

CALL FOR APPLICATIONS

Issued on July 11, 2023. Applications due by July 28, 2023.

Blackhawk Hills Regional Council

309 1st Ave, Rock Falls, IL 61071

815-625-3854

info@blackhawkhills.com

INTRODUCTION

Blackhawk Hills Regional Council (BHRC) encourages eligible municipalities to apply for its Northwest Illinois Capital Improvement Planning (NICIP) Program. NICIP is funded by the Illinois Department of Commerce and Economic Opportunity (DCEO). A capital improvement plan (CIP) is a planning document that helps municipalities prioritize large projects and purchases over a multi-year period. Maintenance and operational costs, impacts to public health and safety, desired level of service, etc., are evaluated to produce a timeline for completion and maintenance of capital projects that corresponds with the municipality's annual budget. With unprecedented state and federal funding currently available, it is essential for municipalities to assess their needs, prioritize their spending, and be prepared to apply for technical assistance and grant opportunities.

PROGRAM DESCRIPTION

BHRC will assist six communities in the development of a CIP by providing a one-year license for CIP management software as well as training on how to create and maintain a CIP. Selected municipalities will be responsible for identifying projects and designating an administrator to maintain the CIP for a minimum of three (3) years after its adoption. BHRC will develop the municipality's initial CIP in collaboration with the CIP administrator. BHRC will also procure an architectural and engineering (A/E) consultant to assist municipalities in assessing timing and costs for A/E projects.

Attachment A – NICIP Program Memorandum of Understanding (MOU) outlines each party's responsibilities. Municipalities selected must complete the MOU before work can begin.

ELIGIBILITY INFORMATION

Eligible applicants must:

- Be an incorporated municipality in one of the following Illinois counties:
 - Carroll, Jo Daviess, Lee, Ogle, Stephenson, or Whiteside
- Have a population under 4,000 as of the 2020 Census
- Have no capital improvement plan or one that has not been updated since January 2020
- Demonstrate dedication to community planning and goal accomplishment
- Within two weeks of being selected, complete the MOU and designate a CIP administrator; MOU signer must be approved by village board/city council.
- Pass a resolution to maintain the CIP for at least three years, with years two and three at the municipality's expense
 - Municipalities do not need to renew the CIP program license after year one but must maintain the document formally and in a public manner for at least three years

PERIOD OF PERFORMANCE

Year 1 plan: August 1, 2023 - December 31, 2024

Year 2 and 3 plans: End of each municipal fiscal year

COSTS

BHRC will cover the following costs, estimated at \$25,000 to \$35,000:

- One-year license for CIP software
- A/E consulting for initial CIP creation
- BHRC technical assistance and staffing for initial CIP creation

The municipality will be responsible for the following costs:

- No matching share is required
- Administration and maintenance of the CIP and CIP updates

SUBMISSION INFORMATION

Applicants must submit the following to be considered:

1. Program application
2. Document showing the organizational structure of the municipality's government, including board, committees, departments, and staffing with contact information
3. Any planning documents created or updated by the municipality within the last ten years
4. Any current maps of municipal infrastructure and assets, including land, roads, sidewalks, parks, water, sewer, etc.
5. The community's budget covering the last completed municipal fiscal year
6. A list of your ten most important capital improvement projects to be included in the CIP

The application and supporting documents must be submitted on or before July 28, 2023 to info@blackhawkhills.com with the subject line: NICIP Program Application.

APPLICATION REVIEW INFORMATION

BHRC will review applications using the following criteria:

Criteria	Points	Sub-Criteria
Community Planning and Goal Setting	10	<ul style="list-style-type: none"> Provides evidence of past planning and indication of community vision and priorities Provides examples of projects consistent with past planning, community vision, and priorities
Need for CIP	20	<ul style="list-style-type: none"> Demonstrates basic familiarity with capital improvement planning Shows understanding of the issues currently facing the applicant's community Submits initial list of projects responsive to community issues Submits initial list of projects that consider accessibility and resiliency
Future Use of CIP	15	<ul style="list-style-type: none"> Describes how key municipal staff will have access to and use the CIP Describes municipal commitment to maintaining the CIP and applying for capital infrastructure funding after the CIP is adopted Proposes how the community will move from day-to-day triage to long-range thinking
Organizational Capacity	10	<ul style="list-style-type: none"> Provides all required documents, including an outline of key staff roles and responsibilities with respect to the program Lists organizational resources available for use during the project Has appointed a CIP administrator or provided a plan to appoint a CIP administrator within two weeks of notice of selection