

CIB Project Application Form – CDBG Funded Projects

Thank you for your interest in the Saint Paul Capital Improvement Budget.

Please respond to each question listed below. If it does not apply to your project, state that it is not applicable. The questions are designed to correspond with how projects will be evaluated by the City's CIB Committee.

Please do not submit the proposal until it is complete.

The proposals will be due to the city on by the end of the workday on **Friday, March 3rd**. Each proposer will be required to make two presentations to the CIB Committee. The first presentation will be an overview of your organization and the second will be on what your organization will do with the proposed funding. Once an application has been submitted, you will be contacted about each date of the presentation. Please submit to Daley.lehmann@ci.stpaul.mn.us and Abdiwahab.ali@ci.stpaul.mn.us

Section A – Background Information

Project Title:	_____
Proposing Agency, Group, or Individual:	_____
Proposer's Address:	_____
Contact Person:	_____
Phone Number:	_____
Primary E-mail Address:	_____
Address or Cross Streets of Proposed Project:	_____
Citizen Participation District(s):	_____
City Council Ward(s):	_____

Map of Citizen Participation Districts and Wards can be found here by [clicking here](#).

Please indicate that you have read the City's CDBG information sheet, found here:

<https://www.stpaul.gov/sites/default/files/Media%20Root/Financial%20Services/CDBG%20Program%20Summary.pdf>

Yes No

Please acknowledge that your organization will provide the following information with proposal submission:

- Organization's 990
- Current Balance Sheet from last Audit
- The Project Manager's Resume

Yes No

Section B - Description and Narrative

1) Please provide a short description of your project. Please limit responses to 50 words.

NARRATIVE:

- 2) Please describe the organization. Provide pertinent information, using the following questions as a general guide. Please limit responses to 500 words.
- a. Brief overview of, including mission, vision, and major areas operation.
 - b. How long have you been an organization?
 - c. Who do you serve (be specific)?
 - d. How do you serve (be specific)?
 - e. What sets you apart from other organizations? Are there organizations serving the same community?

NARRATIVE:

- 3) Historical funding information – Please provide Specifics and limit responses to 500 words.
- Have you received money from the CIB process over past three years? If so, when and how much. Please provide year-by-year accounts and disbursement information. *Use embedded excel documents.*
 - What did you do with the funding? Please provide specifics about projects and number served
 - What is your available CDBG balance? Do you have funding not drawn down that has been allocated? How much program income have you received? What are your outstanding commitments? **(Answer below on Attachment A)**
 - If the funding was provided to a business, how many jobs were created and/or how many jobs were retained.

Three year history of CDBG Funding				
	<u>Program Income</u>	<u>CDBG Funds Allocated</u>	<u>Funds Disbursed</u>	<u>Remaining Amount</u>
2014				
2015				
2016				
TOTAL				
Available CDBG Balance:				

Number Served (Individuals, Households, Business)				
	<u>Households</u>	<u>Businesses</u>	<u>Other</u>	<u>TOTAL</u>
2014				
2015				
2016				
TOTAL				
Examples of Others:				

NARRATIVE:

- 4) What is your funding proposal for 2018-2019? Please provide specifics and limit responses to 500 words.
- a. How much is your proposal for?
 - b. What will the funding be used for?
 - c. How did you determine the amount?
 - d. How many households or businesses will be served and where are they located?
 - e. What is the total project/proposal costs? Will your organization be combining this request with other sources of funding?

NARRATIVE:

- 5) How will your proposed program address racial and economic disparities within the City of Saint Paul? Please limit responses to 250 words.

NARRATIVE:

Attachment A

Please provide in this attachment number of households or business you have commitments from:

Type of Property	Address	Level of Commitment*	Amount

*Application, Under Contract, Determined CDBG eligible, etc.