



## PLANNING AND DEVELOPMENT

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### MEMORANDUM

Date: August 26, 2016

To: Community Development Committee

From: Dan Mahli,  Community Development Administrator

Re: Community Development Committee Meeting on September 1

The next meeting of the Community Development Committee is Thursday, September 1 at 3:30 p.m. in the City Commission Room at Fargo City Hall. If you are not able to attend, please contact the office at 241-1474. Thank you.

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### COMMUNITY DEVELOPMENT COMMITTEE Thursday, September 1 – 3:30 p.m. City Commission Room AGENDA

1. Welcome and Introductions
2. Approve Minutes
3. Neighborhood Revitalization Initiative – Gate City Bank Line of Credit
4. Federal Low Income Housing Tax Credit requests
  - a. Beyond Shelter Inc – New Housing Construction, HomeField Senior Apartments at 4245 28 Ave S
  - b. Fargo Housing & Redevelopment Authority – Housing Rehabilitation, New Horizons Manor at 2525 Broadway
  - c. Fargo Housing & Redevelopment Authority – Housing Rehabilitation, Pioneer Manor at 201 11 St N
5. Review 2017 Community Development grant calendar, application, and goals for the year
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.cityoffargo.com/streaming](http://www.cityoffargo.com/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 241-1474 or TDD at 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 [cityoffargo.com/communitydevelopment](http://cityoffargo.com/communitydevelopment).



## **COMMUNITY DEVELOPMENT COMMITTEE MINUTES**

**Regular Meeting:**

**Wednesday:**

**May 25, 2016:**

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 3:30 p.m., Wednesday, May 25, 2016.

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

Present: Linda Boyd, Linda Klebe, John Paulsen, Jan Ulferts Stewart, Samantha McDonald

Absent: Commissioner Melissa Sobolik, Commissioner Tim Mahoney, Bruce Grubb, Lynn Fundingsland

### **Item 1. Welcome**

Acting Chair Boyd welcomed Members to the meeting and introductions were made.

### **Item 2. Review Storefront Rehabilitation at 524 7th Street North**

Community Development Administrator Dan Mahli introduced the proposed storefront rehabilitation project to be considered for 2015 Community Development Block Grant (CDBG) funding, adding this project has been reviewed and approved by the Historic Preservation Commission.

Matthew Gasper, property owner at 524 7th Street North, and Mike Gunderson, Olaf Anderson Construction, discussed the details of the storefront façade renovation which include removal of the non-historic entrance canopy, addition of new entrance/lobby area, and addition of a new, taller façade in the entrance area.

Mr. Paulsen moved to approve the request for \$15,000 as presented. Second by Ms. Ulferts Stewart. All Members present voted aye and the motion was declared carried.

### **Item 3. Review Storefront Rehabilitation at 1208 1st Avenue North**

Mr. Mahli introduced the proposed project for demolition at 1208 1st Avenue North, noting this project will help to remove some blighted conditions within the downtown area.

Mike Zimney, The Kilbourne Group, spoke on behalf of the project. He noted this property has been a persistent problem rental property, with numerous code violations and frequent calls for service to the police and has been vacant for five months.

Ms. Klebe moved to approve the request for \$15,000 as presented. Second by Ms. McDonald. All Members present voted aye and the motion was declared carried.

### **Item 4. Efargo Energy Efficiency Initiative and Passive House Update**

Malini Srivastava, Project Lead and Principal Architect, gave a presentation on the efargo Energy Efficiency Initiative, which was selected as a finalist for the Georgetown University Energy Prize. She noted the Georgetown University Energy Prize is a nationwide competition to improve energy efficiency in cities and Fargo is in 3rd place out of 50 communities nationwide.

Nick Braaksma and Dylan Neuruer, Graduate Research Assistants with North Dakota State University (NDSU) provided an update on the passive house partnership between the City of Fargo, NDSU, and Habitat for Humanity, noting a passive house is a building that cuts energy consumption by 60-80% compared to code buildings.

Mr. Mahli stated there are 3 City-owned lots at 1015, 1017, and 1021 13th Avenue South which are being considered for redevelopment into detached homes. Two of the efargo demonstration homes are proposed to be built as passive, energy-efficient housing. Dan Mahli added the City Commission and Community Development Committee have approved this high performance, affordable housing project as part of the 2016 Community Development Action Plan and the Planned Unit Development will be presented to the Planning Commission at its June meeting.

**Item 5. Review 2016 Special Assessment Assistance Program and Policy**

Mr. Mahli reviewed the City of Fargo's Special Assessment Assistance Program and Policy, noting 98 households were assisted in 2015 (33 households were at or below 30% of Fargo's median income; 23 households were at or below 40% of the median income; and 42 households were at or below 60% of the median income).

**Item 6. Update on Homebuyer and Tenant Education**

Mr. Mahli presented an update on Homebuyer and Tenant Education. He stated The Village Family Service Center is no longer providing Homebuyer or Tenant Education. Currently, online programs are available and conversations are happening regarding the re-establishment of the programs in Fargo-Moorhead.

**Item 7. Other Business**

Mr. Mahli announced Community Development Planner Monica Graber will be retiring July 1. The Community Development Committee expressed its appreciation to Monica for her great work and service to the citizens of Fargo and the Department of Planning and Development for over 40 years. Fargo is a better place because of Monica Graber.

**Item 8. Adjourn**

The time at adjournment was 4:39 p.m.



## **Fargo Neighborhood Revitalization Initiative (NRI)**

Gate City Bank is an important partner in the City's effort to help stabilize and improve housing in its older neighborhoods. Since 2003, Gate City Bank has made \$8.15M available in low interest housing rehab loans for 286 properties in Fargo's older neighborhoods (map of the assisted households below).

This investment has made a significant impact in the City's effort to maintain its affordable housing stock, in addition to stabilizing neighborhoods. Needless to say, the City and School District greatly benefit from housing confidence in our older neighborhoods, as well as the increase in property value. This partnership matters because the City of Fargo and Gate City Bank are committed to supporting neighborhood revitalization – for the simple reason that strong neighborhoods make for a strong community.

### **The purpose of Fargo's Neighborhood Revitalization efforts is to:**

- Revitalize targeted neighborhoods by investing in housing stock
- Stabilize population in and attract families to older neighborhoods
- Create more home ownership opportunities
- Stop the spiral of disinvestment that surrounds problem properties

### **Gate City Bank NRI Program Impact**

- Total Gate City Bank investment – \$8.15M
- Approximately 286 projects completed
- Average value of rehab loan – \$30,500
- 64% of households assisted have children
- Average home assisted increased in value by 32%

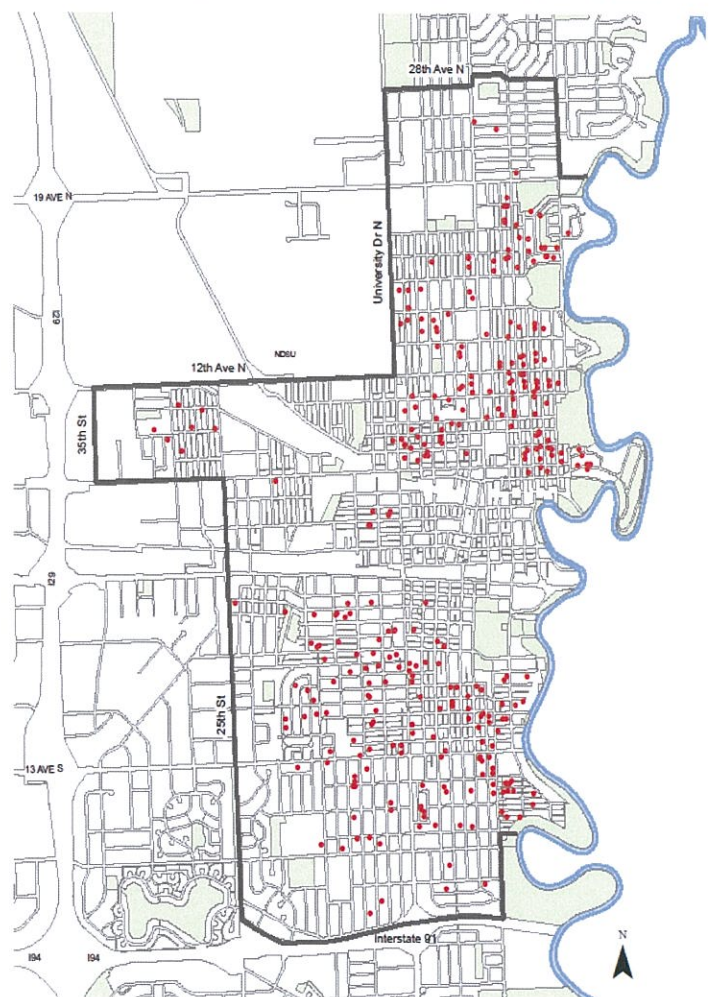
### **Why do Revitalization efforts matter?**

- Existing housing is an essential source of affordable housing.
- Stable neighborhoods are the heart of a stable community – it may take time but the community will see the benefits of investment.
- All neighborhoods have a "life cycle" and go through a variety of normal changes in character over time – neighborhoods that balance change and stability will thrive.

### **Program Summary**

- **5<sup>th</sup> NRI loan pool of \$2M** – Ongoing longstanding collaboration helps stabilize neighborhoods and improve quality of life in Fargo's older neighborhoods.
- **Interest rate** – The current interest rate for the 10-year loan is 3.5% – **Proposed 2.25%**
- **Area** – I-94 to 28<sup>th</sup> Ave N, between 25<sup>th</sup> St and the Red River – **Proposed houses 40 years or older**
- **Assessed value eligibility limit** – Currently the max assessed value is \$175,000 – **Proposed \$250,000K**
- **Maximum loan amount** – Currently the max loan amount is \$50,000 – **Proposed \$75,000**

**Map of Fargo's NRI area with Gate City Projects**







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### MEMORANDUM

**DATE:** August 26, 2016

**TO:** Community Development Committee

**FROM:** Dan Mahli, Community Development Administrator

**RE:** Letters of Support for Low Income Housing Tax Credit Applications

We have three proposals for Federal Low Income Housing Tax Credit projects in the City of Fargo in 2017. The application deadline to the ND Housing Finance Agency is September 30.

The projects are:

- Beyond Shelter Inc – New housing construction for seniors called HomeField Apartments at 4245 28 Ave S
- Fargo Housing and Redevelopment Authority – Housing rehabilitation at New Horizons Manor, 2525 Broadway
- Fargo Housing and Redevelopment Authority – Housing rehabilitation at Pioneer Manor, 201 11 St N

These projects will add 39 new units and rehabilitate 144 existing units (a total of 183 units) to Fargo's affordable housing inventory. I have attached a summary of our staff review for each project. The review was conducted in light of policy set forth by the City in 2007.

My recommendation is to write letters of support for all 3 projects. They provide affordable housing for seniors and households with deeper income targeting than is required by the tax credit program. The projects are well-designed and located in areas of our community where the City would like to see affordable housing opportunities.

**Recommended Action:** Provide letters of support to three Federal Low Income Housing Tax Credit projects in 2017: HomeField Senior Apartments, New Horizons Manor, and Pioneer Manor



**STAFF REVIEW**  
**2017 Low Income Housing Tax Credit (LIHTC) Project**

<b>Project Name</b>	HomeField Apartments, Phase 3
<b>Project Address</b>	4245 28 <sup>th</sup> Avenue South, Fargo
<b>Developer</b>	Beyond Shelter Inc.
<b>Number of Units</b>	39 units, 45 bedrooms
<b>Target Tenants</b>	Low Income Seniors
<b>New Construction</b>	Yes

**CONCENTRATION**

<b>Unserved Areas</b>	This project is located at 4245 28 <sup>th</sup> Avenue South in Fargo. <i>Exempt – Special population (low income seniors)</i>
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<b>Proximity to other subsidized housing.</b>	There are no other tax credit buildings in the area. <i>Exempt – Special population (low income seniors)</i>
-----------------------------------------------	-----------------------------------------------------------------------------------------------------------------

**DESIGN**

<b>Building Design</b>	<p>This 39-unit building is designed to serve the needs of seniors, integrating individual living units with substantial common areas for programs. This is the final building of a 3-phase housing development.</p> <p>Construction is anticipated to start in the April of 2017 (if successful with the tax credit application) and open in the summer of 2018.</p> <p>The building design will be consistent with the design of Phase 1 and 2 HomeFields Apartments, existing Beyond Shelter facilities.</p> <p>Site improvements include parking lot enhancements, landscaping, and an outdoor area for people that live in the building.</p>
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*Criteria met*

<b>Number of Bedrooms</b>	Phase 3 will consist of 39 apartments, 33 one bedroom apartments, 6 two bedroom apartments, for a total of 45 bedrooms, designed to serve the needs of seniors.
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*Criteria met*  
*Special population (low income seniors)*

<b>Amenities</b>	This is a senior housing project. It is specifically designed to serve the needs of the tenants. On-site amenities will include community spaces, outdoor recreational/green space and transportation services.
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*Criteria met*

<b>LOCAL HOUSING NEEDS</b>	
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<b>Type of Building</b>	One three-story, 39-unit apartment building with common space on first floor and accessible units.
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<b>Target Tenants</b>	This project will serve seniors. This need is documented as a top priority in the State of North Dakota and the City of Fargo's Consolidated Plan for Housing and Community Development. Recent studies indicate that ND communities should position themselves for a significant increase in demand for programs that address housing for extremely low-and-moderate income elderly residents. Fargo, like the rest of the country, will age as a community in the next 30 years. The number of people age 65+ is expected to significantly increase in the coming years. In Fargo, the population of people age 60+ is expected to grow from 16% in 2010 to 28% by 2035 (source: Metro COG Population study). We expect to see the true impact of the aging society in 2020, as the first Baby Boomer turned 65 in 2011.
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<b>Maximum number of units approved</b>	The 39-unit building with community space amenities is new construction and count toward the City's unit cap.
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*Criteria met*

<b>SUMMARY</b>
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The 39-unit building addresses a documented need by providing affordable housing for low income, frail elderly residents in need of housing stabilization, and will be the final construction to complete the three-phase HomeFields Apartment development.

***Recommended Action – Approve the HomeField Apartments project***





These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

## HomeField Apts - 4245 28 Ave S

1:7,343

8/26/2016 9:58:40 AM

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.





**STAFF REVIEW**  
**2017 Low Income Housing Tax Credit (LIHTC) Project**

<b>Project Name</b>	New Horizons Manor
<b>Project Address</b>	2525 North Broadway, Fargo
<b>Developer</b>	Fargo Housing and Redevelopment Authority
<b>Number of Units</b>	98 units
<b>Target Tenants</b>	Disabled
<b>New Construction</b>	No

**CONCENTRATION**

<b>Unserved Areas</b>	This project is located at 2525 North Broadway in Fargo. <i>Criteria met</i>
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<b>Proximity to other subsidized housing.</b>	These are existing units, not new construction. <i>Criteria Not Applicable – Existing Building</i>
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**DESIGN**

<b>Building Design</b>	<p>This 98-unit building serves the needs of persons with disabilities – approximately 80% of the tenants use wheel chairs.</p> <p>The building was first occupied in 1971 and requires substantial rehabilitation.</p> <p>Planned rehabilitation includes replacement of deteriorated water and sewer lines, new efficient plumbing fixtures, a new roofing system, and floor covering throughout. New energy efficient boilers and light fixtures will decrease energy use and operating costs. Cracked concrete drives and walks will be replaced, and fixtures and appliances in the community kitchen will be upgraded. The main entry canopy will be raised to allow for handicap van and bus access. Tuck pointing of the brick exterior will add many years of life to the building and the outdated electric generator will be replaced.</p> <p style="text-align: right;"><i>Criteria Met</i></p>
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<b>Number of Bedrooms</b>	74 one-bedroom units, 23 two-bedroom units, and 1 three-bedroom unit. Total of 123 bedrooms.  <i>Criteria Not Applicable – Existing Building</i>
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<b>Amenities</b>	This building features a community room, roll-in showers, on-site accessible transportation, patio/gazebo, hot meals daily at noon, and on-site laundry facilities.
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*Criteria Met*

<b>LOCAL HOUSING NEEDS</b>
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<b>Type of Building</b>	One existing, ten-story, 98-unit apartment building with common space on first floor and accessible units – preservation of existing subsidized housing.
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*Criteria met*

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<b>Target Tenants</b>	This project serves disabled low-income households.
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*Criteria met*

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<b>Maximum number of units approved</b>	Need to get number
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*Criteria met*

<b>SUMMARY</b>
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The renovation of this 98-unit building is consistent with City plans and goals and addresses a documented need by preserving affordable subsidized housing for disabled low-income households.

***Recommended Action – Approve the New Horizons Manor project***





City of Fargo, ND

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

New Horizons Manor - 2525 Broadway	
1:3,672	8/26/2016 9:48:00 AM
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	





**STAFF REVIEW**  
**2017 Low Income Housing Tax Credit (LIHTC) Project**

<b>Project Name</b>	Pioneer Manor
<b>Project Address</b>	201 11 <sup>th</sup> Street North, Fargo
<b>Developer</b>	Fargo Housing and Redevelopment Authority
<b>Number of Units</b>	46 units
<b>Target Tenants</b>	Low Income General Occupancy
<b>New Construction</b>	No

<b>CONCENTRATION</b>
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<b>Unserved Areas</b>	This project is located at 201 11 <sup>th</sup> Street North in Fargo. <i>Criteria met</i>
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<b>Proximity to other subsidized housing.</b>	These are existing units, not new construction. <i>Criteria Not Applicable – Existing Building</i>
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<b>DESIGN</b>
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<b>Building Design</b>	<p>This 46-unit building serves the needs of extremely low income residents.</p> <p>The building was first occupied in 1983, and requires substantial rehabilitation.</p> <p>Planned rehabilitation includes window replacement, electrical system improvements, roof replacement, new floor coverings and cabinets in all units and common areas, an air handler system, and replacement of the plumbing risers. New concrete drives, sidewalks, and pads, and general unit upgrades will also be installed.</p> <p><i>Criteria Met</i></p>
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<b>Number of Bedrooms</b>	<p>Each unit in the building has one bedroom, for a total of 46 bedrooms.</p> <p><i>Criteria Not Applicable – Existing Building</i></p>
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<b>Amenities</b>	<p>This building features a community room, outdoor patio, front door bus service, and on-site laundry facilities.</p> <p><i>Criteria Met</i></p>
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## LOCAL HOUSING NEEDS

<b>Type of Building</b>	One existing, five-story, 46-unit apartment building with common space on first floor and accessible units – preservation of existing subsidized housing.
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*Criteria met*

<b>Target Tenants</b>	This project serves extremely low-income households.
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*Criteria met*

<b>Maximum number of units approved</b>	Need to get number
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*Criteria met*

## SUMMARY

The renovation of this 46-unit building is consistent with City plans and goals and addresses a documented need by preserving affordable subsidized housing for extremely low-income households.

***Recommended Action – Approve the Pioneer Manor project***





City of Fargo, ND

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## Pioneer Manor - 201 11 St N

1:1,836

8/26/2016 10:02:04 AM

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.





## 2017 COMMUNITY DEVELOPMENT CALENDAR AND RESOURCES

DATE	ACTIVITY
August 2016	Community Development Committee review of CD application and goals
September 2016	Community Development grant applications released
October 2016	Deadline for submission of Community Development grant applications (Oct 28) Solicit public input for Fargo's Annual Action Plan for Housing and Community Development
November 2016	Application review by staff
December 2016	Application review by Community Development Committee
January 2017	Prepare Fargo's Housing and Community Development Annual Action Plan Social Service/Art Fund recommendation to the City Commission Notify applicants about CDBG & HOME grant recommendations
February 2017	Thirty-day public comment period for Annual Action Plan Annual Action Plan review by the Community Development Committee
March 2017	Fargo City Commission public hearing and approval of the Annual Action Plan HUD review and approval of the Plan Staff conducts Environmental Review and Impact Findings (FONSI)
June 2017	Initiate Consolidated Annual Performance & Evaluation Report FY2016 (CAPER)
July 2017	2017 contract year begins Present Annual Performance & Evaluation Report to Fargo City Commission and HUD
FUNDS ANTICIPATED	
	CDBG      HOME      CITY      TOTAL
2017 Allocation from HUD (anticipated)	\$ 675,000      \$ 350,000      \$ -      \$ 1,025,000
City Social Service Fund	\$ -      \$ -      \$ 250,000      \$ 250,000
City Art Fund	\$ -      \$ -      \$ 110,000      \$ 110,000
Carryover/Unallocated	\$ 300,000      \$ -      \$      \$ 300,000
Program Income (anticipated)	\$ 400,000      \$ 50,000      \$ -      \$ 450,000
Total Available – Estimated	\$ 1,375,000      \$ 400,000      \$ 360,000      \$ 2,135,000



## 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 three community development goals.

### 1) ***Affordable Housing & Homelessness***

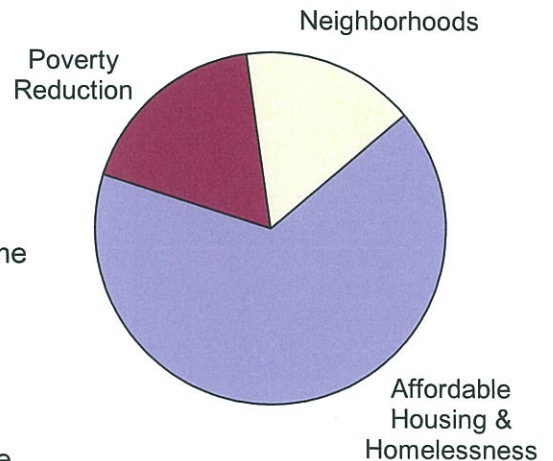
- Create and maintain existing affordable housing stock
- Increase homeownership
- Reduce homelessness in the community

### 2) ***Poverty Reduction***

- Support efforts to increase self sufficiency and personal well-being
- Expand economic opportunities for low income individuals

### 3) ***Neighborhoods***

- Promote the principles of fair housing and acceptance of diversity
- Help ensure that all Fargo neighborhoods are neighborhoods of choice
- Promote the development of downtown and older neighborhoods



## **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: Jan Ulferts Stewart
- City Administrator: Bruce Grubb
- Fargo Housing and Redevelopment Authority Director: Lynn Fundingsland
- At-large community reps (3): John Q. Paulsen, Linda Klebe and Samantha Kundinger
- 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 as needed (typically 4-5 times per year) 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 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>  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.	
<b>Program/ Services</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/or workforce/affordable housing goals (+ up to 10 pts)	

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<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.

**CITY OF FARGO  
COMMUNITY DEVELOPMENT GRANTS  
2017 GRANT YEAR**

**2017 Application for Community Development Funds  
*CDBG, HOME, and Social Service Fund***

**DEADLINE FOR SUBMISSION:**

**October 28, 2016**

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

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

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

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

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

(Please submit 2 copies of this application)

**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)





## 2017 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: [cityoffargo.com/communitydevelopment](http://cityoffargo.com/communitydevelopment)

#### PART A: BASIC INFORMATION

Name of Organization Applying for Funds:			
Contact Name:			
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 how do you do it?)

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

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**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
- ☐ 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

Community Culture

- ☐ Promotes the principles of fair housing and acceptance of diversity
- ☐ Helps ensure all Fargo neighborhoods are neighborhoods of choice

Arts and Entertainment

- ☐ Supports a culture of creativity in the community

**B2.** Provide a brief description of how your program/project meets each strategy/goal cited.

**B3.** If you received City of Fargo grant funds in 2016, please summarize how the funds were used and your accomplishments.





**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.** What are the specific services your agency will provide with City funds in 2017 and how will they help further the City's community development goals?

**C2.** 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 where the persons to benefit live.

**C3.** Please describe your program's solution to the issues you are addressing and efforts to offer coordinated assessment in the community.

**C4.** How do you recruit clients into your programs?

**C5.** How does this proposal fit with local plans and activities (i.e., Fargo's Comprehensive Plan GO2030, Fargo's Consolidated Plan for Housing and Community Development, 10 Year Plan to End Long-Term Homelessness, Coordinated Human Service Transportation Plan, etc)?

**C6.** 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.*

**C7.** 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.cityoffargo.com/planning](http://www.cityoffargo.com/planning)).





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

**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.** Complete the **program budget** form (Attachment A). Include the amount of City funds you are requesting in your 2017 budget.

Please explain reasons for any major changes in revenues or expenditures (i.e., changes greater than \$1,000 and represent more than 10% in any line item). Also explain any significant changes in staffing, cost per client, or amount of City funds requested.



**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 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.** Attach a list of your current **Board Members** (Attachment C).

**F5.** 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.

**F6.** Complete the **agency budget** form (Attachment B) for the entire agency.





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

	2015 Actual	2016 Projected	2017 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			
Professional Fees			
Supplies			
Telecommunications			
Postage			
Occupancy (rent, utilities)			
Equipment maintenance			
Property maintenance			
Printing and Publications			
Training and Conferences			
Other Travel			
Direct Assistance to Individuals (specify)			
Equipment purchases (specify)			
Transportation			
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>			

**ATTACHMENT B: AGENCY BUDGET\***

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

	2015 Actual	2016 Projected	2017 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			
Professional Fees			
Supplies			
Telecommunications			
Postage			
Occupancy (rent, utilities)			
Equipment maintenance			
Property maintenance			
Printing and Publications			
Training and Conferences			
Other Travel			
Direct Assistance to Individuals			
Equipment purchases			
Transportation			
Reserves			
Other (specify)			
Other (specify)			
<b>Total Expenditure</b>			
<b>Excess (Shortfall) of Revenue Over Expenditure</b>			

\*Attaching a copy of your budget is acceptable





## ATTACHMENT C: CURRENT LIST OF BOARD MEMBERS

