



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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www.burlingtonvt.gov/cedo



City of Burlington, Vermont COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM Notice of Funding Availability

I. General Information

The City of Burlington is allocated a certain amount of money each year by the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. The CDBG Program is a principal revenue source for local communities to address the roots and consequences of poverty. The City solicits proposals for funding from community- and faith-based organizations, non-profits, and City Departments. Please review all of the information in this Application Packet so that you understand the two-step process and the requirements for CDBG funding.

Beginning this year, the City of Burlington will utilize a two-step process for CDBG applications. Applicants are asked to submit a brief Letter of Intent to Apply. Once reviewed and evaluated, some applicants will be invited to submit a complete application for funding. Please see the detailed instructions below.

Intent to Apply

Letters of Intent to Apply for 2018 are due on December 7, 2017 at 4:00 p.m. Applicants will be invited to submit a final application by December 12, 2017 at 4:00 pm.

A complete Letter of Intent consists of a CEDO CDBG Intent to Apply form (using the appropriate "Intent to Apply Form" included in this packet), 501(c)(3) status if applicable, list of Board of Directors if applicable, and Conflict of Interest statement. Please remember to **sign** the **Certification** on the last page.

Please submit **one copy of the Intent to Apply and one copy of each of the following attachments:** 501(c)(3) status if applicable, list of Board of Directors if applicable, and Conflict of Interest statement.

Application

If invited to submit a final application, project proposals for 2018 must be submitted on or before Tuesday, January 16, 2018, at 4:00 p.m. Proposals submitted after that time **will not** be considered for funding.

Applications for Construction projects must include a **Construction Attachment** and a **Scope of Work**.

Please submit **fifteen (15) double-sided, stapled, 3-hole punched completed copies of the Application** (and attachments if applicable) and **one electronic PDF version of the Application** (and attachments if applicable).

Do **not** submit any information other than what has been requested, do **not** exceed the application **page limit of eight (8) pages**, and do **not** submit attachments other than what has been previously mentioned. Additional information may be requested of you at a later date.

CITY OF BURLINGTON, VERMONT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application and copies should be mailed *or* hand-delivered to:
Marcy Esbjerg / CDBG 2018
Community & Economic Development Office
149 Church Street, Room 32, City Hall
Burlington, VT 05401

The electronic version of the Application Form should be sent to vrussell@burlingtonvt.gov.

Applications are reviewed for eligibility by the Community & Economic Development Office (CEDO). Eligible applications are then reviewed by the Citizen Advisory Board (<https://www.burlingtonvt.gov/CEDO/Who-Decides>) which makes funding recommendations to the Mayor and the City Council. A public hearing is held on those recommendations as the final step of the allocation process.

II. Timeline

| | |
|--|-------------------------------------|
| Letter of Intent Deadline | December 7, 2017 at 4 p.m. |
| Invitation to Submit Final Application | December 12, 2017 by 4 p.m. |
| Application Workshop | December 15, 2017 at 10 a.m. |
| Application Deadline | January 16, 2018 at 4 p.m. |
| CEDO reviews applications for eligibility | January 17 – 29, 2018 |
| Advisory Board meets and makes Recommendations | January – Late March |
| Advisory Board requests for additional information (if any) e-mailed/faxed to all Applicants | Mid-February – Mid March |
| Notice of funding recommendations goes out | April 16, 2017 |
| Mayoral review and recommendation | Late April |
| City Council Public Hearing | April 30, 2018 (tentative) |

III. Funding Availability

Last year, the Department of Housing and Urban Development (HUD) appropriated \$719,669 of Community Development Block Grant funds to the City. The appropriation for the next program year has not yet been announced. The number of applications funded, and the amounts, may be restricted depending on the City's allocation and the available administrative funding. Funding for projects receiving awards is expected to become available on July 1, 2018.

Of the total amount appropriated to the City, the maximum allowable (in the past, 20%) will be used for Administration. Public Service Projects are limited by Federal regulations to 15% of the total appropriation. The remaining funding is expected to be used for Development Projects.

A. Public Service Projects

Public Service Projects are restricted to 15% of the total CDBG allocation. Each agency may submit only ONE Public Service application, and it must fall into the categories for this round. Housing, Homelessness, and Health projects may submit applications for a two-year funding cycle for a minimum grant amount of \$10,000. There is no maximum amount. *This year, health related projects with a focus on opiate addiction related services, are encouraged to apply. Also homelessness projects which offer supportive services in conjunction with the Chittenden County Homeless Alliance's Permanent Supportive Housing Projects are encouraged to apply.* Economic Opportunity projects may submit applications for a one-year grant with a minimum request of \$5,000. The two-year grants must be completed by June 30, 2020. The one-year grants must be

CITY OF BURLINGTON, VERMONT
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

completed by June 30, 2019.

B. Development Projects

Development grants can be used for public facilities and improvements, economic development initiatives, and affordable housing initiatives. A minimum level of funding of \$5,000 applies to development projects. There is no maximum amount.

IV. General Funding Policies

Burlington's goal through the CDBG Program is to reduce the number of residents living in poverty. Toward this end, the City funds projects that (1) address a priority need identified by the residents of Burlington in the City's 2013 Consolidated Plan (<https://www.burlingtonvt.gov/CEDO/2013-Consolidated-Plan-for-Housing-Community-Development#overlay-context=CEDO/CDBG-Program-Overview>) and (2) are consistent with the City's Anti-Poverty Strategy.

Each application for CDBG funding must comply with the Federal requirements described in Section VI below. In addition, each application must satisfy one of the three following overriding goals:

- ❖ The project must help people move out of poverty, or
- ❖ The project must prevent people from entering poverty, or
- ❖ The project must address the basic needs of people living in poverty.

After looking for compliance with one of these three objectives, the Citizen Advisory Board is asked to score each CDBG application based on the evaluation criteria listed in the following section.

For more information about the City of Burlington's anti-poverty strategy, visit http://www.burlingtonvt.gov/uploadedFiles/BurlingtonVTgov/Departments/CEDO/CDBG/2013_Con_Plan/Strategic%20Plan%20with%20Revisions%2011%207%2013.pdf , beginning on page 50.

V. Evaluation Criteria

Letters of Intent to Apply will be screened based on the following assessment:

- Does the proposed CDBG project meet a National Objective?
- Is it an eligible activity?
- Does it fit within the City of Burlington's Consolidated Plan?
- Is the project ready to start?
- Does the organization have the financial and organizational capacity to manage complex Federal grants?

Final proposals for the FY2018 CDBG program will be evaluated, scored and ranked based on the following criteria and point system.

The Citizen Advisory Board will utilize evaluation forms with a set of specific criteria to evaluate all requests for competitive grant funding. The evaluation form includes the categories as listed below. All applications for grant funding will be scored and ranked based upon the following criteria:

| CRITERIA | MAXIMUM POINTS |
|---|----------------|
| Demonstrated Need | 15 |
| Program/Project Design | 10 |
| Proposed Outcomes | 15 |
| Impact/Evaluation | 15 |
| Experience/Organizational Capacity | 10 |
| Proposed Low & Moderate Income Beneficiaries/Diversity | 15 |
| Budget/Financial Feasibility | 20 |

CITY OF BURLINGTON, VERMONT
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

| | |
|--|------------|
| Collaboration/Efficiency | 12 |
| Sustainability | 8 |
| Overall Impression of Application Excellence/Project Impact | 10 |
| TOTAL | 130 |

1. Demonstrated Need: (Maximum Points: "15")

The category will be evaluated in terms of the documentation and justification of the need/opportunity for the program/project.

- Has articulated a rationale for the project related to the project’s purpose(s). The applicant should explain how the project will address the stated national objectives.
- Has determined the demand for the project. This should **include local data** to demonstrate the need.

2. Program/Project Design: (Maximum Points: "10")

The category will be evaluated in terms of the explanation of the design of the project/program and how the organization implements its activities.

- Has articulated the program activities clearly
- Has explained how strategies result in positive outcomes
- Has explained connection to City’s Anti-Poverty Strategy
- Has used community or participant input in program design

3. Proposed Outcomes: (Maximum Points: "15")

The category will be evaluated in terms of the goals, objectives and activities planned to complete the activity, how beneficiaries are better off.

- Intended outcomes respond to identified problems, needs, and community demand as determined by the applicant.
- Project Goals, Objectives and Activities are achievable, measurable, time-limited, and clearly stated.
- Project Goals, Objectives and Activities evidence the project’s value and facilitate the applicant’s organizational goals and objectives from Section 5.

4. Impact and Evaluation: (Maximum Points: "15")

The category will be evaluated on the applicant’s ability to collect data to measure the outcomes of the activities and the project as a whole.

- Provides a clear plan to measure outcomes.
- Demonstrates plan and capacity to collect data.
- Demonstrates previous success in reaching targeted outcomes

5. Experience/Organizational Capacity: (Maximum Points: "10")

The category will be evaluated on the basis of the organization’s administrative and programmatic capacity to effectively carry out the project.

- Demonstrates capability, experience, and knowledge (i.e. managerial and technical) to implement the project.
- Proposed project matches mission of organization.
- Describes program quality, staff qualifications, best practices, external evaluations and feedback.
- Demonstrates success from past performance with grant funding.

6. Proposed Low & Moderate Income Beneficiaries/Commitment to Diversity (Maximum Points: "15")

The category will be evaluated on the basis of creating opportunities for disadvantaged groups of people.

- Describes low and moderate income target population
- Demonstrates a clear plan to reach a target low/moderate income population
- Will serve between 51-75% low/moderate population
- Will serve between 76-100% low/moderate population
- Demonstrates programs are accessible, inclusive and culturally appropriate

CITY OF BURLINGTON, VERMONT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

7. Budget/Financial Feasibility: (Maximum Points: "20")

The category will be evaluated by the applicant's ability to demonstrate their plans to deliver a financially sound project, utilize funds and manage them appropriately, and leverage sources of funds.

- Budget narrative describes how CDBG money will be used.
- Budget reflects an understanding of the required costs to implement and maintain the project.
- Documents a reasonable percentage of CDBG funding versus total project cost.
- Documents a reasonable cost per beneficiary.
- Documents ability to secure/leverage other sources of funding.
- Demonstrates use of community resources.
- Demonstrates the financial ability to fund the project until reimbursement.
- Demonstrates a response to times of diminished resources.
- Does not have a more appropriate source of funding.

8. Collaboration/ Efficiency: (Maximum Points: "12")

The category will be evaluated by the collaborative and efficiency efforts demonstrated by the applicant.

- Demonstrates collaborative efforts with other programs and/or agencies to achieve outcomes
- Demonstrates efforts at becoming more efficient in achieving outcomes
- Program is not duplicative in the community

9. Sustainability: (Maximum Points: "8")

The category will be evaluated on the basis of the applicant's ability to sustain the program/project and its benefits for the City of Burlington.

- Demonstrates long-term, community value to the City of Burlington.
- Demonstrates ability to continue project beyond this round of CDBG funding or scale project to funding.
- Is sustainable over time and/or will have sustainable results.

10. Overall Impression of Application Excellence/Project Impact (Maximum Points: "10")

The category will be evaluated based upon each Citizen Advisory Board member's analysis of both the application and the program/project's impact on the City and its residents.

- Demonstrates a well written, thorough and thoughtful application; all questions are addressed.
- Agency provides a necessary program/project to City and recipients; impact is critical to the City.

VI. Eligibility Requirements

Applications for CDBG funding must meet the requirements of **both** Section A (relating to national objectives) **and** Section B (relating to eligible activities) below. These are Federal requirements prescribed by the Housing and Community Development Act of 1974, as amended, and by the implementing Federal regulations at 24 CFR Part 570.

A. Threshold Criteria – National Objectives

In order for a project to be funded with CDBG funds, it must meet one of the following three national objectives:

1. Benefits low and moderate income persons as per the guidelines established by the U.S. Department of Housing and Urban Development. Locally, the primary use of CDBG funds is for services and programs for low and moderate income persons. In order to be eligible, the project must either serve an **eligible geographic area** (view map at: http://www.burlingtonvt.gov/uploadedFiles/BurlingtonVTgov/Departments/CEDO/CDBG/2013_Con_Plan/Updated%20Appendices%20CPP,%20Low%20Mod%20Census%20Tracts.pdf) or it must benefit low and moderate income persons directly (through serving a targeted population). A **direct benefit to low and moderate income persons** may come through services, housing, or jobs.

CITY OF BURLINGTON, VERMONT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

If your project falls in the direct benefit category, then at least 51% of the people served by your project/program must be low and moderate income Burlington residents. **You must keep records** (i.e., intake form, application, etc.) **to verify the income by household size and the residence of those served by your project/program.** Certain groups of people are presumed by HUD to be principally low/moderate income persons. Those groups include: abused children, elderly persons, battered spouses, homeless persons, adults meeting Bureau of Census' definition of severely disabled persons, illiterate adults, persons living with AIDS, and migrant farm workers. If your program/project **exclusively** serves one of these groups, you may document the limited nature of your clientele without documenting actual client income.

"Moderate income" means a household whose income does not exceed 80% of the median family income for the area. The 2017 low and moderate income dollar guidelines are available at <https://www.burlingtonvt.gov/CEDO/2017-HUD-Income-Limits>. The 2018 low and moderate income dollar guidelines will be published in or around February 2018. Please call the CEDO office to obtain those guidelines or visit the website.

2. Aids in the prevention or elimination of slums and blight.
3. Meets other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community and where other financial resources are not available to meet such needs.

If you are considering a project under either the "elimination of slums and blight" or the "immediate threat to health and safety" objective, please contact CEDO **prior** to completing your application.

B. Eligible Activities

This section describes many of the activities which can be assisted with CDBG funds under the Federal regulations. There are a limited number of additional miscellaneous activities which may be eligible for funding. If you have a question about the eligibility of an activity for which you want to seek funding, please contact CEDO (Marcy Esbjerg, mesbjerg@burlingtonvt.gov).

Eligible activities include:

1. Purchase, sale, lease or other disposition of real property.
2. Clearance, demolition and removal of buildings.
3. Rehabilitation of publicly or privately-owned residential property; commercial/industrial property (but if privately-owned, only for exterior improvements and correction of code violations); and nonresidential buildings and improvements owned by a nonprofit. Funding can be used for:
 - a. Labor, materials and other costs relating to rehabilitation.
 - b. Grants, loans, loan guarantees and other forms of assistance for financing rehabilitation.
 - c. Loans for refinancing indebtedness.
 - d. Improvements to increase the energy efficiency of buildings and/or the efficient use of water.
 - e. Installing sprinkler systems, smoke detectors, deadbolt lock and other security devices.
 - f. Connecting residential structures to water or sewer collection lines.
 - g. Initial homeowner warranty premiums and hazard or flood insurance.
 - h. Lead-based paint hazard evaluation and reduction.
 - i. Rehabilitation services (counseling, energy auditing, preparation of work specifications, loan processing, inspections, etc.).

CITY OF BURLINGTON, VERMONT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- j. Historic preservation.
- k. Converting a closed building from one use to another.
- l. Removal of architectural barriers to accommodate people with disabilities.

Funding cannot be used for costs of equipment, furnishings or other personal property, or for the labor costs for homeowners to rehabilitate their own property.

- 4. Relocation assistance to businesses, individuals, families, and non-profit organizations displaced by CDBG activities, and loss of rental income incurred in connection with the temporary relocation of displaced individuals and families.
- 5. Code enforcement.
- 6. Homeownership assistance.
- 7. Interim assistance either to alleviate an emergency condition or to cover limited, immediately needed improvements to a deteriorating area as a prelude to permanent improvements. These limited improvements can include special neighborhood cleanup campaigns.
- 8. Purchase, construction, reconstruction, rehabilitation or installation of public facilities and improvements. Public facilities include schools, libraries, and special needs shelter facilities (nursing homes, hospitals, domestic violence shelters, homeless shelters, halfway houses, group homes, emergency shelters). Public improvements include streets, sidewalks, curbs, parks, playgrounds, water and sewer lines, parking lots, and aesthetic amenities on public property (trees, sculptures, etc.).
 - a. A "public facility" may be owned and operated by a non-profit (i.e., senior centers, neighborhood centers) as long as it is open to the general public.
 - b. Buildings used primarily for the general conduct of government are ineligible.
 - c. Flood and drainage facilities and parks established as a result of reclamation of land near a river are ineligible unless certain requirements are met.
 - d. CDBG funds cannot be used to operate or maintain public facilities/improvements.
 - e. CDBG funds cannot be used to buy construction equipment, to buy furnishings or other personal items, or for new construction of public housing.
- 9. Public services, limited this year to Housing, Homelessness, Health and Economic Opportunity. If you have a question about what category your program falls into, please contact CEDO.
 - a. Grants for public services may not exceed 15% of the City's total annual CDBG appropriation.
 - b. CDBG funds cannot be substituted for recent City or State funds supporting public services. The service must be a new service or a "quantifiable increase in the level of service" above that provided by or on behalf of the City through City or State funds since May 2017.
 - c. Ongoing grants or non-emergency payments to individuals for food, clothing, rent, utilities or other income payments are **not** eligible activities.
- 10. Special economic development activities, including:
 - a. Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and improvements.
 - b. Grants, loans, loan guarantees, interest supplements, and technical assistance to private, for-profit businesses.
 - c. Economic development services including outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of necessary agreements; management of assisted activities; and

CITY OF BURLINGTON, VERMONT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

screening, training, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities.

11. Microenterprise assistance in the form of loans, grants, technical assistance and general business support services.
12. Grants or loans to any qualified Community-Based Development Organization (CBDO) to carry out a neighborhood revitalization, community economic development, or energy conservation project. For a description of eligible CBDO's and activities, please contact CEDO.

C. Ineligible Activities

The general rule is that any activity which is not specifically authorized above is ineligible for CDBG funding. There are also some activities which are specifically identified in the Federal regulations as categorically ineligible. These activities cannot be assisted with CDBG funds under any circumstances:

1. Buildings or portions thereof, used predominantly for the general conduct of government, including city halls, jails, police stations, courthouses, and other state and local government buildings. (This does not include removal of architectural barriers or land acquisition costs).
2. General government expenses.
3. Political activities.
4. The following activities are generally ineligible unless authorized as a Special Economic Development Activity or when carried out by a Community-Based Development Organization:
 - a. Purchase of equipment.
 - b. Operating or maintaining public facilities (streets, parks, playgrounds, water and sewer facilities, parking, neighborhood centers, and similar public facilities).
 - c. New housing construction (with certain exceptions).
 - d. Income payments.

VII. Additional Considerations

CDBG funding is on a reimbursement basis only. Your agency must pay for goods or services prior to requesting CDBG funds from CEDO. You cannot request reimbursement for expenses incurred prior to July 1, 2018.

Your accounting records must adequately identify the use of CDBG funds. Generally, this means you must separately account for CDBG funds in your financial recordkeeping. For example, if you use CDBG funds to pay for part of your rent, or part of a staff member's salary, you should have a separate expense code, as well as a separate revenue code, specifically for CDBG. If a staff member spends time on both CDBG-funded and non-CDBG-funded activities, that staff person must have time sheets showing the time spent on those various activities as well as a narrative that reasonably captures all work completed. Backup documentation will be required in order to receive reimbursement. This will include payroll and beneficiary records.

If your project involves physical alterations or construction, it will require an environmental review before you can begin incurring costs to be reimbursed with CDBG funds. It may also be subject to Davis-Bacon wage and/or other special labor-related requirements. You must consult with CEDO on these requirements **before** the project begins.

Instructions for Filling out CDBG Letter of Intent & Application Form

Letter Of Intent

General Information

- Project Name/Location/Address/Contact, etc. – self explanatory
 - EIN # and DUNS # - please provide
 - CDBG Funding Request: Enter the amount of money you are requesting from CDBG.
 - Total Program/Project Cost: enter the estimated total cost of the CDBG funded project/program.
1. **Type of Organization** – check one or possibly two
 - 501(c)(3) organizations must provide proof of status
 - Faith-based organizations will be required to sign an Acknowledgement of Religious Organization Requirements if selected
 2. **National Objective** – Check one National Objective.
 - If the National Objective is to Benefit Low/Moderate Income persons then check one type.
 3. **City of Burlington Goals** – Indicate which City of Burlington goal this project contributes to, see Section IV.
 4. **New or Expanded Service** – Check one, include a short explanation.
 5. **Livable Wage Ordinance** – Please contact Marcy Esbjerg with questions regarding Livable Wage.
 6. **Summary** - One or two sentences to describe the program/project in general.
 7. **Need & National Objective** – Provide a summary of the need for your project/program, how it will address identified needs, and how it meets CDBG national objectives. Please be succinct.
 8. **Readiness to Proceed** – Check Yes to confirm readiness by the deadline.
 9. **Organizational Capacity** – Check Yes to confirm staff capacity for extensive reporting and regulatory requirements.
 10. **Experience with Federal Grants** – a. self-explanatory, b. Previous year's goals (Attachment A) and outcomes/activities as reported in final CDBG report (Attachment C) for current CDBG grantees. Non-grantees should report goals and outcomes.
 11. **Leverage** – List other (non CDBG) sources of funding for the proposed project/program. Indicate whether it is expected or committed.
 12. **Construction Projects** – Only complete this section for proposed construction projects. Be honest, this section will help us determine the level of support your project may need to be successful.

Attachments

- **Conflict of Interest** In order to ensure compliance with federal and local conflict of interest proscriptions, applicants must complete and submit **one (1)** signed original of the attached Conflict of Interest statement.
- **List of current Board of Directors**, as applicable, must be provided.
- **IRS 501(c)(3) tax exemption letter**, if applicable, must be provided.

Certification must be signed.

Application (limited to 8 pages)

In order to facilitate a more standard application process for our local agencies, we have coordinated our application questions with those of United Way of Northwest Vermont. You may find a very similar or same question in their application and are encouraged to use the same response for both applications. The coordinated questions are marked with an asterisk (*).

I. Demonstrated Need/Project Narrative:

Should address the following points and use local data to demonstrate need:

- What are the community needs being addressed;
- One or two sentences to describe the program in general;
- How the program CDBG meets national objectives; and
- How it will address identified needs.

II. Program/Project Design – Should address the following:

1. Describe the program in detail; assume the reader is not familiar with your program
2. Describe how the program will operate, highlight why the program is designed as it is
3. How the program contributes to the Anti-Poverty Strategy in the 2013 City of Burlington Consolidated Plan
(http://www.burlingtonvt.gov/uploadedFiles/BurlingtonVTgov/Departments/CEDO/CDBG/2013_Con_Plan/Strategic%20Plan%20with%20Revisions%2011%207%2013.pdf)
4. Self-explanatory

III. Proposed Outcomes:

1. How are beneficiaries better off – what are your intended outcomes
2. **List Goals/Objectives and Expected Outcomes** - Only list the CDBG-funded services to be offered. You may want to create a table or a list. A goal/objective should be tied to CDBG objectives. Activities would be what your organization proposes to do, and outcomes would include the specific changes to a number of people served (as an example). These should be specific, measurable, achievable, realistic and time-related.

| | Activity Funded | Outcomes |
|---|---|---|
| Suitable living environment for the very low income | Case Management for homeless - 1.5 Case Managers | 100 families will be placed in shelter / other emergency housing 60 families will be placed in transitional / permanent housing 45 family members will get jobs |
| Decent housing for low/moderate income families | Rehab XYZ Housing Project - Soft costs (development and financial staff, legal services, permits, architects) | 80 affordable housing units will be renovated to improve living conditions |
| Create economic opportunities | Entrepreneurial Training - 2 classes, each lasting 6 weeks | 6 people will start a business within a year 6 people will be able to maintain and/or grow their existing business |

IV. Impact/Evaluation

1. How people benefit from the program; intended outcomes
2. Previous year’s goals (Attachment A) and outcomes/activities as reported in final CDBG report (Attachment C) for current CDBG grantees. Non-grantees should report goals and outcomes.

V. Experience/Organizational Capacity

1. Self-explanatory
2. How well do you do what you do: include staff qualifications, best practices, feedback, awards
3. Internal cultural competence for staff and board – list trainings, seminars, diversity on staff and board, participation in ongoing diversity programs
- 4-5. Self-explanatory

VI. Proposed Low & Moderate Income Beneficiaries/Commitment to Diversity

1. a. Project, by income, the number of unduplicated Burlington persons you hope to serve for the total grant period.
b. Certify readiness to implement documentation system for Limited Clientele
2. Describe the population you expect to serve by age, gender, income, location and how you reach your target population, how you select them.
3. Explain how your program is accessible to all. Discuss ways that you make certain your services are inclusive and culturally sensitive including translation and outreach to diverse populations.

VII. Budget/Financial Feasibility

Use this section to explain how your CDBG funding request fits within the present and future funding framework of your organization and how you will leverage other resources with CDBG funds.

1. **Budget Narrative:** Describe how you will spend CDBG funds.
2. Staff funding by services/activities

| Specific Service / Activity | Position/Title | Work Related to CDBG-Funded Activity | # of Hours per Week spent on this Specific Service / Activity | % of Hours per Week spent on this Specific Service / Activity to be paid with CDBG |
|--|-----------------------|--|--|---|
| Ex.: Case management for homeless families | Case manager | Meet regularly with clients, prepare individual service plans, collect data, prepare reports | 40 | 100% |
| Ex.: Financial education | Program Manager | Develop curriculum, recruit students, teach classes, meet with clients, collect data | 25 | 50% |
| Ex.: XYZ Housing Project | Developer | Develop pro formas, hire architects, obtain permits, historic preservation, bid and manage contracts, relocate tenants | 40 | 20% |
| Ex.: XYZ Housing Project | Financial staff | Process payroll and invoices, prepare draw downs and reports, audit | Varies week to week, 5 on average | 25% |
| Ex.: Access Modifications | Program Manager | Interview clients, prepare grant agreements, ensure compliance with historic preservation and other environmental review, Davis Bacon, lead safety requirements, help with city permitting and contractors | Varies week to week, 10 on average | 100% |
| Ex.: Entrepreneurial Training | Program Manager | Develop curriculum, recruit students, collect applications & data | 35 | 100% |
| Ex.: Entrepreneurial Training | Teachers | Teach classes | 10 | 100% |

3. **Program/Project Budget** – include line items paid by CDBG and other funds.
4. **Funding Sources:** Provide specific information about funding sources (i.e., the agency/entity and the program/activity which are the source of the funds).

Project: The activity(ies) for which CDBG funds will be used. CDBG funds could be used to pay for all or part of the activity(ies). Include **all** project funding sources, current and projected.

Agency: The *entire* agency, as incorporated as a non-profit agency. (City departments should consider themselves as agencies.) Include the **entire** agency budget, not just for this project.

Current: The year in which you are *now* operating -- your current budget.

Projected: Your budget for next year. **This includes your 2018 CDBG request** as well as your requested or projected funding from other sources.

5. Calculate the % of CDBG funds proposed to the total cost of project.
6. Calculate the total cost per beneficiary/cost for CDBG beneficiary
- 7-8. Self-explanatory

VIII. Collaboration/Efficiency

1. Share how your agency collaborates with other programs or agencies to achieve outcomes.
2. Identify identical or similar local programs and explain how your project/program collaborates rather than duplicates services.
3. Describe ways your agency has become more efficient in managing your program or reaching outcomes.

IX. Sustainability

1. Describe how your program/project contributes to the community long-term.
2. Explain how you will fund this project in future years or in the absence of CDBG funding. How are you ensuring the sustainability of the project/program and the benefit to the community?
3. Explain how you will scale the project or program if not fully funded.

Certification must be signed.

Construction Attachment – applications for construction projects are not complete without a draft scope of work and a completed Construction Attachment.

Additional Information

Your completed application (excluding the Letter of Intent, Construction Attachment, and/or Scope of Work) cannot exceed **eight (8) pages with 12 point font**. You can readjust the spacing of the questions, but the entire application, beginning with the "*Demonstrated Need*," must still meet the eight-page limit. ***Attached material, other than what has been listed already, will be removed and discarded!***