



PLANNING AND DEVELOPMENT

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**MEMORANDUM**

Date: August 11, 2017  
To: Community Development Committee  
From: Dan Mahli, Community Development Administrator  
Re: Community Development Committee Meeting on August 15

The next meeting of the Community Development Committee is Tuesday, August 15 at 3:00 in the City Commission Room at Fargo City Hall. If you are not able to attend, please contact the office at 701.241.1474. Thank you.

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**COMMUNITY DEVELOPMENT COMMITTEE**  
**Tuesday, August 15 – 3:00 p.m.**  
**City Commission Room**  
**AGENDA**

1. Welcome
2. Approve Minutes
3. Update from the Fargo Housing and Redevelopment Authority
4. Update on the Affordability Analysis
5. Review 2018 Community Development grant calendar, application, and goals
6. Other business
7. Adjourn

Community Development Committee meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on [www.FargoND.gov/streaming](http://www.FargoND.gov/streaming). They are rebroadcast each Monday at 10:30 a.m. and Thursday at 2:30 p.m.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Department at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Meeting minutes are available on the City of Fargo website at [www.FargoND.gov/communitydevelopmentcommittee](http://www.FargoND.gov/communitydevelopmentcommittee).



## **COMMUNITY DEVELOPMENT COMMITTEE MINUTES**

**Regular Meeting:**

**Tuesday:**

**July 18, 2017:**

The Regular Meeting of the Community Development Committee of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 3:00 p.m., Tuesday, July 18, 2017.

The Community Development Committee Members present or absent were as follows:

Present: Commissioner John Strand, Mayor Tim Mahoney, Linda Boyd, Linda Klebe, Michael Redlinger, Shara Fischer, Lynn Fundingsland, Samantha McDonald, Sami Eidenschink

**Item 1. Welcome**

Chairperson Strand welcomed Members to the meeting and introductions were made.

**Item 2. Approval of Minutes: Regular Meeting of June 20, 2017**

Ms. Klebe moved the minutes of the June 20, 2017 Community Development Committee meeting be approved. Second by Ms. McDonald. All Members present voted aye and the motion was declared carried.

**Item 3. Review Special Assessment Assistance Program policy relating to Tree Removal**

Community Development Administrator Dan Mahli reviewed the Special Assessment Assistance Program and provided a background of the policy and the various project types that are eligible under this program. He mentioned that the current policy project types for the program do not include tree removal.

Scott Liudahl, City of Fargo Forester, spoke on the City's role in maintaining tree safety and health. Fargo City Auditor Steve Sprague discussed the process of notifying property owners of diseased trees and the importance of removing them. He said the fees are able to be special assessed to the property owner and reviewed the timeframe the City gives property owners to pay for tree removal. Discussion was held on the current classification of special assessment for tree removal, which is nuisance abatement, and that tree removal is currently not an eligible project type under the Special Assessment Assistance Program.

Ms. Boyd moved to include tree removal services to qualify under the Special Assessment Assistance Program and asked staff to study an amending language to update tree removal services from nuisance abatement to an infrastructure improvement classification. She stated this could also extend the payment term of the services. Second by Ms. Fischer. On call of the roll Members McDonald, Boyd, Fundingsland, Fischer, Eidenschink, Klebe, and Strand voted aye. The motion was declared carried.

**Item 4. Review 2016 CDBG & HOME Executive Summary Report to HUD**

Mr. Mahli gave an update and summary on the goals and amount of CDBG and HOME funds spent in the 2016 Program Year. He stated notice of the annual report was published in The Forum and is available for public comment at this time. The City Commission will

review the report at its regular meeting on July 31, and upon approval, staff will submit to the US Department of Housing and Urban Development.

**Item 5. Update on the Affordability Study**

Katie Black and Mary-Bianca Fuller, Community Development Policy Fellows, gave an update on the status of the affordability study. The final report and findings will be summarized and presented to the Community Development Committee in August.

**Item 6. Other Business**

Mr. Mahli updated the CD Committee on the workgroup that is reviewing the Community Development Grant application and process.

**Item 7. Adjourn**

The time at adjournment was 3:40 p.m.

## COMMUNITY DEVELOPMENT COMMITTEE

The Community Development Committee makes recommendations to the City Commission regarding development and oversight of the Community Development Block Grant (CDBG), HOME Partnership and City Social Service Grant funds. The Committee's main focus is on the following community development goals.

### 1) *Affordable Housing & Homelessness*

- Create or maintain affordable housing stock
- Increase homeownership
- Reduce homelessness in the community

### 2) *Poverty Reduction*

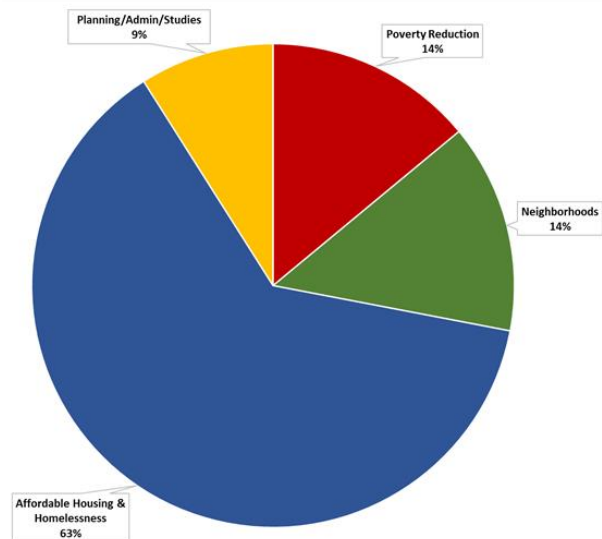
- Support efforts to increase self-sufficiency and personal well-being
- Expand economic opportunities for low-income individuals
- Promote the principles of fair housing and acceptance of diversity

### 3) *Neighborhoods*

- Help ensure that all Fargo neighborhoods are neighborhoods of choice
- Promote the development of downtown and older neighborhoods

### 4) *Planning/Administration*

- Use for administration of community development programs, general planning activities, and studies



### Responsibilities

The Community Development Committee evaluates how the City's housing and development programs are working. It also examines new programs, proposed changes and grant/funding opportunities. In addition, the CD Committee may recommend and initiate special studies and plans.

### Membership

The committee consists of:

- City Commission Liaison (chair): Commissioner John Strand
- Mayor/Vice Mayor: Mayor Tim Mahoney
- Fargo School Board member: Linda Boyd
- Planning Commission Chair: Shara Fischer
- Assistant City Administrator: Michael Redlinger
- Fargo Housing and Redevelopment Authority Director: Lynn Fundingsland
- At-large community reps (3): John Q. Paulsen, Linda Klebe and Samantha McDonald
- Ex-Officio members from the Downtown Community Partnership, United Way of Cass Clay, and FM Home Builders Association

### Meeting Schedule and Location

The Community Development Committee meets on the third Tuesday of each month at 3:00 p.m. in the City Commission Room at Fargo City Hall.



### Community Development Grants

Community Development Grants are made by the Fargo City Commission, with the recommendation of the Community Development Committee.

The City of Fargo will not fund:

- Partisan, political, or denominational programs
- Endowment campaigns
- Individuals
- Requests that are not in writing
- Programs located outside the City of Fargo, unless directly benefiting Fargo residents

### Funding Considerations

|                        |  |
|------------------------|--|
| <b>Partnership</b>     | City grants can comprise no more than 30% of an organization's total operating budget  |
| <b>Size of request</b> | Minimum grant award - \$1,000<br>Maximum grant award (non-capital) - \$25,000  |
| <b>Type of request</b> | The City prefers to fund buildings/facility/space needs but will consider overhead and operating expenses, as well as program-related expenses. <sup>1</sup><br><br>Federal funds available for non-capital requests are limited and will generally be targeted to projects that are either new or expanding an existing level of service. The Community Development Committee intends to prioritize grant requests that support an organization's facility/space needs. |

### Scoring

|                                   |   |                |
|-----------------------------------|---|----------------|
| <b>Program/ Services/ Housing</b> | What service is being provided, how does it fit in the community, and who are the beneficiaries | 40 pts         |
| <b>Community Need</b>             | Proposal includes activities that link with stated community development goals                  | 25 pts         |
| <b>Program Management</b>         | Demonstrated capacity to manage proposed project  | 20 pts         |
| <b>Organizational Management</b>  | Strength of organization's capacity for grant and mgmt  | <u>15 pts</u>  |
|                                   |   | <b>100 pts</b> |
| <b>BONUS: Targeted Priorities</b> | Project addresses City's homelessness, senior, and workforce housing goals (+ up to 10 pts)     |                |

<sup>1</sup> Requests for ongoing organizational operating expenses are eligible if the programs offered by the organization are consistent with the City's community development goals.

## 2018 COMMUNITY DEVELOPMENT CALENDAR

| DATE              | ACTIVITY   |
|-------------------|--|
| August 2017       | Community Development Committee review of 2018 CD grant application and goals  |
| September 2017    | Community Development grant applications released  |
| October 2017      | Deadline for submission of Community Development grant applications (Oct 27)<br>Solicit public input for Fargo's Annual Action Plan for Housing and Community Dev                              |
| Nov/Dec 2017      | Community Development Grant Application review by staff  |
| Dec 2017/Jan 2018 | Application review by Community Development Committee  |
| January 2018      | Prepare Fargo's Housing and Community Development Annual Action Plan<br>Social Service Fund recommendation to the City Commission<br>Notify applicants about CDBG & HOME grant recommendations |
| February 2018     | 30-day public comment period for Annual Action Plan<br>Annual Action Plan review by the Community Development Committee  |
| March 2018        | Fargo City Commission public hearing and approval of the Annual Action Plan<br>HUD review and approval of the Plan   |
| May 2018          | Staff conducts and publishes Environmental Review and Impact Findings (FONSI)<br>Staff conducts project compliance monitoring  |
| June 2018         | Submit Environmental Review and Impact Findings (FONSI) to HUD and request release of CDBG and HOME funds<br>Initiate Annual Performance & Evaluation Report FY2017 (CAPER)                    |
| July 2018         | 2018 contract year begins – Grant Award letter and release of funds notification from HUD<br>Present Annual Performance & Evaluation Report to Fargo City Commission and HUD                   |
| August 2018       | Community Development Committee review of 2019 CD grant application and goals  |

**CITY OF FARGO  
COMMUNITY DEVELOPMENT GRANTS  
2018 GRANT YEAR**

**2018 Application for Community Development Funds  
*CDBG, HOME, and Social Service Fund***

**DEADLINE FOR SUBMISSION:**

**October 27, 2017**

**AGENCY NAME:** \_\_\_\_\_

**AGENCY DUNS #:** \_\_\_\_\_

**PROGRAM NAME:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

**AMOUNT OF FUNDS REQUESTED:** \$ \_\_\_\_\_

**TYPE OF REQUEST:**

- Housing (capital expense)
- Non-housing (capital expense)
- Ongoing operations (not capital expense)
- Program/Project costs (not capital expense)

**Complete Sections:**

A, B, D, E, F (skip section C)

A, B, C, E, F (skip section D)

A, B, C, E, F (skip section D)

A, B, C, E, F (skip section D)



## 2018 APPLICATION City of Fargo Community Development Funds

Please complete this application form to apply for City of Fargo Community Development Funds (federal CDBG and HOME as well as City of Fargo general fund grants). You will be contacted by City staff if other information is required for review of your proposal.

This application will be used as the application for both federal and local community development grants.

Projects funded with federal Community Development Block Grant or HOME funds are subject to all applicable federal environmental and labor requirements, including the provisions of the Fair Labor Standards Act (i.e., the use of Davis Bacon wage rates for affected projects), Relocation and Accessibility standards. Please note, federal regulations now require all recipients of federal funds to have a DUNS Number, and be registered on SAM.gov.

Recipients of community development funds will be required to submit program accomplishment information to the Department of Planning and Development for a specified performance period as a condition of grant compliance.

Additional information is available at: [www.fargond.gov/communitydevelopmentgoals](http://www.fargond.gov/communitydevelopmentgoals)

### PART A: BASIC INFORMATION

|  |  |         |  |
|--|--|---------|--|
| Name of Organization Applying for Funds:   |  |         |  |
| Contact Name and Title:  |  |         |  |
| Address:   |  | Zip:    |  |
| E-mail:  |  | DUNS #: |  |
| Phone:   |  | Fax:    |  |
| Legal structure of organization (ex. non-profit or for-profit, 501(c)(3), etc.): |  |         |  |

Mission and Actions of your organization (In general, what do you do and why do you do it?)

Summary of activities/items for which Community Development Funds will be used (1-2 sentences):





**PART B: ADDRESSING COMMUNITY NEEDS (maximum 25 points)**

**B1.** This project addresses the following City community development goals: (check all that apply)

Affordable Housing and Homelessness

- Creates or maintains affordable housing stock
- Increases homeownership in the city of Fargo
- Reduces homelessness in the community

Poverty Reduction

- Supports efforts to increase self-sufficiency and personal well-being
- Expands economic opportunities for low-income individuals
- Promotes the principles of fair housing and acceptance of diversity

Neighborhoods

- Helps ensure all Fargo neighborhoods are neighborhoods of choice
- Promotes the development of downtown and older neighborhoods

**B2.** Provide a brief description of how your program/project meets each goal cited above and how it ties to City of Fargo plans (plans can be accessed on the City of Fargo website at [www.fargond.gov/planninganddevelopment/plansandstudies](http://www.fargond.gov/planninganddevelopment/plansandstudies)).

**B3.** Please describe your program's solution to the goals you are addressing and efforts to offer coordinated assessment in the community.



**PART C: PROGRAM DESIGN / SERVICE TO BE FUNDED (maximum 40 points)**

*Unless the request is for general organizational support, this section relates only to the program/project for which City funds are being requested.*

**C1.** Who is being served by your project? Describe the number of persons and/or households that will benefit from the project, including household sizes, household incomes, and the geographic area/neighborhood where the persons to benefit live.

**C2.** How do you recruit clients into your programs?

**C3.** How will this project complement existing community services/facilities? If the proposed project will “duplicate” services that already exist, explain why the duplication is justified/necessary.

*Your response should demonstrate you are aware of other local services similar or complementary to your own and you have taken steps to avoid duplication of effort and work cooperatively with other agencies.*

**C4.** If this is a **capital request**, please attach a scope of work and/or specification for the requested project.



**PART D: HOUSING PROJECTS (maximum 40 points)**

|  |  |                                |                                 |
|--|--|--------------------------------|---------------------------------|
| Number of Units  |  | <input type="checkbox"/> Owner | <input type="checkbox"/> Renter |
| Style of Housing Units   |  |                                |                                 |
| <input type="checkbox"/> New Construction <input type="checkbox"/> Rehabilitation              |  |                                |                                 |
| Target Tenants/Buyers (by income and household type)   |  |                                |                                 |
| Does this project serve the homeless? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                                |                                 |

**D1.** Describe project (scope of rehab and/or description of new construction).

**D2.** Where is the project located? Relative to other subsidized housing projects? Relative to areas of the community currently under-served by affordable housing?

**D3.** Describe bedroom mix and project amenities.

**D4.** Does this project utilize sustainable building materials and energy efficient designs?

**D5.** Attach a **Sources and Uses** statement, a 20-year **pro forma** (for rental projects), and a construction cost estimate (templates available at [www.fargond.gov/communitydevelopmentgoals](http://www.fargond.gov/communitydevelopmentgoals)).



**PART E: PROGRAM MANAGEMENT (maximum 20 points)**

**E1.** Why are City funds needed in this project? Explain why funding from other sources is not available or not sufficient.

**E2.** Please select the most applicable descriptor of your program/project:

- New program
- Established program
- Demonstration/Pilot project

**E3.** If this is a new program/project, please indicate your readiness to proceed with the work.

*Projects and programs receiving CDBG or HOME funds are required to be completed within the program year.*

**E4.** How will the project or program be financed and/or sustained in the future?



**PART F: ORGANIZATIONAL MANAGEMENT (maximum 15 points)**

**F1.** Describe your agency’s experience in operating public service programs, including any experience you have with federal funding. Is your agency registered with SAM.gov?  Yes  No

**F2.** Describe your agency’s experience in operating the program if it is established, or similar programs if it is new, for which you are requesting City funds.

**F3.** Does your agency commission a formal audit at least once every 3 years?  Yes  No  
If no, please explain your organization’s approach to ensuring fiscal accountability (i.e., in the absence of a regular audit).

**F4.** Disclosure of potential conflicts of interest: Are any of your Board members or employees, or members of their immediate families involved in the program for which funds are being requested?

Yes  No If yes, are they:

- Employees of or closely related to employees of the City’s Planning Department?
- Members of or closely related to members of the City Commission?
- Beneficiaries of the program for which funds are requested, either as clients or as contractors paid for services other than under a regular employment contract?

If the answer to any of these questions is “yes”, please **attach** a full explanation. The existence of a potential conflict of interest does not necessarily make your agency ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded.

**F5.** Please list the number of individuals below that comprise each category within your organization:

| Category                     | Number of Individuals |
|------------------------------|-----------------------|
| <b>Full-Time Employees</b>   |                       |
| <b>Volunteers</b>            |                       |
| <b>Interns</b>               |                       |
| <b>AmeriCorps Volunteers</b> |                       |
| <b>Total</b>                 |                       |

Please complete the following Attachments A-C >>>>>



**ATTACHMENT A: PROGRAM BUDGET** (program for which grant funding is requested)

Complete the program budget form; include the amount of City funds you are requesting in your 2018 budget.

|   | 2016<br>Actual | 2017<br>Projected | 2018<br>Proposed |
|---|----------------|-------------------|------------------|
| <b>REVENUE</b>                                      |                |                   |                  |
| City of Fargo (CDBG, HOME, General Fund)            |                |                   |                  |
| Cass County   |                |                   |                  |
| State and Federal Grants                            |                |                   |                  |
| Other Public Sector Grants                          |                |                   |                  |
| United Way of Cass Clay                             |                |                   |                  |
| Private Grants                                      |                |                   |                  |
| Support from the Public                             |                |                   |                  |
| Program Fees  |                |                   |                  |
| Other (specify)                                     |                |                   |                  |
| <b>Total Revenue</b>                                |                |                   |                  |
| <b>EXPENDITURES</b>                                 |                |                   |                  |
| Salaries  |                |                   |                  |
| Taxes and Fringe Benefits                           |                |                   |                  |
| Supplies  |                |                   |                  |
| Telecommunications                                  |                |                   |                  |
| Postage   |                |                   |                  |
| Printing and Publications                           |                |                   |                  |
| Professional Fees                                   |                |                   |                  |
| Training and Conferences                            |                |                   |                  |
| Other Travel for Clients                            |                |                   |                  |
| Other Travel for Staff                              |                |                   |                  |
| Occupancy (rent, utilities)                         |                |                   |                  |
| Equipment maintenance                               |                |                   |                  |
| Property maintenance                                |                |                   |                  |
| Equipment purchases (specify)                       |                |                   |                  |
| Direct Assistance to Individuals (specify)          |                |                   |                  |
| Transportation for Clients                          |                |                   |                  |
| Transportation for Staff                            |                |                   |                  |
| Reserves  |                |                   |                  |
| Other (specify)                                     |                |                   |                  |
| Other (specify)                                     |                |                   |                  |
| <b>Total Expenditure</b>                            |                |                   |                  |
| <b>Excess/Shortfall of Revenue Over Expenditure</b> |                |                   |                  |
| <b>Cost per Client to be served</b>                 |                |                   |                  |



Please explain reasons for any major changes in revenues or expenditures (i.e., changes greater than \$10,000 and represent more than 10% of your total budget in any line item). Also explain any significant changes in leadership or program staffing, cost per client, or amount of City funds requested.



**ATTACHMENT B: AGENCY BUDGET\***

Complete the agency budget form for the entire agency.

Agency fiscal year ends on the last day of \_\_\_\_ (month) each year.

|   | 2016<br>Actual | 2017<br>Projected | 2018<br>Proposed |
|---|----------------|-------------------|------------------|
| <b>REVENUE</b>  |                |                   |                  |
| City of Fargo (CDBG, HOME, General Fund)              |                |                   |                  |
| Cass County   |                |                   |                  |
| State and Federal Grants                              |                |                   |                  |
| Other Public Sector Grants                            |                |                   |                  |
| United Way of Cass Clay                               |                |                   |                  |
| Private Grants  |                |                   |                  |
| Support from the Public                               |                |                   |                  |
| Program Fees  |                |                   |                  |
| Other (specify)                                       |                |                   |                  |
| <b>Total Revenue</b>                                  |                |                   |                  |
| <b>EXPENDITURES</b>                                   |                |                   |                  |
| Salaries  |                |                   |                  |
| Taxes and Fringe Benefits                             |                |                   |                  |
| Supplies  |                |                   |                  |
| Telecommunications                                    |                |                   |                  |
| Postage   |                |                   |                  |
| Printing and Publications                             |                |                   |                  |
| Professional Fees                                     |                |                   |                  |
| Training and Conferences                              |                |                   |                  |
| Other Travel for Clients                              |                |                   |                  |
| Other Travel for Staff                                |                |                   |                  |
| Occupancy (rent, utilities)                           |                |                   |                  |
| Equipment Maintenance                                 |                |                   |                  |
| Property Maintenance                                  |                |                   |                  |
| Equipment Purchases (specify)                         |                |                   |                  |
| Direct Assistance to Individuals (specify)            |                |                   |                  |
| Transportation for Clients                            |                |                   |                  |
| Transportation for Staff                              |                |                   |                  |
| Reserves  |                |                   |                  |
| Other (specify)                                       |                |                   |                  |
| Other (specify)                                       |                |                   |                  |
| <b>Total Expenditure</b>                              |                |                   |                  |
| <b>Excess (Shortfall) of Revenue Over Expenditure</b> |                |                   |                  |

\*Attaching a copy of your Board-approved budget is acceptable





Please explain reasons for any major changes in revenues or expenditures (i.e., changes greater than \$25,000 and represent more than 25% of your total budget in any line item). Also explain any significant changes in leadership or program staffing, cost per client, or amount of City funds requested.



**ATTACHMENT C: CURRENT LIST OF BOARD MEMBERS**

Attach a list of your current Board Members and indicate if they are a beneficiary or representative of the service.

