

Cook County Bureau of Economic Development

Department of Planning Development

2020 Community Development Block Grant (CDBG)

Sub-recipient Agreement Webinar

“Capital Improvement Projects”

March 24, 2021



Toni Preckwinkle
President

Cook County Board of Commissioners

Capital Improvement Projects

General Requirements

Programmatic Procedures

- Project Start (Agreement Execution/Authorization to Incur Grant Costs/Environmental Review)
- Procurement Procedures:
 - ❖ Professional Services
 - ❖ Construction Services
- Procurement Requirements (Bid Process/Selection):
 - ❖ Request for Qualifications
 - ❖ Request for Bids
- Preconstruction (Scheduling/Attendance/Document/Davis-Bacon)
- Project Construction Start/Completion

Budgetary Guidelines

- Drawdown Forms/Submittal
- Line-Item Budget Changes/Amendments

Compliance Overview

- HUD Reporting
- Monitoring
- Project Closeout/Final Performance Report (FPR)
- Maintenance of Records

Subrecipient Agreement Review



Capital Improvement Projects

Programmatic Procedures

- ▶ Project Start
 - ❖ Agreement Execution/Authorization to Incur Grant Costs
 - ❖ Environmental Reviews
 - ❖ Authorization to Incur Grant Costs - Allows you to begin obligating funds under your grant. **Note: Engineering/Construction work cannot begin until after the procurement process and upon receipt of all County approvals.**
- ▶ Procurement Procedures (All contractors using CDBG Funds must procure.):
 - ❖ Professional Services
 - Professional Service Contractor
 - Engineers, Architects, Consultants, Legal, etc.
 - Bids Under \$25K (solicitation required)
 - Bids Over \$25K (publication required)
 - ❖ Construction Services
 - General Contractor
 - Construction Contractors - Street/Alley Resurfacing, Water main, Sanitary Sewer, etc.
 - Bids Under \$50K (solicitation required)
 - Bids Over \$50K (publication required)



Capital Improvement Projects

Programmatic Procedures (Cont'd)

► Procurement Requirements:

- ❖ Professional Services Contractor – Using CDBG Funds (Form 4A1)

Request for Qualifications:

- Engineer, Architect, Consultants, Legal, etc.
- Federal Labor Standards Provisions
- Equal Employment Opportunity
- Debarment & Suspension
- Bid Solicitation Documents

- ❖ General Contractor – Using CDBG Funds (Form 4A)

Request for Bid Proposals:

- Construction Specifications and Minimized Drawings
- Special Provisions for Federally-Funded & Cook County CDBG-Funded Projects
- Davis-Bacon Wage Determination: <http://www.wdol.gov/>
- Bid Publication Documents (Form 4B “Invitation to Bid” template.)

“All projects must receive an approved Form 4A1 or 4A prior to soliciting or publishing.”



**FORM 4A1
LABOR STANDARDS COMPLIANCE**

(Professional Service Contracts over \$2,000 and 8 or more units)

Subrecipient: _____
 Project Number: _____ Project Title: _____
 Estimated Contract Amount: \$ _____ Project Award Amount: _____
 Estimated Bid Advertisement Date: ___/___/20___ Authorization to Incur Grant Costs Date: ___/___/20___

INCORPORATED IN DOCUMENT SPECIFICATIONS	X
Federal Labor Standards Provisions (HUD-4010): https://www.hudexchange.info/resources/documents/HUD-Form-4010-Federal-Labor-Standards-Provisions.pdf	
Equal Employment Opportunity Certification (HUD-92010) - 41 CFR 60-1.4(b): https://portal.hud.gov/hudportal/documents/huddoc?id=92010.pdf	
Certification of Bidder Regarding Equal Employment Opportunity (HUD 4238):	
Debarment & Suspension Certification (HUD 2992): http://www.habdsite.org/wp-content/uploads/2015/07/HUD-2992.pdf	
Certificate Regarding Lobbying:	
EQUAL EMPLOYMENT OPPORTUNITY - Contracts over \$10,000 41 CFR 60-4.2(a):	In Specs
Equal Employment Opportunity Notice of Affirmative Action to Ensure EEO: http://www.dol.gov/compliance/guide/discrim.htm	
Equal Employment Opportunity Specific Affirmative Action Obligations Required by the Specifications – 41 CFR 60-4.3(a)	
Equal Employment Opportunity Clauses & Construction Contract Specifications – 41 CFR 60-1.4(a) (b)	
SECTION 3 - Contracts over \$100,000.00	
Section 3 Clause – 24 CFR, Part 135.20 - (Business Registry www.hud.gov/sec3biz - HACC/CHA Business and Resident Portal Section3@thehacc.org OR Section3@thecha.org)	
OTHER PROVISIONS (If applicable)	
Contract Work Hours and Safety Standards Act Provisions	
Clean Air Act of 1970 and the Federal Water Pollution Control Act Provisions (exceed \$100,000)	
Architectural Barriers Act of 1968 Provisions (contracts for facility i.e. recreation center)	
Record Keeping and Inspection (contract performance)	

NOTE: Cook County approval is contingent upon review of federally required documents. Because of limitations in any plan review, errors and irregularities may nevertheless occur and not be detected. Our plan review would not necessarily disclose design or technical omissions which are the responsibility of the subrecipient for the project.

CITY/VILLAGE OF: _____ Cook County, Illinois

Signed by: _____ Date: ___/___/20___

Title: _____

Approved by Cook County: _____ Date: ___/___/20___



FORM 4A
LABOR STANDARDS COMPLIANCE
 (Construction Contracts over \$2,000 and 8 or more units)

Subrecipient: _____
 Project Number: _____ Project Title: _____
 Estimated Contract Amount: \$ _____ Project Award Amount: _____
 Estimated Bid Advertisement Date: ___/___/20___ Authorization to Incur Grant Costs Date: ___/___/20___

INCORPORATED IN DOCUMENT SPECIFICATIONS	X
Federal Labor Standards Provisions (HUD 4010)	
Davis-Bacon Wage Determination (Insert date of Wage Decisions): https://beta.sam.gov/search?index=wd	
Equal Employment Opportunity Certification (HUD-82010) – 41 CFR 60-1.4(b)	
Certification of Bidder Regarding Equal Employment Opportunity (HUD 4238)	
Debarment & Suspension Certification (HUD 2992)	
Certificate Regarding Lobbying	
EQUAL EMPLOYMENT OPPORTUNITY - Contracts over \$10,000.00	In Specs
Equal Employment Opportunity Notice of Affirmative Action to Ensure EEO:	
Equal Employment Opportunity Specific Affirmative Action Obligations Required by the Specifications – 41 CFR 60-4.3(a) and EEO Clauses & Construction Contract Specs – 41 CFR 60-1.4(a)(b)	
SECTION 3 – Contracts over \$100,000.00	
Section 3 Clause – 24 CFR, Part 135.20 (Business Registry www.hud.gov/sec3biz - HACC/CHA Business and Resident Portal Section3@thehacc.org OR Section3@thecha.org)	
LABOR STANDARDS AND OTHER PROVISIONS	
Davis-Bacon Act and Copeland Act (Anti-Kickback Act)	
Contract Work Hours and Safety Standards Act (CWHSSA)	
Clean Air Act of 1970 and the Federal Water Pollution Control Act Provisions (exceed \$100,000)	
Architectural Barriers Act of 1968 Provisions (contract for construction of a facility i.e. recreation center)	
Record Keeping and Inspection (contract performance)	

NOTE: Cook County approval is contingent upon review of federally required documents. Because of limitations in any plan review, errors and irregularities may nevertheless occur and not be detected. Our plan review would not necessarily disclose design or technical omissions which are the responsibility of the licensed architect or the licensed engineer for the project.

Check here to indicate that a copy of the bid documents has been sent to:
 Name: _____ Date: ___/___/20___

SUBRECIPIENT OR REPRESENTATIVE: _____

Signed by: _____ Date: ___/___/20___
 Title: _____

Approved by Cook County: _____ Date: ___/___/20___



Programmatic Procedures (Cont'd)

► Bid Process:

- ❖ Bid Opening Required (*pre-bid meeting optional*)
- ❖ Professional Services Contractor (Form 4D1)

Bid Selection:

- Select three (3) Lowest Most Responsible Bid Proposals
- Submit Required Form 4D1 w/3 Qualified RFQ or RFP
- Submit Proof of Solicitation Documents

- ❖ General Contractor (Form 4D)

Bid Selection:

- Select three (3) Lowest Most Responsible Bid Proposals
- Submit Required Form 4D w/3 Qualified RFP and Bonds (***all proposals must include completed Special Provisions Packet/signed certifications***)
- Submit Bid Tabulation/Final Publication Affidavit

***“All projects must receive an approved Form 4D1 or 4D prior to awarding a professional service or construction contract.*”**

Also, all proposed contractors must have an active status in the “System for Award Management (SAM)”



FORM 4D1
BID/CONTRACT APPROVAL
 (Professional Services)

Subrecipient: _____
 Project Number: _____ Project Title: _____
 Contract Award Amount: \$ _____ Project Award Amount: _____
 Bid Opening Date: ____/____/20____ Authorization to Incur Grant Costs Date: ____/____/20____

REQUIREMENT	COMPLETED (X)
Made affirmative efforts to obtain a bid or bids from minority contractors.	
Copy of Affidavit of Publication, RFP, or other proof of efforts made to contact contractor (attached).	
Copy of the three lowest bid proposals (attached).	

#1 LOWEST BIDDER:	Amount: \$
ADDRESS:	
DUN's Number:	
#2 BIDDER:	Amount: \$
ADDRESS:	
#3 BIDDER:	Amount: \$
ADDRESS:	

Place an (X) by the services to be administered by this servicer:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Legal |

Signed by: _____ Date: ____/____/20____
 Title: _____

Debarment Verified as Active (Yes or No): _____ Date: ____/____/20____
 Approved by Cook County: _____ Date: ____/____/20____



**FORM 4D
 BID/CONTRACT APPROVAL
 (Construction Services)**

Subrecipient: _____

Project Number: _____ Project Title: _____

Contract Award Amount: \$ _____ Project Award Amount: \$ _____

Bid Opening Date: ____/____/20____ Authorization to Incur Grant Costs Date: ____/____/20____

REQUIREMENT	COMPLETED (X)
Made affirmative efforts to obtain a bid or bids from minority contractors. <i>(Must be documented via MBE/WBE Utilization Plan, etc.)</i>	
Verified that all required certifications (EEOC, Bidder EEO, Debarment and Lobbying) in the bid documents have been signed by all bidders.	
Full Bid Tabulation (Attached)	
Copy of Affidavit of Publication (Attached)	
Have obtained a bid bond from required bidders to assure that, if a bid is accepted, the bidder will enter into a contract and furnish performance and payment bonds, as well as, furnish signed waivers of lien from all contractors, subcontractors, and suppliers.	

*LOW BIDDER:	Amount \$
ADDRESS:	
DUN'S Number:	
#2 BIDDER:	Amount \$
ADDRESS:	
#3 BIDDER:	Amount \$
ADDRESS:	

**If chosen bidder is not the lowest bidder, please attach a letter of explanation.*

SUBRECIPIENT OR REPRESENTATIVE: _____

Signed by: _____ Date: ____/____/20____

Title: _____

Approved by Cook County: _____ Date: ____/____/20____

Debarment Record Status "Active" (Yes or No): _____ Date: ____/____/20____

Davis Bacon Wage Determination General Decision II

Wage Decision Number: _____
(i.e. IL20100000/Mod 15 0/03/11, Building, Heavy, Highway and Residential)

Wage Decision Lock-In Date: (i.e. 07/12/11 bid open date) _____

Revised 03/02/2017



Programmatic Procedures (Cont'd)

► Preconstruction:

- ❖ Meeting/Conference *(optional for professional service)*

Scheduling, Attendance & Documents:

- Engineer, Contractor & Subrecipient
- Required Attendance (Subrecipient, Contractor & Cook County Staff)
- Agenda, Sign-in Sheet & Minutes (after meeting)
- Cook County Staff will discuss Davis-Bacon and Cook County compliance forms/guidelines.
- Notice to Proceed (to be issued by municipality or agency)

Davis-Bacon Requirements:

- Prevailing Wages (General Decision Number)
- Labor Standards – Posters



Programmatic Procedures (Cont'd)

► Preconstruction (Cont'd):

❖ Meeting/Conference

Davis-Bacon Requirements (Cont'd):

- Davis-Bacon (MBE/WBE/DBE)
 - MBE (24%) & WBE (10%) – Construction Project Only
 - DBE (35%)
 - Construction Company's must be certified by Cook County or the City of Chicago: <https://www.cookcountyil.gov/service/mbewbevbe-certification>
- Employee Interview Forms
- Certified Payroll Review Forms (attach each applicable payroll)
- Contract and Subcontract Activity Report (HUD 2516)
- Section 3 Summary Report/Affirmative Action Plan
- ADDITIONAL CONSTRUCTION REQUIRED DOCUMENTS: Permits (Cook County or Village/City/Agency)



Programmatic Procedures (Cont'd)

➤ Project Construction:

❖ General Project Oversight

- Start/Completion
- Site Inspections/Progress Meetings
- Photos: Before, During & After or Drone (optional)
- **Monitoring (Project File)**
- Extension Requests (*must submit requests 60 days before 12-month expiration*)
- Change Order Requests (Form 4CO)

➤ Project Closeout:

❖ Required Documents

- Complete Form 4E – Project Closeout/Completion Form (include all required compliance documentation)
- Final Performance Report (Accomplishment Narrative)
 - Capital Projects (No. Persons Served Lineal Feet)
 - Public Facility Projects (Beneficiary Data: Race/Income/No. Persons Served)

“Upon receipt and approval of all closeout documents, we will proceed with processing final payments.”





Form 4CO - Change Order for Construction CAPITAL IMPROVEMENTS

Subrecipient:		
Project Contact:		
Contact Phone Number:		Fax:
Project Number:		Change Order No:
Contractor Name:		
Project Description:		

The construction contract dated _____ between the Subrecipient and Contractor have requested the following changes are ordered by the engineer and approved by the Subrecipient to become part of the construction contract.

Reason and description for Change Order – must be specific:

Extension of the Contract Completion date from _____ to _____		
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
Original Contract: \$		
Other Change Orders: \$		
Total amount of this Orders: \$		
Net Contract: \$		
APPROVAL SIGNATURE(S)		
Subrecipient:		DATE(S)
Contractor:		
Cook County:		
Planner/Inspector:		



FORM 4E PROJECT COMPLETION/CLOSEOUT

Subrecipient: _____

Project Number: _____ Project Title: _____

Contract Award Amount: \$ _____ Project Award Amount: \$ _____

Construction Start Date: _____ / _____ /20 _____ Construction Completion Date: _____ / _____ /20 _____

Bid Opening Date: _____ / _____ /20 _____ Authorization to Incur Grant Costs Date: _____ / _____ /20 _____

LABOR STANDARDS			
FORM OR REPORT	CONTRACTOR	SUBRECIPIENT (X)	DATE REC'D
Contractor or Subcontractor Certifications	Due before Start of Construction.		
Contract & Subcontract Activity Form (HUD 2516)	Due before Start of Construction.		
Certified Payroll Review Form, Weekly Payroll and Statement of Compliance	Due within seven (7) days from the close of each pay week.	1 st Week: Last Week:	
Record of Employee Interview Form (HUD 11): An interview must be completed for at least one worker from <u>each</u> trade working on the project.	Must be completed by the subrecipient or its designated representative during the course of construction. Due at project closeout.		
EQUAL EMPLOYMENT OPPORTUNITY – Contracts over \$10,000.00			
Contractor's Notification of Subcontracts Awarded*	Due within ten (10) days of award of subcontractor.		
Contractor's List of Federal and Non-Federal Work in Bid Condition Areas*	Due within ten (10) days of contractor's project completion.		
*AS A CDBG PROGRAM REQUIREMENT, ALL DOCUMENTS MUST BE COMPLETED BY THE CONTRACTOR AND SUBMITTED TO THE AWARDED SUBRECIPIENT.			
SECTION 3 – Contracts over \$100,000.00			
Section 3 Affirmative Action Plan	Due within fifteen (15) days of the award of Contract.		
Preliminary Statement Work Force Needs	Due with the Sec. 3 Action Plan		
Section 3 Summary Report	Due at construction completion.		
OTHER REQUIREMENTS - SIGNS	WHEN POSTED	OBSERVED (X)	DATE
Davis-Bacon (Labor Standards), General Decision, Equal Employment Opportunity and OSHA, as required (must be posted on job site).	Must be posted at the start of construction and remain throughout project duration.		

SUBRECIPIENT OR REPRESENTATIVE: _____

Signed by: _____ Date: _____ / _____ /20 _____

Title: _____

Approved/Payroll Examined by Cook County: _____ Date: _____ / _____ /20 _____

Revised 12/11/2017



Budgetary Guidelines

Drawdown Forms and Line-Item Budget Changes:

► Drawdown Forms

- Subrecipient Reimbursement Certification (Form 2)
- Drawdown Support Documentation (Summary)
- Drawdown Exhibit 2 (Other Costs), if applicable
- Drawdown Exhibit 1B (Semi-Monthly Timesheet)
- Invoices (Subrecipient/Contractor), Waiver of Liens, Affidavits, Cancelled Check Copies, etc.

► Line-Item Budget Changes

- Amend Project Summary (Line-Item Budget)
- Change Order (unforeseen)
- Substantial Amendment (scope of work)





TONI PRECKWINKLE

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Cook County Board
of Commissioners

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2nd District

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16th District

SEAN MORRISON
17th District

**SUBRECIPIENT REIMBURSEMENT
CERTIFICATION
(FORM 2)**

PROGRAM:

CDBG

ESG

CDBG -DR

PAYABLE TO: _____

AMOUNT: _____

PROJECT NO: _____

PURPOSE: _____

I, _____ hereby certify to the authenticity and accuracy of the provided information. I further certify that all statements made regarding the _____ project are true and accurate and that I have authority to submit the attached documentation. I understand that providing false information will subject my organization or municipality to termination from the above referenced grant program(s) and there may be additional penalties for providing false information including, but not limited to, referral to the appropriate law enforcement agencies for filing of criminal charges. 18 U.S.C. § 1001 makes it a felony to knowingly, and willfully, make a material false statement on a matter within the jurisdiction of any Federal agency. I understand that knowingly and willfully making a material false statement or concealing a material fact could subject me to a fine or imprisonment of up to 5 years, or both.

Printed Name

Organization/Municipality

Title

Signature

Date

Revised: 11/2016



COOK COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT



DRAWDOWN SUPPORT DOCUMENTATION

(Summary)

Subrecipient Name: _____

Project #: _____

For Period: _____ to _____

Date Submitted: _____

Project Activity	Approved Budget	Activity Balance	Requested Drawdown Amount	Activity Balance After Draw
Capital Improvements				
Single Family Rehab.				
Economic Development				
Demolition/Clearance				
Acquisition/Relocation				
Project Delivery				
SF Rehab. Admin (\$5,000 Per unit)-(Lead-\$2,000 per unit)				
Staff Salaries (See Exhibit 1)				
Fringe Benefits (See Exhibit 1)				
Other: Such as rent, utilities and Office supplies (See Exhibit 2)				
Professional Services				
Architect				
Engineering				
Legal				
Accounting				
TOTAL				

Revised 12/2012

I hereby certify that the information in this document is true and accurate.

Prepared By: (Please Print) _____

Phone Number _____

Signature _____

Date _____





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DRAWDOWN EXHIBIT 2
(Other Costs)
Attach Receipts or Documentation

Subrecipient Name: _____

CDBG Project #: _____

Voucher Period: From: Month/Day/Year: _____

To: Month/Day/Year: _____

Vendor Name	Invoice Amount	Invoice Date	Requested Draw Amount	Check Number	Check Date
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTALS					

PREPARED BY: (PLEASE PRINT)

SIGNATURE

DATE





CDBG CDBG-DR ESG Exhibit 1 and Exhibit 1B (2)
 Cook County Department of Planning and Development
 Drawdown Exhibit 1-B-CDBG/CDBG-DR/ESG Activity Report

Agency: _____

Employee: _____

Title: _____

Pay Period: _____ to _____

Semi-Monthly		HOURS WORKED EACH DAY							
Date	CDBG	CDBG-DR	ESG	Other	Other	Other	Other	PTO	TOTAL
1 / 16									0.0
2 / 17									0.0
3 / 18									0.0
4 / 19									0.0
5 / 20									0.0
6 / 21									0.0
7 / 22									0.0
8 / 23									0.0
9 / 24									0.0
10 / 25									0.0
11 / 26									0.0
12 / 27									0.0
13 / 28									0.0
14 / 29									0.0
15 / 30									0.0
31									0.0
Total Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

11/12/14

 Employee Signature Date

 Supervisor Signature Date

Compliance Overview

Key Reporting, Administrative and Record Keeping Requirements:

- HUD Reports
 - Contract and Subcontract Activity Report (HUD 2516)
 - Semi-Annual Labor Standards Enforcement Report – Local Contracting Agencies (HUD 4710 - This reporting information is rec'd via the Form 4D)
 - Section 3 Summary (HUD 60002)
- Monitoring Visits
 - Project File Review
 - Discuss Concerns (Finding)
- Project Closeout/Final Performance Reports (FPR)
 - Project Closeout/Completion – Form 4E (must include all required supporting compliance documentation)
 - FPR - Due at the end of the program year (September 30) or upon project completion
 - Final Drawdown Request
- Maintenance of Records
 - File Organization (must be in order according to project task)
 - Record Retention (must keep project files up to 5 years after project completion) CDBG – As per 570.502(b)(3)(ix) (A) and (B)



Important Website Info.

- ▶ **HUD Regulations:** Please be familiar with the regulations for the Community Development Block Grant (24 CFR 570, which can be found at: <https://www.hudexchange.info/resource/3689/24-cfr-part-570-cdbg/> and HUD's website: www.hud.gov

- ▶ **Cook County Policies:** Cook County Department of Planning and most recent CDBG Procedures and Operations Guide (Draft) can be found at: <https://www.cookcountyil.gov/content/grant-recipients-cdbg-esg>

- ▶ **Cook County Capital Improvement Forms - Website Links:**
 - Capital Improvement Project Forms:
<https://www.cookcountyil.gov/content/cdbg-capital-improvement-ci-project-forms-and-packets-guidelines>

 - Drawdown Request Forms:
<https://www.cookcountyil.gov/content/grant-recipients-cdbg-esg>

- ▶ **Cook County Department of Planning & Development Municipal Fair Housing Survey:**
<https://www.surveymonkey.com/r/municipalfairhousingsurvey>



CDBG Capital Improvement Projects – Success Story

► LOCATION OF PROJECT

The Longwood Drive Green-Complete Streets project spanned Longwood Drive between Vincennes Road and 119th Street in the City of Blue Island. The total project length was **2,496** feet or 0.47 miles.

► DESCRIPTION OF PROJECT

This CDBG project consisted of the roadway portion of a larger focus on the northeast neighborhood of Blue Island. The overall focus brought together funding from the Cook County Community Development Block Grant, Illinois Green Infrastructure Grant, Illinois Finance Authority Loan Program, and City of Blue Island municipal funds.

The overall project included the resurfacing and repair of Longwood Drive, the construction of rain gardens for flood mitigation, construction of traffic calming bump-outs, sewer televising and cleaning, a catch basin cleaning program, creation of shared bicycle lanes to bring the area into the City of Blue Island's bicycle facility network and planting street trees for beautification, flood mitigation and to improve City air quality.



CDBG Capital Improvement Project Example

City of Blue Island
Longwood Drive - Green Complete Streets Project
Street Resurfacing Project (Before)



Cont'd – Project Example

City of Blue Island
Longwood Drive - Green Complete Streets Project
Street Resurfacing Project (Start of Construction)



Cont'd – Project Example

City of Blue Island
Longwood Drive - Green Complete Streets Project
Street Resurfacing Project (During)



Cont'd – Project Example

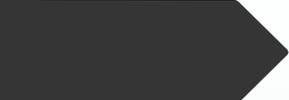
City of Blue Island
Longwood Drive - Green Complete Streets Project
Street Resurfacing Project (During)



Cont'd – Project Example

City of Blue Island
Longwood Drive - Green Complete Streets Project
Street Resurfacing Project (After)





Questions



CDBG Capital Improvement Projects Agreement Review

DPD Staff will review your Subrecipient Agreements as follows:

- Original Agreement (**one** electronic copy)
- Resolution (one electronic copy)
- Resolution language used (if resolution includes grant amount, confirm it is correct)
- Resolution does **pre-date or has the same date** as the certification
- Correct Project Number (in resolution)
- Certification (with original signature)
- Certification language used
- Certification references the correct resolution date or ordinance number
- Authorized signer (per Resolution) is the signature on Agreement and the title is consistent between resolution and agreement
- Agreement is dated with original signatures
- Agreement signatures **do not predate** resolution
- Attorney's Signature (if applicable, not required for NFP)
- Municipal or NFP seal (or letter if no seal)
Resolution: _____ Certification: _____ Signature Page: _____ Lobbying Certification:

- Lobbying Certification (with original signature)
- Exhibit(s) pages in order
- Budget Correct (Project Summary)

Comments:



CDBG Capital Improvement Projects

Agreement Review Questions

Please email a complete, signed, dated and sealed original CDBG Capital Improvement Subrecipient Agreement to include all required Resolution, Certification and Exhibit's to:

Ms. Sonia Brown

Cook County Department of Planning and Development
at: Sonia.brown@cookcountyil.gov

All agreements are due by April 30, 2021.



CDBG CAPITAL IMPROVEMENT CONTACT INFORMATION:

Dominic Tocci, Deputy Director

(312) 603-1048

dominic.Tocci@cookcountyil.gov

Sylvia Parham, Grant Coordinator

(312) 603-1030

sylvia.parham@cookcountyil.gov

Timothy Kleist, Project Manager

(312) 603-1067

timothy.Kleist@cookcountyil.gov

Lesa Carey, Administrative Analyst

(312) 603-1056

lesa.carey@cookcountyil.gov





If you have any additional questions regarding your project, please do not hesitate to contact your assigned Project Manager or Sylvia Parham at:

(312) 603-1030

sylvia.Parham@cookcountyil.gov

THANK YOU!!!

