State of Alaska

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FFY 2015 Application

DUE NO LATER THAN FRIDAY, DECEMBER 4, 2015 @ 4:30 PM

APPLICANT (BOROUGH OR CITY) INFORMATION

Name: _____ DUNS#: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Contact Person: _____
Phone: _____ Fax: _____
Email: _____

☐ Co-Applicant or Joint Applicant (*if applicable*)
Name: _____ DUNS#: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Contact Person: _____
Phone: _____ Fax: _____

PROJECT INFORMATION

Project Title: _____
Eligibility Category:
- ○ Community Development [Project eligible under Section 105(a)(2)(4)(5)(14)(15)]
- ○ Planning [Project eligible under Section 105(a)(12)]
- ○ Special Economic Development [Project eligible under Section 105(a)(14)(17)]

Proposed Budget:
$_____ CDBG Request
$_____ Cash Match
$_____ In-Kind Contributions
$_____ **Total Project Cost** (total of above three lines)

CERTIFICATION

I, the undersigned, certify that I am authorized to represent the applicant, that to the best of my knowledge and belief, data in this application is true and correct, that the document has been duly authorized by the governing body of the applicant, that the community is empowered by statute to perform the functions and provide the services encompassed by the proposed project, and that the applicant will comply with all applicable State and Federal laws and regulations in implementing the proposed project if it is selected for funding.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Date Received by DCCED:

CRITERION #1 / Maximum Points Available 15

Project Description & Selection / Citizen Participation Plan

A. Project Description

What are you going to do? Describe the project as completely and in as much detail as possible by first identifying existing conditions, the nature of the proposed project, and what needs the project will address in your community. (See page 27 of the Handbook.) Though not required, have you attached photographs illustrating the existing conditions? If your project is eligible under Section 105(a)(14) or (17) of the Special Economic Development category, identify the private for-profit entity or entities which will receive assistance. Show how jobs will be created. If your project is eligible under the Planning category, identify the specific plan you will produce as a result of this project.

B. Selection Process/Citizen Participation Plan

How and why did the community decide on this project? Describe the public participation process used and how and when residents, especially low and moderate income residents, had the opportunity to comment. Does the project demonstrate community consensus? Identify the other projects considered for CDBG funding and explain why this project was selected as the priority.

Attach copies of minutes of at least one public hearing, which was held within the six-month period prior to acceptance of this application (*no earlier than June 4, 2015*). Your minutes *must* show the following:

- ✓ CDBG program and funding categories were explained
- ✓ Public had opportunity to comment
- ✓ Other projects were considered for CDBG funding
- ✓ Selected project has community consensus

(See page 27 of Handbook) ***This is a federal requirement. This application cannot be considered for funding without minutes showing that the public had an opportunity to comment and suggest a variety of possible projects.***

Guidelines for Mandatory
Public Hearing for FFY 15 CDBG Application

☐ Give adequate notice to residents about the Public Hearing. Post notices in several different places around your community to reach as many individuals as possible. Clearly state the time, place, and reason for the Hearing. **(See "C" below)**

☐ The Public Hearing may be called as a special meeting or may be part of the regular City Council meetings. It must be held by the eligible applicant (City or Borough).

☐ After calling the Hearing to order, explain what the CDBG Program is and explain that CDBG grant funds can be used for different activities. They can be used for Community Development projects, Planning projects, or Special Economic Development projects. Ask if there are any questions on the types of projects that CDBG funds can be used for. **(See "E" below)**

☐ Give an example of a proposed project that is currently needed in the community. Tell what it is and why it should be chosen for the FFY 14 CDBG proposed project. **(See "E" below)**

☐ Call for alternative proposals. Discuss all proposals fully to clearly identify what projects are needed and why they are important to the community. **(See "F")**

☐ If there are no alternative proposals, clearly state this fact in the minutes of the meeting.

☐ Approve project and submission of the CDBG application.

☐ After the meeting, the minutes of this Hearing must be written up and attached to the application. You should now be able to answer the remaining questions in this section of the application. **(See "D" below)**

C. Date of Public Hearing/Community Meeting: _____
(Must be within six months of application.) Submit a copy of the public notice for this meeting.

D. Are minutes of meeting attached as required? ☐ Yes ☐ No

E. Do the minutes demonstrate that the CDBG program was explained and the types of projects that can be funded discussed? ☐ Yes ☐ No

F. Do the minutes demonstrate that residents had the opportunity to suggest a variety of possible projects for which to apply? ☐ Yes ☐ No

NOTE: You must be able to answer "YES" to questions D, E, and F above and attach a copy of meeting minutes. <u>If not, your application will not move forward.</u>

CRITERION #2 / Maximum Points Available 25

Project Plan / Readiness

A. Describe the community's plan for implementing the proposed project. Include timelines, goals, objectives, and expected outcomes. (See page 28 of the Handbook.)

B. Describe what efforts the community has undertaken to ensure the success of the project. What project agreements are in place; what resources are dedicated to the project; and what kinds of production market assurances are in place if your project is a Special Economic Development project? Did you receive CDBG funding for this project within the past two years for project design, engineering, feasibility, and/or planning? Have you completed and attached an Operations and Maintenance Budget for Community Development activities?

C. Identify major project activities and dates for completion of those activities:

Proposed Project Start Date: _____

Project Completion Date: _____

Activity	Date to be Completed
_____	_____
_____	_____
_____	_____
_____	_____

D. Indicate whether you have the following:

1. Final Plan Documents (Building/Design) ○ Yes ○ No ○ N/A
2. State Fire Marshal Approval of Plans ○ Yes ○ No ○ N/A
3. Compliance with Grant Recipient Manual (on building construction/renovation) ○ Yes ○ No ○ N/A
4. Other Required Permits (See Appendix G) ○ Yes ○ No ○ N/A
5. Cooperative/Joint Agreements (See Appendix E & F) ○ Yes ○ No ○ N/A

E. Identify other State/Federal/Public agencies involved with this project:

_____	_____
Name of Agency	Name of Agency
_____	_____
Contact Person	Contact Person
_____	_____
Reason for Involvement	Reason for Involvement
_____	_____
Name of Agency	Name of Agency
_____	_____
Contact Person	Contact Person
_____	_____
Reason for Involvement	Reason for Involvement

F. <u>Site Control</u>: If the proposed project involves the use of real property you must provide evidence in the form of a deed, lease, or easement showing that the community has obtained an enforceable right to use that parcel of land or facility.

a. Provide the legal description of the property:

b. Attach a map which identifies the property. Map attached? ◯ Yes ◯ No

c. Indicate which document you have that proves ownership or your legal right to use the property.

	Copy Attached?		
☐ **Deed:**	◯ Yes	◯ No	◯ N/A
☐ **Lease:**	◯ Yes	◯ No	◯ N/A
☐ **Easement:**	◯ Yes	◯ No	◯ N/A

d. If you do not have one of the above documents, what steps do you need to take in order to obtain the right to use the property? For example, do you need to purchase the land? ... negotiate and execute a lease with some entity? ... finalize ANCSA 14(c)(3) reconveyance? Please explain the situation as you know it and your anticipated timeframe to prove site control.

e. Have you contacted your DCCED Regional Office and asked for assistance with site control? ◯ Yes ◯ No

f. Has this property been occupied over the last 12 months? ◯ Yes ◯ No

g. Will there be anyone displaced from the property for this project? ◯ Yes ◯ No

G. <u>Environmental Review</u>: Every successful applicant for CDBG funds must obtain appropriate environmental clearances for their proposed activity. The Department will make a determination regarding the environmental requirements of each project and notify each grantee about appropriate procedures after notification of award. After this application is submitted, **<u>all project activity must stop</u>** until the environmental review requirement is met. **Please indicate that you are aware of this requirement.**

◯ Yes ◯ No

CRITERION #3 / Maximum Points Available 25

Project Impact

A. Identify the benefits to the community which will result from the project, especially those which provide a direct benefit to low and moderate income residents. Describe how the needs of local low and moderate income residents will be met with this project. (See page 29 of Handbook.)

B. Below is a list of possible ways in which a project might benefit a community. Check the boxes beside those benefits which are appropriate for the specific project you are proposing and describe in the narrative below ***how*** your project will result in those benefits being realized. Attach additional pages if necessary. Be specific.

- ☐ Contributes to solving public facility problems by constructing, upgrading, or reducing operational costs of essential community services
- ☐ Eliminates imminent threats to public health/safety
- ☐ Develops infrastructure for community/economic development
- ☐ Promotes self-sufficiency and diversification
- ☐ Attracts other funds and resources to the community
- ☐ Promotes long-term positive solutions to continuing or reoccurring problems
- ☐ Promotes small business development in the community
- ☐ Utilizes an "underutilized work force"
- ☐ Utilizes "underutilized capital resources"

Narrative:

C. Pages 10 and 11 of this application apply to <u>Special Economic Development Projects Only</u>. If your project is eligible under Section 105(a)(14) or (17), or is part of a community economic development project under Section 105(a)(15), you must meet the **Guidelines and Objectives for Evaluating Project Costs & Financial Requirements** and the **Public Benefit Standards** identified on page 9 of the Handbook. Attach supporting documentation.

Identify the number of jobs to be created or retained by the applicant as a direct result of this project. (See page 21 – 22 of the Handbook for definitions.) ***Note:*** *This <u>does not</u> include short-term jobs created for implementation of this project. Only permanent jobs may be counted.*

	Full-time	**Part-time**	**TOTAL**
a. Jobs to be CREATED:	_____	_____	_____
b. Jobs to be RETAINED:	_____	_____	_____

c. Identify each of the above identified jobs by **title** and attach position descriptions if available.

<u>Created</u>	Description Attached Yes	No	**<u>Retained</u>**	Description Attached Yes	No
Title:_____	○	○	Title:_____	○	○
Title:_____	○	○	Title:_____	○	○
Title:_____	○	○	Title:_____	○	○
Title:_____	○	○	Title:_____	○	○
Title:_____	○	○	Title:_____	○	○
Title:_____	○	○	Title:_____	○	○

d. Explain what efforts you will make to ensure that the above jobs are targeted for low and moderate income residents.

D. For Special Economic Development projects, describe how you determined that this project is economically feasible and viable by providing cash flow and profitability data.

a. Have you completed feasibility and/or marketing studies? ☐ Yes ☐ No
(If yes, please attach copies)

b. Have you completed an Operations/Maintenance Budget? ☐ Yes ☐ No

CRITERION #4 / Maximum Points Available 25

Budget / Match / In-Kind

A. General Information about preparing your budget is provided below:

1. Your Proposed Budget should consist of four parts:

①		CDBG Request
	+	
②		Cash Match
	+	
③		In-Kind Contributions
④	=	Total Project Cost

Refer to page 25 – 26 of the Handbook for detailed instructions on both Force Accounting and Davis Bacon Requirements before completing the labor and fringe benefit budget component.

2. Respond to the following questions for your proposed budget:
   a. Does your project include labor costs? ○ Yes ○ No
      If yes, will the project labor be Force Accounted? ○ Yes ○ No
      OR, will the project labor be Contracted Out and require payment of Davis Bacon wage rates? ○ Yes ○ No

Note: *Labor on CDBG projects must be either Force Accounted or paid Davis Bacon wages.*

3. Does your budget include a cash and in-kind match so that you may receive the maximum number of available points in this category?
   ○ Yes ○ No

4. Does your budget include costs for any consultants? ○ Yes ○ No
   If so, please identify their expected role in the project in your budget narrative.

Note: *The following section is for CDBG funds only. Do not include your cash and in-kind match portions on numbered items 1 through 10.*

B. CDBG Budget and Computation for CDBG Request Only:

This computation section should provide a description of how the CDBG budget was determined. Do not include items which will be paid with matching funds. You will need to explain computations in the budget narrative and attach documentation to support proposed costs.

1. & 2. Force Account Labor and Fringe Benefits (to be paid with CDBG funds only) *NOT Contractual*:

Position	Wage Rate	X	No. of Hours	=	Gross Wages	FICA	ESC	Workers Comp.	Other	Total Labor Cost
Total										

NOTE: *Acceptable fringe benefits include, but are not limited to, FICA @ 7.65% (includes Social Security @ 6.2% and Medicare @ 1.45%); ESC (list the current rate for the employer's share that has been computed by DOL); and Workers Compensation (%varies).*

			Requested Amount	Documentation Attached?
3.	**Materials**	If CDBG funds will be used to purchase materials, you must attach **materials lists** and **price quotes**.	$_____	◯ Yes ◯ No
4.	**Freight**	Attach freight **estimate** from vendor for freight costs paid with CDBG funds only.	$_____	◯ Yes ◯ No
5.	**Equipment Rental**	Identify equipment, rental rates, vendor, and number of hours to be rented for equipment rented with CDBG funds only.	$_____	◯ Yes ◯ No

Documentation

			Requested Amount	Documentation Attached?
6.	**Equipment Purchase**	Identify equipment to be purchased with CDBG funds and attach price quotes from supplier. **Only equipment that is an integral part of the facility is allowable unless it is fire protection equipment*.	$_____	☐ Yes ☐ No
7.	**Contractual**	Identify anticipated contractual agreements, their purpose, estimated costs, and attach price estimates for CDBG funded portions only.	$_____	☐ Yes ☐ No
8.	**Insurance**	Identify the insurance company with whom you deal. Provide evidence that you have, or can obtain the insurance coverage required for this project; i.e. at least $300,000 in General Liability; $100,000 per person/occurrence Workers Compensation; $100,000 Automobile Liability if applicable. Attach **price quotes** for pro-rated portions of insurance to be purchased with CDBG funds, if applicable.	$_____	☐ Yes ☐ No
9.	**Other**	Any costs that cannot possibly fit into one of the above categories should be identified here with a clear explanation of what is being paid for. Attach **documentation**.	$_____	☐ Yes ☐ No
10.	**Administration**	Identify and attach documentation explaining how you computed administration costs. These must be actual costs of administering the project. Administrative expenses reimbursed from this grant may not exceed 5% of the total CDBG funds you are applying for.	$_____	☐ Yes ☐ No

Note: *This section is for CDBG funds only. Do not include your cash and in-kind match portions on numbered items 1 through 10.*

C. Cash Match and In-Kind Contributions Budget and Computation

This budget and computation section should provide a description of how the Cash Match and In-Kind Contribution budgets were determined. At least some of your match should be cash contributed by the community. This indicates that the community will be able to pay for bills and wait for DCCED reimbursement and also shows the review committee that the community supports the project because it is willing to put money aside for it.

1. Cash Match:

Please identify all of your CASH Match, including the source of the funds, and the amount available. Identify the type (federal, private, other, state/local) and the documentation to support. Include documents showing these funds have been committed to the project.

Source	Amount	Federal, Private Other, State/Local	Documentation to Support	Attached?
_____	_____	_____	_____	◯ Yes ◯ No
_____	_____	_____	_____	◯ Yes ◯ No
_____	_____	_____	_____	◯ Yes ◯ No
_____	_____	_____	_____	◯ Yes ◯ No
_____	_____	_____	_____	◯ Yes ◯ No

2. In-Kind Contributions:

Please identify all of your IN-KIND Contributions, including the source of the funds, the amount available, the type of funds, and the documentation to support. Examples of in-kind contributions include the cost or value of any planning documents that have already been prepared; designs, feasibility studies, business plans, operating and maintenance plans, etc. For facility construction the value of land, site preparation, and donated materials can be counted as in-kind contributions.

Source	Amount	Federal, Private Other, State/Local	Documentation to Support	Attached?
_____	_____	_____	_____	◯ Yes ◯ No
_____	_____	_____	_____	◯ Yes ◯ No
_____	_____	_____	_____	◯ Yes ◯ No
_____	_____	_____	_____	◯ Yes ◯ No
_____	_____	_____	_____	◯ Yes ◯ No

D. Line Item Proposed Budget

Note: Use the computations from pages 13 and 14 to complete the CDBG Request column and from page 15 to complete the Cash Match and In-Kind Contributions columns.

Cost Category	CDBG Request	Cash Match	In-Kind	TOTAL
1. Labor				
2. Fringe Benefits				
3. Materials				
4. Freight				
5. Equipment Rental				
6. Equipment Purchase				
7. Contractual				
8. Insurance				
9. Other				
10. Administration				
TOTAL*				

***These totals must match the cover page of your application.**

E. **Budget Narrative: Please provide an explanation for each budget figure listed on previous page and specifics about what it will be used for.** Add additional pages if necessary.

CRITERION #5 / Maximum Points Available 10

Administrative Capabilities

Add additional pages if necessary

A. Identify who will be responsible for the day-to-day management of this project.

B. Describe the **applicant's** ability to manage CDBG funds and comply with Federal/State accounting and reporting requirements.

C. List other grant which the applicant has administered in the past; the amount of funds involved; and whether the projects were successfully completed.

D. Does applicant have the cash resources to administer a cost reimbursable grant agreement?

E. Attach one copy of the **applicant's** most recent audit including management letters and any other reports received with the audit. If findings are identified, describe how they have been resolved or what the current status is. If an audit has not been done, a copy of the entity's most recent **certified** financial statement must be submitted.

F. If applicable, note any tax liens or judgments and how you have addressed them.

G. Have you included the Authority to Participate form (Appendix A), which is completed and signed by an authorized signer? ◯ Yes ◯ No

Have you completed and included the Determining Benefit to Low and Moderate Income Persons form (Appendix B1)? ◯ Yes ◯ No

Have you included the Statement of Assurances and Certification (Appendix C)? ◯ Yes ◯ No

Have you included minutes of a Public Hearing held within six months of submission which demonstrates community support for this project? ◯ Yes ◯ No

H. Will your application be received by **December 4, 2015 at 4:30 p.m.** in the Fairbanks DCCED office? *This is a firm deadline*.

◯ Yes ◯ No