



COMPETITIVE PUBLIC INFRASTRUCTURE COMPONENT GUIDEBOOK

REBUILD ILLINOIS

FUNDING OPPORTUNITY INFORMATION

This Application is for the use of state-funded Rebuild Illinois competitive public infrastructure grant funds through the State of Illinois' Department of Commerce and Economic Opportunity (DCEO), Office of Community Development.

CATALOG OF STATE FINANCIAL ASSISTANCE (CSFA) NUMBER: 420-75-2373

CSFA TITLE: REBUILD ILLINOIS

COMPETITIVE PUBLIC INFRASTRUCTURE PROGRAM

DCEO FUNDING OPPORTUNITY NUMBER: 92-1

DCEO FUNDING OPPORTUNITY TITLE: REBUILD ILLINOIS PUBLIC INFRASTRUCTURE PROGRAM

Applications must be submitted based on the published Guidebook. The Guidebook and required supporting documentation for the application can be found at: www.Illinois.gov/DCEO.

COMPETITIVE PUBLIC INFRASTRUCTURE PROGRAM

The State has allocated \$50,000,000 in Rebuild Illinois funds to the competitive Public Infrastructure (RIPI) component. A grant ceiling of \$5,000,000 per project has been established. Grants for less than \$250,000 will not be awarded. The objective of these program components is to fund public infrastructure projects based upon the criteria included in Governor Pritzker's Five-Year Economic Development Plan.

Applications for the Competitive PI component will be due **Tuesday, June 30, 2020**. See Submission Information for details.

A. ELIGIBLE APPLICANTS

Only units of general local government recognized by the Illinois Constitution and able to support project activities on a sufficient scale are eligible to apply for grant funding. (i.e., cities, villages, townships and counties).

In a situation where two or more eligible local governments face a common problem, a joint application may be filed. See Application Forms section for an intergovernmental cooperation agreement. Local governments, however, must not only share a common problem, but must be able to demonstrate that a joint effort is required to solve the problem. Include this information in the Project Summary. Joint applications which are submitted only for administrative convenience will not be accepted. County and township applicants should not include areas that are incorporated within a city or village. Water or sanitary districts are not eligible to apply on their own and must utilize the "on behalf of" option.

"On Behalf Of" Applications: Cities, Villages, Counties, and Townships may also submit "on behalf of" applications for local entities that otherwise may not be eligible to apply; for example, rural water system or cooperative, water or sanitary district, or an unincorporated area.

- The entire project area must be contained within the unit of local government submitting the "on behalf of" application.

- No more than one (1) “on behalf of” application may be submitted in the same county for the same not-for-profit Public Utility, System, Cooperative or District.
- For applications submitted on behalf of a not-for-profit Public Utility, System, Cooperative, or District, (where the awarded grant funds will be passed-thru to the cooperative or district for the completion of project activities) the applicant will be required to enter into a Participation Agreement or what is commonly known as a “claw back agreement” with the district/cooperative regarding the specific RIPI project activities, and the applicable sanctions that may be applied if those objectives are not satisfied. For successful applicants, the Department will issue both a Notice of State Award Finalist (NOSAF) and a Participation Agreement, which will contain conditions related to the grant.

All applicants must be registered and have completed the Internal Control Questionnaire (ICQ) for the current year available at: <https://grants.illinois.gov/portal/> **prior to application submission.**

B. ELIGIBLE USES

Waste Disposal Systems,
 Water and Sewer line extensions,
 Water distribution and purification facilities,
 Flood and Drainage
 Dredging of waterways
 Water tower maintenance and painting
 Rail or air or water port improvements,
 Gas and electric utility extensions,
 Publicly owned industrial and commercial sites,
 Other public infrastructure capital improvements

All uses must comply with the Bondability Guidelines attached to the Notice of Funding Opportunity.

C. INELIGIBLE ACTIVITIES

The following are specifically identified as ineligible for grant funding:

1. Administration or Activity Delivery costs associated with the management of grant activities. However, reasonable Administration costs may be included as leverage/match to the grant funds.
2. Indirect costs, as this grant is funded through the Illinois Capital bill which excludes indirect costs.
3. Construction of buildings, or portions thereof, used predominantly for the general conduct of government (e.g., city halls, courthouses, jails, police stations).
4. General government expenses.
5. Costs of operating and maintaining public infrastructure and services (e.g., mowing parks, replacing streetlight bulbs).
6. Servicing or refinancing of existing debt.
7. Planning only activities.
8. Demolition only activities.

D. ADMINISTRATION or ACTIVITY DELIVERY

Rebuild Illinois Grants must comply with extensive regulations including procurement, environmental, labor standards, Illinois Works and others. Failure to comply will result in grant funds being repaid by the Grantee/Community. It is important that Grantees seek out an experienced Grant Administrator to manage all the details of the grant, provide oversight and coordination of the project. This management process is called “Administration” or “Activity Delivery” and includes such costs as (but are not limited to) salaries, travel costs, services performed under third party contracts, including legal and audit services, environmental review, additional fidelity bonding costs or other services required for the delivery of grant activities. For a list of potential Grant Administrators, please go to:

<https://www2.illinois.gov/dceo/CommunityServices/CommunityInfrastructure/Pages/default.aspx>

If selected to receive a grant, grantee must utilize an administrator that has demonstrable grant administration experience. DCEO will evaluate the selected administrator’s qualifications.

Contracts for the purpose of securing services for administration/activity delivery must be procured unless the contract is with a Regional Planning Commission, Council of Officials, or Community Action Agency, If an applicant is awarded a grant, the grantee’s procurement process must be documented and kept with the grant files.

E. REQUIREMENTS AND DISCLAIMERS

The following requirements and disclaimers apply to all applications submitted for consideration.

1. Costs previously incurred (such as design) as well as costs incurred in preparation of applications are not reimbursable under this grant program.
2. The Department reserves the right to reject any or all applications received and/or negotiate or cancel in part or in entirety grants resulting from application awards if it is in the Department’s best interest to do so.
3. The Department reserves the right to establish the amount of grant funds awarded, raise the individual grant ceilings, and to award funds to the next highest rated applicant(s) should funds become available due to de-obligations, etc.
4. The Department reserves the right to deny funding when submitted applications involve eligible units of government with serious unresolved audit or monitoring findings related to performance.
5. The Department reserves the right to consider an outside technical review by an appropriate agency or agencies. The Illinois Environmental Protection Agency, the Illinois Department of Public Health, and/or USDA Rural Development may be asked to review public infrastructure projects involving water or sewer activities.
6. A grant agreement will be issued for a contract period of twenty-four months. All projects must be operational at the end of the twenty-four-month grant term. If circumstances beyond a grantee’s control are apparent and impact the project, a grantee may apply for an extension, which may, or may not be granted. No more than one twelve-month extension may be considered.
7. Proposed projects (including the fund source, cost estimates, benefit, urgency, project area, and/or construction activities) supplied in the grant application submitted for funding must not be changed or modified prior to grant award or at the time the project is bid. If extenuating

- circumstances exist, the Grantee may submit a modification request after the receipt of its executed Grant Agreement.
8. Requests for Modifications must be presented to the Department prior to any changes being made to the project area, beneficiaries, cost estimates, or funded activities. All modifications must be within the original and environmentally cleared project area. Requests for activities outside the original project area will not be considered. Modifications to decrease or increase the scope of work due to greater than or less than estimated costs will not be considered.
 9. The use of in-kind services as additional funding is limited. Applicants must identify the specific tasks/services that will be performed or provided. Each task/service must be quantified by outlining the number of personnel assigned to the task and current payroll status; number of hours; and the hourly rate. Additionally, the qualifications of each individual to perform the assigned task/service (e.g., construction inspection) must be provided. If in-kind services are being utilized, a local council resolution must be included in the application.
 10. Applicants must comply with the standards set forth in 2 CFR 200.317-200.326 for use in establishing procedures for the procurement of supplies, services, and other expendable property, equipment, real property with Grant Funds.
 11. For the purposes of this application and review, “Minority” or “Minority person” shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following:
 - a. American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment).
 - b. Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, of the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
 - c. Black or African American (a person having origins in any of the black racial groups of Africa).
 - d. Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race).
 - e. Native Hawaiian or Other Pacific Islander (a person having origins in any of the original Peoples of Hawaii, Guam, Samoa, or other Pacific Islands).
 12. **No environmental review activities can take place until the applicant has received the Notice of State Award Finalist.** Once this Notice is received, the grantee will initiate the required early warning contact in accordance with State law.
 13. A FEMA issued Floodplain Map must be included in the application. You can obtain this map by calling FEMA at 1(800) 358-9616 or by using their website: <https://msc.fema.gov>. The project area must be clearly drawn on the map prior to submission. The most current version available on <https://msc.fema.gov> must be used. Grant funds may not be used for any activity in an area delineated as a special flood hazard area in FEMA's most current flood advisory maps unless it also ensures that the action is designed or modified to minimize harm to or within the floodplain in accordance with Executive Order 11988 and 24 CFR 55.

F. STATE AND FEDERAL COMPLIANCE AREAS

Each applicant must agree to comply with all applicable federal and state requirements. **This includes 2 CFR 200 and the Grantee Accountability & Transparency Act (GATA).** These can have a significant impact on the costs and complexity of a project. Applicants who receive a grant award will be expected to submit signed assurances that they will comply with all federal mandates. Some areas which applicants must comply with include:

1. The Interagency Wetland Policy Act of 1989 In accordance with the Interagency Wetland Policy Act of 1989, an applicant whose proposed project site is located on or within 250 feet of a wetland site listed on the National Wetlands Inventory will be required to comply with the requirements of the Act. This includes developing a plan to minimize adverse impacts on wetlands or providing written evidence that the proposed project will not have an adverse impact on a wetland. Project must also comply with Federal Wetlands Protection regulations at 24-CFR 58.5(b)(2) and Executive Order 11990, which may require preparation of an Eight-Step Wetlands Review.
2. The Illinois Endangered Species Protection Act and the Illinois Natural Area Preservation Act Compliance requires consultation with the Endangered Species Consultation Program of the Illinois Department of Natural Resources to assure compliance. The consultation process must be implemented to avoid or minimize adverse impacts to State-listed species and their essential habitats that may result from the actions of state and local units of government. Applicants must certify the completion of the consultation process.
3. Illinois Prevailing Wage Act (820 ILCS 130/) requires the payment of prevailing wages for all construction funded in whole or in part with state funds, including funds passed through to private firms. Applicants that are awarded grants shall comply with all requirements of the Prevailing Wage Act, including but not limited to, inserting into all contracts for construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the project shall be paid to all laborers, workers, and mechanics performing work under the award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract. Grantees will be required to report on Prevailing Wage Act compliance. If your project involves construction and/or equipment installation, go to <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-act.aspx> for more information.
4. Illinois Works Jobs Program Act Grantees must comply with requirements in the Illinois Works Jobs Program Act (30 ILCS 559/). : For grants with an estimated total project cost of \$500,000 or more, the grantee will be required to comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and all applicable administrative rules. The “estimated total project cost” is a good faith approximation at the time an applicant submits to the Department a grant application of the costs of an entire project being paid for in whole or in part by appropriated capital funds to construct a public work. The goal of the Illinois Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. Grantees will be permitted to seek from the Department a waiver or reduction of this goal in certain circumstances pursuant to 30 ILCS 559/20-20(b). The grantee must ensure compliance for the life of the entire project, including during the term of the

grant and after the term ends, if applicable, and will be required to report on and certify its compliance.

5. Business Enterprise Program: For grant awards of \$250,000 or more, the grantee will be required to comply with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/0.01 et seq.), which establishes a goal for contracting with businesses that have been certified as owned and controlled by persons who are minority, female or who have disabilities. The Department and the Capital Development Board will work with the grantee to ensure compliance prior to the establishment of the grant agreement as well as through the life of the grant.
6. Section 3 under the Housing and Urban Development Act of 1968 requires recipients to give, to the greatest extent feasible and consistent with the existing federal, state, and local laws and regulations, job training, employment, contracting and other economic opportunities to minority residents and minority business concerns.
7. Equal Opportunity and Fair Housing Accessibility Laws require that grantees administer their project in a manner that affirmatively furthers equal opportunity and fair housing. All grantees will be required to undertake specific activities to further fair housing and must assure all activities and services are accessible to persons with disabilities.
8. The National Emission Standards for Hazardous Air Pollutants (NESHAP) of the U.S. Clean Air Act assures that, when existing buildings are demolished and/or renovated, people outside of those buildings (i.e., passers-by or neighborhood residents) are protected from airborne asbestos. If asbestos materials are involved in the rehabilitation work, the applicant must contact the Field Operations Section, Bureau of Air of the Illinois Environmental Protection Agency to ensure compliance with Asbestos NESHAP.

G. RESIDENT PARTICIPATION

A public hearing must be held prior to passage of a local council's commitment of funds for the application. If a unit of local government **is not committing funds**, no public hearing or notice is required, and this section is not applicable.

Public Participation

- ◆ All applicants **must** provide for public participation. All residents must be given reasonable access to the community's application and reasonable time to review the application prior to the public hearing.

Public Notice

- ◆ A Notice of Public Hearing **must** be published at least once in a newspaper of general circulation at least seven calendar days (excluding the date of publication *and* the date of the hearing) prior to the public hearing.
- ◆ All project information must be available for viewing on the first date of publication at a location within the community.

Conducting the Public Hearing

- ◆ Public Hearings must be facilitated by the applicant's governing body authorized official and certified by the authorized official or clerk.

- ◆ Efforts must be made to assure reasonable access to the public hearing by persons with disabilities; as well as be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.
- ◆ Those attending the public hearing must be informed of where and how to access a copy of the application.
- ◆ A sign-in sheet must be provided to document attendance. It is suggested that each person attending the public hearing provide his address and identify his role of participation (e.g., resident, elected or appointed official, municipal employee, contractor, grant administrator, business owner, etc.).
- ◆ The public hearing must cover:
 1. The amount of funds available;
 2. The project activities that will be undertaken with grant funding, including amount;
 3. The project activities that will be undertaken with additional project funding, including amount;
 4. Plans for minimizing displacement as a result of the grant-assisted activities and to assist persons actually displaced, if applicable;
 5. A detailed, prioritized list of community development and housing needs; and
 6. A narrative discussion of the scope of the project including the proposed improvements, costs, benefit area, impact on community finances, etc.
- ◆ The minutes of the public hearing must be certified by the chief elected official or other authorized local officials, such as county clerk, city clerk, etc.

Documenting Resident Participation

The following documents must be submitted with the application.

- ◆ 7-day Notice
- ◆ Newspaper Clipping
- ◆ Publisher's Certification
- ◆ Certified Minutes
- ◆ Attendance Sheet

If the publication guideline or public hearing requirements are not met, the application will not be reviewed further nor considered for funding.

A sample of a public hearing notice is contained in the Application Forms section.

H. INITIAL GRANTEE RESPONSIBILITY

Successful applicants will receive a **Notice of State Award Finalist (NOSAF)** specifying terms and conditions of the grant. This will include completion of a Programmatic Risk Assessment Questionnaire (PRAQ) to be answered by the Grantee, completion of Environmentals and other state requirements, and clearance of special conditions resulting from the application review. **Grantees are expected to complete all grant conditions within 90 days of the NOSAF date.**

DCEO will hold a mandatory Grant Administration Workshop after Awards are announced. All Administrators assigned to an awarded grant are required to attend.

Once terms are accepted, and the conditions met, the Grantee will receive a **Notice of State Award (NOSA)** which includes information regarding your entity, grant funding, grant terms and conditions, and specific conditions assigned to the grant based on the risk assessments. In order to receive the formal Grant Agreement, the Grantee must indicate agreement to the contents of the NOSA by remitting its acceptance through the grants portal.

I. REPORTING

Grantees will be responsible to complete multiple reports during the term of the grant, and potentially after the grant has closed. This will include but is not limited to quarterly financial and performance reports, closeout report, documentation of the project's impact including job creation, and a single audit.

J. APPLICATION NARRATIVE RESPONSES and INCLUSIONS

All applications must include the following narrative responses and requested documentation. Please utilize the Application Checklist contained in the Application Forms section to ensure all required application components are included and for placement in the application submission.

1. **Letter of Transmittal** – must be dated, include the amount requested, a brief project description, and additional funding amount and source; and certify that the application has been approved by the unit of local government named in the application. A sample letter of transmittal is available in the Application Forms section.
2. **State of Illinois-DCEO Uniform Grant Application** The Uniform Grant Application can be found at:
<https://www2.illinois.gov/dceo/CommunityServices/CommunityInfrastructure/Pages/default.aspx>
3. **Project Information** Basic details concerning the project (see Application Forms section for form.)
4. **GATA Capital Budget** The GATA Capital Budget can be found at:
<https://www2.illinois.gov/dceo/CommunityServices/CommunityInfrastructure/Pages/default.aspx>
5. **Engineer's Cost Estimate**
 - ◆ Must be on company letterhead, include the date and the engineer's name
 - ◆ Be less than one year old
 - ◆ Must match the costs contained in the GATA Capital Budget.

The Department reserves the right to deem the Engineer's Cost Estimate as “not included” for the following reasons:

- ◆ Engineer's cost estimate not contained in application
- ◆ Engineer's cost estimate not on company letterhead with engineer's name and date
- ◆ Engineer's cost estimate does not include a detailed breakdown of costs; and/or
- ◆ Engineer's cost estimate contains grossly inflated costs.

6. **Project Maps** - The following maps must be included in the application submission.
- ◆ **A project location map** must be included in the application. It is expected to be sufficiently detailed to show the following information: 1) specific boundaries of the project area; 2) all integral components of the system being improved or constructed, including water tower, well, pump stations, existing water/sewer mains, proposed water/sewer mains, etc.; 3) railroads, highways, interstates, towns/cities/villages (rural projects), county lines, and corporate limits. The project map must be suitable for reproduction and shall not exceed the page size of 11 x 17 inches. (Applicants may also submit blueprints or larger project maps as a supplement to their submission, if they deem necessary in order to show project details sufficiently.)
 - ◆ **A FEMA issued Floodplain map must** be included in the application. You can obtain this map by calling FEMA at 1(800) 358-9616 or by using the website <https://msc.fema.gov>. The project area must be clearly drawn on the map prior to submission.
7. **Project Summary** – should consist of an approximately two-page narrative covering all key points of the proposed project to be funded, in part or in full, with RIPI grant funds. This summary must address the following:
- a. **Relationship to Governor’s Five-Year Economic Plan** – In late 2019, DCEO released the Governor’s Five Year Economic Plan, a strategy focused on supporting small business, developing the state’s workforce, and investing to catalyze growth in six core industries: agribusiness and ag tech, energy, information technology, life sciences and health care, manufacturing, and transportation and logistics. Explain how this project relates to the principles, goals, challenges or key industries identified in the Governor’s Five-Year Economic Plan. The Plan can be found at: <https://www2.illinois.gov/dceo/Pages/EconPlan2019.aspx>
 - b. **Connections to other capital investments** – Does this project connect to other ongoing projects or planned investments in the region by the State of Illinois, federal or local governments?
 - c. **Impact Amplification** – Is this project’s impact amplified by proximity or connection to other assets, such as mass transit, river access, housing, educational institutions, industry clusters, and agricultural supply chain infrastructure, i.e. facilities for aggregating, processing, storage, or distribution of agricultural products?
 - d. **Minority Inclusion Plan** – Provide a Plan or at minimum, a narrative on how minority and women-owned businesses in the area will be included in the project.
 - e. **Business Infrastructure** – How does this project improve your community’s ability to retain or increase jobs? Provide details of how current infrastructure impacts businesses. Cite specifics and provide documentation and/or testimonials from affected businesses.
 - f. **Key Details:**
 - Describe the project – What is being proposed and why.
 - What is the present condition of the infrastructure for which grant funds are being requested? Is there a lack of infrastructure, or a threat to health and safety being addressed? How long has the problem existed? Address the severity and immediacy of the problem.

- Describe the project area, including legal boundaries. Who is being affected and how? Provide a detailed explanation of how this specific project area was determined.
 - The project structure (i.e., will the residents be direct customers of the water district or is an agreement needed, what is source of water, who will treat wastewater, etc.).
 - Whether the project is necessary to comply with state or federal regulations.
 - Justification of the local government's need for assistance in relation to its overall financial capability, including discussion of outstanding indebtedness.
8. **Minority Benefit/Affirmative Housing Statement** (form is found in the Application Forms section).
 9. **Job Creation Documentation** (form is found in the Application Forms section. The Engineer providing the Cost Estimate should assist in completing this form.)
 10. **Project Readiness Summary** – Each application must demonstrate that the proposed project is appropriate and achievable and that all actions have been completed to ensure timely implementation of the project. Specifically, the application must address all of the following, if applicable:
 1. Status of required permit(s) from the state and or federal agencies. If not applicable, address why;
 2. The community must have full control of the right-of-way either by having 100 percent of the necessary private property easements signed or a right-of-way docket. If not applicable, address why;
 3. Water/wastewater treatment agreement; If not applicable, address why.
 4. Identify the ownership of any property needed to complete the project (including option to purchase); and verify that the project will be shovel-ready;
 5. Additional funding commitment(s);
 6. Status of written permission from railroad(s), county highway commissioners, IDOT, etc. to proceed with any railroad and/or road borings that are proposed. If not applicable, address why;
 7. If a "phased project," indicate the status of all pertinent readiness issues. In addition, the application should include supporting documentation, as appropriate.
 11. **Signed Letters of Support** – from local governments, area elected officials and regional economic development organizations are strongly encouraged., Letters from other stakeholders are also welcome.
 12. **Council Commitment of Funds**, applicable if a unit of local government is applying for grant funds and making a commitment of funds. An example can be found in the Application Forms section.
 13. **Resident Participation Public Hearing Documentation** if public funds are committed to the project. (see Application Checklist for a listing of **all required documentation** and a sample Public Hearing Notice).

14. **Local Government Certifications** as required for all State grants. (see Application Forms)
15. **Mandatory Disclosures** as required for all State grants. (see Application Forms)
16. **Conflict of Interest Disclosure** as required for all State grants. (see Application Forms)
17. **Intergovernmental Cooperation Agreement**, if applicable. (see Application Forms)
18. **APPLICABLE ATTACHMENTS** If applicable to the project, the following items must be attached with the application as backup documentation:
 - ◆ **Documentation of Infrastructure's Current Condition or Threat to Health and Safety:** Documentation should be **no more than two (2) years old**. If a violation notice from IEPA/US EPA is submitted as documentation, and is more than two years old, the applicant must submit a written explanation from the issuing-agency explaining the current status of the violation/threat to health and safety. Documentation more than two years old may be submitted to document history of the problem but will not be reviewed without current documentation to substantiate a current threat.

Listed below are examples of acceptable documentation of threat to health and safety. To the greatest extent possible, please include dates and addresses/locations with the documentation used to verify/justify a threat to health and safety.

- IEPA or US EPA violation letters or documentation
- Letter from Attorney General
- Court Order
- Court Consent Decree
- Well water tests (minimum 25% sampling). Include a test result summary from the testing lab. Include map of tested locations.
- Pressure tests (PSI<20 is considered a threat). Include a map of testing locations.
- Photographs (indicate date and location)
- Boil orders, map of line breaks with dates, and IEPA reference documents.
- Water or sewer break log and map.
- Surface water tests with map.
- Newspaper Articles
- Current resident complaint letters.

NOTE: Lead or asbestos pipes, alone, are not considered a threat to health/safety.

◆ **Firm Documentation of commitment from leveraging sources**

Leverage or match is not required to apply for grant funds; however, applicants are strongly encouraged to provide leverage/match to obtain maximum points on the application. Applicants are cautioned to investigate all funding sources and make a firm decision as to the source prior to submitting an application, as it is a binding commitment. Documentation necessary to provide evidence of additional funding includes:

- A current firm commitment letter from a FINANCIAL INSTITUTION must include: language which indicates that the loan will be approved and that the institution will lend subject to certain conditions; the specific dollar amount of the loan; the specific term of the loan (**not to exceed 10 years, and no balloon or adjustable rate**)

language); and the projected interest rate of the loan. The date of the commitment letter cannot be more than 12 months prior to application date.

- For projects which intend to secure funding from the ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA), the application must include a copy of the IEPA letter approving the community's Facilities Plan for wastewater system project or Project Plan for public water system projects. Loan funds are available for a maximum term of 30 years with interest rates historically below 3 percent.
- For projects which intend to secure bonds through the ILLINOIS FINANCE AUTHORITY (IFA), a copy of the Preliminary Resolution issued by IFA to indicate approval of the community's application for bond funds must be submitted.
- A firm commitment of funding from the UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT (RD) must include all pages of an approved Form RD 1940-1, "Request for Obligation of Funds." Loan and grant funds are available with loans up to 38 years with interest rates generally 5 percent or lower. Applicants proposing to apply for RD funds may conduct the required income surveys and required public hearings at the same time.
- Units of Local Government proposing to use local sources (cash-on-hand, bonds, in-kind labor), must submit the following documentation, per source:
 - LOCAL CASH ON HAND - a local council or board resolution committing a specific dollar amount to the project, which identifies where the monies are located, must be included.
 - ISSUE REVENUE OR GENERAL OBLIGATION BONDS - a local council/board resolution approving the intent to issue bonds and specify a dollar amount.
 - IN-KIND LABOR - the application must include a "schedule" which details the activities to be completed by its employees, their titles and hourly wages, and the projected number of hours needed to complete the activity. These figures should then be used to calculate the value of the in-kind labor.
- For Applicants identifying IL CAPITAL PROJECTS as the fund source, an internal review will be conducted by the Department to verify that the project is fully-approved; including an executed Grant Agreement; all conditions have been met; final Business Enterprise Program clearance has been obtained (if applicable); and that the initial sanctioned-percentage of funds has been disbursed.
- ◆ **Copy of Construction Permit(s)** Required permit(s) from the state and or federal agencies that are necessary to complete the project, or an application dated no later than April 30, 2020.
- ◆ **Proof of Land Ownership** (if applicable) Documented through deed, mortgage or lease.
- ◆ **Control of Right of Way/Easements** (if applicable) (see Easements in Application Forms)
- ◆ **Copy of water purchase or wastewater treatment agreement** (if applicable) A copy of an executed agreement for the purchase of water or wastewater treatment, signed and dated by all parties.
- ◆ **Copy of Option to purchase** (if applicable) A copy of an option to purchase land

19. **REQUIRED ATTACHMENTS** The following items must be attached to the Application:

- ◆ **Fair Housing Resolution** A copy of the unit of local government’s Fair Housing Resolution.
- ◆ **W-9**
- ◆ **SAM Registration (CAGE #)** All grantees, sub-recipients and contractors participating in the Program are required to be registered in the System for Award Management (SAM) at www.sam.gov for the purpose of obtaining a Commercial or Government Entity (CAGE) Code. The CAGE Code is a unique identifier assigned to government agencies and various organizations. CAGE codes provide a standardized method of identifying a given facility at a specific location. **This documentation, for the grantee, must be submitted with the application.**
- ◆ **IRS Certification Letter** Include in the application “Letter 147c” or “Letter 4158c” provided by the IRS to verify the Taxpayer Identification Number (TIN) or Federal Employer Identification Number (FEIN) for the applicant. If you do not have a current (dated within five years) copy of an IRS certification letter on file, please call the IRS Business line, **1-800-829-0115**, to request a “**Letter 147C**”, or call **1-877-829-5500** to request a “**Letter 4158c.**” Only the applicant is authorized to request a copy of this letter.
- ◆ **Copy of the Local Government’s most recent Audit**

K. **APPLICATION REVIEW AND EVALUATION PROCESS**

The screening and review process for the program is designed to ensure that limited funds are awarded to communities that demonstrate the need for financial assistance and have a well-designed project. The actual number and types of awards will be subject to funding availability and the amount of each applicant's request.

The Department will review all applications as follows:

- ◆ Applications will be evaluated according to the Ranking Criteria described in this section of the application guide.
- ◆ The Department reserves the right to perform a site visit.
- ◆ All recommendations are forwarded to the Director of the Department who makes the final funding decisions.

L. **RANKING CRITERIA**

Projects will be evaluated according to the criteria noted below.

- ◆ **Project Impact – Total Possible = 27.5 points**
 - The following criteria are reviewed as part of the Project Summary and will be eligible for up to 22.5 points:
 - Relationship to Governor’s Five-Year Economic Plan
 - Connections to other capital investments in the region
 - Amplification of the impact by proximity or connection to other assets

- Minority Inclusion Plan - Strength of applicant’s plan to include minority- and women-owned businesses in the project
- Business Infrastructure - how does this project improve your community’s ability to retain or increase jobs?
- Impact Per-Capita – calculated from Application Information. Total grant amount divided by the number of residents in the unit of local government (5 pts.) Points will be assigned according to the grant funds requested per person served. Projects requesting \$1,000 or less per person served will receive the maximum points. No points will be assigned to projects requesting \$5,000 or more per person. Points will be assigned as follows:

<u>Per Capita Cost</u>	<u>Points</u>
\$0 - \$1,000.99	5
\$1,001.00 - \$1,250.99	4.5
\$1,251.00 - \$1,500.99	4
\$1,501.00 - \$1,750.99	3.5
\$1,751.00 - \$2,000.99	3
\$2,001.00 - \$2,500.99	2.5
\$2,501.00 - \$3,000.99	2
\$3,001.00 - \$3,500.99	1.5
\$3,501.00 - \$4,000.99	1
\$4,001.00 - \$4,999.99	.5
\$5,000.00 Plus	0

◆ **Creation of Jobs – Total Possible = 15 points**

- Construction Phase – what jobs will be utilized during the construction phase of the project?
 1-10 = 4 pts;
 11-25 = 6 pts;
 26-50 = 8 pts;
 51-75 = 10 pts;
 76-100 = 12 pts.
 101 + = 15 pts.

◆ **Community Need – Why is this project necessary; and what is the benefit to the community? Total Possible = 22.5 points**

- Financial Need of local governments – evaluation of the capability for the local government to complete the project without the grant; based on most recent financial audit (maximum 5 pts.)
 - Local Government’s Surplus Cash zero or a negative value (5 points)
 - Local Government’s Surplus Cash is less than 20% of the grant request (4 points)
 - Local Government’s Surplus Cash is less than 40% of the grant request (3 points)
 - Local Government’s Surplus Cash is less than 60% of the grant request (2 points)
 - Local Government’s Surplus Cash is less than 80% of the grant request (1 points)
 - Local Government’s Surplus Cash is equal to or greater than grant request (0 points)

- Current Infrastructure Condition – The degree to which present conditions including lack of infrastructure affect public health and safety, business climate, or the long -term viability of the community. The severity and immediacy of the problem **must be demonstrated in the Project Summary along with additional documentation.** A serious threat to health and safety is defined as a deficiency in the community public facility; the community lacks 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 present, continual, and chronic as opposed to occasional, sporadic, or probable. Points received will be allocated on the following criteria (maximum 7.5 points):
 - Imminent threat of entire system failure or lack of facility (7.5 points)
 - Imminent failure in a targeted area (6.5 points)
 - Project should be completed as soon as possible (5.5 points)
Community Infrastructure with critical improvements to health & safety
 - Project is not urgent, but needs to be completed in short term (4 points)
Community infrastructure with limited improvements to health & safety
 - Project can be completed in the next few years (1 points)
Not critical community infrastructure but should be completed
- Current County Not Seasonally Adjusted Unemployment Rate (from IDES available at: https://www2.illinois.gov/ides/lmi/Pages/Local_Area_Unemployment_Statistics.aspx)
 - .5 - .9 points above State Rate = .5 pt;
 - 1.0 – 1.4 points above State Rate = 1 pts;
 - 1.5 – 1.9 points above State Rate = 2 pts;
 - 2.0 – 2.4 points above State Rate = 3 pts;
 - 2.5 or more points above State Rate = 4 pts;
- Inclusion in an identified DCEO Underserved area = 3.5 points
- Opportunity Zone – inclusion in an Opportunity Zone = 2.5 points
- ◆ **Community Support** – In what ways will the community support this project? **Total Possible = 15**
 - Demonstration of support of local governments, area elected officials, regional economic development organizations, or other stakeholders. Total Possible = 2.5
Documentation: Letters of Support (.5 point each; maximum 2.5 points)
 - Financial Support of the Project from Public Funds (*funds provided by a governmental body*)
 - 75% or more of project cost matched – 5 points
 - 50 – 74.9% of project cost matched – 4 points
 - 25 – 49.9% of project cost matched – 3 points
 - 0.9 (minimum of \$10,000 – 24.9% of project cost matched – 2 points
 - Less than 0,9% (minimum \$10,000) of project cost matched – 0 points
 - Financial Support of the Project from Non-Public Funds (*funds provided by a foundation, endowment, corporation, not-for-profit or other non-governmental group or organization*)
 - 75% or more of project cost matched – 7.5 points
 - 50 – 74.9% of project cost matched – 6 points
 - 25 – 49.9% of project cost matched – 4.5 points

0.9 (minimum of \$10,000 – 24.9% of project cost matched – 3 points

Less than 0.9% (minimum \$10,000) of project cost matched – 0 points

- ◆ **Project Readiness** – Each application must demonstrate that the proposed project is appropriate and achievable and that all actions required have been completed to ensure timely implementation of the project. If the application is funded, any action not completed at the time of application will be included in the Notice of State Award Finalist (NOSAF) as a special grant condition. All applicants will start with the **maximum 20 points**. A deduction of 5 points will be made for each of the following items, **if they are applicable** to the project or application and not completed.

- A copy of a current (dated within five years) construction permit OR an application for the permit dated prior to April 30, 2020 from the appropriate state and/or federal regulatory agencies. must be submitted.
- Proof of Land Ownership/Lease (if applicable) – Full control of property must be documented through deed, mortgage or lease.
- Control of Right-of-Way (if applicable) – Full control of right-of-way must be documented either by having 100 percent of the necessary private property easements signed (see Application Forms) or by the submission of a right-of-way docket. If the Private Property Easements form, indicating 100% signed, or a Right-of-Way Docket is not submitted, or if the necessity of easements is not addressed,
- If applicable, a copy of an executed agreement for the purchase of water or wastewater treatment, signed and dated by all parties, must be in place.
- If applicable, a copy of an option to purchase land. (Option must include price; date option expires and seller's signature).
- Copy of Project Location Map.
- Copy of Floodplain Map indicating project location.
- Budget must add correctly.
- A Fair Housing Resolution must be adopted/in place.
- The percentage goal for minority contractors must meet or exceed the percentage of minorities residing in the project's community or target area; whichever is greatest. (Information to be provided on the Minority Benefit/Affirmative Housing Statement contained in Application Forms section).
- **Additional Funding**
 - If source is a Financial Institution, the application must include a copy of the letter from the financial lending institution indicating approval of the loan, loan conditions, dollar amount, term (**not to exceed 10 years, and no balloon or adjustable rate language**), and rate of the loan.
 - If source is a Revenue Bond or General Obligation Bond, the application must include an executed Bond Inducement Resolution.
 - If source is the Illinois Environmental Protection Agency, the application must include a copy of the EPA letter approving the community's Facilities Plan for a wastewater system project or Project Plan for a public water system project.
 - If source is the United States Department of Agriculture-Rural Development (USDA-RD), the application **must include all pages** of an approved copy of Form 1940-1.
 - If source is the Illinois Finance Authority, the application **must include a Preliminary Resolution** from IFA (to indicate approval of its funding request).
 - If source is Local Cash on Hand, the application **must include** a Resolution Committing Local Funds. It must indicate the name of fund/account in which cash is located

- If source is In-Kind Labor, the application must include a schedule detailing the employees' activities and costs.
 - If source is State of Illinois Legislation for Capital Projects. There must be an Executed Grant Agreement on file; all grant conditions cleared; final Business Enterprise Program (BEP) clearance obtained (if applicable); and the initial sanctioned percentage of funds disbursed. *Verification of project status will be handled internally.*
 - If multiple sources are used, all requirements for all sources must be included.
- ◆ **Additional consideration will be given to ensure representation for each of DCEO' economic development regions.**
 - ◆ **Failure to provide complete application information will result in a determination of "Do Not Fund"**

M. SUBMISSION INFORMATION

Under the Grant Accountability & Transparency Act (GATA), all applicants must register with the State of Illinois via the "Grantee Portal" at www.grants.illinois.gov and be pre-qualified prior to submitting an application. **Failure to register prior to application will result in a determination of "Do Not Fund"**.

All applicants should complete the application package and submit all requested material to the Department's **Springfield** Office at:

Illinois Department of Commerce and Economic Opportunity
Office of Community Development
500 East Monroe Street, Mail Code: R-2
Springfield, Illinois 62701

Applications must be submitted by the submission deadline of **Tuesday, June 30, 2020, no later than 5:00 p.m.** Facsimile submissions will not be accepted.

N. PACKAGING YOUR APPLICATION

All grant application materials **must** be:

- Typed (except for signatures and maps)
- Clipped together with a large binder clip on the top.
- Contained in three brown legal-size, open-top (no fold-overs with cords or ties) expandable folders (One marked "original," and one marked "copy")
- Labeled with a 2"x 4" white label, placed in the top right-hand corner of the folder with the following information:
 - Name of Applicant
 - Rebuild Illinois Public Infrastructure
 - Original or Copy

For Example:

VILLAGE OF ABRACADABRA
Rebuild Illinois Public Infrastructure
Original

DO NOT USE: dividers, staples, binders, folders or other methods of containment.

Submit the original and two complete copies. Include all of the following:

- **All Application Materials** (Application Forms and documentation). *Please clearly label the original. NOTE: All application materials requiring a signature from the applicant must be signed by the Chief Elected Official.*

O. FOR FURTHER INFORMATION and TECHNICAL ASSISTANCE:

Call: 217/785-6174

E-Mail: ceo.ocd@illinois.gov

REBUILD ILLINOIS
PUBLIC INFRASTRUCTURE
APPLICATION FORMS

Public Infrastructure Application Submission Checklist

All applications will be screened for completeness. Applicants must complete and submit this checklist with the application. **All pages of the application must be sequentially numbered.** Use the right-hand column, labeled "Page Number" to indicate the page for each item.

- _____ Original grant application (*indicate the "original" on the cover*)
- _____ Two complete copies of the grant application

PROJECT INFORMATION

PAGE NUMBER

- | | |
|---|-------|
| _____ Completed Submission Checklist (This Page) | _____ |
| _____ Letter of Transmittal from Chief Elected Official | _____ |
| _____ State of Illinois-DCEO Uniform Grant Application | _____ |
| _____ Project Information | _____ |
| _____ GATA Capital Budget | _____ |
| _____ Engineer's Cost Estimate | _____ |
| _____ Project Location Map | _____ |
| _____ FEMA Issued Floodplain Map | _____ |
| _____ Project Summary | _____ |
| _____ Minority Benefit/Affirmative Housing Statement | _____ |
| _____ Job Creation Documentation | _____ |
| _____ Project Readiness Summary | _____ |

DOCUMENTATION, CERTIFICATIONS, RESOLUTIONS

- | | |
|--|-------|
| _____ Signed Letters of Support | _____ |
| _____ Council Commitment of Funds (if applicable) | _____ |
| _____ Resident Participation/Public Hearings (if applicable) | _____ |
| 7-day notice | _____ |
| Newspaper clipping & Publisher's certification | _____ |
| Certified minutes | _____ |
| Attendance sheet(s) | _____ |
| _____ Local Government Certifications | _____ |
| _____ Mandatory Disclosures | _____ |
| _____ Conflict of Interest Disclosure | _____ |
| _____ Intergovernmental Cooperation Agreement, if applicable | _____ |

ATTACHMENTS

- | | |
|--|-------|
| _____ Current Infrastructure Condition Documentation | _____ |
| _____ Firm documentation of commitment from leveraging source(s) | _____ |
| _____ Copy of Construction Permit(s) | _____ |
| _____ Proof of Land Ownership (if applicable) | _____ |
| _____ Control of Right of Way/Easements (if applicable) | _____ |
| _____ Copy of water purchase or wastewater treatment agreement (if applicable) | _____ |
| _____ Copy of Option to Purchase (if applicable) | _____ |
| _____ Copy of Fair Housing Resolution | _____ |
| _____ W-9 | _____ |
| _____ SAM Registration (CAGE #) | _____ |
| _____ IRS Certification Letter | _____ |
| _____ Copy of Local Government Audit | _____ |

Letter of Transmittal

NOTE: This information must be transferred to the Applicant Community's Official Letterhead

Date

Director's Office
Illinois Department of Commerce and Economic Opportunity
500 East Monroe
Springfield, Illinois 62701

Dear Director:

The (name of local government) is submitting an application for a public infrastructure grant under the Rebuild Illinois program. The grant request is in the amount of \$_____ to be used to (use of funds). Additional funds in the amount of (amount of funds) to be used for the completion of the project will come from (source of funds).

I certify that this application meets the eligibility thresholds as outlined in the Notice of Funding Opportunity and Rebuild Illinois Guidebook.

Very truly yours,

(Signature of Chief Elected Official)

Insert Uniform Grant Application here.

The Uniform Grant Application can be found in the Library on:

<https://www2.illinois.gov/dceo/CommunityServices/CommunityInfrastructure/Pages/default.aspx>

APPLICANT PROJECT INFORMATION
REBUILD ILLINOIS PUBLIC INFRASTRUCTURE

Type of project? _____

If this project is “on behalf of” another entity, what is the entity:

I. PROJECT LOCATION ADDRESS:

Street Address _____
(required)

City _____ State _____ Zip Code _____
The project location will be utilized to verify inclusion in an opportunity zone and/or DCEO underserved area.

II. PROJECT BENEFIT INFORMATION

Provide the total number of persons served based upon the Census: _____

CENSUS TRACT NUMBER(s) – Use additional sheet, if necessary.

Is this project located in an Enterprise Zone? Yes No

Is this project located in an Empowerment Area? Yes No

Is this project located in a Tax Increment Financing District? Yes No

What is the current unemployment rate of the County? _____ (from IDES Non-Seasonally Adjusted, available at: https://www2.illinois.gov/ides/lmi/Pages/Local_Area_Unemployment_Statistics.aspx)

III. APPLICATION WRITER

CONTACT PERSON: _____

TITLE: _____

ADDRESS AND PHONE NUMBER:

Firm Name _____

Street Address _____

(required)

P.O. Box _____

(Only if no street address)

City _____

State _____

Zip Code _____

(include + 4)

E-Mail _____

(required)

BUSINESS PHONE: (____) _____

FAX PHONE: (____) _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

(required)

IV. PROJECT ENGINEER, if selected

CONTACT PERSON: _____

TITLE: _____

ADDRESS AND PHONE NUMBER:

Firm Name _____

Street Address _____

(required)

P.O. Box _____

(Only if no street address)

City _____

State _____

Zip Code _____

(include + 4)

E-Mail _____

(required)

BUSINESS PHONE: (____) _____

FAX PHONE: (____) _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

(required)

Insert GATA Capital Budget here.

The GATA Capital Budget can be found in the Library on:

<https://www2.illinois.gov/dceo/CommunityServices/CommunityInfrastructure/Pages/default.aspx>

Insert Engineer's Cost Estimate here.

- ◆ Must be on company letterhead, include the date and the engineer's name
- ◆ Be less than one year old
- ◆ Must match the costs contained in the GATA Capital Budget.

The Department reserves the right to deem the Engineer's Cost Estimate as "not included" for the following reasons:

- ◆ Engineer's cost estimate not contained in application
- ◆ Engineer's cost estimate not on company letterhead with engineer's name and date
- ◆ Engineer's cost estimate does not include a detailed breakdown of costs; and/or
- ◆ Engineer's cost estimate contains grossly inflated costs.

Insert Project Location Map here.

- ◆ **A project location map** must be included in the application. It is expected to be sufficiently detailed to show the following information: 1) specific boundaries of the project area; 2) all integral components of the system being improved or constructed, including water tower, well, pump stations, existing water/sewer mains, proposed water/sewer mains, etc.; 3) railroads, highways, interstates, towns/cities/villages (rural projects), county lines, and corporate limits. The project map must be suitable for reproduction and shall not exceed the page size of 11 x 17 inches. (Applicants may also submit blueprints or larger project maps as a supplement to their submission, if they deem necessary in order to show project details sufficiently.)

Insert FEMA issued Floodplain Map here.

- ◆ **A FEMA issued Floodplain map must** be included in the application. You can obtain this map by calling FEMA at 1(800) 358-9616 or by using the website <https://msc.fema.gov>. The project area must be clearly drawn on the map prior to submission.

Insert Project Summary here

The Project Summary should consist of an approximately two-page narrative covering all key points of the proposed project to be funded, in part or in full, with RIPI grant funds. This summary must address the following:

1. **Relationship to Governor’s Five-Year Economic Plan** – Explain how this project relates to the principles, goals, challenges or key industries identified in the Governor’s Five-Year Economic Plan. The Plan can be found at:
<https://www2.illinois.gov/dceo/Pages/EconPlan2019.aspx>
2. **Connections to other capital investments** – Does this project connect to other ongoing projects or planned investments in the region by the State of Illinois, federal or local governments?
3. **Impact Amplification** –Is this project’s impact amplified by proximity or connection to other assets, such as public transportation, highways, bodies of water, and industry clusters, among others?
4. **Minority Inclusion Plan** –Provide a Plan or at minimum, a narrative on how minority and women-owned businesses in the area will be included in the project.
5. **Business Infrastructure** – How does this project improve your community’s ability to retain or increase jobs? Provide details of how current infrastructure impacts businesses. Cite specifics and provide documentation and/or testimonials from affected businesses.
6. **Key Details:**
 - Describe the project – What is being proposed and why.
 - What is the present condition of the infrastructure for which grant funds are being requested? Is there a lack of infrastructure, or a threat to health and safety being addressed? How long has the problem existed? Address the severity and immediacy of the problem.
 - Describe the project area, including legal boundaries. Who is being affected and how? Provide a detailed explanation of how this specific project area was determined.
 - The project structure (i.e., will the residents be direct customers of the water district or is an agreement needed, what is source of water, who will treat wastewater, etc.).
 - Whether the project is necessary to comply with state or federal regulations.
 - Justification of the local government's need for assistance in relation to its overall financial capability, including discussion of outstanding indebtedness.

MINORITY BENEFIT/AFFIRMATIVE HOUSING STATEMENT

<p>a. What is the percentage of the minority group(s) population residing in the community?</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p style="text-align: right; margin: 0;">%</p>
<p>Identify the characteristics of the population of the project area by specific ethnic group. This information may be obtained from the most recent Census Data for the “applicant community.” If submitting an “on behalf of” application for a project in an unincorporated area, use Census Data for the project’s County.</p>	

Racial Group	Total Persons	# of Hispanic / Latino Ethnicity
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Individuals Reporting more than One Race		
# of Female Headed Households		

<p>With the exception of "Female Heads of Households", the above numbers should equal the total number of persons to benefit from the project ("targeted" area).</p>	
<p>b. What is the goal for the percentage of funded contracts to be awarded to minority contractors?</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p style="text-align: right; margin: 0;">%</p>
<p>c. If the percentage goal in <i>b</i> is <u>substantially less</u> than the percentage of minorities residing in the community, please explain. _____ _____</p>	
<p>d. The applicant agrees to affirmatively further fair housing by posting Fair Housing Posters and by making HUD Fair Housing Complaint Forms available to the public. In addition, the unit of local government</p> <p><input type="checkbox"/> Already has a Fair Housing Resolution on file. (Indicate Number and Date Passed _____)</p> <p><input type="checkbox"/> If funded, will pass a Fair Housing Resolution.</p>	

Signature of Chief Elected Official: _____ **Date** _____

IMPACT PER CAPITA DETERMINATION

Please provide the following information relative to the project for which funds are being requested:

- a. **Total Project Cost:** \$ _____ (must match Total Project Costs indicated on the Uniform Capital Budget Template, Budget Narrative Summary)
- b. **Rebuild Illinois Grant Requested:** \$ _____ (must match State Request indicated on the Uniform Capital Budget Template, Budget Narrative Summary)
- c. **Total # of Persons Served:** # _____ (must match Project Information page, I. Project Benefit Information)
- d. **Cost per Capita:** \$ _____ (Line b divided by Line c)

Insert Project Readiness Summary here

Each application must demonstrate that the proposed project is appropriate and achievable and that all actions have been completed to ensure timely implementation of the project. Specifically, the application must address all of the following, if applicable:

- ◆ Status of required permit(s) from the state and or federal agencies. If not applicable, address why;
- ◆ The community must have full control of the right-of-way either by having 100 percent of the necessary private property easements signed or a right-of-way docket. If not applicable, address why;
- ◆ Water/wastewater treatment agreement; If not applicable, address why.
- ◆ Identify the ownership of any property needed to complete the project (including option to purchase); and verify that the project will be shovel-ready;
- ◆ Additional funding commitment(s);
- ◆ Status of written permission from railroad(s), county highway commissioners, IDOT, etc. to proceed with any railroad and/or road borings that are proposed. If not applicable, address why;
- ◆ If a "phased project," indicate the status of all pertinent readiness issues. In addition, the application should include supporting documentation, as appropriate.

Insert Signed Letters of Support here.

RESOLUTION COMMITTING LOCAL FUNDS

Resolution No. _____

(The Resolution CANNOT be dated prior to the date of the Public Hearing)

WHEREAS, the City Council (County Board) of the City (County) of _____, Illinois has taken action to submit a Rebuild Illinois competitive public infrastructure application,

WHEREAS, receipt of Rebuild Illinois grant assistance is essential to allow the City (County) of _____ to undertake the project to _____, (project description)

WHEREAS, criteria are such that financial participation by the grantee is required in conjunction with Rebuild Illinois funds, and

WHEREAS, the City (County) of _____ has certain monies allocated for the above-referenced project with cash on hand, as needed.

NOW, THEREFORE, BE IT RESOLVED THAT the City (County) of _____ does hereby commit funds from _____ **(account/fund)** _____ for use in conjunction with a Rebuild Illinois Public Infrastructure Grant, such funds to equal _____% of the estimated total project cost of \$ _____, or \$ _____.

PASSED and APPROVED at its regular (special) City Council (County Board) Meeting, held on the _____ day of _____, _____. (date required)

Mayor (County Board Chairman)

ATTEST:

City Clerk (County Clerk)

PUBLIC HEARING NOTICE

Reasonable access to all available application materials must be provided where all persons within the community will have reasonable access (e.g., Village or City Hall or a public area such as a post office, web page, community center, bank, etc. located within the same county as the applicant) and shall be available for a reasonable amount of time to allow for response and comment.

(Applicant) will hold a public hearing on (date), at (time), in (place) to provide interested parties an opportunity to express their views on the proposed Rebuild Illinois Public Infrastructure Grant (RIPI) project. Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact (name, address, and phone #) no later than (date). Every effort will be made to make reasonable accommodations for these persons.

On or about (date of application submission), (Applicant) intends to apply to the Illinois Department of Commerce and Economic Opportunity for a grant from the Rebuild Illinois program. This program is funded by state funds as included in the 2019 Capital Bill. These funds are to be used for a community development project that will include the following activities: (summary of proposed project). The total amount of Rebuild Illinois funds to be requested is \$(Amount requesting). The (Applicant) also proposes to expend \$(amount) in non-Rebuild Illinois funds on the project. These non-Rebuild Illinois funds will be derived from the following sources: (source(s) and amount).

Information related to this project will be available for review prior to the public hearing as of (date) at the office (location) between the hours of (office hours). Interested residents are invited to provide comments regarding these issues either at the public hearing or by prior written statement. Written comments should be submitted to (name and address) no later than (date) in order to ensure placement of such comments in the official record of the public hearing proceedings. A plan to minimize displacement and provide assistance to those displaced has been prepared by (Applicant) and is also available to the public. This project will result in (no displacement of any persons or businesses – or – displacement of the following persons and businesses [name and address]). For additional information concerning the proposed project, please contact (name, telephone number) or write to (person, address).

Insert Seven Day Notice of Hearing here.

The Notice of Public Hearing **must** be published at least once in a newspaper of general circulation at least seven calendar days (excluding the date of publication *and* the date of the hearing) prior to the public hearing. All project information must be available for viewing on the first date of publication at a location within the community.

***Insert Newspaper Clipping and Publisher's
Certification here.***

Insert Certified Minutes here.

The minutes of the public hearing must be certified by the chief elected official or other authorized local officials, such as county clerk, city clerk, etc.

Insert Attendance Sheets here.

A copy of the public hearing attendance sheet must be included as part of the resident participation documentation. It is suggested that each person attending the public hearing provide his address and identify his role of participation (e.g., resident, elected or appointed official, municipal employee, contractor, grant administrator, business owner, etc.)

LOCAL GOVERNMENT CERTIFICATIONS

On this (date) of (month), (year), the (title and name of the Chief Elected Official) of (name of the local government) hereby certifies to the Department of Commerce and Economic Opportunity in regard to an application and award of funds through the Rebuild Illinois Grant that:

1. It confirms that no aspect of the project for assistance has or shall commence prior to the award of funds to the community and the receipt of an environmental clearance from the Department.
2. It will comply with the Interagency Wetland Policy Act of 1989 including the development of a plan to minimize adverse impacts on wetlands, or providing written evidence that the proposed project will not have an adverse impact on a wetland. It confirms that Project must also comply with Federal Wetlands Protection regulations at 24-CFR 58.5(b)(2) and Executive Order 11990, which may require preparation of an Eight-Step Wetlands Review.
3. It will comply with the Illinois Endangered Species Protection Act and the Illinois Natural Area Preservation Act by completing the consultation process with the Endangered Species Consultation Program of the Illinois Department of Natural Resources, or providing written evidence that the proposed project is exempt.
4. It will identify and document all appropriate permits necessary to the proposed project, including, but not limited to: building, construction, zoning, subdivision, IEPA and IDOT.
5. No legal actions are underway or being contemplated that would significantly impact the capacity of the (name of local government) to effectively administer the program, and to fulfill the requirements of the program.
6. It will coordinate with the County Soil and Water Conservation District regarding standards for surface and sub-surface (tile) drainage restoration and erosion control in the fulfillment of any project utilizing Rebuild Illinois funds and involving construction.
7. It is understood that the obligation of the State will cease immediately without penalty of further payment being required if in any fiscal year the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this agreement.
8. It acknowledges the applicability of Illinois prevailing wage rate requirements to construction projects; a wage rate determination must be obtained prior to commencement of any construction or equipment installation; and, it shall discuss these requirements with the contractor.
10. It will comply with OMB 2 CFR 200 and applicable areas of Illinois' Grant Accountability and Transparency Act (GATA).
11. The area, in whole or in part, in which project activities will take place, **IS** or **IS NOT** (circle one) located in a floodplain.

A FEMA Floodplain map is included in the application (as required) and is located on Page _____

If yes, does it participate in the National Flood Insurance Program? Yes ___ No ___

If no, provide an explanation as to why it does not participate: _____

Signature of Chief Elected Official

Date

MANDATORY DISCLOSURES

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as “Grantee”) must disclose, in a timely manner and in writing to the State awarding agency, all violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award. See 30 ILCS 708/40; 44 Ill. Admin Code § 7000.40(b)(4); 2 CFR § 200.113. Failure to make the required disclosures may result in remedial action.

Please describe all violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the awarding of a grant to your organization:

Grantee has a continuing duty to disclose to the Department of Commerce and Economic Opportunity (the “Department”) all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this grant award.

By signing this document, below, as the duly authorized representative of the Grantee, I hereby certify that:

- All of the statements in this Mandatory Disclosure form are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).
- There is no action, suit or proceeding at law or in equity pending, nor to the best of Grantee’s knowledge, threatened, against or affecting the Grantee, before any court or before any governmental or administrative agency, which will have a material adverse effect on the performance required by the grant award.
- Grantee is not currently operating under or subject to any cease and desist order, or subject to any informal or formal regulatory action, and, to the best of the Grantee’s knowledge, it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority.
- If Grantee becomes the subject of an action, suit or proceeding at law or in equity that would have a material adverse effect on the performance required by an award, or an investigation by any state or federal regulatory, law enforcement or legal authority, Grantee shall promptly notify the Department in writing.

Grantee Organization: **Company Name**

By: _____
Signature of Authorized Representative

Printed Name: **Authorized Signator Name**

Printed Title: **Authorized Signator Title**

Date:

CONFLICT OF INTEREST DISCLOSURE

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as “Grantee”) must disclose in writing to the awarding State agency any actual or potential conflict of interest that could affect the State award for which the Grantee has applied or has received. See 30 ILCS 708/35; 44 Ill. Admin Code § 7000.40(b)(3); 2 CFR § 200.112. A conflict of interest exists if an organization’s officers, directors, agents, employees and/or their spouses or immediate family members use their position(s) for a purpose that is, or gives the appearance of, being motivated by a desire for a personal gain, financial or nonfinancial, whether direct or indirect, for themselves or others, particularly those with whom they have a family business or other close associations. In addition, the following conflict of interest standards apply to governmental and non-governmental entities.

- a. Governmental Entity.** If the Grantee is a governmental entity, no officer or employee of the Grantee, member of its governing body or any other public official of the locality in which the award objectives will be carried out shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or which affects the personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the work to be performed under the State award.
- b. Non-governmental Entity.** If the Grantee is a non-governmental entity, no officer or employee of the Grantee shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or which affects the personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the work to be performed under the State award.

The Grantee shall also establish safeguards, evidenced by policies, rules and/or bylaws, to prohibit employees or officers of Grantee from engaging in actions, which create or which appear to create a conflict of interest as described herein.

The Grantee has a continuing duty to immediately notify the Department of Commerce and Economic Opportunity (the “Department”) in writing of any actual or potential conflict of interest, as well as any actions that create or which appear to create a conflict of interest.

Please describe all current potential conflict(s) of interest, as well as, any actions that create or which appear to create a conflict of interest related to the State award for which your organization has applied.

If the Grantee provided information above regarding a current potential conflict of interest or any actions that create or appear to create a conflict of interest, the Grantee must immediately provide documentation to the applicable Department grant manager to support that the potential conflict of interest was appropriately handled by the Grantee’s organization. If at any later time, the Grantee becomes aware of any actual or potential conflict of interest, the Grantee must notify the Department’s grant manager immediately, and

provide the same type of supporting documentation that describes how the conflict situation was or is being resolved.

Supporting documentation should include, but is not limited to, the following: the organization’s bylaws; a list of board members; board meeting minutes; procedures to safeguard against the appearance of personal gain by the organization’s officers, directors, agents, and family members; procedures detailing the proper internal controls in place; timesheets documenting time spent on the award; and bid documents supporting the selection of the contractor involved in the conflict, if applicable.

By signing this document, below, as the duly authorized representative of Grantee, I hereby certify that:

- All of the statements in this Conflict of Interest Disclosure form are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).
- If I become aware of any situation that conflicts with any of the representations herein, or that might indicate a potential conflict of interest or create the appearance of a conflict of interest, I or another representative from my organization will immediately notify the Department’s grant manager for this award.
- I have read and I understand the requirements for the Conflict of Interest Disclosure set forth herein, and I acknowledge that my organization is bound by these requirements.

Grantee Organization: **Community Name**

By: _____
Signature of Authorized Representative

Printed Name: **Authorized Signator Name**

Printed Title: **Authorized Signator Title**

Date:

INTERGOVERNMENTAL COOPERATION AGREEMENT

The _____, _____ County, Illinois, seeks to support the efforts of the _____ to obtain Rebuild Illinois grant funds from the Illinois Department of Commerce and Economic Opportunity for (proposed project) _____ located in _____.

As the chief executives of our respective local governments, we are signing this agreement to cooperate as much as needed to accomplish these improvements.

The _____ is hereby designated as the lead agency for this application and will be the applicant for the funds. The _____ will be liable for all program administration functions should the grant be awarded.

_____ Attest _____ Attest

Date: _____

NOTE: This general form (or a suitable variation) is to be used by local government applicants whose proposed project or project area involves more than one jurisdiction. It is a required part of any "on behalf of" or joint application with appropriate modifications as may be required to fit local conditions.

***Insert Current Infrastructure Condition
Documentation here.***

***Insert Documentation of Commitment from
Leverage/Match Sources here.***

Insert copies of Construction Permits here.

Insert Proof of Land Ownership here.

(if applicable)

***Insert copy of Water Purchase or Wastewater
Treatment Agreement here.***

(if applicable)

Insert copy of Option to Purchase here.

(if applicable)

Insert Copy of Fair Housing Resolution here.

Insert W-9 here.

Insert SAM Registration (CAGE#) here.

Insert IRS Certification Letter here.

Insert Latest Government Audit here.