City of Great Falls
Community Development Block Grant
2015/2016 Application Guidelines

General Rules

All applications must comply with Community Development Block Grant (CDBG) program regulations found at 24 CFR, Part 570 and described by the specific guidelines below. ***Minimum request requirement for a CDBG application is $10,000.00.***

Who May Apply

Any individual, non-profit organization, for-profit organizations and businesses, or governmental agency may apply for City CDBG funds. For-profit ventures are eligible for loans only. Applicants must comply with all federal, state and local laws and regulations. The application is available on the City's website at http://www.greatfallsmt.net/planning/cdbg-home-application-forms

APPLICANTS MUST ATTEND THE APPLICATION WORKSHOP WHICH WILL BE HELD ON November 14, 2014, 9:00-11:30 A.M., IN THE MISSOURI ROOM OF THE CIVIC CENTER TO BE ELIGIBLE TO APPLY.

Project Requirements

All Projects Must:

- Meet one of the two national objectives of the CDBG Program: to provide benefit to low and moderate income persons (those whose incomes are below 80% of the local area median income - see CDBG application page 11 for income limits) **or** to aid in the prevention or elimination of spot slums or blight.
- Be located within the Great Falls city limits.
- Address one or more of the priorities and goals of the City of Great Falls 2010-2015 Consolidated Plan. (See CDBG Application Appendix #2 for priorities and Appendix 3 for goals).
- Be identified as an eligible CDBG activity in one of the following categories: housing, public facility/infrastructure, economic development or public service.
- For **public service projects or programs only:** demonstrate that the proposed activity will result in a new service or a quantifiable increase in the level of service. Applicants are expected to ensure that they are not

duplicating available services and that other sources of funding have been explored.

- Demonstrate that at least 75% of any prior year CDBG funds will be expended by March 31, 2015.

NOTE:

- Your project may not be funded if you do not provide all information requested in the grant application.
- Private non-profit entities will not be funded for any costs including staff salaries, benefits, rent payments for agency office space, consumables or utility costs.
- Projects that leverage and/or match the CDBG funds may be given priority consideration for funding.
- Handicap accessible projects that serve the largest number of the public will be given priority consideration for funding.
- Renovation or new construction projects must <u>include</u> submittal of an 8½" x 11" <u>floor plan or site plan of your construction project drawn to scale.</u>

Project Ranking Criteria (110 possible points)

Criteria and possible points for each application ranking category:

<u>*Project Benefit* (40 points):</u>
Applications will be ranked according to: the applicant's discussion of the relation of project to the national CDBG objectives and project eligibility, the number and percentage of low to moderate-income households or individuals that will be served, and the applicant's ability to show quantifiable, measurable project outcomes. Point distribution is as follows:

1. Applicant discussion regarding how the proposed project will meet a CDBG national objective and eligibility requirements, and the description of long-term benefit to the community may score a possible 10 points.
2. Project ranked according to percentage of LMI clients served:
   <u>Percent LMI Benefit - 50</u> = points
   5 may score a possible 10 points.
3. Project ranked according to number of targeted beneficiaries may score a possible 10 points.
4. Applicant discussion regarding how the proposed project will show quantifiable, measurable outcomes may score a possible 10 points.

Community Need (30 points):
Applications will be ranked based on a clear demonstration that the proposed project addresses a specific identified community need, shows need for a new service or expansion of a previously funded service, and addresses priorities and goals as stated in the City's Consolidated Plan.

Agency Capacity & Sustainability (20 points):
Ranking will be based on demonstrated ability of the applicant to undertake a project, past performance, staff expertise, and ability of applicant to carry out activities designed to meet the identified need after CDBG funding has been exhausted.

Budget & Leveraging (20 points):
Applications will be ranked based on demonstration that the project budget is adequate to complete the project, the level of match and/or leveraging, and on efforts to identify, pursue, and obtain other possible funding sources.

Funding Process
Planning and Community Development Department staff will be available to conduct pre-deadline review of application materials on or before Friday, December 19, 2014. To have applications reviewed for compliance with program requirements, applicants may bring materials to the Planning and Community Development Office, Civic Center, Room 112.

The total anticipated allocation for the City of Great Falls CDBG activities for the federal Fiscal Year 2015/2016 is undetermined at this time. Of the amount awarded, the City Commission will commit approximately 20% for program administration. As a result, approximately **80%** may be made available to applicants through this process described herein, with no more than 15% of which may be awarded to **public service projects**.

Submit all complete applications for 2015/2016 CDBG funding to the City of Great Falls Planning and Community Development Department, Civic Center, Room 112, **no later than 5:00 p.m. on Wednesday, January 7, 2015**. Mailed applications must arrive before the deadline and be sent to P.O. Box 5021, Great Falls, MT 59403-5021. For funding consideration, the application must arrive before the deadline.

CDBG staff will review all applications for compliance with HUD regulations. The

Community Development Council (CDC), a citizen advisory committee appointed by the City Commission, will review the applications; rank them using a point system and make funding recommendations to the City Commission.

In summary, the application review and award schedule is:

December 19, 2014	Deadline for preliminary review of application materials by CDBG staff, if requested
January 7, 2014	Application deadline by 5**:00** p.m.
March 2014	CDC and CDBG staff makes funding recommendations to City Commission at Commission work session
April 2014	Public hearing on proposed CDBG funding during City Commission meeting
May 2014	City Commission approves final funding recommendations
August 2014	Successful applicants sign contracts and undertake project Activities

Remember: **A member of an organization submitting a CDBG application (preferably the writer of the application) MUST ATTEND THE APPLICATION WORKSHOP TO BE HELD ON November 14, 2014, AT THE CIVIC CENTER for the application to be ELIGIBLE for consideration.**