Community Development Department

Cynthia Montavon, Director
6420 W. 16th Street * Berwyn, Illinois 60402
Office: 708-795-6850 FAX: 708-749-9457

COMMUNITY DEVELOPMENT BLOCK GRANT ANNOUNCEMENT

To: Mayor Robert J. Lovero
City Council
All parties interested in Community Block Grant Funding

From: Cynthia Montavon, Director

Subject: Program Year 2014
Community Development Block Grant Program

Date: April 7, 2014

The City of Berwyn (Berwyn) received notice from the Department of Housing and Urban Department (HUD), on April 3, 2014, that Berwyn will be receiving $1,171,711 in Community Development Block Grant funds (CDBG) for the 2014 federal program year (October 1, 2014 to September 30, 2015). Please be advised Berwyn will now immediately begin the process to create the City's 2014 Program Year Action Plan.

We are sending this notice to all interested citizens to facilitate the public input process, and to seek out suggestions for projects for the use of the CDBG funds. Public meetings will be held on Monday, April 14, 2014 at the Community Development Department offices on 16th Street at 10AM, 1PM and 5PM. The CDBG program supports Community Development and Improvement Projects in Berwyn, and seeks to meet the needs of low and moderate income people. All citizens will be given an opportunity to be heard. Access is, and accommodations are, available for persons with disabilities. The meetings will be conducted in both English and Spanish as required.

Interested groups are invited to submit an application for a CDBG Public Service Grant or a Public Facilities Grant. A grant application form is available on Berwyn's website at: http://www.berwyn-il.gov/Departments/CommunityDevelopment.aspx. If you are interested in submitting a grant application, please send two (2) copies of each request to the Community Development Department, attention Regina Mendicino, Grants Administrator before May 9, 2014 by 5PM. You may submit the application electronically to rmendicino@ci.berwyn.il.us by the same deadline.

If you have any questions, please contact the Community Development Department.

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CDBG PY 2014
GRANT APPLICATION

(October 1, 2014 – September 30, 2015)

Grant Proposal Instructions:
The City of Berwyn is accepting applications for programs to be funded from its PY 2014 Community Development Block Grant (CDBG) allocation (October 1, 2014 – September 30, 2015). If you are interested in submitting a proposal, you must submit two (2) copies of each request to the Community Development Department on 16th Street by **5pm - May 9, 2014,** or you may file this application electronically at rmendicino@ci.berwyn.il.us

Applications must include the following: (1) Cover Sheet; (2) Budget; (3) Narrative; and (4) Attachments. The application must be submitted using the forms provided, and containing the information stipulated in this request for proposals. If more than one program is being submitted for funding, a separate grant proposal must be submitted for each.

If you have questions regarding this program, contact Cynthia Montavon or Regina Mendicino at the City of Berwyn, Department of Community Development at (708) 795-6850.

Grant Proposal Evaluation
The City will apply the following criteria to each request during its evaluation:

1. The program meets CDBG eligibility requirements.
2. The program is consistent with the City's Consolidated Plan objectives.
3. The program's effectiveness. The number of Berwyn residents assisted per dollar of funding; and the percentage of the program's costs to be funded by the City.
4. The agency's history and capacity to meet administrative requirements (as evidenced by experience and financial reports).
5. The program avoids duplication of services with existing programs.

The Department of Community Development will review all proposals and make recommendations to the Mayor and the City Council. A contract will be awarded for a term of one-year. The City will not commit to a contract for more than one year. Current funding is not a guarantee the City will fund the program or service in the future. The City reserves the right to increase or decrease any or all funding requests to maximize effectiveness or to satisfy budget parameters.

CDBG PY 2014
GRANT APPLICATION
(October 1, 2014 – September 30, 2015)

Cover Sheet

Name of Agency: _____

Address: _____

Contact Person/Title: _____

Telephone No.: _____ FAX No.: _____

Email: _____

Website: _____

Program Description

Program Name: _____

Brief Description of Program:

_____

_____

_____

_____

_____

_____

Grant Request

Amount of CDBG Funds Requested from Berwyn for
PY 2014 (October 1, 2014 – September 30, 2015) $ _____

CDBG PY 2014
GRANT APPLICATION
(October 1, 2014 – September 30, 2015)

Proposed Program Budget

REVENUE

Grant request from City of Berwyn (CDBG): $ _____

Other Sources of Funding for this Program:

	Name of Funding Source	Amount
Funding Source(s): (i.e., Cook County, churches, special awards or grants, etc.	_____	$ _____
	_____	$ _____
	_____	$ _____
	_____	$ _____
Total Revenue		

EXPENSES

	Proposed CDBG Funding	Other Sources of Support	Total
Direct financial contribution To Clients (rent, etc…):	$ _____	$ _____	$ _____
Construction/Rehabilitation	$ _____	$ _____	$ _____
Salaries / Benefits	$ _____	$ _____	$ _____
Materials / Office Supplies	$ _____	$ _____	$ _____
Other Administrative Costs	$ _____	$ _____	$ _____
Other (please specify)	$ _____	$ _____	$ _____
Total Expenses:	**$ _____**	**$ _____**	**$ _____**

CDBG PY 2014
GRANT APPLICATION

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PROGRAM NARRATIVE

Please attach a narrative description of the proposed program or service. At a minimum, all narratives must address each of the questions listed below and language must be very clear and detailed describing each project:

Your narrative should be very specific in describing your proposed program or service.

1. Describe the proposed service or program and how the service is or will be provided. Who are the expected clients? What are the eligibility criteria for service? What percentage of beneficiaries will be low and moderate income persons (see attached income sheet)? Is the service or program available to all Berwyn residents? Is it exclusively for Berwyn residents? How may total persons and how many Berwyn residents are expected to benefit from this service or program during the next program year?

2. If this is an existing service, provide the number of Berwyn residents served last year. How many of these Berwyn residents were of low and moderate income?

3. Explain why the proposed service or program is needed and why funding by The City of Berwyn is necessary. If this is an existing program or service, would funding from the City result in an increase in the number of Berwyn residents being served or would funding result in maintaining the number of Berwyn residents served? How does the proposed program or service conform with the CDBG regulations and the City's Consolidated Plan objectives? Please explain why this service or program does not duplicate efforts of other public service agencies in the Berwyn area.

ATTACHMENTS

Please provide the following:

a. The agency's most recent annual budget.

b. The agency's most recently completed audit. (only 1 copy required)

c. If this is an existing or current program or service, please attach the current year's budget for this program.

CDBG PY 2014
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HUD Income Categories

Number Of Person(s)	Extremely Low Income (0-30%MFI)	Very Low Income (1-50% MFI)	Other Low Income (51-80% MFI)
1.	$15,200	$25,350	$40,550
2.	$17,400	$29,000	$46,350
3.	$19,550	$32,600	$52,150
4.	$21,700	$36,200	$57,900
5.	$23,450	$39,100	$62,550
6.	$25,200	$42,000	$67,200
7.	$26,950	$44,900	$71,800
8.	$28,650	$47,800	$76,450

Eligible Activities

CDBG funds may be used for activities which include, but are not limited to:

- Acquisition of real property.
- Relocation and demolition.
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes.
- Public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare.
- Activities relating to energy conservation and renewable energy resources.
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.
- Clearance activities: clearance, demolition, and removal of buildings and improvements, including movement of structures to other sires.
- Housing services.
- Homeownership assistance – Direct homeownership assistance to low or moderate income households.