



**McHenry County  
Department of Planning and Development**

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 Community Development  
Division  
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## Community Development Block Grant (CDBG) Concept Paper

### 1. General Information (each requires an answer – fill in spaces)

Organization/municipality name:

Organization/municipality address:

Contact person name and title:

Email:

Phone number:

Contact person signature:

(electronic signature will be accepted)

### 2. Title of project:

### 3. Amount requested:

### 4. Please select from the drop down list one CDBG National Objective your project will address.

### 5. Please select from the drop down list the one project type that best suits your project.

*For Special Economic Development or Demolition projects, applicants are required to meet with the Community Development Division prior to submitting a Concept Paper.*

### 6. Alignment with the developing McHenry County 2020-2024 Consolidated Plan objectives. Please select one community development goal that best describes your project addresses:

Provide decent, affordable housing

- Preserving current affordable housing
- Transitioning homeless individuals and families into permanent housing

Create suitable living environments

- Greater integration of low-moderate income households throughout the county
- Increasing housing opportunities
- Reinvestment in deteriorating neighborhoods
- Elimination of slum/blight conditions

Create Economic Opportunities

- Assist microenterprise businesses with technical support and/or financial assistance
- Increase job opportunities through microenterprise
- Improve income among low-moderate income population

**7. Briefly explain the community need for the proposed project, citing research publications or agency-generated data (Character limit: 1,000)**

**8. What are the anticipated objectives of the project? How will your project address the National Objective answered in Question 4? (Character limit: 1,500)**

**9. Please provide a short explanation of project delivery. (Character limit: 1,250)**

**10. Describe what indicators and outcome measures will be used to track performance and their frequency.**

(Character limit: 700)

**11. Project budget and match/leverage (table and narratives)**

- a. Please fill in the following budget with eligible budget items/costs that will be reimbursed **by CDBG funding.**

| Budget item | CDBG funding | Match/leverage funds | Description of item's need |
|-------------|--------------|----------------------|----------------------------|
|             |              |                      |                            |
|             |              |                      |                            |
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|             |              |                      |                            |
|             |              |                      |                            |
|             |              |                      |                            |

***Required: attached a detailed budget that details all project costs***

- b. Provide a short explanation on the total project costs. (Character limit: 750)

c. Briefly explanation the nature/source of the match/leverage funds. (Character limit: 700)

d. If there are other federal funding sources for this project, please list them. (Character limit: 500)

e. If the project was to not receive any CDBG funding, will the project still move forward?

Yes

No

f. Does the project have any potential supporters contingent on the award of CDBG funding?

Yes

No

If yes, who are the supporters? (Character limit: 250)

**12. What are the long-term plans for the project's sustainability after CDBG funding has been exhausted?**

(Character limit: 750)

**13. Has authority been granted by your Board of Directors or equivalent governing body to apply for CDBG funding?**

Authority has already been received and documentation is attached  
 My governing body is aware of this Concept Paper and I am confident I will be granted authority if the project moves to Full Application.

**14. If you have active CDBG or HOME projects, please complete the following table. Please contact the Community Development Division to check if you have any active projects.**

| Grant (CDBG or HOME) | Project title | Grant allocation | Balance of allocation | Date most recent Quarterly Report was submitted |
|----------------------|---------------|------------------|-----------------------|---|
|                      |               |                  |                       |   |
|                      |               |                  |                       |   |
|                      |               |                  |                       |   |
|                      |               |                  |                       |   |

Additional space is provided below if needed

**15. If you have received CDBG or HOME funding from McHenry County in the last three years (2017, 2018, 2019), please report any monitoring findings or concerns for all funded projects. (Character limit: 1,500)**

**16. The following documents must be completed and submitted with this Concept Paper. Documents can be found at [www.mchenrycountyil.gov/CD](http://www.mchenrycountyil.gov/CD).**

- a. Financial Management Rider
- b. Organizational Capacity Statement
- c. Performance Measures
- d. Statement of Faith-Based Organizations
- e. Subpart K Requirements
- f. Super-Circular Audit Requirements

**17. Additional documentation – for the following project types, please provide the requested additional documentation with your submission.**

- a. Infrastructure project – map detailing the area(s) to be addressed by the project
- b. Public facility project – picture of public facility with address
- c. Demolition project – document detailing location and condition of structure(s) if known
- d. Historic Preservation project – document stating historic designation (i.e. National Register of Historic Places, state/county/local historic designation, etc.) of structure(s) to be addressed by the project
- e. Public Services - include a document showing the positions that will be covered by the project are paid at or over \$15.00 an hour. If the positions are currently not being paid at this rate, please explain how the hourly rate will be increased to comply with the Illinois minimum wage increases.