



## ***I. Demonstrated Need***

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- 1. What is the need/opportunity being addressed by this program/project and how does that contribute to CDBG's national objectives?\***

## ***II. Program/Project Design***

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- 1. Give us a short summary (2 sentences) that describe the program/project.**
  
- 2. Explain why the program activities are the right strategies to use to achieve the intended outcomes. Why is the program designed the way it is? (cite evidence, best practices, or community input)\***
  
- 3. How will this program/project contribute to the City's anti-poverty strategy?**
  
- 4. How do you use community and/or participant input in planning the program design and activities?\***

### ***III. Proposed Outcomes***

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- 1. What are the intended outcomes for this project/program? How are people meant to be better off as a result of participating?**
  
  
  
  
  
  
  
  
  
  
- 2. List your goals/objectives, activities to implement and expected outcomes (# of units, # of individuals, etc.)**

### ***IV. Impact / Evaluation***

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- 1. How do you assess whether/how program participants are better off? Describe how you assess project/program outcomes; your description should include: what type of data, the method/tool for collecting the data, from whom you collect data, and when it is collected.\***
  
  
  
  
  
  
  
  
  
  
- 2. How successful has the project/program been during the most recent reporting year for your CDBG project? Report the number of beneficiaries you intended to serve with which activities (as noted in your last Attachment A) and your final outcomes (as noted on your Attachment C) from June 2020 (or June 2019). For non-CDBG participants – report on your achievements from the previous year.**



**VI. Proposed Low & Moderate Income Beneficiaries**

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1. Will the program solely serve a specific group of people? If so, check ONE below:

- Abused Children                       Elderly (62 years +)                       People with AIDS  
 Battered Spouses                       Homeless Persons                       Illiterate Adults  
 People with Severe Disabilities

2. a. For your proposed project, please estimate how the Burlington residents will break out into the following income categories during the total grant period. Use the Income Table at <https://www.burlingtonvt.gov/CEDO/2020-HUD-Income-Limits>

Service / Activity	Unduplicated Total # of Burlington HH / Persons to be Served	# Extremely Low-Income (30% median)	# Very Low-Income (50% median)	# Low-Income (80% median)	# Above Income Limits (above 80% median)

b. All CDBG grantees serving limited clientele will be required to use CEDO’s *CDBG Beneficiary Self-Certification* form to collect beneficiary data including race, ethnicity, annual income, and family size. Is your organization willing and prepared to add this documentation to the intake process for your CDBG funded program by July 1, 2021?  
 Yes                       NO                       Not Serving Limited Clientele

**VII. Commitment to Equity, Inclusion and Belonging**

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1. Who is the project/program designed to benefit? Describe the project/program’s target population, citing (if relevant) specific age, gender, income, community/location, race or ethnicity, or other characteristic of the people this program is intended to serve. How do you select and reach your target population?
  
2. Describe the steps you take to ensure the project/program is accessible, inclusive, addressing racially equity, and culturally appropriate for the target population. \*

**VIII. Budget / Financial Feasibility**

1. **Budget Narrative: Provide a clear description of what you will do with CDBG’s investment in the project/program. How will you spend the money? Give specific details.**

2. **If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) in your Project/Program Design.**

a.

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

b. All CDBG grantees that use CDBG funds for salaries must submit timesheets that capture total time and effort of staff members funded with CDBG. These timesheets must record CDBG hours worked, other hours worked, all funding sources, and a narrative for all CDBG and non-CDBG funded activities, and they must be signed by the employee and supervisor. Does your organization have the ability to implement a timekeeping system for CDBG funded staff that meets these requirements by July 1, 2021?  Yes  No  Not funding salaries

3. **Program/Project Budget**

Line Item	CDBG Funds	Other	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**4. Funding Sources**

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$	\$	\$	\$
State (specify)				
Federal (specify)				
United Way				
Private (specify)				
Program Income				
Other ( <u>specify</u> )				
<b>Total</b>	\$	\$	\$	\$

**5. Of the total project cost, what percentage will be financed with CDBG?**

$$\frac{\$ \text{CDBG Funding}}{\$ \text{Total Program/Project Costs}} = \text{Percentage} \%$$

**6. Of the total project cost, what would be the total cost per person?**

$$\frac{\$ \text{Total Program/Project Cost}}{\# \text{ Total Proposed Beneficiaries}} = \$ \text{Cost Per Person}$$

$$\frac{\$ \text{Total Amount of CDBG Funding}}{\# \text{ Total Proposed CDBG Beneficiaries}} = \$ \text{Cost Per Person CDBG Investment}$$

**7. Why should CDBG resources, as opposed to other sources of funding, be used for this project?**

**8. Describe your use of community resources, including volunteers. Include any resources not listed in your budget. Will CDBG be used to leverage other resources?\***





