



Community Development Block Grant Application

The application required by this announcement must include the following information:

Proof of 501(c) status documentation to support nonprofit eligibility, if applicable.

A. Participant Profile

1. Name, address, and Unique Entity Identifier (UEI) from SAM.gov for the applicant organization
2. Name, telephone number, and email address of the applicant's primary contact person
3. The name(s) of the person(s) responsible for managing the proposed activities
4. Type of organization (e.g., nonprofit, for profit, community-based development organization, or institute of higher learning, if carrying out Community Development Block Grant activities, Community Development Financial Institutions, and Faith-Based Organizations, Developers, Contractors);
5. Applicant's Federal tax identification number

B. Executive Summary and Strategic Plan - Upload as an attachment:

An executive summary of the organization's overall strategic plan that includes the following:

1. A description of the organization's mission;
2. A description of the applicant's prior grant or CDBG experience, including the applicant's management and administrative capability and an explanation of the organization's strategic planning process and how it identifies priorities;



3. A description of the need/problem to be addressed consistent with priorities established in the City of Minot's CDBG Consolidated Plan/Action Plan;
4. A description of how the applicant's proposed CDBG activities fit into that overall strategy;
5. The population/area served, the estimated number of low- to moderate-income clients and measurable outputs;
6. A description of the work to be completed, and who will complete it;
7. Proposed schedule of work;
8. A statement on how eligibility and National Objective requirements will be met;
9. An explanation for why Federal funding assistance is needed and why the applicant is unlikely to carry out the proposed program without assistance;
10. A discussion of the applicant's efforts at developing collaborative partnerships;
11. A summary of any organizations affiliated with the applicant, including parent organizations, subsidiaries, and partnerships; and description of the other Federal funding;
12. A detailed budget which includes all funding sources.

C. Organizational Information

Required documents to be uploaded as attachments:

1. Articles of Incorporation and Bylaws to include the governance structure; and
2. Organizational Chart, and list of the Board of Directors or other governing body; The list of Board of Directors must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body;
3. Certificate of Good Standing with the State;
4. Designation of Authorized Official;
A signed letter from the Chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual must be included;
5. Resumes of Program Administrator and Fiscal Officer;



5. Personnel/Staff Capacity;
The list of personnel must reflect qualified staff for all the necessary functions associated with the proposed activities. If qualified staff are not available, a statement of how the organization plans to fill the gaps in personnel must be provided in order to assure compliance with CDBG program regulations.
7. Annual Financial Statement and Audit;
6. Financial Capacity;
A description of the organization's financial management and personnel policies and procedures to include all necessary controls that conform to the prescribed standards in 2 CFR 200 Part 200. Recipients must ensure that management controls are fully addressed.
7. Non-Profit Determination:
Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board;
8. Documentation of Compliance with National Objectives;
9. Signed Conflict of Interest Disclosure/Certification;
10. Copy of the written manual for procedures for financial management and personnel.

D. Activity/Activities

The majority of the activities must be within the city limits of Minot.

1. A description of each proposed activity that reflects the requested budget and states how the activity is designed for, and used by, a segment of the population that is presumed to be principally low- and moderate-income or;

The nature, and if applicable, the location of the activity that primarily benefits low - and moderate- income people; or

The data showing the size and annual income of the family of each person receiving the benefits; or

Data showing that the activity is a special project removing accessibility barriers in the limited cases above.



2. A description of the expected results and the overall long term strategic goals to be advanced by the proposed activity for the ensuing 3–5-year period;
3. For each proposed activity, provide a market assessment and strategy that discusses the organization or entity’s goals to provide decent housing and a suitable living environment and/or expand economic opportunities principally for low and moderate-income people. Provide a description of the situation, constraint(s)/opportunities(ies), and the strategy proposed to overcome constraints or take advantage of the opportunities;
4. A summary of the past performance and results achieved from grants and activities undertaken to provide decent housing and a suitable living environment and/or expand economic opportunities principally for low and moderate-income people;
5. Provide historical experience; including the amount of funding that was awarded, the amount of funding that was expended, and a description of obstacles that prevented the expenditure of the award.

E. Constraints

1. A description of the constraint impeding the opportunity to provide decent housing and a suitable living environment or expand economic opportunities for low to moderate-income individuals.
2. A description of the performance metrics/indicators against which future success in addressing the constraint will be measured. Every constraint must include at least one performance measure.

F. Programmatic Capability and Past Performance

Applicants should submit a list of federally funded assistance agreements (assistance agreements program, you may submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5 agreements and describe:



(i) whether, and how, you were able to successfully complete and manage those agreements; and

(ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final reports under the agreements; and

(iii) your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Date

Signature