

2022 Flood Disaster Recovery



ST. CLAIR COUNTY **APPLICATION AND GUIDELINES FOR** **INFRASTRUCTURE PROJECTS**

Community Development Block Grant Disaster **Recovery (CDBG-DR) Funds**



MARK A. KERN, CHAIRMAN
ST. CLAIR COUNTY BOARD

TABLE OF CONTENTS

SECTION 1.	<u>OVERVIEW OF CDBG-DR PROGRAM</u>	3
SECTION 2	<u>PUBLIC INFRASTRUCTURE GRANTS</u>	
	A. General Policies for all Projects	3-4
	B. Eligible Applicants	5
	C. Available Funds	5
	D. Awarded Funds	5
	E. Key Dates	6
	F. Submission Information	6
	G. Federal Compliance Areas	6-9
	H. Initial Subrecipient Responsibility	9
	I. Public Infrastructure Project Evaluation	10-11
SECTION 3	<u>PROFESSIONAL SERVICES</u>	
	A. Procurement	11
	B. Contract Design	12
	C. Payment for Services	12
SECTION 4	<u>ELIGIBLE ACTIVITIES AND DEFINITIONS</u>	
	A. List of Eligible Activities	12
	B. Ineligible Activities	13
SECTION 5	<u>ENVIRONMENTAL REVIEW</u>	12-13
SECTION 6	<u>APPLICATION</u>	
	ITEM A. SUBMISSION CHECKLIST	14
	ITEM B. APPLICATION CHECKLIST	15
	ITEM C. APPLICATION QUESTIONS	16-20
	ITEM D. RESOLUTION OF SUPPORT	21
	ITEM E. COVER LETTER	22

SECTION 1– OVERVIEW of CDBG-DR PROGRAM

CDBG-DR funds were allocated to St. Clair County thru the Continuing Appropriations Act 2023 and the Department of Housing and Urban Development Appropriations Action 2023 for major disasters occurring in 2022 under public law 117.328.

The U. S. Department of Housing and Urban Development (HUD) announced in May of 2023 that St. Clair County will receive over \$30 Million in Community Development Block Grant Disaster Recovery (CDBG-DR) funds for the 2022 flood disaster. St. Clair County Government the recipient of HUD’s Community Development Block Grant – Disaster Recovery (CDBG-DR) funds. The CDBG-DR funding is designed to address the needs that remain after all other assistance has been exhausted. This plan details how funds will be allocated to address the remaining unmet needs in St. Clair County due to the flood disaster that occurred during July 25-28, 2022.

To meet disaster recovery needs, the statutes making CDBG-DR funds available have imposed additional requirements and authorized HUD to modify the rules that apply to the annual CDBG program to enhance flexibility and allow for a quicker recovery. HUD has allocated \$30,027,000 in CDBG-DR funds to St. Clair County in response to the 2022 flood disaster (DR- 4676) through FR-6393-N-01 (Public Law 117-328) made on May 18, 2023. This allocation was made available through the Continuing Appropriations Act of 2023 for activities authorized under title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 *et seq.*) (HCDA) related to disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation in the “most-impacted and distressed” (MID) areas resulting from a qualifying major disaster in 2021 or 2022. Additionally, the Department of Housing and Urban Development Appropriations Act, 2023 (Pub. L. 117-328, Division, L, Title II) approved December 29, 2022, makes available CDBG-DR funds for major disasters that occurred in 2022. These allocations form Public Laws 117-180 and 117-328, (collectively, the “Appropriations Acts” are for disasters occurring in 2022.

SECTION 2 – INFRASTRUCTURE GRANTS

A. General Policies for all CDBG-DR Projects

Only one project per community will be accepted. That project must consist of eligible activities according to CDBG-DR requirements in the disaster areas identified by St. Clair County. This activity must clearly be designed to address one of the national CDBG objectives as required in 24 CFR 570.200 (a)(2) <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570> and provide resolution to the flooding issues. **Please note: Only one project or activity should be submitted per municipality.**

^{1.} All applications will be reviewed for financial need. The financial need factor is designed to ensure that applicants with the highest level of need receive some priority in ranking. Financial need data provides a general indication of a community’s standing in terms of persons in poverty and fiscal distress. Include a copy of the community’s most current financial statement and audit with this application.

All applications submitted will be subject to review/evaluation by appropriate CDBG-DR staff.

Costs incurred in preparation of this application are not reimbursable under this grant program.

IGD retains the right to reject any or all applications received and to negotiate or to cancel in part, or in their entirety, sub grants resulting from application awards if it is in St. Clair County's best interest to do so.

IGD reserves the right to establish the amount of grant funds awarded.

For successful applicants, IGD reserves the right to specify any special grant conditions and any terms of the Contract. **No project costs where CDBG-DR funds are utilized for payment (professional services or construction services) may be incurred prior to authorization by IGD.** Authorization includes a fully executed grant award document and clearance of any special grant conditions.

Project changes are **highly discouraged**. A project change may result in the original award being rescinded. Switching to a new project requires a written request to this office (including a community Resolution of Support), and an expensive, time-consuming Substantial Amendment to the County's Consolidated Plan, requiring HUD approval. Additional costs incurred for a Substantial Amendment as part of the project change would be the responsibility of the community.

All contracts under this current Program Application end April 30, 2027. The County reserves the right to not extend a contract. A community may want to rethink their proposed project if delays are anticipated due to concerns with easements, rights-of-way, review/permission from the Illinois Department of Transportation (IDOT), or other situations.

Applicants must certify that **at least** fifty-one percent (51%) of project beneficiaries are low/moderate-income persons. Public infrastructure projects must demonstrate an area wide benefit, which can be documented in available census tract and/or block group data.

Applicants must provide at a minimum 15% of the project for Mitigation (MIT) activities. Applicants should provide a breakout of the MIT percentage, a description of the eligible mitigation activities.

Public Infrastructure projects should have an applicable outside technical review by appropriate agencies. **Communities seeking assistance in public infrastructure projects should consider retaining an engineer/architect prior to application.** Any funds paid by the municipality for technical assistance prior to application may be considered as local match for scoring purposes.

Local governments **may not** recover any capital costs of public improvements assisted in whole or in part with CDBG-DR funds by assessing any water or sewer tap-on fees, connection fees or any other special fees against low- and moderate-income persons.

Communities **must** provide a Resolution of Support from the local elected board, naming the project type and location when (1) initially applying for CDBG-DR funds; (2) when requesting a change to the type, or location of a project or (3) when requesting funds out of the normal procurement cycle. Members of Board or Council must identify their agreement or disagreement with a Yay/Yes or Nay/No on the Resolution of Support. (Resolution required for each item noted).

Communities must provide most current audit.

B. Eligible Applicants

Only units of general local government (i.e., cities, villages, and townships) in disaster areas identified by St. Clair County IGD may apply for funding. Racially or Ethnically Concentrated Areas of Poverty (R/ECAP) areas will take priority.

All applicants must have the management capacity to undertake and satisfactorily complete the project applied for and assure proper management of CDBG-DR funds. Grant recipients must follow all applicable auditing and financial reporting requirements and have the capability to specifically assure proper tracking and recording of funds.

C. Available Funds

The amount set aside for Public Infrastructure Awards is contingent upon the County's findings of needs in relation to the Consolidated Plan/CDBG-DR action plan submitted to the U.S. Department of Housing and Urban Development (HUD). All projects must be eligible in accordance with Federal Regulations and must meet one of the three national objectives and disaster eligibility.

Project cost will be determined by summarizing the Architectural/Engineering fee and using best estimates on the cost of the project as determined by the Architect/Engineer. It is understood that project costs are only estimates and cannot be accurately determined prior to bid letting.

Communities should be aware that **submitting an application is not a guarantee of the award of CDBG-DR funding.**

Community awards are based in part on the amount of CDBG-DR funds that are awarded to the Intergovernmental Grants Department from the U.S. Department of Housing and Urban Development. The County's intent is to disburse funds to the widest range of projects. As a result, the CDBG-DR grant amount awarded to a community may be less than the amount requested. **Price increases due to change orders will not be considered in project costs and are the responsibility of the municipality.**

D. Awarded Funds

Awarded CDBG-DR funds through an executed contract shall expend funds only for actual costs exclusive to the project. General Pay Request Directions identifying COUNTY criteria is provided at a preconstruction meeting once a project has been bid and successfully awarded. The MUNICIPALITY agrees that any cost exceeding the awarded CDBG-DR fund amount shall be borne by the MUNICIPALITY. The COUNTY'S liability is limited to the amount of HUD funds received by the COUNTY and committed to the CDBG-DR funds portion of the proposed project through an executed contract.

E. Key Dates

The CDBG-DR application cycle will begin July 12, 2024. Applications will be accepted, and awards made in accordance with the following projected schedule:

July 12, 2024 (Friday) CDBG-DR Public infrastructure Application mailed to elected officials (certified mail).

Application also available at:
St. Clair County IGD
Community Development Group
19 Public Square, Suite 200
Belleville, IL 62220

Communities and engineering firms may receive a copy of the application via e-mail by contacting: Mrs. Lisa Ludwig at (Lisa.Ludwig@co.st-clair.il.us).

October 16, 2024 (Wednesday) **MUNICIPAL APPLICATIONS DUE AT IGD (Community Development Group) BY 4:00 P.M.**

December 17, 2024 (Tuesday) Approval of recommendations made by County Board Chairman.

Congratulation and denial letters will be mailed after County approval.

F. Submission Information

The County will supply local governments with an application package by certified mail. All applicants should complete the package and submit it to the St. Clair County Intergovernmental Grants Department (IGD) by the appropriate submission deadline. **All applications (with the elected municipal's official signature) must be received at IGD no later than 4 p.m., Wednesday, October 16, 2024. Applications received after that deadline will not be considered for funding.** The following address should be used for all application submissions:

2022 CDBG-DR Applications
St. Clair County Intergovernmental Grants Department
Community Development Group
ATTN: Mrs. Lisa Ludwig
19 Public Square, Suite 200
Belleville, Illinois 62220-1624

G. Federal Compliance Areas

Each applicant must agree to comply with applicable federal and state requirements. Some areas with which applicants must comply with include:

1. The National Environmental Policy (NEPA) establishes procedures for protecting the environment.

2. The Davis-Bacon Prevailing Wage Act requires the payment of prevailing wages for all construction funded in whole or in part with federal funds.
3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 applies whenever property is acquired directly by a public agency for a federally assisted project.
4. Equal Opportunity and Fair Housing Laws require that CDBG-DR grantees administer their project in a manner that affirmatively furthers equal opportunity and fair housing including the Fair Housing Amendment additionally providing for handicapped and family status.
5. The municipality/engineer/architect/consultant/contractor/subcontractor/supplier will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, familial status (persons with children 18 years of age, including pregnant women), disability, and to persons with special needs, sexual orientation or gender identity on any CDBG-DR funded project.
6. American Disabilities Act prohibits discrimination against person(s) with disabilities and people with a known relationship to a disabled person in the areas of private employment (Title I of the Act), public services (Title II), public accommodations and commercial facilities run by private entities (Title III), and telecommunications (Title IV).
7. Excessive Force-Certification is required in accordance with Section 519 of Public Law 101-410 to certify that CDBG-DR grantees have adopted and are enforcing a policy prohibiting the use of excessive force by law enforcement agencies within their jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.
8. Certification Regarding Lobbying
 - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any 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.
 - b. 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 a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the CDBG-DR grantee shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
 - c. The CDBG-DR grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants and contracts under grants, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 \$10,000.00 and not more than \$100,000.00 for each such failure.

9. Assurances

As a condition to the award of financial assistance from the COUNTY, the Applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- b. Section 109 of Title I of the Housing and Community Development Act of 1974, as amended, which prohibits discrimination on the bases of race, color, national origin, religion, or sex/gender;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; and
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age.
- e. The Fair Housing Act (<https://www.govinfo.gov/content/pkg/USCODE-2016-title42/html/USCODE-2016-title42-chap45-subchapl.htm>): Title VIII of the Civil Rights Act of 1968, as amended, 42 U.S.C } 3601 et seq. prohibits housing to discrimination because of race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status (families with children under 18, including pregnancy and seeking legal custody), and disability.

The Applicant also assures that it will comply with 24 C.F.R. Parts 6, 8, 146, and 570, and all other regulations implementing the laws listed above. The Applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Applicants are made aware of and agree to the St. Clair County Fraud, Waste and Abuse Policy.

10. Minority Business Utilization (Executive Orders 11625, 12432, 12138) (24 CFR 85.36)

HUD has mandated that the CDBG-DR Program in St. Clair County take all necessary, affirmative steps to ensure awarded contractors make efforts to encourage the use of minority and women business enterprises, referred to as a Minority Business Enterprise (MBE). The County has set a goal of fifteen percent (15%) for the Minority Business Utilization Rate. Therefore, the municipality agrees the awarded contractor is to expend at least 15% or more of this project's total allocation by utilizing a qualified MBE, through contracted services, materials, or any combination thereof. The supply of materials will be from an MBE firm that is recognized as a supplier of the particular product(s) and not a firm that contracts out to purchase materials from another firm that is the actual supplier of the product for an added percentage over the cost of the materials. Please note, reporting will be required.

11. Labor Standards (24 CFR 570.603)

All laborers and mechanics employed by contractors or subcontractors on construction work in excess of \$2,000 and financed in whole or in part with CDBG-DR funds must be paid “federal prevailing wages” that have been determined in accordance with the Davis-Bacon Act as amended (40 U.S.C. 276a-276a-5). The Contract Work Hours and Safety Standard Act (40 U.S.C. 327-333) also applies to such activities. Wage Determinations may be obtained at <https://sam.gov/content/wage-determinations>, reporting will be required.

12. System for Award Management (SAM)

Contractors awarded work on a CDBG-DR funded project must utilize the System for Award Management (SAM) at <https://sam.gov/content/home>. This action allows IGD to make inquiry to identify those parties excluded from receiving federal contracts, certain subcontracts, and from certain types of federal financial and non-financial assistance and benefits. These are commonly known as “suspensions” and “debarments”. Consideration shall be given to such matters as contractor integrity; compliance with public policy, including, where applicable, Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); record of past performance; financial and technical resources or accessibility to other necessary resources. Any or all bids may be rejected if there is a sound documented reason.

13. The Section 3 - Economic Opportunities for Low- and Very Low-Income Persons in Connection with Assisted Projects. Section 3 Benchmark Notice (85 FR 60907, published 9/29/20) requires 25% of all labor hours must be performed by a “Section 3 worker” and 5% of all labor hours must be performed by a “targeted Section 3 worker”. The purpose is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. *All contracts issued by a municipality shall include Section 3 language, as provided by IGD. Reporting of all labor hours will need to be recorded on the certified payroll sheets.*

14. Build America, Buy America (BABA)

Communities must ensure all contractors will be required to adhere to the Build America/Buy America act, Public Law #117-58, Title IX, Subtitle A, Part 1, Sections 70911-70917 enacted November 15, 2021.

15. Duplication of Benefits—Communities must ensure and provide proof there will be no Duplication of benefits for the CDBG-DR funded project.

H. Initial Subrecipient Responsibility

Each local government awarded a CDBG-DR grant will receive a CDBG-DR contract that will specify the terms and conditions of its grant, and will include the following:

- Scope of Work
- Special Grant Conditions
- Grant Budget
- Program Assurance and Certifications

Eligible cost may not be incurred before the date of the executed contract. It must be noted that the CDBG-DR funds will occur only after the special grant conditions are met, and all other special conditions are satisfied. In general, subrecipients will be expected to sign the grant contract within thirty (30) days of the date of the transmittal letter attached to the contract documents.

I. Public Infrastructure Project Evaluation

Each application for funding under the public infrastructure component will be rated in the following areas:

1. Project Benefit

This section gauges the immediate need and severity of the problem, the nature of the problem and the proposed project, the number of persons and households affected, and how well the project addresses the stated problem. Higher ranking of the application is given to chronic problems that affect health and safety or where great deficiencies exist. Your responsibility is to help evaluate your proposal in this area by providing details, specific examples, and verifiable numbers regarding the problem and the proposed project. Projects in RECAP areas will be given priority.

2. Low/Moderate Income Benefit

In order to be eligible for public infrastructure grant, CDBG-DR funded projects must benefit at least fifty-one (51%) percent of overall low- and moderate-income persons. Therefore, all applicants must identify the methodology used to determine the percentage of project benefit to low- and moderate-income persons.

Federal requirements now mandate that all CDBG-DR projects benefit a majority (51% or greater) of low- and moderate-income people. The project benefit area must be closely defined to determine which community residents are beneficiaries receiving direct benefit from the proposed project.

If the benefit area is determined to be low/moderate by available Census Data, either for that census tract or that block group (information available from the Grants Department in the Community Development Group, extension 3211 or 3218), then no further action is needed. However, other project areas must have their low-moderate- benefit determined by a local survey of household size and income level prior to the submittal of this application.

3. Financial Need

Priority will be given to those applicants who document their financial need for the level of CDBG-DR assistance requested. A higher application ranking will result when:

- There is clear supporting documentation to show that all avenues for funding the project with local revenues have been exhausted (denial letters, for example)
- The proposed project could not reasonably be accomplished without CDBG-DR assistance.
- The proposed level of local financial participation/matching is the maximum that can be reasonably expected.

Again, we are looking for verifiable documentation that additional funds have not been found elsewhere despite community effort, and that CDBG-DR funds are necessary to complete the project. Supporting documentation will help us rank your application.

4. Resource Leveraging

All applicants will be evaluated by their ability to leverage resources. A higher ranking will be given to projects that have received a local match or that will receive resources from outside funding sources. A letter of commitment from the outside funding agencies listed will also result in a higher score. Again, consideration will be given if the applicant has demonstrated effort in trying to leverage resources, even if resources are found to be unavailable.

5. Unmet Need

Applicants will also be ranked according to unmet need for the CDBG-DR funds. Proof of no duplication of benefits.

6. Effort and Capacity

Ranking in this area will take into consideration things such as effort to obtain additional funds, ability to start project and use funds by the specified deadlines, and the completeness of your application. Capacity of the qualified professional (architect/engineering firm) to design and oversight of the proposed project. Be sure to verify that all items on the checklist provided are included and to answer questions accurately, completely, and according to instruction.

7. County's Right to Reject

The County reserves the right to reject any or all applications and to waive irregularities therein and all communities shall agree that such rejection shall be without liability on the part of the County for any damage or claim brought against the County because of such rejections. The filing of any application in response to this invitation shall constitute an agreement of the communities to these conditions.

SECTION 3 – PROFESSIONAL SERVICES

A. Procurement (24 CFR 85)

Public infrastructure projects will require the services of qualified professionals (Architects, Engineers, etc.). These services may include but are not limited to project design, construction observation, and bidding assistance. **Regulations require that any professional service obtainable from more than a single source must have been competitively procured if the vendor is to be paid with CDBG-DR funds.** These specialized services are normally procured through a Request for Qualifications (RFQ) process. Procurement documentation must be provided to IGD prior to contract execution.

B. Contract Design

Municipalities are cautioned that a qualified professional contract, construction contract, material purchase contract and/or any other contracts that are intended for payment with CDBG-DR funds would only be signed following execution of the CDBG-DR contract by the County Board Chairman.

C. Payment for Services

Municipalities may also choose to pay for contractual services with municipal funds as a matching contribution for CDBG-DR funds. Municipal contributions will be awarded evaluation points during the project-scoring phase.

Professional Services Contract prices shall be agreeable and binding on all parties prior to any bidding for construction or related services. Contract prices shall be a lump sum and shall not be based upon the cost-plus percentage of cost or percentage of construction cost methods of contracting. Costs may be based upon hourly rates but should include maximum amounts for each phase of the project as well as a maximum cost for all Professional Services. Municipalities entering into such contracts where CDBG-DR funds are used to pay for Professional Services are liable for any excess costs exceeding the allowable amount of up to 15% of expended CDBG-DR funding. Proof of procurement and a copy of a contract between a professional service and a municipality must be provided to IGD when CDBG-DR funds are a part of the project funding.

SECTION 4 – ELIGIBLE ACTIVITIES AND DEFINITIONS

A. Eligible Activities

This section follows U.S. Department of Housing and Urban Development (HUD) requirements and details the losses and needs resulting from the 2022 disaster, including identifying any remaining unmet infrastructure recovery needs within the eligible impacted areas. The qualifying 2022 disaster both included severe rain and flood events that caused widespread flooding.

The unmet needs analysis includes the Most Impacted and Distressed MID areas identified by HUD in the Federal Register Notice (FRN):

1. St. Clair County

The FRN requires that 100% of the allocation address unmet disaster needs or mitigation activities in the HUD identified MID areas, which for this disaster is the entire county.

B. INELIGIBLE ACTIVITIES

The Department's determination of which activities are eligible to be funded with CDBG-DR funds will be governed by 24 CFR Part 570.201-570.206. The following are specifically identified by the federal regulations as **ineligible**:

- a. Buildings or portions thereof used predominantly for the general conduct of government (e.g., city halls, courthouses, jails, police stations, etc.).

- b. General government expenses.
- c. Costs of operating and maintaining public infrastructure and services (e.g., mowing parks and replacing street light bulbs).
- d. New housing construction.
- e. Income payments for housing and any other purposes (e.g., housing allowance).
- f. Any project application not addressing flooding issues that occurred during the July 2022 disaster.

SECTION 5 – ENVIRONMENTAL REVIEW

All Federal agencies are required to comply with the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.) (NEPA), and the implementing procedures issued by the Council on Environmental Quality at 40 CFR Parts 1500-1508. The Act was created to ensure federal agencies consider the environmental impacts of their actions and decisions. Federal agencies are required to assess the environmental impacts of their proposed actions and consider alternative ways of accomplishing their missions, which are less damaging to and protective of the environment.

There are three different types of environmental reviews for projects eligible under this application. The levels of reviews are:

- Exempt – The most basic and least common review (e.g. – the purchase of certain firefighting equipment).
- Categorically Excluded AND subject to (CEST) 58.5 – Projects that involve acquisition, repair, improvements, reconstruction or rehabilitation of public infrastructure and improvements when facilities/improvements will have the same use without changes in size or capacity of more than 20 percent.
- NEPA Environmental Assessment (EA) – Projects that contain new construction, conversion from one type of land use to another, or do not meet the criteria for Exempt or CEST.

St. Clair County Intergovernmental Grants Department (IGD) will review and approve as the certifying entity all Environmental Review actions on projects. **It is the responsibility of the Applicant to have an EA professionally completed by a qualified candidate should the project not meet the criteria for Exempt or CEST.** This may include, but is not limited to, having professional studies of the project area surveyed, corresponding with local leaders to ensure compliance and conformance with local plans, and reviewing the implications of the project related to various socioeconomic and community facilities and services. The cost related to the EA process is not an eligible expense to be paid for with CDBG-DR funds. Following completion of the EA, the Applicant must submit the assessment to IGD for final approval. Providing the assessment is completed and submitted to IGD by the date provided, IGD will run any necessary publication(s). If it is submitted late or needs further follow-up, the Applicant shall bare the cost for the final publication(s) necessary for HUD to approve funding for the project.

While IGD does not prohibit or rank projects lower that require an EA, the Applicant should consider the potential cost and implications to applying for a project that involves an EA when federal funds are involved.

SECTION 6 – APPLICATION

ITEM A. **Submission Checklist**

IMPORTANT: TO ALL ELECTED OFFICIALS

YOU DO **NOT NEED TO RETURN THIS ENTIRE BOOKLET**

Please ONLY return ONE (1) *original* of the following:

- ☐ THE APPLICATION CHECKLIST on page 15 _____
 - ☐ THE APPLICATION INFORMATION requested on pages 16-20 _____
 - ☐ ITEM C – Resolution of Support on page 21 _____
 - ☐ ITEM D – Cover letter on page 22 _____
-

Please return ONE (1) copy only of the following:

- ☐ Municipal Financial Statement (current)
 - ☐ Municipal Audit (current)
-

ITEM B.
Application Checklist

FOLLOW THE INSTRUCTIONS CLOSELY

NOTE: Complete and sign the following SUBMISSION CHECKLIST. Completion and signature are necessary to identify that you have submitted everything that is needed for review of your application. **Each item in bold MUST be included.** If all required documentation is not included, it will delay the processing of your application and your application may not be approved.

- ☐ This checklist **WITH SIGNATURE** (Item B)
- ☐ **The original** application.
- ☐ **Project Information - Provide documentation to substantiate project benefit and flood disaster. Must include the HUD map, link included in application page 18.**
- ☐ **Project's estimated Budget. Provide documentation of municipal matching funds.**
- ☐ **Project Activity Description.**
- ☐ **Project Map – noting exact location of project. Must include the HUD map, link included in application page 18. (Insert with Item B)**
- ☐ **Original Site Photos of Proposed Project (Color photos only for original copy, black & white photocopies acceptable for other two copies) (Insert with Item B)**
- ☐ **Council Resolution of Support with signatures and votes of Yay or Nay (Item C)**
- ☐ **Request for Qualifications and RFQ Results - when CDBG-DR funds are used to pay engineering costs.**
- ☐ **Proof of No Duplication of Benefits**
- ☐ **Cover Letter/Letter of Transmittal (Item D)**
- ☐ **Provide copies of all commitments for matching funds (if applicable)**
- ☐ **Cooperation Agreements (if applicable)**
- ☐ **Letters documenting threat to health and safety**
- ☐ **Question 38: Water/Sewer Projects (if applicable)**

I certify that the above documentation is included in this application packet.

Signature of elected municipal official

ITEM C -Application Information
Community Development Application Questions

Please note:

1. Joint applications (usually a township and a village) are discouraged.
2. A municipality, upon County approval, may allow an eligible organization in their local area to submit an application for a qualified project. Only one project may be submitted for each municipality. The application must be submitted through the unit of local government.
3. For technical assistance in completing this application, you may call Lisa Ludwig at 618-825-3211 (Lisa.Ludwig@co.st-clair.il.us) or Ms. Christina Anderson at 618-825-3218 (Christina.Anderson@co.st-clair.il.us).
4. An electronic version of this application is available upon request. Please e-mail Ms. Lisa Ludwig (Lisa.Ludwig@co.st-clair.il.us) or Ms. Christina Anderson (Christina.Anderson@co.st-clair.il.us). You may provide answers in this format, at the end of each question, or you may use a separate answer sheet, with questions re-typed and with corresponding numbers.
5. Because we require **original signatures** on the (a) cover letter; (b) checklist; (c) Council Resolution of Support, **we are not accepting electronic submissions of this application.**

You may refer to the Evaluation Section to see how responses will be prioritized and ranked.

Please provide answers to the following questions:

GENERAL

1. Community name: _____
2. Mayor/Village President/Township Supervisor where authorized signature is required:

3. Street Address: _____
4. Mailing Address (if different): _____
5. Community's Federal Tax ID Number: _____; DUNS Number _____
 - DUNS number is a compliance requirement of the Federal Funding Accountability and Transparency Act of 2006
6. Project Contact Person: _____
7. Telephone Number of Project Contact Person: _____
8. E-Mail Address: _____
9. Engineer/Architect (E/A) Firm (if known): _____
10. E/A E-Mail Address: _____
11. E/A Phone Number: _____
12. E/A's Federal Tax ID Number: _____; DUNS Number _____
SAM Unique Identified Number: _____
 - DUNS number is a compliance requirement of the Federal Funding Accountability and Transparency Act of 2006
13. Project Title: _____

14. Certify your project will meet the low/mod area benefit by marking x?
- ___ Low/Mod Benefit – Project must benefit low and moderate-income persons.
- Area benefit activities

PROJECT DESCRIPTION

15. **Describe the proposed project in detail**, covering all key points including mitigation of the flood disaster. You may attach a project description or insert below. Please include:
- a) *Description of exact upgrades being made*
 - b) *Where the project will be located, i.e., addresses, street names, cross-streets, census tract and block group information, etc.*
 - c) *Quantity of work to be performed, such as how many feet are being replaced?*
16. Attach a detailed map of the project area that shows exact street(s) or location(s) of the project. This is a HUD-required item.
17. Provide original color photos of the project area with your original application. Photocopies will only be accepted for the two required copies. (One original and two copies of your application must be submitted). **No binding of applications is needed**; staple or clip is fine.

PROJECT BENEFIT

18. Describe the immediate unmet need, severity of the problem that makes this project necessary and eligible for CDBG-DR funds. (Give details and be thorough).
19. Describe how the proposed project will solve the problems described.
20. Does the project assist in the removal of architectural barriers? If yes, explain in what way.
21. Will the project require an Environmental Assessment (Environmental Assessment of this Application)? **If no, explain why.** Do NOT answer “unknown” or “not applicable - N/A”. If after referring to Section 5 of this Application, you are still unsure how to answer this question, please contact your Contract Specialist. Your application may be **rejected** if this question is not adequately answered.

LOW/MODERATE INCOME BENEFIT – Do Not Leave Blank – Answer all items.

Provide documentation and/or resource to support information below.

22. Number of persons to **directly** benefit from this project: _____
23. Number of households to **directly** benefit from this project: _____
24. Please provide the following information:
- a. Total number of persons in project area(s): _____
 - b. Total number of low /Moderate income person in project area(s): _____
 - c. Total number of persons in municipality: _____
 - d. What is the **physical address** of one or more locations within the proposed site area for the project? _____

e. What is (are) the census tract(s) and block group(s) for proposed site? _____

f. What is the low/moderate income percentage for the census tract/block group?

(Please contact your IGD Contract Specialist with questions on the census information. To document your findings, you might use the following link as a resource

<https://hud.maps.arcgis.com/home/item.html>

g. What method did you use to determine the low/mod status of the project?

_____ Census tract(s) and block group(s)

_____ Census tract only

READINESS

Important: Funds will be available upon CDBG-DR contract execution with municipality.

25. Will this project start by April 30, 2025? _____ (Please provide supporting documentation)

26. Will this project (or phase of the project) be completed/funds spent by April 30, 2027? If not, describe why.

FINANCIAL NEED

27. Please describe your lack of community funds to pay for this project; that CDBG-DR funds are necessary; and that alternate funding strategies were pursued prior to this application. *This information documents to HUD that this project is eligible and meets their guidelines. Include a copy of your most current financial statement and audit with this application.*

RESOURCE LEVERAGING

28. Describe any local matching funds or in-kind match that will go into this project. If you are unable to match locally, please explain your reasons. Local match must be provided at 50% completion of project. Will matching funds be in the form of cash, waived fees, labor, real property, etc.? Please provide documentation of matching fund contribution.

Communities should be aware that **any local funds listed as matching funds on the Council Resolution of Support will be considered as committed** and will be identified as part of the total project funds available in the Project Budget Estimate. If a community is awarded a grant, but at a lesser amount than requested, the community has the option to proportionally reduce the matching amount committed in the application. The project contract will reflect actual matching amount committed by the community. If local match is in cash, the amount must be expended by the point that the awarded grant/project reaches 50% completion. CDBG-DR funds may be awarded in proportion to available funds.

29. List any outside funding sources (not community matching funds) that will go on this project (include documentation of additional funding sources). If you were unable to secure outside funding sources, describe efforts to obtain these funds. Provide denial/approval letters as support. **Documentation required to determine No Duplication of Benefits.**

PROJECT BUDGET AND FUNDING

30.	Project Budget	
	a. Construction Costs	\$ _____
	b. Real Property Acquisition	\$ _____
	c. Architect/Engineer (max 15% of expended CDBG-DR Funds)	\$ _____
	d. Other Cost	\$ _____
31.	Contingency (not to exceed 10% of grant total)	\$ _____
	e. Total Estimated Project Cost	\$ _____
32.	Source of Funds	
	f. CDBG-DR MID Funds*	\$ _____
	CDBG-DR Mitigation funds (15%)**	\$ _____
	TOTAL CDBG-DR FUNDS	\$ _____
33.	Other Funds: (SPECIFY)	
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	Total Other Funds	\$ _____
	g. Municipal Funds	\$ _____
	h. TOTAL PROJECT FUNDS	\$ _____

* Provide \$ amount requesting for the Most Impacted and Distressed (MID) activities/area.

** Provide \$ amount requesting for Mitigation (MIT) activities (15% required).

ADDITIONAL INFORMATION

34. **With recent cuts to CDBG-DR funding, and to help as many communities as possible, please describe the following:** (Information here is important)
- a. Should your project be selected to receive CDBG-DR funds, what is the minimum in funding you need for this project to start? \$_____
 - b. Using this amount, what percentage of the original project would you be able to complete? _____%
 - c. How did you arrive at the above information? (Please explain) _____

35. Does the project occur in a Flood Hazard Area? Yes_____ No _____
36. How will the project be performed (Contract Labor, Force Account Labor, etc.)?
37. Will you derive any income from this project in the form of sale of land, user charges, etc.? Please identify and estimate amount of any special assessments, connection fees, and water or sewer tap-on fees.
41. Will the project entail the following?
42. _____Purchase of land
_____Acquisition of permanent easements
38. **WATER/SEWER PROJECTS ONLY** - If the project involves water or sewer, the following information **MUST** be provided:
- ☐ Number of dwelling units served_____
 - ☐ Number of industrial firms served_____
 - ☐ Capacity of proposed system_____
 - ☐ Estimated number of lineal feet_____
 - ☐ Expected residential growth within service area_____
 - ☐ Expected industrial growth within service area_____
 - ☐ Design assumptions for per capita gallonage_____
 - ☐ Present plans for sewage treatment in the service area_____
 - ☐ Proposed plans for sewer treatment in the service_____

ITEM D.
***SAMPLE* Council Resolution of Support**

PLEASE NOTE: Communities must now provide a Resolution of Support from the local elected board naming the project type and location when (1) initially applying for a CDBG-DR funds; (2) when requesting a change to the type, or location of a project or; (3) when requesting funds out of the normal procurement cycle.

Please plan ahead! Put a Resolution on the Council/Board agenda in time to submit with your application

APPLICATION WILL NOT BE APPROVED WITHOUT RESOLUTION

WHEREAS, the (Municipality or Township) is applying to St. Clair County, Illinois, for 2022 Community Development Block Grant Disaster Recovery (CDBG-DR) funds; and,

WHEREAS, it is necessary that an application be made, and agreements entered into with St. Clair County.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the (Municipality or Township) apply for a CDBG-DR grant under the terms and conditions of St. Clair County and shall enter into and agree to the understandings and assurances in said applications.
2. That the proposed project description be identified as _____;
3. That the chief municipal officials on behalf of the (Municipality or Township) execute such documents and all other documents necessary for the carrying out of said application; and
4. That the (Municipality or Township) will contribute \$_____ in local match and will be required to expend said amount by 50% completion of the grant/project applied for and,
5. That the chief municipal officials are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.

Passed this _____ day of _____, 2024.

(SEAL)

ATTEST:

Chief Elected Official

City/Village/Township Clerk

BOARD/COUNCIL MEMBERS PRESENT

Identify Those in Agreement or Disagreement with a Yes/Yay or a No/Nay by each signature:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Note: Must provide original signatures, or if typed, please attach copy of Minutes to Meeting)

ITEM E.

***SAMPLE* Cover Letter**

MUST ACCOMPANY YOUR APPLICATION

(Date)

Community Development Group
St. Clair County IGD
19 Public Square, Suite 200
Belleville, IL 62220
Attn: Lisa Ludwig

Dear Mrs. Ludwig:

The (Name of Municipality or Township) is submitting the attached application for 2022 CDBG-DR public infrastructure grant requesting the amount of \$_____. These funds will be used to (Describe project), as identified in the Resolution of Support.

The Municipal leader for contractual signature, release of CDBG-DR funds, etc. will be (Mayor, Village President, or Township Supervisor). The Project contact person designated as the primary point of contact for project management will be _____.

We certify that the project site is adequately zoned and that all permits and licenses relative to the implementation of the project site under consideration have been obtained or can be obtained without legislative action. We also certify that I have read, understand, and agree with the content of this application.

We further certify that we have submitted the following **required** attachments:

- Item A – Application and all required documentation
- Item B – Resolution of Support
- Item C – Request for Qualifications

Upon approval of this application, the (Municipality or Township) understands that the earliest date CDBG-DR funds may be made available is January 15, 2025. Should funds be awarded for this proposed project, all CDBG-DR funds not expended by April 30, 2027 will be recaptured by the County.

Signature: _____
Chief Elected Official

Community Name

Date: _____



**MARK A. KERN, CHAIRMAN
ST. CLAIR COUNTY BOARD**

**St. Clair County Intergovernmental Grants Department
19 Public Square, Suite 200
Belleville, IL 62220**

**1-618-825-3210 (phone)
1-618-236-1190 (fax)**

Illinois Telecommunications Relay Center

English

TTY only 1-800-526-0844

TTY voice 1-800-526-0857

Spanish

TTY only 1-800-501-0864

TTY voice 1-800-501-0865

AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER