



**Planning & Development Division**  
Planning & Economic Development Department

Room 160  
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Duluth, Minnesota 55802



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## APPLICATION: COMMUNITY DEVELOPMENT GRANTS (CDBG, HOME, ESG)

Submit completed applications to [duluthcommdev@duluthmn.gov](mailto:duluthcommdev@duluthmn.gov)

Application Due date: September 4, 2025

Notice: This application for federal funding is subject to Executive Order #14151, titled "Ending Radical and Wasteful Government DEI Programs and Preferencing."

### APPLICANT INFORMATION

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

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 Operation
- ☐ Tenant Based Rental Assistance

- ☐ Shelter Operation
- ☐ Street Outreach
- ☐ Flex Fund-Prevention/RR
- ☐ HMIS

\*If unsure of funding category contact [duluthcommdev@duluthmn.gov](mailto: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 (+ up to 20 bonus points):**

Project directly relates to one of the ConPlan goals. 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, anti-poverty strategies, and CD Committee funding priorities.

**Organization's Priorities****Proposal Summary / Use of Funding (40 words or less)****CD Committee Action Plan Funding Priorities: 2026** (Up to 5 Bonus Points Each, for a total of 20 points)

What direct action is your organization taking to specifically meet one or more of the CD Committee priorities? Please see the FY2026 Scoring Criteria for descriptions of each category.

- ☐ Childcare access and/or programming
- ☐ Prepare for the Medicaid Work/Volunteer Requirement
- ☐ Downtown Innovation/Revitalization (see map in Application Instructions for boundaries of "downtown" for these purposes)
- ☐ New Collaborative Partnerships and/or Co-locating

**Consolidated Plan Goals**

Indicate which Consolidated Plan goal(s) the proposal addresses and describe how it will address the goal(s).

☐ Affordable Housing☐ Basic Needs☐ Living Wage Jobs☐ Homelessness☐ Community Development Facilities**Anti-Poverty Strategy**

Indicate which Anti-Poverty Strategies the proposed project addresses. How will the proposal address each indicated policy?

☐ Policy 1: Training and Career Development☐ Policy 2: Remove Issues Obtaining Employment.☐ Policy 3: Reduce Housing and Utility Costs☐ Policy 4: Increase Affordable Housing

Units

☐ Policy 5: Increase Access to Affordable and Healthy Food and Living Options☐ Policy 6: Increase Homeownership☐ Policy 7: Create Sustainable Independence

**National Objective and Eligible Activity**

How will the proposal meet one or more of HUD's National Objectives? [CDBG Guide to National Objectives and Eligible Activities Chapter 3 \(hudexchange.info\)](#)

How will the proposal meet HUD Eligible Activity requirements? [CDBG Guide to National Objectives and Eligible Activities Chapter 2 \(hudexchange.info\)](#)

**Low- to Moderate-Income Populations**

How will this proposal address the needs of and engage with your clientele? Is the proposal located in or specifically serving a low- to moderate-income qualified census tract(s)? Are systems in place for verifying income when necessary?

## 2. PROJECT READINESS

**Maximum Score 15 points:**

The project schedule is comprehensive and includes 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 2026 to March 2027) 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 and any additional actions needed before the project can start.

### 3. PROJECT IMPACT AND DELIVERY

#### Achievement of Expected Results

**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 proposal addresses the need described and successfully resolves the problem completely. The achievement of the results is realistic and reasonable.

Describe the need for your project. Include supporting statistics and explanation to document the need. How does your project address this need? What are the results and benefits of the project? Who will benefit directly from this project? What is the long-term strategy to ensure the project continues?

**Target Clientele****Maximum Score 8 points:**

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

What percentage of participants will be low-income (at or below 80% area median income)? What geographic area(s) does the project cover? Provide Qualified Census Tract number(s) if necessary, see application materials on City website.

**Outcome Measurements****Maximum Score 10 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.

What is the expected impact of the proposed project on participants being served? How will impact be quantifiably measured and what benchmarks will be used? *(NOTE: If funded, outcomes will be a part of the grant agreement.)* Describe previous outcomes of the project and include explanation for any goals missed or exceeded.

**ADDITIONAL INFORMATION FOR ESG APPLICATIONS ONLY:**

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

**Business/Operations Plan Approach****Maximum Score 9 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.

What are the critical issues or factors that hinder the implementation or maintenance of the proposed project activities and outcomes over the long term? How will your organization address these issues and ensure continued success? What is 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.





**4. BUDGET NARRATIVE PAGE****Maximum Score 20 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)*

**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? Please provide a dollar amount.

D. 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						

Proposals constructing new housing or major rehabilitations should submit additional budget forms. (Contact [duluthcommdev@duluthmn.gov](mailto:duluthcommdev@duluthmn.gov) for forms)

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

**\*\*This section 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.

**BUILD AMERICA, BUY AMERICA (BABA)****\*\*Required for Housing Projects AND Public Facilities Projects**

The Build America, Buy America Act (BABA) requires that all iron, steel, manufactured products, and construction materials used for federally funded infrastructure projects, including new construction and rehabilitation of buildings, are produced in the United States. If your project will have iron, steel, construction materials, or manufactured products covered by the BABA, provide a description of how your agency will meet this requirement.

**DAVIS BACON AND RELATED ACTS (DBRA)****\*\*Required for Housing Projects AND Public Facilities Projects**

DBRA requires the payment of locally prevailing wages and fringe benefits on Federal and City contracts for construction. Projects subject to Davis-Bacon are federally funded or assisted, and the “prime contract” is in excess of \$2,000. The rules apply to contractors or subcontractors, not employees of the grantee. If DBRA applies to your project, provide a description of how your agency will meet these requirements.