



Community Development Department

Regina Mendicino, Grants Administrator

6420 W. 16th Street * Berwyn, Illinois 60402

Office: 708-795-6850 FAX: 708-749-9457

CDBG PY 2015 GRANT APPLICATION

(October 1, 2015 – September 30, 2016)

Grant Proposal Instructions:

The City of Berwyn is accepting applications for programs to be funded from its PY 2015 Community Development Block Grant (CDBG) allocation (October 1, 2015 – September 30, 2016). If you are interested in submitting a proposal, you must submit two (2) copies of each request by 5pm on or before April 9, 2015, to 6420 West 16th Street, Berwyn, Illinois 60402, or you may file this application electronically to rmendicino@ci.berwyn.il.us

Applications must include the following: (1) Cover Sheet; (2) Budget; (3) Narrative; and (4) Attachments. These items must be submitted using the forms provided, and containing the information stipulated in this request for proposals. If more than one program is being submitted for funding, a separate grant proposal must be submitted for each program or service.

If you have questions regarding this program, contact Regina Mendicino at the City of Berwyn, Department of Community Development at (708) 795-6850.

Grant Proposal Evaluation

The City will apply the following criteria to each request during its evaluation:

1. The program meets CDBG national objectives and eligibility requirements.
2. The program is consistent with the City's Consolidated Plan objectives.
3. The program's effectiveness. The number of Berwyn residents assisted per dollar of funding; and the percentage of the program's costs to be funded by the City.
4. The agency's history and capacity to meet administrative requirements (as evidenced by experience and financial reports).
5. The program avoids duplication of services with existing programs.

The Community Development Department will review all proposals and make recommendations to the Mayor and the City Council. A contract will be awarded for the program/project and must be completed within one-year. The City will not commit to a contract for more than one year. Current funding is not a guarantee the City will fund the program or service in the future. The City reserves the right to increase or decrease any or all funding requests to maximize effectiveness or to satisfy budget parameters.

**CDBG PY 2015
GRANT APPLICATION**
(October 1, 2015 – September 30, 2016)

Cover Sheet

Name of Agency: _____

Address: _____

Contact Person/Title: _____

Telephone No.: _____ FAX No.: _____

Email: _____

Website: _____

Program Description

Program Name: _____

Brief Description of Program:

Grant Request

Amount of CDBG Funds Requested from Berwyn for
PY 2014 (October 1, 2015 – September 30, 2016) \$ _____

**CDBG PY 2015
GRANT APPLICATION**
(October 1, 2015 – September 30, 2016)

Proposed Program Budget

REVENUE

Grant request from City of Berwyn (CDBG): \$ _____

Other Sources of Funding for this Program:

	Name of Funding Source	Amount
Funding Source(s):	_____	\$ _____
(i.e., Cook County, churches, special awards or grants, etc.)	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Total Revenue

EXPENSES

	Proposed CDBG Funding	Other Sources of Support	Total
Direct financial contribution To Clients (rent, etc...):	\$ _____	\$ _____	\$ _____
Construction/Rehabilitation	\$ _____	\$ _____	\$ _____
Salaries / Benefits	\$ _____	\$ _____	\$ _____
Materials / Office Supplies	\$ _____	\$ _____	\$ _____
Other Administrative Costs	\$ _____	\$ _____	\$ _____
Other (please specify)	\$ _____	\$ _____	\$ _____
Total Expenses:	\$ _____	\$ _____	\$ _____

CDBG PY 2015 GRANT APPLICATION

(October 1, 2015 – September 30, 2016)

PROGRAM SPECIFIC QUESTIONS

Please answer ALL of the following Questions on a separate piece of paper. Make sure the answers are numbered to match the question.

1. Who are the expected clients?
2. What are the eligibility criteria for service?
3. What percentage of beneficiaries will be low and moderate income persons (see attached income matrix)?
4. Is the service or program available to all Berwyn residents?
5. Is it exclusively for Berwyn residents?
6. How many people will be served?
7. How many Berwyn residents will benefit from this service during the program year?
8. Is this is an existing service?
9. How many Berwyn residents were served last year?
10. How many of these Berwyn residents were of low and moderate income?
11. Explain why the proposed service or program is needed?
12. Explain why funding by Berwyn is necessary?
13. If this is an existing program or service, would funding from the City result in an increase in the number of Berwyn residents being served or would funding result in maintaining the number of Berwyn residents served?
14. How does the proposed program meet the CDBG national objectives?
15. How does the program meet the City's Consolidated Plan objectives?
16. Explain why this program does not duplicate efforts of other public service agencies in the Berwyn area.

HUD Income Categories

Number Of Person(s)	Extremely Low Income (0-30% MFI)	Very Low Income (1-50% MFI)	Other Low Income (51-80% MFI)
1.	\$15,200	\$25,350	\$40,550
2.	\$17,400	\$29,000	\$46,350
3.	\$19,550	\$32,600	\$52,150
4.	\$21,700	\$36,200	\$57,900
5.	\$23,450	\$39,100	\$62,550
6.	\$25,200	\$42,000	\$67,200
7.	\$26,950	\$44,900	\$71,800
8.	\$28,650	\$47,800	\$76,450

CDBG PY 2015
GRANT APPLICATION
(October 1, 2015 – September 30, 2016)

ATTACHMENTS REQUIRED

Please provide the following:

1. Please attach a 2-3 paragraph (**no more**) narrative description of the proposed program or service. Please be clear and detailed in describing the program/project.
2. The agency's most recent annual budget.
3. The agency's most recently completed audit. (only 1 copy required)
4. If this is an existing or current program or service, please attach the current year's budget for this program.

ELIGIBLE ACTIVITIES

CDBG funds may be used for activities that meet the national objectives which include, but are not limited to:

- Acquisition of real property.
- Relocation and demolition.
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes.
- Public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare.
- Activities relating to energy conservation and renewable energy resources.
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.
- Clearance activities: clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.
- Housing services.
- Homeownership assistance – Direct homeownership assistance to low or moderate income households.