COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

APPLICATION FOR PROGRAM YEAR 2024

Application must be received by the Dakota County Community Development Agency

**NO LATER THAN FRIDAY, JANUARY 19, 2024**

For July 1, 2024 – June 30, 2025

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| General Information |

|  |  |
| --- | --- |
| Applicant Name: Click or tap here to enter text. | UEI #: Click or tap here to enter text. |
| Contact Name: Click or tap here to enter text. |
| Applicant Address:Click or tap here to enter text. |
| City, State, Zip:Click or tap here to enter text. |
| Phone:Click or tap here to enter text. | Email:Click or tap here to enter text. |

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| **Proposed Activities** |

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| --- | --- |
| **Activity** | **Requested Funding Amount** |
| #1 Title: Click or tap here to enter text. | CDBG Request: $ Click or tap here to enter text. |
| #2 Title: Click or tap here to enter text. | CDBG Request: $ Click or tap here to enter text. |
| #3 Title: Click or tap here to enter text. | CDBG Request: $ Click or tap here to enter text. |
| #4 Title: Click or tap here to enter text. | CDBG Request: $ Click or tap here to enter text. |
| #5 Title: Click or tap here to enter text. | CDBG Request: $ Click or tap here to enter text. |
|  | Total Request: $ **Click or tap here to enter text.** |

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| **Contingency Funding Request:** |

**Please note the funding levels for activities if there is an increase or decrease in federal funding levels. Specify which activities should be fully funded at the requested level and which should be increased or decreased.** Click or tap here to enter text.

**PLEASE NOTE:** AT LEAST 50%of the proposed funding must qualify as a LOW/MOD benefit and NO MORE THAN 35% of the any one community’s proposed funding can be for PUBLIC SERVICES. As public services may not account for more than 15% of the County’s total funding, public service requests may be decreased once all applications are submitted and reviewed by CDA staff.

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| **Certification** |

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed project(s), and that none will be made prior to notification from the Dakota County CDA based on HUD’s issuance of a Release of Funds Notice.

Signature of Authorized Official Date

Title of Authorized Official

**PLEASE ATTACH THE RESOLUTION OF THE GOVERNING BODY SHOWING APPROVAL**

**OF THE REQUEST FOR CDBG FUNDS.**

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| I. Activity Title |

**Please complete the following Sections I-V for EACH proposed activity. (For example, if 3 activities are being proposed, there will be 3 sets of the following pages.)**

**Activity #**

**Activity Title: Click or tap here to enter text.**

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| II. Activity Information |

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| **Describe the proposed activity in detail. Please be specific about purpose, location, number of people or households served, etc.**Click or tap here to enter text. |

**Has this Activity received CDBG funding before**? [ ]  Yes [ ]  No

**Check the eligible activity category of the proposed activity:** *(See attached definitions)*

|  |  |
| --- | --- |
| Affordable Rental Housing[ ]  Rehabilitation of Multi-Unit Residential[ ]  Fair Housing Activities[ ]  Energy Efficiency Improvements  | Public Services[ ]  Senior Services[ ]  Youth Services[ ]  Transportation Services[ ]  Operational Support |
| Affordable Homeowner Housing[ ]  Homeownership Assistance[ ]  New (Re)Construction Homeowner Housing [ ]  Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential[ ]  Fair Housing Activities | Public Facilities[ ]  Recreational Parks[ ]  Public Water/Sewer Improvements[ ]  Street Improvements[ ]  Sidewalks[ ]  Assessment Abatement[ ]  ADA Improvements |
| Homelessness[ ]  Coordinated Access to Services & Shelter[ ]  Housing Stabilization [ ]  Emergency Shelter Operation  | Neighborhood Revitalization[ ]  Acquisition of Real Property[ ]  Clearance and Demolition[ ]  Clean-up of Contaminated Site |
| Economic Development[ ]  Employment Training[ ]  Economic Development Assistance [ ]  Rehabilitation of Commercial/Industrial Buildings[ ]  Micro-Enterprise Assistance [ ]  Relocation  | Planning and Administration[ ]  Planning[ ]  Administration |

**Describe the activity schedule:**

Is this a continuation of a previously funded activity? [ ] Yes [ ] No

Is this a time-specific project? [ ] Yes [ ] No

If this is a time-specific project, please note the start and end dates below:

Proposed Activity Start Date: Click or tap here to enter text.

Proposed Activity Completion Date: Click or tap here to enter text.

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| III. CDBG National Objective |

**CDBG funded projects/activities must meet one of the following program objectives. Check the objective for which the CDBG funds will be used**.

|  |  |
| --- | --- |
| [ ]  Low/Mod Area Benefit | [ ]  Low/Mod Limited Clientele Benefit |
| [ ]  Low/Mod Housing Benefit | [ ]  Low/Mod Jobs Benefit |
| [ ]  Slum/Blight Area Benefit | [ ]  Slum/Blight Spot Benefit |
| [ ]  Urgent Need (extremely rare; used only for emergencies): *(Please explain)* Click or tap here to enter text. |

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| **If you checked the Low/Mod Area Benefit box, please answer the following:**In what Census Tract/Block Group(s) do beneficiaries of your Activity live? *(Please include map)*Click or tap here to enter text.How many residents live in this area? Click or tap here to enter text.What is the percentage of low and moderate-income beneficiaries? Click or tap here to enter text.%How was this documented? [ ]  HUD Data [ ]  Survey  *(Please include a copy of survey)* |

**If you checked the Low/Mod Housing Benefit box, please answer the following:**

How many Low/Mod Households will benefit? Click or tap here to enter text. Households

*(Income eligibility must be verified by written documentation)*

Where will this activity occur? *(Address of property, neighborhood, or citywide)*

Click or tap here to enter text.

Click or tap here to enter text.

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| **If you checked the Low/Mod Limited Clientele Benefit box, please answer the following:** How many Low/Mod People or Households will benefit? Click or tap here to enter text. People Click or tap here to enter text. Households *(Please choose either People or Households for each project).*How will income be verified?[ ]  Income Verification Request Forms[ ]  Eligibility Status for other Governmental Assistance program[ ]  Self Certification *(Must request source documentation of 20% of certifications and must inform beneficiary that all sources of income and assets must be included when calculating annual income)*[ ]  Presumed benefit *(HUD presumes the following to be low and moderate-income: abused children, battered spouses, elderly persons (62+), severely disabled persons, homeless persons, persons living with AIDS, migrant farm workers)* |

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| **If you checked the Low/Mod Jobs Benefit box, please answer the following:***To meet the requirements of the “Jobs” National Objective, the business being assisted must enter into an agreement showing commitment that at least 51% of jobs created or retained will be available to low/mod income persons. The business must also be prepared to provide a list of all jobs, detailed information about the jobs being created or retained, the selection and hiring process, and demographic information about the employees.*Will this activity create or retain full time equivalencies (FTEs)? [ ]  Create [ ]  Retain*For job(s) that are being retained, please provide evidence that the assisted business has issued a notice to affected employees or that the business has made a public announcement to that effect, OR an analysis of relevant financial records that shows the business is likely to cut back on employment in the near future without planned intervention.*Will the job(s) created or retained require a special skill? [ ]  Yes [ ]  NoWhat percent of permanent FTEs will be held by or available to low/mod income persons? Click or tap here to enter text. % |

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| **If you checked the Slum/Blight Area or Slum/Blight Spot Benefit box, please answer the following:**What are the boundaries of the slum/blight area or the address of the slum/blight spot? Click or tap here to enter text.*(Please provide letter from building inspector or other documentation noting deficiencies and include photos)*What deficiency will be corrected or the public improvement be? Click or tap here to enter text. If Slum/Blight Area, what percent of buildings are deteriorated? Click or tap here to enter text.%  |

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| IV. Proposed Objectives and Outcomes |

**Indicate the proposed objective and outcome of the activity/project.**

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| --- | --- | --- | --- |
|  | **Outcome #1 Availability/Accessibility** | **Outcome #2****Affordability** | **Outcome #3****Sustainability** |
| **Objective #1****Suitable Living Environment** | [ ]  Accessibility for the purpose of creating a suitable living environment | [ ]  Affordability for the purpose of creating a suitable living environment | [ ]  Sustainability for the purpose of creating a suitable living environment |
| **Objective #2****Decent Housing** | [ ]  Accessibility for the purpose of providing decent housing | [ ]  Affordability for the purpose of providing decent housing | [ ]  Sustainability for the purpose of providing decent housing |
| **Objective #3****Economic Opportunity** | [ ]  Accessibility for the purpose of creating economic opportunities | [ ]  Affordability for the purpose of creating economic opportunities | [ ]  Sustainability for the purpose of creating economic opportunities |

**Indicate how the activity outcome will be measured and projected number of beneficiaries.**

[ ]  People

[ ]  Households

[ ]  Housing Units

[ ]  Public Facilities

[ ]  Jobs

[ ]  Businesses

[ ]  Organizations

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| V. Project Budget |

**Provide the total project cost and CDBG request.**

Total Project Cost: $ Click or tap here to enter text.

Total CDBG Request: $ Click or tap here to enter text.

CDBG Percent of Total Cost: Click or tap here to enter text.%

**Describe all funding sources.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Funds** | **Amount** | **Committed** | **Pending** |
| Click or tap here to enter text. | $ Click or tap here to enter text. |[ ] [ ]
| Click or tap here to enter text. | $ Click or tap here to enter text. |[ ] [ ]
| Click or tap here to enter text. | $ Click or tap here to enter text. |[ ] [ ]
| Total: | $ Click or tap here to enter text. |[ ] [ ]

**Please itemize project expenses, using the following guidance as applicable:**

* Acquisition & Improvement Costs - Include purchase price, closing costs, site improvements, clearance of toxic contaminants, and other acquisition and improvement costs
* Construction/Rehabilitation Costs - Include site improvements, construction (labor, materials, supplies), installation, permits and other construction/rehabilitation costs
* Professional Fees and Personnel Costs - Include architectural, engineering and code inspection fees, surveys, appraisals, legal fees, hazardous materials surveys, project management, and other professional/personnel fees
* Other Development Costs - Include relocation, financing costs, environmental reviews, environmental studies, and other development costs
* Eligible Costs for Planning Projects - Include professional services, project management costs, and other planning costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Itemized Use of Funds/Expenses**  | **Costs** | **CDBG Funds Requested** | **Other Funding Sources** |
| Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
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| Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| **Total:** | $Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |

**\* \* \* \* \***

***Please review each section for completeness.***

***Each activity should have separate Sections I through V.***

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ELIGIBLE ACTIVITIES**

***Please Note:*** *Although an activity may be deemed eligible for CDBG funding, it does not guarantee funding. The Community Development Needs for the CDBG Program in the Consolidated Plan lists the priority of needs and dictates which types of eligible activities may be funded in a given year. All activities must meet a National Objective.*

**CDBG funds may NOT be used for costs attributable to a building used for the general conduct of government, general government expenses, or political activities.**

**Acquisition/Disposition:** Includes acquisition of real property, in whole or in part, by purchase, long-term lease, donation, or otherwise, for public purpose. Real property to be acquired may include: land, air rights, easements, water rights, rights-of-way, buildings and other property improvements, or other interests in real property.

**Demolition/Clearance:** Includes clearance, demolition, and removal of buildings and improvements including movement of structures to other sites.

**Economic Development Activities:** Includes but are not limited to: (1) construction by the grantee or subrecipient of a business incubator designed to provide inexpensive space and assistance to new firms to help them become viable businesses, (2) loans to pay for the expansion of a factory or commercial business, and (3) training for by persons on welfare to enable them to qualify for jobs created by CDBG-assisted special economic development activities. The level of public benefit to be derived from the economic development activity must be appropriate given the amount of CDBG assistance.

**Homeownership Assistance:** Includes financial assistance for down payments, closing costs or other part of the purchase process and counseling for pre-purchase, post-purchase or foreclosure prevention.

**Rehabilitation:** Includes single-family rehabilitation, multi-family rehabilitation, energy efficiency improvements, public housing modernization, and rehabilitation of commercial properties.

**Relocation:** Includes relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profits, and farms, where required under section 570.606 of the regulations (pursuant to the Uniform Relocation Act).

**Public Facilities/Improvements:** CDBG funds may be used by the subrecipient or other public or private nonprofit entities for the acquisition (including long term leases for periods of 15 years or more), construction, reconstruction, rehabilitation (including removal of architectural barriers to accessibility), or installation, of public improvements or facilities. This includes neighborhood facilities, firehouses, public schools, libraries, and shelters for homeless people, as well as water and/or sewer treatment plants. Buildings for the general conduct of government cannot be acquired or improved with CDBG funds.

**Public Services:** CDBG funds may be used to provide public services (including labor, supplies, and materials), provided that each of the following criteria is met: 1) The public service must be either a new service or a quantifiable increase in the level of service; and 2) The amount of CDBG funds obligated within a program year to support public service activities may not exceed 35% of a city’s allocation and the total public services of all subrecipients may not exceed 15% of the total grant awarded to Dakota County for that year.

**Planning:** Includes studies, analysis, data gathering, preparation of plans, and identification of actions that will implement plans. The types of plans which may be paid for with CDBG funds include, but are not limited to: comprehensive plans; individual project plans; community development plans, capital improvement programs; small area and neighborhood plans; environmental and historic preservation studies; and functional plans (such as plans for housing, land use, energy conservation, or economic development). Except for small cities and townships, the amount of CDBG funds obligated within a program year to support planning activities may not exceed 15% of a community’s allocation.

**General Grant Administration:** CDBG funds may be used for general administration costs incurred by a subrecipient to administer its CDBG program. CDBG grant funds obligated to general grant administration may not exceed 10% of the community’s allocation. Administration costs directly associated with a CDBG activity should be part of the activity as project administration and are not considered general grant administration expenses. Please talk to the Dakota County CDA before you allocated funds to grant admin.

**Planning and General Grant Administration Activities may not exceed 20% of the total grant awarded to Dakota County for that year.**

**SAMPLE RESOLUTION – SUBMIT WITH FY 2024 CDBG APPLICATION**

**CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_**

**DAKOTA COUNTY, MINNESOTA**

**RESOLUTION NO. \_\_\_\_\_\_\_\_\_**

**A RESOLUTION APPROVING THE APPLICATION**

**FOR FISCAL YEAR 2024 DAKOTA COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

WHEREAS, the City of \_\_\_\_\_\_\_\_\_\_\_ is a participating jurisdiction with the Dakota County Community Development Block Grant (CDBG) Entitlement Program for Fiscal Year 2024 (starting July 1, 2024 and ending June 30, 2025); and

WHEREAS, the Dakota County Community Development Agency (CDA) is a Subgrantee of Dakota County for the administration of the CDBG Program; and

WHEREAS, the Dakota County CDA has requested Fiscal Year 2024 CDBG applications be submitted by January 19, 2024, based on an allocation of funds approved in the Annual Action Plan.

NOW, THEREFORE, BE IT RESOLVED that the City of \_\_\_\_\_\_\_\_\_ hereby approves the following:

1. The Fiscal Year 2024 CDBG application is approved for submission to the Dakota County CDA.
2. The \_\_\_\_\_\_\_\_\_ (Mayor, City Administrator, City Clerk, etc.) for the City of \_\_\_\_\_\_\_\_\_\_\_\_ is authorized to execute the application and all agreements and documents related to receiving and using the awarded CDBG funds.
3. The Dakota County CDA is designated as the administrative entity to carry out the CDBG program on behalf of the City of \_\_\_\_\_\_\_\_\_\_\_, subject to future Subrecipient Agreements that may be required for specific CDBG-funded activities.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 202\_\_\_\_.

 By:

ATTEST: