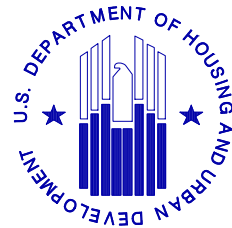


KANE COUNTY COMMUNITY DEVELOPMENT FUND



2010 Application Packet



**Kane County Development and
Resource Management Department
719 Batavia Avenue
Geneva, Illinois 60134
630-208-5351**

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KANE COUNTY COMMUNITY DEVELOPMENT FUND Program Guidelines

General Program Description

The Community Development Fund was established by the Kane County Board in 1998 with funds provided annually by the United State Department of Housing and Urban Development. The overall goal of the program is to foster viable communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, primarily for low- and moderate-income persons. Twenty-three municipalities participate in Kane County's Community Development Program, which provides critical "gap" funding for a wide array of worthwhile projects and programs that improve the quality-of-life in our rapidly growing and changing area.

Eligible Applicants

Kane County provides Community Development funds to units of local government and non-profit organizations for projects that benefit citizens within the county's Community Development Program Area. The program area includes all of Kane County outside the corporate limits of Algonquin, Aurora, Elgin, Hampshire, Hoffman Estates, Huntley, and Montgomery. (Three of these communities – Aurora, Elgin, and Hoffman Estates – have independent Community Development Programs.)

Project Eligibility

To be eligible for funding, a project must satisfy one of two national objectives established by HUD. It must either benefit low- or moderate-income residents, or eliminate slum or blight conditions. Certain segments of the general population are presumed to be low- to moderate-income. Examples include elderly persons, disabled persons, homeless persons, and abused spouses and children. For other projects, such as those that involve the delivery of housing services, income verification is necessary to document low- or moderate-income status. Below are the current low- and moderate-income limits for Kane County, which is part of the Chicago Metropolitan Area.

Income Levels for the Chicago Metropolitan Area

(Effective: March 19, 2009)

Median Family Income (MFI) = \$74,900

Household Size	Moderate Income (80% MFI)	Low Income (50% MFI)	Ext. Low Income (30% MFI)
1	\$42,200	\$26,400	\$15,850
2	\$48,250	\$30,150	\$18,100
3	\$54,250	\$33,950	\$20,350
4	\$60,300	\$37,700	\$22,600
5	\$65,100	\$40,700	\$24,450
6	\$69,950	\$43,750	\$26,250
7	\$74,750	\$46,750	\$28,050
8	\$79,600	\$49,750	\$29,850

While planning and capacity-building projects do not have to satisfy a national objective, priority will be given to applications involving planning projects that focus on low- and moderate-income areas of the county's program area. Note that projects involving the general operation of government or the rehabilitation of governmental buildings are ineligible.

Applicants are strongly encouraged to discuss the nature and scope of their projects with the Kane County Development Department prior to preparing applications in order to confirm that eligibility criteria have been met.

Priority Needs

Kane County's Housing and Community Development Consolidated Plan identifies five high-priority needs. It also establishes strategies for addressing those needs with available resources. The following table provides a summary of the needs and strategies.

Priority Need	Strategy
Affordable Housing	Preserve existing units of affordable and special needs housing throughout the county, and create additional units of such housing in areas where they are currently lacking and near employment centers.
Neighborhood Infrastructure	Improve public infrastructure that directly affects the environmental quality of neighborhoods and communities.
Public Facilities	Construct and rehabilitate public facilities such as parks, community centers, and facilities from which human services are provided to area citizens.
Emergency Shelter Services	Increase the availability of emergency-shelter and transitional-housing services and facilities. Provide support for the Continuum of Care for Kane County.
Planning and Capacity-Building	Undertake critical community-planning and capacity-building activities that will contribute to the effective use and leveraging of resources.

Evaluation Criteria

Applications that meet federal eligibility requirements will be evaluated by the Community Development Commission on a competitive basis according to the criteria listed below. Projects determined to be the most responsive to these criteria will be considered for funding.

Criteria	Description
Consolidated Plan Needs/Strategies	Priority will be given to projects that effectively address the high-priority needs and strategies identified in the Housing and Community Development Consolidated Plan (see summary above).
Leveraging of Other Resources	Consideration will be given to the amount of private and/or other public funds the project will leverage.
Project Readiness	Priority will be given to projects that are ready to proceed or face the fewest obstacles that could prevent their timely completion. Factors considered under this criterion will include whether or not the applicant has obtained site control and the appropriate zoning, and the extent to which environmental issues might hinder completion of the project.
Community Impact/Urgency	Consideration will be given to projects expected to have the greatest beneficial impact in the neighborhood, community, and/or county, or are designed to address an urgent need for which no other funding is available. Factors considered under this criterion will include the extent of the physical improvements that will result from the project, the economic impact anticipated, as well as the number of low- and moderate-income residents that will benefit from the project, in relation to the amount of funding requested.

Project Requirements, Funding Agreements, and Terms of Project Financing

Applicants selected for funding under the Community Development Program will be afforded a reasonable amount of time to obtain and submit documentation that all other funding sources identified in their applications are committed to their projects. As "subrecipients" under the county's program, successful applicants must enter into an agreement stipulating various project and program requirements. No work may begin prior to the execution of the agreement. While projects are underway, subrecipients are expected to submit quarterly reports to document project accomplishments and may request the disbursement of Community Development funds as they are needed for the payment of eligible project expenses.

Any Community Development funds used to acquire and/or improve owner-occupied residential real estate will be provided in the form of a zero-interest, deferred-payment loan, secured with a recorded mortgage payable to Kane County. Such loans will not be due until the real estate is sold, the title is transferred, or the household no longer occupies the property as their primary residence.

Any funds used to acquire and/or improve other types of real estate will be provided in the form of a zero-interest, forgivable loan, secured with a recorded mortgage payable to Kane County. The term of such loans will be twenty years, at which time the principle, in its entirety, will be forgiven.

Submission Requirements

Applications for Community Development funds may be either typewritten using forms provided in this packet or downloaded from Kane County's website (listed below). In addition to the required forms, a number of supporting documents are required. (An application checklist is provided at the end of the application packet for reference purposes.) Applicants should be certain to properly complete and submit all required application materials, as insufficient data could reduce the competitiveness of an otherwise eligible project. Finally, the application should be signed by an authorized representative of the government agency or non-profit organization submitting the application. A copy of the board resolution authorizing this individual must accompany the application. (A sample resolution is provided in the application packet.)

Applications for Community Development funds are due on Friday, January 8, 2010. All application materials must be received by 4:30 pm, on the due date, at the office of the Kane County Development Department, 719 Batavia Avenue, Geneva IL 60134. Each applicant is required to submit one original and one copy of their completed application package. Application materials should not be bound. Kane County reserves the right to request additional information regarding any application submitted.

For Further Assistance

The staff of the Kane County Development Department is available to answer questions regarding application procedures, project eligibility requirements, and the Community Development Fund in general. Please contact Scott Berger, Program Manager, at 630-208-5351 or bergerscott@co.kane.il.us for further assistance. Information is also available at Kane County's website (www.countyofkane.org). Click on "Community Investment Initiatives" located in the column on the right-hand side of the county's homepage.

**KANE COUNTY
COMMUNITY DEVELOPMENT FUND
Application**

APPLICATION SUMMARY

Project Name: _____

Project Location: _____

Applicant Name: _____ FEIN #: _____

Applicant Address: _____

City, State, Zip: _____ DUNS #: _____

Contact Name: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

Project Summary: *(Provide a general statement explaining the scope and purpose of the project.)*

Priority Need: *(Indicate the priority need the project will address. Complete and attach the appropriate questionnaire.)*

- Affordable Housing Services
- Neighborhood Infrastructure
- Public Facility Improvements
- Emergency Shelter Services
- Planning or Capacity-Building

PROJECT FUNDING

1. Total cost of project identified above: \$ _____

2. Total funds available from other sources: \$ _____

3. Amount requested from Kane County Community Development Fund \$ _____

4. **Attach a budget for the project.** Include all project expenses. Include an estimate from a licensed architect, engineer, or contractor to support project expenses. Identify all funding sources that will cover those expenses. (Multiple funding sources are encouraged.) Indicate whether or not funding sources are committed to the project and, if so, the date these funds will be available. Documentation of other funding sources is required.

PROJECT TIMELINE

Attach a schedule for completing the project. Include target completion dates for critical steps such as preparing drawings/specs, bidding and award of contract(s), beginning and completing construction, etc. If the project is phased, include a schedule for the completion of each phase.

PROJECT ELIGIBILITY

Indicate the program objective the project will address. *(Check only one box. N/A for Planning projects.)*

Benefit to Low- or Moderate-Income Persons

- Area Benefit:** The project will benefit all residents of a defined geographic area (Provide the following information.)
Number of individuals to be served by this project: _____
Number of low- or moderate-income individuals to be served by this project: _____
Percent of individuals to be served by this project which are low- or moderate-income: _____
Source of the above statistics: Census Bureau Income Survey (Prior approval required.)
- Limited-Clientele Activity:** This project will benefit a limited clientele, at least 51% of whom are low- or moderate-income. Number of individuals from the county's Community Development Program Area to be served: _____
- Housing Activity:** This project will provide or improve permanent residential structures which, upon completion, will be occupied by low- or moderate-income persons. Number of households to be served: _____

Prevent or Eliminate Slum or Blight Conditions

- Area Basis:** This project will prevent or eliminate slum or blight conditions in a delineated area that meets the definition of a slum, blighted, deteriorated, or deteriorating area under Illinois or local law.
- Spot Basis:** This project will eliminate specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area.

APPLICANT CERTIFICATION

The Applicant certifies that they have read and fully understand the guidelines that govern the Kane County Community Development Program, including those involving project requirements, funding agreements, and terms of project financing. The Applicant further certifies that that all information furnished in/with this application is true and complete to the best of the Applicant's knowledge and belief. If any information provided herein changes following the submission of this application, the Applicant agrees to notify Kane County immediately. The Applicant acknowledges that Kane County may verify any information contained in/with this application, and submission of this application shall constitute the Applicant's authorization for Kane County to complete such verification as it deems necessary to determine the accuracy of this application and its suitability for funding. The Applicant understands and agrees that if false information is provided in/with this application, which has the effect of increasing the Applicant's advantage, Kane County may disqualify this application and deem the Applicant ineligible to receive any funds in the future.

The Applicant understands that Kane County retains the right to reject any and all applications, and, in its sole determination, to waive minor irregularities. The Applicant acknowledges by execution of this application that the County will make such determinations with the fullest discretion allowable by law. The Applicant will at all times indemnify and hold harmless Kane County against all losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from, arising out of, or relating to the County's acceptance, consideration, approval, or disapproval of this application and the issuance or non-issuance of funds herewith.

The Applicant further certifies that neither they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from HUD programs; that they do not discriminate on the basis of race, religion, color, sex, age, handicap or national origin; and that they are duly authorized by board resolution to cause this document to be executed.

Signature

Date

Name (Printed)

Title (Printed)

AFFORDABLE HOUSING SERVICES QUESTIONNAIRE

Project Questions

1. Provide a detailed description of your project/program, including the target population and geographic area it will serve.

2. Is this project/program a collaborative effort with other entities? If so, please elaborate.

3. Describe the applicant's experience in the administration of this or similar projects/programs, including the qualifications of personnel that will be directly involved in the management of this project/program. Submit resumes for key personnel with this application.

4. Explain how will you measure and document the performance of the project/program.

Organization Questions

1. Briefly describe your organization and its history.

2. Who are the people or groups your organization serves?

3. What are the specific goals and objectives of your organization and how will this project/program help you achieve those goals?

NEIGHBORHOOD INFRASTRUCTURE QUESTIONNAIRE

Project Questions

1. Indicate the type of infrastructure project proposed:

- | | | |
|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Sewer | <input type="checkbox"/> Water | <input type="checkbox"/> Street Paving |
| <input type="checkbox"/> Curb/Gutter | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Stormwater Drainage |

2. Describe your infrastructure project and how it will benefit area residents. If the project is part of an overall effort to improve neighborhood conditions, explain how.

3. Have the necessary easements been acquired for the project?

- Yes No

4. If no to #3, what is your plan (including timeframe) for acquiring the necessary easements?

5. Have plans/specifications been prepared for the project? If so, submit copies with this application.

- Yes No

6. If the project is located in a floodplain or near wetland areas, describe efforts that have been or will be taken to ensure the project will comply with federal, state, and local requirements.

7. Has an Environmental Assessment (EA) been prepared for the project? If so, submit a copy with this application.

- Yes No

PUBLIC FACILITIES QUESTIONNAIRE

Project Questions

1. Indicate the type of project proposed: (Check all that apply.)

- Acquisition Rehabilitation Demolition New Construction

2. Describe your public facility improvement project, including the target population and geographic area it will serve.

3. Is this project/program a collaborative effort with other entities? If so, please elaborate.

4. Explain how will you measure and document the performance of the project/program.

5. If your project involves the development of a new or expanded public facility, attach a one-year facility operating budget. Identify the additional expenses (maintenance, utilities, insurance, taxes, etc) you will incur as a result of the new or expanded facility. Explain how you will cover these expenses.

6. Do you currently have site control?

- Yes No

7. If yes to #6, what form of control do you have? (Submit documentation with this application.)

- Deed Date Acquired: ____ / ____ / ____
 Contract Expiration Date of Contract: ____ / ____ / ____
 Option to Purchase Expiration Date of Option: ____ / ____ / ____

8. If no to #6, describe your plan for attaining site control, including an estimate of the fair market value for the property. (Submit copy of market analysis or other documentation of the fair market value with this application.)

9. Provide the seller's name and contact information.

Name: _____

Address: _____

City, State, Zip: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

10. Is the seller related to the applicant?

Yes No

11. Regardless of whether or not you have site control, is the site properly zoned for your project?

Yes No

12. If yes to #11, provide written documentation to that effect. If no to #11, describe your plan (including timeframe) for attaining approval.

13. Will the project cause any displacement or relocation of persons or businesses?

Yes No

14. Have plans/specifications been prepared for the project? If so, submit copies with this application.

Yes No

15. If the project is located in a floodplain or near wetland areas, describe efforts that have been or will be taken to ensure the project will comply with federal, state, and local requirements.

16. Has an Environmental Assessment (EA) been prepared for the property? If so, submit a copy with this application.

Yes No

Organization Questions

1. Briefly describe your organization and its history.

2. Who are the people or groups your organization serves?

3. What are the specific goals and objectives of your organization and how will this project/program help you achieve those goals?

EMERGENCY SHELTER SERVICES QUESTIONNAIRE

Project Questions

1. Provide a detailed description of your project/program, including the target population and geographic area it will serve.

2. Describe the applicant's experience in the administration of this or similar projects/programs, including the qualifications of personnel that will be directly involved in the management of this project/program. Submit resumes for key personnel with this application.

3. Is this project/program a collaborative effort with other entities? If so, please elaborate.

4. Explain how will you measure and document the performance of the project/program.

Organization Questions

1. Briefly describe your organization and its history.

2. Who are the people or groups your organization serves?

3. What are the specific goals and objectives of your organization and how will this project/program help you achieve those goals?

4. Is your organization an active member of the Continuum of Care for Kane County?

- Yes No

5. Is your organization an active participant in the Continuum's HMIS?

- Yes No

6. If yes to #5, how do you utilize the system?

- Direct Data Entry
 Data Aggregation

7. Is your organization utilizing data/reports from the system?

- Yes No

8. If yes to #7, how do you utilize the data/reports?

- CDBG Application
 Other Applications (please list/explain)

9. If no to #7, why not?

PLANNING OR CAPACITY-BUILDING QUESTIONNAIRE

Project Questions

1. Indicate the type of planning or capacity-building project proposed:

- | | |
|---|--|
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Land-Use and Urban Environmental Design |
| <input type="checkbox"/> Community Development Plan | <input type="checkbox"/> Neighborhood Study |
| <input type="checkbox"/> Downtown Revitalization Plan | <input type="checkbox"/> Open-Space and Recreation Plan |
| <input type="checkbox"/> Economic Development Plan | <input type="checkbox"/> Transportation Plan |
| <input type="checkbox"/> Historic Preservation Plan | <input type="checkbox"/> Capacity-Building Activity |

2. Describe your project, and explain why it is needed and who will benefit from it.

3. Is this project a collaborative effort with other entities? If so, please elaborate.

4. If the services of a consultant will be utilized to complete the project, has a “request for proposals” been drafted? If so, submit a copy with this application.

- Yes No

5. Explain how will you measure and document the performance of the project.

Organization Questions

1. Briefly describe your organization and its history.

2. Who are the people or groups your organization serves?

3. What are the specific goals and objectives of your organization and how will this project help you achieve those goals?

APPLICATION CHECKLISTS

In order to be considered for funding, applicants should submit a properly completed application form, the applicable questionnaire, and a variety of supporting documents, depending on the type of project or program proposed. A checklist of the required documents for each type of activity is provided below.

Affordable Housing Services

- Completed application form
- Completed Affordable Housing Services Questionnaire
- Project/program budget (itemize all project expenses and funding sources)
- Documentation of other funding sources
- Project/program timeline
- Resumes for key personnel
- Board resolution authorizing the application for funds and execution of all necessary documents
- Copy of current IRS 501(c)(3) certification (non-profit applicants only)
- Copy of audit or certified financial statement (non-profit applicants only)

Neighborhood Infrastructure Projects

- Completed application form
- Completed Neighborhood Infrastructure Questionnaire
- Project budget (itemize all project expenses and funding sources)
- Construction estimate
- Documentation of other funding sources
- Project timeline
- Plans/specifications (if available)
- Environmental assessment (if available)
- Board resolution authorizing the application for funds and execution of all necessary documents

Public Facility Improvement Projects

- Completed application form
- Completed Public Facilities Questionnaire
- Project budget (itemize all project expenses and funding sources)
- Construction estimate
- Documentation of other funding sources
- Project timeline
- One-year facility operating budget (new/expanded facility projects only)
- Documentation of site control
- Documentation of proper zoning
- Plans/specifications (if available)
- Environmental assessment (if available)
- Board resolution authorizing the application for funds and execution of all necessary documents
- Copy of current IRS 501(c)(3) certification (non-profit applicants only)
- Copy of audit or certified financial statement (non-profit applicants only)

Emergency Shelter Services

- Completed application form
- Completed Emergency Shelter Services Questionnaire
- Project/program budget (itemize all project expenses and funding sources)
- Documentation of other funding sources
- Project/program timeline
- Resumes for key personnel
- Board resolution authorizing the application for funds and execution of all necessary documents
- Copy of current IRS 501(c)(3) certification (non-profit applicants only)
- Copy of audit or certified financial statement (non-profit applicants only)

Planning or Capacity-Building Projects

- Completed application form
- Completed Planning or Capacity-Building Questionnaire
- Project/program budget (itemize all project expenses and funding sources)
- Documentation of other funding sources
- Project/program timeline
- Copy of draft "request for proposals" (if available)
- Board resolution authorizing the application for funds and execution of all necessary documents
- Copy of current IRS 501(c)(3) certification (non-profit applicants only)
- Copy of audit or certified financial statement (non-profit applicants only)

SAMPLE PROJECT BUDGET, FUNDING SOURCES, AND TIMELINE

DRAINAGE IMPROVEMENT PROJECT

PROJECT BUDGET

Engineering	\$63,600
Soil Erosion/Sediment Control	\$19,250
Earthwork Improvements	\$48,000
Drainage Improvements	\$186,225
Roadway Improvements	\$175,785
Landscape Restoration	\$8,250
Contingency	<u>\$39,990</u>
Grand Total	\$541,100

PROJECT FUNDING SOURCES

<u>Source</u>	<u>Amount</u>	<u>Status</u>
Kane County Water Resources	\$163,600	Committed (letter attached)
Township Highway Dept.	\$80,000	Committed (letter attached)
Neighboring Homebuilder Contribution	\$160,000	Commitment Expected 4/2010
Homeowner's Association	\$40,000	Commitment Expected 6/2010
Community Development Fund	<u>\$97,500</u>	
Grand Total	\$541,100	

PROJECT SCHEDULE

Concept Engineering: COMPLETED

Engineering Plans/Specifications: UNDERWAY – To be completed August 2010

Publish Notice to Bidders: October 2010

Open Bids: November 2010

Award Construction Contract: January 2011

Start Construction: March 2011

Construction Substantially Complete: September 2011

Complete Restoration/Final Acceptance: October 2011

Project Completion Date: November 2011

SAMPLE BOARD RESOLUTION

RESOLUTION NO. 09-_____

**AUTHORIZING APPLICATION FOR
KANE COUNTY COMMUNITY DEVELOPMENT FUNDS
AND EXECUTION OF ALL NECESSARY DOCUMENTS**

WHEREAS, (name of organization) has determined that it in its best interests to submit an application for Kane County Community Development Funds for (name of project); and

WHEREAS, said project will (describe benefits of project); and

WHEREAS, the Kane County Board must approve said application and will require (name of organization) to execute a Funding Agreement and other necessary documents upon such approval;

NOW, THEREFORE, BE IT RESOLVED that (name and/or title of individual) is hereby authorized to execute an application for Kane County Community Development Funds, a Funding Agreement and other necessary documents upon approval of the application by the Kane County Board, and any requests for payment and documentation required to be submitted by (name of organization) to Kane County requesting the dispersal of funds.

BE IT FURTHER RESOLVED, that any changes to the above-stated project description (must be approved) (need not be approved) by (name of organization).

SIGNED: _____

ATTEST: _____

Vote: _____ Ayes
 _____ Nays
 _____ Abstain