

**FY 2015 COMMUNITY DEVELOPMENT PROGRAM  
Staff Report**

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| <b>Project:</b> Duluth@Work Program<br>Community Action Duluth  |                                      | <b>Application Number:</b><br>15-ED-05, Page 61 |
| <b>Consolidated Plan Objective:</b><br>Table 2C – Objective 17b “Support Duluth at Work initiatives that help low-income people gain work skills, jobs and employment history that results in increase income and overall stability.” |                                      |   |
| <b>FY 2015 Goal:</b> 6 Persons  | <b>Amount Requested:</b><br>\$48,000 | <b>Performance Indicator:</b><br>Jobs           |
| <b>Previous Awards and Spending Rates: Not applicable because this is a new project</b>   |                                      |   |

**1. Consolidated Plan Priority**

Con Plan Community Development Goals:

Is listed in Table 2C, Objective 17b as “Support Duluth at Work initiatives that help low-income people gain work skills, jobs and employment history that results in increase income and overall stability.” Information and documentation provided is comprehensive, and provides clear indication the project is expected to completely satisfy an unmet HUD strategic goal and activity, and the expected outcome(s).

Priority Community Development Needs:

Is listed in Table 2B as a High Priority Level.

**2. Project Readiness**

Timely Completion/Expenditure of Funds:

- The staffing and administration for this project is available, this project would be able to start immediately after receiving funding.
- Community Action Duluth runs 2 other Duluth at Work Cohorts with a focus on single mothers. This program will change their clientele to any low income individual.

Additional Actions Needed:

There are no issues or actions needed. Project will be able to commence on time.

**3. Project Impact and Delivery**

Achievement of Expected Results:

- Clearly describes the significance of the need and provides supporting documentation substantiating this need. Activity addresses the described need and successfully resolves the problem completely as possible. The achievement of the results is realistic and reasonable

Target Clientele: 100% participants will be low income.

Outcome Measurements:

- This is a new project. Community Action Duluth had a difficult time meeting all the Duluth@Work benchmarks so they altered their program this year for a more successful cohort.

Number of Persons/Households to Benefit:

The total cost of this program is \$99,600. This amounts to \$11,067 per participant for 3 years.

Business/Operations Plan Approach:

- The proposal explains clearly what educational resources will be available to participants. The proposal does not provide a long term strategy for obtaining partnership with potential future employers other than CustomerLink.

#### **4. Financial Considerations**

Sufficiency and Leveraging of Resources:

- The funding needs are clearly identified. Of the \$99,600 funds needed, \$51,600 funds have been secured. If the \$48,000 in CDBG funds is approved, then the budget would have \$99,600 in secured funds, with \$0 needed to be secured. The CDBG funds equate to just over a 1:1 ratio. (2-2:1 ratio)

Fiscal Support and Viability:

- The audited financials indicate that the applicant appears to have sufficient long-term resources necessary to ensure the operating vitality of this project.

Project Budget Detail/Use of Funds:

- Budget is accurate and detailed. Costs are documented. Activities are itemized and reasonable. CDBG funds will be used in the most cost-effective manner.

#### **5. Applicant Attributes**

Project /Program Management Ability and Capacity:

- Based on the organization's history, it appears that the applicant has the necessary competencies, skill set, capacity, experience, and qualifications to successfully manage and complete the project.

Past Performance/Experience:

- The applicant has extensive past experience with grant funds and other federal funding programs.

Quality of Application:

Application is logical, clear, well written, accurate and attentive to detail, concise with appropriate statistical information and supporting documentation provided to thoroughly support any conclusions provided.

#### **BONUS POINTS – 0 points**

Collaborative or Joint Application: not applicable.