

CITY OF BATAVIA

DATE: May 2, 2018
TO: Committee of the Whole-CD
FROM: Scott Buening, Community Development Director
SUBJECT: Resolution 18-61-R Kane County 2018 Community Development Block Grant Application

Background

Kane County each year receives Community Development Block Grant (CDBG) funds from the Federal Government for the purpose of funding projects which benefit persons of low and moderate income levels. They award a large portion of these funds to subgrantees such as special service agencies, non-profit organizations and municipalities that are doing projects that benefit persons of these income levels.

Analysis

The County at the City's request did an income survey for the area generally located east of River Street, west of Washington Avenue, north Church Street and south of Oak Terrace Court. This area was determined to meet the low/mod income thresholds for receipt of CDBG funds.

For the 2018 funding year, staff has determined that the best project to pursue would be for resurfacing and ADA compliance work for portions of River Street, Gore Street, Logan Street, Lake Street, Lathem Street and Fayette Street. The total cost of the project would be \$184,000. We are requesting a grant of \$75,000 of the total \$184,000 construction cost.

As usual, these applications have a relatively short submittal deadline. This year the deadline is May 7, 2018 at 4:30 PM. We anticipate this Resolution being on the May 21, 2018 City Council agenda. The County has previously indicated that the Resolution may come from the City Council after the submittal deadline as long as the rest of the application materials are submitted on time.

Recommendation

Staff recommends approval of Resolution 18-61-R Authorizing Application for Kane County Community Development Funds for 2018.

Attachments:

1. Resolution 18-61-R Authorizing Application for 2018 Kane County Community Development Funds.
2. CDBG Grant Application.
3. Map of Streets.

**CITY OF BATAVIA, ILLINOIS
RESOLUTION 18-61-R**

**A RESOLUTION AUTHORIZING APPLICATION FOR KANE COUNTY COMMUNITY
DEVELOPMENT FUNDS AND EXECUTION OF ALL NECESSARY DOCUMENTS**

WHEREAS, the City of Batavia has determined that it in its best interests to submit an application for Kane County Community Development Funds for repaving of streets, replacement of curbs and installation of ADA compliant improvements for certain streets on the east side of the Fox River just north of the downtown area of Batavia; and

WHEREAS, said project will improve the safety of motorists and pedestrians and improve the quality of life for nearby residents by making access easier and safer in this vicinity; and

WHEREAS, the Kane County Board must approve said application and will require the City of Batavia to execute a Funding Agreement and other necessary documents upon such approval;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Batavia, Kane and DuPage Counties, Illinois, that the City Administrator is hereby authorized to execute an application for Kane County Community Development Funds, a Funding Agreement and other necessary documents upon approval of the application by the Kane County Board, and any requests for payment and documentation required to be submitted by the City of Batavia to Kane County requesting the dispersal of funds.

BE IT FURTHER RESOLVED, that any changes to the above-stated project description must be approved by the City of Batavia.

CITY OF BATAVIA, ILLINOIS RESOLUTION 18-61-R

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this ___ day of _____, 2018.

APPROVED by me as Mayor of said City of Batavia, Illinois, this _____ day of _____, 2018.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Salvati				
2	Callahan					Wolff				
3	Meitzler					Chanzit				
4	Malay					Stark				
5	Uher					Thelin Atac				
6	Cerone					Russotto				
7	McFadden					Brown				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstentions					
Total holding office: Mayor and 14 aldermen										

ATTEST:

Ellen Posledni, City Clerk

**KANE COUNTY
COMMUNITY DEVELOPMENT FUND
2018 APPLICATION FORM**

Neighborhood Improvement Projects

**ANSWERS MUST BE TYPED IN THE SPACES PROVIDED.
PLEASE DO NOT ADD EXTRA SHEETS.**

Agency Name: City of Batavia
Authorized Official: Laura Newman **Title:** City Administrator
Name of Project: Downtown North Street Improvements
Project Location/Address: North River Street Aea, Batavia, IL 60510
(Include City, State, Zip)
Agency Address: 100 N Island Avenue, Batavia, IL 60510
(Include City, State, Zip)

DUNS #: 10242543 **CCR/CAGE:** _____ **FEIN/Tax ID #:** -366005785

Contact Name: Scott Buening, **Contact Title:** Community Development Director
(This person is the agency representative authorized to discuss this application during the review process.)

Contact Address: 100 N Island Avenue, Batavia, IL 60510
(Include City, State, Zip)

Contact Phone #: (630)454-2710 **Contact E-mail:** sbuening@cityofbatavia.net

PROJECT FUNDING SUMMARY

(SPECIAL NOTE: THE CDF PROGRAM OPERATES ON A REIMBURSEMENT BASIS AND ACTIVITIES THAT OCCUR PRIOR TO A SIGNED AGREEMENT WITH THE COUNTY CANNOT BE REIMBURSED.)

How much funding from Kane County CDF are you requesting?	\$75,000
What is the total amount of funds you currently have secured?	+ \$109,000
What is the total amount of funds yet to be secured from other sources?	+ \$0
What is the total cost of your project or proposal?	= <u>\$184,000</u>

ACTIVITY SUMMARY

1. Brief Project Summary: (Please provide a two sentence summary of your project.)

This project will involve repaving of several streets just north of the downtown area of Batavia. The streets serve an area that has a significant low-mod income level population based on a targeted income survey.

2. Population Served: Describe the clients served by your project. Note in particular whether specific subpopulations, such as the homeless, the elderly (at least 62 years of age), etc. are served. Describe any client eligibility requirements. (1,500 character max.)

This will specifically benefit property owners in the Fourth Ward of the City of Batavia. This area includes a manufactured home community at the northern end of the project area.

SERVICE AREA

1. Is the proposed project exclusively available to residents of Kane County's Program Area?

Yes No

2. Has your agency requested CDF funding for this project from other jurisdictions? Yes No

If yes, which jurisdictions?

AGENCY CAPACITY

1. If your agency is a prior CDF recipient, have project funds been recaptured?

Yes No Not applicable (New CDF applicant)

If funded under multiple years, please indicate the total number of times funded and the total number of times funds have been recaptured, including reasons funds were recaptured. (1,500 character max):

In a prior year we had to return a grant in the amount of \$10,000. This grant was too small in relation to the much larger project cost, and we could not fund the project with the reduced grant funding.

2. Capacity of the Organization: Briefly describe the capacity of the agency to complete this project within the time frame provided as part of this application. Please identify and describe the qualifications of staff member(s) that will be involved in the administrative aspects of the project such as reporting, record keeping, and preparing reimbursement requests. Also identify the roles (such as preparing project specifications, managing bidding, and overseeing construction) that will be assumed by outside professionals. (1,500 character max.)

The City has an annual road program to repave and rehabilitate streets in its jurisdiction. This is done by the Public Works Department in conjunction with the Engineering Division of the City,

specifically Rahat Bari and Andrea Podraza. The Engineering Division includes staff that are all Professional Engineers (PE), and they contract with qualified contractors to do the actual construction work. The grant is being applied for by the Community Development Department, specifically Scott Buening. We have experience in applying for, receiving and administering a number of grants for the City.

3. Collaboration: Does your agency duplicate other programs offered in Kane County?

Yes No

If yes, please describe your agency's efforts to reduce the duplication and any challenges that have impacted this effort. If no, describe how your agency works with other area agencies to reduce the duplication of services (1,500 character max.)

4. Past Performance: Describe your agency's past performance managing grant funds, including CDF and other government awards (including local, state, and federal). If your agency administered CDF grants in prior years and was monitored by the County, please provide information as to the year(s) your agency was monitored, the monitoring results, and efforts made by your organization to resolve any concerns or findings. (1,500 character max.)

We have applied for, received and managed grant funds for various projects including CDBG, Safe Routes to School, Kane County Riverboat Grants and Small Cities Grants. We were also recently awarded a grant from IHDA for abandoned property rehabilitation, cleanup and restoration.

5. Financial Record Keeping: The CDF Program operates on a reimbursement basis and retroactive payments for activities that occur prior to the execution of a funding agreement are not permitted. Briefly describe your agency's accounting system, and your payment/disbursement procedures, with relevance to the proposed project. (1,500 character max.)

We are a municipal government and follow the requirements of the GASB. Our financial records are handled separately by our Finance Department, and we have received a clean audit annually from our auditors. We would pay the contractors for the work completed and then expect reimbursement to the City from the County for the grant share of the project.

6. Based upon your most recent financial audit, were there any outcomes or findings that changed the way your organization does business? Yes No

If yes, please explain the changes. Also, provide a detailed explanation as to the current status of any unresolved issues and corrective actions that have yet to be implemented. If the audit report is still open, please provide a timeline for when it will be closed. (1,500 character max.)

PROJECT INFORMATION

1. The project involves: (check all that apply)

Acquisition* Rehabilitation Demolition New Construction

***Briefly describe your plan and timeframe for acquiring the necessary property, including the status of any discussions or negotiations. Otherwise enter "N/A".**

N/A

2. Project Description: Describe all aspects of the project for which you are requesting funds. (1,500 character max.)

The City is seeking funding to make various roadway improvements in a low/mod income qualified area. These improvements will consist of repairing/replacing curb where needed, repaving of roadways and repair/replacement of sidewalk segments along five roadways. These roadways consist of parts of River Street, Fayette Street, Lathem Street, Lake Street, Logan Street and Gore Street.

3. Ownership/Control:

Does your agency own/control the subject facility/infrastructure? Yes No
(For Public Right of Way/Infrastructure projects, skip to Question #6.)

Are any other tenants housed in your facility? Yes No

If yes, please list each tenant and the annual rent received by your agency.

What percentage of your facility is used by each tenant? Please also provide the methodology for determining the percentage(s).

4. Do you use your facility to generate revenue for your organization? Yes No

If yes, please explain.

5. Do you charge fees for any programs occurring in the facility? Yes No

If yes, please explain.

6. Why is this project needed by Kane County residents? Describe supporting research or documentation regarding why/how this project will address community needs. (1,500 character max.)

The street improvements will enhance the accessibility and appearance of the neighborhood giving residents a newly improved street. In addition, some sidewalk segments will be improved for ADA accessibility thus making access easier for disabled individuals.

7. Future Funding: Is the proposed project a phased project? Yes No

If yes, how will your agency continue the proposed project if CDF funds are not available in future years? *Please note that regardless of construction phase, if awarded CDF funds, the project will be required to follow CDF regulatory requirements (procurement, Davis-Bacon, etc.) for its duration. This includes phases that occur following the completion of the CDF-funded phase.* (1,500 character max.)

8. **Plans/Specifications:** Have you prepared plans and specifications for your project? Have you initiated contact with the planning/permitting authority/jurisdiction to determine project eligibility under the applicable planning, zoning, and building requirements? If not please describe the timeline to complete these steps. (1,500 character max.)

A cost estimate and map has been completed. We are the permitting agency for the work proposed.

Has a Phase I Environmental Site Assessment or other environmental study been completed regarding the site of the proposed facility project? Have any environmental conditions impacted your project design?

No. No environmental impacts expected.

Describe environmentally friendly features incorporated into your project that are expected to result in energy savings or water conservation.

The addition of ADA sidewalk ramps will improve accessibility and mobility for disabled individuals.

9. **Project Outcomes:** Please check the box will most closely address your project's outcome. (Check only one.)

- Availability/Accessibility:** This outcome relates to projects that make services more accessible or available to low- or moderate income persons, including those with special needs and/or disabilities.
- Affordability:** This outcome relates to projects that provide affordability to low- or moderate-income persons.
- Sustainability:** This outcome relates to projects that improve communities and promote viability, such as removing slums and blight, or other services that sustain communities.

10. **Outcome Performance Measures:** How will you measure the success of your project? How will your project positively affect the neighborhood, the community, and its residents? Please describe the performance measures you will use to evaluate your project outcomes. (1,500 character max.)

The resurfacing will create a "new" appearing street free of cracks, potholes and surface irregularities. The road project will show a public investment in the low/mod income area.

11. **Organizational Resources:** Describe the organizational resources to be used in managing and carrying out the proposed project (e.g. capacity of staff, impact to agency workload, etc.) (1,500

character max.)

Our City Engineering Division will administer the contracting for and will actively manage the project. We have adequate staffing to manage the grant and project in conjunction with our annual road program.

12. Operational Resources: Describe how you will sustain this project in the future. Elaborate on your routine maintenance and repair schedule, funding reserves, etc. (1,500 character max.)

The resurfacing project is a long-term project that should last 15-20 years. The City maintains the roads by crack sealing and other maintenance activities to prolong the life of the roadway pavement.

13. Impact of CDF Funding: How will the injection of CDF funds lead to increased effectiveness, innovation or improvement? (1,500 character max.)

The CDF funding will allow the City to leverage its resources to repair more roadways, in particular in areas with low/mod income populations.

**KANE COUNTY
COMMUNITY DEVELOPMENT FUND
Area Benefit Report Table**

AGENCY NAME: City of Batavia
PROJECT NAME: Downtown North Street Improvemnts

All Neighborhood Improvement projects must be able to be measured as an "Area benefit". The area benefitting from the project must consist of at least 45.04% low-mod residents. Please contact the County for assistance in completing this form.

Enter census data below in order to document that the area to benefit from your project consists of at least 45.04% low-mod residents.

Census Tract	Block Group	L/M Population	Total Population	Percent L/M
Survey	Survey	99	154	64%
	TOTAL:	99	154	64%

**KANE COUNTY
COMMUNITY DEVELOPMENT FUND
CDF Project Schedule**

AGENCY NAME: City of Batavia
PROJECT NAME: Downtown North Street Improvements

Provide a timeline for completing your project. Include major tasks/milestones and target completion dates (month and year). Typical project tasks/milestones include: Securing various funding sources; acquiring real estate; completing drawings/specifications; bidding; awarding of contracts; beginning construction; and completing construction. When laying out your schedule, keep in mind that certain work may not begin prior to execution of a funding agreement with Kane County. List in your timeline an anticipated award of Kane County funds in June 2018. Also individually list the expected award dates for each funding source in your budget that has not yet been awarded.

Please note all any activity associated with your project occurring after the date of submission must meet federal regulations (specifically, procurement).

Additionally, per 2 CFR 200.319, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. If a CDF applicant consults (or consulted) with a contractor in developing a scope of work, the contractor will be disqualified from bidding on the project. It is the agency's responsibility to ensure that the contractor is aware of these requirements prior to requesting a cost estimate.

Action/Activity	Estimated Date(s)	Length of time to complete
Block Grant Award Date	June 2018	2 months
Plan Development and Approval	August 2018	2 months
Bid Preparation and Advertisement	April 2019	1 month
Bid Award and Contract Execution	April 2019	1 month
Construction	June 2019	2 months
Restoration, Closing and Payout	August 2019	1 month

**KANE COUNTY
COMMUNITY DEVELOPMENT FUND
Project Sources of Funds**

AGENCY NAME: City of Batavia
PROJECT NAME: Downtown North Street Improvements

Source of Funds

Please list all funding sources that you expect to use to carry out your project. If resources include In-Kind donations, please list the value. Under "Status of Funding" indicate whether funds have been "Requested", "Committed", or "Received". Provide documentation of the status of all funding amounts and indicate whether they are restricted or unrestricted.

	Source	Amount or Value	Status of Funding	Documentation Attached	Restricted or Unrestricted
1	Kane County CDF Program	\$75,000	Requested	Application	Restricted
2	City of Batavia General Funds	\$109,000	Budgeted	Budget Excerpt	Unrestricted
3		\$			
4		\$			
5		\$			
6		\$			
7		\$			
8		\$			
9		\$			
10		\$			
11		\$			
12		\$			
13		\$			
14		\$			
15		\$			
Total Project Cost:		\$184,000			

**KANE COUNTY
COMMUNITY DEVELOPMENT FUND
Project Budget (Use of Funds)**

AGENCY NAME: City of Batavia
PROJECT NAME: Downtown North Street Improvements

Please Note: Estimated construction costs should include the payment of Davis-Bacon Wage and Fringe Benefit Rates.

ACQUISITION COSTS	CDF FUNDING	+ OTHER SOURCES	= TOTAL COST
Real Estate Acquisition Costs	\$	\$	\$
Real Estate Acquisition Closing Costs (title, recording, etc.)	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Acquisition Total (A)	\$0.00	\$0.00	\$0.00
CONSTRUCTION/REHAB COSTS			
Site Work	\$	\$	\$
Demolition	\$	\$	\$
Rehabilitation/Construction	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Subtotal	\$	\$	\$
Construction Contingency (% of Subtotal)	\$	\$	\$
Construction/Rehab Total (B)	\$	\$	\$
SOFT COSTS			
Architectural	\$	\$	\$
Engineering	\$	\$	\$
Survey	\$	\$	\$
Appraisal (pre-purchase)	\$	\$	\$
Site Investigation	\$	\$	\$
Environmental Study	\$	\$	\$
Fees/Permits	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Soft Costs (C)	\$	\$	\$
FINANCING/OTHER COSTS			
Other:	\$	\$	\$
Other:	\$	\$	\$
Financing/Other Costs Total (D)	\$	\$	\$
TOTAL DEVELOPMENT COST (A+B+C+D) =	\$	\$	\$

APPLICANT CERTIFICATION

To the best of my knowledge and belief, data in this application are true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with all regulations and guidelines applicable to Kane County's CDF program.

Applicant certifies that they have read and fully understand all application materials for the Kane County CDF program. Applicant further certifies that that all information furnished in/with this application is true and complete to the best of Applicant's knowledge and belief. If any information provided herein changes following the submission of this application, Applicant agrees to notify Kane County immediately. Applicant acknowledges that the County may verify any information contained in/with this application, and submission of this application shall constitute Applicant's authorization for the County to complete such verification as it deems necessary to determine the accuracy of this application and its suitability for funding. Applicant understands and agrees that if false or incomplete information is provided in/with this application, the County may disqualify this application and deem Applicant ineligible to receive any funds in the future. Applicant understands that the County retains the right to reject any and all applications, and, in its sole determination, to waive minor irregularities. Applicant acknowledges by submission of this application that the County will make such determinations with the fullest discretion allowable by law. Applicant will at all times indemnify and hold harmless Kane County against all losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from, arising out of, or relating to the County's acceptance, consideration, approval, or disapproval of this application and the issuance or non-issuance of funds herewith. Applicant further certifies that neither they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from HUD programs; that they do not discriminate on the basis of race, religion, color, sex, age, handicap or national origin; and that they are duly authorized by board resolution to cause this document to be executed and submitted to Kane County.

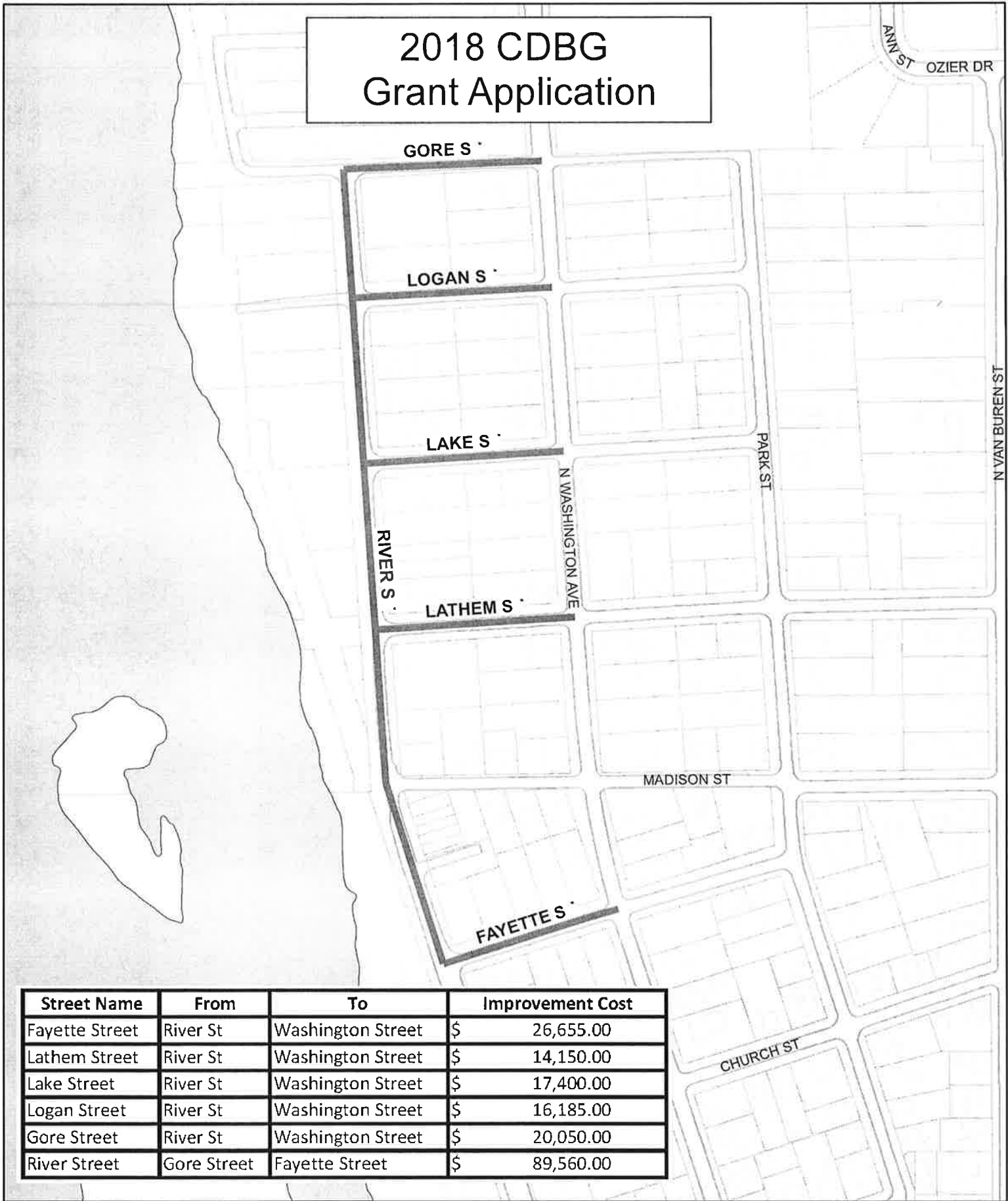
IN WITNESS WHEREOF, the undersigned, being duly authorized, has caused this document to be executed in its name on the 7th day of May, 2018.

Signature of Authorized Official

5/7/2018
Date

Laura Newman
Type/Print Name

2018 CDBG Grant Application



Street Name	From	To	Improvement Cost
Fayette Street	River St	Washington Street	\$ 26,655.00
Lathem Street	River St	Washington Street	\$ 14,150.00
Lake Street	River St	Washington Street	\$ 17,400.00
Logan Street	River St	Washington Street	\$ 16,185.00
Gore Street	River St	Washington Street	\$ 20,050.00
River Street	Gore Street	Fayette Street	\$ 89,560.00

Maps and data provided by the City of Batavia are not intended to have, nor do they have, the accuracy of surveys or legal descriptions of land areas. GIS data obtained from the City of Batavia is intended for representational use only. Reliance on such maps and data is at the risk of the recipient. This information, in either electronic or map form, is provided "as is". No warranty expressed or implied is made regarding the accuracy, timeliness, or completeness of the data, nor shall the act of distribution constitute any such warranty. This disclaimer applies both to individual use of the data and aggregate use with other data.
SOURCE: BATGIS, KANEGIS

