

AGENDA

RULES MEETING OF THE BOARD OF TRUSTEES VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS

Village Hall

8:00 p.m.

January 16, 2007

Roll Call

1. Request for Approval of a Resolution to Support a Cook County Class 8 Tax Incentive for Hadady Corporation, to be located at 2250 S. Western Avenue
2. 2007-2008 CDBG Application for \$300,000 for the Completion of Street Lighting Replacement Program

Manager's Comments

Trustee's Comments

Attorney's Comments

Audience to Visitors

Adjournment

AGENDA ITEMS ARE AVAILABLE IN VILLAGE HALL LOBBY

AGENDA BRIEFING

DATE: January 11, 2007

TO: President Ostenburg
Board of Trustees

FROM: Hildy L. Kingma, AICP
Director of Economic Development and Planning

RE: Request for approval of a Resolution to Support a Cook County Class 8 Tax Incentive for Hadady Corporation, to be located at 2250 S. Western Avenue

BACKGROUND/DISCUSSION:

Hadady Corporation is requesting the Village's support for the Cook County Class 8 property tax incentive. The applicant proposes to purchase this property for the purpose of establishing a manufacturing facility. Hadady Corporation is a 33 year old company that produces engine components and mounting parts for customers such as Caterpillar, Cummins, and John Deere. They also produce locomotive truck components for the railroad industry. The proposed Park Forest facility will be used for the manufacture of products for the company's railroad customers. Hadady Corporation is headquartered in South Holland, where their office and warehouse is located. They also have manufacturing operations in Dyer, Indiana and they are in the process of constructing a new manufacturing facility in Lynwood, Illinois. Therefore, this is an expansion, not a relocation, of a long established south suburban business.

This property has been substantially vacant for at least ten (10) years. In 1998 the Village approved a resolution supporting a Cook County Class 6B property tax incentive for this property. The Class 6B incentive is virtually the same as the Class 8 incentive, with the exception that the Class 8 incentive can be applied to both commercial and industrial properties. The business that was proposed in 1998 never materialized. However, a business did occupy the property for a period of less than six (6) months in 2004. That business never obtained a business registration or a certificate of occupancy. Therefore, in discussing this issue with staff at the Cook County Assessor's office, they have agreed that the purchase and occupancy of the property by Hadady Corporation will qualify for the full benefit of the Class 8 incentive based on re-utilization of an abandoned property.

Hadady Corporation proposes to purchase the property for approximately \$550,000 and invest a minimum of \$100,000 in building rehabilitation and nearly \$1,000,000 in new equipment. The operation will employ 32 people, including ten (10) new hires, and a total payroll exceeding \$1,000,000 per year. The Cook County Assessor will use the purchase price as the value of the property. Therefore, with the requested property tax incentive the new taxes on the property will be approximately \$40,000. The current taxes are slightly over \$20,000. Therefore, property taxes generated to all taxing bodies will increase even with the property tax incentive.

Approval of this request would be consistent with the Village's approved Development Incentive Policy as the proposed development is located within one of the targeted areas – Business Park,

it is for the re-utilization of an abandoned property, it will create new jobs and new tax revenue, and it is for a manufacturing operation, which tends to spur additional investment over and above the business itself.

The Economic Development Advisory Group met on January 3 to consider this request for an economic incentive. The members voted unanimously to recommend that the Board of Trustees grant the Village's support for the Cook County incentive (see attached memo from the EDAG Chair).

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the Rules meeting of January 16, 2007 for discussion.

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Sam Montella, Chair
Economic Development Advisory Group

DATE: January 9, 2007

RE: Recommendation Regarding Request for Development Incentive –
2250 S. Western Avenue – Hadady Corporation

At their regular meeting on January 3, 2007, the Economic Development Advisory Group (EDAG) considered a request for Village support for an application to Cook County for a Class 8 property tax incentive. This request was made by Hadady Corporation to enable them to purchase and occupy the long-vacant building at 2250 S. Western Avenue.

The EDAG reviewed the material submitted by the applicant, as well as the memo prepared by Staff (see attached) and discussed the importance of this proposed new business for Park Forest. The EDAG agreed that this business would benefit the Village in several ways, including

- The business will occupy a building that has been vacant for at least ten years
- Re-occupancy of the vacant building will bring additional property tax revenue to all taxing districts
- This is a manufacturing business that will bring 32 jobs initially, with the potential for expansion in the future
- This is a long-standing business located in the south suburbs that is expanding its operations (not a relocation)
- The location of this property along Western Avenue will create a more positive image for the entryway into Park Forest and into the Business Park

After discussing this request and the benefits outlined above, the EDAG voted unanimously to recommend approval of the Village support for a Cook County Class 8 property tax incentive for the Hadady Corporation to purchase and occupy the property at 2250 S. Western Avenue.

MEMORANDUM

TO: Economic Development Advisory Group

FROM: Hildy L. Kingma, AICP
Director of Economic Development and Planning

DATE: December 28, 2006

RE: Request for Development Incentive: Hadady Corporation
2250 S. Western Avenue

Applicant: Mr. Rodger W. Gordon, CFO
Hadady Corporation
510 W. 172nd Street
South Holland, IL 60473

Introduction

Hadady Corporation proposes to purchase the property at 2250 S. Western Avenue in Park Forest. This property has been largely vacant for nearly ten years, with the exception of no more than six months in 2004 when a portion of the property was occupied by a warehouse operation. Hadady Corporation is based in South Holland where their office and warehouse is located. They also have manufacturing operations in Dyer, Indiana and they are in the process of constructing a new manufacturing facility in Lynwood, Illinois. This 33 year old company produces engine components and mounting parts for customers such as Caterpillar, Cummins, and John Deere. They also produce locomotive truck components for the railroad industry. The proposed Park Forest facility will be used for the manufacture of products for the company's railroad customers.

In 1998 the Village approved a resolution supporting a Cook County Class 6B incentive for a tire recycling facility that proposed to occupy the subject property. That business never materialized and the incentive lay dormant until the property was occupied for a very brief period on 2004. Based on our review of the Village records, however, there was never a certificate of occupancy issued for that business, and it was in possession of the building for no more than six months. Therefore, the 24 month period of vacancy needed for a full Class 8 incentive is available at this property.

Cook County Class 8 Property Tax Incentive

Cook County offers a tax incentive, known as the Class 8 incentive, which is designed to encourage property owners to undertake new construction, or substantial rehabilitation or reutilization of abandoned buildings for commercial or industrial purposes. The Class 8 incentive assesses qualifying real estate at a reduced assessment level for a period of 12 years from the date that new construction or substantial rehabilitation is completed and initially reassessed or, in the case of abandoned property, from the date of substantial reoccupation. For industrial property, the assessment is reduced from 36 percent to 16 percent of market value for the first 10 years, to 23 percent in year 11 and 30 percent in year 12. The incentive is renewable with the Village's support.

Because Park Forest is located in Rich and Bloom Townships, the only qualifier for the Cook County Class 8 incentive is the support of the municipality. This special allowance is made for the five townships targeted by the South Suburban Tax Reactivation Pilot Program (also includes Bremen, Calumet, and Thornton Townships). If the Village supports the requested property tax incentive, the Village Board will be asked to approve a resolution stating its support for the County incentive. The property owner is then responsible for submitting a formal application to Cook County for this incentive. Note that for industrial property, the Class 8 incentive is virtually the same as that for the Class 6B, which was previously approved for this property.

Requested Incentive

Hadady Corporation is requesting the Village's support for the Cook County Class 8 property tax incentive. The applicant proposes to purchase the property for \$550,000 and invest a minimum of \$100,000 in building rehabilitation and nearly \$1,000,000 in new equipment to support the manufacturing process. As noted above, because the property has been vacant for a period in excess of 24 months, it will qualify for the full benefit of the tax incentive.

The current taxes paid on this property amount to over \$20,000. With the sale of the building at the proposed price and the requested property tax incentive, it is estimated that the new taxes will amount to approximately \$40,000. Therefore, the taxing bodies will benefit from increased property tax revenue. Perhaps as important, however, will be the impact of this occupancy on the surrounding properties. There are a number of vacant properties in the Park Forest Business Park, several of which are owned by the Village of Park Forest. The occupancy of a highly visible property such as this one can only have a positive impact on the ability of the Village and private property owners to sell these properties for new development.

Other benefits of this new business include the increased employment and some sales tax revenues. The operation which Hadady Corporation will bring to the Village of Park Forest includes 32 employees, with a total payroll exceeding \$1,000,000 per year. The jobs at the Park Forest facility will include machine operators, welders, supervisors and professionals. Ten of these employees are expected to be new hires, with the remainder being transfers from the company's Dyer, Indiana facilities. The company projects approximately \$15 million in sales of railroad products in fiscal year 2007. Some portion of these sales will be out of the proposed Park Forest facility.

The Economic Development Advisory Group should consider this request for a property tax incentive and make a recommendation to the Board of Trustees. This item will be presented to the Board for their consideration at the January 16 Rules and January 22 Regular meetings.

RESOLUTION NO. _____

A RESOLUTION OF THE VILLAGE OF PARK FOREST APPROVING CLASS 8 ASSESSMENT STATUS FOR THE REAL ESTATE LOCATED AT 2250 S. WESTERN AVENUE IN THE VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, P.I.N.: 31-25-201-005-0000

WHEREAS, the Village of Park Forest (the “Village”) desires to promote the establishment of business and industry in the Village of Park Forest; and

WHEREAS, The Cook County Board of Commissioners has adopted the Cook County Real Property Classification Ordinance which provides for a Class 8 Incentive Classification designed to encourage industrial development throughout Cook County by offering a real estate tax incentive for the development of new industrial facilities, the rehabilitation of existing industrial structures, and the industrial re-utilization of abandoned buildings; and

WHEREAS, the Village has determined that the property located at 2250 S. Western Avenue, Park Forest, Illinois, commonly identified by P.I.N. 31-25-201-005-0000 has been substantially vacant and abandoned for a period of approximately ten (10) years, and Hadady Corporation (the prospective property buyer) has proposed to purchase this property and locate a manufacturing facility at this location; and

WHEREAS, Hadady Corporation has proven to the Village that such real estate is appropriate for the Class 8 incentive and that the incentive provided by such classification is necessary for the purchase and re-utilization of this abandoned building.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of their home rule authority, as follows:

Section 1: The Mayor and Trustees hereby find that all of the recitals contained in the preamble to this Resolution are full, true and correct and do incorporate them into this Resolution by this reference.

Section 2: That the property identified as P.I.N. 31-25-201-005-0000 is hereby declared eligible for Class 8 assessment classification status at Cook County; that the property has been substantially vacant and abandoned for a period of approximately ten (10) years, and the property owner proposes to purchase the property and locate a manufacturing facility at this location; that the Village supports and consents to the Class 8 application

to the Assessor; that the incentive provided by Class 8 classification is necessary for development to occur on the property; and, that the Mayor and Village Clerk are hereby authorized to sign any necessary documents to implement this Resolution.

Section 3: This Resolution shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED this day of _____, 2007.

APPROVED:

Mayor

ATTEST:

Village Clerk

CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Park Forest, a municipal corporation, Cook and Will Counties, Illinois, and, as such, I am the keeper of the records and files and am custodian of the seal of said Village.

I do further certify that the foregoing or attached is a complete, true, and correct copy of Resolution No. _____ entitled:

A RESOLUTION OF THE VILLAGE OF PARK FOREST APPROVING CLASS 8 ASSESSMENT STATUS FOR THE REAL ESTATE LOCATED AT 2250 S. WESTERN AVENUE IN THE VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, P.I.N.: 31-25-201-005-0000

and was duly passed by not less than a majority of the members of the Board of Trustees at its regular meeting held on January ____, 2007, approved by the Mayor on said date, and now is in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Village this ____ day of January, 2007.

_____, Village Clerk

(**CORPORATE**
(**SEAL**

VILLAGE OF PARK FOREST

MEMORANDUM

TO: John A. Ostenburg, Mayor
Board of Trustees

FROM: Lawrence G. Kerestes, Director of Community Development

DATE: January 8, 2007

SUBJECT: 2007-2008 CDBG APPLICATION FOR \$300,000 FOR THE COMPLETION OF STREET LIGHT REPLACEMENT PROGRAM

BACKGROUND/DISCUSSION:

The Village received an application packet for a 2007 Community Development Block Grant. The 2007 program year begins October 1, 2007 and ends September 30, 2008. The Village will satisfy the Department of Housing and Urban Development's (HUD) requirement to have two public hearings January 16 and 22, 2007.

Once again in the application process for 2007, the Village has outlined the continuation of a multi-phased street lighting program for the purpose of replacing dilapidated and outdated street lights. This project was given a 2005 CDBG award for \$100,000, and the Village receive an additional \$100,000 for this project from reprogrammed demolition dollars related to a 2004 CDBG award. As a result of the 2004 redirected funds, the 2006 CDBG application was not approved. Additionally, the Village has received a \$250,000 IDOT grant from the office of Congressman Jesse Jackson Jr. to assist in the project.

The staff recommends the continuation of the Street Light Replacement Project as reflected in the completed 2007-2008 CDBG Application. The Village is requesting \$300,000 in the current 2007-2008 application. Should the Village be successful in acquiring the entire \$300,000, the Village has identified additional CDBG-eligible areas to continue the Street Light Replacement Program. The 2007-2008 application, after approval, will most likely be awarded approximately \$100,000. After submission of the application and evaluation of the application by Cook County, notices of awards are mailed to the municipalities in late July.

SCHEDULE FOR CONSIDERATION:

This issue will appear on the agenda for the Rules Board Meeting of Tuesday, January 16, 2007 for Board discussion.

RESOLUTION

A RESOLUTION FOR 2007-2008 CDBG APPLICATION FOR \$300,000 FOR THE COMPLETION OF STREET LIGHT REPLACEMENT PROGRAM

NOW, THEREFORE BE IT RESOLVED by the Village Mayor and Board of Trustees of the Village of Park Forest, Illinois, Cook and Will Counties, as follows:

Section 1. That a Request is hereby made to the County of Cook, Illinois for Community Development Block Grant (CDBG) funds for program year 2007 in the amount of \$300,000.00 for the following project:

Project: Streetlight Replacement Program Amount: \$300,000.00

As identified in the Village's 2007 CDBG Program Year application.

Section 2. That the Village Mayor and Clerk are hereby authorized to sign the application and various forms contained therein, make all required submissions and do all things necessary to make application for the funds requested in Section 1 of this Resolution, a copy of which application is on file with the Clerk.

Section 3. That the Village President is hereby authorized to certify that matching funds which have been identified as supporting its project as set out within its application will be made available upon the approval of the projects by the County of Cook, Illinois or the prorated share thereof,

Dated this 22nd day of January, 2007

By: _____
Village President

Attest: _____
Clerk

(seal)



COOK COUNTY
COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM
(CDBG)

Program Year 2007
Application Forms and Instructions

Applicant Name

Chief Executive Officer Name

Todd H. Stroger, President
Cook County Board of Commissioners

Prepared by Cook County Department of Planning and Development
December, 2006

EVALUATION of APPLICATIONS

Evaluation Criteria

Grants are recommended through a competitive application evaluation process.

Applications are reviewed by County staff to determine completeness and eligibility. While a well-written application is no guarantee of funding, you should make every effort to make the application complete and concise. In addition to completeness and eligibility, the criteria below are used to evaluate applications.

- demonstration of unmet need
- demonstration of community support
- percentage of low/mod persons to be served
- leveraged or other resources
- capacity and experience of organization

Incomplete applications will not be recommended for funding.

Call (312) 603-1000 to obtain assistance.

Application Review Timeline

- ❖ February - April 2007: Application reviews by County staff
- ❖ March 29, 2007: Advisory Council public hearing
- ❖ May, 2007: County Director's budget proposed
- ❖ May, 2007: County Board budget hearing held
- ❖ May 10, 2007: Community Development Advisory Council hearing
- ❖ June, 2007: Final budget adopted

**Application Deadline:
February 16, 2007**

ELIGIBLE ACTIVITIES and REQUIREMENTS

Eligible Activities	County Requirements
<ul style="list-style-type: none"> • A broad range of programs and activities is eligible for funding: • Acquisition of real property, including vacant land and commercial structures; • Single-family rehabilitation of owner-occupied units. Rehabilitation includes removal of architectural barriers for physically disabled persons; • Demolition where total costs are at least \$20,000 per parcel. (Demolition costs under \$20,000 per parcel may still be applied for on a year-round basis); • Housing services for elderly, special needs housing for persons with mental or physical disabilities or homeless persons; • Housing-related services such as counseling and fair housing activities; • Economic development activities including job training, rehabilitation of commercial structures; • Public facilities such as parks, street improvements and neighborhood centers; • Public services directly related to housing and community development activities; and, • Plans and studies related to the above activities. 	<p>Projects must fall within the program guidelines below in order to be considered for funding:</p> <p><u>MUNICIPALITY or TOWNSHIP:</u> Low/Moderate Income \geq 49.0% Maximum number of Projects = 2 Dollar Limitation* = \$200,000</p> <p style="text-align: center;">-OR-</p> <p>Low/Moderate Income \geq 51.0% Minimum population of 10,000 Maximum number of Projects = 2 Dollar Limitation* = \$300,000</p> <p><u>NON-PROFIT ORGANIZATION:</u> Clientele = Presumed benefit or Low/Moderate income \geq 51.0 % Maximum number of Projects = 2 Dollar Limitation* = \$200,000</p> <p><u>REGIONAL RESIDENTIAL REHABILITATION AGENCY:</u> Low/Moderate Income = 100% direct benefit Dollar Limitation* = \$750,000</p> <p>* The Dollar Limitation is for the total number of projects allowed. It is not the amount allowed per project.</p>

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
(CDBG)**

APPLICATION COVER SHEET

Applicant Name

Chief Executive Officer Name *E-mail address*

Contact Person Name & Title *E-mail address*

Telephone *Fax* *Applicant website address*

Number of Projects _____ **Amount Requested** _____ **Matching Funds** _____

Chief Executive Officer signature: _____ **Date:** _____

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

2007 PROGRAM YEAR - October 1, 2007 through September 30, 2008
Please complete pages 4 through 12 for each project, as applicable.

APPLICANT: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

PROJECT MANAGER: _____ E-MAIL: _____

TELEPHONE: (____) _____ FAX: (____) _____

PRIORITY #: _____ (from 2005-2009 ConPlan survey) COOK COUNTY DISTRICT # _____

PROJECT TITLE: _____ CONTINUING PROJECT: _____

TYPE OF APPLICANT: Municipal Non Profit Other

Is your organization a faith-based entity? YES NO

NATIONAL OBJECTIVE: (check one)

- Area Benefit Activities** benefit all residents in a particular area, where at least **49.0%** of the people are low- and moderate-income. The service area of the project must be specifically identified and the area must be primarily residential.
- Limited Clientele Activities** benefit low- and moderate-income persons without regard to the area being served. At least **51%** of the persons participating in the activity must be low- and moderate-income and the activity must meet one of the following criteria:
 - Presumption of low- and moderate-income: the activity serves persons who are presumed to be low- and moderate-income: abused children; battered spouses; elderly persons; severely-disabled adults; homeless persons; illiterate adults; persons living with AIDS and migrant workers; or
 - Income Guidelines: the activity must have eligibility requirements which limit the activity exclusively to low- and moderate-income persons.
- Housing Activities** are carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income persons.
- Job Creation or Retention** are designed to create or retain permanent jobs where at least **51%** of which, computed on a full-time equivalent basis, involve the employment of low- and moderate-income persons.
- Slum or Blight Activities** aid in the prevention or elimination of slums or blight.
- Does Not Apply**

ACTIVITY CATEGORY: (please refer to the CDBG Handbook for project eligibility before proceeding) (check one)

- | | | |
|--|---|--|
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Single-Family Rehabilitation | <input type="checkbox"/> Fair Housing |
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Multi-Family Rehabilitation | <input type="checkbox"/> Housing Counseling |
| <input type="checkbox"/> Commercial Rehabilitation | <input type="checkbox"/> ADA Compliance | <input type="checkbox"/> Public Service* |
| <input type="checkbox"/> Clearance/Demolition | <input type="checkbox"/> Economic Development | <input type="checkbox"/> Administration/Planning |

*Please see Handbook for an explanation of a public service continuing project.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION**

(continued)

SUMMARY PROJECT DESCRIPTION

CDBG Dollars Requested: \$ _____

MATCHING FUNDS: \$ _____

MATCHING FUNDS: \$ _____

SOURCE(S): _____

SOURCE(S): _____

IS ACQUISITION REQUIRED? YES NO

DESIGNATED PROJECT AREA:

Provide a DETAILED map that shows the project site and defines service area. For Capital Improvement Projects, please include PHOTOS.)

SUMMARY OF PROJECT:

Provide a brief synopsis of the proposed project - 50 words or less)

SPECIFIC ANTICIPATED ACCOMPLISHMENTS:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

(continued)

A. AREA BENEFIT: (if applicable)

Total Number of low and moderate-income persons served in area:

Census Tract	Block Group	Total Population	Low/Mod Income Population	% Low/Mod Income
TOTAL				

B. LIMITED CLIENTELE BENEFIT: (if applicable)

1. Presumed Benefit:

Qualifying group	
Number served	

-OR-

2. Low- and Moderate-Income Persons Served:

Moderate-income (61-80% of AMI)	
Low-income (51-60% of AMI)	
Very Low (31-50% of AMI)	
Extremely Low (<30% of AMI)	
Total Served (add above lines)	
Number of Female-Headed Households:	

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

(continued)

ETHNICITY and RACE

Estimate of Population to be Served:

Counts by <i>(please check)</i> : Households [] or Persons []	Hispanic or Latino	Not Hispanic or Latino
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
Other Multi-Racial <i>(please specify)</i>		
Total		

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

(continued)

HUD PERFORMANCE MEASUREMENT SYSTEM

HUD instituted a mandatory Performance Measurement System to be used for reporting on each project. One objective and one outcome must be identified for each project. The outcome indicators are specified for each type of activity.

Please enter "yes" for the one objective and one outcome that best fits your project. The outcome indicators are listed on the following page. Write in the proposed numbers for each applicable outcome indicator.

OBJECTIVE	EXPLANATION OF OBJECTIVE	YES	NO
Suitable Living Environment	In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.		
Decent, Affordable Housing	Activities would cover the wide range of housing possible under the CDBG program. It focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured under Suitable Living Environment).		
Creating Economic Opportunity	This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.		

OUTCOME	EXPLANATION OF OUTCOME	YES	NO
Availability/Accessibility	Applies to activities that make services, infrastructure, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. Accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people.		
Affordability	Applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or rehabilitation of affordable housing, basic infrastructure hook-ups, or services, such as transportation or day care.		
Sustainability: Promoting Livable or Viable Communities	Applies to projects where the activities are aimed at improving communities or neighborhoods, helping to make them livable or viable, by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.		

OUTCOME INDICATOR:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

(continued)

SPECIFIC OUTCOME INDICATORS

Public Facility or Infrastructure Activities

Number of persons assisted:

- with new access to a facility or infrastructure benefit
- with improved access to a facility or infrastructure benefit
- where activity was used to meet a quality standard or measurably improved quality, report the number that no longer only have access to a substandard facility or infrastructure

Public Service Activities

Number of persons assisted:

- with new access to a service
- with improved access to a services
- where activity was used to meet a quality standard or measurably improved quality, report the number that no longer only have access to substandard service.

Number of Commercial Facade Treatment/business Building Rehab (Site-based)

Number of Acres of Brownfields Remediated (Site, Not Target Area Based)

New Rental Units Constructed per Project or Activity

Total number of units:

Of total:

- Number affordable
- Number section 504 accessible
- Number qualified as Energy Star

Of the affordable units:

- Number occupied by elderly
- Number subsidized with project-based rental assistance (federal, state, or local program)
- Number of years of affordability
- Number of housing units designated for persons with HIV/AIDS, including those units received assistance for operations. Of those, number of units for the chronically homeless
- Number of units of permanent housing designated for homeless persons and families, including those units receiving assistance for operations. Of those, number of units for the chronically homeless.

Rental Units Rehabilitated

Total number of units:

Of total:

- Number affordable
- Number of Section 504 accessible
- Number of units created through conversion of non-residential buildings to residential buildings.
- Number brought from substandard to standard condition (HQS or local code)
- Number qualified as Energy Star
- Number brought into compliance with lead safe housing rule (24 CFR part 35)

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

(continued)

Of those affordable:

- Number occupied by elderly
- Number of subsidized with project-based rental assistance (federal, state or local program)
- Number of years of affordability
- Number of housing units designated for persons with HIV/AIDS, including those units receiving assistance for operations. Of those, the number of units for the chronically homeless
- Number of units of permanent housing for homeless persons and families, including those units receiving assistance for operations. Of those, number of units for the chronically homeless.

Homeownership Units Constructed, Acquired, And/or Acquired with Rehabilitation (Per Project or Activity)

Total number of units:

Of those:

- Number of affordable units
- Number of years of affordability
- Number qualified as Energy Star
- Number Section 504 accessible.
- Number of households previously living in subsidized housing.

Of those affordable:

- Number occupied by elderly
- Number specifically designated for persons with HIV/AIDS. Of those, the number specifically for chronically homeless.
- Number specifically designated for homeless. Of those, number specifically for chronically homeless.
- Number of units of permanent housing designated for homeless persons and families, including those units receiving assistance for operations. Of those, number of units for the chronically homeless.

Owner Occupied Units Rehabilitated or Improved

Total number of units:

- Number occupied by elderly
- Number of units brought from substandard to standard condition (HQS or local code)
- Number qualified as Energy Star
- Number of units brought into compliance with lead safe housing rule (24 CFR part 35)
- Number of made accessible for persons with disabilities

Direct Financial Assistance to Homebuyers

Number of first-time homebuyers. Of those, number receiving housing counseling.
Number receiving down-payment assistance/closing costs.

Tenant-Based Rental Assistance

Total number of households:

Of those:

Number with short-term rental assistance (less than 12 months)
Number of homeless households. Of those, number of chronically homeless households.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

(continued)

1. Number of Homeless Persons Given Overnight Shelter

2. Number of Beds Created in Overnight Shelter or Other Emergency Housing

3. Homeless Prevention

- Number of households that received emergency financial assistance to prevent homelessness.
- Number of households that received emergency legal assistance to prevent homelessness.

4. Jobs Created

Total number of jobs

Employer-sponsored health care (Y/N)

Type of jobs created (use existing Economic Development Administration (EDA) classification)

Employment status before taking job created:

Number of unemployed: _____

5. Jobs Retained

Total number of jobs

Employer-sponsored health care benefits

3. Businesses Assisted

Total business assisted

New businesses assisted

Existing businesses assisted. Of those, business expansion and business relocations.

DUNS number(s) of businesses assisted.

(HUD will use the DUNS numbers to track number of new businesses that remain operational for 3 years after assistance).

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION**
(continued)

PROJECT COMPLETION SCHEDULE

MONTH 1
MONTH 2
MONTH 3
MONTH 4
MONTH 5
MONTH 6
MONTH 7
MONTH 8
MONTH 9
MONTH 10
MONTH 11
MONTH 12
PROJECT COMPLETE

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

(continued)

STAFF SALARIES (5 Person Limit)

Position	(A) Annual Salary	(B) % of time spent on project	(A) multiplied by (B) Salary allocated for project	CDBG Portion	Project Match
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Salaries:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

FRINGE BENEFITS

Position	(A) Annual Fringe	(B) % of time spent on project	(A) multiplied by (B) Fringe allocated for project	CDBG Fringe	Fringe Match
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Fringe:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION**
(continued)

LINE ITEM BUDGET

Project Activity	CDBG Funds	Matching Funds	Total
Capital Improvement	\$	\$	\$
Single-family Rehabilitation			
Economic Development			
Demolition/Clearance			
Acquisition			
Relocation			
Total Project Activity	\$	\$	\$

Project Delivery	CDBG Funds	Matching Funds	Total
Staff Salaries	\$	\$	\$
Fringe Benefits			
Office Rent and Utilities			
Postage			
Printing			
Publication/Notices			
Project Travel @ \$0.485 per mile			
Architect			
Engineering			
Legal			
Accounting			
Other			
Total Project Delivery	\$	\$	\$
Grand Total (Project Activity + Project Delivery)	\$	\$	\$

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION**
(continued)

Please use this sheet for any additional comments you may have

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION
(continued)**

APPLICATION CHECKLIST

ou must provide the following attachments with the application:

MUNICIPALITIES (see attached forms):

- Citizen Participation Record - Form A
- Certified Copy of Resolution - Forms B-1, B-2, or B-3
- Estimated Matching Funds Certification - Form C
- Maintenance of Effort - Form D
- Audited Financial Statements (most current)
- Fair Housing Action Plan (See Handbook Page 41 for plan requirements); if new applicant.
- If a municipality has previously submitted an acceptable plan, attach an assessment of the activities carried out in the past year to implement the Plan.

NOT-FOR PROFITS (see attached forms):

- Matching Funds Certification - Form C
- List of Board of Directors
- Copy of 501c3
- Current Certificate of Good Standing (dated within the last 45 days)
- Certified Copy of Articles of Incorporation and Certified Copy of Amended Articles of Incorporation, if amended, **from the Illinois Secretary of State**. The certification must be dated within 45 days of the date of submission of the Application. This must be ordered every year.

FORM A
Schedule of Local Public Hearing
Citizen Participation Record

Each municipality applying for Community Development Block Grant funds must develop its application through a series of community and neighborhood meetings. At least one (1) formal public hearing is required on a community-wide basis seeking input from residents on community needs. At least one (1) other public hearing is then required to present the municipality's Community Development Plan and its proposed CDBG application to local residents. Therefore, it is required that municipalities conduct at least two (2) public hearings in compliance with the Citizen Participation Process as outlined.

Attach to the form the following items:

- Affidavits of Publication
- Minutes of the public hearings including lists of signatures from attendees
- Copy of response(s) to comments and/or complaints

NEEDS ASSESSMENT HEARING

Municipality	
Location	
Date	Time
Describe the methods used to solicit participation of low- and moderate-income persons, including outreach to non-English speaking residents, if applicable.	
Describe any adverse comments/complaints received and describe resolution.	

APPLICATION REVIEW HEARING

Municipality	
Location	
Date	Time
Describe the methods used to solicit participation of low- and moderate-income persons.	
Describe any adverse comments/complaints received and describe resolution, including outreach to non-English speaking residents, if applicable.	

Application Resolution Instructions

ook County has prepared two versions of the authorizing resolution: one for municipalities and one for all other applicants. Please choose the appropriate resolution. Samples of the versions are included in this application.

Please note that the Ratifying Resolution form is only to be used in limited circumstances. The resolution must be adopted by your governing body and a **certified** copy submitted with the application. Sample forms or certifications by non-municipal agencies are included.

**FORM B-1
Sample Resolution
Municipality**

NOW, THEREFORE BE IT RESOLVED by the Mayor/President and Council/Board of Trustees of municipality, Illinois as follows:

Section 1. That a Request is hereby made to the County of Cook, Illinois for Community Development Block Grant ("CDBG") funds for Program Year 2007 in the amount of \$ _____ for the following project(s):

Project:	Amount \$
Project:	Amount \$

as identified in the City's/Village's CDBG 2007 Program Year application.

Section 2. That the (insert position title of person signing the application) and Clerk are hereby authorized to sign the application and various forms contained therein, make all required submissions and do all things necessary to make application for the funds requested in Section 1 of this Resolution, a copy of which application is on file with the Secretary.

Section 3. That the (insert position title of person signing the matching funds certification) is hereby authorized to certify that matching funds which have been identified as supporting its projects as set out within its application will be made available upon the approval of the projects by the County of Cook, Illinois or its prorated share thereof.

Adopted this _____ day of _____, 2007.

By: _____
Mayor/President

Attest: _____
Clerk

(SEAL)

FORM B-2
Sample Resolution
Not-for-Profit Organization/Non-Municipal Agency

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of (insert full name) as follows:

Section 1. That a Request is hereby made to the County of Cook, Illinois for Community Development Block Grant ("CDBG") funds for Program Year 2007 in the amount of \$ _____ for the following project(s):

Project:	Amount \$
Project:	Amount \$

as identified in the Insert full name CDBG 2007 Program Year application.

Section 2. That the (insert position title of person signing the application) are hereby authorized to sign the application and various forms contained therein, make all required submissions and do all things necessary to make application for the funds requested in Section 1 of this Resolution, a copy of which application is on file with the Secretary.

– Optional –

Section 3. That the (insert position title of person signing the matching funds certification) is hereby authorized to certify that matching funds which have been identified as supporting its projects as set out within its application will be made available upon the approval of the projects by the County of Cook, Illinois or the prorated share thereof.

Dated this _____ day of _____, 2007.

By: _____
Chairman/President

Attest: _____
Board Secretary

SEAL)

FORM B-3
Sample Certification
Not-for-Profit Organization/Non-Municipal Agency

The undersigned Duly Qualified and Action Secretary of the Board of Directors of (insert full name) hereby certifies that the attached Resolution authorizing execution of the Application for the County of Cook, Illinois' 2007 Community Development Block Grant ("CDBG") Program Year is a true and correct copy of said resolution as passed by the Board of Directors of (insert full name) on (insert Board meeting date) which Resolution is still in full force and effect.

Dated this _____ day of _____, 2007.

Witness: _____
Board Secretary

(SEAL)

FORM C
Estimated Matching Funds Certification

Matching funds are defined as any local, county, state, federal (other than CDBG) or private funds used in conjunction with CDBG funds to implement or construct a proposed project. This form must be filled out to document matching funds entered on each Project Summary. **Please note** that the use of special assessments against property owned and occupied by low- and moderate-income persons is prohibited.

In the event that the proposed project is funded at a lesser amount than requested, the matching funds will be reduced in the same proportion. For example, if you request \$100,000 with a \$30,000 (30%) match, and actually receive \$50,000 in block grant funds, your required match will be \$15,000 (30% x \$50,000).

Subrecipients are urged to use additional matching funds whenever possible

1. Project Type	
2. Project Priority	
3. Amount of Matching Funds to Assist Project	
4. Source(s) of Matching Funds to Assist Project	
5. Timetable of Availability of Matching Funds	
6. Designated Use of Matching Funds	

The Chief Executive Officer of the applicant certifies the availability of the above matching funds by signing in the designated area below. Municipal/Agency seal is also required.

Dated this _____ day of _____, 2007.

By: _____
Chief Executive Officer

Attest: _____

Organization: _____

(SEAL)

FORM D
Public Service
and
Maintenance of Effort after Project Completion

PUBLIC SERVICE:

How will one year of funding address the need? Will future funding from the County be critical for project success? When will the project be self-sufficient?

CAPITAL IMPROVEMENTS:

DBG funds cannot be used for on-going maintenance, building operations and staffing requirements for projects constructed or rehabilitated with CDBG funds. Please provide the following information concerning these costs:

Amount of Annual Funds Required
for Maintenance of Effort:

\$ _____

Source of Funds:

Designated Use of Funds

(e.g. utilities, staff, equipment, maintenance):