



COOK COUNTY
BUREAU OF
ECONOMIC
DEVELOPMENT

Toni Preckwinkle, President
Cook County Board of Commissioners

Department of Planning and Development Community Development Block Grant Program (CDBG)

2025 Program Year **Public Services and Planning** **Project Application**

Applicant Agency

Applicant's Name and Title
(Chief Executive Officer, Executive Director)

Toni Preckwinkle, President
Cook County Board of Commissioners

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

Susan M. Campbell, Director

January 2025

2025 Community Development Block Grant Public Services / Planning Application

APPLICATION CHECKLIST

Please complete all applicable sections of the application before submitting, and make sure that the person who signed your application is the person authorized to sign in your resolution.

Please use the following checklist to ensure that your application package is complete and includes the requested attachments. Omission of items does not necessarily preclude your application from consideration but will negatively affect the application score.

Non-Profit Agency (Form samples are attached.)

- Resolution and Certification of Resolution – (See Form A and Form B at the end of the application for samples.)
- Matching Funds Certification – (See Form C at the end of the application.)
- Racial Equity Information - Form D
- List of Board of Directors
- 501(c)3 Designation Letter
- Current Certificate of Good Standing (dated within the last 45 days)
- Copy of Articles of Incorporation or Copy of Amended Articles of Incorporation, if amended, from the Illinois Secretary of State.
- Most current Audited Financial Statements – Submit your A133 Single Audit, if applicable. Otherwise, submit your latest financial statements. Audited financial statements are preferred.

Note: You will lose 15 points for each of the items in the checklist above that are missing from your submitted package. For more about application scoring, please see the application guide.

*** Please submit an electronic copy of the completed application PDF, with all related attachments, through the Cook County CDBG application submission page at:**

<https://www.cookcountyil.gov/form/2025-cdbg-public-service-grant-a>

The deadline for submitting all applications is: **Friday, March 21, 2025 @5:00PM (Applications received after this date and time will not be accepted. No exceptions.)**



2025 Community Development Block Grant Public Services / Planning Application

APPLICANT INFORMATION SHEET

Applicant Name: _____

Executive Director / Chief Executive Officer Name: _____

E-mail Address: _____

Project Manager Name & Title: _____

E-mail Address: _____

Telephone: _____ Fax: _____

Applicant Website Address: _____

Total Amount Requested: \$ _____

Total Matching Funds, if applicable: \$ _____

Matching funds, though not required for CDBG, are encouraged, and will be looked upon favorably during application review.

***The signature below must be from the person authorized to sign the application in your resolution. ***

Signature

Date

Title



2025 Community Development Block Grant Public Services / Planning Application

APPLICANT INFORMATION SHEET CONT'D

2025 PROGRAM YEAR - October 1, 2025 through September 30, 2026

Please complete all pages for each project, as applicable.

Applicant Address:

City:

Illinois

Zip Code:
(include full ZIP +4)

Unique Entity (UEI) Number:
(Required for Funding)

CFDA Number:

County Commissioner District #:

Project Title:

Is this project consistent with Cook County's Consolidated Plan, **see the application guide for the link?**

YES NO

Does the requested CDBG funding replace other funding for the same service? If YES, **"STOP"**.

YES NO

Is your agency a faith-based entity?

YES NO

Activity Category (Check One)

- *Planning Study
- Public Services

If Planning Study is selected, you may skip the national objective question on the next page.

If you are interested in applying for an economic development activity, please use the Capital Improvement/Economic Development application.

2025 Community Development Block Grant Public Services / Planning Application

National Objective:

CDBG requires that each activity funded, except for program administration and planning activities, must meet one of the CDBG national objectives. An activity that does not meet a national objective is not compliant with CDBG requirements and is therefore ineligible for funding. Benefiting low- and moderate-income persons is the relevant CDBG national objective for public service projects. Details about the four ways to qualify under this national objective are included below. Applicants are strongly encouraged to consult the application guide and its links to the CDBG regulations for more detailed information.

Benefit to low- and moderate income (LMI) persons

1. **Area Benefit Activities** benefit all residents in a particular area, where at least **51%** of the people are low- and moderate-income. The service area of the project must be specifically identified, and the area must be primarily residential (see the Appendix of the application guide for details).
2. **Limited clientele activities** benefit low- and moderate-income persons without regard to the area being served. At least **51%** of the persons participating in the activity must be low- and moderate-income and the activity must meet one of the following criteria (see application guide for details):
 - **Presumption of low- and moderate-income (“presumed benefit”):** the activity serves persons who are presumed to be low- and moderate-income: abused children; battered spouses; elderly persons; severely disabled adults; homeless persons; illiterate adults; persons living with AIDS and migrant workers; or
 - **Income Guidelines:** the activity must have eligibility requirements which limit the activity exclusively to low- and moderate-income persons, or beneficiary income must be documented.
3. **Housing activities** that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by at least 51% low- and moderate-income households.
4. **Job creation or retention activities** designed to create or retain permanent jobs, at least 51% of which (computed on a full-time equivalent basis) will be made available to or held by low- and moderate-income persons.

Does this project meet a National Objective and/or other eligibility requirements, as noted in HUD’s 24 CFR Part 570.201 regulations? (Please refer to the 2020 CDBG Application Guide for details.) If no, **“STOP”**.

Yes

No

2025 Community Development Block Grant Public Services / Planning Application

PROJECT NEED AND JUSTIFICATION (35 Points)

For the questions below, please attach additional pages if needed when providing your answers.

Provide a summary of the program for which funds are requested. Describe the designated service area and beneficiaries, including any criteria for your program. For this question, we are interested in learning about the clients and communities your program serves, the challenges they face, and why your program is a critical part of the solution. Please reference data or other supporting information to describe the prevalence of the problem, as well as any evidence-based practices used in your program.

Note: The program must serve Cook County suburbs that do not receive their own CDBG funding – please see the Application Guide for the list of communities that are not eligible.

(Specify municipalities or ZIP codes served, if possible.)

Exact Location/Project Address(es):

2025 Community Development Block Grant Public Services / Planning Application

Specific Anticipated Outputs and Outcome(s) to Be Achieved: Describe the outputs and outcome(s) that relate to the overall mission and goals of your agency, including short-term and long-term impacts. *Example: Output - Agency ABC will provide 8 hours of Housing Counseling to 24 persons; Outcome - Agency ABC anticipates that 15 persons will purchase a home and have the needed tools to maintain home ownership.* At least one outcome should be identified. Include in your answer how your agency does and/or will measure the desired outcome(s). Please be as specific as possible when specifying the metric(s) used by your agency.

Summarize your program and the related outputs and outcome(s) in the table below.

<u>Need Statement</u> Description of the need to be addressed	<u>Activities</u> What the program does to address the need	<u>Outputs</u> Direct products of program activities	<u>Outcome(s)</u> Short-term and long-term benefits resulting from the program

2025 Community Development Block Grant Public Services / Planning Application

Anticipated Number of Persons to be Assisted

(Please provide a projection for the number of persons to be served)

With NEW access to service or benefit _____

With IMPROVED access to service or benefit _____

Please describe how your agency's proposed program is part of a broader organizational strategic plan or vision. (In addition to your narrative response below, please provide a copy of or a link to relevant plans, pages, etc.)

Please describe how your agency's proposed project is consistent with Cook County's 2020-2024 Consolidated Plan (-more information to come in this section-). Your proposed project is consistent with the County's [Policy Roadmap](#).

2025 Community Development Block Grant Public Services / Planning Application

Are there other agencies in the same service area that provide the same service? If so, what agency/agencies, and what is the nature of your collaboration, if any?

CAPACITY AND SKILLS TO EXECUTE THE PROJECT (35 Points)

NEW AND PREVIOUSLY FUNDED APPLICANTS:

Briefly outline the background of your agency, including the length of time your agency has been in operation,

2025 Community Development Block Grant Public Services / Planning Application

Describe the types of services provided and the general characteristics of your clients served.

Describe your data collection and reporting systems, and how data is used to inform your agency's work.

2025 Community Development Block Grant Public Services / Planning Application

Has your agency previously executed similar projects
(whether with CDBG or other funding)?

Yes No

If yes, please describe the project(s) previously completed and the outcome(s).

If not, please explain how you will successfully administer this program and execute the proposed project given that you have not previously executed similar efforts.

2025 Community Development Block Grant Public Services / Planning Application

Complete the following table for **low- and moderate-income persons** assisted for the primary purpose of the program, excluding complimentary services such as referrals:

	Total Persons Served	Total Suburban Cook County (Non-Entitlement) Residents Served*	Total Suburban Cook County (Non-Entitlement) Residents Served by CDBG Funds*
October 1, 2025- September 30, 2026 (proposed)			
October 1, 2024-Present (9.30.25) (Current year)			
October 1, 2023-September 30, 2024 (last year)			

Please see the application guide for the list of suburbs that are not eligible

Explain any major changes in persons served in the above table, if needed:

LEVERAGING OTHER FUNDING (10 Points)

Please describe any matching funds for the proposed project and how they are being used.

2025 Community Development Block Grant Public Services / Planning Application

Please describe how your agency will leverage other funds, public or private, over the long-term to support similar projects and reduce reliance upon Cook County CDBG funding.

COLLABORATION AND INNOVATION (5 Points)

In this section, we are interested in how your program/organization ensures clients are linked to needed services that are provided by other organizations.

Regional Collaboration

Does your agency's proposed project offer or support a plan for regional or sub-regional collaboration?

Yes

No

Please describe how your agency's efforts are related to regional or sub-regional collaboration.

If your project relates to any United Way Neighborhood Network, describe the connection below:

2025 Community Development Block Grant Public Services / Planning Application

Innovative/Creative Nature of Proposal

Does your agency's proposed project include innovative aspects?

Yes

No

If yes, please describe the creative elements of your proposal.

Does your agency's proposed project facilitate or foster economic development?

Yes

No

Please describe how your agency's efforts are contributing to economic development.

Does your agency's proposed project provide supportive services that address barriers that prevent people from participating in workforce programs (e.g., transportation)?

Yes

No

Please briefly describe these services.

2025 Community Development Block Grant Public Services / Planning Application

Does your agency provide any workforce development or job readiness services? Do you have any relationship with the Chicago Cook Workforce Partnership or other workforce development providers? If so, please describe your services and relationships.

2025 Community Development Block Grant Public Services / Planning Application

PROJECT ELIGIBILITY

Please see the Application Guide for more information on eligibility.

A. AREA BENEFIT: *(if applicable)*

Total Number of low and moderate-income persons served in area:

(Please see the 2025 CDBG Application Guide for appropriate website

links.) **B. LIMITED CLIENTELE BENEFIT:** *(if applicable)*

<p>1. Presumed Benefit</p> <p>Qualifying group* _____</p> <p>Number of persons served _____</p>	<p>- OR -</p>	<p>2. Low- and Moderate-Income Persons** Served</p> <p>Moderate-income (61-80% of AMI) _____</p> <p>Low-income (51-60% of AMI) _____</p> <p>Very Low (31-50% of AMI) _____</p> <p>Extremely Low (<30% of AMI) _____</p> <p>Total Served (add above lines) _____</p> <p>Number of Female-Headed Households _____</p>
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*See page 4 for the presumed benefit groups.

**How will income be verified? Check below:

- Income Verification Request Forms *(Attach a sample of the form you will use.)*
- Eligibility Status for other Governmental Assistance program
- Self-Certification *(You must request source documentation for 20% of certifications and must inform the beneficiary that all sources of income and assets must be included when calculating annual income)*



2025 Community Development Block Grant Public Services / Planning Application

PROJECT COMPLETION SCHEDULE

Please provide a detailed timeline outlining specific plans for completing this project within the program year (10/1/25- 9/30/26), including but not limited to social service activities, program outreach, case management, housing counseling, the scope of a planning study, and your completion schedule.

October 2025
November 2025
December 2025
January 2026
February 2026
March 2026
April 2026
May 2026
June 2026
July 2026
August 2026
September 2026(Project Completion, if not earlier)

2025 Community Development Block Grant Public Services / Planning Application

PROPOSED PROJECT BUDGET (15 Points) (Clarity and Reasonableness of Proposed Costs)

Please complete the following table:

Program Year	Agency Budget	Program Budget	Cook County CDBG Portion
2025 (Proposed)	\$	\$	\$
2024	\$	\$	\$
2023	\$	\$	\$

STAFF SALARIES (5 Person Limit)

Position	(A) Annual Salary	(B) % of time spent on project	(C) - (A) multiplied by B) Salary allocated for project	(D) Salary CDBG Portion	(E) Project Match (In- Kind)
TOTAL SALARIES					

Please note: Fringe benefits are no longer applicable.

The salary totals of columns D and E should carry over to the appropriate columns on the Public Services line of the next table

2025 Community Development Block Grant Public Services / Planning Application

PROPOSED PROJECT BUDGET (CONT'D)

LINE-ITEM BUDGET

<i>Project Activity</i>	CDBG Funds	Matching Funds	TOTAL
Public Services			
Plans and Studies			
Total Project Activity			

<i>Project Delivery</i>	CDBG Funds	Matching Funds	TOTAL
Office Rent and Utilities			
Postage			
Printing			
Publication/Notices			
Project Travel @ \$0.65 per mile			
Other:			
Total Project Delivery			
Grand Total (Project Activity + Project Delivery)			

Fields above do not calculate

Are client fees collected*?

*Any client fees collected must be used for program costs.

 Yes

 No

If yes, describe how the client fees are used:

2025 Community Development Block Grant Public Services / Planning Application

List all other funding sources received for this program and portion allocated for Cook County (Non entitlement) residents:

Source	Total Funds	Amount Utilized for Cook County (Non-Entitlement) Residents
Grants from other Cook County of Illinois Departments (JAC; DOTH; etc.) List Agency: _____	\$	\$
Section 108 Loan Guarantee	\$	\$
CDBG-Capital Improvement Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (Client Fees)	\$	\$
Other Funding (i.e., donations, fundraisers, etc.) Please Specify	\$	\$

2025 Community Development Block Grant Public Services / Planning Application

APPLICATION RESOLUTION AND CERTIFICATION

Instructions

A sample of the authorizing resolution is included in this application.

The person signing the application must be the same person authorized to sign by the resolution.

The resolution must be adopted by your governing body and a **certified** copy submitted with the application. A sample form for certification by non-municipal agencies is included.



2025 Community Development Block Grant Public Services / Planning Application

FORM A-2: SAMPLE CERTIFICATION Not-for-Profit Organization/Non-Municipal Agency

The undersigned Duly Qualified and Acting Secretary of the Board of Directors of (insert agency name) hereby certifies that the attached Resolution authorizing execution of the Application for the County of Cook, Illinois' 2025 Community Development Block Grant ("CDBG") Program Year is a true and correct copy of said Resolution as passed by the Board of Directors of (insert agency name) on (insert Board meeting date) which Resolution is still in full force and effect as of _____ 2025.

Dated this _____ day of _____

Attest: _____
Print Name – Board Secretary

Signature – Board Secretary

{SEAL}

2025 Community Development Block Grant Public Services / Planning Application

FORM C: RACIAL EQUITY INFORMATION

Please answer the following question and complete the table below.

How is your organization and/or this project advancing racial equity?

Please complete the following table with demographic data on your Board, staff, and clients/beneficiaries.

Race	Number of Board Members	Number of Staff Members	Number of Clients/Beneficiaries
White			
Black or African American			
American Indian or Alaska Native			
Asian			
Native Hawaiian or Other Pacific Islander			
Some other race			
Two or more races			
Hispanic or Latino			



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2025 Community Development Block Grant Public Services / Planning Application

AUDITED FINANCIAL STATEMENTS

(Attach most current.)