
CITY OF ELGIN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2025 APPLICATION INSTRUCTIONS

Eligible Applicants: 501(c)(3) non-profit organizations in good standing with state and federal authorities.

Eligible Activities:

Eligible activities must benefit City of Elgin residents and address one of the City of Elgin’s Goals/Objectives, as further described in the City of Elgin CDBG Guidelines document. The City is accepting applications to address the following objectives:

- Objective #2: Facility Development and Improvement
- Objective #3: Homeless and Supportive Services

In order for an activity to qualify for CDBG funding, at least 51% of its beneficiaries must be low- and moderate-income persons according to the income limits listed below.

Income Limits

Effective: 06-01-2024

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI (Very Low Income)	\$23,600	\$26,950	\$30,300	\$33,650	\$36,350	\$39,050	\$41,750	\$44,450
50% AMI (Low Income)	\$39,250	\$44,850	\$50,450	\$56,050	\$60,550	\$65,050	\$69,550	\$74,000
80% AMI (Moderate Income)	\$62,800	\$71,800	\$80,750	\$89,700	\$96,900	\$104,100	\$111,250	\$118,450

When completing the application and budgeting documents, please keep in mind that unless your project/program exclusively serves low/moderate-income Elgin residents, the application review will involve a cost allocation process to confirm the percentage of persons served that are Elgin residents. In all cases, at least 51% of beneficiaries of the project/program must be low/moderate income in order to meet the federal threshold for funding eligibility.

Application Timeline:

- CDBG Application Materials available online, January 23, 2025
- Application Workshop 10:00am February 21, 2025, via Zoom
- Application deadline, March 21, 2025, 4:00 pm. (Note: All applications must be submitted electronically via email to ocr@co.kane.il.us.)

Evaluation Criteria:

Before submitting an application for funding, the City **STRONGLY RECOMMENDS** that each agency review the City of Elgin CDBG Guidelines and to consider whether the agency has the capacity and processes in place to successfully comply with federal CDBG requirements. Staff are available to assist in answering any program related questions.

Please note that CDBG funds are awarded on a competitive basis. In addition to being evaluated for eligibility, completeness, and readiness to proceed, projects will be evaluated for their effectiveness at addressing a Consolidated Plan objective, the extent to which they will benefit the community (particularly lower-income residents), and their leverage of other resources. Additionally, applicants will be evaluated for their financial capacity and stability, as well as their experience, track record, and staff capacity to undertake and successfully complete the project they propose

Applicants must completely answer all questions in the application and include all requested information in order to be considered for funding. If requesting funds for multiple programs or projects, applicants must complete a separate application for each funding request.

Staff Consultation:

- *Facility Development and Improvement.* Applicants for these funds are **STRONGLY ENCOURAGED** to meet with staff to discuss a proposed construction project to determine project eligibility and to review the respective federal regulatory compliance requirements before submitting an application.
- *Stand-alone requests for indirect costs will not be considered.* Applicants who include indirect costs in their funding proposal must meet with Staff to discuss the cost-allocation plan that will be required as part of the application package. Indirect costs may relate to utilities, rent, mortgage payments, and other overhead costs. Federal regulations do not allow for CDBG funds to be used except as allocable to a CDBG activity. An application must clearly define the correlation between the CDBG activity and indirect project cost request. Unless the applicant clearly demonstrates the association, indirect costs will not be considered. If an applicant wishes to pursue indirect costs, it is required that they consult with Staff prior to doing so due to the regulatory requirements prior to requesting the funds.

Limitations:

The City of Elgin reserves the right to enter into a funding agreement with the Applicant(s) whose proposal(s), in the judgment of the City, best addresses City objectives. The selection of a project, however, in no way obligates the City to enter into a funding agreement with the selected Applicant.

Questions/Clarification:

The City of Elgin has authorized the Kane County Office of Community Reinvestment to manage its CDBG Program and its application process. The staff of the Kane County Office of Community Reinvestment is available to answer questions regarding application procedures, project eligibility requirements, and the Community Development Fund in general. If you need assistance, or have questions, please don't hesitate to contact Chris Dall at 331-312-9231 or DallChristopher@KaneCountyIL.gov for further assistance.

Application Deadline:
Friday, March 21, 2025 by 4:00 pm.
Electronic submittal is required.

Submit to Kane County Office of Community Reinvestment
via email - ocr@co.kane.il.us

****PLEASE NOTE****

Applications must be submitted as a complete package with ALL required documents and exhibits. In doing so, we kindly request your attention to the following:

- Please do not return the application instructions or the program guidelines/appendices with your completed application. These documents should be retained for your future reference. Also, please do not return application forms/questionnaires that do not relate to your proposed project.

- Please break down the document in multiple emails if necessary due to size.