

Planning & Development Division Planning & Economic Development Department

Room 160

218-730-5580

planning@duluthmn.gov

Room 160 411 West First Street Duluth, Minnesota 55802

APPLICATION COVER PAGE COMMUNITY DEVELOPMENT PROGRAMS

Please submit completed applications to duluthcommdev@duluthmn.gov

APPLICANT INFORMATIO	N	
Address:		
Contact Person:		
Priorie:		
E-mail:		
Type of Organization:		
PROPOSAL INFORMATIO		
Proposal Name:		
Funding Amount Requested	·	
Proposal Service Goal:		
(number served with CDBG/ESC	G/HOME funds) (unit: hous	eholds, people, etc.)
LMI Service Goal %:		
Program Category: please inc	licate the applicable funding cat	egory(s)
Community Development	HOME Investment	Emergency Solutions
Block Grant	<u>Partnership</u>	Grant Program
☐ Housing	☐ Homeowner	☐ Shelter Operation
☐ Foodsing ☐ Economic	Development	Street Outreach
Development	☐ Rental Development	☐ Flex Fund
☐ Public Facilities	☐ CHDO Operating	HMIS
☐ Public Services	☐ Project Specific Loan	
	Buyer Assistance	
	☐ Tenant Based Rental	
	Assistance	
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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 Summ	nary (40 words o	or less):		
0 pts minimum	•Project does not incl 2020 Analysis of Imp	port any ConPlan goals ude strategies to reduce impediments to t ediments to Fair Housing Choice port any of the Governing Principles in im	_	
		ome supporting documentation and it app port at least one ConPlan goal	pears probable that the project's outcome	
	-	egies to indirectly reduce impediments to ediments to Fair Housing Choice	o fair housing choice as described in the	
		upporting documentation that clearly indi of the Imagine Duluth 2035 Governing Pri ies and Strategies		
		upporting documentation that clearly indi one or more ConPlan goal	icates how the project's outcome will	
	•Project includes strat	regies to directly reduce impediments to fediments to fediments to Fair Housing Choice	fair housing choice as described in the	
25 pts maximum	Applicant provides supporting documentation that clearly indicates how the project's outcome will substantially support more than one of the Imagine Duluth 2035 Governing Principles and one or more of the Policies and Strategies			
THE ATTENDED				
How will the pro	Consolidated Pla posal address e onsolidated Plan	•	ect addresses. ess any of the Imagine Duluth	
☐ Infrastructure☐ Transportatio	Improvements on Access	☐ Increase Incomes ☐ Create Living Wage	☐ Homeless Services☐ Public Services	
Jobs ☐ Affordable Housing ☐ Health Services ☐ Childcare Access ☐ Neighborhood Revitalization ☐ Food Access				

FY 2023 CDBG/ ESG/ HOME Program Application	2
CD Committee's Mission:	
How will the proposal meet the mission to "invest in community programs that he and moderate-income people by addressing basic needs, providing affordable he 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?						
 □ Policy 1: Training and Career □ Development □ Policy 2: Remove Barriers to Obtaining Employment □ Policy 3: Reduce Housing and Utility Costs 	 □ Policy 4: Increase Affordable Housing Units □ Policy 5: Increase Access to Affordable and Healthy Food Options 					
National Objective and Eligible Activity						
National Objective and Eligible Activity: How will the proposal meet HUD's National O How will the proposal meet HUD eligible activi						

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)?
miles terres y:
Applicant unprepared or lacks sufficient capacity to complete project
Project schedule includes unrealistic timelines or vague project milestones
• Extensive additional actions are needed to start the project and no feasible plan or solutions are presented by the applicant
min.
Detailed and reasonable project schedule including concrete project milestones and timelines
May take 15-18 months to spend grant funds Some additional actions are needed to start the project and the applicant has developed and already started
implementing a plan to address these concerns
 Detailed and reasonable project schedule including concrete project milestones and timelines It's highly probable that grants funds will be spent within 12 months
15 pts •No additional actions are needed to start the project
max.

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.

- •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
- •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

•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

6 pts max.

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?

0 pts min.

- •Less than 51%LMI: project does not meet HUD required minimum of providing a direct benefit to 51% or more people with low to moderate incomes
- Project will not reduce policies and practices that create inequalities, including segregation and racialized poverty
- •51%-99% LMI: project provides a direct benefit to at least 51% people with low to moderate incomes, but is not restricted to only people with low to moderate incomes
- •Project has the potential to reduce policies and practices that create inequalities, including segregation and racialized poverty

5 pts max.

- •100% LMI: project provides a direct benefit restricted to only people with low to moderate incomes
- Project will directly reduce policies and practices that create inequalities, including 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.

0 pts minimum

- •The program has met few or none of its goals and objectives in recent years or the applicant does not clearly document recent successes.
- •The program will have a minimal impact and benefit for the participants it serves or the applicant does not clearly document the impact and benefit
- •Per capita cost of greater than \$50,001 per person/household
- •Applicant clearly documents that the program has been close to meeting or has met some, but not all, of its goals and objectives in recent years
- •Applicant clearly documents that the program will have a moderate to substantial impact and benefit for the participants it serves
- •Per capita cost of \$5,001 -\$50,000 per person/household

15 pts maximum

- •Applicant clearly documents that the program has a proven record of meeting or exceeding its goals and objectives in recent years
- •Applicant clearly documents that the program will have a maximum impact and benefit for the participants it serves
- •Per capita cost of \$1 \$5,000 per person/household

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)

0 pts minimum

- •Funding needs are identified to address the total project requirements, but it is questionable whether anticipated funds from other sources will be secured in a timely manner, or the funds requested in this application would have little impact to complete the project and no other resources have been identified
- •Applicant has none of the long-term financial resources necessary to ensure the operating viability of the project is sustained relative to the duration of the use restriction required and/or audit report of independent CPA reveal on-going concerns, risks, or material weaknesses of entity
- Project costs appear to be questionable or unreasonable, and assumptions are unclear and poorly
- •Funding needs are clearly identified to address the total project requirements, but not completely secured and confirmed, or the project is mostly reliant on requested grant funds with minimal or no leveraging
- •Applicant's audited financials indicate that the applicant appears to have sufficient long-term financial resources necessary to ensure the operating viability of the facility/project, or the applicant does not have sufficient resources, but has a formal strategy in place to secure long-term financial resources
- Project budget appears reasonable, but the costs and assumptions are not clear or well documented

14 pts maximum

- •Funding needs are clearly identified to address the total project requirements, other sources of funds have been secured with firm written commitments, and there are \$2+ of other sources of funds for every \$1 requested in the application.
- •Applicant's audited financials indicate that the applicant appears to have more than sufficient long-term financial resources necessary to ensure the operating viability of the facility/project
- •Project budget appears accurate, comprehensive and detailed and project costs are completely and clearly documented, project activities are itemized in detail and appear reasonable and justified

Source	Amount		
	Secured	Anticipated	
CDBG			
ESG			
HOME			
Total			

B. Program Uses: What will the grant fund	ds specifically be used for?		
(/	_CDBG/ESG/HOME per one _)		served
(/	_ per one _)	_served	
C. Funding Need: Why are CDBG/HOME	/ESG funds necessary for th	e proposed project's	implementation?

BUDGET SPREADSHEET

Total Application Request for	City Funds:
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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 cos					
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

provide a statement on how the entity will be able to document the reporting Section reporting as shown in the April 2022 Duluth Section 3 plan.	

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