

City of Joliet - RFP for 2019 Annual Action Plan Funding

INTRODUCTION

The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The primary objective is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low and moderate income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities.

To achieve these goals, the CDBG regulations set forth eligible activities and the national objectives that each activity must meet. As recipients of CDBG funds, grantees are charged with ensuring that these requirements are met.

The City of Joliet's 2015-2019 Consolidated Plan process combined the planning, application and submission requirements for the Community Development Block Grant (CDBG) program. The Consolidated Plan is a collaborative process whereby citizen participation and strategic planning establishes a unified community vision for development actions.

In seeking 2015-2019 Consolidated Plan 2019 Annual Action Plan funding through the City of Joliet's Community Development Department, Neighborhood Services Division, please consult the following materials. Included in this document are general instructions and application materials.

2019 Annual Action Plan funding allocations will begin October 1, 2019 and end September 30, 2020.

Please read carefully through all of the informational material and instructions to develop your proposal within the guidelines as presented, and **submit your proposal to the Neighborhood Services Division, attn: Jeff Sterr, Director, 150 West Jefferson Street, Joliet, IL 60432 by 4:00 p.m., Thursday, May 16, 2019.**

SELECTION PROCESS

After submission of your application, a three-step process determines the Neighborhood Service's recommendations to the Mayor and City Council.

1. **Application review:** All applications will be read for completeness, clarity, and connection to the goals and objectives the City seeks as stated in the City's 2015-2019 Consolidated Plan.
2. **Information Gathering/Clarification (if needed):** After the initial application review has occurred, applicants may be contacted to provide additional information or clarification on their proposal.
3. **Verification:** If review team is unfamiliar with the implementer's project, the team will substantiate the provider's work through those familiar with key claims made by the applicant.

GENERAL INSTRUCTIONS

To propose activities under CDBG, applicants should prepare a proposal containing the components listed below. If you are requesting funds for more than one project, submit a separate Proposal for each project.

Application Form: Complete the attached Application Form.

Additional Requested Forms:

- DUNS number (register at www.dnb.com to be issued a number)
- IRS 501(c)3 Designation letter
- Current list and addresses of Board of Directors
- A copy of your most recent audit
- Current filing of IRS report, unless a department of the City.

Late and/or incomplete proposals will NOT be accepted. To be considered complete, a proposal must contain the completed, required components of the application package. No proposal may be amended or substituted, unless additional information has been requested by the City

APPLICATION DEADLINE

One original, 3 copies and an emailed copy must be received in the Office of Neighborhood Services, 150 W Jefferson St., Joliet, IL 60432, by 4:00 pm, Thursday May 16, 2019.

Submit proposals to:
Jeffrey Sterr, Director of Neighborhood Services
City of Joliet
150 W Jefferson Street
Joliet, IL 60432
jsterr@joleitcity.org

The following resources are helpful to grantees and subrecipients administering CDBG activities:

Community Connections (1-800-998-9999) <http://www.comcon.org>

HUD website <http://www.hud.gov>

CPD home page <http://www.hud.gov/cpd/cpdcomde.html>

CDBG home page

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/index.cfm>

CDBG Search Engine

<http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/search.cfm>

Labor Relations (labor standards <http://www.hud.gov/offices/olr/>

Income Limits <http://www.huduser.org/datasets/il.html>

Office of Management and Budget (OMB) website <http://www.whitehouse.gov/omb/>

OMB Circulars on-line <http://www.whitehouse.gov/omb/circulars/index.html>

U.S. Bureau of the Census [website http://www.census.gov](http://www.census.gov)

HUDclips (Regulations and Handbooks) <http://www.hudclips.org>

General Con Plan <http://cityofjoliet.info/departments/community-development/neighborhood-services-division/informational-links>

Fair Housing <http://www.hud.gov/progdesc/fheoindx.cfm>

Healthy Homes and Lead Hazard [Control http://www.hud.gov/offices/lead/](http://www.hud.gov/offices/lead/)

Eligible Activity Categories (24 CFR 570.201)

The following provides a sample of activity categories that may be eligible for funding under the CDBG program. Please note that each category is subject to very specific guidelines.

- Acquisition of real property
- Disposition of real property
- Public facilities and improvements
- Infrastructure improvements
- Public services
- Housing and fair housing services
- Construction of improvements related to housing
- Rehabilitation and preservation activities
- Homeownership assistance
- Facilitation of economic development
- Planning and Program administration

Special economic development activities (24 CFR 570.203)

A recipient may use CDBG funds for special economic development activities in addition to other activities authorized in this subpart that may be carried out as part of an economic development project. Guidelines for selecting activities to assist under this paragraph are provided at § 570.209

Ineligible Activities (24 CFR 570.207)

The following provides a sample of activities which would NOT be eligible for CDBG funding:

- Buildings, or portions thereof, used for the general conduct of government.
- General government expenses.
- Political activities.
- Purchase of construction equipment.
- Purchase of equipment, fixtures, motor vehicles, furnishings or other personal property that is not an integral structural fixture (specific exceptions exist—contact program administrator with questions).
- Income payments to individuals for housing or any other purpose.
- Services, activities or improvements to facilities which do not serve primarily low income persons and households.