Department of Commerce and Economic Opportunity in regard to an application and award of funds through the Community Development Assistance Program:

1. It will comply with the National Environmental Policy Act (NEPA) with the submission of this application and it further certifies that no aspect of the project for assistance has or shall commence prior to the award of funds to the community and the receipt of an environmental clearance.
2. It will comply with the Interagency Wetland Policy Act of 1989 including the development of a plan to minimize adverse impacts on wetlands, or providing written evidence that the proposed project will not have an adverse impact on a wetland.
3. It will comply with the Illinois Endangered Species Protection Act and the Illinois Natural Area Preservation Act by completing the consultation process with the Endangered Species Consultation Program of the Illinois Department of Natural Resources, or providing written evidence that the proposed project is exempt.
4. It will identify and document all appropriate permits necessary to the proposed project, including, but not limited to: building, construction, zoning, subdivision, IEPA and IDOT.
5. No legal actions are underway or being contemplated that would significantly impact the capacity of the (name of local government) to effectively administer the program, and to fulfill the requirements of the CDAP program.
6. It will coordinate with the County Soil and Water Conservation District regarding standards for surface and sub-surface (tile) drainage restoration and erosion control in the fulfillment of any project utilizing CDAP funds and involving construction.
7. It is understood that the obligation of the State will cease immediately without penalty of further payment being required if in any fiscal year the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this agreement.
8. It acknowledges the applicability of Davis-Bacon prevailing wage rate requirements to construction projects; a request for wage rate determination will be submitted prior to commencement of any construction or equipment installation; and, it shall discuss these requirements with the contractor.
9. It will comply with Section 3 of the Housing and Urban Development Act of 1968 to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, be directed to low and very low income persons and businesses.
10. It certifies that no occupied or vacant occupiable low-to-moderate income dwellings will be demolished or converted to a use other than low-to-moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended.
11. It will conduct a Section 504 self-evaluation of its policies and practices to determine whether its employment opportunities and services are accessible to persons with disabilities.
12. Specify whether any of the project activities/area is in a flood plain. Yes ____ No ____
If yes, does it participate in the National Flood Insurance Program? Yes ____ No ____
If no, provide an explanation as to why it does not participate:

Signature of Chief Elected Official

Date

APPLICANT/GRANTEE/RECIPIENT DISCLOSURE CERTIFICATION INSTRUCTIONS

Section 102 of the HUD Reform Act of 1989 contains a number of provisions to ensure greater accountability and integrity in the way the U.S. Department of Housing and Urban Development (HUD) and its grantees make certain types of assistance available. The CDAP Program is one of the HUD programs partially covered by Section 102.

A unit of local government applying for a CDAP grant (regardless of the program component), as well as the recipient of the grant must make certain disclosures. These disclosures are only necessary if the aggregate amount of previously awarded CDAP grants, CDAP grant applications currently pending review, and proposed CDAP grants is in excess of \$200,000 for the current program year. This funding threshold determines the extent of the information which must be disclosed.

Disclosure Information Required

1. Other Government Assistance is defined as any loan, grant, guarantee, subsidy, tax benefit, credit, etc., from the federal government, state or unit of local government which is expected to be made available with respect to the project for which the assistance is sought.
2. Interested Parties is defined as follows.
 - a. The name of any developer, contractor or consultant involved in the application for assistance or in the planning, development or implementation of the project or activity.
 - b. The name of any other person who has a financial interest in the project in excess of \$50,000 or 10 percent of the assistance, whichever is less. If the person referred to is an entity, then disclosure must include an identification of each officer, director and stockholder.

A financial interest means any financial involvement in the project or activity including, but not limited to, situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not by itself considered a covered financial interest.

3. Sources and Uses of Funds is defined as the gross amount of funds to be made available for the project from both governmental and non-governmental sources and private capital resulting from tax benefits and the expected uses for those funds.

Who Must Complete the Disclosure Certification

Parts I and II of the Applicant/Grantee/Recipient Disclosure Certification must be completed by every unit of local government applying for CDAP funds and submitted as part of the application package. If the funding threshold of \$200,000 is met, then Parts III through V of the Disclosure Certification as they pertain to this grant application must also be completed. It is important that the information be as complete and concise as possible. An **applicant** is defined as any unit of local government applying for CDAP funds. The **grantee** is any unit of local government which has been awarded a grant. The **recipient** is defined as the receiver of the grant funds from the local government and refers to the economic development component only. An example is a city receives a grant to loan to a company for machinery and equipment acquisition. The company is the recipient.

Updating the Disclosure Certification

During the period in which an application is pending or the period in which the assistance is being provided, the Disclosure Certification must be updated if the following actions occur. Updated reports must be submitted within 30 days of the change requiring the update.

1. Omitted Information - The application was submitted and the applicant failed to disclose the information as required.
2. Change in Disclosure Threshold - Information subject to disclosure arose after the time for making disclosures, i.e., an interested party who did not previously have a pecuniary interest at the time of application, now meets or exceeds the \$50,000 or 10 percent of assistance threshold.
3. Change to Previously Disclosed Information - Changes must be submitted when any of the following criteria are met:
 - a. Changes in "Other Government Assistance" that exceeds the amount of such assistance that was previously disclosed by \$250,000 or 10 percent of the assistance, whichever is lower;
 - b. Changes in the amount of the pecuniary interest of a person exceeds the amount of the previously disclosed interests by \$50,000 or by 10 percent of such interests, whichever is lower;
 - c. Changes in the source of funds that exceeds the amount of all previously disclosed sources of funds by \$250,000 or 10 percent of those sources, whichever is lower; and
 - d. Changes in the uses of funds that exceeds the amount of all previously disclosed uses of funds by \$250,000 or by 10 percent of those uses, whichever is lower.

APPLICANT/GRANTEE/RECIPIENT DISCLOSURE CERTIFICATION

See attached instructions.

PART I. APPLICANT/GRANTEE/RECIPIENT INFORMATION	
Indicate whether this is an Initial Report _____ or an Update Report _____	
A. Applicant/Grantee Name, Address and Telephone (include area code)	
B. Recipient Name, Address and Telephone (include area code) (for economic development component only)	
C. Project Location Address	
D. Type of Assistance Requested/Provided	Amount of Assistance Requested/Provided
PART II. THRESHOLD DETERMINATION (Applicant/Grantee only)	
<p>Have you received, or can you reasonably expect to receive (including this grant application), an aggregate amount of CDAP funds in excess of \$200,000 for the time period January 1, 2008, to December 31, 2008 Yes _____ No _____</p> <p>If “yes,” Parts III through V must also be completed.</p> <p>All applicants must certify that the information provided is true by signing below.</p>	
Printed Name of Applicant/Grantee/Recipient	Signature of Authorized Official
Date	Printed Name and Title of Authorized Official

Applicant/Grantee/Recipient Disclosure Certification (continued)

PART III. OTHER GOVERNMENT ASSISTANCE			
Federal Department/State/Local			Amount
Agency Name & Address	Program	Type	Requested/Provided
PART IV. INTERESTED PARTIES			
List of all persons with a Reportable Financial Interest	Type of Participation	Financial Interest in Project (\$ and %)	
PART V. SOURCES AND USES OF FUNDS			
Source	Use		

SAMPLE

INTERGOVERNMENTAL COOPERATION AGREEMENT

The (name of city), (county), Illinois, seeks to support the efforts of the _____ to obtain Community Development Assistance Program funds from the Illinois Department of Commerce and Economic Opportunity for (proposed project) _____ located in _____. As the chief executives of our respective local governments, we are signing this agreement to cooperate as much as needed to accomplish these improvements.

The _____ is hereby designated as the lead agency for this application and will be the applicant for the funds. The _____ will be liable for all program administration functions should the grant be awarded.

Attest

Attest

Date: _____

(SEALS)

NOTE: This general form (or a suitable variation) is to be used by local government applicants whose proposed project or project area involves more than one jurisdiction. It is a required part of any "on behalf of" or joint application with appropriate modifications as may be required to fit local conditions.

SECTION V
ATTACHMENTS

DIRECT HUD ENTITLEMENTS**Metropolitan Cities**

Arlington Heights
Aurora
Belleville
Berwyn
Bloomington
Bolingbrook
Champaign
Chicago
Chicago Heights
Cicero
Danville
Decatur
DeKalb
Des Plaines
Downers Grove
East St. Louis
Elgin
Evanston
Joliet
Kankakee
Moline
Mount Prospect
Naperville
Normal
North Chicago
Oak Lawn
Oak Park
Palatine
Pekin
Peoria
Rantoul
Rockford
Rock Island
Schaumburg
Skokie
Springfield
Urbana
Waukegan
Wheaton

Urban Counties

Cook County
DuPage County
Kane County
Lake County
Madison County
McHenry County
St. Clair County
Will County

ATTACHMENT B – INCOME GUIDELINES

STATE: ILLINOIS	I N C O M E L I M I T S							
	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Bloomington-Normal, IL								
McLean County, IL	\$41,150	\$47,050	\$52,900	\$58,800	\$63,500	\$68,200	\$72,900	\$77,600
Champaign-Urbana, IL								
Champaign, Ford & Piatt Counties, IL	\$35,050	\$40,100	\$45,100	\$50,100	\$54,100	\$58,100	\$62,100	\$66,150
Chicago								
Chicago-Naperville-Joliet, IL								
Cook, DuPage, Kane, Kendall, Lake, McHenry & Will Counties, IL	\$41,700	\$47,700	\$53,650	\$59,600	\$64,350	\$69,150	\$73,900	\$78,650
DeKalb County, IL	\$38,850	\$44,400	\$49,950	\$55,500	\$59,950	\$64,400	\$68,800	\$73,250
Grundey County, IL	\$40,800	\$46,600	\$52,450	\$58,250	\$62,900	\$67,550	\$72,250	\$76,900
Danville, IL								
Vermilion County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Davenport-Moline-Rock Island, IA-IL								
Henry, Mercer, & Rock Island Counties, IL	\$33,650	\$38,500	\$43,300	\$48,100	\$51,950	\$55,800	\$59,650	\$63,500
Decatur, IL								
Macon County, IL	\$31,650	\$36,150	\$40,700	\$45,200	\$48,800	\$52,450	\$56,050	\$59,650
Kankakee-Bradley, IL								
Kankakee County, IL	\$33,300	\$38,100	\$42,850	\$47,600	\$51,400	\$55,200	\$59,000	\$62,850
Peoria, IL								
Marshall, Peoria, Stark, Tazewell & Woodford Counties, IL	\$34,950	\$39,900	\$44,900	\$49,900	\$53,900	\$57,900	\$61,900	\$65,850
Rockford, IL								
Boone & Winnebago Counties, IL	\$35,650	\$40,700	\$45,800	\$50,900	\$54,950	\$59,050	\$63,100	\$67,200
Springfield, IL								
Menard & Sangamon Counties, IL	\$36,350	\$41,550	\$46,750	\$51,900	\$56,050	\$60,250	\$64,400	\$68,550
St. Louis								
St. Louis, MO-IL								
Calhoun, Clinton, Jersey, Madison, Monroe & St. Clair Counties, IL	\$36,900	\$42,200	\$47,450	\$52,700	\$56,950	\$61,150	\$65,350	\$69,600
Bond County, IL	\$31,150	\$35,600	\$40,050	\$44,500	\$48,050	\$51,600	\$55,200	\$58,750
Macoupin County, IL	\$28,900	\$33,050	\$37,150	\$41,300	\$44,600	\$47,900	\$51,200	\$54,500

ATTACHMENT B – INCOME GUIDELINES

STATE: ILLINOIS

	I N C O M E L I M I T S							
	1	2	3	4	5	6	7	8
	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON
Adams County, IL	\$31,000	\$35,400	\$39,850	\$44,250	\$47,800	\$51,350	\$54,850	\$58,400
Alexander County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Brown County, IL	\$29,450	\$33,700	\$37,900	\$42,100	\$45,450	\$48,850	\$52,200	\$55,550
Bureau County, IL	\$32,850	\$37,500	\$42,200	\$46,900	\$50,650	\$54,400	\$58,150	\$61,900
Carroll County, IL	\$31,450	\$35,900	\$40,400	\$44,900	\$48,500	\$52,100	\$55,700	\$59,250
Cass County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Christian County, IL	\$29,400	\$33,600	\$37,800	\$42,000	\$45,350	\$48,700	\$52,100	\$55,450
Clark County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Clay County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Coles County, IL	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
Crawford County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Cumberland County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
DeWitt County, IL	\$36,250	\$41,400	\$46,600	\$51,750	\$55,900	\$60,050	\$64,200	\$68,300
Douglas County, IL	\$31,300	\$35,750	\$40,250	\$44,700	\$48,300	\$51,850	\$55,450	\$59,000
Edgar County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Edwards County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Effingham County, IL	\$31,750	\$36,300	\$40,800	\$45,350	\$49,000	\$52,600	\$56,250	\$59,850
Fayette County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Franklin County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Fulton County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Gallatin County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Green County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Hamilton County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Hancock County, IL	\$29,900	\$34,150	\$38,450	\$42,700	\$46,100	\$49,550	\$52,950	\$56,350
Hardin County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$51,100
Henderson County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Iroquois County, IL	\$30,600	\$34,950	\$39,350	\$43,700	\$47,200	\$50,700	\$54,200	\$57,700
Jackson County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Jasper County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Jefferson County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100

ATTACHMENT B – INCOME GUIDELINES

ATTACHMENT B – INCOME GUIDELINES

STATE: ILLINOIS

	I N C O M E L I M I T S							
	1	2	3	4	5	6	7	8
	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON
Jo Daviess County, IL	\$32,500	\$37,100	\$41,750	\$46,400	\$50,100	\$53,800	\$57,550	\$61,250
Johnson County, IL	\$34,900	\$39,900	\$44,850	\$49,850	\$53,850	\$57,850	\$61,800	\$65,800
Knox County, IL	\$29,600	\$33,800	\$38,050	\$42,250	\$45,650	\$49,000	\$52,400	\$55,750
La Salle County, IL	\$33,100	\$37,850	\$42,550	\$47,300	\$51,100	\$54,850	\$58,650	\$62,450
Lawrence County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Lee County, IL	\$32,850	\$37,500	\$42,200	\$46,900	\$50,650	\$54,400	\$58,150	\$61,900
Livingston County, IL	\$32,300	\$36,900	\$41,550	\$46,150	\$49,850	\$53,550	\$57,250	\$60,900
Logan County, IL	\$33,450	\$38,200	\$43,000	\$47,750	\$51,600	\$55,400	\$59,200	\$63,050
Marion County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Mason County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Massac County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
McDonough County, IL	\$29,350	\$33,500	\$37,700	\$41,900	\$45,250	\$48,600	\$51,950	\$55,300
Montgomery County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Morgan County, IL	\$31,100	\$35,500	\$39,950	\$44,400	\$47,950	\$51,500	\$55,050	\$58,600
Moultrie County, IL	\$31,550	\$36,050	\$40,550	\$45,050	\$48,650	\$52,250	\$55,850	\$59,450
Ogle County, IL	\$35,650	\$40,700	\$45,800	\$50,900	\$54,950	\$59,050	\$63,100	\$67,200
Perry County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Pike County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Pope County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Pulaski County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Putnam County, IL	\$33,050	\$37,750	\$42,500	\$47,200	\$51,000	\$54,750	\$58,550	\$62,300
Randolph County, IL	\$30,300	\$34,650	\$38,950	\$43,300	\$46,750	\$50,250	\$53,700	\$57,150
Richland County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Saline County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Schuyler County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Scott County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Shelby County, IL	\$29,500	\$33,700	\$37,950	\$42,150	\$45,500	\$48,900	\$52,250	\$55,650
Stephenson County, IL	\$32,400	\$37,000	\$41,650	\$46,250	\$49,950	\$53,650	\$57,350	\$61,050
Union County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100

ATTACHMENT B – INCOME GUIDELINES

ATTACHMENT B – INCOME GUIDELINES

STATE: ILLINOIS

	----- I N C O M E L I M I T S -----							
	1	2	3	4	5	6	7	8
	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON
Wabash County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Warren County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Washington County, IL	\$34,550	\$39,500	\$44,400	\$49,350	\$53,300	\$57,250	\$61,200	\$65,150
Wayne County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
White County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100
Whiteside County, IL	\$30,850	\$35,300	\$39,700	\$44,100	\$47,650	\$51,150	\$54,700	\$58,200
Williamson County, IL	\$29,250	\$33,400	\$37,600	\$41,750	\$45,100	\$48,450	\$51,750	\$55,100

ATTACHMENT C – BUDGET LINE ITEMS

100	ACQUISITION OF REAL PROPERTY	01
	DISPOSITION	02
	PUBLIC FACILITIES & IMPROVEMENTS (GEN)	03
	SENIOR CENTERS	(03A)
	HANDICAPPED CENTERS	(03B)
	HOMELESS FACILITIES	(03C)
	YOUTH CENTERS	(03D)
	PARKS, RECREATION FACILITIES	(03F)
	PARKING FACILITIES	(03G)
	SOLID WASTE DISPOSAL IMPROVEMENTS	(03H)
402	FLOOD & DRAINAGE IMPROVEMENTS	(03I)
400	WATER	(03J)
401	SEWER	(03J)
410	DESIGN ENGINEERING	(03J)
	STREET IMPROVEMENTS	(03K)
	SIDEWALKS	(03L)
	CHILD CARE CENTERS	(03M)
	TREE PLANTING	(03N)
	FIRE STATION/EQUIPMENT	(03O)
	HEALTH FACILITIES	(03P)
	ABUSED AND NEGLECTED CHILDREN FACILITIES	(03Q)
	ASBESTOS REMOVAL	(03R)
	FACILITIES FOR AIDS PATIENTS (not operating costs)	(03S)
	OPERATING COSTS OF HOMELESS/AIDS PATIENTS PROG.	(03T)
200	CLEARANCE & DEMOLITION	04
	CLEAN-UP OF CONTAMINATED SITES	(04A)
	PUBLIC SERVICES (GENERAL)	05
	SENIOR SERVICES	(05A)
	HANDICAPPED SERVICES	(05B)
	LEGAL SERVICES	(05C)
	YOUTH SERVICES	(05D)
	TRANSPORTATION SERVICES	(05E)
	SUBSTANCE ABUSE SERVICES	(05F)
	BATTERED AND ABUSED SPOUSES	(05G)
	EMPLOYMENT TRAINING	(05H)
	CRIME AWARENESS	(05I)
	FAIR HOUSING ACTIVITIES (CDBG subject to 15% cap)	(05J)
	TENANT/LANDLORD COUNSELING	(05K)
	CHILD CARE SERVICES	(05L)
	HEALTH SERVICES	(05M)

ATTACHMENT C – BUDGET LINE ITEMS

	ABUSED AND NEGLECTED CHILDREN	(05N)
	MENTAL HEALTH SERVICES	(05O)
	SCREENING FOR LEAD BASED PAINT/LEAD HAZARDS POISON	(05P)
	SUBSISTENCE PAYMENTS	(05Q)
	HOMEOWNERSHIP ASSISTANCE (not direct)	(05R)
	RENTAL HOUSING SUBSIDIES	(05S)
	SECURITY DEPOSITS (if HOME, not part of 5% Admin cap)	(05T)
	INTERIM ASSISTANCE	06
	URBAN RENEWAL COMPLETION	07
	RELOCATION	08
	LOSS OF RENTAL INCOME	09
	REMOVAL OF ARCHITECTURAL BARRIERS	10
	PRIVATELY OWNED UTILITIES	11
	CONSTRUCTION OF HOUSING	12
	DIRECT HOMEOWNERSHIP ASSISTANCE	13
800	REHAB RESIDENT SINGLE	(14A)
801	REHAB RESIDENT MULTI	(14B)
	PUBLIC HOUSING MODERNIZATION	(14C)
	REHAB; OTHER PUBLICLY-OWNED RES. BLDGS.	(14D)
	REHAB; PUB./PRI.-OWNED COMMERCIAL/INDUS.	(14E)
	ENERGY EFFICIENCY IMPROVEMENTS	(14F)
	ACQUISITION REHABILITATION	(14G)
802	REHAB ADMINISTRATION	(14H)
	LEAD-BASED/LEAD HAZARD TEST/ABATE	(14I)
	CODE ENFORCEMENTS	15
	RESIDENTIAL HISTORIC PRESERVATION	(16A)
	NON-RESIDENTIAL HISTORIC PRESERVATION	(16B)
	CI LAND ACQUISITION/DISPOSITION	(17A)
901	ECON DEV FOR INFRASTRUCT	(17B)
	CI BUILDING ACQUISITION, CON. REHAB.	(17C)
	OTHER COMMERCIAL/INDUSTRIAL IMPROVEMENTS	(17D)
900	ECON DEV GRANTS FOR LOANS	(18A)
	ED TECHNICAL ASSISTANCE	(18B)
	MICRO-ENTERPRISE ASSISTANCE	(18C)
	HOME ADMIN/PLANNING COSTS OF PJ	(19A)
	HOME CHDO OPERATION COSTS	(19B)
	CDBG NONPROFIT ORGANIZATION CAPACITY BUILDING	(19C)
	CDBG ASSISTANCE TO INSTITUTES OF HIGHER EDUCATION	(19D)
	CDBG OPERATION AND REPAIR OF FORECLOSED PROPERTY	(19E)
	REPAYMENT OF SECTION 108 LOAN PRINCIPAL	(19F)

ATTACHMENT C – BUDGET LINE ITEMS

910	PLANNING ASSISTANCE	20
1000	GENERAL ADMINISTRATION	(21A)
	INDIRECT COSTS	(21B)
	PUBLIC INFORMATION	(21C)
	FAIR HOUSING ACTIVITIES (20% Admin cap)	(21D)
	SUBMISSIONS OR APPLICATIONS FOR FEDERAL PROGRAMS	(21E)
	HOME RENTAL SUBSIDY PAYMENTS	(21F)
	HOME SECURITY DEPOSITS	(21G)
	HOME ADMIN/PLANNING COSTS OF PJ (subject to 10% cap)	(21H)
	HOME CHDO OPERATING EXPENSES (subject to 5% cap)	(21I)
	UNPROGRAMMED FUNDS	22
	HOPWA	31
	HOPWA GRANTEE ACTIVITY	(31A)
	HOPWA GRANTEE ADMINISTRATION	(31B)
	HOPWA PROJECT SPONSER ACTIVITY	(31C)