



City Program Year – FY 2015  
Federal Funding – FY 2015

## City of Moline Community Development Block Grant Application Form

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May 15, 2014

RE: 2015 Community Development Block Grant (CDBG) Applications

Dear Applicant:

CDBG funds are made available by the U.S. Department of Housing and Urban Development. Applications for year 2015 of the City of Moline CDBG program are available from the date of this letter through June 16, 2014, 2:30 p.m. Interested applicants must complete the attached forms and submit them to Planning and Development, City of Moline, Attention: K. J. Whitley, 619 16<sup>th</sup> Street Moline, IL 61265.

There will be a *pre-application (submittal) meeting* held on June 2, 2014 (beginning at) 4:00 p.m. at City Hall 2<sup>nd</sup> Floor Council Chambers (619 16 Street). Attendance is not only beneficial but will be considered part of the application process. The application deadline is Monday, June 16, 2014, 2:30 p.m. **Late applications will not be considered for funding.** Applications may be electronically submitted to [kwhitley@moline.il.us](mailto:kwhitley@moline.il.us), USPS (postmarked no later than June 16, 2014), or dropped off at the above location by the due date and time.

All grant awards must be expended in the 2015 calendar year which means you will have a limited window of time to utilize these dollars and your proposals should take this into consideration. Expenses incurred prior to a signed grant agreement will not be reimbursed.

Our total funding for CDBG applicants is anticipated to be between \$30,000 - \$40,000 for 2015. A major change to our CDBG application is that **all grant requests must be a minimum of \$10,000.** The Citizens Advisory Council on Urban Policy (CACUP) will review the applications and make a recommendation to the Moline City Council on which proposals to fund. CACUP has the discretion to recommend an award of less than \$10,000 for a Subrecipient. All Subrecipients are required to have a DUNS number and System for Award Management (SAMs) registration within thirty days of CACUP's decision or forfeit the award. To register for a DUNS number, go to [www.dnb.com](http://www.dnb.com) . To register with SAMs, go to [www.sam.gov](http://www.sam.gov) (create user account and Password to begin).

Applicants are advised to read the application instructions before completing the attached forms. The applications must be complete including requested attachments. If there is a need for technical assistance or questions pertaining to the application, please contact K.J. Whitley, Community Development Program Manager at (309) 524-2044-o or (309) 781-5551-c or Jeff Anderson, City Planner at (309) 524-2038.

Very truly yours,

K. J. Whitley  
Community Development Program Manager

# CITY OF MOLINE

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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### BACKGROUND

The Community Development Block Grant (CDBG) is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. **CDBG funds are used for community development and affordable housing activities that benefit low-income households and persons with special needs as well as public service needs, infrastructure improvements and economic development activities.**

The following describes the application process for funding of community development projects.

Community Development Activities: Applications for CDBG-funding of community development projects, including but not limited to, public improvements such as streets, sidewalks, drainage, parks, youth and child care centers, health centers, etc., are accepted once a year. The attached "Application for Community Organizations" is to be used by community organizations requesting CDBG funds for community development projects. HUD requires that all sub-recipients obtain a DUNS # and a SAMs in order to receive federal funds. If the application does not include the correct DUNS and SAM numbers the applicant will have thirty days from CACUP recommendations to the Moline City Council to obtain them or forfeit the award. These numbers can be obtained from the following websites

Duns & Bradstreet: <http://fedgov.dnb.com/webform>

System for Award Management: <https://www.sam.gov>

**Applications must be received no later than 2:30 p.m. on Monday, June 16, 2014. Late applications will not be considered.**

Submit application to: City of Moline  
Planning and Development Division  
Attn: K. J. Whitley  
619 16<sup>th</sup> Street  
Moline, IL 61265

The City of Moline is committed to preserving equal rights for all of its citizens during the construction of its public works projects and encourages minority contractors to submit bids for this work. The City also encourages bidders to consider hiring subcontractors and employees of all racial and ethnic backgrounds. The City reserves the right to reject any or all bids and to waive informalities or technicalities.

The City of Moline does not discriminate against any class of protected individuals.

If you have questions about this application, the CDBG Program, or other Planning and Development Division programs, please call (309) 524-2044.

## APPLICATION INSTRUCTIONS

### Application Overview

The enclosed application includes a **Project Summary Form**, **application questions**, **tables or budgets**, and **attachments** included for your information.

A complete application will include the following items and be presented in the following sequence:

1. Part I - Project Summary Form
2. Part II – Project Narrative (**not to exceed one single-spaced page**), plus budget form(s)
3. Part III – Agency Information (**not to exceed one, single–spaced page**)
4. Part IV – Documentation:
  - a. Letters of commitment from collaborating agencies, if applicable;
  - b. Summary of applicant’s current year General Operating Budget;
  - c. List of Board of Directors;
  - d. Articles of Incorporation and Bylaws; and
  - e. Proof of existing non-profit status including EIN #

### Specific Application Instructions

- DUNS and SAMs
- Please describe your project in detail.
- **All forms need to be submitted in a typed format.**
- **Applications shall be for a minimum of \$10,000. CACUP may reduce the awarded amount at their discretion.**
- Please submit one copy of the application for each proposed project. However, only one copy of part IV – Required Documentation is required (application must include original signature of authorized signatory.)
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project of the contribution (financial or in-kind) that they will make.
- **If your organization is submitting more than one application, please prioritize each project by placing a number in the upper right hand corner of the Application Summary Form.**

### Attachments

The following Attachments are included for your information:

- A. Guidelines for the Preparation of Goals and Objectives
- B. Statement of City of Moline Community Development Objectives
- C. CDBG Program Strategy
- D. Application Review Process
- E. Project Eligibility
- F. Highlights of Federal Labor Standards Provisions

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION FOR COMMUNITY ORGANIZATIONS**

**PART I – APPLICATION SUMMARY (Please type or print)**

A. PROJECT TITLE: \_\_\_\_\_

B. APPLICANT: \_\_\_\_\_

Name and Title of Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

DUNS # \_\_\_\_\_ SAM # \_\_\_\_\_

C. PROPOSAL

1. Community in which project is located: \_\_\_\_\_

2. Specific use of requested CDBG funds: \_\_\_\_\_  
\_\_\_\_\_

3. CDBG Funds Requested \$ \_\_\_\_\_

4. Total project Cost \$ \_\_\_\_\_

5. What percentage of this request will serve residents of Moline? \_\_\_\_\_

6. Which CDBG National Objective does your project meet? (See Attachment E) \_\_\_\_\_

**PART II - PROJECT NARRATIVE (Not to exceed ONE typed single spaced page)**

A. Statement of Problem/Need: Describe the problem or need that the proposed activity is intended to address.

B. Target Population: Describe the characteristics of the population to be served (i.e.; youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. **It is important to also attach a map showing the project location and a line on the map showing the boundaries of the geographic area served.**

C. Project Goals and Objectives: State the overall goal of the project and list objectives. Please follow the attached guidelines for writing goals and objectives (Attachment A).

D. Project Description:

1. Describe the proposed project (work to be performed, activities to be undertaken, or services to be provided), and specifically describe the use of the CDBG funds requested.

2. Describe project location in as much detail as possible, including street address, cross streets, and Assessor Parcel Number. If project is on a rural road, provide Assessor Parcel Map or indicate distance from intersection to locate site. For proposals involving property acquisition, describe any site selection activities to date and plans for identifying and securing a property.

3. For limited clientele activities (See Attachment E), indicate the number of unduplicated clients who will be served, the number who are low/moderate income, and the number who are residents of the City of Moline.
  
4. For limited clientele activities (See Attachment E), describe procedures for documenting program participation including ethnic and income characteristics of participants.
  
5. **Describe the relationship of the proposed activity to other local community facilities and services addressing the same or similar problem.**
  
6. Provide a detailed time line for the implementation of the proposed project, assuming the availability of CDBG funds in January 2014. **CDBG requests must be limited to activities that can be implemented and CDBG funds spent within 12 months.**
  
7. Describe any discretionary land use permits or approvals that are required prior to implementation of the proposed project.

8. If this is a collaborative project, name the organizations involved and explain their involvement. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.

9. **Previous Accomplishments:** For those agencies that have previously received City of Moline CDBG funding, describe the accomplishments achieved. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives, describe how that will be overcome in the future. If the project has not previously received City of Moline funding, describe accomplishments achieved through other funding sources.

10. **Finances:**

a. Describe how the project will be funded.

b. Include letters of commitment from other funding sources, if applicable (attach to application).

c. Discuss plans for maintaining the project beyond the period supported by CDBG funds.

- d. Submit the **attached *Table I. Project Development Budget Summary Form*** for **capital projects**, and include a detailed line item budget, or submit *Table II. Project Operating Budget Form* for **service projects**, whichever is applicable to the proposed project. Include all other funding sources, and indicate: a) if funding is committed, b) if funding has been applied for, or c) if funding will be applied for. Also, indicate when these funds will be available.
  
- e. **For public improvement construction projects, be sure to consider the Davis-Bacon prevailing wage requirements in the project budget and indicate the source of the project cost estimates. (See Attachment F)**
  
- f. Include a copy of a summary of the agency's current General Operating Budget.



**PART III - AGENCY INFORMATION** (Not to exceed **ONE** single spaced typed page)

A. **Background**

1. Describe the purpose of the agency and sources of funding.
2. Indicate the length of time the agency has been in operation, and include the date of incorporation.
3. Describe the type of services currently provided by the agency, and include the number and characteristics of clients served.

B. **Qualifications**

1. Discuss the agency's capability to develop, implement and administer the proposed project.
2. Describe the agency's existing staff positions and qualifications.

C. **Financial: Briefly describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.**

#### **PART IV – REQUIRED DOCUMENTATION**

1. Letters of commitment from collaborating agencies, if applicable;
2. Summary of agency's current General Operating Budget;
3. List of Agency's Board of Directors;
4. Articles of Incorporation and Bylaws;
5. Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service) and;
6. Statement identifying which CDBG National Objective(s) the project will meet (see Attachment E)

**GUIDELINES FOR THE PREPARATION OF  
GOALS AND OBJECTIVES**

**GOALS**

A goal is a general statement of how a system, organization, community, or group of individuals will be different as a result of your project. The statement describes who/what will be affected, in what respect they will be changed/improved, and how this change will be accomplished.

**OBJECTIVES**

An objective is a specific statement of what will be done to accomplish the goal. It answers the basic questions of who, what, how, and when. Objectives are specific, measurable and time limited. Often a single goal has multiple objectives.

## Attachment B

### **COMMUNITY DEVELOPMENT BLOCK GRANT STATEMENT OF COMMUNITY DEVELOPMENT OBJECTIVES**

1. Provide for the orderly development of neighborhoods, recognizing priorities of the City and the Citizen Advisory Council on Urban Policy (CACUP).
2. Provide affordable, long-term housing opportunities for eligible low and moderate income residents of the City of Moline, with emphasis on low-income residents, in accordance with the City of Moline Consolidated Plan.
3. Aid in the rehabilitation of housing stock with preference to projects within designated low to moderate income Census Tracts.
4. Stimulate economic development and community reinvestment.
5. Provide public services or facilities necessary for the direct support of housing or neighborhood revitalization activities, as opposed to social services not directly related to those activities.

## *Attachment C*

### **CDBG PROGRAM STRATEGY**

City of Moline Community Development Block Grant (CDBG) funds will be allocated within Neighborhood Areas, to implement the following activities:

- Affordable Housing Development
- Residential Rehabilitation
- Public Improvements
- Economic Development
- Public Services
- Planning Activities
- Program Administration

#### 1. Affordable Housing Development

CDBG funds may be used for property acquisition, rehabilitation, and site improvements, to stimulate housing development for lower-income persons.

#### 2. Residential Rehabilitation

CDBG funds may be used for a Residential Rehabilitation Program within the City, including low interest amortized and deferred loans. Preference will be provided to projects, which eliminate health and safety violations and promote energy conservation, and eliminate slum and blight.

#### 3. Public Improvements

CDBG funds may be used for eligible public improvements, such as parks, streets, community centers, drainage structures, etc. Feasibility studies and public improvements designed to support proposed low to median income housing development projects may also be funded.

In the City area, when feasible, the following guidelines will be used when allocating funds to public improvements: 1) 65% to Neighborhood Facilities, e.g., parks, senior, youth and community centers, libraries; 2) 25% to Public Health and Safety Facilities, e.g., fire protection, flood control, health facilities, sewer/water improvements; and 3) 10% to Sidewalks and Streets.

#### 4. Economic Development

CDBG funds may be used for eligible development projects that create jobs for low-income persons, aid small businesses, and strengthen the fiscal base of a Neighborhood.

Economic development goals may also be accomplished through the funding of economic revitalization plans that identify strategies and actions that assist local business communities and residents they serve.

#### 5. Public Services

CDBG funds may be used for public services, which directly relate to and support

physical community revitalization or housing development activities, as opposed to social services not directly related to those activities.

6. Planning Activities

CDBG funds may be used for planning activities, which may include preparation of economic revitalization plans, or assessments of facilities and housing needs.

7. Program Administration

A portion of the CDBG entitlement will be set aside for community development planning, development of housing programs, program administration, and contingency reserves.

## *Attachment D*

### **CDBG APPLICATION PROCESS**

The following review and recommendation process will be used for preparation of the Community Development Block Grant Program funding of community development projects:

1. Assigned City staff will annually solicit community development proposals within the Metropolitan Statistical Area (MSA) through community meetings, mailings and media releases.
2. Staff will review all community development proposal materials submitted for compliance with federal grant eligibility requirements, obtaining additional information from the applicants as required, to determine:
  - a. Whether the proposed project appropriately addresses the identified problem;
  - b. Whether the proposed project complies with existing state and City laws, ordinances, regulations and policies;
  - c. Whether, if funded, implementation of the proposal would be delayed by the application for and processing of required discretionary land use permits;
  - d. Feasibility of timely implementation of the project;
  - e. Accurate cost estimates; and,
  - f. Departmental priority recommendations.
3. Following the review of community development proposals, including consideration of all relevant information available, staff will develop a listing of all community development proposals received. **The listing shall be presented to the Citizen Advisory Council on Urban Policy (CACUP) for consideration during scheduled meetings in which each applicant will be allowed to present on behalf of their request.**
4. CACUP decides on allocation of funds to approved applicants. The approved applications are presented to City Council for final approval. Applicants that are approved for funding will receive a notification of their award and award amount.
5. Upon approval of the City's Consolidated Annual Action Plan by The Department of Housing and Urban Development (HUD) and receipt of funds, each approved applicant will receive a packet containing the Subrecipient Agreement and attached addendums. The Subrecipient Agreement is a binding contract between the City of Moline and the agency that has been approved to receive CDBG funds. **To receive awarded funds the Subrecipient Agreement must be signed by the appropriate person(s) and returned to the City of Moline. Failure to comply will result in a delay of allocation.**

## *Attachment E*

### **PROJECT ELIGIBILITY**

Projects must be a CDBG-eligible activity and must meet at least one of the following CDBG national objectives:

1. Predominate benefit to low or moderate income (under 80% of the area median income) persons or households. This is the most commonly used qualifier. Documentation of the benefit to low/moderate income persons is required of every project funded under this objective. Limited clientele activities, i.e., those that benefit a specific sector of the community, such as youth centers, health clinics, etc., must benefit a minimum of 51% low and moderate-income persons.
2. Aid in the elimination of slum or blight conditions. HUD has strict guidelines to define these conditions. Please contact Community Development staff to determine if your project is eligible under this objective.
3. Meet an urgent community need. Generally, this objective is used in the case of serious natural disasters (e.g. earthquake, flooding, etc.)

**Applicants awarded CDBG funding for their respective projects must be able to document and demonstrate that said projects are in compliance with Federal, State and Local fair housing laws.**




**HIGHLIGHTS OF FEDERAL LABOR STANDARDS PROVISIONS  
(DAVIS-BACON ACT)**

- **Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, decoration, in an amount of \$2,000 or more, any part of which is federal money.**
- The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage rate schedule is available on the Internet at: <http://www.access.gpo.gov/davisbacon/>).
- Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification, wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and subrecipient must maintain all records for a minimum of four years of the completion of the project.

**Information for 2015 HUD Consolidated Action Plan**

Please provide the number of people (or housing units, businesses, etc.) anticipated to be served if awarded your grant request. Check the type of accomplishment, which most closely matches your project of program. Please, check only one type of accomplishment.

Type of Accomplishment (Check only one)	<input checked="" type="checkbox"/> 	Number
People (General)		
Youth		
Elderly		
Households		
Elderly Households		
Businesses		
Organizations		
Housing Units		
Public Facilities		
Square Feet of Public Facilities		

**SUPPLEMENTARY STANDARD QUESTIONS**

1. Should your agency not receive CDBG funds, how would this affect your program operation?
  
2. Is your agency reliant on City of Moline CDBG funds for program survival?
  
3. If yes, how many years do you expect your agency to be reliant on CDBG funding to support your program operation in the future should your agency receive funds?
  
4. Should your agency not receive full funding, please tell us if it is practical to continue program operations and what would be your service levels at 75 percent, 50 percent, and 25 percent of your current request?

## ***Attachment I***

### **Performance Outcome Measurement**

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more boxes under the following program performance categories that apply to your proposal.

#### **1. Availability/Accessibility**

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low and moderate income people, including persons with disabilities.

- Enhances the living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

#### **2. Affordability**

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- Enhances the Living Environment through New/Improved Affordability
- Creates Decent Housing with New/Improved Affordability
- Promotes Economic Opportunity Through New/Improved Affordability

#### **3. Sustainability**

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- Enhances the Living Environment through New/Improved Sustainability
- Creates Decent Housing with New/Improved Sustainability
- Promotes Economic Opportunity Through New/Improved Sustainability

4. Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

# CITY OF MOLINE 2015 CDBG PROGRAM

## Project Budget

### Project Development/Services Budget Summary Form

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Budget Categories	Project Cost Estimates	Sources of Funds															
		CDBG Funds		Applicant's Funds		1.		2.		3.							
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*						
Acquisition																	
Design																	
New Construction																	
Rehabilitation **																	
Youth Services																	
Senior Services																	
Community Services																	
Transportation Svcs.																	
Handicapped Services																	
Equipment																	
Other: Specify																	
<b>Source Total</b>																	

\*C=Committed Funds; P=Funds that have been applied for & decision is pending; N=Funds that have not yet been requested.

\*\*Public Facilities/Improvements