



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

218-730-5580
planning@duluthmn.gov

APPLICATION COVER PAGE COMMUNITY DEVELOPMENT PROGRAMS

Please submit completed applications to duluthcommdev@duluthmn.gov

APPLICANT INFORMATION

Organization Name: _____

Address:

Contact Person: _____

Phone: _____

E-mail: _____

Type of Organization: _____

PROPOSAL INFORMATION

Proposal Name: _____

Funding Amount Requested: _____

Proposal Service Goal:

_____ (number served with CDBG/ESG/HOME funds)

_____ (unit: households, people, etc.)

LMI Service Goal %: _____

Program Category: please indicate the applicable funding category(s)

Community Development Block Grant

- Housing
- Economic Development
- Public Facilities
- Public Services

HOME Investment Partnership

- Homeowner Development
- Rental Development
- CHDO Operating
- Project Specific Loan
- Buyer Assistance
- Tenant Based Rental Assistance

Emergency Solutions Grant Program

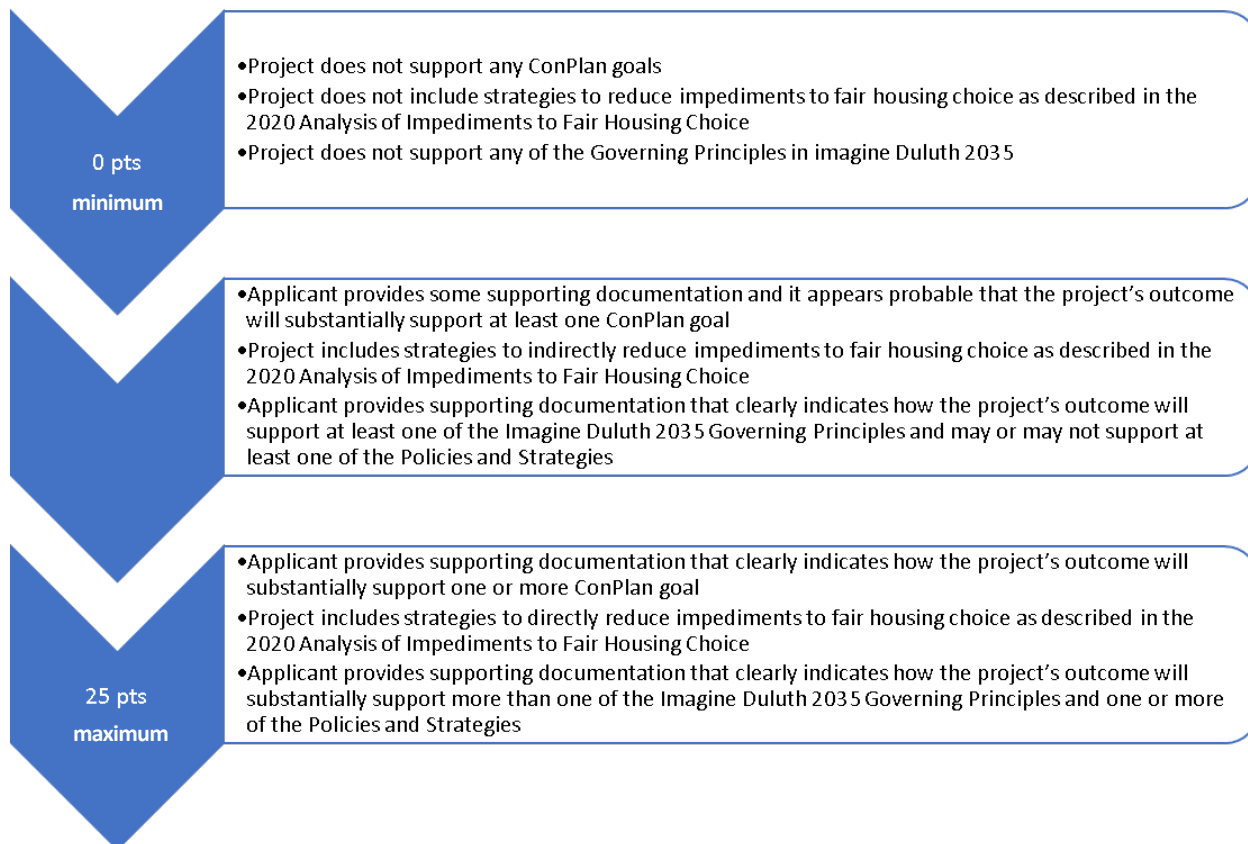
- Shelter Operation
- Street Outreach
- Flex Fund
- HMIS

Unsure of funding category

The information you provide on this application is classified as public data under the Minnesota Government Data Practices Act. Public data must be provided to any person or entity that requests it.

1. CONSOLIDATED PLAN PRIORITY AND ELIGIBLE ACTIVITY

Proposal Summary (40 words or less):



Consolidated Plan Goals:

Indicate which Consolidated Plan goal(s) the proposed project addresses.

How will the proposal address each indicated goal?

In addition to Consolidated Plan goals, will the proposal address any of the Imagine Duluth 2035 principles, policies, or strategies?

- | | | |
|--|--|--|
| <input type="checkbox"/> Infrastructure Improvements | <input type="checkbox"/> Increase Incomes | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Transportation Access | <input type="checkbox"/> Create Living Wage Jobs | <input type="checkbox"/> Public Services |
| <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Health Services | <input type="checkbox"/> Childcare Access |
| <input type="checkbox"/> Neighborhood Revitalization | <input type="checkbox"/> Food Access | |

CD Committee's Mission:

How will the proposal meet the mission to *“invest in community programs that help low- and moderate-income people by addressing basic needs, providing affordable housing, and increasing economic self-sufficiency”*?

Anti-Poverty Strategy:

Indicate which Anti-Poverty Strategy policy or policies the proposed project addresses. How will the proposal address each indicated policy?

- | | |
|--|---|
| <input type="checkbox"/> Policy 1: Training and Career Development | <input type="checkbox"/> Policy 4: Increase Affordable Housing Units |
| <input type="checkbox"/> Policy 2: Remove Barriers to Obtaining Employment | <input type="checkbox"/> Policy 5: Increase Access to Affordable and Healthy Food Options |
| <input type="checkbox"/> Policy 3: Reduce Housing and Utility Costs | |

National Objective and Eligible Activity:

How will the proposal meet HUD's National Objective requirements?
How will the proposal meet HUD eligible activity requirements?

Equity and Accessibility:

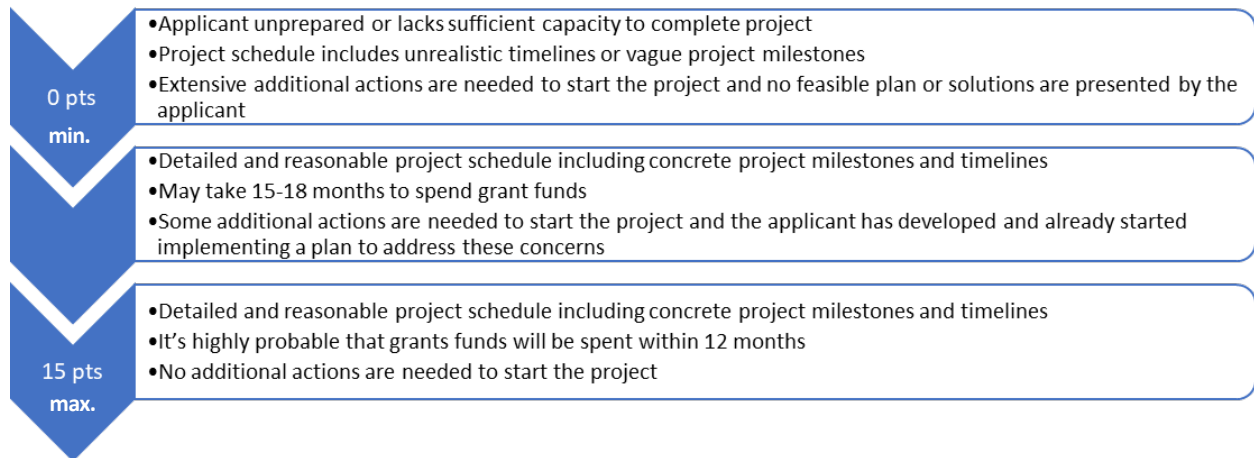
How will this proposal address the needs of and engage with historically and currently disenfranchised communities?

Is the proposal located in or specifically serving a low- to moderate-income qualified census tract(s)?

2. PROJECT READINESS

Is the project ready to start at the beginning of the grant year on April 1?

What is the timeline/duration for the proposed project (include details on significant milestones)?



3. PROJECT IMPACT AND DELIVERY

Achievement of Expected Results:

What community need is the proposal addressing?

Why was this approach chosen to address the community need?

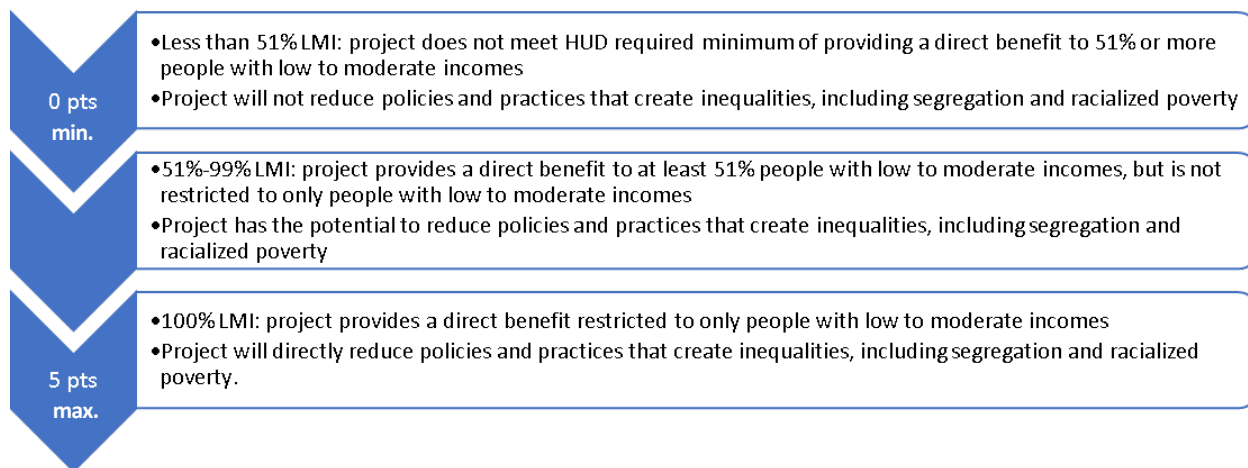
How will success be determined?

0 pts min.	<ul style="list-style-type: none">•The need described in the application appears questionable and/or not grounded in data and community outreach showing the importance of the need to community members•Applicant does not clearly explain how the project would address the described need or it appears that the project would be ineffective in resolving the described need
	<ul style="list-style-type: none">•The applicant describes a community need and supports it with data and community outreach somewhat showing the importance of the need to community members•Applicant moderately explains how the project would address the described need, but the project would not completely address the need or the achievement of results is unrealistic
6 pts max.	<ul style="list-style-type: none">•The applicant describes a community need and supports it with data and community outreach clearly showing the importance of the need to community members•Applicant fully explains how the project would address the described need, the project would completely address the need, and or the achievement of the results is realistic

Target Clientele:

What proportion of low- to moderate-income people will be served by this proposal?

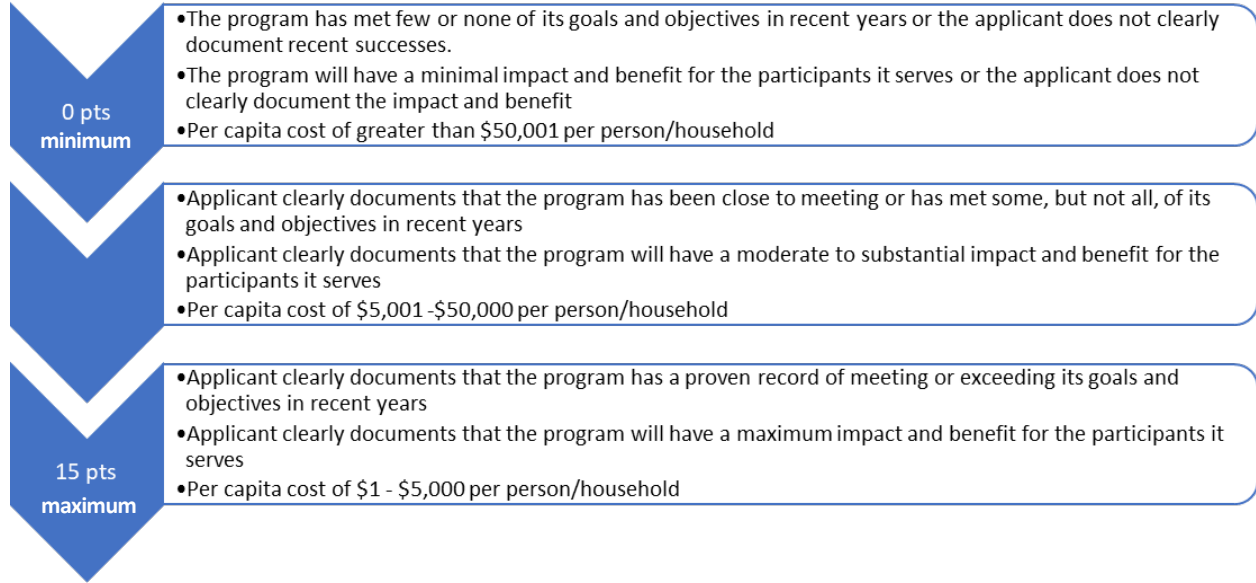
Will the proposal address any systemic inequalities, including but not limited to segregation and racialized poverty?



Outcome Measurements:

What is the impact of the proposed project to participants being served?

If the project or agency has been funded in the past, describe the past project outcomes and include any explanation for goals missed or exceeded.



Business/Operations Plan Approach:

What experience and capacity does your organization have to carry out this proposal?
(Provide history of past federal grants received if applicable)

Are there any issues anticipated during the implementation of the proposed project? If so,
how will your organization address such issues?

0 pts minimum

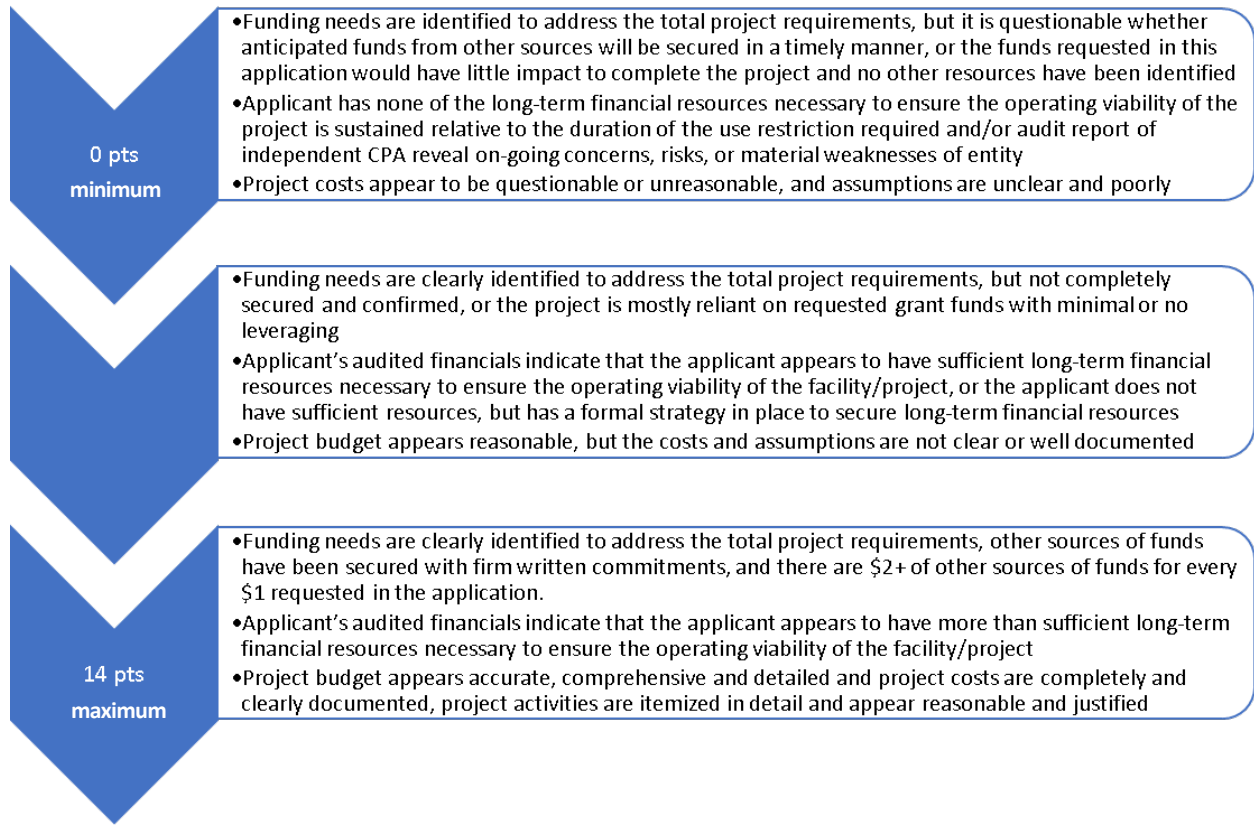
- The proposal and applicant’s approach to implementing the program do not identify the major critical issues and factors to accomplish project objectives
- Applicant appears to have a minimal amount of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and complete the project, or applicant did not adequately and clearly document these items
- Applicant appears to have no related professional experience with HUD Grant Funds and/or other federal funding programs, or applicant did not adequately and clearly document their experience

- The proposal and applicant’s approach to implementing the program identify some or most of the major critical issues and factors to accomplish project objectives
- Applicant clearly documents evidence of some or most of the necessary competencies, skill set, management capacity, professional experience and qualifications, but may need additional training to successfully manage and complete the project
- Applicant has some past experience with HUD Grant Funds and/or other federal funding programs, but may have difficulty complying with program requirements and/or federal overlay statutes

15 pts maximum

- The proposal and applicant’s approach to implementing the program fully and thoroughly identify the major critical issues and factors to accomplish project objectives
- Applicant clearly documents evidence of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and complete the project
- Applicant has extensive past experience with HUD Grant Funds and/or other federal funding programs

4. BUDGET NARRATIVE PAGE (Financial Considerations)



Source	Amount	
	Secured	Anticipated
CDBG		
ESG		
HOME		
Total		

B. Program Uses:

What will the grant funds specifically be used for?

_____ CDBG/ESG/HOME per one _____ served
(_____ / _____)

_____ per one _____ served
(_____ / _____)

C. Funding Need:

Why are CDBG/HOME/ESG funds necessary for the proposed project's implementation?

BUDGET SPREADSHEET

Total Application Request for City Funds: _____

Sources and Uses of Funding for Application

Itemize budget and list what source(s) will pay for each line item. Table should include the budget for the entire program/project. Please indicate the service goal for each type of HUD funding in the box above the applicable funding source(s).

Project Service Goal						
Budget Item	CDBG	ESG	HOME	Other Public	Other Private	Total
TOTALS						

****This page of the application is only required for Housing and Public Facilities projects****

HOUSING SPREADSHEET

****Required for Housing Projects ONLY**

Fill out the table below to summarize the types of units in the project. Please fill in the number of units that will be single family or multifamily and the number of owner occupied and rental units.

Rehab Projects				
	Owner Occupied	Rental	Total	CDBG/HOME unit cost
Single Family Units				
Multifamily Units				
Total				
New Construction Projects				
	Owner Occupied	Rental	Total	CDBG/HOME unit cost
Single Family Units				
Multifamily Units				
Total				

SECTION 3 REQUIRMENTS

****Required for Housing Projects AND Public Facilities Projects**

For all projects that involve housing rehabilitation, housing construction, and other public facility projects where the total amount of assistance exceeds a threshold of \$200,000, please provide a statement on how the project will utilized businesses and/or people who qualify as Section 3.