



**McHenry County
Department of Planning and Development**

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Community Development
Division

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2021 CDBG Concept Paper Packet Instructions

To successfully apply for Program Year 2021 Community Development Block Grant (CDBG) funds, the CDBG Concept Paper Packet must be completed and submitted to the McHenry County Community Development (CD) Division. A Concept Paper Packet is comprised of the CDBG Concept Paper, detailed project budget and Regulatory Requirement documents (called Riders). Additional documentation may be requested depending on how an applicant answers questions within the CDBG Concept Paper.

Once compiled, CDBG Concept Paper Packets must be submitted prior to 4:00pm CST on Friday, December 4, 2020 in one of three ways:

1. Delivered in person or by courier to the CD Division office. The CD Division office is located at:

McHenry County Administration Building
Room 208
667 Ware Rd.
Woodstock, IL 60098

2. Mailed to the CD Division office. A mailed CDBG Concept Paper Packet must be received by CD Division staff prior to or on December 4, 2019. The following address should be used for mailing:

Department of Planning and Development
C/o Community Development Division
2200 N. Seminary Ave.
Woodstock, IL 60098

3. CDBG Concept Paper Packet documents may be emailed to Andrew Stuckey, Senior Community Development Specialist at ACStuckey@mchenrycountyil.gov. All documents should be separate and submitted as PDFs (do not compile scan all requested documents into one file). Type "CDBG Concept Paper Submission – (*applicant name*)" in the subject line

A submission receipt will provided to each applicant upon CD Division staff verifying the CDBG Concept Paper Packet contains all required documents. Please know that if an applicant would like to apply for funding for two projects, two separate Concept Paper Packets must be submitted. **No late CDBG Concept Paper Packet(s) will be accepted so please plan accordingly.** Do not wait until the last minute; in prior rounds there have been emails that had unforeseeable and unexplained delays being sent/received by the Division.

Concept Paper Question Breakdown

The following sections briefly explain what is required for each question within the CDBG Concept Paper. All questions should be answered, whether or not they are applicable to the project or applicant (see below for details). If at any time clarification is needed, please contact CD Division staff. CD Division staff can be contacted by phone at 815-334-4560 (option 5) or using the following email:

McHenryCountyComDev@mchenrycountyil.gov

Question 1: General Information

This question is comprised of six (6) sub-questions. The information collected here will be used to determine who the applicant is, the amount of CDBG requested and designate the main contact for the project. In regards to the project detailed in this Concept Paper, all correspondence will occur between the CD Division staff and the contact person.

Question 2: Title of project

The title of the project will be used in all correspondence as well as provided to the Community Development and Housing Grant (CDHG) Commission during the funding allocation hearing. Please keep the title concise.

Question 3: Amount requested

This is the amount of CDBG funding requested only – not entire project cost.

Question 4: CDBG National Objective

Select only one of the listed CDBG National Objectives. For projects benefiting low-moderate (LMI) income populations, be prepared to explain if the project will benefit LMI individuals on an area basis or individually.

Question 5: Project type

Select the project type that best suits your project. If there are questions on which project type a project may fall under, please contact CD Division staff.

Please note: for Special Economic Development or Demolition projects, applicants are required to meet with the Community Development Division prior to submitting a Concept Paper.

Question 6: Alignment with the developing McHenry County 2020-2024 Consolidated Plan

In addition to address a National Objective, the project must align or address an objective in the McHenry County Consolidated Plan. As the 2020-2024 Consolidated Plan is still in development, please review the current 2015-2019 Consolidated Plan. A copy of the Consolidated Plan is located on the Community Development webpage at www.mchenrycountyil.gov/CD. If there are questions regarding a project's alignment with the Consolidated Plan, please contact CD Division staff. Please select only one answer.

Question 7: Community need for the proposed project

Briefly explain the community need for the proposed project. In the explanation, detail how the need was established and documented. The use of cited research publication and/or agency-generated data is encouraged. Be concise as the narrative is limited to the fillable space provided.

Question 8: Anticipated project objectives and addressing the National Objective

Explain the anticipated project objectives with a focus on how the project will address the National Objective selected in Question 2 and the community's need in Question 7. Be concise as the narrative is limited to the fillable space provided.

Question 9: Project delivery

Explain how the applicant will implement and complete the proposed project. Within this explanation, key contributors to the project (i.e. personnel, use of contractors, etc.) should be detailed. Please be concise as the narrative is limited to the fillable space provided.

Question 10: Indicators and outcome measures

List and explain the indicators and outcome measures for the project. These measures should allow the applicant the ability to track project performance. These measures may be used in the project's Quarterly Report.

Question 11: Project budget and match/leverageBudget table

Using the information within the detail project budget, complete the simplified budget table. Budget items should be simple (example: salaries, construction, etc.) and the amount of CDBG funding towards each item should be noted. For each item, detail if match/leverage will be provided. Please remember there is a minimum 10% project match/leverage; however, more match is encouraged. Please keep in mind you will need to evidence this match if the project is awarded funding. Due to the size of the table cell, be concise when describing each budget item's need for the project.

Remember to attach a detailed project budget that includes all funding sources to the CDBG Concept Paper Packet.

Total project costs

Explain the overall total project cost. If certain costs have not yet been secured, note this and briefly explain how the additional funding will be secured.

Nature/source of project match/leverage

Briefly explain the nature or source of eligible project match/leverage. Concept Paper reviewers should clearly understand where the project match/leverage is originating.

Other federal funding sources

List other federal funding the project has or is in the process of securing. If no other federal funds are being secured, state this in the narrative field.

Project does not receive funding

This question is to determine how significant CDBG funding is to the project. Please be aware that answering "no" does not guarantee funding.

Contingent supporters

This question is asking if CDBG funding will be or is being used as a factor in securing additional funds from other funding sources. If the answer is yes, list the contingent supporters in the following narrative field. If the answer is no, answer "Not Applicable."

Question 12: Project sustainability

Briefly explain how the project will continue after all awarded CDBG funds are exhausted. If the project will conclude once all funds have been exhausted, state this in the narrative field.

Question 13: Authority to apply for CDBG funds

Select the best answer regarding authority/authorization. If authority has been established, include the document authorizing the authority in the Concept Paper Packet. For projects where authority has yet to be authorized, authorization must occur prior to submission of a Full Application.

Question 14: Active CDBG or HOME projects

List any active McHenry County CDBG or HOME projects as of the date the Concept Paper Packet is submitted. Active projects are projects that are still operating, final reimbursement has yet to be disbursed or projects are still submitting project data to CD Division staff. If there are no active projects or this is the first time submitting for CDBG funds, please put "none" under the *Grant (CDBG or HOME)* header. If unsure of a project's active status, contact the CD Division staff.

Question 15: Monitoring findings or concerns

For projects that occurred in January 1st – December 31st of 2016, 2017 and January 1st – September 30 of 2018 and have been monitored by CD Division staff, report any monitoring findings or concerns that were noted as a result of the monitoring(s). If no monitoring occurred, please note this in the narrative field.

Question 16: Regulatory Requirement (known as Riders)

The six Riders listed under this question can be found on beneath this document on the Community Development webpage and must be completed and submitted with the Concept Paper Packet. Concept Paper Packets without Riders will be considered incomplete.

Question 17: Additional documentation

If you will be submitting an Infrastructure, Public facility, Demolition, or Historic Preservation project, please ensure the requested additional documentation is included with the Concept Paper Packet submission.

CDBG Concept Paper Packet Checklist

This checklist should be used to ensure all required documents have been included in the CDBG Concept Paper Packet prior to submission. This checklist does not need to be included with the submission, but it is up to the applicant to ensure all applicable documents are included.

- Completed CDBG Concept Paper
- Attached the detailed project budget
- Authority to apply for grant funds (if applicable)
- Completed Financial Management Rider
- Completed Organizational Capacity Statement rider
- Completed Performance Measures rider
- Completed Statement of Faith-Based Organizations rider
- Completed Subpart K Requirements rider
- Completed Super-Circular Audit Requirements rider
- Additional documentation based on project type (if applicable)