

## Planning & Development Division Planning & Economic Development Department

Room 160

Room 160 411 West First Street Duluth, Minnesota 55802



# APPLICATION COVER PAGE COMMUNITY DEVELOPMENT PROGRAMS

Please submit completed applications to <a href="mailto:duluthcommdev@duluthmn.gov">duluthcommdev@duluthmn.gov</a>

APPLICANT INFORMATION		
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Address:		
Contact Person:		
Phone:		
F-mail·		
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PROPOSAL INFORMATIO	N	
Proposal Name:		
Funding Amount Requested	d:	
Proposal Service Goal:		
		<del> </del>
(number served with CDBG/ESG	/HOME funds) (unit: househo	olds, people, etc.)
LMI Service Goal %:		
Livii Service Goai 76		
Please indicate the applicable	e funding category(s):	
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Community Development	<b>HOME Investment</b>	<b>Emergency Solutions Grant</b>
Block Grant	<u>Partnership</u>	<u>Program</u>
Housing	□ Hamasumar Davalanmant	Chalter Operation
<ul><li>☐ Housing</li><li>☐ Economic Development</li></ul>	<ul><li>☐ Homeowner Development</li><li>☐ Rental Development</li></ul>	☐ Shelter Operation ☐ Street Outreach
Public Facilities	CHDO Operating	☐ Flex Fund
☐ Public Services	Project Specific Loan	HMIS
	Buyer Assistance	_
	☐ Tenant Based Rental	
□ I leaves of funding actors	Assistance	
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 Staten	nent
Proposal Sumi	mary / Use of Funding (40 words or less):
0 pts	<ul> <li>Project does not support any ConPlan goals</li> <li>Project does not include strategies to reduce impediments to fair housing choice as described in the 2020 Analysis of Impediments to Fair Housing Choice</li> <li>Project does not support any of the Governing Principles in imagine Duluth 2035</li> </ul>
	<ul> <li>Applicant provides some supporting documentation and it appears probable that the project's outcome will substantially support at least one ConPlan goal</li> <li>Project includes strategies to indirectly reduce impediments to fair housing choice as described in the 2020 Analysis of Impediments to Fair Housing Choice</li> <li>Applicant provides supporting documentation that clearly indicates how the project's outcome will support at least one of the Imagine Duluth 2035 Governing Principles and may or may not support at least one of the Policies and Strategies</li> </ul>
25 pts	<ul> <li>Applicant provides supporting documentation that clearly indicates how the project's outcome will substantially support one or more ConPlan goal</li> <li>Project includes strategies to directly reduce impediments to fair housing choice as described in the 2020 Analysis of Impediments to Fair Housing Choice</li> <li>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</li> </ul>
How will the pr In addition to C Duluth 2035 pr	Consolidated Plan goal(s) the proposed project addresses. roposal address each indicated goal? Consolidated Plan goals, will the proposal address any of the Imagine rinciples, policies, or strategies?  Elmprovements
☐ Transportation ☐ Affordable H ☐ Neighborhood	

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 of How will the proposal address each indicated	• • • • • • • • •
<ul> <li>Policy 1: Training and Career Development</li> <li>Policy 2: Remove Barriers to Obtaining Employment</li> <li>Policy 3: Reduce Housing and Utility Costs</li> </ul>	<ul><li>☐ Policy 4: Increase Affordable Housing Units</li><li>☐ Policy 5: Increase Access to Affordable and Healthy Food Options</li></ul>
National Objective and Eligible Activity: How will the proposal meet HUD's National National Objectives and Eligibile Activities Cl How will the proposal meet HUD eligible activities Chapter 5	hapter 2 (hudexchange.info) ivity requirements? CDBG Guide to National

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)?

0 pts

- 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
- 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

15 pts

- Detailed and reasonable project schedule including concrete project milestones and timelines
- •It's highly probable that grants funds will be spent within 12 months
- •No additional actions are needed to start the project

#### 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
- •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?

•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

 •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 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.

<ul> <li>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</li> <li>Per capita cost of greater than \$50,001 per person/household</li> <li>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</li> <li>Applicant clearly documents that the program will have a moderate to substantial impact and benefit for the participants it serves</li> <li>Per capita cost of \$5,001-\$50,000 per person/household</li> <li>Applicant clearly documents that the program has a proven record of meeting or exceeding its goals and objectives in recent years</li> <li>Applicant clearly documents that the program will have a maximum impact and benefit for the participants it serves</li> <li>Per capita cost of \$1, \$5,000 per person/household</li> </ul>		•The program has met few or none of its goals and objectives in recent years or the applicant does not clearly document recent successes.
<ul> <li>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</li> <li>Applicant clearly documents that the program will have a moderate to substantial impact and benefit for the participants it serves</li> <li>Per capita cost of \$5,001 -\$50,000 per person/household</li> <li>Applicant clearly documents that the program has a proven record of meeting or exceeding its goals and objectives in recent years</li> <li>Applicant clearly documents that the program will have a maximum impact and benefit for the participants is serves</li> </ul>	s	
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serves		
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### 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?

0 pts

- •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

- •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		

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)
D. D
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.\$ <u>75.00</u> CDBG/ESG/HOME per one <u>person</u> served (Total CDBG/HOME/ESG \$ <u>15,000/200</u> people service goal)
\$610.00 Total Budget funding per one person served

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

#### **BUDGET SPREADSHEET**

<b>Total Application Request for</b>	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						

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.

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 public facility
projects where the total amount of assistance exceeds a threshold of \$200,000, pleas
provide a statement on how the entity will be able to document the reporting Section IDI
reporting as shown in the April 2022 Duluth Section 3 plan.