



APPLICATION COVER PAGE COMMUNITY DEVELOPMENT PROGRAMS

Please submit completed applications to duluthcommdev@duluthmn.gov

APPLICANT INFORMATION

Organization Name: \_\_\_\_\_

Address:

[Empty box for 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 %: \_\_\_\_\_

Please indicate the applicable funding category(s):

Community Development Block Grant

HOME Investment Partnership

Emergency Solutions Grant Program

- Housing
Economic Development
Public Facilities
Public Services

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

- Shelter Operation
Street Outreach
Flex Fund
HMIS

Unsure of funding category

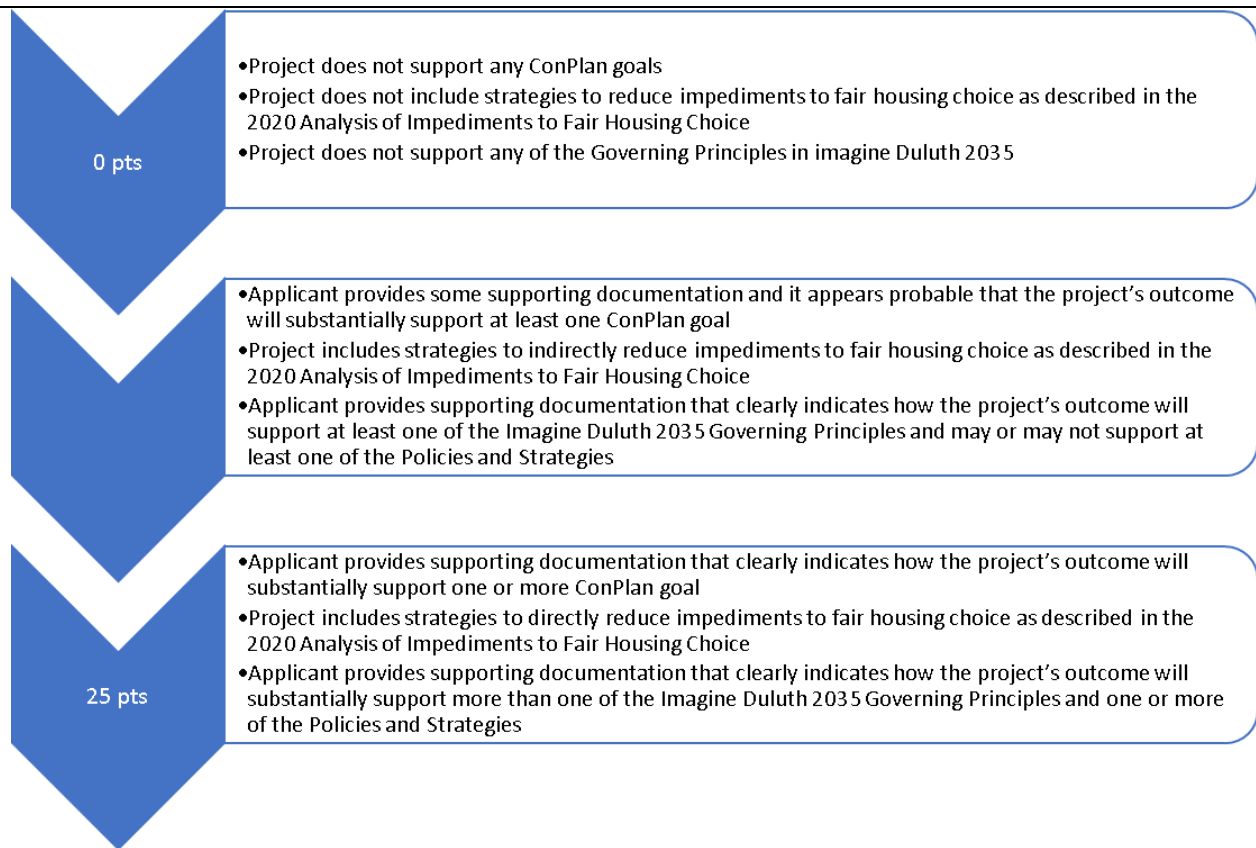
A note for new applicants: Please provide the materials described in the New Applicants section of the Application Instructions in a separate, clearly identified email.

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

## Mission Statement

## Proposal Summary / Use of Funding (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? [CDBG Guide to National Objectives and Eligible Activities Chapter 2 \(hudexchange.info\)](https://www.hudexchange.info/public/cdbg/guide-to-national-objectives-and-eligible-activities/chapter-2)

How will the proposal meet HUD eligible activity requirements? [CDBG Guide to National Objectives and Eligible Activities Chapter 5 \(hudexchange.info\)](https://www.hudexchange.info/public/cdbg/guide-to-national-objectives-and-eligible-activities/chapter-5)

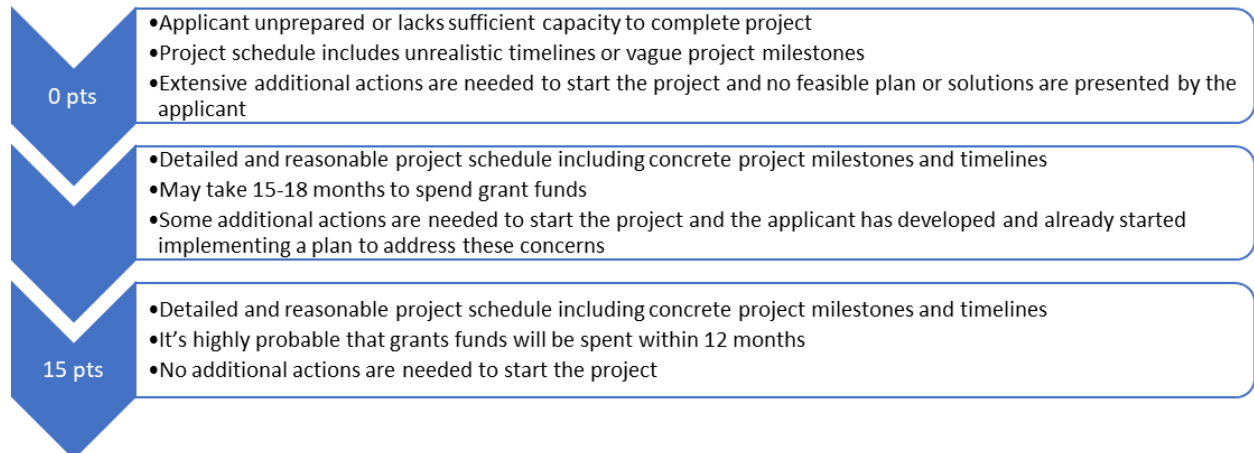
**Equity and Accessibility:**

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:

How will your proposed project actively move the Con Plan and Imagine Duluth goals forward? What is unique or critical about this approach? If the project or agency has been funded in the past, please provide quantifiable measures specific to any prior projects. How will you measure success over the next year? Please be specific.

**0 pts**

- 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

**3 pts**

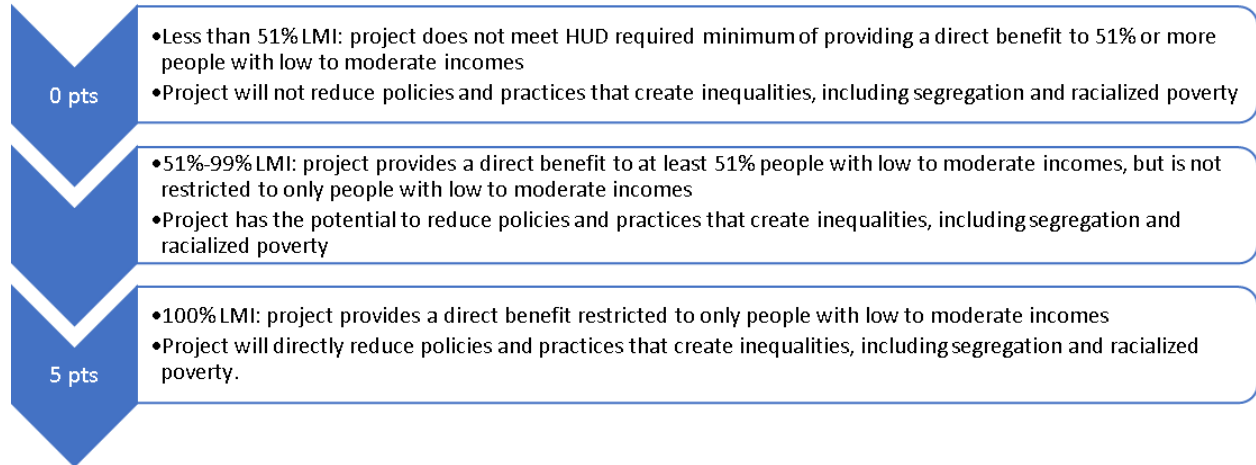
- The applicant describes a community need and supports it with data and community outreach somewhat showing the importance of the need to community members
- Applicant moderately explains how the project would address the described need, but the project would not completely address the need or the achievement of results is unrealistic

**6 pts**

- 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

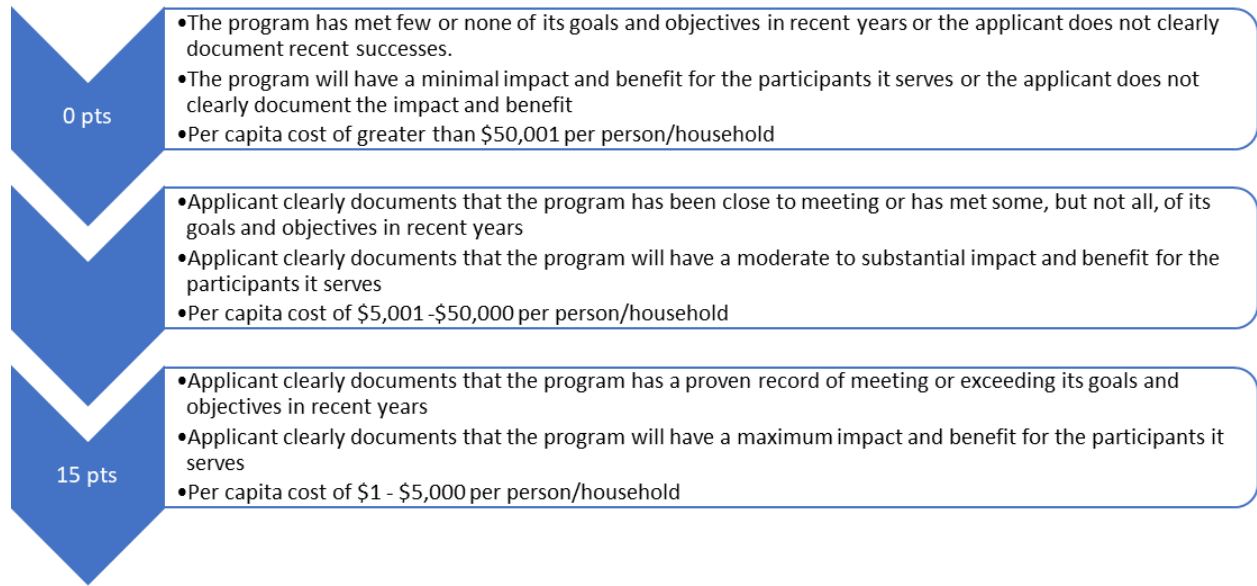
**Target Clientele:**

What proportion of low- to moderate-income people will be served by this proposal?  
How will the proposal address any systemic inequalities, including but not limited to segregation and racialized poverty?



**Outcome Measurements:**

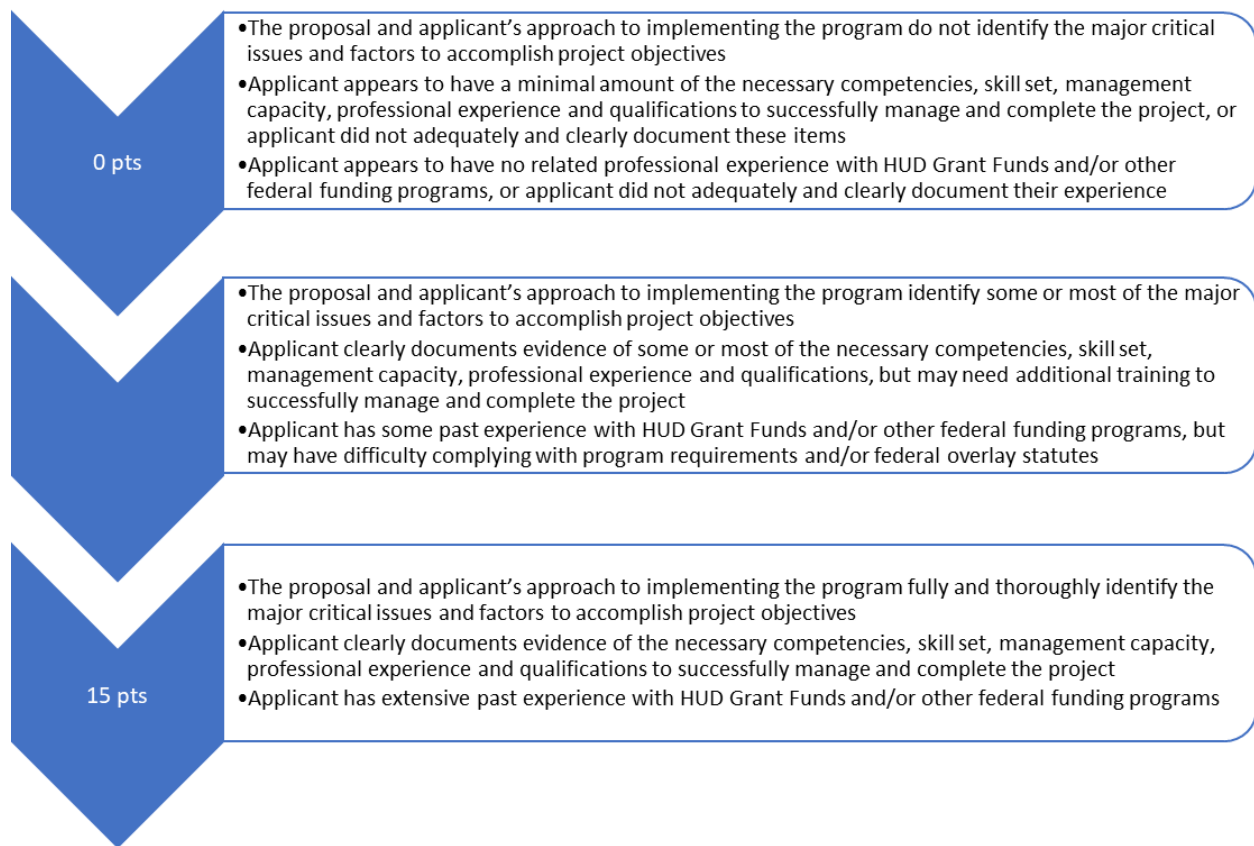
What is the expected impact of the proposed project to participants being served? If the project or agency has been funded in the past, describe the past project outcomes and include any explanation for goals missed or exceeded.





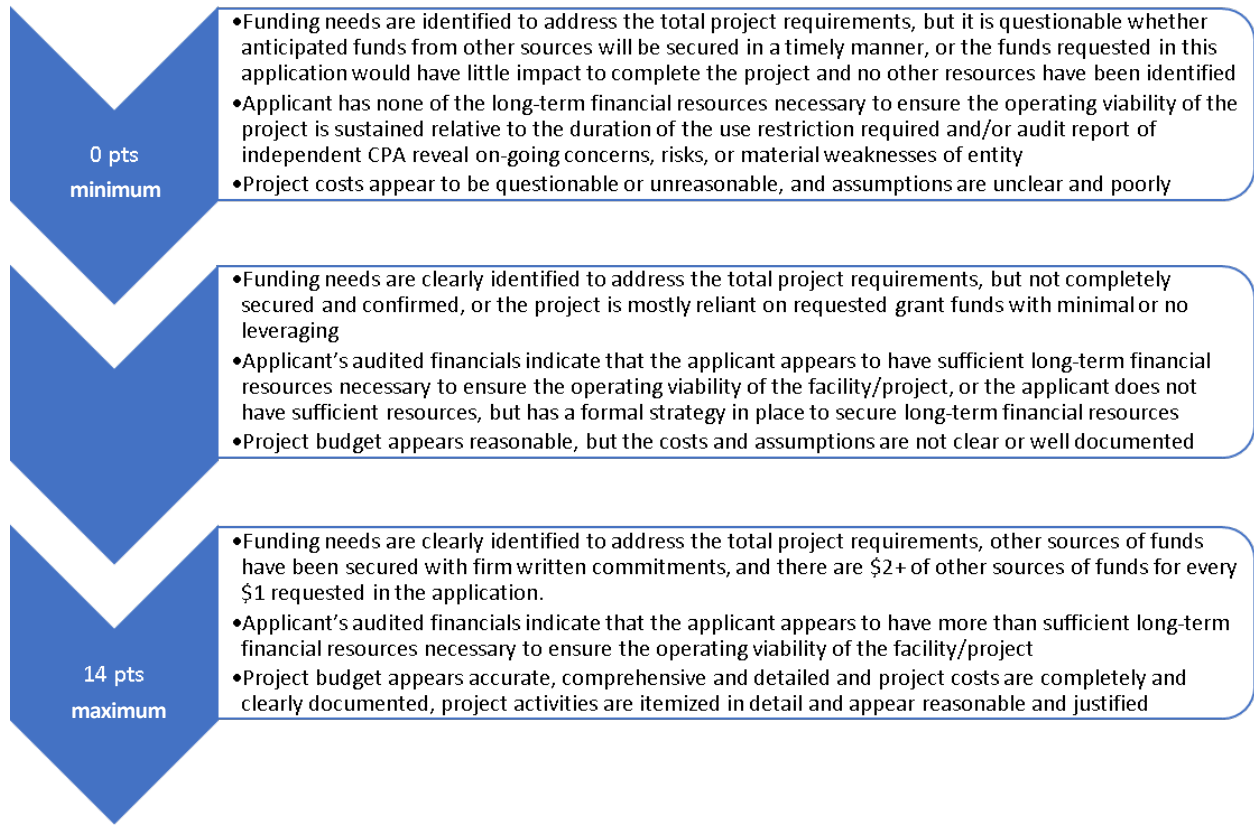
**Business/Operations Plan Approach:**

Describe your organization's experience and capacity to carry out your proposal with federal funding. Be specific in identifying major critical issues and factors necessary to accomplishing the objectives (staff years of experience, operational experience, annual funds managed, etc.) Provide a brief history of past federal grants received by your organization, whether in Duluth or another area. If your organization has never received federal funding, provide information on the organization's experience managing complex grants, and how you will plan for managing a federal grant. Be specific in identifying major critical issues and factors necessary for your project's success (staff years of experience, operational experience, annual funds managed, etc.) Are there any issues anticipated during the implementation of the proposed project? If so, how will your organization address such issues?



A large, empty rectangular box with a thin black border, occupying most of the page. It is positioned below the header and above the footer, leaving significant white space inside. This box is likely intended for the applicant to provide details, attachments, or a declaration related to the program application.

#### 4. BUDGET NARRATIVE PAGE (Financial Considerations)



Source	Amount	
	Secured	Anticipated
CDBG		
ESG		
HOME		
Total		

Please provide an estimate as to how sure you are that you will be receiving other sources of funds (i.e., 50%, 75%, 90%, not sure at all)

**B. Program Uses:**

What will the grant funds specifically be used for?

\_\_\_\_\_ CDBG/ESG/HOME per one \_\_\_\_\_ served  
(\_\_\_\_/\_\_\_\_)

\_\_\_\_\_ Total Budget funding per one \_\_\_\_\_ served  
(\_\_\_\_/\_\_\_\_)

*EX. \$75.00 CDBG/ESG/HOME per one person served  
(Total CDBG/HOME/ESG \$15,000/200 people service goal)*

*\$610.00 Total Budget funding per one person served  
(Total budget \$122,000/200 people service goal)*

**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
<b>TOTALS</b>						

**C. Funding Need:**

Why are CDBG/HOME/ESG funds necessary for the proposed project's implementation? Will the project move forward with less than 100% funding of your request? What is the minimum amount needed to keep your project on track?

Is there anything else that you would like the city to know regarding your agency or project?

**D. BONUS POINTS:**

The CD Committee believes it is vital to encourage applications from organizations that have not received CDBG/HOME/ESG funding from the City of Duluth. The CD Committee also understands that the regulations can be burdensome. Therefore if an agency that has received CDBG/HOME/ESG funding from the City and has successfully completed at least one year of program compliance with no identified issues, that organization is eligible for 5 additional bonus points if they mentor an organization that has not received funding. To qualify for these bonus points, please provide a description of what organization you are mentoring and how the mentoring can be measured.

**\*\*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.

<b>Rehab Projects</b>				
	Owner Occupied	Rental	Total	CDBG/HOME unit cost
Single Family Units				
Multifamily Units				
Total				
<b>New Construction Projects</b>				
	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 public facility projects where the total amount of assistance exceeds a threshold of \$200,000, please provide a statement on how the entity will be able to document the reporting Section IDIS reporting as shown in the April 2022 Duluth Section 3 plan.