



## COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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[www.burlingtonvt.gov/cedo](http://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 process and the requirements for CDBG funding.

### **Application**

**Project applications for 2024 must be submitted on or before Friday, January 12, 2024 at 4:00 p.m.** Applications submitted after that time **will not** be considered for funding.

Applications for Construction projects **must** also include a **Construction Attachment** and a **Scope of Work**. (Please request this attachment if you are applying for a construction project)

Please submit **one electronic PDF version of the Application** (and construction attachments if applicable).

*Do not* submit any information other than what has been requested, do **not** exceed the application **page limit of twelve (12)** pages, and do **not** submit attachments other than what has been previously mentioned. Additional information may be requested of you at a later date.

Applications should be emailed to:

Christine Curtis, [ccurtis@burlingtonvt.gov](mailto:ccurtis@burlingtonvt.gov)  
Subject: CDBG 2024

Community & Economic Development Office  
Burlington, VT

An email acknowledging receipt will be returned to the submitting email address.

Applications are reviewed for eligibility by the Community & Economic Development Office (CEDO). As part of the eligibility process, CEDO staff will be evaluating and scoring an organization's past performance in terms of reporting timeliness, accuracy and general manageability. These internal scores will be shared with the Advisory Board and considered when making final funding recommendations.

Eligible applications are then reviewed by the Citizen Advisory Board 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.

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**II. Timeline**

<b>Virtual Application Workshop</b>	<b>December 13, 2023 at 11 a.m.</b>
<b>Virtual Meeting Link</b>	<a href="https://zoom.us/j/99039058258">https://zoom.us/j/99039058258</a>
<b>Application Deadline</b>	<b>January 12, 2024 at 4 p.m.</b>
CEDO reviews applications for eligibility	January 13 – February, 2024
Advisory Board meets and makes Recommendations	February – Late March
Notice of funding recommendations goes out to applicants	Early April 2024
Mayoral review/City Council approval	Late April 2024
Final submission to HUD	May 2024
2024 CDBG Program year begins	July 1, 2024

**III. Funding Availability**

The Department of Housing and Urban Development (HUD) has yet to announce the appropriation for the 2024 program year but the City is anticipating approximately \$700,000\* of Community Development Block Grant Entitlement funds based on the City’s funding history. The number of applications funded, and the amounts, may be restricted depending on the City’s internal applications and administrative funding.

Of the total amount appropriated to the City, the maximum allowable (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. Funding for projects receiving awards is expected to become available on July 1, 2024.

**A. Public Service Projects**

Public Service Projects are restricted to 15% of the total CDBG allocation, estimated at **\$105,000** based on prior year HUD awards. Each agency may submit only ONE Public Service application, and it must fall into the following categories: Early Childhood Education/Childcare, Youth Services, Economic Opportunity, Housing and Homelessness, and Health projects. A minimum level of funding of \$10,000 applies to Public Service projects. There is no maximum amount.

**B. Development Projects**

Development funds can be used for public facilities and improvements, economic development initiatives, and affordable housing initiatives. An estimated **\$542,000** of new Development funds will be available based on prior year HUD awards (**this estimated amount includes prior year funds that must be used on a development project**). A minimum level of funding of \$10,000 applies to development projects. There is no maximum amount.

\*Please note, HUD typically announces CDBG allocations in the Spring – after the Advisory Board reviews applications and makes award recommendations. If the 2024 CDBG allocation is substantially lower or higher than the estimation determined above, CEDO administration may be evaluating applications and adjusting award recommendations outside of the Advisory Board process.

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**IV. General Funding Policies**

Burlington's goal through the CDBG Program is to reduce poverty and its impacts in Burlington. Toward this end, the City funds projects that (1) address a priority need identified by the residents of Burlington in the City's [2018 Consolidated Plan](https://www.burlingtonvt.gov/CEDO/CDBG-Overview) ( <https://www.burlingtonvt.gov/CEDO/CDBG-Overview> ) and (2) are consistent with the City's Anti-Poverty Strategy. Priority Needs can be found on page 114 of the 2018 Consolidated Plan. For more information about the City of Burlington's anti-poverty strategy, see page 145 of the 2018 Consolidated Plan. **In addition, when applying for a project or activity that will serve the population experiencing homelessness, through housing or supportive services, applicants must certify on question VI.1. of the 2024 CDBG application that the organization or entity is partnered with the Chittenden County Continuum of Care and participating in the Coordinated Entry system.**

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.

***Additional CDBG policies and regulations for all construction projects\*:***

The Grantee and sub-grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

*\*If you are applying for a construction project please contact the CEDO office for more information on the newly implemented BABA Act.*

**V. Evaluation Criteria**

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. In addition to the criteria listed below, CEDO staff will be evaluating and scoring an organization's past performance in terms of reporting timeliness, accuracy and general manageability. These internal scores will be shared with the Advisory Board and considered when making final funding recommendations.

Final proposals for the 2024 CDBG program will be evaluated, scored and ranked by the Advisory Board based on the following criteria and point system:

CRITERIA	MAXIMUM POINTS
<b>Demonstrated Need</b>	<b>15</b>
<b>Program/Project Design</b>	<b>10</b>
<b>Proposed Outcomes</b>	<b>15</b>
<b>Impact/Evaluation</b>	<b>15</b>
<b>Experience/Organizational Capacity</b>	<b>20</b>
<b>Proposed Low- &amp; Moderate-Income Beneficiaries</b>	<b>10</b>
<b>Commitment to Equity, Inclusion and Belonging</b>	<b>15</b>
<b>Budget/Financial Feasibility</b>	<b>20</b>

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<b>Collaboration/Efficiency</b>	<b>12</b>
<b>Sustainability</b>	<b>8</b>
<b>Overall Impression of Application Excellence/Project Impact</b>	<b>10</b>
<b>TOTAL</b>	<b>150</b>

**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: "20")**

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. CEDO staff will provide a recommended score to the advisory board based on the organization’s past performance – if applicable
- Demonstrates commitment to address racial equity, inclusion, and belonging internally
- 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 (Maximum Points: "10")**

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

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- 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, equitable, inclusive and culturally appropriate

**7. Commitment to Equity, Inclusion and Belonging: (Maximum Points: "15")**

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

- Demonstrates programs are accessible, equitable, inclusive and culturally appropriate

**8. 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

**9. 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

**10. 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

**11. 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**

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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: <https://www.burlingtonvt.gov/CEDO/CDBG-Overview> in the HUD Census Tract Data Appendix) 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.

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, self-certifications 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 2023 low- and moderate-income dollar guidelines are available at <https://www.burlingtonvt.gov/CEDO/2023-HUD-Income-Limits>. The 2024 low- and moderate-income dollar guidelines will be published in or around February 2024. Please call the CEDO office to obtain those guidelines or visit the CEDO [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 (Christine Curtis, [ccurtis@burlingtonvt.gov](mailto:ccurtis@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.

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- 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.).
- 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 are limited to Early Childhood Education/Childcare, Youth Services, Economic Opportunity, Housing and Homelessness, and Health projects. 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.

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- 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".
  - 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 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, 2024.

Your accounting records must adequately identify the use of CDBG funds. Generally, this means you



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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 a program that is CDBG-funded as well as a non-CDBG-funded program, that staff person must have timesheets showing the division of time spent on the CDBG-funded program vs. the time spent on different programs which are not funded by CDBG. The timecards submitted as backup should include a narrative that captures the nature of the work completed for the CDBG program and differentiate work completed for other non-CDBG funded activities. 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 on how to fill out the CDBG application are attached.**

**Attachment: Instructions for Filling out CDBG Application Form**

**Application (limited to 12 pages including cover page)**

**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 2018 City of Burlington Consolidated Plan (See 2018 ConPlan at <https://www.burlingtonvt.gov/CEDO/CDBG-Overview> the Anti-Poverty Strategy starts on page 145)
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.

	<b>Activity Funded</b>	<b>Outcomes</b>
Suitable living environment for the very low income	Ex.: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	Ex.: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	Ex.: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. List specific examples of new commitments that have been made to address racial equity, inclusion, and belonging internally in the year ahead.
- 4-5. Self-explanatory

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

1. If your program exclusively serves one of HUD's recognized categories of persons check the applicable box.
  - Does your specific activity or project serve the population experiencing homelessness? If yes, indicate if your organization/entity is partnered with the Chittenden County Continuum of Care and participates in the Coordinated Entry system.
2. 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
3. Describe the population you expect to serve by age, gender, income, location and how you reach your target population, how you select them

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

1. 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.

### VIII. 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. **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.**

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%

b. Certify that your organization understands the timesheet requirements and has the ability to implement a compliant timekeeping system by the grant start date.

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 2024 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

**IX. 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.

**X. 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.

**Additional Information**

Your completed application (excluding the Construction Attachment, and/or Scope of Work) cannot exceed **twelve (12)** pages (including cover page) **with 12 point font**. You can re-adjust the spacing of the questions, but the entire application, must still meet the twelve-page limit. ***Attached material, other than what has been listed already, will be removed and discarded***

**Certification:** note that the certification page of application **must** be signed.

**Other Required Attachments to Include with Application:**

1. **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.
2. **List of current Board of Directors**, as applicable, must be provided.
3. **IRS 501(c)(3) tax exemption letter**, if applicable, must be provided.

**Construction Attachments (if applicable)**– applications for construction projects are not complete without a draft scope of work and a completed Construction Attachment. (Please request this attachment if you are applying for a construction project)