



**Community Development Block Grant Program (CDBG)  
Application for Public Services Funding  
Program Year 2024**

Agency Name:	Agency Address:
Contact Person for this Application:	Phone Number: Fax Number: Email Address:
Grant Amount Requested:	
Please complete the following as it pertains to your activity request. National Objective: _____ Consolidated Plan Priority: _____ City Council Priority: _____	

**DEADLINE FOR SUBMISSION:**

**Application requests for 2024 CDBG funding must be submitted no later than**

**August 28, 2023 – 5:00 pm**

to

*Brent Svenby  
CDBG Administrator  
City of Rochester Community Development Department  
4001 W River Pkwy NW, Suite 100  
Rochester, MN 55901*

◆ **NARRATIVE**

**I. Activity / Project Summary:**

- A. Briefly describe the proposed activity or project request, including the activities to be undertaken or the services to be provided using the requested CDBG funding.
  
- B. Outline the population to be served or the area to be benefited. Include the number of Rochester residents and the total number of individuals or households who will benefit from the activity / project. Describe estimated or previously determined demographics of the population to be served which shall include two parts:
  - a. Estimated income groups of those served (such as extremely low income households, households below the poverty level, households receiving public assistance) and
  - b. Describe applicable context of population being served—such as portion of those benefiting which are underrepresented persons (examples include people of color, extremely low-income households, households receiving public assistance, and persons born outside the U.S.)
  
- C. Describe the implementation schedule. Please note all funds must be expended by December 31<sup>st</sup> of the forthcoming year.

**II. Agency Information: (Non-profit agencies must provide a copy of the agency's IRS 990 Form, latest year available).**

A. Background

1. Outline the background of your agency, including the length of time your agency has been in operation, the date of incorporation and the type of corporation.
  
2. List the total average number of clients assisted by your program in a typical year and the characteristics of your clients.

3. Describe your agency's method of documenting that the clients benefitting from the CDBG dollars are low-moderate income. (Note: The CDBG regulations state that the agency's record keeping/ low income eligibility documentation must be made available for review by city and federal staff, upon request).

B. Financial

1. Describe your agency's "other resources" budgeted for the CDBG requested activity / project; please be specific on the amount of leveraged and matched funding can be provided in comparison to the amount requested on behalf of the CDBG application. We recommend attaching a detailed budget, including how project might be funded if not awarded CDBG dollars.

**III. CDBG Program Requirements:** The following are required per the U.S. Department of Housing and Urban Development regulations. Please complete as it pertains to your activity request.

- ▣ **National Objective:** *Details for National Objectives can be found on Page 5*
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- ▣ **Rochester Consolidated Plan Priority:** *Details for the City's 2020-2024 Priorities can be found on Page 6*
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- ▣ **Performance Measurement Objective / Outcome:** **Check which measurement applies to your activity request.** *Details for the Performance Objective/Outcome information can be found on page 7*

AVAILABILITY / ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<input type="checkbox"/> Enhance suitable living environment through new / improved availability / accessibility	<input type="checkbox"/> Enhance suitable living environment through new / improved affordability	<input type="checkbox"/> Enhance suitable living environment through new / improved sustainability
<input type="checkbox"/> Create decent housing with new / improved availability / accessibility	<input type="checkbox"/> Create decent housing with new/ improved affordability	<input type="checkbox"/> Create decent housing with new / improved sustainability
<input type="checkbox"/> Provide economic opportunity through new / improved availability / accessibility	<input type="checkbox"/> Provide economic opportunity through new / improved affordability	<input type="checkbox"/> Provide economic opportunity through new / improved sustainability

- ▣ **Performance Measurement Outcome Statement:** **This section must be completed to be considered for funding.** *Details for the Performance Outcome Statement can be found on Page 8*
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**IV. City Program Requirements:** The following are required per the City of Rochester program policies. Please complete as it pertains to your activity request.

- **City Council Strategic Priority:** *Details for the City's Strategic Priorities can be found on Page 7*
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**Applicant Certification:** To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

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Name  
(type or print)

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Title  
(type or print)

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Signature

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Date

*The Community Development Block Grant (CDBG) program is the federal government's (Department of Housing and Urban Development (HUD)) primary program for promoting community revitalization throughout the country. HUD provides CDBG annual grants on a formula basis to approximately 1,100 metropolitan cities and urban counties (entitlement communities – which includes the City of Rochester, MN). CDBG funds are used for a wide range of community development activities directed toward neighborhood revitalization, economic development, and improved community facilities and services. Each approved activity must meet the following:*

- ✱ *HUD determined National Objective / Credited Income Verification/Documentation Method*
- ✱ *The City of Rochester's Priorities, as determined in the HUD approved Consolidated Plan for the City of Rochester, MN*
- ✱ *Outcome Performance Measurement Standard(s), as determined by HUD.*

If you have any questions or need additional information, you may contact:

Brent Svenby, Community Development Specialist  
City of Rochester Community Development Department  
4001 W River Pkwy NW, Suite 100  
Rochester, MN 55901  
Phone: 507-328-2003  
Fax: 507-328-2401  
Email: [bsvenby@rochestermn.gov](mailto:bsvenby@rochestermn.gov)

To Do Check List	
✓	Item
	Completed Cover page
	Completed Narrative, Pages 2 and 3
	Completed Outcome Performance Measurement Standards, Page 3
	Application Certification Completed, signed and dated, Page 4
	Non-profits: Include copy of agency's IRS 990 (latest year available)
	Attachments (optional)

◆ **NATIONAL OBJECTIVES:**     **ALL REQUESTS MUST MEET THIS OBJECTIVE**

The proposed activity / project must comply with applicable CDBG/HUD regulations which include, but not limited to Accounts and Records related to the funds provided under this agreement shall be accessible to authorized representatives of the City for purpose of examination and audit. In addition, the Subgrantee shall provide the US General Accounting Office, the US Department of Housing and Urban Development through any authorized representative, access to and the right to examine all records, books, papers and documents relate to the CDBG grant as specified in the requirements of the Single Audit Act Amendments of 1996 (PL 104-156) and OMG Circular A-133) and give maximum priority to activity that meet one or more of the following national objectives: **Indicate the National Objective for your activity on both Page 3 (III. CDBG Program Requirements) and on the cover page.**

- **Benefiting Low / Moderate Income Clientele:** Benefit a majority (51%) of low/moderate income persons (*low/moderate income residents earn at or below 80% of the area median income, adjusted by family size, as determined by the Department of Housing and Urban Development – Income Limits attached*);
- **Urgent Need:** Alleviate a serious and immediate threat to the health and/or welfare of the community. Threat must be recent in origin or urgency (previous 18 months) and no other source of funds is available for the program / project;
- **Preventing/ Eliminating Slum or Blight areas:** Serves to prevent or eliminate conditions of major slum and areas of blight within the community. The slum or blight activity must show specific conditions that pose a threat to public health and safety.
- **Acquisition of Real Property.** To acquire real property in whole or in part by purchase, long-term lease, donation, or otherwise. In order to be considered acquisition, a permanent interest in the property must be obtained. Long-term leases are considered to constitute a permanent interest for this purpose if the lease is for a period of 15 years or more.



◆ **CITY OF ROCHESTER PRIORITY NEEDS:**

The activity / project **MUST** meet one or more of the following priorities established by the City of Rochester in the Consolidated Plan 2020-2024. ***Indicate the Priority for your activity on both Page 3 (III. CDBG Program Requirements) and on the cover page.***

<p><b>1</b></p> <p>Priority Level Associated Goals Description</p>	<p><b>PRIORITY NEED</b></p> <p>High Affordable Housing</p> <p>New affordable housing units that provide LMI homebuyers with access to homeownership units, meeting the demand for additional affordable rental, owner-occupied, senior and special needs housing.</p> <p>Owner Occupied Rehabilitation - Preserve and improve the existing affordable housing stock, reduce the hazard of lead-based paint in existing housing, and improve energy efficiency.</p> <p>Special Needs Housing - Affordable accessible housing options for handicapped persons in accessible locations within the City of Rochester.</p> <p>Emergency Shelter for the Homeless - Support the existing operation programs and facilities for homeless persons / families in Rochester.</p> <p>Rehabilitation of Rental Units -Preserve and improve the existing affordable rental housing stock, reduce the hazard of lead-based paint in existing rental housing, and improve energy efficiency.</p>	<p><b>AFFORDABLE HOUSING</b></p>
<p><b>2</b></p> <p>Priority Level Associated Goals Description</p>	<p>High Public Service</p> <p>Affordable accessible youth programs. Address needs for childcare support services for low- and moderate-income families.</p>	<p><b>PRIORITY NEED</b></p> <p><b>YOUTH PROGRAMS</b></p>
<p><b>3</b></p> <p>Priority Level Associated Goals Description</p>	<p>High Public Service</p> <p>Address transportation needs for low-moderate income persons/households in low-moderate income areas.</p>	<p><b>PRIORITY NEED</b></p> <p><b>TRANSPORTATION SERVICES</b></p>
<p><b>4</b></p> <p>Priority Level Associated Goals Description</p>	<p>High Public Facilities</p> <p>Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. For improvements that include landscaping, street lighting, and/or street signs. Overall street improvements for low-moderate income areas, slum/blighted areas, or to remove barriers to accessibility.</p>	<p><b>PRIORITY NEED</b></p> <p><b>INFRASTRUCTURE IMPROVEMENTS</b></p>
<p><b>5</b></p>	<p><b>PRIORITY NEED</b></p>	<p><b>SERVICES FOR PERSONS WITH DISABILITIES</b></p>

	Priority Level Associated Goals Description	High Public Service Affordable, accessible services for persons with disabilities in accessible locations within the City of Rochester.
<b>6</b>	<b>Priority Need</b>	<b>PLANNING</b>
	Priority Level Associated Goals Description	Low Planning Support needs of low-moderate income populations throughout the City
<b>7</b>	<b>Priority Need</b>	<b>PUBLIC FACILITIES</b>
	Priority Level Associated Goals Description	Low Public Facilities Development or improvement of open space area or facilities intended primarily for recreation use. Support efforts for low-moderate income areas, slum/blighted areas, or to remove barriers to accessibility.

Copies of the City of Rochester’s Consolidated Plan 2020-2024 may be obtained from the City of Rochester Community Development Department, 4001 W River Pkwy NW, Suite 100, Rochester, MN 55901 at a cost of \$25 per copy or can be viewed at:

<https://www.rochestermn.gov/Home/Components/Topic/Topic/11724/>

◆ **CITY COUNCIL STRATEGIC PRIORITIES:**

The activity / project receives priority if it meets one or more of the following priorities established by the City of Rochester City Council. **Indicate the Priority for your activity on both Page 3 (III. CDBG Program Requirements) and on the cover page.**

<p><b>AFFORDABLE LIVING</b></p> <ul style="list-style-type: none"> <li>• Housing variety and affordability</li> <li>• Transportation options and access</li> <li>• Equitable regulatory landscape and creative incentives</li> <li>• Access to opportunities and amenities</li> </ul>
<p><b>ECONOMIC VIBRANCY AND GROWTH MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Create clarity, alignment and unity with economic development partners in defining city leadership and community values</li> <li>• Establish competitive and sustainable approach to effectively allocate DMC resources, Legislative allocations, and city revenue</li> <li>• Develop implementation tools and strategies for Comprehensive Plan to ensure current decisions reflect future projections</li> <li>• Adopt design guidelines that better reflect Council and community values</li> </ul>
<p><b>QUALITY SERVICES FOR QUALITY LIVING</b></p> <ul style="list-style-type: none"> <li>• Cultural and Recreational opportunities that provide access and equity</li> <li>• The organization and Services reflect changing demographics and needs identified by community</li> <li>• Operations are sustainable, integrated, and easy to navigate</li> <li>• Service delivery is optimized, cost effective, and reflect our Foundational Principles</li> </ul>

## ◆ PERFORMANCE MEASUREMENT STANDARDS

The proposed activity/project must be able to be measured according to the following objectives and outcomes:

Objectives↓	Outcomes↓		
	Availability/Accessibility	Affordability	Sustainability
Creating Suitable Living Environment	Enhance suitable living environment through improved/ new accessibility	Enhance suitable living environment through improved / new affordability	Enhance suitable living environment through improved / new sustainability
Providing Decent Housing	Create decent housing with improvement / new availability	Create decent housing with improved / new affordability	Create decent housing with improved / new sustainability
Creating Economic Opportunity	Provide economic opportunity through improved new accessibility	Provide economic opportunity through improved / new affordability	Provide economic opportunity through improved / new sustainability

### OUTCOME PERFORMANCE MEASUREMENT STANDARDS:

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. Beginning in 2007, the City of Rochester initiated the Performance Measurement System to establish and track measurable objectives and outcomes for the CDBG program. All approved activities will be required to comply with the Performance Measurement System.

#### I. OBJECTIVES

**Create a suitable living environment.** This objective relates to activities designed to benefit communities, families or individuals by addressing issues their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

**Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be appropriately reported under suitable living environment.

**Create economic opportunities.** This objective applies to the types of activities related to economic development, commercial revitalization or job creation.

#### II. OUTCOMES

**Improve availability / accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing or shelters available or accessible to low / moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low / moderate income people where they live.

**Improve affordability.** This category applies to activities that provide affordability on a variety of ways to low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or interesting the affordability of a product or serve to benefit a low-income household.

**Improve sustainability.** This category applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low / moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

#### III. PERFORMANCE MEASUREMENT OUTCOME STATEMENT



Combine the elements from the performance measurement standards categories (page 8) to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed activity or program. Outcomes are the changes you anticipate to occur in clients' lives and / or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

<b>Statement Examples</b>	52 households will have a new access to public sewer for the purpose of creating a suitable living environment.
	7 households will have affordable housing through down payment assistance program for the purpose of creating decent affordable housing.
	50 persons have access to <b>new</b> jobs through extension of a water line to a business for the purpose of creating economic development.

**Area Median Income**

*The Area Median Income (AMI) divides the income distribution in two equal parts: one-half of households falling below the median income and one-half above the median. Median household income is used over mean household income to prevent outliers from skewing data.*

**Income Eligibility Information  
Year 2023**

**SECTION 8 (HOME) ADJUSTED INCOME LIMITS**

<u>Rochester, Minnesota</u>	<b>% of Median Income</b>	<b>1 Person Family</b>	<b>2 Person Family</b>	<b>3 Person Family</b>	<b>4 Person Family</b>	<b>5 Person Family</b>	<b>6 Person Family</b>	<b>7 Person Family</b>	<b>8 Person Family</b>
Extremely Low Income	30%	\$24,800	\$28,350	\$31,900	\$35,400	\$38,250	\$41,100	\$43,900	\$46,750
Very Low Income	50%	\$41,300	\$47,200	\$53,100	\$59,000	\$63,750	\$68,450	\$73,200	\$77,900
Low Income	60%	\$49,560	\$56,640	\$63,720	\$70,800	\$76,500	\$82,140	\$87,840	\$93,480
Moderately Low Income	80%	\$66,100	\$75,550	\$85,000	\$94,400	\$102,000	\$109,550	\$117,100	\$124,650