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Community Development Block Grant (CDBG)

2025 Funding Application Form

For City Departments & Outside Organizations

**Application Deadline:**

April 7, 2025, 11:59 p.m (MST)

**Overview and Instructions**

The City of Thornton (City) annually applies for grant funding from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. These funds help the City provide decent housing, a suitable living environments, and provide public facilities for low- to moderate-income (LMI) residents.

The City is accepting applications until April 7, 2025, at 11:59 p.m, for funding for the next CDBG grant cycle starting October 1, 2025 through September 30, 2026. This program’s funding application process is competitive and available to City departments and qualified faith-based, non-profits, business, and citizen organizations.

The City’s five-year Consolidated Plan (ConPlan) goals for CDBG include:

1. Increase and retain affordable housing units
2. Improve existing owner-occupied units
3. Expand homeownership opportunities
4. Provide homeless prevention and supportive services
5. Provide improvements to public facilities
6. Provide increased public services

The CDBG Program is a reimbursement-based initiative that requires funded organizations to collect extensive data on the residents served and to document all project expenditures. Funded activities must provide new or expanded services to the City. Applications that do not meet this requirement may be deemed ineligible.

The majority of the applications received are typically for public services. HUD restricts the funding for public service projects to 15% of the City’s total CDBG award. This is estimated to be $125,000 for the next application cycle.

In addition to meeting CDBG regulation requirements, applicants will be reviewed on the following criteria:

1. Overall consistency with the City’s most recent Consolidated Plan to be adopted by July 2025. (see also [2020 - 2024 Consolidated Plan](https://www.thorntonco.gov/community-connections/Documents/grant-resources/Consolidated%20Plan_Final.pdf))
2. Overall consistency with the City’s [2025 – 2029 Housing Needs Assessment and Analysis of Impediments to Fair Housing Choice](mailto:https://www.thorntonco.gov/community-culture/housing-homelessness)
3. Total benefit to low- to moderate-income residents, households and/or neighborhoods
4. The organization’s experience and ability to manage the proposed project
5. The organization’s experience and ability in administering federal, state and/or local grants
6. Overall benefit and impact on the City and broader community
7. The timely and thorough completion of all aspects of the CDBG application. Incomplete applications will not be considered for funding.

**Overview and Instructions** (Continued)

The City ***highly recommends*** applicants call the CDBG Coordinator at 720-977-5800 ***prior*** to completing the application to confirm project eligibility and to review the best funding options for the project. Additionally, the City recommends the applicant visit the HUD Exchange and City of Thornton websites to familiarize themselves with CDBG requirements. Following are some helpful links:

1. <https://www.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf>
2. <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>
3. <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>
4. <https://www.hudexchange.info/programs/cdbg/>
5. [Community Development Block Grants (CDBG) | City of Thornton](https://www.thorntonco.gov/community-culture/community-connections-resources-grants/community-development-block-grants)

**Application Submission Directions**

To be considered for funding, the application must be detailed and concise. The application must have all required attachments. Incomplete or late applications will not be considered. ***If you would like a copy of the application in Microsoft Word or in Spanish, send an email request to: CDBG@ThorntonCO.gov.***

By April 7, 2025, 11:59 p.m. (MST) Community Connections must receive an electronic version of the application with all of the attachments and supporting documentation. Late applications will not be considered. The City will accept verifiable electronic signatures. The complete electronic application must be received via:

* Email to cdbg@ThorntonCO.gov
  + Please put “*2025 CDBG Application*” in the subject line.
  + The size limit for incoming emails is 20 megabytes.

**OR**

* Hand deliver to or mail (postmarked by the deadline) to:

City of Thornton

**Community Connections**

9471 Dorothy Blvd.

Thornton, CO 80229

Attn: CDBG Coordinator

Office Hours are 8:00 a.m. to 5:00 p.m. - Monday through Friday

***Please confirm the CDBG Coordinator received your application by the deadline.***

***Spanish translated applications available upon request.***

**Community Development Block Grant (CDBG) Application**

**Applicant/Organization Name:**  **Project Name:**  **Project Location:**

**Grant Amount Requested:** **Website Address:**  **Authorized Representative:**  **Authorized Representative’s Title:**  **Mailing Address:**

**City, State, Zip Code:**

**Phone:** **E-mail:**

**Contact Person for Application:**

**Contact Person’s Title:**

**Mailing Address:**

**City, State, Zip Code:**

**Phone:**  **E-mail:**

**Organization Status:**

❑ City Department or Division ❑ Faith-based ❑ Governmental Agency

❑ Nonprofit ❑Community-Based Development Organization (CBDO)

❑ Quasi-Govt. Agency ❑ Other:

## Identification Number:

Unique Entity ID:

**Compliance with National Objectives and Consolidated Plan GOALS:**

Please indicate which CDBG National Objective your project meets.

❑ Benefits low- and moderate-income (LMI) people

❑ Benefits an LMI area

❑ Benefits LMI households

For the LMI household thresholds, see <https://www.hudexchange.info/resource/5334/cdbg-income-limits/> CDBG Income Limits. Then search for Denver-Aurora-Lakewood, CO MSA.

If your project meets the LMI area National Objective, see the attached CDBG Eligible Areas Map to verify the project is located in the City’s LMI-eligible area.

Please indicate which City Consolidated Plan goal will be addressed (check all that apply):

* Increase and retain affordable housing units
* Improve existing owner-occupied units
* Expand homeownership opportunities
* Provide homeless prevention and supportive services
* Provide improvements to public facilities
* Provide increased public services

**Project and Service Level:**

Are the funds requested for a:

* New project
* Continuation of existing CDBG-funded project
* Continuation of an existing non-CDBG-funded project
* Expansion of existing CDBG-funded project
* Expansion of existing non-CDBG funded project

## Description of Organization: (NOT applicable to City Departments)

Include your organization’s mission statement, years in operation, description of programs provided, areas of service, and a description of clientele served.

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**Demonstrated Need for Project:**

Describe the need for your project and provide documentation of the need(s).

**Project Description:**

Describe the project/program for which you are seeking funds and how it will address the needs previously identified.

## Target Population:

Which residents/households are being targeted by the project? (Check all that apply)

* Children (17 and younger)
* Young Adults (18-24)
* Seniors (62 and older)
* Families with Children
* Crime Victims
* Homeless
* People with Special Needs
* All City residents/households
* Residents/households at Risk
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* An area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* N/A

Does the project have any of the following *primary* purposes? (Check all that apply)

* Prevent Homelessness
* Help the Homeless
* Emergency Shelter
* Assist Elderly Residents
* Provide Transitional Housing
* Help Those with HIV/AIDS
* Help Persons with Special Needs
* N/A

**CURRENT SERVICES LEVELS (For Public Service Activities Only):**

If the program/project is *currently operational* answer the following questions. Within the past 12 months…

What is the total number of **unduplicated people** served by the program?

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How many of the unduplicated people were at or below 80% of the Area Median Income as defined by the annual HUD LMI income limits?

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Of the total number of unduplicated people served how many were **Thornton residents**?

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How many of the **unduplicated Thornton residents** were at or below 80% of the Area Median Income as defined by the annual HUD LMI income limits?

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**Anticipated service levels:**

How many **unduplicated people are** anticipated to be served with this project/program?

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How many anticipated unduplicated people to be served will be **Thornton residents**?

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| --- |
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What percentage of the people anticipated to be served will be at or below 80% of the Area Median Income? Indicate the percentage for both Thornton and non-Thornton residents.

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## Organizational Capacity TO EXECUTE THE PROJECT:

State your organization’s experience and expertise in managing the proposed project and/or similar projects.

Describe in detail your organization's experience in administering federal, state, and local grant funding.

If you are not a City government applicant and your project is defined as a public facility improvement, describe your organization’s experience and compliance with federal regulations such as Davis-Bacon and other labor laws, Section 3, procurement procedures, and contract management.

What information is your organization currently collecting on your clientele (check all that apply)?

* Address
* Age
* Gender
* Female Head of Household
* Primary Language Spoken
* Race
* Household Size
* Total Household Income
* Type of Income
* Disability
* Ethnicity
* Time Spent w/client
* Citizenship
* Other

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What documentation do you or will you require from participants to document the data collected (i.e. paystubs, photo ID’s, signed statements, utility bills, bank records, tax records, etc.)?

## Project Outcomes:

Provide a summary of how outcomes will be achieved and measured.

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| --- | --- | --- | --- |
| **Goals** | **Outcome** | **Measurement Tools** | **Completion Date** |
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**Challenges:**

What challenges/barriers have you encountered or anticipate encountering while implementing this project?

How have you addressed or how do you plan to address the challenges/barriers?

## Project timeline:

What is your proposed timeline for the proposed project?

List *all* of the necessary implementation steps, when they will start and finish.

## Funding AND RESOURCES:

Use the following table to detail your proposed project’s line-item budget. Insert more lines if necessary. If the project is for facility or infrastructure improvements include any bids or quotes used to determine the project budget. The budget should account for Davis-Bacon (prevailing) wages if they apply to the project. See the example row below.

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| **Project’s Line Item Budget** | **Total Amount Needed** | **CDBG Amount Requested** |
| ***Example****: Staff salary and benefits for one bilingual counseling program staff, dedicated to Thornton residents at a rate of .75 FTE* | *$64,000* | *$48,000* |
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| **Totals** |  |  |

Is your organization willing to accept a partial award? ❑ Yes ❑ No

If yes, please provide a minimum award amount and an explanation of how accepting a lower amount will impact the project/program.

Is your organization able to accept additional funds for the project?

❑ Yes ❑ No

If yes, please provide a maximum award amount the project can accept and an explanation of how your organization will use the funds, including any revisions needed to the proposed timeline.

Provide a comprehensive list of all financial resources your organization intends to utilize for this project. These resources may include, but are not limited to, private or government grants, loans, donations, external services, service fees, or allocated organizational funds. Refer to the example row provided below for guidance.

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| --- | --- | --- | --- | --- | --- |
| **Needed Funding Sources** | **Amount** | **Status Applying, Pending, or Approved** | **Application Deadline** | **Expected Award Date** | **How will the funds be used?** |
| *Thornton CDBG* | *$20,000* | *Applying* | *4.7.25* | *Winter 2025* | *Staff salaries and benefits, construction materials* |
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| **TOTAL** |  |  | | |  |

What *non-financial resources* (i.e. volunteers, in-kind donations, etc.) will your organization be utilizing for this project? List other resources required and/or committed thus far, along with their estimated dollar value.

If any of these expected resources are not obtained, how will the project proceed?

**Policies and Procedures: (not applicable to city departments)**

Does your organization have written policies and procedures in place to:

1. Ensure no person otherwise eligible for service(s) is excluded from participation or denied benefits solely because of their disability? ❑ Yes ❑ No
2. Ensure meaningful access to programs and activities for persons with limited English proficiency? ❑ Yes ❑ No
3. Ensure non-discrimination in general? ❑ Yes ❑ No
4. Prevent any conflicts of interest with clients, staff, and your Board of Directors?

❑ Yes ❑ No

1. Ensure privacy protection for their clients? ❑ Yes ❑ No
2. Allow a client to file a grievance against the organization? ❑ Yes ❑ No
3. Officially terminate assistance to a client which includes the right of the individual(s) to seek a reinstatement hearing? ❑ Yes ❑ No

# Thornton'S Conflict of Interest Policy:

The City of Thornton is careful about identifying and avoiding conflicts of interest, especially with grants awarded through the City. A conflict of interest arises when a person’s self-interest and professional interest or public interest intersect. In this situation, there is the potential for biased professional judgment and lack of objectivity which creates a serious conflict when one of the interests can benefit financially or personally from actions or decisions made in the official capacity. A conflict of interest exists whether or not decisions are affected by a personal interest; there only needs to be the possibility of bias for a conflict.

Organizations applying for grants awarded by the City of Thornton must provide a list of their board members and staff members with grant applications. Also, executive staff or board presidents whose organizations are applying for funding are asked to sign this form and disclose any known actual or potential conflicts of interest.

If your organization knows of a possible conflict of interest between your application for funds and a City of Thornton employee, or Councilmember, please disclose that information here. Names of all Council members currently serving can be found at <https://www.thorntonco.gov/government/city-council/Pages/default.aspx>

## SIGNATURE AND CERTIFICATION:

I certify that all information provided in this grant application is true and complete. I authorize the confirmation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees, officers, and board members. I understand that any false information or omission may disqualify my organization’s application for grant funding. I have read, understand, and by my signature, agree with the above statements.

Authorized Representative (please print) Title

Signature Date

## ATTACHMENT CHECKLIST:

Some of the items below are required for all applicants while others may only apply to certain internal city projects. Include the relevant documentation as listed and instructed as an attachment.

## Organizational Information

**❑ IRS Determination Letter** – **Required** **for Nonprofit Organizations**

Provide a copy of the *original* IRS determination letter indicating status.

❑ **Current IRS Determination 501(C)(3) Ruling – Required for Nonprofit Organizations**

## ❑ Annual Report - Optional

Include an annual report, if your organization produced one in the last year.

**❑ List of key personnel who will be working on this project – Required**

This list should include all staff members that will be involved in the project/program, including their names and titles. Including an organizational chart.

**❑ List of Current Board Members - Required for Nonprofit Organizations**

The list should include all board and committee members for your organization with their names, occupations, and/or community affiliations.

**❑ Anti-discrimination Statement Adopted by Board – Required** **for Nonprofit Organizations**

## Financial Information

**❑ Most recent Form 990 or 990EZ - Required** **for Nonprofit Organizations**

**❑ Financial Audit – Required for Nonprofit Organizations receiving $750,000 or greater in Federal funds**

Provide the most current financial audit conducted on the organization and the results of the audit. If the organization was required to complete a Single Audit, that audit must be included as well. If the audit found a deficiency or a material weakness, a response and plan of action to correct the deficiency/material weakness must be included. The City will require either an updated clear financial audit or a formal response showing the actions taken by the organization to address the audit findings before a project can be considered for funding.

**❑ Year-to-Date Financial Statement – Required** **for Nonprofit Organizations**

Submit a Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expense Statement) for the most recent fiscal year. If your fiscal year is the calendar year submit the most recent annual financial reports if not included in the audit. *Fiscal reports must be reported in accordance with Generally Accepted Accounting Principles (GAAP).*

**❑ Year-end Financial Statement – Required for Nonprofit Organizations**

Most recent Certified Audit, Management Letter (if applicable), and Agency Response (if applicable). Compiled or reviewed financial statements will be accepted for Agencies that have been in operation for less than one year

**❑ Organization Budget – Required for Nonprofit Organizations**

Include the organization’s current budget. Also attach a budget for next year (the year in which funds are being requested), if your organization has next year’s budget drafted.

## Compliance Information

**❑ Provide a Map** **Depicting the Project Location** **– Required for Public Facilities or Infrastructure Projects**

**❑ Monitoring or Audit Results - Required for Nonprofit Organizations**

Provide a copy of any audit or monitoring reports from HUD, the Office of Inspector General, cities, or counties conducted in the past three years on all CDBG, HOME, ESG, CSBG, or NSP grants. If none are available, please make note of that.

## Program Information

**❑ Photographs/Renderings/Plans, if applicable**

If requesting funds for housing, facility, or infrastructure improvement projects please provide concepts, photos, and/or plans illustrating the requested upgrades/improvements.

**❑ Policies and Procedures – Required for Nonprofit Organizations**

If requesting funds to expand a current program, provide the Policies and Procedures for the program.

**❑ Program Partnerships, if applicable**

If the program or project is collaborative, provide detailed commitment letters from all partnering organizations on their letterhead describing and verifying the partnership.

**❑ Organization and Project** **Brochures, if available**

You are welcome to provide relevant brochures that discuss the programs and/or individuals served.

If you have any questions,

please contact the CDBG Office at:

[CDBG@ThorntonCO.gov](mailto:csteinberg@c3gov.com)

720-977-5800

*Thank you for your interest in the*

*City of Thornton’s CDBG Program*

