

**Village of Rantoul  
Community Development Department**



**Community Development Block Grant  
Application for Public Service Projects**

**Program Year 2012**

**November 22, 2011**

**VILLAGE OF RANTOUL COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICATION FOR PUBLIC SERVICE PROJECTS**

**TABLE OF CONTENTS**

**INTRODUCTION**

General Information	3
Application Schedule	3
Threshold Review and Evaluation Criteria for Applications	4
Review and Decision Making Process	6
Pre-Application Assistance	7
Application Deadline	7

**OVERVIEW OF CDBG PROGRAM REQUIREMENTS**

CDBG National Objective	8
Service Area	9
Eligible Activities	9
Consolidated Plan Consistency	10
Faith-Based Activities	10
Other Requirements	10

**APPLICATION INSTRUCTIONS AND FORMS**

Application Instructions	12
Application Forms	14
Appendices	29

## GENERAL INFORMATION

The Village of Rantoul announces the availability of funds for Community Development Block Grant (CDBG) Public Service projects. The funds are authorized under the Housing and Community Development Act of 1974, as amended, and are received from the U.S. Department of Housing and Urban Development (HUD). The Community Development Department (CDD) administers these funds on behalf of the Village of Rantoul. The funds may be used for various public service activities which principally benefit low- and moderate-income persons. This application provides information and instructions for organizations and agencies interested in applying for CDBG Public Service funds. Applications are available on our website at: <http://www.village.rantoul.il.us/services/communitydevelopment/index.html> beginning November 22, 2011.

Eligible Applicants:

- 1) Private non-profit organizations which have received 501(c)3 federal tax exempt status from the U.S. Internal Revenue Service (IRS) and are registered as a non-profit corporation in the State of Illinois.
- 2) Public Agencies

Funding Cycle: This application is for 2012 CDBG Public Service Funds. The 2012 program year runs from May 1, 2012 through April 30, 2013.

Estimated Funds Available: At the time of this application, Congress has not yet enacted HUD's appropriation for 2012. The following amounts are an estimate based on funding received by the Village of Rantoul in 2011. The actual level of funding received by the Village of Rantoul may vary from these estimated amounts.

CDBG Funds (Estimate) for Program Year 2012 - \$298,500  
Public Service Funds (Estimate) for Program Year 2012 - \$44,775

Maximum Grant Application: Agencies may only apply for a maximum of 25% of the cost to operate the Rantoul portion of their program, up to a maximum of \$24,900. The Citizens Advisory Committee may, at their discretion, recommend awarding more or less than the requested amount. The submittal of an application does not guarantee funding.

Citizen Participation and Program Application Schedule: The following schedule has been developed for review of project applications, decisions on project funding, and submittal of the CDBG grant application to HUD.

Date	Activity
November 16, 2011	Invite Applications for Funding
November 22, 2011	Public Service Applications Available on Village Website
December 7, 2011	<b>MANDATORY</b> Public Service Application Workshop at 2:00 P.M.
December 22, 2011	Public Service Applications Due by 4:00 P.M.
January 18, 2012	30-Day Public Comment Period Begins
January 19, 2012	Citizens Advisory Committee Meeting at 6:30 P.M. to Review Applications (tentative)
February 16, 2012	30-Day Public Comment Period Ends
February 16, 2012	Citizens Advisory Committee at 6:30 P.M. to Recommend Funding (tentative)
March 6, 2012	Rantoul Village Board Study Session at 6:15 P.M.
March 13, 2012	Rantoul Village Board Business Meeting at 6:15 P.M.

## **EVALUATION CRITERIA**

\* \* \* ***SUBMITTAL OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING*** \* \* \*

The Village of Rantoul has established threshold criteria that must be met in order for an application to be considered for funding. **Incomplete or late applications will not be considered.** The threshold review will be completed by CDD staff and included in the material given to the Citizens Advisory Committee. The threshold criteria and funding evaluation criteria established by the Village of Rantoul is shown below. This following chart does not need to be completed by the applicant and submitted with their application.

Criteria	Yes	No	N/A
Application received by 4:00 p.m. on Friday, December 22, 2011			
Attendance at the mandatory grant application workshop on December 7, 2011			
Eligible under the CDBG Program regulations (24 CFR 570)			
Consistency with the Village of Rantoul's Consolidated Plan (Appendix E)			
If the project serves homeless persons, does the project addresses a goal in Urbana-Champaign Continuum of Care's 10-Year Plan to End Homelessness			
Applicant's Board/Council endorsement for submitting application and signature of appropriate department head			
<b>Application Meets Threshold Criteria</b> <b>If yes, proceed to review below.</b>			
Village of Rantoul Staff Reviewer: _____	Date: _____		

Applications for CDBG public service activities can receive a maximum of 25 points. There are four criteria areas. The first area is worth 10 points and will be rated on a scale of 1-10 (10 meeting all of the criteria and 1 meeting very little, if any, of the criteria). The remaining three criteria are each worth 5 points and will be rated on a scale of 1-5 (5 meeting all of the criteria and 1 meeting very little, if any, of the criteria). Details of the criteria expectations can be found throughout the application materials.

1. **COMMUNITY NEED AND BENEFIT** – Apply 1 to 10 points taking into consideration the items listed below:

- a) Project sponsor objectively establishes the acuteness of the community need and project primarily benefits low-to-moderate income persons with the highest need.
- b) Project activities and goals are clearly defined.
- c) Project sponsor demonstrates that the project’s scope will not exceed or overfill the existing gap/need in the community or supplant current project funding.

2. **PROJECT SOUNDNESS**– Apply 1 to 5 points into consideration the items listed below:

- a) Project design, services to be provided, and goals to be achieved are consistent and feasible and respond to the community need identified.
- b) Project sponsor provides clear detailed information to support that project design is evidence-based.
- c) Target population is clearly defined and service delivery appropriate to their needs. Staffing ratios are consistent with best practices.
- d) Project sponsor coordinates/collaborates with other organizations in the community that provide similar or complimentary services that will assist in making the project a success.
- e) For projects serving homeless persons, project sponsor participates in the Urbana-Champaign Continuum of Care.
- f) Outcome goal(s) chosen by project sponsor are reasonable and consistent with target population and project design. Outcome measurement is clear.

3. **ORGANIZATIONAL CAPACITY** – Apply 1 to 5 points taking into consideration the items listed below:

- a) Project sponsor demonstrates that they have the staff experience and proper level of staffing to carry out the project.
- b) Project sponsor demonstrates the ability to successfully implement and manage federally funded projects in a timely manner, within budget, and consistent with funding requirements.

- c) Project sponsor has appropriate financial management capacity as indicated by audited financial statements and agency budget. Any audit findings of the organization have been resolved prior to the submission of application.
- d) Project sponsor has a written personnel policy manual that includes procedures for personnel and financial management, a process for grievance and a plan for affirmative action.
- e) Project sponsor demonstrates that they have the capacity and data collection resources to comply with documenting CDBG eligibility requirements and reporting performance outputs and outcomes.

4. **FINANCIAL FEASIBILITY** – Apply 1 to 5 points taking into consideration the items listed below:

- a) Project budget estimates and costs are reasonable and well supported or justified relative to the number of persons to be served, the services to be provided, and the target population.
- b) Budget forms are consistent, accurate and thorough.
- c) Project leverages other federal, state, local and/or private resources.

Review and Decision-Making Process:

- Step 1      Staff Review and Assessment.** Staff will perform a technical review of the applications and prepare a technical summary and analysis for the Citizens Advisory Committee. The technical summary and analysis will include reporting and past performance for applicants that have received funding in previous years. Staff assessments and/or funding recommendations will be made to the Citizens Advisory Committee.
- Step 2      Review by the Citizens Advisory Committee (CAC).** The CAC members will receive a copy of the project applications and technical summaries and analyses for review. Project sponsors will have the opportunity to make a brief presentation (no more than 5 minutes) to the CAC at their January 19, 2012 (tentative) meeting. Presentations are usually followed by questions from the CAC members. The CAC will make funding recommendations at their February 16, 2012 (tentative) meeting. This recommendation is then forwarded to the Rantoul Village Board as part of the PY2012 Annual Action Plan (AAP).
- Step 3      Final Decision by the Rantoul Village Board.** The Rantoul Village Board makes the final funding awards through the adoption of the AAP. The Board will tentatively discuss the AAP at their March 6, 2012 study session and adopt the AAP at their March 13, 2012 (tentative) business meeting. During each meeting, the applicant along with the general public

can comment for 3 minutes regarding the AAP during the Public Participation portion of the meeting.

**NOTE:** Disposition of final project awards is contingent on project eligibility; funding availability; federal, state, and local statutes, regulations, policies and requirements; and contract requirements.

Application Assistance:

This application contains a summary of important information about the Village of Rantoul CDBG program. For project and/or application questions, please contact Michael Loschen at 217-892-6824 or via email at [mloschen@village.rantoul.il.us](mailto:mloschen@village.rantoul.il.us).

Pre-Application Information Session:

A **mandatory** pre-application information session will be held on December 7, 2011 at 2:00 p.m. at the Village of Rantoul Municipal Building, Village Board Room, 333 South Tanner Street, Rantoul, Illinois. The information session will cover CDBG program regulations and application requirements.

Application Deadline:

The following list of materials must be **received** by December 22, 2011, no later than 4:00 p.m. No applications will be accepted after this deadline. Applications will not be accepted by e-mail or fax. Mailed applications must be posted in time to be **received** by the deadline.

The application packet must include:

1. One unbound original application
2. One bound copy of the application
3. Complete application submitted in .pdf format on a compact disc.

Submit the materials to the following address:

Michael Loschen  
Rantoul Community Development Dept.  
333 South Tanner Street  
Rantoul, Illinois 61866

Americans with Disabilities Act (ADA) Notice:

The Village of Rantoul strives to provide access to all members of the public. The Village of Rantoul facilities are accessible. If additional accommodations are required, please notify this office at least one week in advance of any of the meetings. In addition, reasonable accommodations will be made to provide the information in this application in an alternative format upon request. Please contact Michael Loschen at 217-892-6824 or via email at [mloschen@village.rantoul.il.us](mailto:mloschen@village.rantoul.il.us) for further assistance.

OVERVIEW OF CDBG PROGRAM REQUIREMENTS

1. CDBG National Objective. CDBG Public Service projects must principally benefit low- and moderate-income persons. Determination is based on limited clientele or area benefit activity.

Low- and Moderate-Income is defined as having an income equal to or less than 80 percent of the area median income, adjusted for household size. The specific household income limits are based on U.S. Census Bureau estimates, updated and issued by HUD annually. The current limits, by household size are listed below:

2011 HUD INCOME LIMITS  
Champaign County, Illinois

Persons in Household	1	2	3	4	5	6	7	8
Moderate Income (30% of median)	\$14,150	\$16,150	\$18,150	\$20,150	\$21,800	\$23,400	\$25,000	\$26,600
Low Income (50% of median)	\$23,500	\$26,850	\$30,200	\$33,550	\$36,250	\$38,950	\$41,650	\$44,300
Extremely-Low Income (80% of median)	\$37,600	\$43,000	\$48,350	\$53,700	\$58,000	\$62,300	\$66,600	\$70,900

Limited Clientele Activity. This is the category most often used for public service activities. Limited clientele activities are activities limited to a specific group of persons. At least 51% of those served must be low- and moderate-income persons. Services qualifying under this category serve a specific clientele, rather than providing service to all persons in a geographic area. Limited clientele activities may qualify as either a presumed benefit activity or a direct benefit activity. A presumed benefit activity is one that exclusively serves a specific group of people that HUD categorically considers to be low- and moderate-income persons. These categories include: abused children, battered spouses, elderly persons, homeless persons, illiterate adults, persons living with AIDS, migrant farm workers, and severely disabled adults as defined by the Bureau of Census (see Appendix D for the definition of severe disability). The project sponsor must document that the activity is designed to be used exclusively by a category of persons presumed by HUD to be low- and moderate-income. If the clientele served does not fall under one of the presumed benefit category of persons, it may qualify as a direct benefit activity which serves low- and moderate-income persons. The project sponsor must verify and maintain documentation regarding the family size and income of each person served. At least 51 percent of the clientele served must be low- and moderate-income persons or the activity funded must be limited exclusively to low- and moderate-income persons. The nature and location of the activity may also support a conclusion that

primarily low- and moderate-income persons are served. To qualify under this definition, the service provided must be both of such nature and in such location that it may reasonably be concluded that the activity's clientele will primarily be low- and moderate-income persons. A food bank located in a low- and moderate-income area of the city might meet this definition. Please contact our office for technical assistance.

Area Benefit Activity. Area benefit activities are activities that benefit all residents in a particular area where the residents are primarily low- and moderate-income. The area served must be primarily residential in nature and the activity must be designed to meet the identified needs of low- and moderate-income persons. The claimed boundaries of the service area must encompass the entire service area for the activity, must be specifically delineated in the application, and the basis for determining the boundaries must be substantiated. If the service area coincides with one or more U.S. Census Block Groups or Census Tracts; 2010 Census household income data may be used to address the low- and moderate-income requirement. Otherwise, a current CDD-approved survey of all households in the service area must be performed. As a general rule, at least 51% of residents in the service area must be low- and moderate-income persons. Please contact our office for technical assistance.

2. Service Area. Village of Rantoul CDBG funds must be used to serve persons residing within the village limits of Rantoul. Project sponsors must maintain documentation of the place of residence of persons served. Projects may serve persons in other communities if other funds are used and are not co-mingled with Rantoul CDBG funds.
3. Eligible Activities. Public service activities which are directed toward improvement of the quantity and quality of community services principally benefiting persons of low- and moderate-income are eligible for funding. These activities include, but are not limited to, services concerned with employment, crime prevention, child care, health, substance abuse counseling and treatment, education, fair housing counseling, welfare (excluding income payments) and recreational needs. Emergency grant payments for food, clothing, and shelter (rent, mortgage, utilities) needs are eligible activities as long as the payments do not exceed three months and the payments are made directly to the provider of such services on behalf of an individual or family. This does not mean that the Village will consider individual applications for emergency grants. If part of the mission of a public service agency is to provide such assistance and it is outlined in detail in the project application, we will consider it for funding.

Eligible costs include labor, materials, supplies, some operating and maintenance costs for the portion of the facility in which the public service is located, and equipment necessary for the provision of the public service.

Ineligible costs include income payments, assistance for buildings used for the general conduct of government, general local government expenses, political activities, and the purchase of equipment except equipment that constitutes all or part of a public service. Income payments are payments made to an individual or family to provide basic levels of

food, shelter, or clothing but do not include emergency grant payments referenced above under eligible activities.

4. Consolidated Plan Consistency. All projects must be consistent with the Village of Rantoul's Consolidated Plan. See Appendix E for a listing of strategies and objectives in the 2008-2012 Consolidated Plan applicable to CDBG public service activities.
5. Continuum of Care Consistency and Participation. All projects serving homeless persons must address a goal in the Urbana-Champaign Continuum of Care's 10-Year Plan to End Homelessness. If your agency is not currently participating in the Urbana-Champaign Continuum of Care, please contact Lisa Benson, MSW, LCSW, Community Elements, Inc. at 217-398-8080 for information about the Urbana-Champaign Continuum of Care Committee and upcoming meeting dates.
6. Faith-Based Activities.
  - a. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the CDBG program.
  - b. Organizations may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as a part of the programs or services funded with CDBG funds. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with CDBG funds, and participation must be voluntary for the beneficiaries of the CDBG-funded programs or services. Faith-based organizations may use space in their facilities to provide CDBG funded services without removing religious art, icons, scriptures or other religious symbols.
  - c. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
  - d. A religious organization's exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964 is not forfeited when the organization participates in the CDBG program. Notwithstanding the foregoing, non-discrimination requirements imposed by statute on all CDBG grantees shall apply to religious and faith-based organizations.

## OTHER REQUIREMENTS

Non-Discrimination and Equal Opportunity. Agencies receiving funding are required to comply with various federal, state and local laws that provide equal opportunity and prohibit discrimination against persons on the basis of race, color, national origin, religion, sex, age or disability. Discrimination is prohibited in the provision of services, in access to the services and

to the facilities where the services are provided, and in all other aspects of administering a CDBG project such as employment and procurement.

Fiscal Management. Agencies receiving funding are required to comply with federal uniform administrative requirements regarding fiscal management including financial reporting, record keeping, accounting systems, payment procedures, procurement of goods and services, conflict of interest, and audit requirements. Non-profit organizations must administer programs in compliance with 24 CFR Part 84 and OMB Circulars A-110 (2 CFR Part 215), A-122 (2 CFR Part 230) and A-133. Public agencies must administer programs in compliance with 24 CFR Part 85 and OMB Circulars A-87 (2 CFR Part 225), A-102 and A-133. Educational Institutions must administer programs in compliance with 24 CFR Part 84 and OMB Circulars A-21 (2 CFR Part 220), A-110 (2 CFR Part 215), and A-133.

Insurance Requirements. Agencies receiving funding are required to provide proof of general liability insurance coverage which identifies the Village of Rantoul as an additional insured. If services provided under the contract are provided by a licensed professional, then professional liability insurance will also be required. In addition, if driving is within the scope of services provided under the contract, then automobile insurance will also be required. Minimum insurance coverage limits are set by Village Code. Worker's Compensation Insurance is also required.

Reporting Requirements. Agencies receiving funding are required to submit periodic progress reports. Data to be reported may include: unduplicated number of clients served, demographic data on clients served (income level, race, ethnicity, disability, single head of household), outputs (units of service provided), progress towards meeting outcomes, amount of funding leveraged from other federal, state/local, private or other funding sources, and additional information indicating compliance with other grant and contract requirements.

HUD CPD Performance Measurement System. As of October 1, 2006, Federal regulations require agencies receiving CDBG funding for projects to report annually under a new performance measurement system in order to measure the impact of federally funded programs. The system provides three possible objectives (purpose of the activity) and three possible outcomes (anticipated effect or change in participants or communities) which may be used to measure program performance which are based on the statutory purposes of the grant program. Although more than one objective and outcome may apply to a single activity, for the purposes of data collection, only one objective and outcome may be selected per activity. As required, Village of Rantoul CDD has implemented this system and has identified an objective and outcome for projects falling under each of the Consolidated Plan objectives related to public services that best reflects the purpose in funding the projects.

Generally, projects receiving CDBG Public Service funding will fall under the following objective: "Creating a Suitable Living Environment." These are generally activities that are designed to benefit low-to moderate income persons by addressing physical problems and social issues in their living environment.

Projects receiving CDBG Public Service funding will fall under one of the two outcomes:

1. Availability/Accessibility. These are activities that make public services, housing or shelter available or accessible to low- and moderate-income persons, including persons with disabilities. Accessibility refers not only to physical barriers but also to making the basics of daily living available and accessible to low- and moderate-income persons where they live.
2. Affordability. Provide affordability in a variety of ways to low-to-moderate income persons. This outcome may be used when an activity lowers the costs, improves the quality, or increases the affordability of a product or service to benefit low- and moderate-income households.

Progress towards the identified outcomes is measured through required indicators. Project sponsors already report on most of the required indicators which are referenced in the paragraph above regarding reporting requirements. Additional indicators that must be reported on include:

1. Number of persons receiving new access to the service or benefit
2. Number of persons receiving improved access to the service or benefit
3. Number of persons that now receive a service or benefit that is no longer substandard

Other requirements. Agencies receiving funding must comply with all other requirements set forth in 24 CFR 570 and in grant contracts. Federal regulations are available online at <http://www.gpoaccess.gov/nara/> and OMB circulars are available online at [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html).

#### APPLICATION INSTRUCTIONS

1. Submit one (1) unbound original; one (1) bound copy; and one (1) compact disc with the complete application packet in .pdf format by 4:00 p.m. on Thursday, December 22, 2011.
2. Limit application pages to the 8-1/2"x11" format. Use 12 point font.
3. Only one program per application. Applications with multiple programs will not be considered.
4. Answer all questions fully. Accurate information, detailed budgets and adequate project descriptions are necessary. When answering questions, keep in mind the funding criteria listed on pages 4-6. If a question does not apply, please respond "Not Applicable."
5. An application checklist is included for your convenience in Appendix A.

6. If desired, the following items may be submitted electronically on the compact disc in its own file folder. If an agency is submitting multiple applications, these materials only need to be submitted once.
  - Copy of Articles of Incorporation
  - Copy of By-Laws
  - List of current Board of Directors
  - Organizational chart
  - Resumes of Executive Director, Chief Fiscal Officer and Chief Program Administrator
  - Current agency budget
  - Audited financial statements
  - Single Audit, if applicable
  - Financial management procedures
  - State licenses and certificates
  - Executive's salaries, if applicable
  - Job descriptions
  
7. The following items **must** be submitted on a "hard-copy:"
  - Completed application
  - Budget Summary
  - Budget Worksheet
  - Copy of Board Minutes or Board Resolution
  - Proof of 501(c)(3) status
  - Additional documentation regarding the CDBG National Objective
  - Certification regarding Lobbying
  - Certification regarding Debarment and Suspension
  - Certification regarding a Drug-Free Workplace
  - Certification regarding the Civil Rights Act and Americans with Disabilities Act
  - Certification of Compliance with Conflict of Interest and Procurement Policies
  - Certification regarding Section 3
  - Certification regarding Use of Real Property
  - Certification of Affiliation

**APPLICATION FOR FUNDING  
VILLAGE OF RANTOUL  
FY 2012-2013  
PUBLIC SERVICE GRANT APPLICATION FORM**

This application should be used for agencies requesting funding to carry out public service activities. Funding awarded through the application process is intended for use between May 1, 2012 and April 30, 2013. Questions about the application should be directed to Mike Loschen at 217-892-6824 or Jenell Hardy at 217-892-6851. Please complete all information as completely and concisely as possible in the space provided.

**SECTION 1**

PROGRAM TO BE FUNDED: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

PROGRAM IS: \_\_\_\_\_ New Program \_\_\_\_\_ Continuation of Existing Program, started \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_

EXEC. DIRECTOR TELEPHONE NO.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ YEAR AGENCY ESTABLISHED: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

FAX NO.: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER: \_\_\_\_\_

AGENCY DUNS NUMBER: \_\_\_\_\_

- \_\_\_\_\_ Unit of government
- \_\_\_\_\_ Public non-profit
- \_\_\_\_\_ Educational Institution
- \_\_\_\_\_ Private non-profit (Please attach a copy of your agency's 501(c)(3) designation and list of board members with this application.)

Under federal or state law, does your program require a license/certificate to operate? If yes submit a copy of the license or certificate with this application.  Yes  No

Has this project previously received CDBG Public Service funding from the Village of Rantoul? If yes, when and what dollar amount.  Yes  No

When and Amount: \_\_\_\_\_

**PRIVATE NON-PROFIT ORGANIZATIONS AND AGENCIES MUST SUBMIT ONE COPY OF EACH OF THE FOLLOWING:**

Articles of Incorporation and Bylaws. These are the documents recognized by the State of Illinois as formally establishing a private corporation, business or agency.

Non-Profit Determination. A copy of the 501(c)(3) tax exemption determination letter from the Federal Internal Revenue Service (IRS). You must also indicate the DUNS number above. Your organization must be registered as an active non-profit corporation in the State of Illinois.

Current List of the Board of Directors. Please include the name, telephone number, address, occupation or affiliation of each member and term of appointment. Please identify the principal officers.

Authorization to Request Funds. Please indicate the date that this application for funding was approved for submittal by the sponsor's legally responsible governing body (ex. Board of Directors). Please submit a copy of the official meeting minutes or resolution recording this authorization. **IF MORE THAN ONE CDBG PUBLIC SERVICE PROJECT IS BEING APPLIED FOR, THE MEETING MINUTES OR RESOLUTION MUST PRIORITIZE THE APPLICATIONS FOR FUNDING AND INDICATE HOW THE PRIORITIES WERE ASSIGNED.**

Current Organization Chart: Describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility.

Current Agency Budget indicating projected revenue sources and expenditures.

Most Recent Audit/Financial Statements with management letter.

ALL AGENCIES MUST SUBMIT ALL OF THE ABOVE INFORMATION WITH THIS NEW, REVISED APPLICATION. **NO EXCEPTIONS.**

IF AN AGENCY SUBMITS MORE THAN ONE APPLICATION, THESE MATERIALS ONLY NEED TO BE SUBMITTED ONCE.

## SECTION 2

1. **What is your organization’s mission statement and how long has your organization been in existence?**
  
2. **Summarize your proposed project. Indicate whether subcontractors and/or volunteers will be utilized to perform project activities.**
  
3. **How does your project meet and qualify under the CDBG National Objective?**

CDBG Public Service projects must meet the CDBG National Objective of principally benefitting low- and moderate-income persons. Please indicate how your proposed project meets and qualifies for this national objective. Check only one.

- A. Limited Clientele Presumed Benefit Activity
  - Abused Children
  - Battered Spouses
  - Elderly Persons (aged 62 and over)
  - Severely Disabled Adults
  - Homeless Persons
  - Illiterate Persons
  - Persons living with HIV/AIDS
  - Migrant Farm Workers
  
- B. Limited Clientele Direct Benefit Activity  
Project is limited exclusively to low- and moderate-income persons.
  
- C. Limited Clientele Direct Benefit Activity  
At least 51.0% of clientele served by the project are low- and moderate-income persons.
  
- D. Limited Clientele Nature and Location
  
- E. Area Benefit Activity – Census Tract/Block Group or Income Survey

4. **How will your project document that it meets the CDBG National Objective?**

If you checked A above, indicate: 1) which category of persons presumed by HUD to be predominately low- and moderate-income persons the proposed project will exclusively serve; 2) how the activity is designed to be used exclusively by this category of persons, and 3) how your organization will document the presumed benefit status (ex. client intake form, client homeless verification form).

If you checked B above, 1) indicate how your project will limit services exclusively to low- and moderate-income persons; 2) describe the process your organization will use to document income eligibility; and 3) attach a copy of the client intake form, highlighting the questions regarding family size and income.

If you checked C above, 1) indicate the total number of clients served in the past year; 2) indicate what percentage of those clients were low- and moderate-income; 3) indicate what income eligibility criteria was used to determine the percentages of low- and moderate-income persons; 4) describe the process your organization will use to document income eligibility; and 5) attach a copy of the client intake form, highlighting the questions regarding family size and income.

If you checked D above, describe how both the 1.) nature and 2.) location of the services to be provided demonstrate that the persons served will primarily be low- and moderate-income persons. Please contact our office for technical assistance before applying under this category.

If you checked E above, please: 1) define the boundaries of your claimed service area; 2) provide the basis for determining the boundaries; 3) attach a map of the service area and list the census tracts/block groups in your service area; and 4) provide the percentage of residents in the service area that are low- and moderate-income based on Census data. Projects which cannot document that at least 51% of residents in a service area are low- and moderate-income at the time of application, will not be considered eligible. Please contact our office for technical assistance.

- 5. What Strategy in the Village of Rantoul 2008-2012 Consolidated Plan does the proposed project seek to address? See Appendix E.**
  
- 6. If the proposed project provides services to the homeless, which goal does the project address in the Urbana-Champaign Continuum of Care 10-Year Plan to End Homelessness?**
  
- 7. What is the target population to be served by the proposed project?**
  
- 8. What community need does the proposed project address?**

Describe the community need the project seeks to address. Clearly state: 1) what the need is; 2) how the need was identified; and 3) the acuteness of the need. Use objective

measures in your response such as statistical data (studies, waiting lists, surveys, etc.). Note the sources of data.

**9. What are the overall goals and objectives of your project?**

An overall goal is a general statement of the desired results and/or the program's overall purpose. Specific output and outcome goals are addressed in questions 13 and 15.

**10. What specific services will be provided by the project?**

**11. Program Design Justification:**

Clearly demonstrate how the services provided will specifically address the need identified in Question 10 in order to achieve the goals identified in Question 9. You may refer to research, third-party program evaluations, or other objective data that indicates that the service delivery model will achieve the desired results. Indicate whether the service delivery model to be used is considered a best practice. Note the sources for the data.

**12. What outreach methods will be used to make the proposed project services known and available to eligible Village of Rantoul residents?**

**13. What are the specific output goals for the proposed project?**

A. Persons Served. Indicate the number of unduplicated persons to be assisted in total and the number of unduplicated persons to be assisted with CDBG funds. Unduplicated means that each person served by the project is only counted once during the program year. Also project the number of families/households to be assisted with CDBG funds (subset of the number of persons to be assisted with CDBG funds).

Total Persons to be Assisted (all funds)	
Persons to be Assisted with Rantoul CDBG funds	
Families/Households to be Assisted with Rantoul CDBG funds	

- B. Service Units. Identify and define each service unit(s) to be provided. Examples of service units are: emergency shelter bednights, case management hours, meals, vouchers, medical encounters, etc. Each project must track at least one service unit.

For each service unit identified, indicate in the table below the total number of service units to be provided and the number of service units to be provided with CDBG funds.

Program Year	Service Unit Type	Total Service Units (all funds)	Service Units (CDBG Funds Only)
2012			

- 14. How will you monitor progress towards achieving project goals and compile the necessary program statistics (unduplicated clients served, units of service provided) and client demographic information (income level, race/ethnicity, disability, head of household) for quarterly and annual reporting?**

Describe the data collection tools that will be used. Indicate who will be responsible for monitoring progress and tracking/compiling information required for reporting.

- 15. What are the specific outcome goals for the proposed project?**

Applicants must identify at least one and no more than three measurable outcomes for the proposed project. Complete the following information for each outcome:

- A. State the outcome. Outcomes are the benefits or impacts that result from the services provided. Outcomes measure a change in knowledge, attitude, skills, behavior, conditions or status in the persons served. Examples: Obtain, maintain or improve housing arrangements; reduce barriers to employment and self-sufficiency; reduce or eliminate emergency need; improve parenting skills, etc.
- B. Indicate the anticipated percentage and number out of total persons or families/households served who will achieve the outcome each year.
- C. List the indicators that will be used to show that the persons served achieved the outcome. Examples: Maintain transitional housing for six months, obtain GED/high school diploma, receive emergency meal or emergency shelter voucher, etc. Indicate how many of the indicators each person or family/households will need to meet in order to achieve the outcome.

- D. State the basis for selecting the outcome and how it links with the overall goals of the project.
- E. Indicate how you are going to measure the outcome. Examples: case notes; pre- and post-tests; client self-assessment survey; client interview or observation; other records (ex. diploma or certificate) or other assessment tools.

Outcome 1:
_____ % of persons served ( _____ out of _____ total persons served ) will achieve outcome during the year; or
_____ % of families/households served ( _____ out of _____ total households served ) will achieve outcome during the year.
Indicators: 1. 2. 3. ( _____ out of _____ indicators must be met for each person or family/household in order to achieve outcome)
Basis for selecting outcome:
How will the outcome be measured?

Outcome 2:
<p>_____ % of persons served ( _____ out of _____ total persons served ) will achieve outcome during the year; or</p> <p>_____ % of families/households served ( _____ out of _____ total households served ) will achieve outcome during the year.</p>
<p>Indicators:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p>( _____ out of _____ indicators must be met for each person or family/household in order to achieve outcome)</p>
Basis for selecting outcome:
How will the outcome be measured?

Outcome 3:
<p>_____ % of persons served ( _____ out of _____ total persons served ) will achieve outcome during the year; or</p> <p>_____ % of families/households served ( _____ out of _____ total households served ) will achieve outcome during the year.</p>
<p>Indicators:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p>( _____ out of _____ indicators must be met for each person or family/household in order to achieve outcome)</p>
Basis for selecting outcome:
How will the outcome be measured?

**16. Will the project provide a new service or a quantifiable increase in the current level of service?**

If the proposed project is a new project or a continuing project that is requesting an increase in funding: 1.) state what your current level of service is; 2.) state what your current Rantoul CDBG funding amount for this project is, if any; and 3.) indicate in quantitative terms how the new or increased Rantoul CDBG funding will be used to provide a new service or quantifiable increase in the current level of service. Projects must demonstrate that new or increased funding does not merely replace other state or local government funding for an existing service in order to be eligible for funding. Continuing projects that were originally funded for a new or increased level of service are eligible for continued funding at the same or lower level; increased requests for funding must be tied to a cost of living increase or to new or increased levels of service.

**17. What methods will the proposed project use to ensure input by participants concerning the services provided?**

**18. What other organizations do you coordinate or collaborate with in the implementation of the proposed project?**

Identify other organizations that you coordinate or collaborate with regarding service delivery and the nature of the coordination or collaboration. This may be demonstrated through written cooperative agreements, coordination of services, and networking and referrals. Indicate how these partnerships will assist the clients served by the proposed project.

**19. Do other projects or services currently exist in the Village of Rantoul that are similar to the proposed project?**

If yes, briefly describe the other projects or services and indicate how this project will not exceed or overfill the existing gap/need in the community.

**20. If the proposed project provides services to the homeless, do you currently participate in the Urbana-Champaign Continuum of Care Committee? If yes, please briefly describe your participation in the last year. Please indicate which item from the *Urbana-Champaign Continuum of Care's 10-Year Plan to End Homelessness* you are addressing.**

Yes       No       Project not primarily providing services to the homeless.

If yes, please explain:

**21. What experience do you have in serving the target population and in providing the type of service in the proposed project?**

This may include past experience related to the proposed project or a similar project or other experience that indicates the skills, knowledge and ability to perform successfully.

**22. What are the qualifications (education, training, and/or experience) of the staff who will provide services? (Provide resumes of staff members to meet this requirement).**

**23. What is your organization's experience in managing federally funded projects?**

Describe any specific experience your organization has in the administration of CDBG or other federal funds. If your organization does not have experience as an organization, then the relevant experience of board members or staff may be used.

**24. Describe your organization's fiscal management including financial reporting, record keeping and accounting systems. Describe whether your organization has a written personnel policy manual that includes procedures for personnel and financial management, a process for grievance, and a plan for affirmative action.**

**25. Board Information.**

How many current board members are there?	
How many positions are currently vacant?	
How many board meetings were held in the last 12 months?	
How many meetings had a quorum present?	
Are written meeting minutes kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the board operating in accordance with its approved bylaws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you conduct an orientation for new board members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you provide other board training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List board orientation and board training last year. Indicate how many board members received training and topics included in the training.	

- 26. Please complete the Budget Summary, Budget Worksheet and CDBG Budget Summary, which may be found in Appendix “B.” Detail by line item the applicant’s proposed project budget separating requested CDBG funding from additional agency funding dedicated to the project. Submit one set of forms (Budget Summary and Budget Worksheet) for 2011 funding requested. Unless recommended by the Citizens Advisory Committee and approved by the Rantoul Village Board, the Village of Rantoul will only fund a maximum of 25% of the total project cost, up to a maximum of \$24,900.**

Explain in narrative form how CDBG funds will be used as shown in the budget summary and budget worksheets (e.g. specific positions, type of communication costs, type of supplies, and description of equipment items in support of direct services). If your program generates program fees or program income, explain how these dollars are generated (ex. Late fees, counseling fees, transitional housing rent, etc.). For each position for which you are requesting full or partial CDBG funding, attach a current job description which includes a list of the duties and the minimum qualifications for filling the position. CDD policy is not to reimburse agency administrative costs such as director’s salary when not providing direct service to clients.

**27. Project Costs.**

Cost Per Person. Show the cost per person to provide services under the proposed projects using the following chart. This cost is based on total project costs and total persons served. Funds need to correspond with Appendix B.

A.	Amount of Other Public/Private Funds	\$	
B.	Amount of requested CDBG Funds	\$	
C.	Total Project Funding	\$	(sum of A & B)
D.	Total Number of Persons to be Assisted		
E.	Total Cost per Person	\$	(C divided by D)
F.	Total Number of Low/Mod Income Served		
G.	Total CDBG Cost per Low/Mod Beneficiary	\$	(B divided by F)

**28. If funded, will the proposed project leverage additional matching resources?**

List the source and amount of funds to be leveraged with CDBG fund for this project on the Budget Summary

**29. If the proposed project is funded at a level lower than requested, at what amount of funding can the sponsoring agency still deliver meaningful service?**

Due to the limited availability of resources it is often necessary to fund proposed projects at levels below the levels requested. Please describe a reduced level of funding at which effective service can be delivered and what reductions in your budget can be made. Prioritize the items to be paid for using CDBG funds.

**30. Describe your agency’s administrative systems by checking each item that exists within your agency’s organizational structure:**

Yes	No	Administrative System
		Written Policies & Procedures for a Formal Personnel System
		Staff Salary Tracking System by Funding Source
		Recordkeeping System/Separate Tracking for Each Funding Source
		Written Policies & Procedures for Cash Management Practices
		Formal Written Accounting Procedures and Audit Systems
		Hard Copy Files & Computer Records Systems with Security & Back-Up in Place
		Are Procedures in Place for Compliance with the Sarbanes-Oxley Act
		Client Eligibility Verification Process
		Client Demographic Data Collection and Reporting System
		Written Policies & Procedures for Procurement of Goods & Services
		Written Conflict of Interest Policies & Procedures
		Written Client Grievance Policies & Procedures
		Annual Fundraising/Revenue Generation
		Financial Oversight by the Board of Directors
		Program Oversight by the Board of Directors

If you answered “No” to any of the above administrative systems, describe how they will be addressed:

## Applicant Certification

1. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are reasonable. This application and all attachments are complete and accurate.
2. That submittal of an application for this project is not a guarantee of funding from the Village of Rantoul.
3. That the proposed project described in this application meets the following National Objective: Benefits low- or moderate (L/M) income persons, governing the use of CDBG funds.
4. That no revised applications may be made in connection with this application once the deadline for applications has passed, unless revisions and/or additional documentation are mandated by CDBG Program during their application review process.
5. That, if the project is funded, the Village of Rantoul reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
6. That, if the project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and the Village of Rantoul.
7. That, if the project is funded, the applicant shall comply with all federal and Village policies and requirements, Village procedures must be followed, as applicable to the CDBG Program.
8. **That, if the project is funded, the applicant understands that HUD release of FY 2012 CDBG funds must be obtained by the City prior to the obligation of funds (execution of a written agreement).**
9. That, if the project is funded, the Village will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
10. That a project's funding does not guarantee its continuation in the City's subsequent action plans.
11. That written signatory authority from the applicant's governing body indicating who can execute written agreements/contracts and amendments on its behalf has been included with this application packet.
12. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described.
13. That, if the project is funded, the proposed activities (project tasks) listed in this application may be implemented without delay upon the execution of a written agreement between the Village of Rantoul and the applicant.
14. That the proposed funding requested represents the amount needed to complete the project within 1 year. The applicant understands that phased (or installment) funding requests are prohibited for this application.
15. That the applicant understands that all CDBG funds allocated to projects must be expended within one year of the date of the allocation, or such funds are subject to being reprogrammed by the City Council.
16. That the applicant is fully capable of fulfilling its obligation under this application.
17. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required supporting documentation must be reviewed and accepted by assigned Contract Administrators or Project Managers prior to approval of payment to the applicant.

18. That, if the project is funded, all required federal and Village certifications and assurances will be adhered to.
19. That the applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.
20. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project.
21. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
22. That there are no pending lawsuits that have been filed against the applicant.
23. That the applicant understands that the Village may verify any or all statements contained in this application packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
24. That the applicant understands that, upon submission, this application packet becomes the property of the Village of Rantoul and will not be returned to the applicant in whole or in part.
25. That the undersigned has reviewed this application packet for completeness and accuracy and have approved the description, performance goals, budget, and other aspects of the described project listed in this application
26. That the governing body of the applicant organization authorizes the submission of this application.

---

Name of Organization

---

Signature of Authorized Applicant Representative

Date

---

Name and Title of Authorized Applicant Representative (Please Print or Type)

## APPENDIX “A”

### Community Development Block Grant (CDBG) Public Services Application Checklist ALL ITEMS MUST BE SUBMITTED – NO EXCEPTIONS

Completed Application for Funding with Certification Statement Signed by Authorized Representative and Submitted by 4:00 P.M. on December 22, 2011	
Budget Summary for 2012	
Budget Worksheet for 2012	
Copy of Board Minutes or Board Resolution approving application for funding, including prioritization of applications if more than one application is being submitted.	
Copy of Articles of Incorporation	
Copy of By-Laws	
List of Current Board of Directors/Governing Board	
Proof of 501(c)(3) status with IRS	
Organizational Chart	
Resumes of Executive Director, Chief Fiscal Officer and Chief Program Administrator	
Current Agency Budget	
Last audited financial statements with management letter	
Last completed Single Audit, if applicable	
Written financial management procedures	
Copy of state license or certificate, if state license or certificate is required	
Additional documentation regarding meeting the CDBG National Objective (see Question 4)	
Job descriptions for positions for which you are requesting CDBG funding	
Certification regarding Drug-Free Workplace & Anti-Lobbying	
Addendum to Certifications: Drug-Free Workplace & Anti-Lobbying	
Conflict-of-Interest Provision	
Certification regarding Debarment and Suspension	
Certification regarding the Civil Rights Act and Americans with Disabilities Act	
Certification of Compliance with Conflict of Interest and Procurement Policies	
Assurance of Single Audit Requirements	
Certification regarding Section 3	
Certification regarding Use of Real Property	
Certification of Affiliation	
Agencies receiving \$25,000,000 or more of federal funding, when that funding represents more than 80% of the organization’s annual budget, must submit salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period.	
Job descriptions of all employees and volunteers utilized for the proposed CDBG-funded project. The job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.	
Attendance at the Pre-Application Workshop on December 7, 2011.	

## **APPENDIX “B”**

### **Budget Summary & Budget Worksheets**

## PY2012 BUDGET WORKSHEET

List the expenses that will be required to operate the Rantoul portion of the entire project's cost, along with an explanation of how each expense is related to project delivery. The maximum CDBG request should match Page 14 of this packet. Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project. **NOTE: This proposed budget may be subject to change per the CDD based on eligibility and funds awarded.**

Organization: \_\_\_\_\_

Program: \_\_\_\_\_

Line Item/Type	Rank	Amount	Justification
Personnel			
Finge Benefits			
<b>TOTAL PERSONNEL</b>		\$	
Suplies			
Postage			
Publications/Printing			
Transportation			
Other Expenses (list):			
Rent			
Equipment Rental			
Utilities			
Telephone			
<b>TOTAL NON-PERSONNEL</b>		\$	
<b>TOTAL PROGRAM BUDGET</b>			\$

MAXIMUM CDBG REQUEST:

\$	X 0.25 =	\$
Total Program Budget	25% Maximum	Maximum CDBG Request

Agency Financial System

Cash Basis \_\_\_\_\_  
 Accrual Basis \_\_\_\_\_

Define Fiscal Year Term:      From:                                      To:

**PY2012 BUDGET SUMMARY  
LIST OF FUNDING SOURCES FOR THE PROJECT**

Organization: \_\_\_\_\_

Program: \_\_\_\_\_

	<b>AMOUNT SECURED</b>	<b>AMOUNT NOT SECURED</b>	<b>% OF TOTAL BUDGET</b>
FY2012 CDBG Request from Village of Rantoul			
CDBG funds from other communities			
Emergency Shelter Grants (ESG)			
Housing Opportunities for Persons With AIDS (HOPWA)			
CDBG-R			
Other Federal Stimulus Funds			
Other Federal Funds			
State & Local Funds			
Private Funds			
Agency Matching Funds			
Other Funds (please list):			
<b>TOTAL PROJECT FUNDING</b>	<b>\$</b>	<b>\$</b>	<b>100%</b>

Note: "Amount Secured" plus "Amount Not Secured" equals "Total Program Budget"

**PY2012 CDBG BUDGET SUMMARY**

Organization: \_\_\_\_\_

Program: \_\_\_\_\_

Of the CDBG funds requested, indicate how they will be allocate and spent. The amounts shown are preliminary and will be finalized at a later date. The Total Program CDBG Budget should equal the amount of funds requested on Page 14 of this packet.

**ONLY SHOW HOW CDBG FUNDS WILL BE SPENT**

<b>Line Item/Type</b>	<b>Rank</b>	<b>Amount</b>	<b>Justification</b>
Personnel			
Finge Benefits			
<b>TOTAL PERSONNEL</b>		\$	
Suplies			
Postage			
Publications/Printing			
Transportation			
Other Expenses (list):			
Rent			
Equipment Rental			
Utilities			
Telephone			
<b>TOTAL NON-PERSONNEL</b>		\$	
<b>TOTAL PROGRAM CDBG BUDGET</b>			\$

Note: "Total Program CDBG Budget" equals "Maximum CDBG Request" equals "Amount Requested" on Page 14.

## **APPENDIX “C” CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the Agency certifies that:

**Drug Free Workplace** – Agency will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Agency’s workplace(s) and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The Agency’s policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the Agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** – To the best of the Agency’s knowledge and belief;

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instruction; and
3. It will require that the language of paragraph 1 and 2 of the anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Compliance with Anti-Discrimination Laws** – The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601 – 3619), and implementing regulations.

**Compliance with Laws** – It will comply with applicable laws.

---

Name of Organization

---

Signature of Authorized Individual Date

---

Name and Title of Authorized Applicant Representative (Please Print or Type)

## **ADDENDUM TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **Drug-Free Workplace Certification**

1. By signing and/or submitting this application or grant agreement, the Agency is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the Village of Rantoul awards the grant. If it is later determined that the Agency knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies (This is the information to which subrecipient agencies certify.).
4. For grantees who are individuals, Alternate II applies (Not applicable to subrecipient agencies.).
5. Workplaces under grants, for subrecipient agencies other than individuals, need not be identified on the certification. If known, they may be identified in the grant application or agreement. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the subrecipient agency must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the subrecipient agency's drugfree workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
7. If the workplace identified to the agency changes during the performance of the grant, the

Agency shall inform the Village of Rantoul of the change(s), if it previously identified the workplaces in question (See paragraph five.).

8. The Agency may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: \_\_\_\_\_

Check if there are workplaces on file that are not identified here related to the certification regarding the drug-free workplace required by 24 CFR Part 24, Subpart F.

9. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Agency's attention is called, in particular, to the following definitions from these rules.

“Controlled substance” means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

“Criminal drug statute” means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

“Employee” means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All “direct charge” employees; (ii) all “indirect charge” employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

### **Conflict-of-Interest Provision**

No person (1) who is an employee, agent, consultant, officer, or elected or appointed official of the recipient, or any designated public agencies, or any subrecipient which is receiving CDBG funds and (2) who exercises or has exercised any functions or responsibilities with respect to CDBG activities assisted under this Part, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal

or financial interest in or benefit from the activities assisted under the Agreement, or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure and for one year thereafter.

---

Name of Organization

---

Signature of Authorized Individual

Date

---

Name and Title of Authorized Applicant Representative (Please Print or Type)

**PY2012 CERTIFICATION  
REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT,  
INELIGIBILITY AND OTHER RESPONSIBILITY MATTERS**

1. By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief, that it and its principles:
  - a. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
  - b. Have not within a three-year period preceding this award, have been convicted of or had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in #1b of the certification;
  - d. Have not within a three-year period preceding this award, had one or more contracts (Federal, State, or local) terminated for cause or default;
  - e. Will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency; and
  - f. Will require that the language of this certification to be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
2. “Principles,” for the purpose of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity.
3. Where the undersigned is unable to certify to the statements listed in Section 1 in this certification, an explanation shall be attached. The Applicant shall provide immediate written notice if, at any time prior to or during the negotiated contract period, the Applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by Paragraph

#1 of this provision. The knowledge and information of the Applicant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

5. This certification submitted to the Village of Rantoul is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it is later determined that an Applicant knowingly rendered an erroneous certification, in addition to other remedies available, the Village of Rantoul may terminate the contract for default.

---

Name of Organization

---

Signature of Authorized Individual

Date

---

Name and Title of Authorized Applicant Representative (Please Print or Type)

**PY2012 CERTIFICATION  
REGARDING COMPLIANCE WITH  
CIVIL RIGHTS AND AMERICANS WITH DISABILITIES ACT**

The organization listed below certifies that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964. Written documents outlining this organization's non-discrimination policy are on file and available for review.

It is further certified that this organization has reviewed its projects, programs, and services for compliance with all applicable regulations contained in the Americans with Disabilities Act of 1990. Written documentation concerning this review and corrective actions taken (if any) are on file and available for review.

---

Name of Organization

---

Signature of Authorized Individual

Date

---

Name and Title of Authorized Applicant Representative (Please Print or Type)

**PY2012**  
**CERTIFICATION OF COMPLIANCE WITH**  
**CONFLICT OF INTEREST AND PROCUREMENT POLICIES**

The undersigned certifies that the listed applicant organization is not in violation of, or has not participated, and will not participate, in the violation of the following Conflict of Interest and Procurement Policies:

**24 CFR 570.611 and 24 CFR 576.57(d) – Conflict of Interest**

No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, nonprofit recipient that received CDBG or ESG amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to thereto, or the proceeds thereunder, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter. HUD may grant an exception to this exclusion as provided in 24 CFR 570.611 (d) and (e).

**OMB Circular A-110 – Codes of Conduct**

The subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated therein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the subrecipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. However, subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standard of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the subrecipient.

---

Name of Organization

---

Signature of Authorized Individual

Date

---

Name and Title of Authorized Applicant Representative (Please Print or Type)

**PY2012**  
**ASSURANCE OF SINGLE AUDIT REQUIREMENTS**

Subrecipients of Community Development Block Grant (CDBG) funding that expend \$500,000 or more in total Federal financial assistance in a year are responsible for obtaining an independent audit in accordance with the Single Audit Act of 1984 and OMB Circular A-133 as referenced in 24 CFR 85.26. The computation of the total of such assistance includes all Federal funds received by the entire entity. For purposes of determining the amount of Federal assistance expended, all Federal assistance should be considered, including that which is received directly from a Federal agency, or passed through a state or local government, or through non-profit organizations, or any combination thereof.

If a subrecipient expends less than \$500,000 per year in Federal financial assistance, it is exempt from Federal audit requirements. However, the subrecipient must still have records available for review by HUD or the City, and must comply with the CDBG Program audit requirements.

The undersigned attest that the listed applicant organization expended \$ \_\_\_\_\_ in the past fiscal year in Federal financial assistance as defined above, and therefore an audit \_\_\_\_\_ IS \_\_\_\_\_ IS NOT required. Our most recent fiscal year ended on \_\_\_\_\_

The applicant organization acknowledges that it is required to submit a general agency audit with management letter to the Village of Rantoul regardless of whether a single audit is required. The applicant organization acknowledges that it is required to submit their single audit, if one is required, to the Village of Rantoul.

---

Name of Organization

---

Signature of Authorized Individual

Date

---

Name and Title of Authorized Applicant Representative (Please Print or Type)

### PY2012 CERTIFICATION REGARDING SECTION 3

**Section 3 contract thresholds for contractors and subcontractors is \$100,000. Some of the types of projects that are subject to Section 3 requirements include: housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine repair and replacement), housing construction and other public construction.**

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701(u)(section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected, but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
  
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 USC 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 clause and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

---

Name of Organization

---

Signature of Authorized Individual

Date

---

Name and Title of Authorized Applicant Representative (Please Print or Type)

**PY2012 CERTIFICATION  
REGARDING USE OF REAL PROPERTY**

The standards described in this certification apply to real property within the owner's control which was acquired or improved in whole or in part using CDBG funds in excess of \$25,000. These standards shall apply from the date CDBG funds are first spent for the property until five years after closeout of an owner's participation in the entitlement CDBG program or, until five years after the closeout of the grant from which the assistance to the property was provided per 24 CFR Part 270.505.

- A. An owner may not change the use or planned use of any such property (including the beneficiaries of such use) from that for which the acquisition or improvement was made unless the Village of Rantoul provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and either:
  - 1. The new use of such property qualifies as meeting one of the national objectives in § 570.208 (formerly § 570.901) and is not a building for the general conduct of government; or
  - 2. The requirements in paragraph (b) of this certification are met.
- B. If the Village of Rantoul determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify under paragraph (a)(1) of this certification, it may retain or dispose of the property for the changed use if the Village of Rantoul's CDBG program is reimbursed in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property.
- C. If the change of use occurs after closeout, the provisions governing income from the disposition of the real property in § 570.504(b)(4) or (5), as applicable, shall apply to the use of funds reimbursed.
- D. Following the reimbursement of the CDBG program in accordance with paragraph (b) of this certification, the property no longer will be subject to any CDBG requirements.

---

Name of Organization

---

Signature of Authorized Individual

Date

---

Name and Title of Authorized Applicant Representative (Please Print or Type)



## **APPENDIX “D”**

### Definition of Severely Disabled

Persons are considered severely disabled if they:

1. use a wheelchair or another special aid for 6 months or longer;
2. are unable to perform one or more functional activities (seeing, having one’s speech understood, lifting and carrying, walking up a flight of stairs and walking), need assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating, and toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone);
3. are prevented from working at a job or doing housework;
4. have a selected condition including autism, cerebral palsy, Alzheimer’s disease, senility or dementia or mental retardation; or
5. are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

## APPENDIX “E”

Village of Rantoul  
Community Development Department  
2008 – 2012 Consolidated Plan

Outcome: Sustainability for the purpose of creating suitable living environments

- Strategy 1: Create a Suitable Living Environment by making needed infrastructure improvements to low-moderate income neighborhoods.
- Strategy 2: Create a Suitable Living Environment by acquiring and demolishing dilapidated properties in low-moderate income neighborhoods.
- Strategy 3: Create a Suitable Living Environment by providing better access to social services in the community for lower-income residents.
- Strategy 4: Create a suitable living environment by continuing the village’s code enforcement program along with work towards cleaning-up contaminated sites.

Outcome: Affordability for the purpose of providing decent affordable housing

- Strategy 5: Provide decent housing by creating affordable housing opportunities for households at or below 80% of the area median income through the redevelopment of vacant properties acquired and demolished by the Rantoul Community Development Department.
- Strategy 6: Provide decent housing by ceding the village’s annual bond cap allocation to the Illinois Housing Development Authority or similar agency to create a first-time homebuyer program in Rantoul.
- Strategy 7: Provide decent housing by continuing the Rantoul Building Incentives Program, for those households constructing a new home and those homebuyers who purchase a home from someone constructing a new home.

Outcome: Sustainability for purpose of providing decent affordable housing

- Strategy 8: Provide decent housing by providing emergency repairs and full-home rehabilitations to low-moderate income, owner-occupied housing units that have building code violations.

Strategy 9: Provide decent housing by rehabilitating rental units that will then be occupied by low-moderate income households.

Strategy 10: Provide decent housing by conducting an analysis of lead-based paint hazards in all housing units repaired or rehabilitated by the Rantoul Community Development Department. Lead-based paint hazards will be repaired or abated

Outcome: Accessibility for the purpose of creating economic opportunities

Strategy 11: Expand economic opportunities by supporting the expansion of job training programs for low-income individuals by area social service agencies.

Outcome: Affordability for the purpose of creating economic opportunities

Strategy 12: Expand economic opportunities by creating incentive packages available for new and expanding businesses. Incentive packages may include such items as tax abatements and low-interest loans.

The priority services to be provided by CDBG public service funds include:

- Senior Services;
- Youth Services;
- Transportation;
- Substance Abuse; and
- Employment Training.