



WILL COUNTY LAND USE DEPARTMENT COMMUNITY DEVELOPMENT DIVISION

Community Development Block Grant CDBG

2011 Request for Proposals

*Will County Land Use Department
Community Development Division
58 E. Clinton Street, Suite 500
Joliet, Illinois 60432
Phone: (815) 774-7890*



OVERVIEW OF REQUEST FOR PROPOSALS (RFP) PROCESS

INTRODUCTION

Will County anticipates receiving Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the period of October 1, 2011 – September 30, 2012 (PY 2011) and is presently accepting proposals. The allocation amount for the upcoming program year, however, is unknown. Will County may not receive final notification of the annual CDBG award amount from the Department of Housing and Urban Development until potentially April or May 2011. The County will reserve the right to award more or less than previous funding levels as the allocation is dependent on the final entitlement amount authorized by Congress and the Department of Housing and Urban Development.

The County will utilize these funds to create decent, affordable housing; provide a suitable living environment; and expand economic opportunities for low- and moderate-income residents of Will County.

OVERVIEW OF CDBG PROGRAM REQUIREMENTS

PURPOSE OF CDBG FUNDS

The Community Development Block Grant (CDBG) is an annual grant from the U.S. Department of Housing and Urban Development (HUD) provided to states and local governments on a formula basis. The main purpose of these funds is to develop viable urban communities by providing decent housing and a suitable living environment, as well as to expand economic opportunities for low- and moderate-income persons.

CDBG NATIONAL OBJECTIVES

Funds must be used to carry out activities that will meet one of the three broad National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet other community development needs having a particular urgency. These objectives are described below:

Low/Moderate Income Area Benefit

The public service is available to *all* the residents in a particular primarily residential area, and at least 51% of those residents (or less if the exception criteria are applicable) are L/M income persons.

Low/Moderate Income Limited Clientele

The public service is limited to a specific group of people, at least 51% of whom are L/M income persons. Services qualifying under this category serve a specific clientele, rather than providing service to all the persons in a geographic area. (Most public services qualify under this category.)

Slum or Blighted Area

The public service is provided within a designated slum or blighted area, and is designed to address one or more conditions which contributed to the deterioration of the area.

Urgent Needs

The public service is designed to alleviate existing conditions that pose a serious and immediate threat to the health or welfare of the community, they are of recent origin or recently became urgent, and the grantee is unable to find other available funds to support the activity.

**2011 COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION SCHEDULE FOR PROJECTS FUNDED
10/1/11 THRU 9/30/12**

May 4, 2011	Technical Assistance Workshop (2:00 p.m.)
May 20, 2011	Deadline for Proposals (4:00 p.m.)
June 6, 2011	CDBG/HOME Public Hearing (10:30 a.m.)
June 6-June 14, 2011	Advisory Board convenes to rank and further discuss the recommendations to be made to the Will County Board
June 14 – July 14, 2011	Annual Action Plan review period
July 16, 2011	Action Plan presented to the Will County Board for approval
August 2, 2011	Applicants notified of intent to award
August 15, 2011	Annual Action Plan submitted to HUD

APPLICATION PACKAGE CHECKLIST-- REQUIRED

- ___ 1. Letter of Transmittal (with Signature)
- ___ 2. Resolution (with Signature)
- ___ 3. Grant Management Plan
- ___ 4. Project Summary
- ___ 5. Tabulation of Target Area Survey (including all completed survey forms)
- ___ 6. Cost Analysis
- ___ 7. Citizen Participation Form
- ___ 8. Certifications (Signed Executed by Elected Official)
- ___ 9. APPENDIX 1, Conflict of Interest Provision
(Signed Executed by Chief Elected Official)
- ___ 10. APPENDIX 2, Drug Free Workplace Requirements
(Signed Executed by Chief Elected Official)
- ___ 11. APPENDIX 3, Instructions: Lobbying & Drug Free Workplace
(Signed Executed by Chief Elected Official)
- ___ 12. APPENDIX 4, Title VI of Civil Rights Act of 1964
(Signed Executed by Chief Elected Official)
- ___ 13. APPENDIX 5, Grant Management Schedule
(Signed Executed by Chief Elected Official)
- ___ 14. Major Environmental Issues – Review Sheet
(Signed Executed by Chief Elected Official)
- ___ 15. APPENDIX C, Residential Anti-Displacement & Relocation Plan
(Executed by Chief Executive Officer)
- ___ 16. APPENDIX D, Fair Housing (Executed by Chief Executive Officer)
- ___ 17. APPENDIX B -- Target Area Survey (**Forms MUST be signed by responding resident and interviewer to count towards LMI**)
- ___ 18. Census Tract Number, Block Number, and Corresponding Map(s)
- ___ 19. Maps ;
Base, Location, Soils, and Floodplain

(SAMPLE)

TRANSMITTAL LETTER

LOCAL GOVERNMENT LETTERHEAD

(City... Village... Township)

TO: Ronald J. Pullman, Division Director
Will County Community Development Division
Will County Land Use Department
58 E. Clinton Street, Suite 500
Joliet, Illinois 60432

FROM: (Mayor... Village President... Township Supervisor)

DATE:

RE: Submission of 2011 CDBG Program Application

This letter serves to transmit to you a final application from the (City/Village/Township) for a CDBG grant from Will County. Enclosed are the original and two copies of the application.

We propose to use CDBG funds for (indicate area of concentration):

for a total amount of CDBG funds of \$_____ of the total project costs of \$_____.

Attest Date

Chief Elected Official Date

Title

RESOLUTION

MINIMUM REQUIRED CONTENT

WHEREAS, the (City/Village/Township) of _____ is applying to the Will County Board for a 2011 Community Development Block Grant, and

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

Now, THEREFORE, BE IT RESOLVED as follows:

1. that the (City/Village/Township) apply for a grant under terms and conditions of the Will County CDBG Policies and Procedures as amended, and shall enter into and agree to the understandings, certifications and assurances contained in said application package and said Policy Manual, including, but not limited to all actions deemed by HUD and the County to Affirmatively Further Fair Housing within applicants jurisdiction; and
2. that the (Mayor/President/Supervisor) and Clerk on behalf of the (City/Village/Township) execute such documents and all other documents necessary for the carrying out of said application, including, but not limited to a Cooperation Agreement between Will County and the applicant; and
3. that the (Mayor/President/Supervisor) and Clerk are authorized to provide such additional information as may be required to accomplish the obtaining of such grant,

Passed this _____ day of _____, 20____.

(Seal)

Attest Date

Chief Elected Official Date

Title

GRANT MANAGEMENT PLAN

List the names and title, complete addresses and phone/fax numbers of the following persons:

- 1. Project Manager/Administrator – applicant must be administrator of the project

_____	Name
_____	Address

_____	Phone & Fax

- 2. Fiscal Coordinator – who will be in charge of the bookkeeping, payment of bills

_____	Name
_____	Address

_____	Phone & Fax

- 3. Record keeper – who will keep all correspondence pertaining to project

_____	Name
_____	Address

_____	Phone & Fax

- 4. Engineer – list firm and principal project coordinator

_____	Name
_____	Address

_____	Phone & Fax

- 5. Environmental Issues Contact Person

_____	Name
_____	Address

_____	Phone & Fax

Note: Will County does not require the Village or Township to retain all or any of the above persons. However, it is necessary for the County to have a contact person(s) with the local government, familiar with the referenced areas.

PROJECT DETAIL

To insure that evaluation of the project is efficient and timely, and that the Environmental process does not hamper the overall program progress, the following information must be included in the application package:

A. DETAILED PROJECT DESCRIPTION

1. Project type, location (street names, etc.) and estimated linear feet or applicable measurement of project scope.

B. PROJECT IMPACT

1. Will the project alleviate the problem now, or will more funding be necessary to solve the problem?
2. Is the project consistent with community comprehensive plans or goals?
3. Will there be any temporary or permanent, short or long term negative impact on the environment in this community or any other community in the vicinity of this project?

C. NEED

1. How was the need determined? (refer to outside authority letter if applicable)
2. How will this project primarily benefit low and moderate income residents of the community?

D. PARTICIPANTS AND COST ESTIMATES

1. List total project cost and SOURCE and AVAILABILITY of FUNDING

E. WORK SCHEDULE

1. When does community plan to begin the engineering process? (Include letter of commitment from Engineering Co.)
2. How soon after grant award will the bid process begin?
3. How soon after bid opening/award will the work commence?

F. PROJECT MAPS *

1. General Project map showing target area, Census Tract #, AND Census Block Group#
2. County Base Map with 1" = 800' showing project area
3. Soil Map with 1" = 1,320' showing project area
4. Flood Plain Map of the project area

*These maps can be purchased for a nominal fee from the County Land Use Department @ 58 Clinton Street, Joliet, IL

G. TARGET AREA SURVEYS

1. Applicant **MUST** have the Target Area Survey (TAS) forms submitted for review by WCCDD along with application. **The forms MUST be signed by the responding resident and the interviewer.**

Further details are in **Appendix B**, giving the details on how to conduct an appropriate Target Area Survey.

TABULATION OF TARGET AREA SURVEYS

- A. Total number of households in target area _____
- B. Number of households responding to survey _____
- C. Percent of Response: B divided by A _____
- D. Total number of low to moderate income households responding _____
- E. Percent of low to moderate income households benefiting:
D divided by B (Minimum 51% required) _____
- F. Population of all responding households _____
- G. Average household size: F divided by B _____
- H. Population of target area: A multiplied by G _____
- I. Total number of low to moderate income persons in the target area:
H multiplied by E _____
- J. Amount of CDBG funds requested \$ _____
- K. Dollar benefit per low to moderate income person
J divided by I _____

COST ANALYSIS (ESTIMATED)

Enter project category [i.e. Public Facilities Infrastructure (Non-Economic Development), Public Facilities Infrastructure (Economic Development), or Housing Rehabilitation].

Project Category: _____

Column A. Enter all funding sources (i.e. local, private, public, etc.)

Column B. Enter the dollar amount for each funding source listed in Column (a) and for a total project cost.

C. Leveraging: (i) $\frac{\text{Public Funding Source}}{\text{Total Project Cost}} = \frac{\$ \text{_____}}{\$ \text{_____}} = \frac{\text{_____}\%}{\text{_____}\%}$

(ii) $\frac{\text{Other Funding Sources}}{\text{Total Project Cost}} = \frac{\$ \text{_____}}{\$ \text{_____}} = \frac{\text{_____}\%}{\text{_____}\%}$

Public Funding Sources would include all State, Federal and Local tax and borrowed funds to be allocated or used on the project.

Other Funding Sources would include assessments or payments from the beneficiaries of the project, or other public or private funding sources.

Column (a)	Column (b)	\$ Amount
1. CDBG	Grant Request	
2.		
3.		
4.		
	Total Project Cost	

CITIZEN PARTICIPATION FORM

A record of citizen input is necessary to comply with the citizen participation requirements of Will County's CDBG Program. Each applicant community must have **at least one public hearing** to announce its intent to make application for project funds and to obtain local citizen concerns and input regarding the proposed project, and to provide the opportunity for public input on other projects that would be eligible for funding under the CDBG program. **This hearing must be announced 10 calendar days in advance in the non-legal section of the newspaper*** of general circulation in the community. The Public Hearing can be held as a part of normally scheduled municipal or township meetings. The following documents should be included as evidence of citizen participation:

- a. Record of the public hearing announcement of the local government's intent to apply for grant funds (a newspaper clipping is required)
- b. A summary of comments (or copy of the minutes, if taken) made at the public hearing(s).
- c. Letters of local support or opposition (if any are submitted).

NOTE: In communities not serviced by a general circulation newspaper, posting said notice in the local library and/or governmental buildings, offices, etc. as is the general practice of the local governmental unit may also meet this requirement. Special meetings are not mandated. The hearing can be an item covered in a regularly scheduled meeting, as long as notice is given 10 calendar days prior to the meeting.

*(see sample notice of attached public hearing)

Sample Notice:

NOTICE OF PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held by the (City, Village, Township) Board of Trustees of _____ on (Date) at ____ P.M., in the _____ Room, at _____ Street, _____, Illinois.

The purpose of the hearing is to advise the public of the total amount of Community Development Block Grant funds available to the (City, Village, Township) and, the eligible project categories for which applications may be submitted.

The public may participate in the hearings to identify basic community needs, to establish priorities of those needs, to make suggestions to address those needs and to comment on proposals by the (City, Village, Township) for the use of Community Development Block Grant funds.

It is the intent of the (City, Village, Township) to continue to seek Federal grant funds, to accomplish the suggested community improvements including the making of applications for Community Development Block Grant funds through the County of Will.

_____ (Chief Elected Official)

_____ Clerk

Dated: _____

U.S. Department of Housing and Urban Development
Community Development Block Grant

CERTIFICATIONS

The subrecipient hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of Federal funds for this federally-assisted program. Also, the subrecipient gives assurances and certifies with respect to the grant that:

- (a) It possesses legal authority to make a grant submission and to execute a community development and housing program;
- (b) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the subrecipient to submit the final application to Will County; all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the subrecipient to act in connection with the submission of the final application and to provide such additional information as may be required;
- (c) Prior to submission of its application to Will County, the subrecipient has met the citizen participation requirements by notification to the public of its intent to apply for CDBG funds and the public's opportunity to participate in the decision making process in choosing said use of funds;
- (d) It has developed its final application to Will County so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight; the final application to Will County may also include activities which the subrecipient certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious threat to the health and welfare of the community, and other financial resources are not available;
- (e) Its chief executive officer or other officer of the subrecipient:
 - (1) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 and other authorities as specified in 24 CFR 58.5; and
 - (2) Is authorized and consents on behalf of the subrecipient and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.
- (f) The grant will be conducted and administered in compliance with:
 - (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) and implementing regulations issued at 24 CFR Part 1; and the Fair Housing Act (24 U.S.C. 3601-20).1;

- (2) Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended; and that the subrecipient will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing;
 - (3) Section 109 of the Housing and Community Development Act of 1974, as amended, and the regulations issued pursuant thereto;
 - (4) Section 3 of the Housing and Urban Development Act of 1968, as amended;
 - (5) Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issued at 41 CFR Chapter 60;
 - (6) Executive Order 11063, as amended by Executive Order 12259, and implementing regulations when published for effect;
 - (7) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
 - (8) The Age Discrimination Act of 1975 (Pub. L. 93-135), as amended, and implementing regulations when published for effect;
 - (9) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and implementing regulations at 24 CFR Part 42;
 - (10) The labor standards requirements as set forth in 24 CFR 570, Subpart K and HUD regulations issued to implement such requirements;
 - (11) Executive order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;
 - (12) The flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234);
 - (13) The regulations, policies, guidelines and requirements of OMB Circular Nos. A-102, Revised, A-87, A-110, and A-122 as they relate to the acceptance and use of Federal funds under this federally-assisted program;
- (g) No member, officer, or employee of the subrecipient, or its designees or agents, no member of the governing body of the locality in which the program is situated, and not other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the Grant and that it shall incorporate, or cause to be incorporated, in all such contracts or subcontractors a provision prohibiting such interest pursuant to the purposed of this certification;

- (h) It will comply with provisions of the Hatch Act which limits political activity of employees;
- (i) It will give HUD and the Comptroller General or any authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant;
- (j) It will comply with the lead-based paint requirements of 24 CFR Part 35 issued pursuant to the Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.);
- (k) The maintenance of this project, if funded as proposed, will not be included as a request for funding in a future project proposal;
- (l) If applicable, the jobs to be created with this proposal are not jobs that are relocating from other areas within Will County;
- (m) If applicable, any funds to be recaptured with this proposal must be returned “to the Will County CDBG program within three (3) days of the receipt of such funds.”
- (n) If applicable, it will enforce Section 519 Certification: “Excessive Force”.

The applicant hereby certifies that all parties involved will comply with the aforesated assurances.

 Attest Date

 Chief Elected Official Date

 Title

APPENDIX 1
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
CONFLICT OF INTEREST PROVISIONS

A. Applicability

- (1) In the procurement of supplies, equipment, construction, and services by recipient, and by subrecipients (including those specified at 570.204(c), the conflict of interest provisions in Attachment O of OMB Circulars A-102, and A-110, respectively shall apply.
- (2) In all cases not governed by Attachment O of the OMB Circulars, the provision of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient, by its subrecipients, or to individuals, businesses and other private entities under eligible activities which authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to individuals and other private entities pursuant to 570.203, 570.204 or 570.455).

B. Conflicts prohibited

Except for approved eligible administrative or personnel costs the general rule is that no persons described in paragraph (c) below who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this Part or who are 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 thereto, or the proceeds thereunder, either for themselves for those with whom they have family or business ties, during their tenure or for one year thereafter.

C. Persons covered

The conflict of interest provision of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of the recipient, or of any designated public agencies, or subrecipients under 570.204, which are receiving funds under this part.

D. Exceptions: threshold requirements

Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it determines that such an exception will serve to further the proposes of the Act and the effective and efficient administration of the recipient's program or project. An exception may be considered only after the recipient has provided the following:

- (1) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- (2) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

E. Factors to be considered for exceptions

In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d) of this section, HUD shall consider the cumulative effect of the following factors, where applicable:

- (1) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;
- (2) Whether an opportunity was provided for open competitive bidding or negotiation;
- (3) Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (4) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;
- (5) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (6) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict;
- (7) Any other relevant considerations.

I, the undersigned chief elected official of the _____(Village, City, Township), do hereby acknowledge and understand the above Conflict of Interest Provisions. Furthermore, we certify that no one employed by this entity, nor anyone currently on our governing board has or will have a conflict as described in the above cited Conflict of Interest Provisions.

(Seal)

Attest Date

Chief Elected Official Date

Title

APPENDIX 2
DRUG FREE WORKPLACE REQUIREMENTS

It 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 subrecipient's workplace 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 subrecipient'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 (HUD) 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.

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

Place of Performance (Street address, city, county, state, zip code)

Check _____ if there are workplaces on file that are not identified here; and

9. It will comply with the other provisions of the Act and with other applicable laws.

(Seal)

Attest Date

Chief Elected Official Date

Title

APPENDIX 3 TO CDBG CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification – Paragraph n

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.

B. Drug-Free Workplace Certification – Paragraph o

1. By signing and/or submitting this application or grant agreement, the subrecipient is providing the certification set out in paragraph (o).
2. The certification set out in paragraph (o) is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the subrecipient 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 subrecipients other than individuals, Alternate I applies. (This is the information to which entitlement subrecipients certify.)
4. For subrecipients who are individuals, Alternate II applies. (Not applicable for CDBG Entitlement grantees.)
5. Workplaces under grants, for subrecipients other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the subrecipient does not identify the workplaces at the time of application, or upon award, if there is no application, the subrecipient must keep the identity of the workplace(s) on file available for Federal Inspection. Failure to identify all known workplaces constitutes a violation of the subrecipients drug-free 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 (HUD) changes during the performance of the grant, the subrecipient shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. The subrecipients 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 13008.15);

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

“Employee” means the employee of a subrecipient 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 not on the subrecipients payroll. This definition **does not include workers** not on the payroll of the subrecipient (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the subrecipients payroll; or employees of subrecipients or subcontractors in covered workplaces).

I, the undersigned, Chief Elected Official of the (Village/City/Twp.) _____, do hereby acknowledge and understand the above Drug Free Workplace Requirement Provision and Instructions. Furthermore, we certify compliance with the requirements contained therein.

(Seal)

Attest Date

Chief Elected Official Date

Title

APPENDIX 4

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
INSTRUCITONS FOR COMPLIANCE WITH TITLE VI
OF THE CIVIL RIGHTS ACT OF 1964

Title VI of the Civil Rights Act of 1964 states:

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Section 1.4(b) (2) (i) of the regulations of the Department of Housing and Urban Development issued pursuant to Title VI requires that:

“A recipient, in determining the types of housing accommodation, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of a person to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity may not, directly or through contractual or other arrangement, utilize criteria or methods of administration which have the effect of substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color or national origin.”

As evidence of compliance with the above, the applicant shall provide the information as required in a, b, c and/or d below, as appropriate, to supplement the data relative to the locations of concentrations of minority groups and proposed activities shown on the map submitted as part of the application. Additional pages should be used, if necessary. If there are not minorities in the community, check here _____ and disregard questions a through d.

- a. IDENTIFY THE MINORITY GROUP(S) POPULATION, OR PORTION THEREOF, RESIDING IN THE APPLICANTS JURISDICTION THAT WILL NOT BE SERVICED BY ONE OR MORE OF THE PROPOSED ACTIVITIES.

b. EXPLAIN WHETHER THE MINORITY GROUP POPULATION, OR PORTION THEREOF, NOT SERVICED BY THE PROPOSED ACTIVITY(IES) ALREADY RECEIVES SUCH SERVICE, IF SO, DEFINE THE EXTENT OF EACH OF THESE EXISTING SERVICES AND INDICATE WHETHER THEY ARE EQUAL TO, GREATER THAN OR LESS THAN THE PROPOSED ACTIVITY(IES) RELATIVE TO THE LEVEL AND QUALITY OF SERVICES TO BE PROVIDED.

c. IF THE MINORITY GROUP POPULATION, OR PORTION THEREOF, DOES NOT RECEIVE SUCH SERVICE(S) NOW AND WILL NOT RECEIVE THE BENEFIT OF THE PROPOSED ACTIVITY(IES), INDICATE THE APPROXIMATE TIME SUCH SERVICE(S) WILL BE PROVIDED TO SUCH RESIDENTS.

d. IN THE EVENT NO FUTURE SERVICE(S) IS PLANNED FOR THE MINORITY GROUP POPULATION, OR PORTION THEREOF, PROVIDE A STATEMENT OF THE REASON WHY.

The phrase “minority group” as used herein, refers to Black, not of Hispanic Origin; Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture regardless of race); Asian or Pacific Islander; American Indian or Alaskan Native.

I, the undersigned, Chief Elected Official of the (Village/City/Twp.) _____, do hereby acknowledge and understand the above instructions for compliance with Title VI of the Civil Rights Act of 1964 and certify that the answers to questions (a.) through (d.) have been given to the best of my knowledge and understanding.

(Seal)

Attest Date

Chief Elected Official Date

Title

APPENDIX 5

County of Will Community Development Block Grant, Program Year 2011-2012 Grant Management Schedule

I. Project Preparation Timeline

October 1, 2011 through December 31, 2011 (tentative)

1. Municipality will be sent five (5) copies of the 2011-2012 Community Development Block Grant Cooperation Agreement. The Municipality should review this agreement, sign all five copies and send all five copies back to this office to the attention of *Michelle Allen*. Once these copies are returned, they will be forwarded to County Executive, Lawrence M. Walsh. A fully executed signed copy will be sent back to Municipality along with all attachments and a copy of Will County's Bid Package.
2. Will County will conduct an Environmental Review Study of the project area.
3. Will County will be available for any technical assistance with regards to the Bid Package and/or Project Manual.

January 1, 2012 – April 1, 2012 (tentative)

1. Will County will receive from Consulting Engineer a completed bid package for review and approval prior to bid letting.
2. Will County will receive from the Municipality or Consulting Engineer an anticipated project schedule of bid advertisement, award, and construction start. This is also an opportunity to discuss any project delay concerns with the County. This includes and may not be limited to pending permits.

PLEASE NOTE:

- *Until the Municipality receives an official NOTICE TO PROCEED from Will County, no funds can be committed or awarded.*
- *Also; there can be no more than 90 days between bid opening and contract award and no more than 90 days from contract award to construction start date. Should either exceed 90 days, the federal wage determinations will need to be updated. **CFR Title 29 Chapter 1 Part 1.6.***
- *To satisfy the U. S. Department of Housing and Urban Development's requirement for MBE/WBE outreach. Please remember that when a project is let out for bid, an advertisement and a bid package must be sent to:*

Illinois Department of Commerce and Community Affairs
Attn: Paul Gibson, Office of Minority Business Development
James R. Thompson Center
100 W. Randolph 3-400
Chicago, IL 60601

II. Monthly Progress Reporting

To be sent by consulting engineer or municipality: each month before the 5th day of the calendar month a completed Monthly Progress Report (attached) that describes the monthly status of said project is required to be sent to this Department to the attention of Michelle Allen, Project Manager. **A Monthly Progress Report is required even if there is no change in project status from previous month.**

III. Pre-Construction of Project

The County's participation in all pre-construction conferences is **mandatory**. The County has an agenda that will be discussed at all pre-construction conferences:

- Davis-Bacon Payout Requirements – These requirements direct the County's payout process, which include responsibilities of the Engineer, Municipality, and Contractor.
- Employee Interview Form – form HUD-11
- Notice to All Employees (WH Pub. 1321) will be discussed and given to contractor to be posted on project site.
- Compliance with Federal Labor Standards Provisions and Federal Wage Rate Determinations
- Distribute "A Contractor's Guide to Making Davis-Bacon Work"

PLEASE NOTE: A copy of the advertisement for bids, a project manual, a copy of the municipality's bid award letter, notice to proceed, bid bond, and a complete copy of the signed fully executed agreement between the municipality and the contractor (which includes the HUD 4010 and Federal Wage Decision as referenced and physically attached to said agreement) must be submitted to the County on or before the pre-construction meeting.

IV. Construction

Will County will be monitoring the status of the project. Will County Project Manager will be visiting the job site to photograph progress. Will County does reserve the right to conduct employee interviews.

V. Change Orders

ALL change orders must be sent to Will County as this affects the Budget of the project. Any change orders to be paid out of the grant **must be approved in writing** from Will County prior to the execution of the Change Order. Any change order NOT approved in writing will automatically become the financial responsibility of the municipality.

VI. Post-Construction

In order to close out project, even if the grant is already spent down, this office will require a copy of the contractor’s Final Waiver of Lien.

VII. Notes for Consideration

Will County asks the municipality (subrecipient) to keep in mind that communication between Will County and the municipality is imperative. The contract that will be sent to the municipal offices in October 2011 will clearly mandate in Section III. TERM OF AGREEMENT *that the subrecipient has eighteen months from the date of the contract to award and spend the grant award or the agreement is subject to termination.*

Issues that delay spending can occur. It is important to communicate those situations immediately. Will County wants to make every effort to work with the municipality to move each project forward to completion.

Please contact Project Manager, Michelle Allen, with any questions regarding the municipal grant administration, bid process, and project management.

I, the undersigned chief elected official of the _____(Village, City, or Township) do hereby acknowledge and understand the above Grant Management Schedule. Furthermore, we certify that we will comply with all the requirements contained therein.

(Seal)

Attest Date

Chief Elected Official Date

Title

**MAJOR ENVIRONMENTAL ISSUES
REVIEW SHEET**

This review sheet is required of all applicants to assist Will County in determining the extent of environmental review that will be needed for proposed projects. It will allow the County to identify major environmental issues and to assist you in complying with all requirements so that funding delays may be avoided.

- List all the component activities of the proposed project (e.g., street improvements, sewer lines, water lines, rehabilitation). For each public service facilities activity indicate whether the work (A) involves new facilities or new capacity or whether it (B) is limited to replacement of existing facilities of similar capacity.

<u>Activity</u>	<u>(A) New Facility or New Capacity</u>	<u>(B) Replacement of Existing Facility Only</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Will the project facilitate future development such as residential, commercial, industrial expansion?

<u>Yes</u>	<u>No</u>
_____	_____

What kind and on what scale?

- Does this project involve a change in land use (e.g. from agricultural to residential, from residential to industrial, etc.)?

<u>Yes</u>	<u>No</u>
_____	_____

Explain:

- | | <u>Yes</u> | <u>No</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 4. Is any part of the project located in a 100 year floodplain? (Verify with the Will County Dept. of Planning and Building Services or site source of information). | _____ | _____ |
| Source: _____ | | |
| 5. Will the project contribute to air pollution or undesirable odors? | _____ | _____ |
| 6. Will the completed project increase noise levels in or near any residential or other noise-sensitive areas? | _____ | _____ |
| 7. Are any residential or other noise-sensitive uses involved in the project located within 1,000 feet of a major street (a truck route, commercial street or other major road)? | _____ | _____ |
| 8. Are any noise-sensitive uses involved in the project located within 3,000 feet of a railroad track carrying regularly scheduled train traffic? | _____ | _____ |
| 9. If undeveloped, will prime agricultural land, according to the Will County Land Use Div. of Planning and Building Services, be converted to residential, commercial, or industrial uses? | _____ | _____ |
| Source: _____ | | |
| 10. Does the project involve any alteration of a water-course (channelization or damming of a waterway, enclosure of a drainage ditch, etc.) or the impoundment of storm water? | _____ | _____ |
| 11. Are any alterations of roadways or traffic circulation patterns necessary or desirable to accommodate the project? | _____ | _____ |

12. Indicate the extent to which the project will increase demand upon public services and utilities:

<u>Service/Utility</u>	Increase Demand Will Be:		
	<u>None</u>	<u>Slight</u>	<u>Significant</u>
Public Schools	_____	_____	_____
Police and Fire Protection	_____	_____	_____
Water Supply	_____	_____	_____
Sewage Treatment	_____	_____	_____
Electricity or Natural Gas	_____	_____	_____

	<u>Yes</u>	<u>No</u>
13. Will the project affect any buildings or sites		
(a) which are on the National Register of Historic Places?	_____	_____
Or		
(b) which have historic, architectural or archeological significance or <u>may potentially be eligible</u> for the National Register of Historic Places?	_____	_____

If the answer to 13(a) or 13(b) is “yes”, how will such structure or site be affected (torn down, rehabilitated, moved, isolated from its historic setting, etc.)?

	<u>Yes</u>	<u>No</u>
14. Does the project involve the displacement of any households or business? To what extent?	_____	_____

APPENDIX B
WILL COUNTY ILLINOIS -- METHODOLOGY FOR INCOME SURVEYS
TO DETERMINE LOW AND MODERATE INCOME BENEFICIARIES OF
AREA BENEFIT PROJECTS

In order to determine the percent of CDBG funds benefiting low and moderate income persons, it is often necessary to have income data for the specific area affected by the CDBG-financed improvement. In some cases, census data may be used, if the area benefit is coterminous with census tract or block group. This census data can be found at <http://www.hud.gov/offices/cpd/systems/census/il/index.cfm>. However, in the absence of these convenient data, many applicants will need data collected from a simple survey to substantiate benefit to low and moderate income persons. Because these surveys will be required of many CDBG applicants, it is necessary to outline an approved HUD methodology that can be consistently applied to all area benefit and economic development projects.

Below, five steps are outlined for implementing an approved income survey:

1. SELECTING THE TYPE OF SURVEY

In determining whether an area qualifies as low and moderate income, there is a choice in how the survey is conducted. The most commonly used surveys are: (a) door-to-door surveys; (b) mail surveys; or (c) a combination of the above.

- (a) **Door-to-Door Surveys** require the interviewer to actually knock on the doors to obtain the interview. The disadvantage is the “leg-work” and the need to have the interviews obtained at different times of the day, so that the sampling procedure is valid. **PLEASE NOTE: All Survey forms must be signed by the interviewer AND the responding resident.**
- (c) **Mail-Out/Mail-Back Surveys** require a list of the addresses in the target area, the questionnaire and postage. However, a mail survey usually generates a very low return rate. It is possible to improve the return rate, if a stamped self-addressed return envelope is included, or if the questionnaire is short enough to print on a postcard. **PLEASE NOTE: in the case of mail out/mail back surveys; instructions should accompany the survey indicating signature is required!**
- (c) **A combination** of the above survey methods often proves quite useful. For example, you can mail a letter to residents in the target area and let them know in advance when an interviewer will be stopping by their house.

2. THE QUESTIONNAIRE

It is important that all of the households surveyed are asked exactly the same questions and that their responses are correctly recorded. To ensure that all applicants are asking the same questions, the county staff has developed a standard income questionnaire (see Attachment A).

The questionnaire has been designed to determine truthfully and accurately whether the interviewees have low and moderate incomes. It is permissible to say that the reason for the survey is to gather information essential to support an application for funding under the Will

County CDBG program or to undertake CDBG-funded activity in the areas, **but do not give any indication that you are seeking data on the number of low income persons in the area.**

3. SELECTING THE SAMPLE SIZE

In determining the number of households to interview, there are a series of steps that must be completed. First, you will need to define the project area. (i.e. the geographic area experiencing the problem. Example: poor drainage, flooding conditions, low water pressure, etc.) Then you must survey **all households** in the project area in order to accurately estimate the income of the area. A detailed discussion of these steps follows:

- (a). **Defining the Project Area:** The area benefited by the project must be specifically defined. This area must be clearly delineated on a map and must include the area directly benefited. This map must be retained as part of the file documentation, and must be submitted with the application. In most instances, the defining of the project area is best done by the professional engineering firm assisting with the project cost estimate and or project description contained in the application. Ideally, a list of addresses and/or telephone numbers for all the residential units in the project area would allow you to contact each resident directly through a door to door survey or either via a direct mailing of the survey form.
- (b). **Determining the Sample Size:** Sample Size refers to the acceptable level of total responses required in order to meet the minimum requirements of adequate sample size. Will County does not allow random sampling within the project/benefit area. **All households within the project/benefit area must be included in the survey.** The survey sample size is determined to be adequate if the total number of the responses meets the minimum requirements as set forth in Table A. This Table can be used to determine how many households need to be interviewed to develop a survey of acceptable accuracy to the County and HUD. As you will note, nearly 100% of all houses in a small project area must respond to the survey. While on larger projects, the percentage to be surveyed will be reduced.

TABLE A
Required Sample Sizes
For Projects of Various Sizes

<u>Number of households in the Project Area</u>	<u>Sample Size</u>
1-55	50
56-63	55
64-70	60
71-77	65
78-87	70
88-99	80
100-115	90
116-139	100
140-153	110
154-180	125
181-238	150
239-308	175
309-398	200
399-650	250
651-1,200	300
1,201-2,700	350
2,701 or more	400

Un-reachable and Other Non-Response Households:

It is important to realize that the sample sizes suggested in Table A indicate the number of responses that you need to complete, and not necessarily the number of the actual completed interviews you have actually conducted. There is almost always a difference. No matter what you do, some households just will not be home during the time you are interviewing, some probably will refuse to be interviewed, some will terminate the interview before you finish, and some will complete the interview, but fail to provide an answer to the key question on income level. **In order to be considered an adequate response, all un-reachable, all non-responsive households, and all incomplete interviews can be considered a response, but must also be considered to not meet the minimum LMI requirements, and be categorized at such in the final tabulation.**

Those “non-response” responses shall be grouped separately from the other responses and submitted with all survey responses

Table B suggests some of the usual rates of response to be expected by a “mail only” survey, versus a “door-to-door” or combination type survey.

TABLE B
Expected Response Rates for
Different Types of Surveys

<u>Survey Type</u>	<u>Expected Rate of Response</u>
Mail	25-50%
Mail, with letter follow-up	50-60%
Mail, with telephone follow-up	50-80%
Door-to-door	75-90%

4. CONDUCTING THE SURVEY

- (a.) Publicity: To promote citizen participation in your effort, it may prove worthwhile to arrange some advance notice. A notice in a local newspaper or announcements at churches or civic organizations can let people living in your project area know that you will be conducting a survey to determine area income levels. If you make people aware in advance how, when, and why you will contact them, usually they are most willing to cooperate.

As with all aspects of the survey and questionnaire, any publicity must be worded so that **it does not bias the results**. For example, it is fine to say that the community is applying for a CDBG grant and that, as part of the application, the community has to provide HUD and Will County with current estimates of the incomes of the residents of the target neighborhood. It is **not appropriate** to say that, in order for the community to receive the desired funding, a survey must be conducted to show that most of the residents of the target area have low to moderate incomes.

- (b.) Interviewers: Anyone who is willing to follow the established procedures can serve as an interviewer. Volunteers from local community groups will serve well. Also, schools or colleges doing courses on civics, public policy, or survey research, frequently may be persuaded to assist in the effort as a means of providing students with practical experience and credit.

Generally, it is best if interviewers are chosen to make the respondents feel most at home. When interviewers are of the same race and social class as the respondent, the survey usually generates a better response rate and more accurate results. What is most important, though, is that the interviewer will command the attention of the respondent, ask the questions as they are written, follow respondent selection procedures, and write down the responses as given.

- (c.) Contact and Follow-up: Interviewers should attempt to contact respondents at a time when they are most likely to get a high rate of response from most types of people. Door-to-door interviews should be conducted early in the evening (especially before dark) or on weekends. You should try again at a different time to reach anyone in the initial sample who is missed by this initial effort.

In general, you should know the residents of your community and when they can be reached. What you should avoid is selecting a time or method that will yield biased

results. For example, interviewing only during the day from Monday to Friday, probably will miss families where both the husband and wife work. Since these families may have higher incomes than families with one employed member, your timing may lead to the biased result of finding an excessively high portion of low and moderate income households.

As part of your survey, either in your letter to the households or at best, part of your training of interviewers, you should develop an introduction for the actual interview. This should be a standard introduction that a) identifies the purpose of the survey; b) requests the participation of the respondents; c) gives the expected time the interview will take to complete; and d) emphasizes to the respondent that their answer will be kept confidential.

(d.) The Interview: The discussion below deals with the two types of surveys allowed by Will County, and how to conduct them.

- 1.) **A door-to-door survey** should be used if a high percentage of responses is required to meet the minimum sample guidelines.
The following procedures should be used.
 - a. An introductory letter should be sent to the targeted sample prior to contacting each household. This letter will help improve cooperation, as well as the accuracy of the data (see sample letter in Attachment B).
 - b. Attachment A-1 (3 pages) contains the recommended income questionnaire.
 - c. Remember to conduct the survey at times when residents are likely to be available.
 - d. If the desired sample is not achieved, a follow-up survey must be used to obtain additional responses.

- 2.) **A mail-out/mail-back survey** may be used, if you feel that the response rate will be sufficient to obtain the necessary sample.
The following procedures should be used:
 - a. The questionnaire should be mailed to all households in the defined project area.
 - b. A cover letter should be enclosed to explain the reason for the survey, with an emphasis on the assurance of confidentiality. The letter should provide instructions for completion, mail-back, and who to contact with questions (see sample letter in Attachment C).
 - c. Attachment A-1 (3 pages) contains the income questionnaire.

- d. The questionnaire should have pre-paid postage for the return of the questionnaire.
- e. If the desired return rate is not achieved, a follow-up survey must be used to obtain additional responses. It is Will County's recommendation that in the event of a substantial non-response to the mail-out/mail-back survey, a door-to-door follow up survey of those non-responding households be considered.

5. DOCUMENTING YOUR EFFORTS

This office recommends each applying municipality maintain copies of all Target Area Survey forms, however, all original survey documents, signed by the interviewer AND responding resident must be submitted with the application.

INSTRUCTIONS TO APPLICANTS FOR USE OF TARGET AREA SURVEY FORMS

There have been some modifications to the methods and procedures employed in gathering information on the attached Target Area Survey forms. These changes have been brought about because of increased record keeping requirements by HUD. In addition, there is a greater need to support the overall benefit of the CDBG Program and assure all concerned that the primary benefit of the program is directed to Low and Moderate Income households.

The following statement should be read to all prospective interviewees within the target area. If a prospective interviewee does not wish to furnish this information, we would like to have the appropriate box initialed by them.

Should you have any questions regarding this matter, please do not hesitate to call.

TARGET AREA SURVEY INTERVIEW FORM
DOOR-TO-DOOR SURVEY FORMAT

STATEMENT OF PURPOSE/NEED FOR ACCURATE INFORMATION:

“Your area/neighborhood has been chosen by the _____ (Municipality) for possible assistance from the Federal Block Grant Program (operated through Will County).

Describe Project in General Terms: _____

Would you like to see these improvements come to your area? _____
What other problems would you like to see resolved in your area? _____

Statement to be Read by Interviewer

Before our project can be considered and such assistance can be given, it is important that we gather information essential to support our application to the Federal Government and to Will County. Please understand that any information you provide in this survey will be kept completely confidential and will not be used for any other purpose other than to determine our (Name of Municipality) eligibility for assistance.

If you do not wish to furnish the following information, please initial here: _____.

Please check the ethnic group to which you belong:

Ethnic status of primary wage earner:

Hispanic or Latino _____, Not Hispanic or Latino _____

Please check the racial group to which you belong:

White	
Black/African American	
Black/African American & White	
Asian	
Asian & White	
American Indian/Alaskan Native	
American Indian/Alaskan Native & White	
American Indian/Alaskan Native & African American	
Native Hawaiian/Other Pacific Islander	
Other Multi-racial	

ATTACHMENT A-1 (Page 2 of 3)

TARGET AREA SURVEY INTERVIEW FORM
WILL COUNTY COMMUNITY DEVELOPMENT DIVISION

MUNICIPALITY NAME: _____

PROJECT DESCRIPTION: _____

RESPONDENT NAME (please print): _____

ADDRESS: _____

PHONE #: _____

QUESTION #1: How many families currently reside at this address? _____
(If more than one family, each family must complete a separate questionnaire).

QUESTION #2 Do you own the home you are living in?
OWN _____ RENT** _____

Renters: If you rent, please furnish your landlord's name, address, and phone number:

Landlord Name Landlord Address Landlord Phone #

QUESTION #3 What is the age of the primary wage earner? _____

QUESTION #4 What is the gender of the primary wage earner?
Male _____ Female _____

QUESTION #5 How many persons are there in your family, living in this house,
including yourself? _____

QUESTION #6 Based on the answer to Question #5 above, is the current combined income of all family
members residing at this address (including any related, dependent persons over 65, or working
dependent children over 18)

(PLEASE SHOW RESIDENT CORRESPONDING INCOME CARD) (CIRCLE ONLY ONE)

LESS THAN

EQUAL TO

GREATER THAN

THE ADJUSTED INCOME FIGURES LISTED BELOW FOR THE NUMBER OF PERSONS LIVING IN YOUR HOUSEHOLD.

Household Size	2010 CDBG Income Limit (\$)
1	\$42,100
2	48,100
3	54,100
4	60,100
5	64,950
6	69,750
7	74,550
8	79,350

I certify that the information contained in this document is true and correct to the best of my knowledge. I further certify that I understand that any information found to be deliberately falsified may result in loss of funding through Will County’s CDBG program for this proposed project. I also understand that any information that I may provide in this survey will be held in complete confidentiality, and shall be used only to determine eligibility for assistance.

RESPONDENT SIGNATURE:

IF YOU DO NOT WISH TO FURNISH THE FOLLOWING ESTIMATED INCOME INFORMATION, PLEASE INITIAL HERE: _____

FOR MUNICIPAL OFFICE ONLY:

INTERVIEWER OR RECEIVED BY SIGNATURE: _____

SURVEY DATE: _____

ATTACHMENT B

SAMPLE LETTER

Mailed prior to contact for “door-to-door” survey

Dear Village/City of Resident:

The Village/City of _____ is requesting Federal funding to provide _____
_____ describe project here _____

_____ in your neighborhood. As part of our application, it is essential that we gather information about households in the area, including estimated household incomes, and other information that will be required in order for your neighborhood to receive this assistance. Please be assured that any information that you provide will be kept in strict confidence and will only be used to help qualify your area for this assistance.

_____, of the Village Manager’s Office, will be contacting you within the next week to request the following information:

1. Whether you own or rent your home or apartment.
2. The number of persons living in your home or apartment.
3. Total annual estimated household income from all sources and from all persons living in your home or apartment (before taxes).
4. Your ethnicity and racial background.

It is important that we have accurate information. If you are unsure of this total gross income, you can find it on last year’s tax returns.

If you have any questions about the survey, please call (name), at (phone number).

Thank you for your cooperation.

Sincerely,

Mayor/President/Supervisor

ATTACHMENT C

SAMPLE COVER LETTER

Send out with Mail-out/Mail-back Surveys

Dear Village/City of _____ Resident:

The Village/City of _____ is requesting Federal funding to provide _____

_____ in your neighborhood. As part of our application, it is important that we have information about the incomes of households in the area.

We would appreciate it if you would complete the enclosed survey form and return it to us by (date). After you have answered the brief questions (questionnaire), please return it in the postage paid envelope provided.

It is important that we have accurate information. If you are unsure of your total annual gross income, you can find it on last year's tax returns.

We will maintain the information you provide us in strict confidence. If you have any questions about the survey, please call (name), at (phone number).

Thank you for your cooperation.

Sincerely,

Mayor/President/Supervisor

LOW AND MODERATE INCOME WORKSHEET

PART A. INFORMATION CONTAINED IN YOUR SURVEY

1. Enter the estimated total number of households in the target area. _____
2. Enter the total number of households interviewed. _____
3. Enter the total number of low and moderate income households interviewed. _____
4. Enter the total number of persons living in the low and moderate income households interviewed. _____
5. Enter the total number of households in which the income was above the low and moderate income level. _____
6. Enter the total number of persons living in the households in which the income was above the low and moderate income level. _____

PART B. CALCULATIONS BASED ON DATA CONTAINED IN YOUR SURVEY

7. Divide line 4 by line 3. (This is the average size of the low and moderate households you interviewed.) _____
8. Divide line 6 by line 5. (This is the average size of the non-low-mod households you interviewed.) _____
9. Divide line 3 by line 2. (This is the proportion of households interviewed that have low-moderate incomes.) _____
10. Divide line 5 by line 2. (This is the proportion of households interviewed that do not have low-moderate incomes.) _____
11. Multiply line 1 by line 9. (This is the estimate of the total number of low-mod households in your target area.) _____
12. Multiply line 1 by line 10. (This is the estimate of the total number of non-low-mod households in your target area.) _____
13. Multiply line 7 by line 11. (This is the estimate of the total number of low-mod persons in your target area.) _____
14. Multiply line 8 by line 12. (This is the estimate of the total number of non-low-mod persons in your target area.) _____
15. Add line 13 and line 14. (This is the estimate of the total number of persons in your target area.) _____
16. Divide line 13 by line 15, and multiply the resulting decimal by 100. (This is the estimated percentage of persons in your target area who have low and moderate incomes.) _____

APPENDIX C

RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN UNDER SECTION 104(d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

Will County will require all subrecipients and subrecipients to replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, Will County will make public and submit to the HUD Chicago Field Office, the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

Will County will require subrecipients and subrecipients to provide relocation assistance, as described in 570.606(b)(2), to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, Will County will take the following steps to minimize the displacement of persons from their homes:

1. **Minimize Necessary Displacement:** Will County shall recommend and approve for funding projects which will minimize, to the greatest extent feasible, the direct permanent involuntary displacement of tenant households, businesses, farms, and non-profit organizations. Projects which are deemed beneficial, but which may cause such displacement may be recommended and approved, but only if it has been demonstrated that such displacement is necessary and vital to the project and efforts have been taken to reduce the number of tenant households, businesses,

farms, and non-profit organizations required to be displaced. Further, Will County shall recommend and approve for funding those projects which may cause such displacement only when it has been clearly demonstrated that the goals and anticipated accomplishments of a project outweigh the stress and adverse effects of displacement imposed upon tenant households businesses, farms, and non-profit organizations who must relocate.

2. Mitigating Adverse Effects of Necessary Displacement: Will County shall require subrecipients to provide relocation assistance to all tenant households, businesses, farms, and non-profit organizations permanently displaced by the acquisition of real property as required and in compliance with HUD’s regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Uniform Act). In addition, Will County shall require subrecipients to provide relocation assistance to all low and moderate income tenant households, businesses, farms, and non-profit organizations who are either directly, involuntarily, and permanently displaced by, or for, the assisted activities of code enforcement, demolition or rehabilitation or who are displaced by the acquisition of real property which is executed from HUD’s regulation implementing the Uniform Act. The assistance shall be provided expressly for the purpose of mitigating the adverse effects to low and moderate income tenant households, businesses, farm, and non-profit organizations who must be displaced in order to carry out an approved project.

Policy for providing optional relocation payments to tenant households, businesses, farms, and non-profit organizations involuntarily displaced by activities of the Community Development Block Grant program follows:

1. Payments to Mitigate Adverse Effects: Pursuant to 24 CFR 570.606(b) of the Federal Regulations governing the Community Development Block Grant program and Section 105(a)(11) of the Housing and Urban Rural Recovery Act of 1983, it shall be the policy of Will County to provide relocation payments to low and moderate-income tenant households, businesses, farms, non-profit organizations as outlined and identified in 24 CFR 570.606.
2. Payments to Mitigate Locally Produced Adverse Effects: Will County will allow local government the right to determine that additional payments to displace tenant households, businesses, farms, and non-profit organizations are required to mitigate any adverse effects of displacement which may be specific to a locality. Such local determination shall be in accordance with 24 CFR 570.606(b) of the Federal Regulations governing the Community Development Block Grant program and shall be consistent with all applicable County policy. Further, any such local determination shall be reasonable and must be approved by the COMMUNITY DEVELOPMENT DIVISION prior to its enactment by the locality.

(Seal)

Attest Date

Chief Elected Official Date

Title

APPENDIX D FAIR HOUSING

Certifications executed by the County as “Grantee” and Certifications executed by the applicant as “subrecipient” clearly state (among other issues), that the Grantee and/or subrecipient, are in compliance with all regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this CDBG program. This Appendix specifically sets forth the procedures for compliance to the following certifications:

Certifications:

Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. Sec. 2000d, et seq.); and implementing regulations in 24 CFR part 1.

Title VIII of the Civil Rights Act of 1968, as amended (Pub. L. 90-284; 42 U.S.C. Sec. 3601-3620 et seq.) (The Fair Housing Act)

Executive Order 11063

CDBG Regulations:

Sec. 570.601 Public Law 88-352 and Public Law 90-284; affirmatively furthering fair housing; Executive Order 11063

The following requirements apply according to sections 104(b) and 107 of the Act:

In accordance with the Fair Housing Act, the Secretary requires that grantees administer all programs and activities related to housing and community development in a manner to affirmatively further the policies of the Fair Housing Act. Furthermore, in accordance with section 104(b)(2) of the Act, for each community receiving a grant under subpart D of this part (i.e. Entitlement Grants), the certification that the grantee will affirmatively further fair housing shall specifically require that grantee to assume the responsibility of fair housing planning by conducting an analysis to identify impediments to fair housing choice within its jurisdiction, taking appropriate actions to overcome the effects of any impediments identified through that analysis, and maintaining records reflecting the analysis and actions in this regard. Therefore, as a condition of receiving CDBG funds, municipalities are required to participate with the Will County Community Development Division in conducting an analysis of impediments to fair housing incorporating its municipal jurisdiction. Subsequent to this analysis, municipalities are also required to take appropriate actions to overcome its fair housing impediments as well as maintain records reflecting the actions.

Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652; 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing), and implementing regulations in 24 CFR part 107, also apply.

570.602 Section 109 of the Act.

- (a) Section 109 of the Act requires that no person in the United States shall on the grounds of race, color, religion, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community development funds made available pursuant to the Act. For purposes of this section “program or activity” is defined as any function conducted by an identifiable administrative unit of the recipient, or by any unit of government, subrecipient, or private contractor receiving community development funds or loans from the recipient. “Funded in whole or in part with community development funds” means that community development funds in any amount in the form of grants or proceeds from HUD guaranteed loans have been transferred by the recipient or a subrecipient to an identifiable administrative unit and disbursed in a program or activity. In subsection (b) of this section, “recipient” means recipient as defined in 24 CFR 1.2(f).
- (b) Specific discriminatory actions prohibited and corrective actions.
 - (1) A recipient may not, under any program or activity to which the regulations of this part may apply, directly or through contractual or other arrangements, on the ground of race, color, religion, national origin, or sex:
 - (i) Deny any individual any facilities, services, financial aid or other benefits provided under the program or activity.
 - (ii) Provide any facilities, services, financial aid or other benefits which are different, or are provided in a different form, from that provided to others under the program or activity.
 - (iii) Subject an individual to segregated or separate treatment in any facility in, or in any matter of process related to receipt of any service or benefit under the program or activity.
 - (iv) Restrict an individual in any way to access to, or in the enjoyment of, any advantage or privilege enjoyed by others in connection with facilities, services, financial aid or other benefits under the program or activity.
 - (v) Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirement or condition which the individual must meet in order to be provided any facilities, services or other benefit provided under the program or activity.
 - (vi) Deny an individual an opportunity to participate in a program or activity as an employee.

- (2) A recipient may not use criteria or methods of administration which have the effect of subjecting persons to discrimination on the basis of race, color, religion, national origin, or sex, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity with respect to persons of a particular race, color, religion, national origin, or sex.
- (3) A recipient, in determining the site or location of housing or facilities provided in whole or in part with funds under this part, may not make selections of such site or location which have the effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination on the grounds of race, color, religion, national origin, or sex; or which have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the act and of this section.
- (4)
 - (i) In administering a program or activity funded in whole or in part with CDBG funds regarding which the recipient has previously discriminated against persons on the ground of race, color, religion, national origin or sex, or if there is sufficient evidence to conclude that such discrimination existed, the recipient must take remedial affirmative action to overcome the effects of prior discrimination. The word “previously” does not exclude current discriminatory practices.
 - (ii) In the absence of discrimination, a recipient, in administering a program or activity funded in whole or in part with funds made available under this part, may take any nondiscriminatory affirmative action necessary to ensure that the program or activity is open to all without regard to race, color, religion, national origin or sex.
 - (iii) After a finding of noncompliance or after a recipient has a firm basis to conclude that discrimination has occurred, a recipient shall not be prohibited by this section from taking any action eligible under Subpart C to ameliorate an imbalance in services or facilities provided to any geographic area or specific group of persons within its jurisdiction, where the purpose of such action is to remedy prior discriminatory practice or usage.
- (5) Notwithstanding anything to the contrary in this section, nothing contained herein shall be construed to prohibit any recipient from maintaining or constructing separate living facilities or rest room facilities for the different sexes. Furthermore, selectivity on the basis of sex is not prohibited when institutional or custodial services can properly be performed only by a member of the same sex as the recipients of the services.
- (c) Section 109 of the Act further provides that any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified handicapped person as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) shall also apply to any program or activity funded in whole or in part with funds made available pursuant to the Act. HUD regulations implementing the Age Discrimination Act are contained in 24 CFR part 146 and the regulations implementing section 504 are contained in 24 CFR part 8.

Specific Actions to be Taken by Subrecipient:

1. Any municipality receiving funding or sponsoring another agency's application must have a zoning ordinance that is consistent with the Fair Housing Amendments Act of 1988. This zoning ordinance must address the issues of group homes and the definition of family, at a minimum.
2. Any municipality receiving funding or sponsoring another agency's application must have a Fair Housing Action Plan in place or being developed. At a minimum, these Action Plans must state: (a) the municipality's policy on fair housing; (b) how the municipality will respond to fair housing complaints in the community; (c) how any persons designated to respond to fair housing complaints will be trained and given information needed to carry out this function; (d) what methods will be used by the municipality to regularly notify the public of the municipality's fair housing complaints.

The Will County Community Development Division will provide specific training on how to develop Fair Housing Action Plans, as well as samples of Action Plans.

3. Any municipality receiving funding or sponsoring another agency's application, must describe what steps the municipality has performed or is performing to further fair housing in Will County. Examples include the following:
 - a. Enactment of a Fair Housing Ordinance as an affirmative statement to address fair housing violations. Several Examples of model ordinances are available from the CDD.
 - b. Creation of a human rights commission. Guides on how to create such a commission are also available from the CDD.
 - c. Provide education programs on fair housing and human relations for local real estate professional, church, civic and community leaders.
 - d. Support for and assistance to fair housing groups, both public and private.
 - e. Organizing business, church, civic, community and political leaders to support and act to further fair housing.
 - f. Provide financial, legislative and other support to enable the provision of attainable and balanced housing within the jurisdiction.

I, the undersigned Chief Elected Official of : (Village, City, Twp.) _____
do hereby acknowledge the Fair Housing Requirements of the CDBG Program as contained in the
Certifications and Appendix D of this application.

Furthermore I certify that the (Village, City, Twp.) _____
_____ will comply
_____ already is compliant

with the specific actions to be taken by subrecipients. I also acknowledge this compliance is a
requirement as a recipient of Federal CDBG funds.

(Seal)

Attest Date

Chief Elected Official Date

Title