



Northfield Housing & Redevelopment APPLICATION FOR PROGRAM YEAR 2018 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Application must be received by the Dakota County Community Development Agency
NO LATER THAN JANUARY 19, 2018
For July 1, 2018 – June 30, 2019

General Information

Applicant Name: Northfield Housing & Redevelopment Authority	DUNS #: Click or tap here to enter text.
Contact Name: Janine Atchison	
Applicant Address: 801 Washington St S	
City, State, Zip: Northfield, MN 55057	
Phone: 507-645-3047	Email: Janine.atchison@ci.northfield.mn.us

Proposed Activities

Activity	Funding Amount
#1 Title: Home Matters Residential Rehab	CDBG Request: \$ \$5,000.00
#2 Title: Youth Homelessness Program	CDBG Request: \$ 9,000.00
#3 Title: Rental Rehab – Northern Oaks	CDBG Request: \$47,000
#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:
	Total Request: \$ \$61,000

PLEASE NOTE: AT LEAST 50% of the proposed funding must qualify as a LOW/MOD benefit and NO MORE THAN 40% of the 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 need to be decreased once all applications are submitted and reviewed by CDA staff.

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**

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 # 1

Activity Title: Home Matters Residential Rehabilitation Program

II. Activity Information

Describe the proposed activity.

The Northfield Housing and Redevelopment Authority (HRA) propose to maintain existing housing stock by continuing the Home Matters Rehabilitation program for low/mod income homeowners in single family dwellings. Program will provide up to \$10,000 in forgivable loans to homeowners for foundation repair, roof replacement, HVAC replacement, plumbing and electrical repairs.

A 2012 Rice County Housing Study noted that approximately 54% of the housing stock was in need of some repair. Of the approximate 4400 owner occupied single-family homes in Northfield, 2023 were built prior to 1980 and are more than 30 years old. The same study showed that more than 26% of homeowners are paying over 30% of their incomes toward their housing costs.

The Home Matters Residential Rehab Program will be available to homeowners citywide at or below 80% of area median income. Rental properties are not eligible. Participating homeowners will be required to contribute a minimum of:

- Projects from \$1 - \$5,000: Homeowner shall contribute 50% of total project costs. For example, a homeowner needs a new furnace which costs \$4,500. The owner would pay half of the overall costs (\$2,250) and would be eligible to receive a zero-interest loan, forgivable after 5 years for the other half (\$2,250).
- Projects from \$5,001 & Above: Homeowner shall contribute 33% of total project costs. For example: a homeowner needs a new roof and gutters which costs \$12,000. The owner would pay 1/3 of the overall costs (\$4,000) and would eligible to receive a forgivable, zero-interest loan for the remaining 2/3 (\$8,000). Total forgivable loan dollars would be limited to \$10,000

Maintaining the existing housing stock is one key to providing affordable housing in Northfield. As the housing stock ages and systems need replacement, low and moderate income families are forced to either stretch budgets beyond safe levels or ignore needed repairs. The Northfield HRA intends to add \$5,000 to the Program Year 2018/2019 CDBG Funds toward this purpose.

Due to direct mailing outreach to some Northfield homeowners, the HRA has received multiple applications for assistance. The HRA plans to continue its direct mailing outreach program in the Spring of 2018 to include all other areas of the City not covered by the first two mailings. The HRA anticipates that available funding will not be sufficient.

Has this Activity received CDBG funding before?

☒ Yes

☐ No

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

Affordable Rental Housing <input type="checkbox"/> Rehabilitation of Multi-Unit Residential <input type="checkbox"/> Rental Assistance Subsidies <input type="checkbox"/> Fair Housing Activities <input type="checkbox"/> Energy Efficiency Improvements	Public Service <input type="checkbox"/> Senior Services <input type="checkbox"/> Youth Services <input type="checkbox"/> Transportation Services <input type="checkbox"/> Operational Support
Affordable Homeowner Housing <input type="checkbox"/> Homeownership Assistance <input type="checkbox"/> New (Re)Construction Homeowner Housing <input checked="" type="checkbox"/> Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential <input type="checkbox"/> Housing Counseling and Short-Term Assistance <input type="checkbox"/> Fair Housing Activities	Community Development <input type="checkbox"/> Recreational Parks <input type="checkbox"/> Water/Sewer Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalks <input type="checkbox"/> Beautification <input type="checkbox"/> Assessment Abatement
Homelessness <input type="checkbox"/> Coordinated Access to service & Shelter <input type="checkbox"/> Housing Stabilization <input type="checkbox"/> Emergency Shelter Operation <input type="checkbox"/> Addition of Permanent Supportive Housing Units <input type="checkbox"/> Shelter Renovation/Creation	Neighborhood Revitalization <input type="checkbox"/> Acquisition of Real Property <input type="checkbox"/> Clearance and Demolition <input type="checkbox"/> Clean-up of Contaminated Site
Economic Development <input type="checkbox"/> Employment Training <input type="checkbox"/> Economic Development Assistance <input type="checkbox"/> Rehabilitation of Commercial/Industrial Buildings <input type="checkbox"/> Micro-Enterprise Assistance <input type="checkbox"/> Relocation	Planning and Administration <input type="checkbox"/> Planning <input type="checkbox"/> 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.](#)

III. CDBG National Objective

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

- | | |
|--|--|
| <input type="checkbox"/> Low/Mod Area Benefit | <input type="checkbox"/> Low/Mod Limited Clientele Benefit |
| <input checked="" type="checkbox"/> Low/Mod Housing Benefit | <input type="checkbox"/> Low/Mod Jobs Benefit |
| <input type="checkbox"/> Slum/Blight Area Benefit | <input type="checkbox"/> Slum/Blight Spot Benefit |
| <input type="checkbox"/> Urgent Need (extremely rare; used only for emergencies): <i>(Please explain)</i> Click or tap here to enter text. | |

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? 1 - 2 Households
(Income eligibility must be verified by written documentation)

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

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)*

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 ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? [Click or tap here to enter text.](#) %

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)

If Slum/Blight Area, what percent of buildings are deteriorated? [Click or tap here to enter text.](#)%

What deficiency will be corrected or the public improvement be? [Click or tap here to enter text.](#)

IV. Proposed Objectives and Outcomes

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

	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #1 Suitable Living Environment	<input type="checkbox"/> Accessibility for the purpose of creating a suitable living environment	<input type="checkbox"/> Affordability for the purpose of creating a suitable living environment	<input type="checkbox"/> Sustainability for the purpose of creating a suitable living environment
Objective #2 Decent Housing	<input type="checkbox"/> Accessibility for the purpose of providing decent housing	<input checked="" type="checkbox"/> Affordability for the purpose of providing decent housing	<input type="checkbox"/> Sustainability for the purpose of providing decent housing
Objective #3 Economic Opportunity	<input type="checkbox"/> Accessibility for the purpose of creating economic opportunities	<input type="checkbox"/> Affordability for the purpose of creating economic opportunities	<input type="checkbox"/> Sustainability for the purpose of creating economic opportunities

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

- | | | |
|---|--|--|
| <input type="checkbox"/> People _____ | <input type="checkbox"/> Public Facilities _____ | <input type="checkbox"/> Businesses _____ |
| <input checked="" type="checkbox"/> Households <u>1-2</u> | <input type="checkbox"/> Jobs _____ | <input type="checkbox"/> Organizations _____ |
| <input type="checkbox"/> Housing Units _____ | | |

V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: \$ \$10,000

Total CDBG Request: \$ \$5,000 CDBG Percent of Total Cost: 50%

Describe all other funding sources.

Source of Funds	Amount	Committed	Pending
Homeowner Contribution	\$ 5,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CDBG	\$ 5,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Click or tap here to enter text.	\$	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$	<input type="checkbox"/>	<input type="checkbox"/>

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
Owner Occupied SF Home Rehab	\$ \$10,000	\$	\$
CDBG	\$	\$ 5,000	\$
Homeowner Contribution	\$	\$	\$ \$5,000
Click or tap here to enter text.	\$	\$	\$
Click or tap here to enter text.	\$	\$	\$
Total:	\$10,000	\$ 5,000	\$ 5,000

* * * * *

***Please review each section for completeness.
Each activity should have separate Sections I through V.***

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 # 2

Activity Title: Safe Homes Program

II. Activity Information

Describe the proposed activity.

Northfield Union of Youth (NUY) Safe Homes Program

Youth homelessness is extremely complex and blends a host of mental, systemic, chemical, physical, familial, and social-emotional issues. NUY believes in youth empowerment and the transformative benefits of equipping young people to directly take on the challenges they face. NUY has developed NUY Safe Homes by engaging and appointing youth to leadership positions who have personally experienced homelessness in Northfield. These young people have lived and are living with these challenges. They can uniquely inform the creation of a trauma-informed, safe, and accessible system that would provide meaningful solutions.

NUY Safe Homes is a multi-tiered approach, meeting youth in their current circumstances:

- 1) **Formal host family model.** NUY will recruit, train, and support host-families to provide a safe and caring home for homeless youth. NUY's licensed social worker will provide formal case management and supportive services to youth matched with a host family.
- 2) **Informal hosting support.** NUY will provide formal support for youth and informal host families when hosting is already happening. This includes identifying youth staying with friends/family and providing support and best practiced guidance on the complexities of informally hosting/staying with friends or family.
- 3) **Youth-centric supportive services.** NUY provides supportive services through mentoring, tutoring, enrichment activities, and employment services to youth aging out of foster care or without a home due to the lack of affordable housing. NUY staff help empower youth ages 18-24 to navigate this difficult time of life in a difficult housing landscape.

Alternatives: This multi-tiered model is an extremely cost-effective model that utilizes the existing strengths of the Northfield community, without adding additional capital infrastructure. Traditional solutions to homelessness often include dedicated homeless shelters. While there is a time and place for these traditional approaches, it is both cost and resource prohibitive. Where would it be built, who would staff it, and is it an appropriate response to the complexities of youth homelessness? Figures for this traditional approach quickly escalate to the hundreds of thousands PLUS initial infrastructure and construction. Additionally, Northfield's homeless youth (in leadership with NUY) have expressed concerns

NUY has been awarded a substantial grant from the MN State Office of Economic Opportunity (OEO) to make this a viable program. The funding source is the Homeless Youth Act Grant (HYA) and is awarded on a biennium basis. NUY has been awarded \$37,500/year for 2 years (\$70,000 total) to administer the program. The criteria for the renewal and potential increase of HYA grant funds during the next biennium will be based on program outcomes and additional funding partnerships. NUY is actively looking for additional funding through private donations and grants. The cost of administering the program, including the salary of a full time, licensed social worker is \$63,139 annually.

NUY is overwhelmed by the need for respite and transitional housing support for Northfield youth, with referrals nearly every week. NUY is committed to meeting the needs of homeless youth and has taken a large step of faith to provide services to the Northfield community while still seeking additional funding. A partnership with the Northfield HRA would not only provide financial assistance to an important program, but would act as a catalyst in attracting additional funding and donations.

Has this Activity received CDBG funding before?

☐ Yes

☒ No

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

Affordable Rental Housing <input type="checkbox"/> Rehabilitation of Multi-Unit Residential <input type="checkbox"/> Rental Assistance Subsidies <input type="checkbox"/> Fair Housing Activities <input type="checkbox"/> Energy Efficiency Improvements	Public Service <input type="checkbox"/> Senior Services <input checked="" type="checkbox"/> Youth Services <input type="checkbox"/> Transportation Services <input type="checkbox"/> Operational Support
Affordable Homeowner Housing <input type="checkbox"/> Homeownership Assistance <input type="checkbox"/> New (Re)Construction Homeowner Housing <input type="checkbox"/> Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential <input type="checkbox"/> Housing Counseling and Short-Term Assistance <input type="checkbox"/> Fair Housing Activities	Community Development <input type="checkbox"/> Recreational Parks <input type="checkbox"/> Water/Sewer Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalks <input type="checkbox"/> Beautification <input type="checkbox"/> Assessment Abatement
Homelessness <input checked="" type="checkbox"/> Coordinated Access to service & Shelter <input type="checkbox"/> Housing Stabilization <input type="checkbox"/> Emergency Shelter Operation <input type="checkbox"/> Addition of Permanent Supportive Housing Units <input type="checkbox"/> Shelter Renovation/Creation	Neighborhood Revitalization <input type="checkbox"/> Acquisition of Real Property <input type="checkbox"/> Clearance and Demolition <input type="checkbox"/> Clean-up of Contaminated Site
Economic Development <input type="checkbox"/> Employment Training <input type="checkbox"/> Economic Development Assistance <input type="checkbox"/> Rehabilitation of Commercial/Industrial Buildings <input type="checkbox"/> Micro-Enterprise Assistance <input type="checkbox"/> Relocation	Planning and Administration <input type="checkbox"/> Planning <input type="checkbox"/> 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: July 1, 2018

Proposed Activity Completion Date: June 30, 2019

III. CDBG National Objective

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

- | | |
|--|---|
| <input type="checkbox"/> Low/Mod Area Benefit | <input checked="" type="checkbox"/> Low/Mod Limited Clientele Benefit |
| <input type="checkbox"/> Low/Mod Housing Benefit | <input type="checkbox"/> Low/Mod Jobs Benefit |
| <input type="checkbox"/> Slum/Blight Area Benefit | <input type="checkbox"/> Slum/Blight Spot Benefit |
| <input type="checkbox"/> Urgent Need (extremely rare; used only for emergencies): <i>(Please explain)</i> Click or tap here to enter text. | |

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? 1 - 2 Households
(Income eligibility must be verified by written documentation)

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

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)*

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 ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? [Click or tap here to enter text.](#) %

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)

If Slum/Blight Area, what percent of buildings are deteriorated? [Click or tap here to enter text.](#)%

What deficiency will be corrected or the public improvement be? [Click or tap here to enter text.](#)

IV. Proposed Objectives and Outcomes

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

	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #1 Suitable Living Environment	<input type="checkbox"/> Accessibility for the purpose of creating a suitable living environment	<input type="checkbox"/> Affordability for the purpose of creating a suitable living environment	<input type="checkbox"/> Sustainability for the purpose of creating a suitable living environment
Objective #2 Decent Housing	<input type="checkbox"/> Accessibility for the purpose of providing decent housing	<input checked="" type="checkbox"/> Affordability for the purpose of providing decent housing	<input type="checkbox"/> Sustainability for the purpose of providing decent housing
Objective #3 Economic Opportunity	<input type="checkbox"/> Accessibility for the purpose of creating economic opportunities	<input type="checkbox"/> Affordability for the purpose of creating economic opportunities	<input type="checkbox"/> Sustainability for the purpose of creating economic opportunities

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

- ☒ People 30 - 50
☐ Households Click or tap here to enter text.
- ☐ Housing Units _____
☐ Public Facilities _____
☐ Jobs _____
- ☐ Businesses _____
☐ Organizations _____

V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: \$ \$126,278

Total CDBG Request: \$ \$9,000 CDBG Percent of Total Cost: 14%

Describe all other funding sources.

Source of Funds	Amount	Committed	Pending
MN State Office of Economic Opportunity (OEO)	\$ 75,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CDBG	\$ 9,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Northfield HRA	\$ 25,639	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Private donations and contributions	\$ 16,639	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total:	\$ 126,278	<input type="checkbox"/>	<input type="checkbox"/>

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
Administration, additional insurance, background checks, Host Home Program Manager Wages & benefits, taxes,	\$ 126,278	\$	\$
CDBG	\$	\$ 9,000	\$
OEO MN Office of Economic Opportunity	\$	\$	\$ 75,000
Private donations	\$	\$	\$ 16,639
Northfield HRA	\$	\$	\$ 25,639
Total:	\$126,278	\$ 9,000	\$ 117,278

* * * * *

***Please review each section for completeness.
Each activity should have separate Sections I through V.***

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 # 3

Activity Title: Rental Rehabilitation Project

II. Activity Information

Describe the proposed activity.

Three Rivers Community Action, Inc., incorporated in 1966, is a non-profit human service organization with a mission “to work with community partners to address basic human needs of people in our service area, thereby improving the quality of life of the individual, family and community.” Programs administered by Three Rivers include Head Start, Senior Transportation, Home Delivered Meals, Family Self Sufficiency and Crisis Programs, Public Transportation, Senior Services, Weatherization, Energy Assistance, Transitional Housing and Housing and Community Development.

Three Rivers is a certified Community Housing Development Organization (CHDO) with a mission of creating affordable housing throughout the twenty counties of Southeast and South Central Minnesota. As a non-profit housing developer, Three Rivers is committed to increasing the supply of safe, decent housing that is permanently affordable to working families in the region, including townhomes, apartments, and single-family starter homes. Three Rivers also owns and manages supportive housing units.

In 1998, Three Rivers constructed Northern Oaks, an eight-unit rental townhome development in Northfield that included significant investment from the local community as well as deferred funding from Greater Minnesota Housing Fund (GMHF) and Minnesota Housing Finance Agency (MHFA). Northern Oaks contains four (4) three-bedroom and four (4) four-bedroom units; the rent rate for three-bedroom units is \$735 and \$785 for the four-bedroom units. The property serves households with an income at or below 50% of the Area Median Income and due to the demand for affordable housing in Northfield, Northern Oaks remains full with a waiting list.

After over 20-years of providing safe, decent affordable housing to households Northfield, Northern Oaks requires rehabilitation in order to ensure that it continues to be a quality rental housing option for low-income households in the community. CDBG funds will play an important role in addressing several key rehabilitation needs of the property such as kitchen improvements, A/C system repairs/upgrades and exterior handrail replacement and repair.

Has this Activity received CDBG funding before?

☐ Yes

☒ No

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

Affordable Rental Housing <input checked="" type="checkbox"/> Rehabilitation of Multi-Unit Residential <input type="checkbox"/> Rental Assistance Subsidies <input type="checkbox"/> Fair Housing Activities <input type="checkbox"/> Energy Efficiency Improvements	Public Service <input type="checkbox"/> Senior Services <input type="checkbox"/> Youth Services <input type="checkbox"/> Transportation Services <input type="checkbox"/> Operational Support
Affordable Homeowner Housing <input type="checkbox"/> Homeownership Assistance <input type="checkbox"/> New (Re)Construction Homeowner Housing <input type="checkbox"/> Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential <input type="checkbox"/> Housing Counseling and Short-Term Assistance <input type="checkbox"/> Fair Housing Activities	Community Development <input type="checkbox"/> Recreational Parks <input type="checkbox"/> Water/Sewer Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalks <input type="checkbox"/> Beautification <input type="checkbox"/> Assessment Abatement
Homelessness <input type="checkbox"/> Coordinated Access to service & Shelter <input type="checkbox"/> Housing Stabilization <input type="checkbox"/> Emergency Shelter Operation <input type="checkbox"/> Addition of Permanent Supportive Housing Units <input type="checkbox"/> Shelter Renovation/Creation	Neighborhood Revitalization <input type="checkbox"/> Acquisition of Real Property <input type="checkbox"/> Clearance and Demolition <input type="checkbox"/> Clean-up of Contaminated Site
Economic Development <input type="checkbox"/> Employment Training <input type="checkbox"/> Economic Development Assistance <input type="checkbox"/> Rehabilitation of Commercial/Industrial Buildings <input type="checkbox"/> Micro-Enterprise Assistance <input type="checkbox"/> Relocation	Planning and Administration <input type="checkbox"/> Planning <input type="checkbox"/> 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: July, 2018

Proposed Activity Completion Date: June, 2019

III. CDBG National Objective

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

- | | |
|--|--|
| <input type="checkbox"/> Low/Mod Area Benefit | <input type="checkbox"/> Low/Mod Limited Clientele Benefit |
| <input checked="" type="checkbox"/> Low/Mod Housing Benefit | <input type="checkbox"/> Low/Mod Jobs Benefit |
| <input type="checkbox"/> Slum/Blight Area Benefit | <input type="checkbox"/> Slum/Blight Spot Benefit |
| <input type="checkbox"/> Urgent Need (extremely rare; used only for emergencies): <i>(Please explain)</i> Click or tap here to enter text. | |

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? 8 Households
(Income eligibility must be verified by written documentation)

Where will this activity occur? *(Address of property, neighborhood, or citywide)*
200 & 210 Dresden Ave, Northfield, MN 55057

If you checked the Low/Mod Limited Clientele Benefit box, please answer the following:

How many Low/Mod People or Households will benefit? 25 People 8 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)*

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 ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? Click or tap here to enter text. %

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)

If Slum/Blight Area, what percent of buildings are deteriorated? Click or tap here to enter text. %

What deficiency will be corrected or the public improvement be? Click or tap here to enter text.

IV. Proposed Objectives and Outcomes

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

	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #1 Suitable Living Environment	<input type="checkbox"/> Accessibility for the purpose of creating a suitable living environment	<input type="checkbox"/> Affordability for the purpose of creating a suitable living environment	<input type="checkbox"/> Sustainability for the purpose of creating a suitable living environment
Objective #2 Decent Housing	<input type="checkbox"/> Accessibility for the purpose of providing decent housing	<input checked="" type="checkbox"/> Affordability for the purpose of providing decent housing	<input checked="" type="checkbox"/> Sustainability for the purpose of providing decent housing
Objective #3 Economic Opportunity	<input type="checkbox"/> Accessibility for the purpose of creating economic opportunities	<input type="checkbox"/> Affordability for the purpose of creating economic opportunities	<input type="checkbox"/> Sustainability for the purpose of creating economic opportunities

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

☐ People Click or tap here to enter text.

☒ Households 8

☐ Housing Units _____

☐ Public Facilities _____

☐ Jobs _____

☐ Businesses _____

☐ Organizations _____

V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: \$ 71,552

Total CDBG Request: \$ \$47,000 CDBG Percent of Total Cost: 66%

Describe all other funding sources.

Source of Funds	Amount	Committed	Pending
Three Rivers Community Action Agency	\$ 24,552	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CDBG	\$ 47,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$ 71,552	<input type="checkbox"/>	<input type="checkbox"/>

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
Countertops, backsplash, A/C 13 Seer, Sinks, faucets, exterior handrails	\$ 71,552	\$	\$
CDBG	\$	\$ 47,000	\$
OEO MN Office of Economic Opportunity	\$	\$	\$
Private donations	\$	\$	\$
Northfield HRA	\$	\$	\$
Total:	\$71,552	\$ 47,000	\$

* * * * *

***Please review each section for completeness.
Each activity should have separate Sections I through V.***

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 # 4

Activity Title: Down Payment Assistance-1st Time Homebuyers

II. Activity Information

Describe the proposed activity.

Add additional funds to the Down Payment Assistance Program for 1st Time Homebuyers. Northfield currently has unspent program income for the Down Payment Assistance Program.

Has this Activity received CDBG funding before? ☒ Yes ☐ No

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

Affordable Rental Housing <input type="checkbox"/> Rehabilitation of Multi-Unit Residential <input type="checkbox"/> Rental Assistance Subsidies <input type="checkbox"/> Fair Housing Activities <input type="checkbox"/> Energy Efficiency Improvements	Public Service <input type="checkbox"/> Senior Services <input type="checkbox"/> Youth Services <input type="checkbox"/> Transportation Services <input type="checkbox"/> Operational Support
Affordable Homeowner Housing <input checked="" type="checkbox"/> Homeownership Assistance <input type="checkbox"/> New (Re)Construction Homeowner Housing <input type="checkbox"/> Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential <input type="checkbox"/> Housing Counseling and Short-Term Assistance <input type="checkbox"/> Fair Housing Activities	Community Development <input type="checkbox"/> Recreational Parks <input type="checkbox"/> Water/Sewer Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalks <input type="checkbox"/> Beautification <input type="checkbox"/> Assessment Abatement
Homelessness <input type="checkbox"/> Coordinated Access to service & Shelter <input type="checkbox"/> Housing Stabilization <input type="checkbox"/> Emergency Shelter Operation <input type="checkbox"/> Addition of Permanent Supportive Housing Units <input type="checkbox"/> Shelter Renovation/Creation	Neighborhood Revitalization <input type="checkbox"/> Acquisition of Real Property <input type="checkbox"/> Clearance and Demolition <input type="checkbox"/> Clean-up of Contaminated Site
Economic Development <input type="checkbox"/> Employment Training <input type="checkbox"/> Economic Development Assistance <input type="checkbox"/> Rehabilitation of Commercial/Industrial Buildings <input type="checkbox"/> Micro-Enterprise Assistance <input type="checkbox"/> Relocation	Planning and Administration <input type="checkbox"/> Planning <input type="checkbox"/> 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.](#)

III. CDBG National Objective

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

- | | |
|--|--|
| <input type="checkbox"/> Low/Mod Area Benefit | <input type="checkbox"/> Low/Mod Limited Clientele Benefit |
| <input checked="" type="checkbox"/> Low/Mod Housing Benefit | <input type="checkbox"/> Low/Mod Jobs Benefit |
| <input type="checkbox"/> Slum/Blight Area Benefit | <input type="checkbox"/> Slum/Blight Spot Benefit |
| <input type="checkbox"/> Urgent Need (extremely rare; used only for emergencies): <i>(Please explain)</i> Click or tap here to enter text. | |

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)*
Citywide

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 One 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)*

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 ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? [Click or tap here to enter text.](#) %

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)

If Slum/Blight Area, what percent of buildings are deteriorated? [Click or tap here to enter text.](#)%

What deficiency will be corrected or the public improvement be? [Click or tap here to enter text.](#)

IV. Proposed Objectives and Outcomes

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

	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #1 Suitable Living Environment	<input type="checkbox"/> Accessibility for the purpose of creating a suitable living environment	<input type="checkbox"/> Affordability for the purpose of creating a suitable living environment	<input type="checkbox"/> Sustainability for the purpose of creating a suitable living environment
Objective #2 Decent Housing	<input type="checkbox"/> Accessibility for the purpose of providing decent housing	<input checked="" type="checkbox"/> Affordability for the purpose of providing decent housing	<input type="checkbox"/> Sustainability for the purpose of providing decent housing
Objective #3 Economic Opportunity	<input type="checkbox"/> Accessibility for the purpose of creating economic opportunities	<input type="checkbox"/> Affordability for the purpose of creating economic opportunities	<input type="checkbox"/> Sustainability for the purpose of creating economic opportunities

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

- | | | |
|---|--|--|
| <input type="checkbox"/> People _____ | <input type="checkbox"/> Public Facilities _____ | <input type="checkbox"/> Businesses _____ |
| <input checked="" type="checkbox"/> Households <u>1</u> | <input type="checkbox"/> Jobs _____ | <input type="checkbox"/> Organizations _____ |
| <input type="checkbox"/> Housing Units _____ | | |

V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: \$ \$5,000

Total CDBG Request: \$ \$5,000 CDBG Percent of Total Cost: 50%

Describe all other funding sources.

Source of Funds	Amount	Committed	Pending
Homeowner Contribution	\$ 5,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CDBG	\$ 5,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Click or tap here to enter text.	\$	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$	<input type="checkbox"/>	<input type="checkbox"/>

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
Homebuyer Contribution	\$ \$5,000	\$	\$
CDBG	\$ \$5,000	\$ 5,000	\$
Homeowner Contribution	\$	\$	\$ \$5,000
Click or tap here to enter text.	\$	\$	\$
Click or tap here to enter text.	\$	\$	\$
Total:	\$10,000	\$ 5,000	\$ 5,000

* * * * *

***Please review each section for completeness.
Each activity should have separate Sections I through V.***

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 # 5

Activity Title: Demolition & Clearance-Manufactured Homes

II. Activity Information

Describe the proposed activity.

The Northfield HRA proposes to remove one abandoned manufactured home from Viking Terrace Manufactured Home Park.

Has this Activity received CDBG funding before? ☒ Yes ☐ No

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

Affordable Rental Housing <input type="checkbox"/> Rehabilitation of Multi-Unit Residential <input type="checkbox"/> Rental Assistance Subsidies <input type="checkbox"/> Fair Housing Activities <input type="checkbox"/> Energy Efficiency Improvements	Public Service <input type="checkbox"/> Senior Services <input type="checkbox"/> Youth Services <input type="checkbox"/> Transportation Services <input type="checkbox"/> Operational Support
Affordable Homeowner Housing <input type="checkbox"/> Homeownership Assistance <input type="checkbox"/> New (Re)Construction Homeowner Housing <input type="checkbox"/> Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential <input type="checkbox"/> Housing Counseling and Short-Term Assistance <input type="checkbox"/> Fair Housing Activities	Community Development <input type="checkbox"/> Recreational Parks <input type="checkbox"/> Water/Sewer Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalks <input type="checkbox"/> Beautification <input type="checkbox"/> Assessment Abatement
Homelessness <input type="checkbox"/> Coordinated Access to service & Shelter <input type="checkbox"/> Housing Stabilization <input type="checkbox"/> Emergency Shelter Operation <input type="checkbox"/> Addition of Permanent Supportive Housing Units <input type="checkbox"/> Shelter Renovation/Creation	Neighborhood Revitalization <input type="checkbox"/> Acquisition of Real Property <input checked="" type="checkbox"/> Clearance and Demolition <input type="checkbox"/> Clean-up of Contaminated Site
Economic Development <input type="checkbox"/> Employment Training <input type="checkbox"/> Economic Development Assistance <input type="checkbox"/> Rehabilitation of Commercial/Industrial Buildings <input type="checkbox"/> Micro-Enterprise Assistance <input type="checkbox"/> Relocation	Planning and Administration <input type="checkbox"/> Planning <input type="checkbox"/> 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.](#)

III. CDBG National Objective

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

- | | |
|--|--|
| <input type="checkbox"/> Low/Mod Area Benefit | <input type="checkbox"/> Low/Mod Limited Clientele Benefit |
| <input type="checkbox"/> Low/Mod Housing Benefit | <input type="checkbox"/> Low/Mod Jobs Benefit |
| <input type="checkbox"/> Slum/Blight Area Benefit | <input checked="" type="checkbox"/> Slum/Blight Spot Benefit |
| <input type="checkbox"/> Urgent Need (extremely rare; used only for emergencies): <i>(Please explain)</i> Click or tap here to enter text. | |

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? 1 - 2 Households
(Income eligibility must be verified by written documentation)

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

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)

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 ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? [Click or tap here to enter text.](#) %

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? [Viking Terrace Manufactured Home Park.](#)

(Please provide letter from building inspector or other documentation noting deficiencies and include photos)

If Slum/Blight Area, what percent of buildings are deteriorated? Unknown%

What deficiency will be corrected or the public improvement be? Abandoned Manufacture home removed.

IV. Proposed Objectives and Outcomes

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

	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #1 Suitable Living Environment	<input type="checkbox"/> Accessibility for the purpose of creating a suitable living environment	<input type="checkbox"/> Affordability for the purpose of creating a suitable living environment	<input type="checkbox"/> Sustainability for the purpose of creating a suitable living environment
Objective #2 Decent Housing	<input type="checkbox"/> Accessibility for the purpose of providing decent housing	<input checked="" type="checkbox"/> Affordability for the purpose of providing decent housing	<input type="checkbox"/> Sustainability for the purpose of providing decent housing
Objective #3 Economic Opportunity	<input type="checkbox"/> Accessibility for the purpose of creating economic opportunities	<input type="checkbox"/> Affordability for the purpose of creating economic opportunities	<input type="checkbox"/> Sustainability for the purpose of creating economic opportunities

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

- ☐ People _____
☐ Households [Click or tap here to enter text.](#)
- ☐ Housing Units _____
☐ Public Facilities _____
☐ Jobs _____
- ☐ Businesses _____
☐ Organizations _____

V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: \$ \$8,000

Total CDBG Request: \$ \$8,000 CDBG Percent of Total Cost: 100%

Describe all other funding sources.

Source of Funds	Amount	Committed	Pending
CDBG	\$8,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Click or tap here to enter text.	\$	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$	<input type="checkbox"/>	<input type="checkbox"/>

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
Owner compensation for abandoned MH	\$ \$2,000	\$	\$ 2,000.00
Legal Fees	\$ 500.	\$	\$ 500.00
Demolition and clearance	\$ 5500.	\$	\$ 5,500.00
Click or tap here to enter text.	\$	\$	\$
Click or tap here to enter text.	\$	\$	\$
Total:	\$8,000	\$	\$ 8,000

* * * * *

***Please review each section for completeness.
Each activity should have separate Sections I through V.***

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 Comprehensive Plan sets forth the priority of needs and as such, dictates which types of eligible activities may be funded in a given year.

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

Acquisition/Disposition: The use of CDBG funds to acquire real property, in whole or in part, by purchase, long-term lease, donation, or otherwise, for any public purpose. Real property to be acquired may include: land, air rights, easements, water rights, right-of-ways, buildings and other property improvements, or other interests in real property.

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

Economic Development Activities: Economic development activities may include, but are not limited to: (1) Construction by the grantee or sub-recipient 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) Providing training needed 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.

Rehabilitation: Rehabilitation related activities may include single-family rehabilitation, multi-family rehabilitation, energy efficiency improvements, public housing modernization, and rehabilitation of commercial properties.

General Administration: CDBG funds may be used for the general administration costs incurred by a Subrecipient to administer their CDBG program. Administration costs directly associated with a CDBG activity should be part of the activity as project administration.

Relocation: CDBG funds may be used for 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 grantee 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. Buildings for the general conduct of government cannot be acquired or improved with CDBG funds. This includes neighborhood facilities, firehouses, public schools, and libraries, as well as water and/or sewer treatment plants. The regulations further specify that facilities that are designed for use in providing shelter for persons having special needs are considered to be public facilities.

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 under this category may not exceed 40% of the City's allocation and the total public services of all Sub-recipients 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).

Homeownership Assistance: Homeownership assistance activities may include financial assistance for downpayments, closing costs or other part of the purchase process and counseling for pre-purchase, post-purchase or foreclosure prevention.