



**CITY OF COEUR D'ALENE  
PLANNING DEPARTMENT  
COMMUNITY OPPORTUNITY GRANT**

03/17/2023 04/21/2023
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**CDBG PY 2023 Application**

The City of Coeur d'Alene is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. Applications MUST address one of the three national objectives set by the U.S. Department of Housing and Urban Development (HUD), or they will NOT be considered for CDBG funding (see the section on Qualifying Criteria for detailed information on the objectives). Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations. **Please submit application to City Hall, 710 E. Mullan Ave., Attn: Chelsea Nesbit or email to [cnesbit@cdaid.org](mailto:cnesbit@cdaid.org) by the application deadline of 5:00 P.M., FRIDAY APRIL 21, 2023.** \*Note: Required documents, supplemental documents and information or answers which exceed the allotted space or character limit may be added as attachments.

**APPLICANT INFORMATION**

(1-1) Organization Name	
DUNS Number	
Project Manager/Title	
Applicant Signature	
PHONE/Email	
Address	
City, State, Zip	

**PROJECT SUMMARY**

(2-1) Project/Program Title	
Project/Program Address	
Jurisdiction/Area Served	
Targeted clientele	
Project type (select one):	
<input type="checkbox"/> Public Service <input type="checkbox"/> Public Facilities <input type="checkbox"/> Economic Development <input type="checkbox"/> Housing	
(2-2) Brief Project Description:	
(2-3) Total CDBG Funding Requested	
Total Cost to Complete Project	
Anticipated Start Date:	Anticipated End Date:

# 2023 COMMUNITY OPPORTUNITY GRANT APPLICATION

## RISK ASSESSMENT: AGENCY DETAILS, CAPACITY, AND EXPERIENCE (25 points)

Type of Agency	<input type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> For Profit	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> Faith-based	<input type="checkbox"/> Other:
Date of Incorporation			Annual Operating Budget		
Number of Paid Staff			Number of Volunteers		

(R1) Agency Mission Statement:

(R2) Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.) List projects of similar size and type that your organization has completed.

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(R3) Briefly describe your agency's record keeping system with relevance to the proposed project/program:

(R4) Briefly describe your agency's auditing requirements, including those for the proposed project/program, and attach a copy of your most recent audit or financial statement:

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<p>(R5) Will the services offered by your organization increase or expand as a result of CDBG assistance? If YES, please answer the following two questions.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>What new programs or services will be provided?</p>		
<p>Describe how existing programs or services will be expanded and what percentage of an increase is expected?</p>		
<p>(R6) If your program serves homeless households, please describe how your program coordinates with other homeless service providers to connect homeless individuals and families to resources.</p>		

# APPLICATION SCORING METHODOLOGY

## QUALIFYING CRITERIA – 25 POINTS POSSIBLE

- Which of the 2023-2027 Consolidated Plan Goals does your project/program plan to address? (Refer to application guide)
- What are the specific goals and anticipated outcomes of the project? Please use clear concise statements when identifying goals and outcomes.
- What process will you use to document the accomplishments for each goal listed for the project?
- How will your agency track and measure the success of this project?
- Is this project intended to be sustainable beyond the funding year?
- How many persons do you anticipate will benefit from the project?
- Please describe your cost/benefit ratio justification (program costs per persons served)

## NEED – 25 POINTS POSSIBLE

- Why have you chosen to address this particular need?
- How did you identify and measure this need?
- What services will this project provide?
- Describe the client population that will be served.
- Is this a new need, an ongoing need or a need that has reappeared?
- What is the impact of this deficiency on our community when these needs are not met?
- How will your project complement or build on the efforts of other groups or agencies that are serving the same or similar populations?

## GOALS AND OUTCOMES – 20 POINTS POSSIBLE

- What are the specific goals and anticipated outcomes of the project? Please use clear concise statements when identifying goals and outcomes.
- Please describe in detail, how the project will be accomplished. Planning and implementation should show a clear path from beginning of project to the end. Please provide an outline of activities to be accomplished. Be specific regarding who will perform activities and how their implementation will result in a successful project.
- What process will you use to document the accomplishments for each goal listed for the project?
- How many persons do you anticipate will benefit from the project?
- How will your agency track and measure the success of this project?
- What is your long-term sustainability plan for this project?
- What other agencies or potential beneficiaries were included in the process?
- How is your plan consistent with other planning efforts?
- Please include a timeline, and milestones if applicable.
- What is your anticipated timeframe for accomplishing the project?

## LEVERAGE-10 POINTS POSSIBLE

- What other financial resources – federal, state, and local – do you have in place to support this project? Please identify source and amount in table format.
- Of these other sources of funds identify which are secured, planned, or historically pledged to the project.
- This CDBG request represents what percentage of your total project budget?

## CAPACITY – 20 POINTS POSSIBLE

- Provide a summary of your agency's history and mission.
- Describe your agency's capacity to undertake the proposed project.
- Identify the personnel/positions involved and the qualifications of key personnel, including financial management capacity.
- Which of the staff members supported by CDBG funds will be active in implementing other projects?
- How will you balance time spent for each project, if working on multiple projects?

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Project Applicant: \_\_\_\_\_

Project Title: \_\_\_\_\_

PLEASE LIST ALL FUNDING SOURCES (including unsecured) INVOLVED IN PROJECT

TOTAL	

## FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a 2023 CDBG Community Opportunity Grant by the City of Coeur d'Alene for the provision of services shall be required to certify to the City that they will comply with federal and local requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Federal Requirements		Initials
Affirmative Marketing	Quarterly and annual reports shall be submitted by the project/program manager to the City for CDBG-funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.	
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	
Audits	Agrees to have an annual audit conducted in accordance with current City of Coeur d'Alene policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current Coeur d'Alene policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	
Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	



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Conflict of Interest	(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency	
Debarment Status of Contractors	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency ( <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a> )	
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	
Environmental Review	Prior to HUD’s release of grant conditions and/or funds for the CDBG-funded project, a review of the project’s potential impact on the environment must be conducted and approved by the City of Coeur d’Alene prior to obligating or incurring project costs. The City must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project shall not benefit from the federal funds. The level of environmental review required depends on the nature of the project. Refer to 24 CFR Part 58.	
Financial Management	<b>Accounting Standards:</b> Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	
	<b>Cost Principles:</b> Shall administer its program in conformance with 2 CFR 200(E), “Cost Principles for Non-Profit Organizations,” or 2 CFR 225, “Cost Principles for State and Local Governments,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.	
	<b>Procurement Policies:</b> Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.	

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HMIS Reporting	<p>All homeless service providers applying for CDBG funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the City of Coeur d'Alene Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the City as per HUD's Data Standards. HUD updated its data standards in 2014, and the new standards are in effect as of October 1, 2014. More information can be found at <a href="https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf">https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf</a> and <a href="https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf">https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf</a>.</p>	
Liability	<p>The City requires all grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$500,000. If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.</p>	
Lobbying Activities	<p>Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.</p>	
Lobbying Disclosure	<p>The undersigned certifies to the best of his or her knowledge and belief, that:</p> <p>A. No federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of</p>	

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	<p>any Federal contract, grant loan, or cooperative agreement in accordance with the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD'S 24 Code of Federal Regulations (CFR) 87.</p> <p>B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form LL, "Disclosure Form to Report Lobbying," in accordance with its instructions, and other federal disclosure forms as requested.</p> <p>C. The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.</p> <p>This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	
Mandatory Disclosure	<p>The non-Federal entity or applicant for a Federal award must disclose, in a timely manner*, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations, potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 (Remedies for Noncompliance), including suspension or debarment. (See also 2 CFR Part 180 and 31 USC 3321). Limit one violation per form. The subrecipient acknowledges that the completion and submission of this form will satisfy the requirement in 2 CFR 200.113 (Mandatory Disclosure) and will be done at the time of subrecipient agreement execution with the City.</p>	
Minority Business Enterprise (MBE), Women's Business	<p>Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible.</p>	

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Enterprise (WBE), Small Business Contracting	Further certify that it will submit to City of Coeur d'Alene at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the City.	
Real Property	Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.	
Religious Activities	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.	
Relocation	Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal CDBG funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to CDBG Community Development Specialist.	
Section 3	Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.	

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Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.

Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable.

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Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	
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Do not hesitate to contact Chelsea Nesbit at: [cnesbit@cdaid.org](mailto:cnesbit@cdaid.org), or by phone at 208-769-2382 if you have any questions.

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I certify that the information in this application is true and accurate to the best of my knowledge and ability.

\_\_\_\_\_ Signature

\_\_\_\_\_ DATE

\_\_\_\_\_ Printed or Typed Name

\_\_\_\_\_ Title

**SAMPLE**  
**Line Item Budget Form – Public Service Project**

Applicant: \_\_\_\_\_

Project Title \_\_\_\_\_

BUDGET ITEMS	CDBG ENTITLEMENT REQUEST	OTHER SOURCES	DEFINE OTHER SOURCES AND AMOUNTS OF EACH SOURCE	TOTAL PROJECT COST
<b>PERSONNEL</b>				
Number of Employees & Job Title				
<b>Salaries Total</b>				
<b>Fringe Benefits</b>				
<b>PERSONNEL TOTAL</b>	\$	\$	\$	
<b>OPERATING COSTS</b>				
Supplies:				
Equipment:				
Rent/Lease:				
Telephone:				
Travel:				
Insurance:				
Printing:				
Contractual:				
Other (Define):				
Other (Define):				
Other (Define):				
Other (Define):				
<b>OPERATING TOTAL</b>	\$	\$	\$	
<b>PROJECT TOTAL</b>	\$	\$	\$	

What percentage of your project is comprised of this CDBG request?  
 What is your agency's total annual budget?  
 Date of last audit:

**SAMPLE**  
**Line Item Budget Form – Acquisition/Construction Project**

\_\_\_\_\_ **Applicant:** \_\_\_\_\_ **Project Title** \_\_\_\_\_

BUDGET ITEMS	CDBG ENTITLEMENT REQUEST	OTHER SOURCES	DEFINE OTHER SOURCES AND AMOUNTS OF EACH	TOTAL PROJECT COST
<b>PERSONNEL</b>				
Number of Employees & Job Title				
Salaries Total				
Fringe Benefits				
<b>PERSONNEL TOTAL</b>	\$	\$	\$	
<b>PROJECT COSTS</b>				
Acquisition				
Appraisal Costs				
Design				
Architectural/Engineering				
Construction				
Permits and Fees				
Insurance				
Legal Fees:				
Financing:				
Other (Define):				
Other (Define):				
Other (Define):				
Other (Define):				
<b>OPERATING TOTAL</b>	\$	\$	\$	
<b>PROJECT TOTAL</b>	\$	\$	\$	

What percentage of your project is comprised of this CDBG request? \_\_\_\_\_  
 What is your agency's total annual budget? \_\_\_\_\_  
 Date of last audit: \_\_\_\_\_



**SAMPLE**  
**Line Item Budget Form – Economic Development Project**

Project Title \_\_\_\_\_

Applicant: \_\_\_\_\_

BUDGET ITEMS	CDBG ENTITLEMENT REQUEST	OTHER SOURCES	DEFINE OTHER SOURCES AND AMOUNTS OF EACH	TOTAL PROJECT COST
<b>PERSONNEL</b>				
Number of Employees & Job Title				
Salaries Total				
Fringe Benefits				
<b>PERSONNEL TOTAL</b>	\$	\$	\$	
<b>PROJECT COSTS</b>				
Supplies:				
Equipment:				
Rent/Lease:				
Telephone:				
Travel:				
Insurance:				
Printing:				
Contractual:				
Financing:				
Other (Define):				
Other (Define):				
Other (Define):				
Other (Define):				
<b>OPERATING TOTAL</b>	\$	\$	\$	
<b>PROJECT TOTAL</b>	\$	\$	\$	

What percentage of your project is comprised of this CDBG request?

What is your agency's total annual budget?

Date of last audit: