



Community Development
Block Grant

2023 REQUEST FOR PROPOSALS

City of DeKalb
REQUEST FOR PROPOSALS
For Community Development Block Grant (CDBG) Funding

The City of DeKalb, IL is seeking proposals from non-profit agencies for the provision of public services consistent with the City’s Consolidated Plan, the Community Development Block Grant (CDBG) statement of Community Development objectives, and the projected use of funds.

Program Description

For the provision of new public services or a documented increase in existing public services, services must be designed to promote independent living and self-sufficiency for homeless individuals and families, persons with special needs, the elderly, and people of low income.

Scope of Proposal

The City is seeking proposals for programs that meet a minimum of one Consolidated Plan objective and one HUD National Objective. The 2020-2024 Consolidated Plan Objectives are listed on pages five through seven and the HUD National Objectives are discussed on page seven. Applicants must specify which Consolidated Plan Objective(s) **and** which HUD National Objective(s) the proposal addresses. Failure to do so will disqualify the application from consideration.

Proposals are due by 5:00 PM on November 21, 2022 and shall include the following components:

A. Program Narrative

Program Summary

Describe the proposed project. The narrative should include the need/problem to be addressed in relation to the Consolidated Plan as well as the population to be served. Describe the work to be performed including activities to be undertaken and/or the services to be provided, the goals/objectives of the program, and the method(s) of approach. Proposals should be for a new service or a documented increase in an existing public service. Applicants are also required to provide an implementation schedule for the proposed services. Include the proposed budget specifying line-item costs such as personnel, supplies, and equipment. Discuss the intended staffing pattern and other sources of funding being sought or secured that will be used for the program.

If your agency is coordinating *any* part of the program with another agency, please list the cooperating agency. Leveraging of services will be given positive consideration.

HUD requires that agencies assign a “cost” to the program. This can be an actual cost, as in the provision of rides in transportation that include all expenses related to the program, or staff time that is used to provide direct services to individuals. You must include a breakdown of the exact program costs for the services provided, or a salary statement for the individual being

funded indicating the amount of time spent working directly with residents of the City and the hourly wage that is being reimbursed. Quarterly reports must include time and activity details for funded positions with each request for payment. Please note that the agency may not pay the salary of its Director through this program – funds can only be used for supporting staff positions that administer direct services to the residents of DeKalb through the proposed program.

Agency Background

Please include how long the agency has been in operation, the agency's date of incorporation, the type of corporation, and the stated purpose of the agency. Describe the types of services provided, the agency's capabilities, and the number and target population of clients served. If appropriate, include information on the agency's license to operate.

Agency Personnel

Briefly describe the agency's existing staff positions. Describe staff qualifications. State whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

Agency Financial Information

Describe the agency's operating budget itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

B. Required Documents

Sample forms for the application are included.

1. Preliminary Letter of Request
2. Application for Public Services Funding (Exhibit A – enclosed)
3. Program Narrative to include information listed in Exhibit A. (Exhibit B)
4. Program Objectives Consistent with National Objectives (Exhibit C – enclosed)
5. Articles of Incorporation - copy of certificate (Exhibit D)
6. Non-profit Determination (Exhibit E)
7. Board of Directors listing (Exhibit F)
8. Authorized Official/Authorization by Board to Request Funds (Exhibit G – enclosed)
9. Organizational Chart (Exhibit H)
10. Resume (*not* job description) of Program Administrator (Exhibit I)
11. Resume (*not* job description) of Chief Fiscal Officer (Exhibit J)
12. Financial Statement and most recent Audit (Exhibit K)
13. Current Operating Budget for the program being funded (Exhibit L)
14. Conflict of Interest Statement (Exhibit M – enclosed)
15. Verification of Insurance (Exhibit N – enclosed)
16. Implementation schedule for the proposed services (Exhibit O)
17. If applicable, verification of salary for requests supporting personnel costs
18. Completed W-9 Form

C. Audit Requirements:

1. If your agency already conducts audits for other funding sources, the scope of the audit could be modified to incorporate CDBG audit requirements. The associated cost of the augmentation can be included in the CDBG project budget, accompanied by the auditor's written cost estimate.
2. If your agency does not have a current audit process in place, your agency will be required to include a 10% set-aside in the CDBG project budget for the provision of an audit.

D. Additional Info: Include any other pertinent information that supports your funding request.

A formal proposal must be submitted by ***no later than 5:00 PM on November 21, 2022*** and will be considered valid for sixty days after receipt. Recommendations for funding will be presented to and reviewed by City Council prior to approval. All respondents to this Request for Proposals will receive notice of the date of this meeting and will be invited to attend. All correspondence and proposals should be submitted to:

Community Services Coordinator
City of DeKalb
Community Development Department
164 East Lincoln Highway
DeKalb, IL 60115

If you have questions, please contact Joanne Rouse at 815-748-2366 or via email at Joanne.Rouse@cityofdekalb.com.

City of DeKalb
CDBG Consolidated Plan
Five-Year Strategies to Address Identified Needs

The City of DeKalb’s 2020-2024 Consolidated Plan identifies the following objectives to address issues in housing and community development for the City. Five-year goals are provided for quantitative objectives (those that can be defined by the # of units or # of individuals receiving assistance).

Strategies to Address Priority Housing Needs

Provide additional permanent and affordable housing choices for low-/moderate-income renters and owners including the elderly, persons with a disability, and persons with other special needs.

Objective 1 Effectively utilize the City’s existing housing stock by encouraging the maintenance and rehabilitation of housing units for low-/moderate-income persons.

Five-year goal: Assist with rehabilitation of 60 owner-occupied single family or duplex housing units.

HUD Objective: Decent Housing
HUD Outcome: Sustainability

Strategies to Address Priority Needs of Homeless Persons

Provide adequate emergency shelter, transitional housing, permanent housing, and supportive services for homeless individuals and families.

Objective 2 Provide adequate emergency shelter, transitional housing with supportive services, and permanent supportive housing to homeless adults, families with children, and survivors of domestic violence as they work toward solutions to their long-term housing needs.

Five-year goal: Assist a total of 1,000 homeless individuals including 50 who have long-term mental illness and 130 who have a disability, homeless adults and children (families), and 250 victims of domestic violence and their families.

HUD Objective: Decent Housing
HUD Outcome: Availability/Accessibility

Objective 3 In coordination with the Housing Authority of the County of DeKalb and other providers, identify resources to increase the number of permanent housing choices that will provide homeless persons with a decent and safe living environment that will not create an excessive cost burden or result in overcrowding.

Five-year goal: Increase availability of affordable housing by 20 units.

HUD Objective: Decent Housing

HUD Outcome: Availability/Accessibility

Objective 4 Coordinate long-term housing needs for homeless individuals, families with children, and survivors of domestic violence in DeKalb County in collaboration with the Northern Illinois Homeless Coalition.

Five-year goal: Increase access to funding for supportive services for DeKalb County homeless programs, and emergency and transitional shelters through consistent and active participation in the Continuum of Care.

HUD Objective: Decent Housing

HUD Outcome: Availability/Accessibility

Strategies to Address Priority Needs of Special Populations

Provide adequate supportive services to persons with special needs by supporting service providers who work to insure a continuum of care for the elderly and other individuals with special needs.

Objective 5 Provide supportive services to persons with special needs, very low-, and low-income persons in order to allow them to live independently and with dignity.

Five-year goal: Assist a total of 1000 persons with special needs, low-income, and/or very low-income.

HUD Objective: Suitable Living Environment

HUD Outcome: Sustainability

Objective 6 Continue to support a process that provides seniors and persons with special needs the continuum of care necessary for them to live independently and with dignity for as long as possible by provide affordable housing choices and supportive services that promote independence in the community.

Five-year goal: Support programs to assist 50 seniors and other persons with special needs

HUD Objective: Suitable Living Environment

HUD Outcome: Availability/Accessibility

Strategies to Address Priority Needs for Community and Economic Development

Objective 7 Promote neighborhood revitalization programs by continuing to address housing and community development needs in neighborhoods that have been identified as priority areas, revitalization areas or slum/blighted areas.

5-year goal: Continue revitalization of neighborhoods by completing sidewalk, street, lighting, storm water, and other capital improvements and/or the demolition of blighted property in at least one neighborhood.

HUD Objective: Suitable Living Environment
HUD Outcome: Sustainability

Objective 8 Explore ways to increase economic opportunities by increasing the availability of affordable childcare, increasing employment training, improving access to non-traditional education, and through implementation of other programs as identified.

5 year goal: Continue to work with agencies and organizations that provide services to unemployed or underemployed residents to ensure increased economic opportunities for at least 50 individuals or families.

HUD Objective: Create Economic Opportunity
HUD Outcome: Availability/Accessibility

Program Objectives (Consistent with National Objectives)

Activities must qualify through one area of CDBG's National Objectives for activities benefiting low/moderate-income persons.

1. **Area Benefit Activities** – An activity, the benefits of which are available to all the residents in a particular area, where at least 51% of the residents are low-/moderate-income persons. The service area must be primarily residential, and the activity must meet the identified needs of low/moderate-income persons. Determination of qualifying service areas shall be made by the Community Development Department based on the most recent U. S. Census and/or American Community Survey data.
2. **Limited Clientele Activities** – An activity which benefits a specific group of people, at least 51% of whom are low-/moderate-income persons; or, an activity designed for removal of material and architectural barriers which restrict the mobility and accessibility of the elderly or persons with disabilities to publicly and privately-owned non-residential buildings, facilities, and improvements.

In addition to meeting a National Objective, the public service must be either a new service or a quantifiable increase in the level of a service above that which has been provided by or on behalf of the City of DeKalb during the twelve months prior to the submission of this proposal.

Equal Opportunity Statement

The City of DeKalb is an equal opportunity employer and requires the same commitment from all individuals and firms with whom it conducts business. The City reserves the right to reject any or all proposals, waive any proposal technicalities, and select an agency based upon factors including, but not limited to professional experience and qualifications, accessibility, and responsiveness.