**Cook County Department of Planning and Development**



**Community Development Block Grant – Disaster Recovery Design/Engineering Grant Program**

Program Guide and Application

For assistance, please contact:

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**Cook County CDBG-DR Design/Engineering Grant Program Guide**

Overview

The Cook County Department of Planning and Development (DPD) has received Community Development Block Grant-Disaster Recovery (CDBG-DR) funding to assist disaster recovery efforts in response to the declared federal disaster (DR-4116) that occurred in Cook County in April-May 2013. Cook County has identified that disaster-impacted communities have a need for support of the design and engineering of stormwater management and flood relief projects that will mitigate future flooding and foster long term recovery in impacted areas.

Applications for the competitive Design/Engineering Grant Program will be accepted on a rolling basis.

CDBG-DR Design/Engineering Grant

This grant program will support the design and engineering costs related to identified stormwater issues in municipalities and unincorporated areas of suburban Cook County that sustained flooding in April-May 2013. The goal of the program is to help applicants develop projects that are shovel-ready and can then proceed to implementation with local funding or by seeking project funding from Cook County or other funders as appropriate, such as the Metropolitan Water Reclamation District (MWRD), Cook County Department of Transportation and Highways (CCDOTH), U.S. Army Corps of Engineers (USACE), Federal Emergency Management Agency (FEMA), or the Illinois Department of Natural Resources (IDNR). Applications will be accepted on a rolling basis, and all funds must be spent by July 31, 2019.

Eligible Applicants

Municipalities and townships in suburban Cook County are eligible to apply for assistance. Applicants must provide documentation of the April-May 2013 flood damage that the proposed project area sustained. FEMA claim information, other claim/loss documentation, and dated photographs are among acceptable documentation.

Cost Share

Cook County would like to see a local contribution in applications received for the Design/Engineering Program. Match expectations will be based on the economic and demographic characteristics of the area served. The County reserves the right to waive the applicant’s share on a case-by-case basis.

Eligible Activities

All proposed activities should be directly related to needs associated with impacts from the federal disaster declaration (DR-4116) in April-May 2013. An eligible design/engineering project may include, but is not limited to, the following activities:

* Planning studies/analyses focused on identifying issues with existing drainage infrastructure
* Preliminary engineering and analysis of solutions to address flooding issues
* Architectural design of structures and solutions addressing the mitigation
* Final design of flood control improvements

If a potential project is expected to be appropriate for funding by MWRD, USACE, FEMA, IDNR or other agencies, that project may be better positioned if the applicant is able to demonstrate the impact of flooding and the benefits of the potential solution. For example, projects that may be submitted to MWRD for consideration for funding through its Stormwater Phase II program should include information on the number of structures that are impacted by flooding and the number of structures that would benefit from the proposed solution. This Design/Engineering program can be used to support the work needed to gather this information, which may help the applicant develop a stronger application for funding by other agencies.

Application Evaluation Process

Applications will be evaluated on a rolling basis as they are received. The review process for the program is designed to ensure that limited CDBG-DR funds are awarded to communities that demonstrate the need for assistance. The major criteria that will be used in the evaluation of eligible applications are:

* Thoroughness of the application responses.
* Documentation provided of the April-May 2013 flooding impact in the project area, with a greater impact receiving greater consideration.
* The area benefiting from the proposed project meets the CDBG low-to-moderate income definition. Applicants do not need to meet this income criteria to be eligible, but those projects that meet the income criteria will be evaluated more favorably. Information about the CDBG income data can be found here: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/> Applicants are welcome to contact Cook County to discuss this criterion.
* Likelihood of the project proceeding to construction upon completion of the design/engineering phase
* Applications that meet the threshold for health and safety will be considered more favorably. A serious threat to health and safety considers the following factors: demonstrates a deficiency in a community public facility (or a lack of the facility entirely); problems clearly attributable to the deficiency have occurred, such as serious illness, disease outbreak, or serious environmental pollution; and the problem is existing, continual and chronic as opposed to occasional, sporadic, or probable. Listed below are examples of how to document a threat to health and safety.
* Well water tests
* Surface water tests
* Pressure tests
* EPA violation letters
* Photographs
* Water and sewer break log and map
* Boil orders and map
* In cases where proposed projects have similar ratings and available CDBG-DR funds are limited, applications with a higher financial need will be given priority.

Cook County staff will review applications and contact applicants with any questions regarding their application. Applicants should expect to receive a decision within two months of application submission.

How to Apply

Applicants should complete the application form and submit by email to [timothy.kleist@cookcountyil.gov](mailto:timothy.kleist@cookcountyil.gov).

Additional Information

* Costs incurred in preparation of an application are not reimbursable under this grant program.
* DPD reserves the right to reject any or all applications received, to negotiate or to cancel in part, or in their entirety, grants resulting from application awards if it is in DPD’s best interest to do so.
* DPD reserves the right to withdraw a commitment for CDBG-DR funds where special conditions have not been satisfied within 90 days after the date of the executed agreement or at the discretion of DPD if it is determined the project will not progress in a timely manner.
* Project applications may consist of one or more activities which are directly related to or obviously complement or support one principal activity. The principal activity must be clearly designed to address needs appropriate for use of CDBG-DR funding.
* DPD reserves the right to establish the amount of grant funds awarded.
* The accomplished design may contribute to the development of a subsequent CDBG-DR or CDBG application; however, receipt of a Design/Engineering grant does not guarantee that a related future application will be funded.
* The final product of the Design/Engineering grant must be stamped and signed by an Illinois registered professional engineer.

If you have questions regarding the Design/Engineering Grant Application, please contact:

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**Cook County Department of Planning and Development**

**CDBG-DR** **Design/Engineering Grant Application**

**DEADLINE:** Rolling

This application form is online at (<https://www.cookcountyil.gov/service/disaster-recovery-and-resilience>). Please submit the form by email to [timothy.kleist@cookcountyil.gov](mailto:timothy.kleist@cookcountyil.gov).

Upon receipt of the application, you will receive an email verifying that your application has been received.

**1. Name of Applicant:**

**2. Main Contact for Application:**

|  |
| --- |
| Name: |
| Title: |
| Phone number: |
| Email: |

**3. Project Description and Location:**

**Discuss the problem area in your community, describe the design/engineering activities necessary to mitigate or resolve the problem, and identify what assistance is needed**. Be specific, but also brief (less than two pages)—we simply want to have a basic understanding of what you want to do. Include a description of the project area and include a map for reference. County staff will follow-up with you if additional information is needed to fully understand the proposed project. Be sure to describe how the April-May 2013 disaster event impacted and contributed to the problem area. (Please include any additional information that is relevant, preferably by providing links to online documents.)

Your narrative should, at a minimum, address the following key issues:

* The specific problem the application seeks to address and the cause of the problem
* Who is most affected by the problem, how severely, and how they will benefit from the proposed project
* When the problem first became apparent and what the long-term consequences are if no action is taken
* What local efforts have taken place to resolve the problem and why they have been inadequate

A map must be included with the application, and it should be sufficiently detailed to show:

* Specific boundaries of the project area
* All integral components of the system being improved or constructed
* Municipal boundaries, roadways, water/sewer mains, railroads, if applicable
* Applicants may also submit blueprints or larger project maps as a supplement to the submission, if it is deemed necessary to show project details sufficiently

**4. Documentation of Impact from the April-May 2013 Disaster:**

Include documentation detailing the proposed project area’s impact from the 2013 flooding, such as newspaper clippings, reports/newsletters, resident or business owner impact letters, dated pictures, phone logs, etc.

**5. Project Needs:**

Outline the project area and/or community’s overall needs (socio-economic and physical), highlighting the needs that were created directly or indirectly by the flooding of April-May 2013.

**6. Project Cost Estimates:**

Funding requested from Cook County: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding provided by applicant or from other sources: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated total project cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include any additional project budget information that you have (separate attachments may be included).

**7. Applicant Capacity:**

Provide a brief description of your capacity to execute the proposed project, including your capacity to engage and oversee a contractor to undertake all or a portion of the project if called for in your project design. Provide an explanation of who will be performing the proposed activities, as well as an anticipated schedule for the project. Note that if work will be contracted out, federal procurement regulations will apply.

**8. Impact of the Proposed Project:**

Provide a brief description of how the proposed project will result in tangible improvements for the community. Please also describe your plans for moving the project forward to the construction phase, including your expected timing for the construction phase. Provide details of any funding you have identified or secured for the construction phase, or funding source(s) that you intend to pursue for construction funding.