

MISSION STATEMENT: *To invest in community programs that help low-to moderate-income people by addressing **basic needs**, providing **affordable housing** and increasing economic **self-sufficiency***

ELIGIBLE APPLICANTS

Applicants must be nonprofit agencies, for-profit businesses, governmental units and Institutions of Higher Education. If you are a new applicant, please submit the following with your application: 1) Articles of Incorporation and 501(c)3 designation letter; 2) the most recent IRS 990 form; 3) A summary of state or federal grant administration experience; and 4) A Board of Directors list.

Please note the following activities are generally ineligible under HUD rules:

- Buildings for the general conduct of government
- Political activities
- Income payments for housing
- Religious activities

APPLICATION

“HUD encourages entitlement communities to be careful about funding to organizations or projects that may require ongoing or continued annual CDBG funding, and organizations that provide duplicative services. Dependence on CDBG funding is a serious concern considering the potential that exists for budget cuts to CDBG funding proposed every year by Congress, and with grant amounts available to entitlement communities decreasing as more and more communities become eligible to receive CDBG funding.”

APPLICATION INSTRUCTIONS

Your proposal should consist of the Cover Page, four pages of narrative responding to the Rating Criteria listed below, the Budget Narrative page, and the Application Budget Form (excel spreadsheet). Narrative responses should be complete but as concise as possible. The total application **cannot exceed 7 pages (10 pages for collaborative applications)**. An exception to the page maximum may apply, (see *Rating Criteria–Project Readiness*) to see if a Project Schedule should also be submitted. Also, if you are proposing a housing development project, additional HOME Program budget pages are required, the additional HOME budget pages will not be counted under the application page limit.

APPLICATION COVER (Page one)

Applicant Information

Please fill in the organization’s name, address, contact person, phone and email address. Then the Type of Organization, choose from one of the following:

- Non-Profit agency
- Public Authority
- City Department
- Private Business

Proposal Information

Proposal Name	Enter the name of the activity for which the agency is seeking funding
Funding Amount Requested	Put the amount of Community Development funds (CDBG, HOME, ESG) being requested (not to exceed the amount listed on the letter of invitation sent to your organization)
Proposal Service Goal	Indicate the number of people or households to be served or jobs created by the program
LMI Service Goal %	Indicate the percentage of the service goal that will be Low Income
Funding Program	Enter one of the following: CDBG – HOME - ESG
Program Category	Identify the category from which funds are being requested: If CDBG , then enter <u>Housing</u> , <u>Economic Development</u> , <u>Public Facility</u> or <u>Public Service</u> If HOME , then enter <u>Homeowner Development</u> , <u>Rental Development</u> , <u>CHDO Operating</u> or <u>Project Specific Loan</u> , <u>Buyer Assistance</u> or <u>Tenant Based Rental Assistance</u> If ESG then enter <u>Shelter Operations</u> , <u>Rapid Re-Housing</u> , <u>Prevention</u> or <u>HMIS</u> .

APPLICATION NARRATIVE (No more than 4 pages)

For more information on how your application will be scored, please see the “2016 Application Rating Criteria” available on the Community Development page of the City of Duluth’s website, or request a copy from the Community Development office. Answer each of the following rating criteria in the order they are listed:

1. CONSOLIDATED PLAN PRIORITY

Proposal Summary

Briefly describe your project or program activity in 40 words or less. *(This summary is used for the public comment period and Council Communications)*

Proposal Description

How well does your proposal align with the Consolidated Plan goals and priority needs? Describe how your project/activity:

- Is consistent with the Consolidated Plan in addressing a priority need and plan goals.

- Meets the stated Community Development Mission.
- Addresses an employment objective under the City's Anti-Poverty Strategy
- Applications for funds to address homelessness: See ESG Guidelines for additional instructions to address under CDBG Public Services.

2. PROJECT READINESS

State if your project will be completed by March 31, 2017, if you are applying for CDBG public service funding. If the project involves construction indicate if it will be completed by June 30, 2017. Duluth @ Work proposals should have the participant trainings completed by March 31, 2017. If your project is not expected to complete within these timeframes, explain why, and attach a one page Project Schedule to the application. If your project is dependent on additional actions and approvals before starting, explain what needs to be accomplished and how long the project will be delayed. Programs serving homeless persons must be participating in the development and implementation of Coordinated Assessment in coordination with the St. Louis County Continuum of Care.

3. PROJECT IMPACT AND DELIVERY

Describe the services that will be provided to the participants in your project. Then address the following areas:

Achievement of Expected Results: Describe the need for your proposed activity, using related documentation and/or statistics and research to support your description of need.

Target Clientele: Describe who you are proposing to serve. What percent of your participants will be low-income (at or below 80% AMI)? What geographic area(s) does your project cover?

Outcome Measurements: What is the impact or benefit (outcome) of the activity proposed on the participants to be served? Examples might include change in behavior, improved condition, increased knowledge or skills. How will you measure the proposed outcome (impact or benefit), and what benchmarks will you use to measure success? *(NOTE: If funded, outcomes and measurement will be a part of your grant agreement.)* Describe how well you met your outcome objectives for your most recently completed CD funded project.

Business/Operations Plan Approach: Describe the critical issues or factors that hinder the implementation or maintenance of the proposed project activities and outcomes over the long term. How will you ensure continued success? Also, provide the total agency budget in your application.

Housing Rehabilitation and Development applications (only)

State the amount of assistance, i.e., maximum loan amount and repayment terms, each household will receive, or per unit assistance. Describe the type of housing, location, affordability threshold and affordability period.

ESG applications (only)

Identify the primary focus of your program or activity:

- Prevent homelessness?
- Help the homeless?
- Help those with AIDS or HIV?

Bonus Points (if applicable)

Applicants can score an additional ten (10) points for a collaborative application which should include shared cost savings and program strengthening. For the following categories, collaborations are to include:

- Housing: Any housing rehab activity (homeowner, rental, acquisition/rehab, weatherization) must be part of a Housing Resource Connection application.
- Economic Development: Duluth @ Work programs collaborate under one joint application.
- Homeless: Multiple applicants submit single application based on homeless activity and/or coordinated assessment system components and must include shared costs.

4. RATING CRITERIA – FINANCIAL CONSIDERATIONS

A. Program Sources: To complete this page of the application, fill in the chart at the top of the Budget Narrative page, listing all sources of funding being leveraged for this project/activity, the amount and the status of those funds to be used in implementing and carrying out the proposed project/activity(s). Check the “Secured” box next to the source of funding for which you have commitments at the time of the application and “Anticipated” for those that have been applied for, and may be received in the future, but are not committed at the time the application is submitted.

B. Program Uses: In the space below the chart, describe what costs the CDBG/HOME/ESG funding will be specifically used for in the program or project.

- List all staff positions and percent of time to be funded by this application
- Provide a per unit cost for the amount of funds from all sources of funding listed for the proposed service goal
- Provide a per unit cost for the amount of Community Development funds requested for the proposed service goal.

C. Application Budget Form (excel spreadsheet): On this separate form, list all

sources and uses by funding type for the proposal. Use common budget line items, such as staffing salaries, utilities, acquisition, construction costs, etc.

Additional Budget Forms for Housing Development

If you are proposing construction of new housing units or a major housing rehab project, contact staff for assistance on the required additional Housing Budget Form 1 (Homeowner projects) and Housing Budget Form 2 (Rental projects). **These forms are required in addition to the Application Budget Form; failure to complete both budget forms will result in an “Incomplete Application”.**

Eligible Costs for CDBG Public Services & ESG

Public Services

- Direct service staff time, including intake and assessment activities

ESG

- Rent
- Utilities (water, sewer, electric, oil, garbage)
- Maintenance supplies and staff completing maintenance activities
- Insurance
- HMIS costs

Ineligible Costs for CDBG Public Services & ESG

Equipment Purchase	Utilities (CDBG only)	Rent (CDBG only)
Postage	Office Supplies	Cellular or mobile phones
Copying	Audit costs	

APPLICATION SUBMISSION

Application deadline is Thursday, September 3, 2015, 4:00 PM. All applications must be submitted electronically to duluthcommdev@duluthmn.gov. The narrative pages must have a one-inch margin on all sides and should be created with a 12 point Arial, Times New Roman or similar, easy to read font. Application not following these specifications will be rejected. Also, any portion of the application that goes beyond the page limits outlined in *Application Instructions* will be rejected.

COMPLETE APPLICATION

A complete application will:

1. Meet a National Objective and is an Eligible Activity
2. Submitted by the deadline **(4:00 pm on September 3, 2015)**
3. Clearly and completely responds to all components and questions in the *Application Instructions* and has submitted:

Cover Page

Application Narrative (Maximum of 4 pages, 7 pages for collaborative app.)

Budget Narrative (one page)

Budget Form (one page)

Project Schedule (only if project is unable to meet stated timelines)

Housing Development Budget Forms (if new construction or major rehab)

4. Eligible applicant (not currently on probation, or if new applicant--has submitted required organizational documents)

Incomplete applications will be rejected based upon not meeting one of the four application items. The applicant will be informed of the rejection in writing.

*** All information provided beyond the page limits will be discarded ***

APPLICATION REVIEW PROCESS

There is no interview, however the CD Committee may ask questions at the December 1st Public Hearing. If the committee has a question during their review process, staff will contact the applicant with the question in writing and request a written response.

Each application will be scored based on the Application Rating Criteria. The resulting PRIORITY FACTORS SUMMARY RATING SHEETS will be available for public review on the City's website <http://www.duluthmn.gov/community-development> when they are transmitted to the Community Development Committee.

QUESTIONS?

You can contact Community Development staff at **218-730-5480** between 8:00 a.m. and 4:30 p.m., Monday through Friday. Alternatively, questions can be emailed to the general Community Development Office email at: duluthcommdev@duluthmn.gov, to ensure a timely reply, or feel free to contact individual staff members. We are happy to schedule an appointment to meet and talk with potential applicants if the request is made at least five working days prior to the submission deadlines (before August 28th).