



APPLICATION COVER PAGE COMMUNITY DEVELOPMENT PROGRAMS

Please submit completed applications to duluthcommdev@duluthmn.gov

APPLICANT INFORMATION

Organization Name: _____

Address:

[Empty rectangular 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

*If unsure of funding category contact duluthcommdev@duluthmn.gov for assistance.

Please Note:

Text boxes on this form will not allow overflow text or very small text. If you are copying and pasting text, please be sure to double check that your pasted text fits and is not cut-off. If text gets cut-off, please revise your response to fit.

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

Maximum Score 15 points:

Project directly relates to one of the ConPlan goals and more than one Governing Principles described in Imagine Duluth 2035. Information and supporting documentation provided in the application is comprehensive, and provides a clear indication how the project's outcome will substantially support ConPlan goals and Imagine Duluth 2025 Policies and Strategies. Strategies to directly reduce impediments to fair housing are incorporated into application, including anti-poverty policies that reduce inequities, including segregation and racialized poverty.

Organization's 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"/> Affordable Housing | <input type="checkbox"/> Increase Incomes | <input type="checkbox"/> Childcare Access and Children's Programming |
| <input type="checkbox"/> Neighborhood Revitalization | <input type="checkbox"/> Create Living Wage Jobs | |
| <input type="checkbox"/> Homeless Services | <input type="checkbox"/> Health Services | |
| <input type="checkbox"/> Public Services | <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 5: Increase Access to Affordable and Healthy Food and Living Options |
| <input type="checkbox"/> Policy 2: Remove Barriers to Obtaining Employment | <input type="checkbox"/> Policy 6: Increase Homeownership |
| <input type="checkbox"/> Policy 3: Reduce Housing and Utility Costs | <input type="checkbox"/> Policy 7: Create Sustainable Independence |
| <input type="checkbox"/> Policy 4: Increase Affordable Housing Units | |

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

Maximum Score 15 points:

The project schedule is comprehensive and includes evidence/clear documentation that the project is ready to start upon approval/receipt of funding and/or is very likely to be completed in less than one year of project funding. Project milestones (activities) and other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable and achievable. It is certain or highly probable that the Grant Funds will be fully expended within the first 12 months (from April 2025 to March 2026) of the project's funding or less. No additional action is needed. The applicant has full and complete site control. There are no issues anticipated with land use designation, zoning, plans, project design, community support or any other issues as of the application date. Therefore, the project will be able to commence as planned.

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.

Maximum Score 8 points:

The applicant clearly and completely describes the significance of the need, and provides supporting documentation and statistics fully substantiating this need. The activity proposed for funding addresses the described need and successfully resolves the problem completely. The achievement of the results is realistic and reasonable.

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?

Maximum Score 7 points:

Direct benefit of 100% of project restricted to serving low- income persons (includes area-wide benefit).
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.

Maximum Score 12 points:

Program met or exceeded the outcome objectives in recent years. The program also had a maximum impact and benefit for the participants it served.

Business/Operations Plan Approach:

Maximum Score 6 points:

The proposal fully and thoroughly identifies the major critical issues and factors to implement and maintain the project objectives over the long term. The proposal addresses how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project. The approach is sound and reflects a clear understanding of the issues involved and how they will be resolved.

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?

4. BUDGET NARRATIVE PAGE (Financial Considerations)

Maximum Score 15 points:

Financial considerations are vital in assessing a project’s ability to be completed successfully and timely. The following factors are essential for projects that involve rehabilitation or new construction of public facilities. Factors to be considered in this area include (a) the availability and sufficiency of resources (including all non-Grant Funds, federal, state, county or private funding sources), (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget’s accuracy, reasonableness and completeness in determining the financial needs of the project.

Source	Amount	
	Secured	Anticipated
CDBG		
ESG		
HOME		
Total		

A. 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
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?

D. ADDITIONAL INFORMATION FOR ESG APPLICATIONS:

HUD is requiring ESG funded projects to provide measurable performance standards. The Application Instructions provide a list of Project Measurable Outcomes, please provide a statement on how your ESG application can provide these measurable results.

E. APPLICATION INTERVIEWS:

The Community Development Committee will be conducting in person interviews on September 17 and October 1 at 5:30. City Staff will contact you about the interview schedule. Is your agency prepared to have a representative to discuss this application with the Community Development Committee?

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

****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, 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.