



City of Coeur d'Alene

Community Development Block Grant

2025 Community Opportunity Grant

Application Guidelines

Dear Interested Applicant:

The City of Coeur d'Alene (City) is currently accepting applications for the 2025 Community Development Block Grant (CDBG) Program funding cycle of its Community Opportunity Grant. Any individual, profit or nonprofit organization, business, or governmental agency may apply for the CDBG Community Opportunity Grant. Applicants must be in compliance with federal, state, and local laws and regulations.

Please review the materials enclosed in this application packet. The application packet is also available on the City's website at: <https://www.cdavid.org/community-opportunity-grant>

The deadline to submit applications is **May 30, 2025, at 5:00 p.m.** at City Hall, 710 E. Mullan Ave, Coeur d'Alene, ID, 83814, or by email to SherrieB@cdavid.org.

An Educational Workshop will be held on **May 13, 2025, at 2:00 p.m.** To participate in the workshop, plan to attend in-person at City Hall, 710 E. Mullan Ave, Conference Room #6.

Please contact the City's CDBG Community Development Specialist Sherrie Badertscher at (208) 769-2382 or SherrieB@cdavid.org for one-on-one technical assistance, to discuss a particular funding proposal, or to trouble-shoot an application.

Funding Objectives:

Projects and services include those that benefit low-to-moderate income Coeur d'Alene residents and neighborhoods.

Funds Available/Grant Amounts:

This grant cycle has approximately \$81,644 in available Program Year (PY) 2025 funding (Grant year begins October 1, 2025). Approximately \$34,400 will be available for Public Service projects. Additionally, it is expected that approximately \$36,900 of remaining PY 2020-2022 funds will be available for eligible grant proposals. Minimum proposal requests of \$20,000 will be accepted for all projects. Projects must further the goals of the City of Coeur d'Alene's 5-Year Consolidated Plan and meet at least one (1) National Objective as defined by HUD.

THIS DOCUMENT CAN BE PROVIDED IN A FORMAT ACCESSIBLE TO PERSONS WITH DISABILITIES AND/OR PERSONS WITH LIMITED ENGLISH PROFICIENCY UPON REQUEST.

The City of Coeur d'Alene prohibits discrimination on the basis of race, color, national origin, religion, sex, family status, disability or age.

Funding Period:

The City's CDBG Entitlement Program year runs from October 1 through September 30 of each year. The City anticipates receipt of the yearly allocation on or about October 15, generally, but acknowledges the actual date may differ and has been as late as mid-November in previous years. Although projects may be identified for approval and funding, **NO** commitments by contract or other means of obligation may be authorized until the City receives the annual award agreement from HUD.

The City would prefer (but does not require) that projects be completed within 12 months of the award of project funding. Because projects may be affected by various circumstances, it is **very** important that an applicant submits a reasonable time schedule for their project with a maximum project completion time of 2 years.

Use of Funds:

The City of Coeur d'Alene's CDBG program will provide annual grants for viable projects, which may include providing decent housing, suitable living environments, and expanding economic opportunities, principally for low and moderate-income persons. CDBG funds may be used for activities which include but are not limited to:

- Acquisition of Real Property
- Relocation and Demolition
- Rehabilitation of Residential and Non-Residential Structures
- Construction of Public Facilities and Improvements, such as Water and Sewer Facilities, Streets, Neighborhood Centers, and the Conversion of School Buildings for Eligible Purposes
- Public Service Activities, which may include Employment Services, Crime Prevention and Public Safety, Childcare, Health Services, Substance Abuse Services, Fair Housing Counseling, Education Programs, Energy Conservation, Services for Senior Citizens, and Services for Homeless Persons (*Public Service uses not to exceed 15% of the yearly CDBG Program budget)
- Activities Relating to Energy Conservation and Renewable Energy Resources

Ineligible Activities:

Generally, the following types of activities are ineligible:

- Acquisition, Construction, or Reconstruction of Buildings for the General Conduct of Government
- Political Activities
- Income Payments
- Construction of New Housing by Non-CHDO Agencies
- Funding of any Project which Replaces State or Government Funding, Unless it can be Proven that the Funding of Such a Program Would Substantially Increase a Program

Citizens Ad Hoc Advisory Committee:

Applications will be reviewed by staff and an Ad Hoc Committee who makes recommendations to the City Council for final approval.

General Rules:

All applications must comply with the regulations of the Community Development Block Grant (CDBG) Entitlement Program found at 24 CFR Part 570 and described by the specific guidelines.

All links will be available on the City's webpage at: <https://www.cdaid.org/community-opportunity-grant>

Who May Apply:

Any individual, profit, or nonprofit organization, business or governmental agency may apply for the CDBG's Community Opportunity Grant funds. Applicants must be in compliance with federal, state, local laws and regulations.

Note: All applicants must have an Unique Entity Identifier (UEI) issued through the Federal Government (SAM.gov).

PROJECT REQUIREMENTS:

Projects Must

- 1) Meet one (1) of the HUD national objectives through the City's CDBG Entitlement Program:
 - Principally Benefit Low- and Moderate- Income (LMI) Persons (those whose income is at or below 80% of the local median (2025 income standards pg. 9);
 - Aid in the Prevention or Elimination of Slums or Blight; or
 - Meet Other Urgent Community Needs as Defined by the U.S. Department of Housing and Urban Development (HUD).
- 2) Be Located Within the Coeur d'Alene City Limits or Demonstrate that a Majority of the Low- and Moderate- Income Clients Served, at Least 51%, Reside within the City.
- 3) Address One or More of the Goals that were Established in the City's Five-Year Consolidated Plan (2023-2027 goals pg. 5).
- 4) Be Identified as an Eligible CDBG Activity.
- 5) Have Drawn Down or be in the Process of Drawing Down at Least 60% of any Prior Year Awarded CDBG Funds Before Submitting Another Application. The City May Grant Exceptions on a Case-By-Case Basis in Response to a Written Request with Justification. Exceptions Must Be Approved Prior to the Submittal of the Application.
- 6) Provide Proof of Your Organization's Most Recent Audited Financial Statement.
- 7) Provide a Completed Application with all Required and Supplementary Supporting Documentation for the Committee to Review.
- 8) Have Met at Least Minimum Performance Standards if Funded in a Prior Community Opportunity Grant Year. Applicants who do not Meet this Minimum Threshold Must Submit a Detailed Plan for Improved Performance Alongside Their 2025 Grant Application.

Based on the City's past goals and funding requests, the following five goals are possible goals for the **2023-2027 Five Year Consolidated Plan**.

1. **Maintain and Increase Housing Stock (both ownership and rentals)** – This includes activities that support new housing construction such as acquisition, clearance, and street improvements, housing (ownership and rentals), rehabilitation of existing housing (ownership) EMRAP program, rehabilitation of existing housing (rentals), down payment assistance – direct financial assistance to home buyers, residential historic preservation, etc.

For information on the city's EMRAP program, visit:

<https://www.cdaid.org/236/departments/planning/cdbg/emrap>

2. **Public Facility and Infrastructure Projects (serving LMI residents)** – This includes acquisition, creation, rehabilitation of public facilities and city facilities, and code enforcement. This includes sidewalks to help make connections, improve ADA accessibility, parks, water/sewer improvements, remediating code enforcement violations, etc.
3. **Public Services (serving LMI residents)** – This includes support for organizations that serve the LMI population in the support of childcare services, mental health services, housing counseling, food banks, health services, legal services, youth services, subsistence assistance, etc.
4. **Homelessness Assistance** – This includes outreach, emergency shelter, rehousing services and homelessness prevention to persons experiencing or at-risk of homelessness.
5. **Economic Development** – This includes job creation/retention, business and technical assistance, microenterprise assistance, rehabilitation of publicly or privately owned commercial/industrial properties, etc.

See the full list of allowable goals and here:

<https://www.cdaid.org/3459/departments/planning/cdbg/conplan>

APPLICATION SCORING METHODOLOGY

(Applicants must answer all questions in each scoring category)

QUALIFYING CRITERIA – 25 POINTS POSSIBLE

- Which of the 2023-2027 Consolidated Plan Goals does your project/program plan to address? (Refer to application guide)
- What are the specific goals and anticipated outcomes of the project? Please use clear concise statements when identifying goals and outcomes.
- What process will you use to document the accomplishments for each goal listed for the project?
- How will your agency track and measure the success of this project?
- Is this project intended to be sustainable beyond the funding year?
- How many persons do you anticipate will benefit from the project?
- Please describe your cost/benefit ratio justification (program costs per persons served).

NEED – 25 POINTS POSSIBLE

- Why have you chosen to address this particular need?
- How did you identify and measure this need?
- What services will this project provide?
- Describe the client population that will be served.
- Is this a new need, an ongoing need, or a need that has reappeared?
- What is the impact of this deficiency on our community when these needs are not met?
- How will your project complement or build on the efforts of other groups or agencies that are serving the same or similar populations?

GOALS AND OUTCOMES – 20 POINTS POSSIBLE

- What are the specific goals and anticipated outcomes of the project? Please use clear concise statements when identifying goals and outcomes.
- Please describe in detail how the project will be accomplished. Planning and implementation should show a clear path from the beginning of a project to the end. Please provide an outline of activities to be accomplished. Be specific regarding who will perform activities and how their implementation will result in a successful project.
- What process will you use to document the accomplishments for each goal listed for the project?
- How many persons do you anticipate will benefit from the project?
- How will your agency track and measure the success of this project?
- What is your long-term sustainability plan for this project?
- What other agencies or potential beneficiaries were included in the process?
- How is your plan consistent with other planning efforts?
- Please include a timeline, and milestones if applicable.
- What is your anticipated timeframe for accomplishing the project?

LEVERAGE-10 POINTS POSSIBLE

- What other financial resources – federal, state, and local – do you have in place to support this project? Please identify source and amount in table format.
- Of these other sources of funds, identify which are secured, planned, or historically pledged to the project.
- This CDBG request represents what percentage of your total project budget?

CAPACITY – 20 POINTS POSSIBLE

- Provide a summary of your agency's history and mission.
- Describe your agency's capacity to undertake the proposed project.
- Identify the personnel/positions involved and the qualifications of key personnel, including financial management capacity.
- Which of the staff members supported by CDBG funds will be active in implementing other projects?
- How will you balance time spent on each project, if working on multiple projects?



FY 2025 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income Click for More Detail	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Coeur d'Alene, ID MSA	\$97,500	Very Low (50%) Income Limits (\$) Click for More Detail	32,900	37,650	42,350	47,050	50,800	54,600	58,350	62,150
		Extremely Low Income Limits (\$)* Click for More Detail	19,800	22,600	26,650	32,150	37,650	43,150	48,650	54,150
		Low (80%) Income Limits (\$) Click for More Detail	52,750	60,250	67,800	75,300	81,350	87,350	93,400	99,400

NOTE: **Kootenai County** is part of the **Coeur d'Alene, ID MSA**, so all information presented here applies to all of the Coeur d'Alene, ID MSA.

The **Coeur d'Alene, ID MSA** contains the following areas: Kootenai County, ID;

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

For last year's Median Family Income and Income Limits, please see here:

[FY2024 Median Family Income and Income Limits for Coeur d'Alene, ID MSA](#)

Important Dates:

April 29, 2025	Notice of CDBG Funding Availability (NOFA) Published.
May 1, 2025	Applications Available.
May 13, 2025	2:00pm: General Grant Application Workshop in City Hall, Conference Room 6. **Additional technical assistance available upon request.
May 30, 2025	CDBG Application Deadline: 5:00pm Hardcopy Submittals to City Hall: Attn: Sherrie Badertscher 710, E. Mullan Ave, Coeur d'Alene, Idaho, 83814
CONTACT:	Sherrie Badertscher CDBG Community Development Specialist 710 E. Mullan Avenue Coeur d'Alene, ID 83814 208- 769-2382 SherrieB@cdaid.org
WEBSITE:	https://www.cdaid.org/community-opportunity-grant