

Community Development Block Grant  
Program Year 2009

# APPLICATION

and information for

## PUBLIC FACILITIES, INFRASTRUCTURE & ACCESSIBILITY IMPROVEMENTS

**APPLICATIONS DUE**

**Friday, October 31, 2008, no later than 4:00 p.m.**

***no exceptions!***

City of Waukegan, CDBG  
100 Martin Luther King, Jr. Avenue  
Waukegan, IL 60085  
Phone 847-599-2530  
Facsimile 847-360-9028  
TTY 847-782-2330

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

## **CITY OF WAUKEGAN**

### **CDBG SUPPLEMENTAL INFORMATION**

#### **Application Process**

Because CDBG funding is limited, each application is scrutinized carefully and grant awards are based on the proposal's ability to address the identified priority needs (detailed in the Consolidated Plan and Annual Action Plans), <sup>1</sup>how the proposal fits into the city's overall comprehensive plans, the <sup>2</sup>proposal's logic and merit, <sup>3</sup>qualifications of the applicant, <sup>4</sup>past performance with CDBG grants, <sup>5</sup>compliance with (National Objectives) Federal regulations and other appropriate factors. Funding is not guaranteed to any agency. Past receipt of a CDBG grant does not guarantee, nor should it be interpreted as a commitment of ongoing financial support. Applicants should seek out as many different funding sources as possible and not become largely dependent upon CDBG dollars. Minimum leverage amount is 25% of the total project costs. Highly leveraged projects are viewed favorably and strongly encouraged. Applications not meeting the criteria listed above will not be considered for funding.

After the initial approval process has been completed, all applicants will be notified in writing of their status. Once CDBG funds are available (always after May 1 and sometimes as late as September), successful applicants will receive subrecipient agreements that specify special grant conditions and terms. Agreements must be signed prior to initiation of the project or any release of funds. No project costs may be incurred prior to CDBG authorization. Projects may not begin prior to our notification that funds are available. Projects initiated prior to our authorization will not receive allocated funds and may jeopardize future funding opportunities. All funds will be released on a schedule established by CDBG. CDBG staff reserves the right to monitor all subgrantee files related to funded projects. Subgrantees are expected to keep complete, accurate and current records for these projects. Progress reports will be submitted on a schedule established by CDBG but not less than once each quarter.

The Waukegan Community Development Block Grant office reserves the right to reject any or all applications received and to negotiate or to cancel, in whole or in part, any application or grant award. Costs incurred in the preparation of applications are not reimbursable under this program nor may they be included as project leveraging.

(Who Can Apply?) Applications will be accepted from local nonprofits and government agencies that have been in operation for at least one year. Departments of the City of Waukegan shall be considered individual units of government for application purposes and are eligible to apply on their own behalf. This program is designed to fund particular projects in Waukegan that benefit Waukegan residents and will be undertaken by local organizations. CDBG funds are not intended to be used as a source of general operating funds for any organization.

#### **Eligible Activities**

Activities that can be carried out with block grant funds include those items listed in the Consolidated Plan as priority needs for the Community Development Block Grant Office. Types of activities that are generally ineligible include: buildings for the general conduct of government, general government expense, political activities, purchase of construction or fire protection equipment, purchase of furnishings and personal property, operating and maintenance expenses for public facilities, income payments and construction of new housing and other facilities offering 24-hour care (except as allowed by 1990 Housing Act amendments). In addition, in accordance with First Amendment Church/State Principles, as a general rule,

Agency Name: \_\_\_\_\_

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CDBG assistance may not be used for religious activities. Thusly, funds may not be used for any activities of a religious nature or activities with religious components. *Waukegan CDBG will not fund an agency's general operating costs or purchase equipment. Expenses must be linked with a particular activity.*

### **National Objectives**

Projects taking place in downtown Waukegan (within the established Downtown Improvement Area) for the purpose of furthering the downtown revitalization effort may meet the National Objective of "Prevention or elimination of slums and blight".

All other projects funded with Waukegan CDBG funds must meet the CDBG National Objective of Benefit to Low Income Persons {Extremely Low (0 -30% of median income), Very Low (31-50%), and Low Income (51-80%)}. This benefit can take place either as an Area Benefit Activity or as a Direct Benefit Limited Clientele Activity.

Area Benefit Activities serve areas delineated by the applicant where a majority of the residents are low income persons. Such areas can be documented through either of two methods: 1) Census Block Groups in the delineated area are defined by the most recent U.S. Census as containing more than 51% low income residents (see the CDBG target areas map for areas already documented as income qualified), or 2) An approved income survey in the delineated area finds more than 51% of the residents to be at or below the HUD-defined current low income levels. In determining whether an activity will actually benefit low income persons, the net effect of the completed activity shall be considered. Mere location of an activity in a low income area, while generally a primary consideration, does not conclusively demonstrate that the activity benefits low income persons.

Direct Benefit Limited Clientele Activities are those that benefit a limited clientele, at least 51% of whom are low income persons. To qualify under this paragraph, the activity must meet one of the following tests: 1) Benefit a clientele presumed by HUD to be principally low income persons (groups meeting this criterion are: abused children, battered spouses, elderly persons, disabled persons, homeless persons, illiterate persons and migrant farm workers); 2) Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the low income limit; 3) Have income eligibility requirements that limit the activity exclusively to low income persons; or 4) Be of such nature and be in such location that it may be concluded that the activity's clientele will primarily be low income persons. Additional projects eligible under Limited Clientele Activities are special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly or disabled persons in publicly owned and privately owned non-residential buildings, facilities and improvements in order to be in compliance with the Americans with Disabilities Act.

### **Program Year 2005 - 2009 Funding Philosophy**

Because our federal Community Development Block Grant (CDBG) funding is decreasing each year, the CDBG staff and Stakeholder Participation Panel (SPP), its citizen group, have developed the following funding philosophy for Waukegan's CDBG Program:

Certain areas of Waukegan have long been designated as CDBG-eligible areas. This designation is based on (Service Areas) 2000 Census data which shows Block Groups within certain Census Tracts to have residents, at least 51% of whom are low income. Benefit to low income persons is one of the National Objectives which each CDBG project must meet. There are 81 residential Block Groups within Waukegan city limits. A full 38 of those are income-eligible.

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

There is a pervasive opinion (shared by the U.S. Department of Housing and Urban Development) that the targeting of assistance to certain designated areas can cause drastic improvements within neighborhoods, both to the specific projects and activities being funded, and to other aspects of the neighborhoods. For example, it is often seen that, when housing rehabilitation assistance is provided to one home, the neighbors make an effort to improve the appearance of their properties, as well. It stands to reason then, that if facilities improvements, social services and housing improvements were made to specific areas at the same time, the net effect of the improvements within a neighborhood would be exponentially greater than the individual efforts themselves. It is expected that the targeting and concentration of activities in designated areas will not only benefit the direct recipients of assistance, but the community as a whole.

Program Year 2005 – 2009 funding priority will be given for eligible projects (meeting all other criteria for funding) that serve residents of the income-eligible areas of Waukegan, particularly those projects that take place within those areas. Projects may be either Area Benefit activities or Direct Benefit Limited Clientele activities, but clientele should be the residents of the designated areas.

All projects will also be required to provide a minimum of 25% of the project costs as leverage or match. This match must be monetary and sources must be identified. In-kind contributions (with monetary value specified) may be included as additional leverage, above and beyond the required 25%. Costs incurred in preparation of applications for funding are not allowable as leverage.

Some factors (in no particular order) that will be considered in selecting projects to be funded include:

- How well does the proposal address the identified priority needs (detailed in the Consolidated Plan and Annual Action Plans)?
- How does the proposal fit into the city's overall comprehensive plans?
- Does the proposal have logic and merit?
- What are the qualifications of the applicant?
- What is the applicant's past performance with this project and with CDBG?
- Is the project in compliance with Federal regulations?
- Does it address areas of greatest need?
- Is there consultation and collaboration with other agencies?
- Does it include agency investment in working specifically with residents?
- Does it address more than one community need?

### **Additional Information**

Agencies may only submit one application for funding to Waukegan CDBG each year.

Collaboration between agencies is strongly encouraged. The ability of applicants to partner with other applicants (either in one application or each agency submitting their own) helps our resources to go further within our community. We define collaboration as an actual team approach, not just a referral system.

For projects that service clientele from both Waukegan and other communities, the applicant must be able to document the total number of clients served and the number who reside in Waukegan. In addition, the percent of benefit to clients from Waukegan must be equal to or greater than the percent of project cost funded by CDBG.

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Any entity or organization with a religious affiliation must provide a statement of the religious influence on the provision of the project for which funds are requested. Funds may not be used for any projects of a religious nature or projects with religious components.

All applications must be complete, demonstrate administrative capacity of the applicant to complete the project, address a stated priority and meet eligibility and National Objective requirements as described. Applications not meeting these criteria will not be considered for funding.

Application instructions should be followed exactly. All requested information must be included. If an item does not apply, please make a statement as to why the item is not applicable or the application will be considered incomplete. Applications must be typewritten. Be sure to include the section heading and the number of the question with each answer, and answer every question.

**(Submittal) Applicants must submit one original (with original signature in ink, preferably blue) and 8 complete sets of the application.**

No application revisions or additions will be allowed after the stated deadline. Allow sufficient time to complete the application and have it double checked by another member of your staff prior to submission. No applications will be accepted after the stated deadline, regardless of circumstances.

CDBG staff is available during regular business hours to provide technical assistance to any applicant. We are available to answer both general application questions and questions specific to the project for which you are completing an application. If you wish to make an appointment, it is recommended that you schedule early in the process to allow sufficient time to complete the application and not take the chance of running out of time to complete the application. Depending on staff schedules, appointment times may fill quickly. If you make a technical assistance appointment, please be sure you have read the application and have prepared specific questions.

**It is strongly recommended, though not required, that applicants submit a letter of intent and attend any and all training and orientation sessions offered.**

The letter of intent helps staff begin to schedule review panels and applicant presentations.

Training sessions are intended to provide answers to general questions and to help explain the application. Applicants tend to be much more successful after attending a training session. Please respect RSVP requests for training sessions. Materials are not guaranteed and may not be available for those not registered.

Waukegan's review panels have decided to award additional application points to those submitting letters of intent and attending trainings. An agency will receive 5 extra points for submitting a letter of intent by **10/10/08 by 4:00 p.m.** In addition, an agency that RSVPs and attends the applicant training will receive 10 points. Points are awarded on a per-agency basis, not per-person in attendance.

Individual technical assistance appointments with Waukegan CDBG staff can be made by calling 847-599-2530 Monday through Friday, 8:00 a.m. to 5:00 p.m. (the office may be closed during the lunch hour between 12:00 noon until 1:00 p.m.)

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

**Income-Eligible Census Tracts and Block Groups in Waukegan**

Census Tract	Block Group	% LOW/MOD
8618.03	3	68.8
8618.04	1	66.2
8618.05	2	81.2
8618.15	1	63.4
8619.02	3	74.3
8620.00	1	62.8
8620.00	3	56.6
8620.00	4	54
8621.00	1	53.4
8621.00	2	60.3
8621.00	4	70.9
8622.00	2	71.4
8622.00	3	72.3
8622.00	4	100
8623.00	1	97
8623.00	2	75.3
8623.00	3	89.4
8623.00	4	78.3
8624.01	2	74.1
8624.01	3	65.7
8624.02	1	69
8624.02	2	83.1
8624.02	3	73.4
8625.01	1	66.2
8625.01	2	62.1
8625.02	1	59.9
8625.02	2	57
8626.03	1	56.6
8626.03	2	64.1
8626.03	4	60.1
8626.04	1	56.7
8626.04	2	100
8626.05	1	87.7
8626.05	3	68.2
8627.00	1	70
8627.00	2	76.2
8627.00	3	86
8627.00	4	78.9

*If you need further clarification regarding census tracts, please ask for a map of low income areas or census tracts, or ask staff to tell you if your site is located within an eligible area.*

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

## **INSTRUCTIONS FOR APPLICATION**

### **Cover Sheet**

#### A. Type of project and type of applicant

**Each eligible applicant is limited to one competitively pointed application per program year, except that applicants for housing programs may submit one housing application and one other type of application.**

##### 1. Infrastructure and Public Facilities

Only units of general local government (i.e., cities, villages, townships) and special purpose government units (e.g. sanitary districts, etc.) may apply for funding for infrastructure and public improvements projects. Departments of the City of Waukegan shall be considered individual units of government for application purposes, and are eligible to apply for CDBG funding on their own behalf. In addition, agencies providing public services may apply for public facilities funding for improvements to their physical facilities.

##### 2. Handicapped Accessibility Projects

Units of local government and public and private not-for-profit entities may apply for funding for handicapped accessibility projects. Departments of the City of Waukegan shall be considered individual units of government for application purposes, and are eligible to apply for CDBG funding on their own behalf.

#### B. Activity to be Funded: Public Facilities

- B1. The applicant shall fully describe the activity for which it is requesting funding and shall describe the need for the project and the project beneficiaries. Documentation must be provided for the projected number of low-income beneficiaries (e.g., a designated geographical area for a public facilities project, supported by a map).
- B2. Explain the Consolidated Plan priority identified addressed by the proposed project and how the proposed activity is to be coordinated with other activities in the community.
- B3. The applicant must explain why CDBG funds should be utilized in implementing the proposed activity. Present complete information describing other funding sources.
- B4. Applicant shall identify the person responsible for implementing the project. The applicant shall also specify if it needs assistance in implementing the project and where such assistance will be obtained (e.g., consultants, contractors or local governmental agencies).
- B5. The applicant shall specifically state the maximum time anticipated to complete the activity, including estimated start and end dates.
- B6. The application shall contain a complete explanation of the steps involved to complete such activity (bar charts, graphs and/or narratives). Note: maximum time allowed to complete any project is 18 months from the distribution date of the Subgrantee Agreement.

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

B7. The applicant shall describe the anticipated accomplishments of the project in concrete, measurable terms. The information in this section will provide a quantitative basis for performance-based monitoring of the subrecipient's progress.

### C. National Objective Compliance

All projects must comply with the National Objectives. Please see the specific instructions for the City to which you are applying.

### D. National Environmental Policy Act

In order to comply with National Environmental Policy Act (NEPA) directives, applicants shall provide complete and accurate information about environmental issues relating to their proposed activity or project. Such information must be analyzed and demonstrate a thorough investigation of possible or actual implications as a result of the proposed project. The applicant shall consider and document necessary mitigating measures to be designed or undertaken before or during the implementation of its project or activity in order to alleviate adverse impact upon the environment.

### E. Budget

The applicant shall provide a detailed budget describing how the CDBG and other funds will be spent in connection with the proposed activity. The information in this section will provide a quantitative basis for performance-based monitoring of the subrecipient's expenditures and progress.

### F. Leverage

Applicants are required to **leverage at least 25% of the total project cost**. For purposes of the CDBG program, leveraging is defined as any funds or resources, other than CDBG, HOME or ESG funds, offered by the applicant toward the successful completion of the proposed project. CDBG funds, including previously awarded CDBG funds, may not be included in an applicant's promised leveraging.

Costs incurred in the preparation of applications are not reimbursable under this program nor may they be counted as project leveraging.

### G. Past Leverage Performance

An applicant who has previously been awarded CDBG funds must describe its past expenditure of promised leveraging funds.

### H. Filing Procedures/Deadline

Applicants are required to submit one original application with original signatures and 8 additional sets. Applications must be complete when submitted. Incomplete applications will not be reviewed for funding. No changes of information or additional information will be accepted after the designated deadline date, unless requested by Community Development staff for clarification purposes. Applicants are encouraged to contact Community Development staff prior to submission of their application if there are additional questions.

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicants must submit a copy of their most recent fiscal audit with the application.

All applications must be submitted to the CDBG office by **4:00 p.m., October 31, 2008.**

Mailed applications must be sent registered or certified mail (return receipt requested) and **must be received by October 31, 2008**

Acceptance of the application does not obligate the city to fund the application, nor does it guarantee that the application as submitted is complete.

#### L. Review and Evaluation Process

All complete applications submitted on time will be subject to review and evaluation by the staff and review panel of the city. The screening and review process for the program is designed to ensure that limited CDBG funds are awarded to applicants that demonstrate the need for financial assistance and have a well designed project. The actual number and types of awards will be subject to available funding. The city and their representatives make the final determination of grant award and amount of funds awarded.

The city retains the right to reject any or all applications received, and to negotiate or to cancel in part, or in their entirety, grant awards.

# LETTER OF INTENT

To apply for funding for the following PUBLIC FACILITIES project:

AGENCY NAME \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

AGENCY ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

ESTIMATED AMOUNT OF REQUEST \$ \_\_\_\_\_

SITE LOCATION \_\_\_\_\_

BRIEF PROJECT DESCRIPTION \_\_\_\_\_

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PERSON SUBMITTING LETTER OF INTENT (print name) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*\*\* Waukegan Applicants fax to 847-360-9028, Due by 10/10/08 4:00 p.m.**

# 2009 Public Facilities Application

cover sheet for (*check one box only*):

Waukegan  
CDBG

Agency Name

Project Name

Contact Person

Title

Address

City, State, Zip

Phone

Fax

E-Mail

## Type of Applicant

Non Profit (public/private)

Government

Other: \_\_\_\_\_

<input type="checkbox"/>		
<input type="checkbox"/>	<b>Waukegan CDBG</b>	<b>\$</b>

*I/We hereby certify that all information contained in this application for funding is true and correct to the best of my/our knowledge and agree to comply with all requirements of the program if this agency is awarded and accepts funding.*

\_\_\_\_\_  
*Print Name, Board Chairperson or Other Representative*

\_\_\_\_\_  
*Signature/Date*

\_\_\_\_\_  
*Print Name, Chief Executive Officer*

\_\_\_\_\_  
*Signature/Date*

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

**A. Type of Project and Type of Applicant**

- Infrastructure and Public Facilities
- Accessibility Improvements

- Unit of Government
- Public Non-Profit Organization
- Private Non-Profit Organization

**(All applicants must attach a list of their governing board members)**

Name, address & phone number of applicant:

Name, address & phone number of person responsible for preparation of application:

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**B. Activity to be funded**

**B1. Describe in detail the activity for which you are requesting funds (additional sheets may be included)**

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**B2. How does this project address one of the Needs and Strategies identified in the Lake County Consortium 2005 – 2009 Consolidated Housing and Community Development Plan?**

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Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

B3. Why are CDBG funds needed for this activity? What other funding sources have been solicited?

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B4. Provide the name, address and phone number of person responsible for implementing activity:

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B5. Maximum time anticipated to complete activity:

Beginning date: \_\_\_\_\_  
Ending date: \_\_\_\_\_  
Duration: \_\_\_\_\_ Months

B6. Steps or phases necessary to complete activity (Engineering/design, advertising, bidding, contract award, construction, etc.) Attach detailed schedule for this project:

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B7. Quantify your anticipated accomplishments (e.g. 3,275' storm sewer, three restroom rehabs, etc.):

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Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

### C. National Objective Compliance

Explain fully how the proposed project meets the CDBG National Objective. Provide substantiating documentation supporting your claims:

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C1. Number of total households expected to benefit from implementation of this project?

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C2. Percentage of households benefiting from the project which are low income?

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C3. Number of low income households expected to benefit from implementation of this project? (multiply C2 and C1)

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NOTE: Low income benefit must be documented by Census data or income survey forms. The total number of households benefiting should be an actual and reliable neighborhood or client count. You must define your beneficiaries and document how you calculated this figure.

#### **For downtown Waukegan projects only:**

Describe and submit documentation of existing conditions contributing to blight in the area that will be addressed by this project:

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Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

#### D. National Environmental Policy Act Compliance

1. Please provide a precise and detailed location map and describe the project area.

2. Will the project traverse or impact a floodplain or wetland area?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide a map showing the floodplain or wetland area as it relates to the project execution.

3. What compensating design features have been implemented to correct any adverse affects relating to construction? Please explain.

4. Will project replace an existing structure or involve new construction? Please explain.

5. Will the project substantially increase the present capacity of service to the area? Please explain.

6. Will it be necessary to obtain temporary or permanent easements? If yes, please identify property owners.

7. Is the project going to disturb land previously not disturbed (except for agriculture)? To the best of your knowledge is there anything of historical or archaeological significance in the area?

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

### E. Project Budget

CDBG funds requested	
Applicant's funds	
Other funds (please attach a sheet specifying sources)	
<b>Total funds</b>	

**All applicants must submit a copy of their most recent audit report with the application.**

**All applicants must submit professional (architect or engineer) cost estimates with the application.**

### F. LEVERAGE

A minimum of 25% of the estimated project cost must be offered by the applicant. Leveraging may be provided in the form of materials and/or labor, cash and/or other non-CDBG funding. The minimum percent of leveraging which is pledged for the project must be maintained, regardless of the amount of Community Development Block Grant Funds awarded.

Source of applicant's leveraging:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Calculate leveraging ratio as leverage offered divided by total project cost:

\_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_ %

### NOTES:

CDBG Funds, including previously awarded CDBG funds, cannot be counted as leverage.

*Applicant's leverage funds must be spent prior to drawing on Community Development funds.*

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

### G. PAST Leveraging Performance

All applicants are required to state the amount of funds or in-kind contributions provided by the applicant toward implementation of the last CDBG project completed under the CDBG program. Explain at the bottom of this page how your funds were expended (i.e. staff administration, engineering, construction, etc.).

Provide budget for last project funded through CDBG

Your funds     \$ \_\_\_\_\_

Other funds    \$ \_\_\_\_\_

CDBG funds     \$ \_\_\_\_\_

Total           \$ \_\_\_\_\_

Calculate leveraging ratio as leverage offered divided by total project cost:

\_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_ %

Explanation of how leverage funds were spent:

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Agency Name \_\_\_\_\_

Project Name \_\_\_\_\_

## **AGENCY CERTIFICATION**

Please mark "YES" or "NO" as appropriate next to each statement and initial each. Your initials certify the accuracy of each statement. Supporting documents may be requested at a future date and must be supplied upon request.

Agency's Date of Incorporation \_\_\_\_\_ C.E.O. Initials \_\_\_\_\_

**Initial    YES    NO**

- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency maintains a personnel policy manual
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency has an affirmative action plan
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency has a non-discrimination policy
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency has a sexual harassment policy
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency has a grievance procedure
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency has the capacity to financially administer grant funds and has an effective fiscal management system in place.
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency maintains liability insurance coverage  
If yes, amount of coverage \_\_\_\_\_  
Name of insuring agency \_\_\_\_\_
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency pays all payroll taxes and workers' compensation as required by Federal and State law
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency maintains fidelity bond coverage for principal staff handling agency accounts  
If yes, amount of coverage \_\_\_\_\_  
Name of insuring agency \_\_\_\_\_
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency has a religious affiliation  
If yes, please describe fully \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    An agency representative, paid or unpaid (staff, board, volunteer, etc.) maintains a family or business tie with an employee, agent, consultant, officer, elected or appointed official of the funding agency or personally maintains a dual role. If yes, state the names and positions of the parties involved and define the relationship \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Agency has by-laws in place  
Date Accepted \_\_\_\_\_  
Date Last Amended \_\_\_\_\_

\_\_\_\_\_  
Name & Title of person initialing above (print/type)

\_\_\_\_\_  
Signature of person initialing above



Agency Name \_\_\_\_\_

Project Name \_\_\_\_\_

## H. AUTHORIZATION AND SIGNATURE SHEET

Submission of this Community Development Block Grant application and the information contained herein is authorized by:

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Locality or Agency

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Date