

2025 CIB Project Application for CDBG Funded Projects

Thank you for your interest in applying for Community Development Block Grant (CDBG) funding, as administered by the Saint Paul Capital Improvement Budget Committee (CIB). More information is available here:

<https://www.stpaul.gov/>

To be considered for funding, please respond to each question listed below. The questions are designed to correspond with how projects will be evaluated by the City's CIB Committee.

The following forms are required for your application to be complete:

- Organization's most recent IRS Form 990_____
- Organization's balance sheet from most recent audit_____
- Project manager's resume_____

Applications are due to the City by 5pm on Friday, March 28th 2025

You may want to prepare your answers in another document and cut and paste into the form fields. There is a downloadable PDF version of this application to assist in this recommendation.

Application submission is a two-step process. Once you have submitted the web form application, you will receive an email with a PDF copy of your proposal and a prompt to confirm submission. Applicants must confirm for an application to be received.

Each applicant will be required to present their proposal and project overview in person to the CIB committee sometime in April or May. Once an application has been submitted, we will contact you regarding dates for these presentations.

Please submit questions to CIB-Proposals@ci.stpaul.mn.us

Section A - Background Information

Project Title: _____

Proposing Agency, group, or Individual: _____

Proposer's Address: _____

Contact Person: _____

Phone Number: _____

Primary E-mail Address: _____

Address or Cross Streets of Proposed Project: _____

Citizen Participation District(s): _____

City Council Ward(s): _____

Citizen Participation Districts and Wards can be found using the [Saint Paul District Council and Ward Lookup](#) map.

Please indicate you have read the City's CDBG Information Summary available on the [Community Development Block Grant \(CDBG\) information page](#).

Yes

No

Please indicate which [Eligible Activity](#) & [National Objective](#) your project meets, using the dropdown box below.

Eligible Activity

National Objective

Please select only **one** Objective from the dropdown box below.

Section B - Description and Narrative

1) **Organizational Information**

- a. Provide a brief overview of your organization, including mission, vision, and major areas of operations.

- b. Please provide a brief description of your project.

- c. How long have you been an organization?

- d. Who do you serve? (please be specific)

- e. How do you serve them? (please be specific)

f. Are there organizations serving the same people or communities? What sets you apart from other organizations?

2) **What is your funding proposal? (please be specific)**

a. How much are you requesting in CDBG funding?

b. What will the funding be used for?

c. How did you determine the amount?

d. What is the total project/proposal cost? Will your organization be combining this request with other sources of funding? Please describe total funding.

e. How many households or businesses will be served and where are they located?

3) **How will your proposed program address racial and economic disparities within the City of Saint Paul?**

4) **Historical funding information**

a. Have you received funds from the Capital Improvement Budget / CDBG process over the past three years? If so, when and how much. Please provide year-by-year accounts and disbursement information.

Three Year History of CDBG Funding				
	Program Income	CDBG Funds Allocated	Funds Disbursed* <small><i>enter as a negative number</i></small>	Remaining Amount
2022				
2023				
2024				
Total				

Available CDBG Balance:

*Funds Disbursed means funds that have been spent and doesn't include funds that have been committed

Number Served (Individuals, Households, Business)				
	Households	Businesses	Other	Total
2022				
2023				
2024				
Total				

b. What did you do with the funding? Please provide specifics about projects and number of people served.

c. What is your available CDBG balance? Do you have funding not drawn down that has been allocated?

d. How much program income have you received? What are your outstanding commitments?
(List your Answers in the table below)

Type of Property	Address	Level of Commitment*	Amount

- e. If the funding was provided to a business, how many jobs were created and/or how many jobs were retained.

--

OMB Certification

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."

Application submission is a two-step process. Once you have submitted the web form application, you will receive an email with a PDF copy of your proposal and a prompt to confirm submission. Applicants must confirm for an application to be received.