

A background image showing a view of the Chicago skyline from a hillside, with residential brick buildings in the foreground and trees. The image is overlaid with a semi-transparent blue filter.

# 2025

## Community Development Block Grant Program

Disaster Recovery (*CDBG-DR*)

**ADMINISTRATIVE ACTION PLAN**



## Introduction

The City of Chicago is committed to the effective and compliant administration of federal funding through the Community Development Block Grant - Disaster Recovery (CDBG-DR) program. This Administrative Action Plan outlines our approach to utilizing these funds to address the administrative costs required for community recovery. Our primary goal is to ensure that all activities funded under this program are conducted in full compliance with federal regulations, while also maximizing the positive impact on our residents and infrastructure.

Recent CDBG-DR appropriations acts have allowed grantees to access funding for PACs prior to the Secretary's certification of financial controls and procurement processes. This provision enables us to efficiently manage and implement the CDBG-DR program, ensuring that necessary administrative support is in place from the outset.

By adhering to the highest standards of compliance and stewardship, the City of Chicago aims to maximize the CDBG-DR funding to improve the quality of life for impacted residents, fostering a more resilient and sustainable future.

## Table of Contents

I. General Information for Admin Action Plan Submission.....	3
II. Proposed Allocation of Funds .....	4
III. Publication of the Admin Action Plan .....	5
IV. Standard Form 424 (SF-424) .....	6
V. Certifications .....	7

## I. General Information for Admin Action Plan Submission

<b>Grantee Name:</b>	City of Chicago
<b>Date Plan Submitted:</b>	4/9/2025
<b>Total Grant Amount:</b>	\$426,608,000
<b>Total Amount of PACs Budgeted:</b>	\$21,330,400
<b>Grantee Contact (Name):</b>	Annette Guzman
<b>Grantee Contact (Email/Phone):</b>	Annette.Guzman@cityofchicago.org (312) 744-0053
<b>HUD Contact (Name):</b>	Deborah Meneses
<b>HUD Contact (Email/Phone):</b>	deborah.a.meneses@hud.gov (312) 913-8717

## II. Proposed Allocation of Funds

Program Administration Activity/Activities	Criteria for Eligibility (e.g., 24 CFR 570.206(a))	Budget/Allocation
Salaries, wages, and related costs of the recipient's staff; Administrative services performed under third party contracts or agreements; Developing systems for assuring compliance with program requirements; Preparing reports and other documents related to the program for submission to HUD; Public information; Monitoring program activities for progress and compliance with program requirements; Other costs for goods and services required for administration of the program	24 CFR 570.206(a)(1); 24 CFR 570.206(a)(3); 24 CFR 570.206(a)(1)(iii); 24 CFR 570.206(a)(1)(vi); 24 CFR 570.206(b); 24 CFR 570.206(a)(1)(v); 24 CFR 570.206(a)(4)	\$21,330,400
<b>Total</b>		\$21,330,400

### **III. Publication of the Admin Action Plan**

On the date of submission to HUD, this administrative action plan will be posted to the City of Chicago's Office of Budget and Management subsite for CDBG-DR, located at <https://www.chicago.gov/city/en/depts/obm/provdrs/grants/svcs/CDBG-DR.html>

#### IV. Standard Form 424 (SF-424)

<b>Completed SF-424 attached</b>	<input checked="" type="checkbox"/>
----------------------------------	-------------------------------------

## V. Certifications

**Certifications in Appendix A of the Universal Notice include the following:**

- a. **Authority of Grantee:** The grantee certifies that the Admin Action Plan for disaster recovery is authorized under state and local law (as applicable) and that the grantee, and any entity or entities designated by the grantee, and any contractor, subrecipient, or designated public agency carrying out an activity with CDBG-DR funds, possess(es) the legal authority to carry out the program for which it is seeking funding, in accordance with applicable HUD regulations as modified by waivers and alternative requirements.
- b. **Consistency with the Action Plan:** The grantee certifies that activities to be undertaken with CDBG-DR funds are consistent with its Admin Action Plan.
- c. **Citizen Participation:** The grantee certifies that it is following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.115 or 91.105 (except as provided for in waivers and alternative requirements). Also, each local government receiving assistance from a state grantee must follow a detailed citizen participation plan that satisfies the requirements of 24 CFR 570.486 (except as provided for in waivers and alternative requirements).
- d. **Use of Funds:** The grantee certifies that it is complying with each of the following criteria:
  - (1) Purpose of the Funds. Funds will be used solely for necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation in the most impacted and distressed areas for which the President declared a major disaster pursuant to the Stafford Act (42 U.S.C. 5121 *et seq.*).
  - (2) Maximum Feasibility Priority. With respect to activities expected to be assisted with CDBG-DR funds, the Admin Action Plan has been developed so as to give the maximum feasible priority to activities that will benefit low- and moderate-income families.
  - (3) Overall benefit. The aggregate use of CDBG-DR funds shall principally benefit low- and moderate-income families in a manner that ensures that at least 70 percent (or another percentage permitted by HUD in a waiver) of the grant amount is expended for activities that benefit such persons.
  - (4) Special Assessment. The grantee will not attempt to recover any capital costs of public improvements assisted with CDBG-DR grant funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (a) the grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient CDBG funds (in any



form) to comply with the requirements of clause (a).

- e. **Grant Timeliness:** The grantee certifies that it (and any subrecipient or administering entity) currently has or will develop and maintain the capacity to carry out disaster recovery activities in a timely manner and that the grantee has reviewed the requirements applicable to the use of grant funds.

Completed certifications attached	<input checked="" type="checkbox"/>
-----------------------------------	-------------------------------------

*Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001, and 31 U.S.C. 3729.*

Annette Guzman

Digitally signed by Annette Guzman  
DN: cn=Annette Guzman, o=City of Chicago, ou=Office  
of Budget & Management,  
email=annette.guzman@cityofchicago.org, c=US  
Date: 2025.04.09 13:37:20 -05'00'

4/9/25

Signature of Certifying Official

(Date)

Annette Guzman

4/9/25

Printed Name of Certifying Official

(Date)



## Application for Federal Assistance SF-424

\*1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\*2. Type of Application

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify)

\*3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

### State Use Only:

6. Date Received by State:

7. State Application Identifier:

### 8. APPLICANT INFORMATION:

\*a. Legal Name: City of Chicago

\*b. Employer/Taxpayer Identification Number (EIN/TIN):  
36-6005820

\*c. UEI:  
NDHBBJ4B1LN5

### d. Address:

\*Street 1: 121 N. LaSalle Street  
Street 2: Room 604  
\*City: Chicago  
County/Parish: Cook  
\*State: IL  
\*Province:  
\*Country: USA: United States  
\*Zip / Postal Code 60602-1202

### e. Organizational Unit:

Department Name:  
Office of Budget and Management

Division Name:

### f. Name and contact information of person to be contacted on matters involving this application:

Prefix: \_\_\_\_\_ \*First Name: Matthew  
Middle Name: \_\_\_\_\_  
\*Last Name: Schmitz  
Suffix: \_\_\_\_\_

Title: Managing Deputy Budget Director

Organizational Affiliation:  
Office of Budget and Management

\*Telephone Number: 312-744-9437

Fax Number:

\*Email: matthew.schmitz@cityofchicago.org

**Application for Federal Assistance SF-424****\*9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government



Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

\*Other (Specify)

**\*10. Name of Federal Agency:**

Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**14.218; 14.228

CFDA Title:

Community Development Block**\*12. Funding Opportunity Number:**14.218; 14.228

\*Title:

Community Development Block Grant—Disaster Recovery**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

The City of Chicago will be implementing disaster recovery efforts in the HUD-identified Most Impacted and Distressed areas following presidentially declared disasters 4728, 4749 and 4819.

**\*15. Descriptive Title of Applicant's Project:**

City of Chicago Community Development Block Grant—Disaster Recovery

**Attach supporting documents as specified in agency instructions.**

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\*a. Applicant: IL-001; IL-002; IL-003; IL-004; IL-00

\*b. Program/Project: IL-001; IL002; IL-003; IL-004; IL-004

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: 1/16/2025

\*b. End Date: 1/16/2031

**18. Estimated Funding (\$):**

*a. Federal	\$ 426,608,000
*b. Applicant	\$ 0
*c. State	\$ 0
*d. Local	\$ 97,013,087.00
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 523,621,087

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_.
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt?**☐ Yes ☒ No

If "Yes", explain:

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. 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 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: Annette \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: Guzman \_\_\_\_\_

Suffix: \_\_\_\_\_

\*Title: Budget Director

\*Telephone Number: 312-744-0053

Fax Number:

\* Email: Annette.Guzman@cityofchicago.org

\*Signature of Authorized Representative: Annette Guzman

Digitally signed by Annette Guzman  
DN: cn=Annette Guzman, o=City of Chicago, ou=Office of Budget & Management, email=annette.guzman@cityofchicago.org, c=US  
Date: 2025.04.09 13:38:52 -0500

\*Date Signed: 4.9.25





DEPARTMENT OF LAW  
CITY OF CHICAGO

MEMORANDUM

TO: U.S. Department of Housing and Urban Development  
Office of Disaster Recovery

FROM: James McDonald JEM  
Managing Deputy Corporation Counsel, Transactions

RE: CDBG-DR Admin Action Plan – Grantee Certifications

DATE: March 27, 2025

Please be advised that the City of Chicago, as grantee of funds under the Community Development Block Grant Disaster Recovery program, agrees to the required certifications outlined in Appendix A of the Universal Notice and the applicable certifications for local government grantees listed in 24 CFR 91.225 except for certification 24 CFR 91.225(b)(5), which should be modified to read as follows:

**Excessive Force:** The grantee certifies that it has adopted and is enforcing the following policies:

- (1) A policy prescribing appropriate levels of force by law enforcement agencies within its jurisdiction, in compliance with applicable state and local law and with due regard for individuals' First Amendment rights, in connection with individuals engaged in nonviolent civil rights demonstrations; and
- (2) A policy of enforcing adherence by law enforcement agencies within its jurisdiction in applying applicable state and local laws in connection with nonviolent civil rights demonstrations within its jurisdiction.

# Intergovernmental Review (SPOC List)

Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities.

**States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a federal awarding agency.**

*\*\*\* SPOC List as of July 2024 \*\*\**

## ARIZONA

Deidre Mai  
Office of Strategic Planning and Budgeting  
Office of the Arizona Governor  
1700 W. Washington St., Suite 600  
Phoenix, AZ 85007  
Telephone: (602) 542-7567  
Fax: None  
[ahightower@az.gov](mailto:ahightower@az.gov)

## ARKANSAS

Dorris R. Smith  
Administrator DFA IGS/State Technology  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 W. 7th St., Room 412  
Little Rock, Arkansas 72203  
Telephone: (501) 682-5242  
Fax: (501) 682-5206  
[doris.smith@dfa.arkansas.gov](mailto:doris.smith@dfa.arkansas.gov)

## CALIFORNIA

Grants Coordination  
State Clearinghouse  
Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, California 95812-3044  
Telephone: (916) 558-3164  
Fax: (916) 323-3018  
[state.clearinghouse@opr.ca.gov](mailto:state.clearinghouse@opr.ca.gov)

## DELAWARE

Micheale Smith  
Budget Development, Planning and  
Administration  
Office of Management and Budget  
122 Martin Luther King Jr. Blvd, South  
Dover, DE 19901  
Telephone: 302-672-5126  
[micheale.smith@delaware.gov](mailto:micheale.smith@delaware.gov)

## DISTRICT OF COLUMBIA

Executive Office of the Mayor  
1350 Pennsylvania Avenue, NW  
Suite 513  
Washington, D.C. 20004  
(202) 478-9200  
Email: [spoc.request@dc.gov](mailto:spoc.request@dc.gov)

## FLORIDA

Chris Stahl  
Florida State Clearinghouse  
Florida Dept. of Environmental Protection 3800  
Commonwealth Blvd.  
Mail Station 47  
Tallahassee, Florida 32399-2400  
Telephone: (850) 717-9076  
[Chris.Stahl@FloridaDEP.gov](mailto:Chris.Stahl@FloridaDEP.gov)  
Submissions:  
[State.Clearinghouse@FloridaDEP.gov](mailto:State.Clearinghouse@FloridaDEP.gov)

## INDIANA

Luke Kenworthy  
Director of Federal Grants Policy and Management  
Indiana State Budget Agency  
200 West Washington Street, Room 212  
Indianapolis, IN 46204  
Telephone: 317-234-2079  
Fax: N/A  
[LKenworthy@sba.IN.gov](mailto:LKenworthy@sba.IN.gov)

## IOWA

Crystal Young  
Iowa Department of Management  
State Capitol Building, Room G12  
1007 E Grand Avenue  
Des Moines, IA 50319  
Telephone: 515-802-5937  
[crystal.young@dom.iowa.gov](mailto:crystal.young@dom.iowa.gov)

## KENTUCKY

Lee Nalley  
The Governor's Office for Local Development  
100 Airport Drive, 3rd Floor  
Frankfort, Kentucky 40601  
Telephone: (502) 892-3462  
Fax: (502) 573-1519  
[Lee.Nalley@ky.gov](mailto:Lee.Nalley@ky.gov)

## LOUISIANA

Terry Thomas  
Louisiana SPOC for EPA Grant  
Office of Management and Finance  
LA Department of Environmental Quality  
P.O. Box 4303  
Baton Rouge, LA 70821-4303  
Phone (225) 219-3840  
Fax: (225) 219-3846  
[Terry.Thomas@la.gov](mailto:Terry.Thomas@la.gov)

## MARYLAND

Jason Dubow, Manager  
Resource Conservation & Management  
Maryland Department of Planning  
301 West Preston Street, Suite 1101  
Baltimore, Maryland 21201-2305  
Telephone: (410) 767-4490  
Fax: (410) 767-4480  
[mdp.clearinghouse@maryland.gov](mailto:mdp.clearinghouse@maryland.gov)

## MISSOURI

Tamra Wilson  
Office of Administration  
Commissioner's Office  
201 W High Street, Room 125  
Jefferson City, Missouri 65102  
Telephone: (573) 751-0337  
Fax: (573) 751-1212  
[Tamra.Wilson@oa.mo.gov](mailto:Tamra.Wilson@oa.mo.gov)

## NEVADA

Governor's Office of Federal Assistance  
Single Point of Contact  
505 Capovilla, Suite 104  
Las Vegas, Nevada 89119  
Telephone: 775-684-0156  
[grants@ofa.nv.gov](mailto:grants@ofa.nv.gov)

## NEW HAMPSHIRE

Alexis LaBrie  
Grants Program Coordinator  
Division of Administration  
New Hampshire Department of Energy  
21 South Fruit Street, Suite 10, Concord, NH 03301  
Telephone: 603-271-3670  
Fax: None  
[nhs poc@energy.nh.gov](mailto:nhs poc@energy.nh.gov)

## SOUTH CAROLINA

David Seigler  
Grants and Financial Services  
Executive Budget Office  
1205 Pendleton Street  
Edgar A. Brown Building, Suite 529  
Columbia, SC 29201  
Telephone: (803) 734-0485  
Fax: None  
[david.seigler@admin.sc.gov](mailto:david.seigler@admin.sc.gov)

## UTAH

Brad Newbold  
Federal Assistance Management Officer  
Utah State Clearinghouse  
Governor's Office of Planning and Budget  
350 N State Street #150  
Salt Lake City, UT 84114  
Telephone: (801) 538-1543  
[stategrants@utah.gov](mailto:stategrants@utah.gov)



## **WEST VIRGINIA**

Mackenzie Moss  
Community Advancement and Development  
WV Department of Economic Development  
State Capitol  
Building 3, Suite 700  
Charleston, WV 25305  
304-558-2234  
[clearinghouse@wv.gov](mailto:clearinghouse@wv.gov)  
<https://wvcad.org/sustainability/clearinghouse>

## **PUERTO RICO**

Jose I. Marrero Rosado  
Puerto Rico Planning Board  
Federal Proposals Review Office  
P.O. Box 9023228  
San Juan, Puerto Rico 00902-3228  
Telephone: 787-725-9420  
Fax: 787-725-7066  
[Jmarrero@ogp.pr.gov](mailto:Jmarrero@ogp.pr.gov)

## **VIRGIN ISLANDS**

Jenifer C. O'Neal  
Director  
Office of Management and Budget  
No. 5041 Norre Gade  
Emancipation Garden Station, 2nd Floor  
St Thomas, Virgin Islands 00802  
Telephone: (340) 774-0750  
[Jenifer.Oneal@omb.vi.gov](mailto:Jenifer.Oneal@omb.vi.gov)

## **AMERICAN SAMOA**

Mr. Jerome Ierome  
Administrator, Office of Grants Oversight and  
Accountability  
Coordinator, ASG High Risk Task Force  
Office of the Governor  
American Samoa Government (ASG)  
A.P. Lutali Executive Office Building  
American Samoa, 96799  
Telephone: (684) 633-4116  
Fax: (684) 633-2269  
[jerome.ierome.asg.govoffice@gmail.com](mailto:jerome.ierome.asg.govoffice@gmail.com)

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to [MBX.OMB.OFFM.Grants@OMB.eop.gov](mailto:MBX.OMB.OFFM.Grants@OMB.eop.gov).

**Please note:** Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail shown above. The best source for this information is the Assistance Listings at SAM.gov (<https://sam.gov/>) and the Grants.gov website (<https://www.grants.gov/>).