

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)
Summary Information**

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|---------------------------------------|---|
| Awarding Agency Name | Commerce And Econ Opp |
| Agency Contact | Wendy Bell (ceo.oed@illinois.gov) |
| Announcement Type | Initial |
| Type of Assistance Instrument | Grant |
| Funding Opportunity Number | FY25-1 |
| Funding Opportunity Title | Community Development Block Grant Public Infrastructure Program |
| CSFA Number | 420-75-1632 |
| CSFA Popular Name | CDBG Public Infrastructure |
| Anticipated Number of Awards | 20 |
| Estimated Total Program Funding | \$19,500,000 |
| Award Range | \$300000 - \$1000000 |
| Source of Funding | Federal |
| Cost Sharing or Matching Requirements | No |
| Indirect Costs Allowed | No |
| Restrictions on Indirect Costs | Yes : The CFDA Number for these awards is 14.228, which exempts the grants from the indirect cost requirements of 2 C.F.R. Part 200, pursuant to 2 C.F.R. § 200.101(d)(1). Alternatively, we allow our grantees to charge Activity Delivery up to a set amount. Activity Delivery Costs are eligible as part of the cost of carrying out CDBG activities authorized under 24 CFR 570.201-570.204. HUD Notice CPD-16- 04 also covers Indirect Costs and Activity Delivery, and notes that “activity delivery costs are those included in the costs of carrying out an activity. This term typically refers to costs that may include both direct and indirect components and, thus, apply more broadly than indirect costs. Deviation has been approved. |
| Posted Date | 09/03/2024 |
| Application Date Range | 09/03/2024 - 12/04/2024 : 5:00PM |
| Grant Application Link | Please select the entire address below and paste it into the browser... https://dceo.illinois.gov/aboutdceo/grantopportunities/1632-2887.html |
| Technical Assistance Session | Offered : Yes Mandatory : Yes Date : 10/01/2024 : 8:00AM Registration link : https://dceo.illinois.gov/communitydevelopment/workshops-and-technical-assistance-cdbg-admin.html |

Agency-specific Content for the Notice of Funding Opportunity

Community Development Block Grant Public Infrastructure NOFO ID: 1632-2887

For information about grants please visit <https://dceo.illinois.gov/aboutdceo/grantopportunities/granteeresources.html>.

A. Program Description

Notice of Funding Opportunity Intent

The Illinois Department of Commerce and Economic Opportunity (the “Department” or “DCEO”) is issuing this Notice of Funding Opportunity (“NOFO”) to solicit applications for the 2025 Public Infrastructure Grant opportunity funded by the Community Development Block Grant (CDBG) through the U.S. Department of Housing and Urban Development.

Program Description

The purpose of grants relative to the Public Infrastructure (PI) Notice of Funding Opportunity is to fund water and sanitary systems and storm sewer construction projects that alleviate public health, safety, and public welfare and help communities with substantial low to moderate-income populations. Project areas must be primarily residential¹ in character. Projects that are designed to benefit a commercial/business area are not eligible.

All grant funded projects must meet the following requirements:

1. **Low-to-Moderate Income (LMI) Benefit Requirements:** Projects must benefit at least 51.0 percent low-to-moderate income persons. Those projects benefiting less than 51.0 percent LMI persons will not be considered for funding.
2. **Documentation of Threat to Health and Safety:** Projects must address present conditions that affect public health and safety.
3. **Water and Sewer Rates:** Water or sewer rates must currently meet or exceed 1 percent of the Median Household Income (MHI) per 5,000 gallons. This requirement does not apply to storm sewer or drainage projects.

Projects determined to not meet those requires will automatically be designated as DO NOT FUND and not reviewed further.

All grant funded projects must relate to one of the following HUD-defined activity codes:

03I Flood and Drainage Improvements 24 CFR 570.201(c) or 42 USC 5305(a)(2) Used for the acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins. **Do not use 03I for construction/rehabilitation/separation of storm sewers, street drains, or storm drains: use 03Js for those.**

03Jw Water Improvements 24 CFR 570.201(c) or 42 USC 5305(a)(2) Used for the installation or replacement or relining of water lines and fire hydrants (fire hydrants are only eligible when part of

¹ The definition of primarily residential, provided by a federal source, is an area where the majority can be considered to contain residential real property. Under 12 CFR 1266.1, residential real property can be any of the following: one-to-four family property; multifamily property; real property to be improved by the construction of dwelling units; real property in the process of being improved by the construction of dwelling units.

a larger project). Costs of street repairs (usually repaving) or sewer re-location made necessary by water improvement activities are eligible.

03Js Sewer Improvements 24 CFR 570.201(c) or 42 USC 5305(a)(2) Used for the installation, or replacement, re-lining or separation of sanitary sewers and storm sewers. Costs of street repairs (usually repaving) or water main re-location made necessary by sewer improvement activities are eligible.

Activities must be germane, connected in purpose, address the same threat to health and safety, and have the same LMI benefit (project outcome). The Department will not accept applications for projects that have both a community-wide and a project-area benefit (e.g., water tower & water main replacement in same grant application) **or that have multiple activity codes (e.g., water improvements and sewer improvements)** in the same application.

For infrastructure projects involving alterations of streets, roads or highways which have pedestrian walkways, applicants must factor in the costs of adding and/or replacing curb ramps at all intersections having curbs or other barriers to entry from a street level or pedestrian walkway.

Funds may be used to finance costs associated with the connection of residential structures to public facility improvements. Residential structures which are "occupied" by eligible low-to-moderate income persons must be connected. A Connection is a privately-owned and maintained line on privately-owned property between a service lead/connection and a structure. **The limit that CDBG will pay for each individual water or sewer LMI household connection is \$6,000 per household.** If the Connection cost exceeds \$6,000 per household, the difference must be paid by other sources, but cannot be assessed against the low-to-moderate income occupant. **Applications for the sole or primary purpose of connecting low-to-moderate income households to public facility improvements will not be accepted.**

The following activities are specifically identified as ineligible.

1. Construction of buildings, or portions thereof, used predominantly for the general conduct of government (e.g., city halls, courthouses, jails, police stations).
2. General government expenses. Costs of operating and maintaining public infrastructure and services (e.g., mowing parks, replacing street light bulbs).
3. Servicing or refinancing of existing debt.
4. Activities that do not address the threat to health & safety, including but not limited to:
 - a. projects designed for the sole purpose of replacing water meters;
 - b. projects designed for the sole purpose of addressing water loss;
 - c. portable generators;
 - d. permanently-affixed generators that are not part of a larger project;
 - e. telemetry systems and similar equipment that are not part of a larger project.
5. Projects needed as a result of deferred maintenance.
6. All Engineering costs associated with the planning, design or management of construction activities.
7. The following items when included as part of the Engineer's Cost Estimate:
 - a. Televising
 - b. Camera, Camera Work and/or Camering
 - c. Cleaning, Pre-Cleaning or Testing
 - d. Any word or phrase containing "Engineering"
 - e. Construction Management and Oversight
 - f. Construction Observation
 - g. Contingency or Contingencies
 - h. Miscellaneous, Misc., Miscellaneous Costs, and/or any phrase/word containing "Misc"
 - i. Other, Other Costs, Other Expenses and/or Other Construction (that is not defined on the Estimate)
 - j. Interest or Bond Costs

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- k. Inflation
- l. Legal
- m. Any other item or phrase not related to actual construction activities
- n. Any construction item or phrase not related to construction activities spelled out in the Project Summary and Threat to Health/Safety Documentation (e.g., proposed sewer-relining project area is in SW side of community, but engineer's estimate includes sewer lift station rehab on east side of town, with no other documentation and/or explanation of how that relates to the SW side project)

The grant ceiling has been established at \$1,500,000 per award. The Department has established a minimum grant level of \$300,000. Applications for less than the minimum grant will not be accepted.

Community Development Block Grants are federally funded and must comply with extensive federal regulations including procurement, environmental, Davis-Bacon labor standards and others. Failure to comply could result in grant funds being repaid by the Grantee/Community. It is important that Grantees seek out an experienced Grant Administrator to manage all the details of the grant, provide oversight and coordination of the project. This management process is called "Activity Delivery".

All grant administrators (it is assumed the administrator is writing the grant) must attend both the 2025 Application Workshop and the 2024 Grant Administrator's Workshop to be held October 1st & 2nd, 2024.

All Grantees must use an experienced Environmental specialist, who has completed at least one Illinois CDBG Environmental Record Review since January 1, 2018 OR has successfully completed DCEO Environmental Training conducted on July 18, 2018.

The Administrating Entity must be named in the application. Contracts for the purpose of securing services for activity delivery and/or rehabilitation administration (Inspector) must be competitively procured under 2 CFR 200 prior to application unless the contract is with an Intergovernmental Agreement Agency or an Inter-Entity Agreement Agency. The grantee's procurement process must be documented and kept with the grant files. **All contracts for provision of Activity Delivery and/or Rehabilitation Administration (Inspector) must be provided to DCEO with the application, regardless of whether Activity Delivery is paid from grant funds or local government funds. In addition, if Activity Delivery is procured and paid by grant funds, a completed Exempt-CENST-ER-Format form must be included with the application.**

The maximum amount of CDBG funds that may be allowed for reasonable activity delivery costs is \$35,000. Activity delivery costs above that amount must be contracted separately and not included in the application. If paid with CDBG funds, activity delivery costs must be included in the total grant award.

Activity Delivery: Includes such costs as (but are not limited to) salaries, travel costs, services performed under third party contracts, including legal and audit services, environmental record review preparation, additional fidelity bonding costs or other services required for the delivery of grant activities. For Housing Rehabilitation, Activity Delivery is to be used for administrative services necessary to the delivery/completion of the CDBG housing rehabilitation project.

Activity delivery costs may include the estimated cost of an audit to be conducted in accordance with the Comptroller General's Governmental Auditing Standards, and 2 CFR 200.501, if applicable. However, be advised that CDBG funds can only be used to pay for its portion of the costs of an audit when a "single audit" is required. If a grantee expends less than \$750,000 of federal funds in one fiscal year, a single audit is not required. The grantee may still have to conduct an annual audit as required by State statute, but CDBG funds may not be used to pay for any portion of the audit costs. For more information on audit standards, please see: <https://www.ilga.gov/commission/jcar/admincode/044/044070000A00900R.html>

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All Activity Delivery costs must be substantiated with complete invoices utilizing the template provided by the Department. Invoices without sufficient detail will not be paid.

A public hearing must be held prior to submission of an application and prior to passage of a local council resolution of support by the local governing body.

Public Participation

- All applicants must provide for public participation. All citizens must be given reasonable access to the community's application and reasonable time to review the application prior to the public hearing.

Public Notice

- A Notice of Public Hearing must be published at least once in a newspaper of general circulation at least seven calendar days (excluding the date of publication *and* excluding the date of the hearing) prior to the public hearing.
- The Notice of Public Hearing must include the address of where project information is available for viewing.
- All project information must be available for viewing on the first business day (not Saturday, Sunday, or a holiday) after date of publication at an easily accessible location within the community applying for the grant.
- The Public Comment Period must coincide with the time period between Notice and Hearing; concluding after the Hearing has been completed. The address for submission of written comments must be included in the Public Notice.

Conducting the Public Hearing

- Public Hearings must be facilitated by the applicant's governing body chief elected official or authorized official and certified by the chief elected official, authorized official or clerk.
- Efforts must be made to assure reasonable access to the public hearing by persons with disabilities; as well as be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.
- Those attending the public hearing must be informed of where and how to access the applicant's CDBG records.
- The Hearing must allow for public comments on the application and project.
- A sign-in sheet must be provided to document attendance. It is suggested that each person attending the public hearing provide his address and identify his role of participation (e.g., citizen, elected or appointed official, municipal employee, contractor, grant writer or administrator, business owner, etc.).
- The public hearing must cover:
 1. The amount of funds available;
 2. The project activities that will be undertaken with CDBG funding, including amount;
 3. The project activities that will be undertaken with additional project funding, including amount;
 4. The estimated amount proposed for activities that will benefit LMI individuals;
 5. Plans for minimizing displacement as a result of the CDBG grant-assisted activities and to assist persons actually displaced, if applicable;
 6. A detailed, prioritized list of community development and housing needs; and
 7. A narrative discussion of the scope of the project including the proposed improvements, costs, benefit area, impact on community finances, etc.
- The minutes of the public hearing must be certified by the chief elected official or other authorized local officials, such as county clerk, city clerk, etc.

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- Following the Public Hearing, a Resolution of Support from the local governing body must be passed that authorizes the local government to apply for funds. The date of the Resolution must be on or after the date of the Public Hearing.

If the publication guideline or public hearing requirements are not met, the application will not be reviewed further nor considered for funding.

Program History

The Community Development Block Grant (CDBG) Program was established by the federal Housing and Community Development Act of 1974 (Act). Administered nationally by the U.S. Department of Housing and Urban Development (HUD), the Act combined eight existing categorical programs into a single block grant program. In 1981, Congress amended the Act to allow states to directly administer the block grant for small cities. At the designation of the Governor, the Department of Commerce and Economic Opportunity (Department) assumed operation of the State of Illinois CDBG – Small Cities Program in the same year. Through this program, funds are available to assist Illinois communities to meet their greatest economic and community development needs, with an emphasis on helping persons of low-to-moderate income.

Performance Goals and Measures

To ensure that the State-administered program meets the intent of the federal Housing and Community Development Act of 1974, as amended, Congress has required that state-administered programs meet at least one of the following three national objectives:

- Benefiting low-to-moderate income (LMI) persons; or
- Aiding in the prevention or elimination of slums and blight; or
- Meeting other community development needs that pose a serious and immediate threat to the health and welfare of the community.

To complement these federally-mandated objectives, the State has established the following specific objectives for the CDBG Program:

- Strengthen community economic development through the creation of jobs, stimulation of private investment and strengthening the tax base;
- Improve public infrastructure and eliminate conditions which are detrimental to health, safety and public welfare; and
- Conserve and expand the State's housing stock in order to provide a decent home and a suitable living environment for persons of low-to-moderate income and the developmentally disabled.

Other Information

All application information and forms for Community Development Block Grant funded programs can be found in the 2023/2024 CDBG Guidebook, available on the website at:

<https://dceo.illinois.gov/communitydevelopment.html>

The sections relevant to the Public Infrastructure Program can also be found as Appendix A to this NOFO.

B. Funding Information

This grant program is utilizing federal pass-through funds appropriated by the General Assembly. Community Development Block Grant funds are authorized by Congress on an annual basis and allocated by the U.S. Department of Housing and Urban Development (HUD) to States and Entitlement programs. Total amount of funding expected to be awarded through this NOFO is \$19,500,000. Awards will range from \$300,000 to \$1,000,000. The Department expects to make 20 awards through this NOFO.

Anticipated start date for awards is approximately 90 days after issuance of a Notice of State Award Finalist (NOSAF). A NOSAF outlines the special grant conditions, including the federal environmental process, which must be completed prior to grant agreement. The period of performance is expected to be two years from the grant execution date. The period of performance is expected to be two years from the grant execution date.

Allowed costs relate to construction and contractual line items. This is a reimbursement grant. All expenses must be substantiated with invoices, cancelled checks and bank statements. See Program Description for details on specific allowable and unallowable costs.

Agreement(s) and budget(s) with subrecipients and subcontractors must be on file with DCEO. Agreements can be submitted to DCEO when available. Subcontractors and subrecipients are subject to all applicable provisions of the Agreement(s) executed between DCEO and the grantee. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

The release of this NOFO does not obligate the Department to make an award.

C. Eligibility Information

An entity must be registered in the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/>, at the time of grant application. The portal will verify that the entity:

- Has a valid FEIN number (<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=You%20can%20use%20the%20IRS%27s,for%20Individual%20Taxpayer%20Identification%20Number>);
- Has a current SAM.gov registration (<https://sam.gov>), SAM.gov registrations must be marked as “public” to allow the GATA Grantee Portal to expedite the review of the federal information;
- Has a valid UEI number (<https://sam.gov>);
- Is not on the Federal Excluded Parties List (verified at <https://sam.gov>);
- Is in Good Standing with the Illinois Secretary of State, as applicable (https://www.cyberdriveillinois.com/departments/business_services/corp.html);
- Is not on the Illinois Stop Payment list (verified once entity is registered in GATA Grantee Portal); and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list (<https://www.illinois.gov/hfs/oig/Pages/SanctionsList.aspx>).

Entities on the Illinois Stop Payment List and/or the Federal Excluded Parties List at time of application submission will not be considered for an award.

An automated email notification to the entity alerts them of “qualified” status or informs how to remediate a negative verification (e.g., not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

Pursuant to the policy of the Illinois Office of the Comptroller, to receive grant funds from the State of Illinois, a grantee must be considered a regarded entity by the IRS for federal income tax purposes. Disregarded entities will not be eligible to receive grant funds.

1. Eligible Applicants include:

Only units of general local government (i.e., cities, villages, townships and counties) may apply for funding. **County and township applicants should not include areas that are incorporated within a city or village.** Incorporated areas **must** apply on their own behalf, regardless of whether a water district or sanitary district is involved. Only units of local government recognized by the Illinois Constitution and able to support economic development

activities on a sufficient scale are eligible to apply for Economic Development grant funding. This includes cities, villages, and counties.

Units of local government may apply for one grant per competitive program per year. Applicants that received a grant in the previous year must demonstrate reasonable progress by the time the application is reviewed, or it will not be considered. Applications that further a project in progress, whether funded with or without CDBG funds, will not be accepted.

All applicants must be registered in the Grant Accountability and Transparency Act system (GATA) and be prequalified on the GATA Portal at <https://gata.illinois.gov> on the application due date. Applications submitted by communities who are not prequalified **will not be considered for review**. For more information on GATA Prequalification and other Grantee resources, visit <https://dceo.illinois.gov/aboutdceo/grantopportunities/learning-library.html>.

Municipalities must not be a HUD direct Entitlement community or be located in an urban county that receives "entitlement" funds. Communities receiving an annual allocation directly from HUD on an entitlement (formula) basis are not eligible to apply for the State's CDBG funding. In 2023, Illinois has 33 metropolitan cities and eight urban counties names as Entitlements. This includes the Counties of Cook, DuPage, Kane, Lake, Madison, McHenry, St. Clair and Will; and the Cities or Villages of Arlington Heights, Aurora, Berwyn, Bloomington, Champaign, Chicago, Cicero, Danville, Decatur, DeKalb, DesPlaines, Elgin, Evanston, Hoffman Estates, Joliet, Kankakee, Moline, Mount Prospect, Naperville, Normal, Oak Lawn, Oak Park, Palatine, Pekin, Peoria, Rantoul, Rockford, Rock Island, Schaumburg, Skokie, Springfield, Urbana, Waukegan.

The Department complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

2. Cost Sharing or Matching.

Cost sharing is not required, however up to 10 points may be added to the score when communities contribute other funding toward the completion of the proposed project

Applications must provide written evidence that necessary, additional funding for the project is firmly committed. If proper documentation is not provided, points will not be assessed.

Applicants are strongly cautioned to investigate all funding sources and make a firm decision as to the source prior to submitting a CDBG application. Documentation necessary to provide evidence of additional funding includes:

- American Rescue Plan Act (ARPA) funds can be utilized by local governments for improvements in water and sewer infrastructure. The applicant's council or board resolution committing a specific dollar amount of ARPA funds to the project must be included.
- A current firm commitment letter from a FINANCIAL INSTITUTION must include: language which indicates that the loan will be approved and that the institution will lend subject to certain conditions; the specific dollar amount of the loan; the specific term of the loan (**not to exceed 10 years, and no balloon or adjustable rate language**); and the projected interest rate of the loan. The date of the commitment letter cannot be more than 12 months prior to application date.

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- For projects which intend to secure funding from the ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA), the CDBG application must include a copy of and be listed on the IEPA Intended Funding List effective July 1st of the most recent year OR include a copy of an IEPA Letter of Commitment of funding. **NOTE: IEPA must be included in the CDBG Public Infrastructure grant application if it is to be used for construction costs of the project.**
- For projects which intend to secure bonds through the ILLINOIS FINANCE AUTHORITY (IFA), a copy of the Preliminary Resolution issued by IFA to indicate approval of the community's application for bond funds must be submitted.
- A firm commitment of funding from the UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT (RD) must include all pages of an approved Form RD 1940-1, "Request for Obligation of Funds." Loan and grant funds are available with loans up to 38 years with interest rates generally 5 percent or lower.
- Units of Local Government proposing to use local sources (cash-on-hand, bonds, in-kind labor, or on behalf of utilities), must submit the following documentation, per source:
- LOCAL CASH ON HAND – The applicant's council or board resolution that committed a specific dollar amount to the project, which identifies where the monies will be paid or received from, must be included.
- ISSUE REVENUE OR GENERAL OBLIGATION BONDS – The applicant's council or board resolution approving the intent to issue bonds and specify a dollar amount.
- IN-KIND LABOR - the application must include 1) a "schedule" which details the activities to be completed by its employees, their titles, qualifications, hourly wages, and the projected number of hours needed to complete the activity to calculate the value of the in-kind labor; and 2) the applicant's Resolution Committing In-Kind Labor identifying the activities and value of the labor.
- ON BEHALF OF UTILITIES - The on behalf of utility's council or board resolution committing a specific dollar amount to the project, which identifies where the monies will be paid or received from, must be included.
- For Applicants identifying IL CAPITAL PROJECTS as the fund source, an internal review will be conducted by the Department to verify that the project is fully-approved; including an executed Grant Agreement; all conditions have been met; final Business Enterprise Program clearance has been obtained (if applicable); and that the initial sanctioned-percentage of funds has been disbursed.

3. Indirect Cost Rate.

This grant will not compensate for indirect costs.

4. Freedom of Information Act/Confidential Information.

Applications and accompanying materials are subject to disclosure in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.). Information that could be proprietary, privileged, or confidential commercial or financial information should be clearly identified as such in the application materials. The Department will maintain the confidentiality of that information only to the extent permitted by law.

5. Other, if applicable.

The following requirements and disclaimers apply to all applications submitted for consideration under the CDBG Program.

1. Costs previously incurred (such as design) as well as costs incurred in preparation of applications and local income surveys are not reimbursable under this grant program.

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2. The Department reserves the right to reject any or all applications received and/or negotiate or cancel in part or in entirety grants resulting from application awards if it is in the Department's best interest to do so.
3. **The Department reserves the right to withdraw a commitment for CDBG funds where special grant conditions have not been satisfied within 90 days after the date of the Notice of State Award Finalist**, or at the discretion of the Department if it is determined the project will not progress.
4. The Department reserves the right to establish the amount of grant funds awarded, raise the individual grant ceilings, and to shift funds from one CDBG component funding area to another. The Department further reserves the right to award funds to the next highest rated applicant(s) for any component should funds become available due to de-obligations, etc.
5. The Department reserves the right to deny funding when submitted applications involve eligible units of government with serious unresolved monitoring or audit findings related to performance. In addition, funding will be withdrawn for any applicant or awardee that has not completed required audits and has been FEIN locked subsequent to the award but prior to grant agreement execution.
6. On an annual basis, the Department will re-evaluate the timely distribution of funds under all program components, as well as the availability of unspent and recaptured funds. Unspent and recaptured funds will be awarded to fund additional CDBG-eligible projects. Depending upon available funds, a Back-up Funding round may be implemented later in the program year.
7. The Department reserves the right to not fund applications that address problems which obviously are a result of deferred maintenance.
8. The Department reserves the right to consider an outside technical review by an appropriate agency or agencies. The Illinois Environmental Protection Agency, the Illinois Department of Public Health, and/or USDA Rural Development may be asked to review public infrastructure projects involving water or sewer activities.
9. Any additional non-CDBG resources must be firmly committed. Also, it must be evident in the application that both CDBG and non-CDBG funds will address the same need.
10. A grant agreement will be issued for a contract period of twenty-four months for Public Infrastructure, Housing Rehabilitation and Economic Development grants. All projects must be operational at the end of the twenty-four-month grant term. No more than one twelve-month extension may be considered.
11. Proposed projects (including the fund source, cost estimates, benefit, urgency, project area, and/or construction activities) supplied in the grant application submitted for funding must not be changed or modified prior to grant award or at the time the project is bid. If extenuating circumstances exist, the Grantee may submit a modification request after the receipt of its executed Grant Agreement.
12. Requests for Modifications must be presented to the Department prior to any changes being made to the project area, beneficiaries, cost estimates, or funded activities. All modifications must include only original and environmentally-cleared project location(s). Requests for activities outside the original project location(s) will not be considered. Modifications that will decrease the benefit to low-to-moderate income persons will not be considered. Modifications to decrease or increase the scope of work due to greater than or less than estimated costs will not be considered.
13. The use of in-kind services as additional funding is limited. Applicants must identify the specific tasks/services that will be performed or provided. Each task/service must be quantified by outlining the number of personnel assigned to the task and current payroll status; number of hours; and the hourly rate. Additionally, the qualifications of each individual to perform the assigned task/service (e.g., construction inspection) must be provided. If in-kind services are being utilized, a local council resolution must be included in the application.
14. Local governments may not assess any fees against property "occupied" by eligible low-to-moderate income persons. The most common type of assessment is a connection fee,

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which is a one-time charge made as a condition of access to an improvement -- normally a sanitary sewage collection or water distribution system.

15. **With the exception of the Exempt-CENST-ER-Format form, and only if CDBG funded Activity Delivery and/or Rehabilitation Administration is budgeted, no environmental review activities can take place until the applicant has received the Notice of State Award Finalist.** Once this Notice is received, only then may the grantee initiate required environmental clearance requests with the four State environmental clearance agencies and federal environmental sources, in accordance with Federal NEPA requirements and State law. **DO NOT** reuse State environmental clearance letters previously obtained for another funding source. In certain circumstances, the CDBG Economic Development Program Manager may allow a community to begin the Environmental review early.
16. In accordance with the Interagency Wetland Policy Act of 1989, an applicant whose proposed project site is located on or within 250 feet of a wetland site listed on the National Wetlands Inventory will be required to comply with the requirements of the Act. This includes: developing a plan to minimize adverse impacts on wetlands, or providing written evidence that the proposed project will not have an adverse impact on a wetland. Project must also comply with Federal Wetlands Protection regulations at 24-CFR 58.5(b)(2) and Executive Order 11990, which may require preparation of an Eight-Step Wetlands Review.
17. A FEMA issued Floodplain Map must be included in the application. You can obtain this map by calling FEMA at 1(800) 358-9616 or by using their website: <https://msc.fema.gov>. Exact project location(s) must be clearly drawn on the FEMA map prior to submission. The most current version available on <https://msc.fema.gov> must be used.
18. CDBG grant funds may not be used for any activity in an area delineated as a special flood hazard area in FEMA's most current flood advisory maps unless it also ensures that the action is designed or modified to minimize harm to or within the floodplain in accordance with Executive Order 11988, 24 CFR 55, and (eff. 6/24/24) HUD Federal Flood Risk Management Standard "(FFRMS). In accordance with 24 CFR 55, CDBG grant funds must not be committed in a FEMA-designated floodway, unless the project is a functionally dependent use of the floodway, as approved by the Department ahead of time, Under HUD FFRMS, CDBG assistance committed for any Critical Action (e.g., for PI, water or sewer plant, or water tower) in a FFRMS flood plain must be mitigated through elevation.

Communities receiving an annual allocation directly from HUD on an entitlement (formula) basis are not eligible to apply for the State's CDBG funding per U.S. Department of Housing and Urban Development regulations.

Applicants may submit one application for this opportunity each funding cycle for this opportunity.

D. Application and Submission Information

1. Address to Request Application Package.

Grant application forms are available at the web link provided in the "Grant Application Link" field of this announcement or by contacting the Program Manager:

Office of Community Development
Illinois Department of Commerce & Economic Opportunity
1011 South Second Street
Springfield, IL 62704
Tele: 217-558-4222
Email: ceo.ocd@illinois.gov

2. Content and Form of Application Submission.

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A standard application package must be submitted to and reviewed by DCEO. Each package must contain the following items:

- Uniform Grant Application in fillable PDF format. Signature page must be printed, signed, scanned and submitted with application.
- Uniform Budget utilizing the template provided by DCEO for this project. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials. Signature page must be printed, signed, scanned and submitted with application.
- Conflict of Interest Disclosure
- Mandatory Disclosures

NARRATIVE RESPONSES

All applications must include the following narrative responses as well as the requested documentation. See the Application Checklist contained in Section III, Part J for placement in the application.

- Letter of Transmittal** – must be on applicant's official letterhead, dated, include the amount requested, a brief project description, the LMI benefit, and additional funding amount and source; and certify that the application meets the eligibility thresholds of Benefit to Low-to-Moderate Income Persons and Threat to Health and Safety; and, if not for a community-wide benefit, the project will benefit a service-area that is primarily residential. "On behalf of" applications for a Public Utility, System, Cooperative or District, must indicated the application is "on behalf of" and for whom in the Transmittal Letter.
- Project Summary** – should consist of a narrative covering all key points of the proposed project *to be funded, in part or in full, with CDBG grant funds*. This summary should include the following:
 - Describe the project – What is being proposed (i.e. what specific construction activities and at what locations will they occur) and why? What threat to health & safety is being addressed? How long has the problem existed?
 - Describe the project area, including legal boundaries. Who is being affected and how? Indicate whether the project will have a community-wide or service-area benefit. Provide a detailed explanation of how this specific project area was determined.
 - The project structure (i.e., will the residents be direct customers of the water district or is an agreement needed, what is the applicant's source of water, who will treat wastewater, etc.).
 - If an "on behalf of" application, indicate the Public Utility, System, Cooperative or District that the application is on behalf of.
 - The degree to which present conditions affect public health and safety.
 - The severity and immediacy of the problem.
 - Whether the project is necessary to comply with state or federal regulations.
 - Justification of the local government's need for CDBG assistance in relation to its overall financial capability, including discussion of outstanding indebtedness.

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Project Readiness Summary – Each application must demonstrate that the proposed project is appropriate and achievable and that all actions have been completed to ensure timely implementation of the project. Each item below **MUST** be **SPECIFICALLY** addressed.

- IEPA construction permit(s) - Indicate Status of permit. If not applicable, an explanation is required;
- Right-of-Way - The community must have full control of the right-of-way either by having 100 percent of the necessary private property easements signed or a right-of-way docket. If eminent domain is required to execute a Private Property Easement as previously identified, proof of court approval of the eminent domain must be included in the application. Address the need for and current status of easements.
- Water/wastewater treatment agreement – If the applicant purchases water then an agreement should be in place and a copy included in the application. If not applicable, an explanation is required;
- Property Ownership/Option To Purchase - Identify the ownership of any property needed to complete the project (including option to purchase); and verify that the project will be shovel-ready; Applicant must own the property or agreements must be in place and included as documentation in the grant application. If option to purchase is not necessary, an explanation is required;
- Additional funding commitment(s) – Address all additional funding commitments, in narrative form. If no additional funds will be committed, an explanation is required;
- Status of written permission from railroad(s), county highway commissioners, IDOT, etc. to proceed with any railroad and/or road borings that are proposed; If written permissions are not necessary for the completion of the project, an explanation is required.

INCLUSIONS

Project Maps - The following maps must be included in the application submission.

Please place maps larger than 8.5 x 11 inches at the back of the application, number them accordingly as to where they are located, and state those later page #'s on the map's "Page Number" field of the Application Submission Checklist.

- **A project location map** must be included in the application. It is expected to be sufficiently detailed to show the following information: 1) specific boundaries of the project area; 2) all integral components of the system being improved or constructed, including water tower, well, pump stations, existing water/sewer mains, proposed water/sewer mains, flow schematics, etc.; 3) railroads, highways, interstates, towns/cities/villages (rural projects), county lines, and corporate limits. The project map must be suitable for reproduction and shall not exceed the page size of 11 x 17 inches. (Applicants may also submit blueprints or larger project maps as a supplement to their submission, if they deem necessary in order to show project details sufficiently.)
- **A FEMA issued Floodplain map must** be included in the application. You can obtain this map by calling FEMA at 1(800) 358-9616 or by using the website

<https://msc.fema.gov>. The exact project location must be clearly drawn on the FEMA map included in the application.

- **An income survey map** (If conducting an income survey to document LMI in a project area) **must** be included in the application. The survey map **must be a minimum of 11"x17"**, and clearly identify/detail all households in the project area indicating "higher" income, "lower" income, vacant, and no response, **as well as all non-residential buildings in the benefit-area (businesses, schools, churches, government facilities and miscellaneous structures including barns, sheds, and utility buildings).**

The following Key must be used when identifying ALL structures in the project area:

- ✚ High Income
- ★ Low Income
- Vacant
- ▲ No Response
- Businesses, schools, churches, government facilities
- ☒☐ Miscellaneous structures (barns, sheds, and utility buildings)

If a multi-unit residential building (e.g., apartment complex, duplex, town home, retirement center/apartments, homeless supportive housing with independent kitchen/dining area), is located in the project area, it should be identified as such and the number of units indicated on the map. Those units should be included in the "number of households" within the project area.

The **households** identified on the income survey map must total and exactly match the breakouts indicated on the Income Survey Worksheet:

- Total Households in Area (High Income + Low Income + No Response);
- Total Households Surveyed (High Income + Low Income);
- Total LMI Households Surveyed (Low Income); and
- Total Households Surveyed above LMI (High Income)

If a nursing home, college dormitory, or homeless shelter is located in the project area, it should be identified on the map, but not counted as a residential building, and a letter from the facility administrator included in the application. The letter may be obtained as documentation in lieu of surveying the residents individually. The letter must verify that the facility meets the HUD definition of a facility having a shared kitchen and dining facilities and must indicate the number of residents the facility accommodates. All of the residents are considered by HUD to be low income and would, therefore, be included in the survey results beginning on Line 14 of the Income Survey Worksheet. Please make a notation on the worksheet that this is being done. Retirement apartments, where residents have their own kitchens and dining areas, are not considered a "nursing home facility" and should be surveyed individually.

- ☐ **Engineer's Cost Estimate** (See Submission Checklist in Section III, Part J for placement.) Please keep in mind that it may be longer than one year from the time of application before the project is bid, and current costs might not be accurate at that time. Be certain to adjust costs based on estimated inflation. If it is difficult to make adjustments to individual project components, you may include an "Inflation Adjustment" line with an amount up to 10% of the total of current project construction costs.

- Must be on company letterhead, include the date of the estimate and the engineer's name.
- Must be less than one year old from the date the application is due.

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- Must include a detailed breakdown of costs that match the costs contained on the CDBG GATA budget.
 - DO NOT include any Ineligible costs as identified in Section 3, Part B above, or miscellaneous, or contingency.
- Fair Housing Resolution** – All applicants are required to pass a Fair Housing Resolution to affirmatively further fair housing; post Fair Housing Posters; and make HUD Fair Housing Complaint forms available to the public. A copy of the Fair Housing Resolution must be submitted with the application.
- IRS Certification Letter**
Include in the application “Letter 147c” or “Letter 4158c” provided by the IRS to verify the Taxpayer Identification Number (TIN) or Federal Employer Identification Number (FEIN) for the applicant. If you do not have a current (dated within five years) copy of an IRS certification letter on file, please call the IRS Business line, **1-800-829-0115**, to request a “**Letter 147C**”, or call **1-877-829-5500** to request a “**Letter 4158c**.” Only the applicant is authorized to request a copy of this letter.
- W-9 Form**
Include a completed W-9 form. The name of the entity must exactly match the name indicated on the IRS certification letter, and the W-9 must be the most current issued (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).

PACKAGING YOUR APPLICATION

All grant application materials **must** be:

- Typed (except for signatures and maps)
- Clipped together with a large binder clip on the top.
- Any oversize pages such as maps should be placed at the end of the application. State those later page #'s for oversized pages in the related item's “Page Number” field on the Application Submission Checklist page.
- Contained in two brown legal-size (will accommodate 8½” x 14” papers), open-top (no foldovers with cords or ties) expandable folders. (One marked “original,” and one marked “copy”)
- Brown legal size folders are to be labeled with a 2”x 4” white label, placed in the top right-hand corner of the folder with the following information:
 - Name of Applicant
 - 2025 Public Infrastructure
 - Original or Copy

For Example:
VILLAGE OF ABRACADABRA
2025 Public Infrastructure
Original

DO NOT USE: dividers, staples, binders, folders or other methods of containment.

Submit the original and one complete copy. Be certain if there are documents in **color** in the original, that the copies are in **color** also!

Please note there is a maximum upload of 10 documents in the web form that you submit the application, so combining files may be necessary.

3. Unique Entity Identifier (UEI) and System for Award Management (SAM).

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR 25.110(d)) is required to:

- (i) Be registered in SAM. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: [How to Register in SAM from the www.grants.illinois.gov Resource Links tab](#). SAM.gov registrations must be “public.”
- (ii) Provide a valid UEI number in the GATA Grantee Portal registration.
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. The Department will not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make a Federal pass-through or State award, the Department may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

4. Submission Dates and Times.

Applications for this opportunity must be submitted by Wednesday, December 4, 2024 at 5pm CST. All applicants should complete the application package and submit an original and copy of all requested material to the Department’s **Springfield** Office at:

In person:

Illinois Department of Commerce and Economic Opportunity
Office of Community Development
1020 South Spring
Springfield, IL 62704

Or mailed to:

Illinois Department of Commerce and Economic Opportunity
Office of Community Development
1011 South Second Street
Springfield, IL 62704

Facsimile and e-mailed submissions will **not** be accepted.

The Department is under no obligation to review applications that do not comply with the above requirements. Failure to meet the application deadline may result in the Department returning application without review or may preclude the Department from making the award.

5. Intergovernmental Review, if applicable.

The Department reserves the right to consider an outside technical review by an appropriate agency or agencies. The Illinois Environmental Protection Agency, the Illinois Department of Public Health, and/or USDA Rural Development may be asked to review public infrastructure projects involving water or sewer activities.

6. Funding Restrictions.

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This opportunity does not allow reimbursement of pre-award costs. Other restrictions can be found in Sections A., B., and C.

7. Other Submission Requirements.

Documents stored in Google Docs or other cloud-based servers are not allowed.

Applicants may confirm receipt of the application and documents by contacting the program contact listed in this NOFO.

E. Application Review Information

1. Criteria.

Projects will be evaluated according to the criteria noted below.

- 1. **Opportunity Zones:** Illinois has 327 designated opportunity zones, all of which are low-income communities. To further encourage the investment in and vitality of these communities, three (3) points will be given to applicant communities with projects located within opportunity zones. For more information on Opportunity Zones, please see: <https://dceo.illinois.gov/oppzn.html>

Opportunity Zone = 3 Points

- 2. **DCEO Underserved Area:** An “underserved area” is a census tract which meets one of the following four tests.
 - Poverty rate of at least 20%; or
 - 35% or more of the families with children in the area are living below 130% of the poverty line, according to the latest American Community Survey; or
 - At least 20% of the households in the area receive assistance under the Supplemental Nutrition Assistance Program (SNAP); or
 - Average unemployment rate that is more than 120% of the national unemployment average, for a period of at least two (2) consecutive calendar years preceding the date of the application.

Applicant communities with projects located within a designated underserved area will receive two (2) points. For more information and to identify an underserved area, please see: <https://dceo.illinois.gov/expandrelocate/incentives/underservedareas.html>

Underserved Area = 2 Points

- 3. **Project Impact/Per Capita Cost:** In order to maximize the number of beneficiaries, points will be assigned according to the **grant funds requested per person served**. A maximum of ten points will be assigned to projects requesting \$1,000 or less per person served. No points will be assigned to projects requesting \$5,000 or more per person. Points will be assigned as follows:

| <u>Per Capita Cost</u> | <u>Points</u> |
|-------------------------|---------------|
| \$0 - \$1,000.99 | 10 |
| \$1,001.00 - \$1,250.99 | 9 |
| \$1,251.00 - \$1,500.99 | 8 |
| \$1,501.00 - \$1,750.99 | 7 |
| \$1,751.00 - \$2,000.99 | 6 |
| \$2,001.00 - \$2,500.99 | 5 |
| \$2,501.00 - \$3,000.99 | 4 |
| \$3,001.00 - \$3,500.99 | 3 |

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| | | | | |
|------------|---|-----------------|-------|---|
| \$3,501.00 | - | \$4,000.99 | | 2 |
| \$4,001.00 | - | \$4,999.99 | | 1 |
| | | \$5,000.00 Plus | | 0 |

4. **Additional Funding:** Additional points will be assessed for communities contributing other construction funding toward the completion of the proposed project. A maximum of 10 points will be assigned to projects contributing 60% or more of the total construction costs. No points will be assigned to projects contributing less than 10% of the total construction costs. The breakout is as follows:

| POINTS | Percentage of Total Construction Costs Contributed |
|--------|---|
| 1 | At least 10% and up to 19.9 % of Total Construction Costs |
| 2 | At least 20% and up to 29.9 % of Total Construction Costs |
| 4 | At least 30% and up to 39.9 % of Total Construction Costs |
| 6 | At least 40% and up to 49.9 % of Total Construction Costs |
| 8 | At least 50% and up to 59.9 % of Total Construction Costs |
| 10 | At least 60% or over of Total Construction Costs |

No points will be assessed if all appropriate documentation (outlined in Section 3, Part D) is not included.

5. **Threat to Health & Safety/Urgency (25 percent of overall score):** The degree to which present conditions affect public health and safety, and the severity and immediacy of the problem **must be demonstrated in the documentation**. Points received will be allocated on the following criteria (**maximum 25 points**). **No points will be allocated if proper documentation is not included in the application.** See C2 of the Guidebook for examples.

- **Imminent threat of entire system failure (25 points)**
Example:
 - Well pumps broken and parts are no longer manufactured; using stand by pumps.
 - Court order (must be directly related to the project)
 - Consent decree
 - Raw sewage in water source
 - Consistent, systematic water pressure less than 20 PSI (not related to breaks)
- **Imminent failure in a specific area** that does not affect the entire system, but does have a negative impact on a portion of the system, and which **will result in total failure, or a complete interruption in service**, if not addressed. (20 points)
Example:
 - Same as above, but in a service area
 - Collapsed Water/Sewer Line
- **Project should be completed as soon as possible (15 points)**
Example:
 - Radon found in water supply.
 - Serious IEPA violation/s (must be directly related to the project)
 - Collapsed sewer line
 - Excessive water main breaks or boil orders (10+ within 6 months)
 - Large percentage of private wells containing coliform (75-100% of sampling)
 - Leaky water tower that is affecting water pressure
- **Project is not urgent, but needs to be completed in short term (10 points)**
Example:

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- Private wells having unacceptable levels of coliform (50-75% of sampling)
 - Frequent water main breaks or boil orders (2-9 within one year)
 - EPA non-compliance letter (must be directly related to the project)
 - Infill and inflow into sewers
 - Water pressure less than 20 PSI (depending on severity)
 - Leaky water tower
- **Project can be completed in the next few years** (5 points)
Example:
 - Over-utilized water source
 - Low water pressure (but higher than 20 psi)

6. **Project Administration (20 percent of overall score)** A professional Grant Administrator with a proven track record is an important resource for completing a successful CDBG project. The track record of a Grant Administration Entity will be evaluated by examining all open CDBG grants on the application deadline date. Calculations will be made to provide DCEO staff the overall average percentage of funds drawn on open grants of each Grant Administration Entity. "Entity" includes all persons permanently employed by or temporarily contracted to complete grant administration work for the firm.

Points will be assessed on the average draw-down percentage as follows:

| <u>Average Drawdown Percentage</u> | | <u>Points</u> |
|------------------------------------|---|---------------|
| 80% or more drawn | = | 20 points |
| 70 – 79.9% drawn | = | 16 points |
| 60 – 69.9% drawn | = | 14 points |
| 50 – 59.9% drawn | = | 12 points |
| 40 – 49.9% drawn | = | 8 points |
| 30 – 39.9% drawn | = | 4 points |
| 20 – 29.9% drawn | = | 2 points |
| Less than 20% drawn | = | 0 points |

7. **Project Readiness (30 percent of overall score):** Each application must demonstrate that the proposed project is appropriate and achievable and that all actions required have been completed to ensure timely implementation of the project. If the application is funded, any action not completed at the time of application will be included in the Notice of State Award Finalist (NOSAF) as a special grant condition. All applicants will start with the **maximum 30 points**. If any actions are not completed, deductions will be made on the following requirements:

- If applicable, a copy of an executed agreement for the purchase of water or wastewater treatment, signed and dated by all parties, must be in place. If not included, not addressed, or unclear, -10 points.
- If applicable, a valid copy of an option to purchase land. (Option must include price, date option expires and seller's signature). If not submitted, not addressed, or unclear, -10 points.
- Copy of Project Location Map. If not submitted or if the project activities are not clearly drawn on the project map, -5 points.
- Copy of Floodplain Map indicating project location(s). If not submitted, or the project is not drawn on the map, -5 points.
- The percentage goal for minority contractors must meet or exceed the percentage of minorities residing in the project's community. (Information to be provided on the Minority Benefit/Affirmative Housing Statement contained in Section III, Part J). If the form is incomplete, not included, or the minority percentage is not met, -2 points.
- Fair Housing Resolution - A Fair Housing Resolution must be adopted/in place. If not included, -5 points.

Deductions Made for Clerical Errors: Applications will receive a 5-point deduction in the area of Project Readiness for each of the following situations, deficiencies: (-5 each)

- Inconsistencies exist throughout the application. Examples:
 - i. The cover letter indicates “sewer project” and the summary indicates water project extension.
 - ii. Narrative information is for “Community A” when the application is submitted for “Community B”).
 - iii. The project costs or total funds requested differ between the cover letter, CDBG GATA budget, Engineer’s cost estimate, and the project information form.
- The project summary is vague and the reviewer cannot determine what the project is or how the problem will be addressed and/or the project completed.
- Forms are not completed in their entirety, i.e., missing dates, signatures, general contact information, etc.
- The FEIN, UEI #, or other identifying codes contained in the application are not assigned to the applicant or responsible entity.
- The “Copy” file required for application submission does not contain all documents as the “Original”, **or** (if included in original) does not contain color copies of documents.
- The application contains evidence of pre-scoring.

2. Review and Selection Process.

Applications will be graded using the Merit Review Process and scored on the criteria specified in Section E.1. The Department will designate an Evaluation Committee to grade each application received for this funding opportunity. Grants will be awarded starting at the highest score working down the list until funding is exhausted. In cases where projects have identical overall ratings, applications benefiting the highest number of LMI persons will be considered first for funding.

The Merit Based Review process is subject to appeal. However, competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. The appeal must be submitted in writing to the Department within 14 calendar days after the date that the grant award notice has been published. The written appeal shall include the name and address of the appealing party, the identification of the grant and a statement of reasons for the appeal. To file an appeal, applicants must submit the appeal in writing and in accordance with the Merit-Based Application Review Appeals Process listed on the Grant Opportunities page of the DCEO website:

<https://dceo.illinois.gov/aboutdceo/grantopportunities/meritappreview.html>.

3. Anticipated Announcement and State Award Dates, if applicable.

After the application period is closed, the Department will conduct a merit based review of eligible applications. Successful applicants will receive a Notice of State Award (NOSA) to initiate the grant agreement phase. During this phase, you will be contacted by a grant manager to develop a grant agreement, which can be a months long process depending on complexity, cooperation, and conformity with all applicable federal and state laws.

The Department reserves the right to issue a reduced award, or not to issue any award.

F. Award Administration Information

1. State Award Notices.

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments and the merit-based review process. The NOSA must be accepted in the GATA Portal by an authorized representative of the grantee organization. The NOSA is not an authorization to begin performance or incur costs.

2. Administrative and National Policy Requirements.

Subrecipients and Subcontractors: Agreement(s) and budget(s) with subrecipients and subcontractors must be pre-approved by and on file with DCEO. Agreements can be submitted to DCEO when available. Subcontractors and subrecipients are subject to all applicable provisions of the Agreement(s) executed between DCEO and the grantee. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

Grant Uniform Requirements: The Grant Accountability and Transparency Act (30 ILCS 708/1 *et seq.*) (and its related administrative rules, 44 Ill. Admin. Code Part 7000), was enacted to increase the accountability and transparency in the use of grant funds from whatever source and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to those grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Procurement: Grantees will be required to adhere to methods of procurement per the Procurement Standards (2 CFR 200.317 – 2 CFR 200.327).

3. Reporting.

Periodic Performance Report (PPR) and Periodic Financial Report (PFR)

Grantees funded through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR and PFR electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.328, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in the NOSA. Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (See 2 CFR 200.344).

Monitoring

Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program staff will also maintain contact with participants and monitor progress and performance of the contracts. The Department may modify grants based on performance.

Audit

Grantees shall be subject to Illinois' statewide Audit Report Review requirements. Terms of the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules set forth under the Grant Accountability and Transparency Act Admin Rules shall apply (See 44 IL Admin Code 7000.90).

Notice of Contract Award.

The Notice of Contract Award must be submitted to the Department within 30 days of the award of any construction contract.

Grant Evaluation Report

The final report covering final expenditures and deliverables of the grant must be submitted to the Department within 60 days of the grant closing.

G. State Awarding Agency Contact(s)

Grant Help Desk
Illinois Department of Commerce & Economic Opportunity
Email: **CEO.GrantHelp@illinois.gov**

H. Other Information, if applicable

The Community Development Block Grant Public Infrastructure (CDBG) is available on a competitive basis annually. Other CDBG programs include Housing Rehabilitation, Economic Development, and Disaster Response. More information on CDBG programs can be found at:

<https://dceo.illinois.gov/communitydevelopment.html>.

All Community Development Block Grant application information and forms are contained in an annual Guidebook, which is the basis of the Action Plan approved by the U.S. Department of Housing and Urban Development. The Guidebook (in Microsoft Word) can be found at:

<https://dceo.illinois.gov/communitydevelopment.html>.

The applicable Sections of the Guidebook for the CDBG Public Infrastructure program are Sections I, II, III, and VII. These Sections have been formatted as a pdf and attached to this Notice of Funding Opportunity as Appendix A.