



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

PROPOSAL FORM
SPECIAL ALLOCATION OF CDBG-CV and ESG-CV

Proposal Name:

Organization name:

Organization type:

Address:

Phone:

Email:

Primary proposal contact:

Secondary proposal contact:

Funding Amount Requested:

Proposal goal (number of people or households to be served):

Activity Categories (choose one):

- ☐ Public Facilities
- ☐ Public Services
 - ☐ Non-housing benefit
 - ☐ Housing benefit
- ☐ Tenant-base rental assistance/rapid rehousing
- ☐ Homeless Person Overnight Shelter
- ☐ Homelessness Prevention
- ☐ Job Creation
- ☐ Business Assistance
- ☐ Unsure of Activity Category



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

Section 1: Community Need

Describe the community need that this proposal will be solving.
How did the COVID-19 pandemic create or intensify this need?
How has this need been identified?

Section 2: Proposed Project

Describe how the project will address the need.
Why was this approach chosen?
How will the organization ensure this project serves communities disproportionately affected by or at risk of COVID-19?
How will the project operate and account for quarantine recommendations and the need for social distancing?
How will technology be utilized for this project?



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

Section 3: Organization Information

What experience and capacity does the organization have to carry out this approach?

Please provide what federal grants the organization has received in the past.

How will the organization engage historically and currently disenfranchised communities in the implementation of this project?

What unique partnerships or collaboration will this project include?

Section 4: Project Timeline

Is the project ready to start immediately?

What is the timeline of the project (in months)?

What is the duration of the project?



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

Section 5: Outcomes

How many people/households/businesses will this project help?

How will success be determined?

How will the organization ensure there is not a duplication of services?

What partnerships will strengthen this project?

Section 6: Budget

What specifically will the funding be used for?

How were costs arrived at for this proposal?

Could the project proceed with partial funding?

Describe expenses that are needed for technology that will assist in delivering the project.



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

PROPOSAL SIGNATURE FORM
SPECIAL ALLOCATION OF CDBG-CV and ESG-CV

Proposal Name:

Organization name:

Authorized Official:

Title:

Signature:

Date:

Acknowledgements

The signing party acknowledges they are complying with the entirety of the terms listed in the Request for Proposals and any addendum issued. Organizations selected for funding will be required to submit the following documents prior to receiving an agreement:

- List of Board of Directors for the organization
- Most recent Audit Report
- Most recent Federal Form 990
- Board Resolution Authorizing Contract Execution
- Proof of insurance covering employee dishonesty and board liability
- Articles of Incorporation
- Board By-Laws
- Non-profit Determination Letter
- Limited English Proficiency Plan
- Chart of Accounts
- Conflict of Interest Policy