



City of Coeur d'Alene

Community Development Block Grant

2018 Community Opportunity Grant

Application Guidelines

Dear Interested Applicant:

The City of Coeur d'Alene is currently accepting applications for the 2018 Community Development Block Grant (CDBG) Program funding cycle of its Community Opportunity Grant. Any individual, profit or nonprofit organization, business or governmental agency may apply for the CDBG's Community Opportunity Grant. Applicants must be in compliance with federal, state, local laws and regulations.

Please review the materials enclosed in this application packet. The application form is also available on the City's website at: www.cdaid.org/communitygrant. The deadline to submit applications is September 26, 2018 at 5:00 pm.

The City of Coeur d'Alene's CDBG Grant Administrator, Michelle Cushing, will provide administrative services for the Community Opportunity Grant. Michelle is available to answer questions or provide one-on-one technical assistance to discuss a particular funding proposal or to help trouble-shoot an application. Please contact Michelle at (208) 769-2382 or mcushing@cdaid.org for technical assistance.

Funding Objectives:

Projects and services include those that benefit low to-moderate income Coeur d'Alene residents, neighborhoods, and projects that promote job creation/economic development for low-to-moderate income Coeur d'Alene employees.

Funds Available/Grant Amounts:

There is a maximum amount of \$191,820.00 in available funding for the 2018 plan year (PY) for projects that further the goals of the City of Coeur d'Alene's 5-Year Consolidated Plan and meet at least one National Objective as defined by HUD. Of these funds, a maximum of \$42,771.40 can be awarded to projects meeting HUD's Public Service criteria. Requests for funds shall be at least \$20,000 and no more than \$191,820.00. Applications for projects that combine two years of funding will be accepted in this grant cycle; however, applicants need submit two separate applications, one for Plan Year 2018 and one for Plan Year 2019.

THIS DOCUMENT CAN BE PROVIDED IN A FORMAT ACCESSIBLE TO PERSONS WITH DISABILITIES AND/OR PERSONS WITH LIMITED ENGLISH PROFICIENCY UPON REQUEST.

The City of Coeur d'Alene prohibits discrimination on the basis of race, color, national origin, religion, sex, family status, disability or age.

Funding Period:

The City's CDBG Entitlement Program plan year runs from April 1st through March 31st of each year. The City anticipates receipt of their yearly allocation on or about April 1st, generally, but acknowledges the actual date may differ and has been as late as mid-November in previous years. Although projects may be identified for approval and funding, **NO** commitments by contract or other means of obligation can be authorized until the City receives their annual award agreement from HUD.

The City would prefer (but does not require) that projects be completed within 12 months of the award of project funding. Because projects may be affected by various circumstances, it is **most** important that the applicant submit a reasonable time schedule for their project with project completion within 2 years as a maximum.

Use of Funds:

The City of Coeur d'Alene's CDBG program will provide annual grants for viable projects, which may include providing decent housing, suitable living environments, and expanding economic opportunities, principally for low and moderate-income persons. CDBG funds may be used for activities which include but are not limited to:

- Acquisition of real property;
- Relocation and demolition;
- Rehabilitation of residential and non-residential structures;
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Public service activities, which can include: employment services, crime prevention and public safety, child care, health services, substance abuse services, fair housing counseling, education programs, energy conservation, services for senior citizens, and services for homeless persons;
 - *Public service uses not to exceed 15% of the yearly budget
- Activities relating to energy conservation and renewable energy resources;

Ineligible Activities:

Generally, the following types of activities are ineligible:

- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities;
- Income payments;
- Construction of new housing by non-CHDO agencies
- Funding of any project which replaces state or government funding, unless it can be proven that the funding of such a program would substantially increase a program

Citizens Ad Hoc Advisory Committee:

A group of skilled community representatives, selected by the Coeur d'Alene City Mayor, will score applications and provide a set of funding recommendations to the Mayor and City Council.

General Rules:

All applications must comply with the regulations of the Community Development Block Grant (CDBG) Entitlement Program found at [24 CFR Part 570](#) and described by the specific guidelines. All links will be available on the City's webpage www.cdaid.org/opportunitygrant.

Who May Apply:

Any individual, profit or nonprofit organization, business or governmental agency may apply for the CDBG's Community Opportunity Grant funds. Applicants must be in compliance with federal, state, local laws and regulations.

PROJECT REQUIREMENTS:

Projects Must

- 1) Meet one of the HUD national objectives through the City's CDBG Entitlement Program:
 - principally benefit low- and moderate- income (LMI) persons (those whose income is at or below 80% of the local median (2018 income standards pg. 7);
 - aid in the prevention or elimination of slums or blight;
 - or meet other urgent community needs as defined by the U.S. Department of Housing and Urban Development (HUD).
- 2) Be located within the Coeur d'Alene City limits or demonstrate that a majority of the low-to-moderate income clients served, at least 51%, reside within the City of Coeur d'Alene.
- 3) Address one or more of the goals that were established in the City of Coeur d'Alene's Five-Year Consolidated Plan (2018-2022 goals pgs. 5-7).
- 4) Be identified as an eligible CDBG activity.
- 5) Have drawn down or be in the process of drawing down at least 60% of any prior year awarded CDBG funds before submitting another application. The City may grant exceptions on a case-by-case basis in response to a written request with justification. Exceptions must be approved prior to the submittal of the application.
- 6) Provide proof of your organization's most recent Audited Financial Statement.
- 7) Provide a completed application with all required and supplementary supporting documentation for the committee to review.

APPLICATION SCORING METHODOLOGY:

1. Need (14 points possible)

- Why have you chosen to address this particular need?
- How did you 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?

2. Goals and Outcomes (28 points possible)

- 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 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?

3. Plan and Implementation (28 points possible)

- What other agencies or potential beneficiaries were included in the process?
- How is your plan consistent with other planning efforts?
- 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 is your anticipated timeframe for accomplishing the project?

4. Capacity (20 points possible)

- Provide a summary of your agency's history and mission.
- Describe the capacity of your agency 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?

5. 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 Entitlement Program request represents what percentage of your total project budget?

6. Coeur d'Alene City Entitlement Program Citizen's Advisory Committee

(15 points possible)

- These are discretionary points to be awarded by the Ad Hoc Committee members based on their professional experience and expertise. For instance, if a committee member believes the proposal meets a need that is more critical than the other proposals, they may award additional points for need. 15 POINTS ARE ALLOWED PER COMMITTEE MEMBER IN TOTAL TO DISPERSE AS THEY CHOOSE.

CONSOLIDATED PLAN GOALS:

The project must meet one or more of the goals/objectives that were established in the City of Coeur d'Alene's Five-Year Consolidated Plan (2018-2022).

Goal No.1. <u>Increase the supply of for-sale housing at prices affordable to the City's low- and moderate-income workers.</u>
Objectives:
Objective 1.1: Provide incentives for workforce housing production.
Objective 1.2 Inventory and donate publicly owned land and building and private land for workforce housing development.
Objective 1.3 Promote existing buyer resources

Goal No.2. <u>Increase the supply of rental housing affordable to the City's extremely low-income renters and residents with special needs, including persons who are homeless.</u>
Objectives:
Objective 2.1: Develop deeply subsidized rentals
Objective 2.2 Continue to work with homeless/housing providers to respond to requests for funding assistance as appropriate.

Goal No.3. <u>Improve the City's sidewalks to make them more accessible to persons with disabilities.</u>

Objectives:
Objective 3.1: Continue the City’s Sidewalk Compliance Program to bring the City’s sidewalks into compliance with the American with Disabilities Act. (ADA)
Objective 3.2: Provide funding to low-income owners who have sidewalks needing repair but who cannot afford to make the repairs without some type of assistance.
Objective 3.3 Use CDBG funding to make repairs to sidewalks abutting publicly owned properties.

Goal No.4. <u>Continue with neighborhood revitalization efforts, including code enforcement activities, to improve the condition of housing and commercial properties in low-income areas.</u>
Objectives:
Objective 4.1: Fund code enforcement programs in CDBG eligible areas.
Objective 4.2: As opportunities become available, provide CDBG funding to revitalizations of commercial and residential properties in CDBG eligible areas and/or which benefit low and moderate-income households.

Goal No.5. <u>Expand higher-paying employment opportunities for the residents of Coeur d’Alene through economic development.</u>
Objectives:
Objective 5.1: Support private and public sector economic development efforts that result in job training and employment for the City’s low to moderate-income residents.
Objective 5.2: Research the feasibility of a low-interest loan program to low and moderate-income entrepreneurs or to retain businesses that employ low and moderate-income workers.

Goal No.6. <u>Expand public services for the Non-Homeless Special Needs residents of Coeur d’Alene.</u>
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Objectives:

Objective 6.1: Offer Public Service Program assistance to service organization supporting low and moderate income residents of Coeur d'Alene.

**HUD 2018 Income Guidelines for Coeur d'Alene City Median Income - \$ 62,900
(Subject to Change in January of 2019)**

<u>Number in Household</u>	<u>Moderate Annual Income @ 80% of Median</u>
1 Person	\$ 35,250
2 Person	\$ 40,250
3 Person	\$ 45,300
4 Person	\$ 50,300
5 Person	\$ 54,350
6 Person	\$ 58,350
7 Person	\$ 62,400
8 Person	\$ 66,400

PROCESS:

- Applications cannot exceed 25 pages in length and must contain a font no smaller than a 12 point.
- Submit the application with one original and **five** copies on 8 ½” x 11” sheets with holes punched for a three-ring binder.
- Submit the required documentation with main application and copies, ie. most recent Audited Financial Statement.
- **Submission deadline:** Applications must be received by 5:00 p.m., September 26, 2018 at the City of Coeur d'Alene, Attn: Michelle Cushing, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814. Late applications cannot be accepted. Incomplete applications will be returned without review.
- Applications requesting less than \$20,000 or more than \$191,820.00 will not be accepted.
- Applications requesting CDBG capital funding must include i.e. a proforma, site control, engineering, architectural and cost estimates as appropriate.
- Attachments to the application as appropriate i.e., maps, architectural drawings, engineering, bids, and estimates (if applicable).

Important Dates:

- July 12, 2018** Applications Available. Notice of CDBG Funding Availability Published.
- July 26, 2018** 5:30-6:30pm: General Grant Application Workshop in CDA Library Community Room
- August 2, 2018** 12:00-1:00pm: General Grant Application Workshop in CDA Library Community Room
- August 8, 2018** 5:30pm-6:30pm: Economic Development Grant Application Workshop in CDA Library Community Room
- September 26, 2018** CDBG Application Deadline: 5:00pm

CONTACT: Michelle Cushing
CDBG Grant Administrator
710 E. Mullan Avenue
Coeur d'Alene, ID 83814
208- 769-2382
mcushing@cdaid.org

WEBSITE: www.cdaid.org/communitygrant