

CDBG Sponsorship Request Form

City of Helena & Lewis and Clark County
Community Development Block Grant (CDBG) Program



NOTE: Once pre-application is completed, staff will reach out to set up a meeting. All applicants must meet with City or County staff (jurisdiction dependent) to discuss the project.

Project Title:					
Organization Name:					
Physical Project Address:	In City of Helena?: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Mailing Address:					
Contact Name:	Title:				
Phone Number(s):					
E-mail address(es):					
Proposed CDBG Project Type (Check only one)					
<input type="checkbox"/> Housing <input type="checkbox"/> Planning <input type="checkbox"/> Public Facility/Infrastructure <input type="checkbox"/> Economic Development (contact MBAC first)					
Was the proposed project presented at this year's Community Needs Assessment Hearing?: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Past CDBG Sponsorship					
Has your organization been sponsored for a CDBG in the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list project title, year awarded, and CDBG project type:					
Project Summary (2 page maximum; attach to this form)					
<i>Include specific goals and anticipated outcomes of the project. Project summary should address each of the seven scoring factors listed on the attached form.</i>					
Project Start Date:	Project Completion Date:				
Total Project Cost					
\$	CDBG Request: \$ <input type="checkbox"/> City <input type="checkbox"/> County CDBG Project Type Match requirement:				
Other Funding Sources and Status of Those Funds					
Source	Amount	Received/ In Hand	Committed	Promised Not Final	Requested
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For all construction/non-planning projects					
Has a site been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No Does your agency have site control? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is the site properly zoned for the purpose you propose? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know					

CDBG Pre-Application Form Scoring Sheet

Proposed Project:		Reviewer:
Scoring Factor	Score	Notes
1. Project Need (20 pts max) Provide a summary describing the need for the proposed project. Include how the proposed project supports the organization's mission and the community.		
2. Project Plan (20 pts max) Provide a copy or description of the planning that has taken place to date for the project. Attach any planning documents such as a PAR, PER, Capital Plan, long-range plan, etc. that support the proposed project. Note: CDBG construction grants require a HUD-approved completed PER, PAR, or equivalent as part of the application.		
3. Capacity (20 pts max) Provide a summary describing the organization's capacity to manage and administer a major federal grant program. Provide examples of other federal grants organization receives and a copy or web link of the organization's most recent audit or Single Audit, if applicable.		
4. Match Funding (10 pts max) Minimum grant match has been or will be met. For CDBG Planning grants, note if a match waiver will be sought.		
5. LMI Benefit (10 pts max) All CDBG projects must meet minimum LMI benefit requirements. See CDBG program guidance for details on calculating LMI benefit.		
6. Sustainability of project beyond grant funding (10 pts max) Not applicable to CDBG Planning projects.		
7. Project Readiness (10 pts max) Tentative timeline for project, including securing match, permits, property, etc.		
TOTAL SCORE (100 pts max) (90 pts max for CDBG Planning grants)		