



**January 26, 2024**

**Dear Applicant:**

**City Hall  
Riverfront  
Planning &  
Development  
Services**

1 Riverfront Plaza  
Suite #320  
Lawrence, KS 66044

P: 785-832-7700  
F: 785-832-3110  
[lawrenceks.org](http://lawrenceks.org)

**The City of Lawrence, through the Housing Initiatives Division of the Planning & Development Services Department, invites non-profit and for-profit organizations to submit applications for projects to be funded through the HOME Investment Partnerships Program (HOME) as part of the 2024 Annual Action Plan. Funds are awarded by the U.S. Department of Housing and Urban Development and must be used for an eligible activity established by Congress for the program.**

**The 2024 Annual Action Plan will include projects to be undertaken during the program year beginning August 1, 2024 through July 31, 2025. Projects and programs undertaken must address a priority need set forth in the 2023-2027 Consolidated Plan.**

**For Program Year 2024, the City anticipates available HOME funding to be approximately \$480,000. Actual award figures from the federal government should be available in March 2024. However, the final entitlement amounts may be significantly less than prior years, depending on federal budget decisions.**

**City staff will assist the Affordable Housing Advisory Board (AHAB) in the allocation recommendation process. The City will accept applications for funding beginning January 26, 2024 through February 26, 2024 at 5:00 pm. No applications will be accepted after February 26, 2024.**

**All applicants are encouraged to contact City staff to ask specific questions with regard to their proposal's eligibility for HOME funding, and whether their proposed project will further implement the 2023-2027 Consolidated Plan's goals and objectives. Please contact Brad Karr by email at [bkarr@lawrenceks.org](mailto:bkarr@lawrenceks.org) or by phone at 785-832-3114.**

**Thank you for your interest in the City's HOME program. If you have questions about the application process or wish to discuss a specific funding proposal, please do not hesitate to contact Housing Initiatives staff at (785) 832-7700.**

**Sincerely,**

**Danelle Walters  
Housing Initiatives Manager/Assistant Director  
Planning and Development Services**



## Application Quick Facts

- All applicants are encouraged to contact City staff to ask specific questions with regard to their proposal's eligibility for CDBG funding, and whether their proposed project will further implement the 2023-2027 Consolidated Plan's goals and objectives. Please contact Brad Karr by email at [bkarr@lawrenceks.org](mailto:bkarr@lawrenceks.org) or by phone at 785-832-3114.
- The application deadline is 5:00 pm on February 26, 2024. No applications will be accepted after February 26, 2024.
- Only completed applications received by the deadline will be considered.
- The City will be aligning 2024 Public Service allocations with the "[A Place for Everyone](#)" Strategic Plan. The City has chosen to fund the agencies that were awarded with 2023 CDBG Public Service allocations again in 2024 to continue their ongoing programming in this area. There will be no Public Service application available for the 2024 funding cycle to agencies not funded in 2023.
- All CDBG applications must meet a defined national objective and be an eligible activity under program guidelines to be considered.
- All HOME applications must be an eligible activity under program guidelines and enforce the required period of affordability based on the program type and the amount of HOME funds invested.
- All programs/activities receiving HUD funding require approval of an environmental review under 24 CFR Part 58 **before** HUD funds may be committed for the project. In addition, until the City has completed the environmental review process under the regulation, neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit non-HUD funds on or undertake an activity or project that would limit the choice of reasonable alternatives. Actions that limit the choice of reasonable alternatives include acquisition, leasing or disposition of real property, and repair, rehabilitation, construction or demolition.

Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds/cdbg](http://www.lawrenceks.org/pds/cdbg).

Submit one electronic copy in Microsoft Word or .pdf format via email to [bkarr@lawrenceks.org](mailto:bkarr@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by **5:00 p.m. February 26, 2024**.

Housing Initiatives Division, Planning & Development Services  
1 Riverfront Plaza, Suite 320  
Lawrence, KS 66044

# HOME FACT SHEET

## Introduction

The City of Lawrence, KS receives a HOME Investment Partnerships Program grant annually from the U.S. Department of Housing and Urban Development (HUD). The HOME Investment Partnerships Program (HOME) provides formula grants to eligible State and local governments to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing for very low-income and low-income families. Generally, HOME funds must be matched by nonfederal resources. State and local governments that become participating jurisdictions may use HOME funds to carry out multi-year housing strategies through acquisition, rehabilitation, and new construction of housing, and tenant-based rental assistance. Participating jurisdictions may provide assistance in a number of eligible forms, including loans, advances, equity investments, interest subsidies and other forms of investment that HUD approves. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

The City of Lawrence, through the Affordable Housing Advisory Board (AHAB), uses a competitive application process to fund HOME programs and activities. To help potential applicants determine whether or not their project might be eligible for a grant, it is important to be familiar with the basic requirements of the HOME program. Potential applicants should also review the contractual requirements they will be expected to meet if they are selected for Federal funding (see Contractual Requirements).

## Eligible Activities

HOME funds may be used by a participating jurisdiction (PJ) to provide incentives to develop and support affordable rental housing and homeownership affordability through the acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvements, conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations; to provide tenant-based rental assistance, including security deposits; to provide payment of reasonable administrative and planning costs; and to provide for the payment of operating expenses of community housing development organizations. The housing must be permanent or transitional housing. The specific eligible costs for these activities are set forth in [24 CFR 92.206 through 92.209](#). The activities and costs are eligible only if the housing meets the property standards in [92.251](#) upon project completion.

Some special conditions apply to the use of HOME funds. PJs must match every dollar of HOME funds used (except for administrative costs and CHDO predevelopment loans for projects that do not move forward) with 25 cents from nonfederal sources, which may include donated materials or labor, the value of donated property, proceeds from bond financing, and other resources. The match requirement may be reduced if the PJ is distressed or has suffered a Presidentially declared disaster. In addition, PJs must reserve at least 15 percent of their allocations to fund housing to be owned, developed, or sponsored by experienced, community-driven nonprofit groups designated as Community Housing Development Organizations (CHDOs).

PJs must ensure that HOME-funded housing units remain affordable in the long term (20 years for new construction of rental housing; 5-15 years for construction of homeownership housing and housing rehabilitation, depending on the amount of HOME subsidy). PJs have two years to commit funds (including reserving funds for CHDOs) and five years to spend funds. HOME-assisted rental housing must comply with certain rent limitations. HOME rent limits are published each year by HUD. The program also establishes [maximum per unit subsidy limits](#) and [maximum purchase-price limits](#).

## 2023 Adjusted HOME Income Limits effective June 15, 2023

The income limits that determine who is considered to have low- and moderate- incomes are shown below:

These limits will be adjusted by HUD each year; each grant agreement will contain an updated Client Eligibility Form listing the current values to use for the applicable program year.

It is imperative that applicants anticipate and plan for the methods they will use to determine and document the incomes of the persons that they serve through their HOME funded activities. Failure to do so will result in activities being ineligible for reimbursement. Included in this document is a sample Client Eligibility Form which can be used for this documentation.

| Family Size | Low Income | 60% Limits | Very Low Income | 30% Limits |
|-------------|------------|------------|-----------------|------------|
| 1           | \$53,000   | \$39,780   | \$33,150        | \$19,900   |
| 2           | \$60,600   | \$45,420   | \$37,850        | \$22,750   |
| 3           | \$68,150   | \$51,120   | \$42,600        | \$25,600   |
| 4           | \$75,700   | \$56,760   | \$47,300        | \$28,400   |
| 5           | \$81,800   | \$61,320   | \$51,100        | \$30,700   |
| 6           | \$87,850   | \$65,880   | \$54,900        | \$32,950   |
| 7           | \$93,900   | \$70,440   | \$58,700        | \$35,250   |
| 8           | \$99,950   | \$74,940   | \$62,450        | \$37,500   |

[HOME Income Limits - HUD Exchange](#)

**U.S. Department of Housing and Urban Development  
Community Planning and Development  
Community Development Block Grant (CDBG)**

**SELF CERTIFICATION OF ANNUAL INCOME BY BENEFICIARY**

**INSTRUCTIONS:** This is a written statement from the beneficiary documenting the definition used to determine “Annual (Gross) Income”, the number of beneficiary members in the family or household (as applicable based on the activity), and the relevant characteristics of each member for the purposes of income determination. To complete this statement, select the definition of income used, fill in the blank fields below, and check only the boxes that apply to each member. Adult beneficiary members must then sign this statement to certify that the information is complete and accurate, and that source documentation will be provided upon request.

**Definition of Income**

HUD 24 CFR Part 5

**Beneficiary Information**

|            |                                 |
|------------|---------------------------------|
| Last Name: | Beneficiary ID (if applicable): |
|------------|---------------------------------|

**Household Member Information**

| First Names: | Member IDs (if applicable): | HH | CH | DIS | 62+ | S≥18 | <18 | Race | Ethnicity |
|--------------|-----------------------------|----|----|-----|-----|------|-----|------|-----------|
|              | 1                           |    |    |     |     |      |     |      |           |
|              | 2                           |    |    |     |     |      |     |      |           |
|              | 3                           |    |    |     |     |      |     |      |           |
|              | 4                           |    |    |     |     |      |     |      |           |
|              | 5                           |    |    |     |     |      |     |      |           |
|              | 6                           |    |    |     |     |      |     |      |           |
|              |                             |    |    |     |     |      |     |      |           |
|              |                             |    |    |     |     |      |     |      |           |
|              |                             |    |    |     |     |      |     |      |           |
|              |                             |    |    |     |     |      |     |      |           |
|              |                             |    |    |     |     |      |     |      |           |
|              |                             |    |    |     |     |      |     |      |           |

**HH** = Head of Household; **CH** = Co-Head of Household; **DIS** = Person with disabilities; **62+** = Person 62 years of age or older; **S≥18** = Fulltime student age 18 or over; **<18** = Child under the age of 18 years **Race** = 11-White, 12-Black/African American, 13-Asian, 14-American Indian or Alaska Native, 15-Native Hawaiian/Other Pacific Islander, 16-American Indian/Alaskan Native & White, 17-Asian & White, 18-Black/African American & White, 19-American Indian/Alaskan Native & Black/African American, 20-Other multi-racial; **Ethnicity** = 21-Hispanic, 22-Non-Hispanic

**Contact Information**

|                 |   |
|-----------------|---|
| Address Line 1: | City:   |
| Address Line 2: | State: <span style="float:right">Zip Code:</span> |

**Income Information**

Annual gross income (total of all household members) = \$ \_\_\_\_\_

**Certification**

I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the HUD Grantee/Program Administrator.

**COMPLETE SIGNATURES ON SECOND PAGE**

**U.S. Department of Housing and Urban Development  
Community Planning and Development  
Community Development Block Grant (CDBG)**

I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the HUD Grantee/Program Administrator.

**SELF CERTIFICATION OF ANNUAL INCOME BY BENEFICIARY**

| <b>HEAD OF HOUSEHOLD</b> |                     |             |
|--------------------------|---------------------|-------------|
| <b>Signature</b>         | <b>Printed Name</b> | <b>Date</b> |

| <b>OTHER BENEFICIARY ADULTS*</b> |                     |             |
|----------------------------------|---------------------|-------------|
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |
| <b>Signature</b>                 | <b>Printed Name</b> | <b>Date</b> |

\* Attach another copy of this page if additional signature lines are required.

**WARNING:** The information provided on this form is subject to verification by HUD at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.

## City Policies and Priorities for HOME Grants

In addition to the HOME requirements, the City of Lawrence has developed policies and priorities to guide its use of HOME funds. These policies and priorities are based on requirements for the HOME program along with local needs and funding priorities.

### Policies

- Grantees who receive funds in one year are not guaranteed future funding; funding is dependent on many factors including past performance;
- Throughout the affordability period, the HOME-assisted housing must be occupied by income-eligible households:
  - Rental Housing: When a unit becomes vacant during the affordability period, the subsequent tenant must be income-eligible and must be charged the applicable HOME rent.
  - Homebuyer assistance: If a home purchased or built with HOME assistance is sold during the affordability period, resale or recapture provisions apply to ensure the continued provision of affordable ownership.
- Specific eligible and prohibited activities are identified under [§ 92.205 to 92.214](#).

### Priorities

Funding priority will be given to activities that:

- provide for a permanent period of affordability;
- provide services that respond to critical, identifiable, and unmet needs;
- addresses one of the outcome areas identified in the [City's Strategic Plan](#);
- addresses priority needs outlined in the [Consolidated Plan](#);
- have a high benefit to low-income persons;
- are clearly defined as to scope, location, need, budget, goals, beneficiaries and means for evaluation of program progress, with evaluation criteria that are specific, measurable, and realistic;
- present a reasonable, sound budget and have a clear sustainability plan that is consistent with the budget and that demonstrates that the applicant has the capacity and the capability to implement the proposed plan successfully;
- maximize the use of outside funds (non-HOME or other City funds); and
- support or coordinate with other community development efforts.

## **Application Review and Recommendations**

Applications for grants are accepted by the Housing Initiatives Division on an annual, cyclical basis. The 2024 deadline date for submission of applications is February 26, 2024. Projects submitted after the deadline will not be considered for review.

All applications are initially reviewed by the staff of Housing Initiatives to determine eligibility under HUD's criteria and conformance with the City's CDBG/HOME funding policies and priorities. HOME applications are then reviewed and scored by the Affordable Housing Advisory Board (AHAB), and CDBG applications are reviewed and scored by city staff.

Applications recommended for funding will be forwarded to the City Commission. The City Commission will make the final selection of those activities and projects to be funded with CDBG/HOME funds. The City Commission will review the proposed activities in the annual Action Plan in April/May of each year. The approved Action Plan will be submitted to HUD for approval, with the grant funds available after the beginning of August.

## **Contractual Requirements**

Each grantee selected to receive funds is required to sign a grant agreement with the City. No costs incurred prior to the execution of an agreement with the City are reimbursable. Under City policies and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements shall include but not be limited to the following:

1. After an application is approved for funding, a grant agreement will be prepared by the City. The contract will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award will also be specified in the agreement. Grantees will be required to file regular reports on expenditures, progress toward goals, and beneficiaries.
2. Each agency receiving funding will agree to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of those regulations, except that: (a) the Subrecipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604; and (b) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state, and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.
3. Each agency receiving funding will agree to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.
4. Each agency receiving funding is required to provide meaningful access to Limited English Proficient (LEP) persons and thus comply with Title VI regulations forbidding funding recipients from restricting an individual in any way in the enjoyment of any advantage or



privilege enjoyed by others receiving any service, financial aid, or other benefit under the program or from utilizing criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin (24 CFR 1.4).

5. Each agency receiving funding shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the City, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations, and provisions stated herein.

# **CDBG/HOME APPLICATION INSTRUCTIONS**

All applicants are encouraged to contact City staff to ask specific questions with regard to their proposal's eligibility for CDBG funding, and whether their proposed project will further implement the 2023-2027 Consolidated Plan's goals and objectives. Please contact Brad Karr by email at [bkarr@lawrenceks.org](mailto:bkarr@lawrenceks.org) or by phone at 785-832-3114.

## **APPLICATION SUBMISSION REQUIREMENTS**

1. The application is available in the Planning & Development Services office or online at <http://lawrenceks.org/pds/CDBG>.
2. Submit a separate application for each project for which you are requesting funding.
3. Only complete applications received by the deadline will be considered for funding and reviewed. Use the Attachments Checklist included in this application packet to help ensure that your application is complete.
4. Incomplete applications will be returned to the applicant. An applicant will be given seven calendar days to provide missing information for applications that are substantially complete but have minor omissions. Examples of minor omissions that an applicant will be given the opportunity to correct include a missing signature or federal identification number. Minor omissions do not include application questions that have been left unanswered or failure to submit a budget or requested attachments.
5. Applicants must use the required forms, including the appropriate budget template.

## **WHERE SHOULD I SUBMIT MY APPLICATION? IS THERE A DEADLINE?**

Submit one electronic copy of your proposal in Microsoft Word or .pdf format via email to [bkarr@lawrenceks.org](mailto:bkarr@lawrenceks.org) by **5:00 p.m. February 26, 2024**.

Housing Initiatives Division, Planning & Development Services  
1 Riverfront Plaza, Suite 320  
Lawrence, KS 66044

## **WHAT IF I HAVE QUESTIONS?**

Staff of the Housing Initiatives Division encourages your questions and are available to provide technical assistance over the telephone or online. You may contact us by calling (785) 832-7700.

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 12/2023

|   |  |                               |  |                                     |  |
|---|--|-------------------------------|--|-------------------------------------|--|
| Organization Name:  |  |                               |  |                                     |  |
| Mailing Address:  |  |                               |  |                                     |  |
| Agency Address (if different than above):   |  |                               |  |                                     |  |
| SAM.gov Unique Entity ID:   |  |                               |  |                                     |  |
| Contact Name:   |  |                               |  | Phone:                              |  |
| Contact Title:  |  |                               |  |                                     |  |
| Email:  |  |                               |  | Fax:                                |  |
| Organization Mission Statement:   |  |                               |  |                                     |  |
|   |  |                               |  |                                     |  |
| Proposed Program or Activity Name:  |  |                               |  |                                     |  |
| Proposed Program Address:   |  |                               |  |                                     |  |
| Brief Summary of Proposed Program or Activity:  |  |                               |  |                                     |  |
|   |  |                               |  |                                     |  |
| Funding Requested:  |  | \$                            |  |                                     |  |
| Request is:   |  | % of project budget and       |  | % of organization budget            |  |
| <p>Certification:<br/>         "I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided is true and correct. I also certify that I am officially authorized to represent the submitting organization by its governing board in the filing of this application."</p> |  |                               |  |                                     |  |
| Signature:  |  |                               |  | Date:                               |  |
| Print Name and Title:   |  |                               |  |                                     |  |
| <b>FOR HOUSING INITIATIVES STAFF USE ONLY</b>   |  |                               |  |                                     |  |
| Date Received:  |  | Application :                 | Complete <input type="checkbox"/>      | Incomplete <input type="checkbox"/> |  |
| Received by:  |  |                               |  |                                     |  |
| Method Received:  |  | Mail <input type="checkbox"/> | Hand Delivery <input type="checkbox"/> | Electronic <input type="checkbox"/> |  |

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 12/2023

## I. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem, or opportunity this grant will address?
2. How will the program or activity address one of the outcome areas identified in the [City's Strategic Plan](#)?
3. How will the program or activity address priority needs outlined in the [Consolidated Plan](#)?
4. How will this grant support the mission of your organization?
5. How many people will be served by this grant and what percentage are low- and moderate-income (describe method of verification)?
6. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds, and community partners?
7. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
8. How will success be measured and how will you continue to fund this project once grant funds are expended?
9. What is the organization's timeline for achieving the objectives of the grant?
10. What other funding sources have been approached and what have the responses been?

## II. Program/Activity Budget

Please provide an itemized budget detailing **all program/activity expenses** on the attached Proposed Project/Activity Budget template.

Any proposal containing repair, rehabilitation, improvements, construction, demolition, acquisition or disposition of real property must include a detailed description including:

- project location and scope
- line-item budget
- bid proposals including labor and materials
- timeline for program/activity

## Proposed Project/Activity Budget

Explanation should describe how you arrived at amounts. See example.  
If lines are inserted, remember to add calculated fields.

| Budget Items                       | Explanation                | HOME Funds | Other Funds | Total Funds |
|------------------------------------|----------------------------|------------|-------------|-------------|
| <b>PERSONNEL</b>                   |                            |            |             |             |
| (Ex. Project Director)             | (ex. 70 hours @ \$20/hour) |            |             |             |
|                                    |                            |            |             |             |
|                                    |                            |            |             |             |
|                                    |                            |            |             |             |
|                                    |                            |            |             |             |
|                                    |                            |            |             |             |
|                                    |                            |            |             |             |
| Other (specify below)              |                            |            |             |             |
|                                    |                            |            |             |             |
|                                    |                            |            |             |             |
| <b>COMMUNICATIONS</b>              |                            |            |             |             |
| Telephone                          |                            |            |             |             |
| Printing                           |                            |            |             |             |
| Postage                            |                            |            |             |             |
| Publicity                          |                            |            |             |             |
| Other (specify below)              |                            |            |             |             |
|                                    |                            |            |             |             |
|                                    |                            |            |             |             |
| <b>SUPPLIES</b>                    |                            |            |             |             |
| Office                             |                            |            |             |             |
| Equipment                          |                            |            |             |             |
| Space Rental                       |                            |            |             |             |
|                                    |                            |            |             |             |
| <b>OTHER COSTS</b> (specify below) |                            |            |             |             |
|                                    |                            |            |             |             |
|                                    |                            |            |             |             |
|                                    |                            |            |             |             |
| <b>TOTALS</b>                      |                            |            |             |             |

Any proposal containing repair, rehabilitation, improvements, construction, demolition, acquisition or disposition of real property must include a detailed description including:

- project location and scope
- line-item budget
- bid proposals including labor and materials
- timeline for program/activity

CDBG/HOME Application Scoring Matrix

| Category                    | Description  | 0 points   | 1-3 points | 4-6 points | 7-9 points | 10 points  | Points Possible | Score |
|-----------------------------|--|--|------------|------------|------------|--|-----------------|-------|
| Coordination of Efforts     | Partnership(s) with other agencies to expand or enhance services; Proposed project should not duplicate services of another provider   | Duplicates services of another provider                                |            |            |            | No duplication of services   |                 |       |
| Priorities                  | Addresses one of the outcome areas identified in the City's Strategic Plan   |  |            |            |            |  |                 |       |
| Priorities                  | The proposed project addresses a priority need outlined in the Consolidated Plan   |  |            |            |            |  |                 |       |
| Past Performance            | Expended program funds, met goals, exhibited compliance with reporting and monitoring. (Applicable to previously funded grantees)  |  |            |            |            |  |                 |       |
| Diversification of funds    | The requested amount is what percentage of the proposed project's budget. Requested funds should not be the sole source of funding for a project or used in place of other available public or private funding sources. An agency should demonstrate a commitment of other cash funds and/or in-kind resources (i.e. labor, materials) which are specific to a proposed project. | Requested funding is higher than 50% of budget                         |            |            |            | Requested funding is less than 20% of budget                         |                 |       |
| Quantifiable Outcomes       | Are the expected outcomes in the project clearly defined and quantifiable?   |  |            |            |            |  |                 |       |
| Need for service            | Proposed project is based on a clearly defined need and urgency and supported with documentation   |  |            |            |            |  |                 |       |
| Capacity and experience     | Length of time in operation, projects of similar complexity, resources available and ready to manage the proposed project, resources available and ready to sustain project, experience in managing grant funding, including sound management and financial systems  |  |            |            |            |  |                 |       |
| Project readiness/viability | Project complexity, resources ready, realistic objectives, completion timeframe, is another city department or advisory board approval needed  |  |            |            |            |  |                 |       |
| Project description         | Applicant provides a clear description of the scope of the project and details the specific tasks/activities to be accomplished.   |  |            |            |            |  |                 |       |
| Target population           | Percentage of low- and moderate-income population (< 80% AMI) served by the proposed project   |  |            |            |            |  |                 |       |
| Cost reasonableness         | The amount of funding requested compared with the number of beneficiaries to be served.  | High cost per proposed beneficiary                                     |            |            |            | Low cost per proposed beneficiary                                    |                 |       |
| Sustainability              | Is the proposed project able to sustain itself without these funds in the future?  | Will require same level of grant funding to sustain program in future. |            |            |            | Sustainability plan indicates no future grant funding will be needed |                 |       |

## **ATTACHMENT CHECKLIST**

Please complete and submit this checklist with a copy of the following documents, if applicable.

Please place all attachments at the end of the application. Indicate on the checklist if the document is attached.

- Grant Application
- Narrative
- Officers and board members listing including names, titles, addresses, and principal occupations of all members
- Most recent annual report
- Complete itemized budget (using attached budget template)
- Limited English Proficiency Plan for your organization
- Other City department approval (if required for the specific program/activity)