



**DUPAGE
COUNTY**



COMMUNITY SERVICES

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TO: Community Development Commission Executive Committee

FROM: Mary A. Keating, Director,
Department of Community Services

DATE: May 23, 2025

SUBJECT: 2026 Community Development Block Grant Capital Improvement
Application Updates and Affected Community Development
Commission Policy Update

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Action Requested: CDC staff recommend approval of program year 2026
Community Development Block Grant (CDBG) Capital Improvement
Application updates and affected CDC policy updates.

Details: Per CDC policy, federal funds received by the County are awarded to
eligible Subrecipients based on a competitive application process. CDC staff
have reviewed the previous capital improvement grant application and propose
the following updates:

1. Require a minimum CDBG ask of \$100,000.
2. Limit to one application per organization.
3. Limit to one site, identified by an address and a parcel index number, per
application, per organization. No scattered site projects will be accepted.
4. Enforce CDC policy requiring a comprehensive assessment, known as a
Capital Needs Assessment, of a facility in which CDBG funding will be
applied for.
5. Require interested applicants to attend an informational training/overview of
Capital Needs Assessments to be eligible to apply for funding. This
requirement would be scored.
6. Incorporate a scoring value for new applicants.

CDC staff have reviewed existing policies pertaining to CDBG capital
improvement applications and propose the following update:

1. Update the Application Process – Neighborhood Investment/CDBG Capital
Applications, Number Submitted policy to allow for a maximum of one
application, per applicant, per program year.