



Toni Preckwinkle

President

Cook County Board of Commissioners

COOK COUNTY

2023 Community Development Block Grant (CDBG) Program Funding Application Guide

*Guide for successful preparation and submittal of the
2023 CDBG Funding Application*

This guide details CDBG funding requirements including related documentation and processes. Modifications specific to the 2023 funding application cycle are also highlighted.

Toni Preckwinkle, President
Cook County Board of Commissioners

Department of Planning and Development
69 West Washington, Suite 2900
Chicago, Illinois 60602

Susan M. Campbell, Director

January 2023



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

TABLE OF CONTENTS

2023 Funding Cycle Updates	2
CDBG Program History and Overview	3
Eligible Areas	4
Eligible Activities	5
Minimum and Maximum Threshold Requirements	8
Applicable Administrative Requirements	9
Application Preparation and Submittal Guidance	10
Application Evaluation Criteria	11
Funding Cycle Timeline and Application Workshops	14
Appendix	16
<i>National Objectives</i>	
<i>Prohibited Activities</i>	
<i>Resources</i>	
<i>Key Contacts</i>	



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

2023 FUNDING CYCLE UPDATES & IMPORTANT INFORMATION

- **Applications must be submitted via the online application submission forms** (see page 10). No paper copies or emailed applications will be accepted.
- **Non-profits may apply for one CDBG Capital Improvement project and one CDBG Public Service / Planning project.** Otherwise, there is a limit of **one** funding application per agency.
- All 2023 CDBG proposed projects must be consistent with [Planning for Progress](#) – Cook County’s current Consolidated Plan
- Consistency with the [Cook County Policy Roadmap](#), including a focus on racial equity
- A geographic focus on the southern suburbs for the 2023 application cycle and an emphasis on connections to the [South Suburban Economic Growth Initiative](#)
- Increased focus on fair housing activities (Form D – municipal applicants only) and completion of the [municipal fair housing survey](#)
- Increased focus on Section 3 and M/WBE performance (see Capacity criterion) and requirements (specific guidelines will be noted during the procurement process)
- Emphasis on regional collaboration, consistency with the [ON TO 2050 comprehensive regional plan](#), and project implementation within the context of a broader municipal or organizational strategic plan or vision
- Application scoring criteria is detailed in the Application Guide (pages 11-13)
- Applicants will lose 15 points for each required document not submitted.
- The CDBG application is split into two different applications: one for Capital Improvement /Demolition / Economic Development projects, and one for Public Service / Planning projects
- The Area Benefit Threshold is 51% for all capital improvement projects
- Funding request cap for Capital Improvement projects is \$400,000. Non-profit agencies applying for capital improvement projects are capped at \$200,000.
- An emphasis on complete streets, transit accessibility, and resilient features within infrastructure projects



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

CDBG PROGRAM HISTORY AND OVERVIEW

The Community Development Block Grant (CDBG) Program is authorized under Title 1 of the Housing and Community Development Act (HCDA) of 1974, as amended. CDBG grew out of the consolidation of several categorical programs under which communities competed nationally for funds.

The primary objective of Title I of the HCDA, as amended, 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

At least seventy-percent (70%) of CDBG funds must be utilized to support activities that benefit low- and moderate-income persons.

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

The regulations implementing the CDBG Program are found at 24 CFR Part 570.

Cook County's 2022 CDBG allocation was \$10,319,307. The 2023 allocation is not yet known, but we expect it to be similar to the 2022 allocation.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

ELIGIBLE AREAS

Cook County currently receives CDBG funds as an annual entitlement allocation on the basis of its qualification as an urban county. Cook County CDBG funds may only be utilized within the limits of the current effective Cook County Urban County area excluding other entitlement communities also receiving CDBG funding.

Proposed funding applications must serve suburban Cook County—either in its entirety or within a specified location. Please note that organizations solely serving other jurisdictions that receive direct CDBG funding (see list below), or solely serving clients from these jurisdictions cannot be funded. Please see the National Objectives section and Resources section of the Appendix for more information about qualifying your project as eligible based on the geographic area or beneficiaries served.

All jurisdictions in Cook County may be served by Cook County's CDBG program in this funding year except for:

- Chicago

- Evanston
- Skokie
- Arlington Heights
- Des Plaines
- Elgin
- Hoffman Estates
- Palatine
- Mount Prospect
- Schaumburg

- Berwyn
- Cicero
- Oak Park

- Oak Lawn



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

ELIGIBLE ACTIVITIES

A broad range of programs and activities are eligible for funding under one of three categories as listed below.

Capital Improvement Projects:

- ❖ **Infrastructure:** Improvements including but not limited to construction or installation of streets, curbs, and water/sewer lines.
- ❖ **Public Facilities:** Improvements including but not limited to recreational facilities, parks, playgrounds, and facilities for persons with special needs. Examples of eligible costs include energy efficiency improvements, and disabled accessibility improvements.
- ❖ **Demolition:** Activities limited to demolition of vacant buildings including necessary removal of demolition debris.

**** Note:** CDBG funding requests for demolition projects with costs that equal or exceed \$20,000 per parcel are typically submitted via the annual funding application associated with this funding application guide. In addition to the main application, the final section of the 2023 funding application must also be completed for demolition activities. If you have a larger demolition request on a time-sensitive basis, please contact the Department to discuss further.

Conversely, CDBG funding requests for demolition projects with costs that are under \$20,000 per parcel are accepted on a rolling basis throughout the year, subject to eligibility and funding availability. These funding requests may be submitted via the form located in the final section of the 2023 funding application referenced above.

In either case, the proposed demolition must qualify on the basis of CDBG slum blight area basis or spot basis, or under the urgent need criteria (see page 17-19).

**** Note:** Please refer to the CDBG Demolition Program Manual for application processing and project eligibility details.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

Economic Development Projects: (part of the Capital Improvement application)

❖ **Special Economic Development:** CDBG funds may be used to undertake the following economic development activities, subject to the required public benefits standards being met regarding job creation/retention, or the provision of goods/services:

- Acquiring, constructing, reconstructing, rehabilitating, or installing commercial or industrial buildings, structures, and other eligible real property improvements. Please note that these capital-oriented special economic development activities will be restricted to projects undertaken and controlled by public or nonprofit entities.
- Providing economic development services in connection with otherwise eligible CDBG economic development activities. Please note that these special economic development service activities will be restricted to such services provided by nonprofit entities.

**** Note:** CDBG funds under this category must result in a minimum level of public benefit in accordance with HUD standards. On an aggregate basis, the activity must either create or retain at least one full-time equivalent permanent job per \$35,000 of CDBG funds used, or provide goods and services to an area where the number of low- and moderate-income (LMI) persons served by the assisted business amounts to at least one LMI person per \$350 of CDBG funds utilized. Additional requirements apply, so prospective funding applicants under this category are strongly encouraged to consult the Resources included in the Appendix for additional information.

❖ **Social Services and Capacity Building Assistance:** This activity is targeted to increasing the capacity of entities to carry out eligible neighborhood revitalization or economic development activities. In order to use CDBG funds for this activity, prior to providing such assistance, it must be determined that the activity for which capacity is to be built is eligible and that there is a reasonable expectation that a national objective can be met once the entity has received the technical assistance and undertakes the activity. Please note that this activity will be restricted to such services provided by nonprofit entities.

❖ **Microenterprise Development (Workforce Development):** These are activities designed to foster the development, support, and expansion of microenterprise businesses which are commercial enterprises with five or fewer employees, one of whom owns the enterprise. CDBG support under this category will be limited to nonprofit entities providing eligible microenterprise activities.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

- Eligible activities include the provision of:
 - Financial support for the establishment, stabilization and expansion of microenterprises;
 - Technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises;
 - General support to owners of microenterprises and persons developing microenterprises, including child care, transportation, counseling and peer support groups.

**** Note:** This is not a comprehensive summary of all CDBG eligible activities. Applicants should consult the Resources included in the Appendix for additional information. Additionally, applicants are strongly encouraged to contact the Department to determine project eligibility and sources of documentation **prior** to submission of an application. Department contacts may be found in the Appendix.

Planning & Public Service Projects:

- ❖ **Plans and Studies:** Activities including but not limited to comprehensive community or economic development plans and project feasibility studies.

**** Note:** CDBG funds under this category are limited due to a regulatory cap on planning and administration. Specifically, Cook County may only utilize 20 percent of its annual entitlement allocation for these purposes including internal administrative operations.

- ❖ **Public Services:** : Activities including but not limited to employment services (e.g., job training), substance abuse services (e.g., counseling and treatment), fair housing counseling, services for senior citizens, services for homeless persons, etc. CDBG funds may be used to pay for labor, supplies, and material as well as to operate and/or maintain the portion of a facility in which the public service is located (e.g., lease costs).

**** Note:** CDBG funds under this category are limited due to a regulatory cap on public services. Specifically, Cook County may only utilize 15 percent of its annual entitlement allocation for this purpose. In addition, public service eligibility is contingent upon the proposed project providing either a new service, or a quantifiable increase in the level of an existing service from those services offered in the preceding 12 months.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

MINIMUM AND MAXIMUM THRESHOLD REQUIREMENTS

Proposed projects must conform to the minimum and maximum thresholds indicated below in order to be eligible for funding:

Capital Improvement Projects:

- Area Benefit Threshold: At least 51% low-to-moderate income population in the benefiting area for infrastructure projects (use HUD income data link on the application website or in the Resources section of the Appendix)
- Number of Projects: **1** maximum
- Funding Request Cap (Municipal): \$400,000
- Funding Request Cap (Non-Profit): \$200,000

Public Service Projects:

- Project Beneficiaries: Presumed Benefit or Low/Moderate Income greater than 51%
- Number of Projects: **1** maximum
- Funding Request Cap: \$100,000

**** Note:** Non-profits may apply for one CDBG Capital Improvement project **and** one CDBG Public Service / Planning project. Otherwise, there is a limit of **one** funding application per agency.

**** Note:** Based on the nature and anticipated impacts of the proposed project, economic development projects may not be subject to the funding request maximums noted above at the discretion of Cook County. Prospective applicants interested in submitting economic development proposals are strongly encouraged to contact Cook County for guidance regarding project eligibility **prior** to submission.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

APPLICABLE ADMINISTRATIVE REQUIREMENTS

In addition to the overall CDBG eligibility requirements specified throughout this guide, additional administrative requirements exist. Depending upon project type, requirements pertaining to the following items may apply:

- ❖ **Procurement:** CDBG funding recipients must follow applicable procurement rules when purchasing services, supplies, materials, or equipment. Contractors must be competitively procured.
- ❖ **Environmental Review:** This review analyzes the effect a proposed project will have upon the people and natural environment within a designated project area and the effect the material and social environment may have on a project.
- ❖ **Labor Standards:** Construction work that is partially or fully financed with CDBG funds must adhere to certain federal labor standards requirements including Davis Bacon and Section 3.
- ❖ **Lead-Based Paint:** When federal funds including CDBG are used to assist housing built before 1978, steps must be taken to address lead hazards.
- ❖ **Relocation /Acquisition:** When federal funds including CDBG are used in a project involving the acquisition, rehabilitation, or demolition of real property, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) generally applies. Projects requiring displacement will be subject to additional Cook County assessment of applicant capacity and relocation planning.
- ❖ **Fair Housing, Accessibility, and Equal Employment:** To be in compliance, CDBG funding recipients must adhere to all the basic tenets of fair housing, accessibility, and equal opportunity regulations and demonstrate fairness in the provision of CDBG funded programs and projects. These requirements are intended to protect individuals from discrimination in housing or in employment, through business opportunities such as contracting.

**** Note:** This is not a comprehensive summary of all CDBG administrative requirements. Applicants should consult the Resources included in the Appendix for additional information. Additionally, applicants are strongly encouraged to contact the Department to determine applicable administrative requirements **prior** to submission of an application. Department contacts may be found in the Appendix.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

APPLICATION PREPARATION AND SUBMITTAL GUIDANCE

Prospective funding applicants are encouraged to attend the Application Training Workshop as indicated in the Funding Cycle Timeline on page 14. This workshop will cover general CDBG funding eligibility requirements, funding application format and content, and submittal protocols.

In addition, prospective applicants should consult the Resources included in the Appendix for additional information. If questions arise, applicants are strongly encouraged to contact the Department to determine eligibility and applicable requirements **prior** to submission of an application. Department contacts may be found in the Appendix.

Submittal

Applications must be submitted via the online application submission forms. No paper copies or emailed applications will be accepted.

The application submission form for CDBG Capital Improvement and Demolition projects can be found here:

<https://www.cookcountyil.gov/service/2023CDBGCapital>

The application submission form for CDBG Public Service/Planning/Economic Development projects can be found here: <https://www.cookcountyil.gov/service/2023CDBGPublicService>

Please complete all applicable sections of the fillable application PDF before submitting. Please make sure that the person who signed your application is the person authorized in your resolution. Application attachments are required and must be submitted as part of your application. The application PDF, all required attachments, and any other attachments an applicant wishes to include must be submitted through the online application submission forms.

Application documents and submission forms can be found here:

<https://www.cookcountyil.gov/content/grant-applicants-cdbg-esg>

Applicants with questions regarding appropriate submittal should contact the Department **prior** to submission. Contacts may be found in the Appendix.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

APPLICATION EVALUATION CRITERIA

Applications are reviewed by Cook County staff to determine completeness, eligibility and consistency with Cook County's current Consolidated Plan. Applications are reviewed and recommended by means of a competitive application evaluation process, in accordance with specific criteria detailed below.

While a well-written application is no guarantee of funding, you should make every effort to make the application **complete and concise**. In addition to completeness and eligibility, the categories below will be used to evaluate applications.

The scoring process for individual applications and the criteria used in reviewing capital improvement and public service/planning applications are described below. The tables on the following pages outline the selection criteria, review factors and maximum points for each criterion. Economic development applications may be evaluated under either category depending on the nature of the economic development activity proposed.

****Note:** The individual application score is the primary factor in determining the recommended awards, but it is not the only factor that will be considered during the County's application review process. Other factors may include, but not be limited to: the income level of the project area and municipality, an applicant's recent CDBG funding level, geography, and an applicant's fiscal resources.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

APPLICATION EVALUATION CRITERIA

Capital Improvement: Infrastructure/Public Facility/Demolition and Economic Development:

Selection Criteria	Review Factors	Maximum Points
Completeness of Application	-Points will be subtracted for areas not completed -15 points will be subtracted for each missing required document	Negative impact only
Project Need and Justification	-Clear project description/project location provided -Summary of the need and justification is sufficient -Legible maps and photos provided -Consistency with Cook County's Current Consolidated Plan , Cook County Policy Roadmap and the South Suburban Economic Growth Initiative -Description of anticipated accomplishments and outcomes -New or improved access for beneficiaries	35
Capacity and Skills to Execute the Project	-Clear explanation on the capacity and skills to execute the project (including past track record or other demonstration of capacity) -Describe similar past projects executed and the outcomes -Past MBE/WBE and Section 3 contracting/hiring performance -Explain any outstanding project balances, performance reports, HUD reports or unresolved monitoring findings -Maintenance of effort/project sustainability (Form C, if applicable)	25
Clarity and Reasonableness of Proposed Costs	-Project budget is complete -Proposed cost estimates are reasonable -Costs estimate/budget prepared by a certified architect, engineer, contractor, etc. -Estimates prepared within the past six months -Proposed cost reflects Prevailing Wage/Davis Bacon requirements	10
Leveraging Other Funding	-Provide clear description of matching funds -Complete Form B: Estimated Matching Funds Certification, if applicable -Provide information regarding efforts to secure funds -CDBG support will leverage additional investments (provide examples) or help applicant leverage future funding	10
Readiness to Proceed	-Project eligibility information is complete and accurate -Summary of project readiness contains needed information -Project start date and completion schedule is clearly defined	-15 to 0 (negative impact only)
Broader Context of Project	-Proposed project advances a broader plan/vision, such as plans created via CMAP and RTA programs or RainReady plans -Connected to a target area or recent investments -Supports/reflects regional or sub-regional collaboration -Consistent with ON TO 2050 -Connection to Cook County's <i>Invest in Cook</i> program, or United Way's Neighborhood Network in Blue Island / Robbins -Capital improvements contemplate storm water impacts, incorporate resilient features, and/or consider Complete Streets concepts -Provides or improves bicycle, pedestrian or public transit access -Contains innovative or creative elements -Economic development activities/impact	20
Fair Housing	-Provide Fair Housing Action Plan (Form D) with related actions -Complete the Municipal Fair Housing Survey	-10 to 0 (negative impact only)
Financial Capacity	-Provide audit (preferred) or other financial records -Audit is current -Explain unresolved audit findings, if any, and corrective actions (Lack of financial records may impact project eligibility)	-10 to 0 (negative impact only)



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

APPLICATION EVALUATION CRITERIA

Public Services and Planning:

Selection Criteria	Review Factors	Maximum Points
Completeness of Application	<ul style="list-style-type: none"> – Points subtracted for areas not completed – 15 points will be subtracted for each missing required document 	Negative impact only
Project Need and Justification	<ul style="list-style-type: none"> – Sufficient justification for the project – Clear description of the program and service area – Anticipated beneficiaries and outputs/outcomes, including metrics used – Providing improved access to services – Unmet need in the service area – Consistency with Cook County's Current Consolidated Plan, Cook County Policy Roadmap and the South Suburban Economic Growth Initiative – Project advances a broader plan or vision 	35
Clarity and Reasonableness of Proposed Costs	<ul style="list-style-type: none"> – Project budget is complete – Proposed cost estimates and costs per beneficiary are reasonable – Requested funding is reasonable compared to overall operating budget for agency and program 	15
Leveraging Other Funding	<ul style="list-style-type: none"> – Provide clear description of matching funds – Complete Form B: Estimated Matching Funds Certification (include seal, where applicable) – Provide information regarding efforts to secure other funding – CDBG support will leverage additional investments (example provided) or help applicant leverage future funding 	10
Capacity and Skills to Execute the Project	<ul style="list-style-type: none"> – Description of agency background, services provided, and data collection and reporting practices – Clear explanation on the capacity and skills to execute the project, including past track record and beneficiaries served (or other demonstration of capacity) – Describe similar past projects executed and the outcomes – Explain any outstanding project balances – Explain any outstanding performance reports or unresolved monitoring fundings – Explain any fail to meet prior beneficiary levels 	35
Financial Capacity	<ul style="list-style-type: none"> – Provide audit (preferred) or other financial records – Audit is current – Explain unresolved audit findings, if any, and corrective actions (Lack of financial records may impact project eligibility) 	-10 to 0 (negative impact only)
Collaboration and Innovation	<ul style="list-style-type: none"> – Supports/reflects regional or sub-regional collaboration – Contains innovative or creative elements – Addresses barriers that prevent people from participating in employment and/or workforce programs, or directly provides workforce or job readiness services – Connection to United Way's Neighborhood Network in Blue Island / Robbins 	5



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

FUNDING CYCLE TIMELINE AND APPLICATION WORKSHOPS

February 1, 2023	Application Webinars (see details below)
March 17, 2023 (Due by 5pm)	Applications are due via upload through the online application submission forms (see page 10)
March 20 to May 2023	Application review period by Cook County Staff
June 2023 (Expected)	Economic Development Advisory Committee Public Hearing Approval of recommended 2023 projects
July 2023 (Expected)	Anticipated Cook County Board Meeting to approve awards

Application Webinars

Application webinars will be held as noted below:

- The CDBG Capital Improvement and Public Service webinars will be held on **Wednesday, February 1, 2023 (1pm-4pm)**, jointly with the Cook County Department of Transportation and Highways' Invest in Cook.
- Invest in Cook Web application webinar will begin at **1:00pm**.
- CDBG Capital Improvement and Demolition - **2:00pm**.
- CDBG Public Service/Planning/Economic Development - **3:00pm**.

Both application webinars will be held virtually on-line. Please RSVP for the **CDBG webinars** by contacting Sonia Brown at sonia.brown@cookcountyil.gov or (708) 603-1052. Be sure to include your name, organization, and which webinar you plan to attend.

Note: The webinars are not mandatory.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

APPENDIX

NATIONAL OBJECTIVES

CDBG requires that each activity funded, except for program administration and planning activities, must meet one of the three national objectives outlined below. An activity that does not meet a national objective is not compliant with CDBG requirements and is therefore ineligible for funding. Prospective funding recipients are strongly encouraged to consult the Resources highlighted in the Appendix for more detailed guidance:

1. PRIMARY OBJECTIVE - BENEFIT TO LOW- AND MODERATE-INCOME PERSONS

This objective is known as the “primary” national objective because CDBG regulations require that funding recipients expend 70 percent of their CDBG funds to assist low- and moderate-income persons.

There are four methodologies that can be utilized to meet this national objective as listed below:

a. Low-Mod Area Benefit Activities

These activities must benefit all residents in a particular service area, where at least 51% (for capital improvement projects) of persons in the service area are low- and moderate-income, per income data released by HUD.

The service area is determined based upon the nature of the activity, location of the activity, accessibility issues, availability of comparable activities, and boundaries for public facilities and public services. Service area must be determined prior to provision of CDBG assistance.

Examples of eligible activities include infrastructure, public facilities, and economic development.

b. Low-Mod Limited Clientele Activities

At least 51 percent of the beneficiaries of the proposed activity must be low- and moderate-income. In contrast to the low-mod area benefit activity category, it is not the low- and moderate-income concentration of the service activity that determines eligibility, but rather the actual number of low- and moderate-income persons that will benefit from the activity.

In order to qualify under this category, an activity must satisfy **one** of the following criteria:



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

- Benefit a clientele that is generally presumed to be principally low- and moderate-income including abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers **or**
- Document household size and income which demonstrates that at least 51 percent of the clientele are low- and moderate-income **or**
- Restrict income eligibility for the activity to low- and moderate-income persons **or**
- Be of such a nature and in such a location that it can be concluded that clients are primarily low- and moderate-income

Examples of eligible activities include public services and economic development.

c. Low-Mod Housing Activities

These activities must be undertaken with the purpose of providing or improving permanent residential structures which, upon completion, at least 51 percent of the units will be occupied by low- and moderate-income persons.

Examples of eligible activities include limited housing rehabilitation.

d. Low-Mod Job Creation or Retention Activities

These activities must be undertaken with the purpose of creating or retaining permanent jobs, at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by low- and moderate-income persons.

Examples of eligible activities include public services and economic development.

**** Note:** Several additional requirements apply to qualification under job creation or retention – prospective applicants should consult the Resources in the Appendix for additional information.

2. SECONDARY OBJECTIVE - AID IN THE PREVENTION OF ELIMINATION OF SLUMS OR BLIGHT

One of three methodologies can be utilized to meet this national objective as listed below:

a. Prevent or Eliminate Slums and Blight on an Area Basis



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

The designated area in which the activity will occur must meet the definition of a slum, blighted, deteriorated, or deteriorating area under state or local law. In addition, the area must meet one of the two conditions noted below:

- Public improvements throughout the area must be in a general state of deterioration **or**
- At least 25 percent of the properties throughout the area must exhibit one or more of the following issues: physical deterioration of buildings/improvements, abandonment of properties, chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings, significant declines in property values or abnormally low property values relative to other areas in the community, or known or suspected environmental contamination.

Examples of eligible activities include demolition.

b. Prevent or Eliminate Slums and Blight on a Spot Basis

In this category, the designated area is not a slum or blighted but these conditions exist on a spot basis.

Examples of eligible activities include demolition.

c. Be in an Urban Renewal Area

Activities must be located within an Urban Renewal project area or Neighborhood Development Program action area that is necessary to complete an Urban Renewal Plan.

This category is rarely used as few communities have open Urban Renewal Plans.

3. OBJECTIVE - MEET A NEED HAVING A PARTICULAR URGENCY ("URGENT NEED") (DEMOLITION ONLY)

Use of this category is rare. It is designed for activities that alleviate emergency conditions. Proposed activities must meet the following criteria:

- The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
- The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);
- The applicant is unable to finance the activity on its own; and
- Other sources of funding are **not** available.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

PROHIBITED ACTIVITIES

The following activities may not be assisted with CDBG funds:

- ❖ Buildings or portions thereof, used for the general conduct of government as defined at Sec. 570.3(d) cannot be assisted with CDBG funds. This does not include, however, the removal of architectural barriers under Sec. 570.201(c) involving any such building.
- ❖ General government expenses.
- ❖ Political activities. CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

The following activities generally may not be assisted with CDBG funds:

- ❖ Purchase of equipment.
- ❖ Operating and maintenance expenses. Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities.
- ❖ New housing construction.
- ❖ Income payments.

Note: This is not a comprehensive summary of all CDBG ineligible activities. Applicants should consult the Resources included in the Appendix for additional information. While certain activities may be eligible under the HUD rules, Cook County reserves the right to further restrict project eligibility as deemed appropriate. As such, applicants are strongly encouraged to contact the Department to determine project eligibility and sources of documentation **prior** to submission of an application. Department contacts may be found in the Appendix.



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

RESOURCES

Prospective funding recipients are strongly encouraged to consult the resources indicated below for additional information regarding program and project requirements.

Cook County's Current Consolidated Plan:

<https://www.cookcountyil.gov/content/planning-progress>

Cook County Policy Roadmap:

<https://www.cookcountyil.gov/service/policy-roadmap>

South Suburban Economic Growth Initiative:

<https://www.cookcountyil.gov/content/south-suburban-economic-growth-initiative-ssegi>

CDBG Program Overview:

<https://www.hudexchange.info/programs/cdbg-entitlement/>

CDBG Regulations

http://www.access.gpo.gov/nara/cfr/waisidx_09/24cfr570_09.html

CDBG Program – Guide to National Objectives and Eligible Activities for Entitlement Programs:

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

Playing By the Rules – A Handbook for CDBG Subrecipients on Administrative Systems:

<https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

Eligible Census Tract and Block Group Data

<https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data/>

Eligible Census Tract and Block Group Map

<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>

ON TO 2050 Comprehensive Regional Plan

<https://www.cmap.illinois.gov/onto2050>

Complete Streets information

<https://smartgrowthamerica.org/program/national-complete-streets-coalition/>



2023 Community Development Block Grant (CDBG) Program Funding Application Guide

KEY CONTACTS

Applicants are encouraged to contact staff with questions regarding funding eligibility, application preparation, and/or application submittal. Inquiries should be directed as noted below:

Capital Improvement Projects

Sylvia Parham, Grants Coordinator

Phone: (312) 603-1030

Email: sylvia.parham@cookcountyil.gov

Public Service Projects

Ericka Branch, Administrative Analyst

Phone: (312) 603-1057

Email: ericka.branch@cookcountyil.gov

Planning and Economic Development Projects

Cheryl Cooke, Deputy Director

Phone: (312) 603-1015

Email: cheryl.cooke@cookcountyil.gov