Appendix Packet

This yellow Appendix Packet includes Appendices A through I, as well as instructions for completing each appendix. Please complete the required* appendices and submit with your application. The original signed application <u>must</u> include the required appendices with original signature of the applicant's highest elected official or other authorized representative to be considered for funding.

APPENDIX A: *Authority to Participate (pg. 3)

APPENDIX B1: *Determining Benefit to Low and Moderate Income (LMI) Persons (pgs. 5–10)

APPENDIX B2: Job Creation/Retention Forms (pgs. 12-14)

APPENDIX B3: LMI Tables (pgs. 16 – 20)
Part 1: Listing of LMI % by community
Part 2: Listing of LMI Income Limits by census district

APPENDIX C: *Statement of Assurances and Certifications (pg. 22)

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APPENDIX E: Joint Application Agreement (pg. 26)

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Appendix

A

Authority to Participate

☑ Who must submit this appendix with their application?

Every applicant for CDBG funds, regardless of project or category.

☑ What is the purpose of this appendix?

Every applicant for CDBG funds **must** submit a resolution, motion, or similar action granting Authority to Participate in the program. The Authority to Participate also establishes signatory authority to an appropriate official to conduct normal and usual business regarding the project.

On the following page is one suggested format for this Authority to Participate. You may change the format only to the extent that it does not eliminate the key components, including the amount of the grant funds requested, the project description, and the signatory authority.

Authority to Participate

RESOLUTION NUMBER _____

A RESOLUTION of the (Council) _____
authorizing participation in the Community Development Block Grant Program.

WHEREAS, the Council of the City of _____ wishes to provide a (Project) _____ for use in the community; and

WHEREAS, this entity is an applicant for a grant in the amount of $_____ from the Alaska Department of Commerce, Community, and Economic Development (hereinafter "Department"), under the CDBG program;

NOW, THEREFORE, BE IT RESOLVED THAT the (Name and Title) _____ of the City of _____ is hereby authorized to negotiate and execute any and all documents required for granting and managing funds on behalf of this organization.

The (Name and Title) _____ is also authorized to execute subsequent amendments to said grant agreement to provide for adjustments to the project within the scope of services or tasks, based upon the needs of the project.

PASSED AND APPROVED BY THE _____ on _____, 20 _____.

IN WITNESS THERETO:

By: _____
Signature

_____
Title

Attest: _____
Signature

_____
Title

By: _____
Signature

_____
Title

Attest: _____
Signature

_____
Title

Appendix
B1

Determining Benefit to Low and Moderate Income Persons

☑ Who must submit this appendix with their application?

Every applicant for CDBG funds, regardless of project or category.

☑ What is the purpose of this appendix?

The national objective of the CDBG program is to benefit Low to Moderate Income (LMI) persons. Every applicant for CDBG funds **must** submit this appendix in order to verify that they meet this national objective.

On the following pages is a checklist which addresses each way in which a project can meet this national objective. You must work through the checklist until one of the starred notations indicates you need go no further.

Note: *If the project will not serve the entire community or if the data in Part 1 of Appendix B3 does not reflect that at least 51% of the community residents are LMI, you will need to conduct a survey of the area to be served by the project* ***prior*** *to submission of an application.* ***Contact CDBG Program staff for the survey methodology that must be utilized****. Survey results will be considered valid until the next application cycle or the next census data is published.*

Note: *If a project that meets the job creation benefit is in a primarily residential area, you must also show that you meet the area-wide benefit.*

Note: *Planning applications must demonstrate that at least 51% of the persons who would benefit from implementation of the plan, or a project which results from the plan, are LMI.*

Section 1: LMI Area-Wide Benefit

Complete Section 1 if you think your project meets the definition of an **Area-Wide Benefit** as defined on Pages 19 – 20 of the CDBG Handbook.

1. Identify the community your project will serve. _____

   Note: *If more than one community will be served, contact DCCED for an LMI determination.*

2. Will your project serve the residents of the entire community? ❑ Yes ❑ No

3. If you answered **NO** to question #2, skip to question #10.
   If you answered **YES** to question #2, refer to Part 1 of Appendix B. Is your community identified by census data as being at least 51% LMI according to Part 1 of Appendix B? ❑ Yes ❑ No

4. What is your community LMI % _____

★ **If you answered YES to both questions #2 and #3, your project meets the criteria for providing an Area-Wide Benefit to LMI residents. STOP HERE.**

5. If you answered **YES** to question #2 above, but **NO** to question #3 above, you will need to contact DCCED for information on conducting a survey to show that the income figures provided by census data in Part 1 of Appendix B are no longer valid and that your community is in fact at least 51% LMI.

6. Do the figures in Part 1 of Appendix B indicate that you must conduct a survey? ❑ Yes ❑ No

7. Have you contacted DCCED for survey methodology and followed those instructions in conducting your survey? ❑ Yes ❑ No

8. Did you include the survey that was completed prior to submission of your application? ❑ Yes ❑ No

9. Did the survey results indicate that the residents of the entire community are at least 51% LMI as defined by census data income guidelines in Part 2 of Appendix B. ❑ Yes ❑ No

★ **If you answered YES to questions #6, #7, #8, and #9, your project meets the criteria for providing an Area-Wide Benefit to at least 51% LMI residents. STOP HERE.**

10. If you answered **NO** to question #2, you will need to identify the specific area within your community which will be served by this project. Prior to submission of an application contact DCCED for information on conducting a survey to show that the residents of that area are at least 51% LMI defined by census data.

Specific area within the community to be served:

_____

11. After identifying the specific area within your community to be served by the project, have you contacted DCCED for survey methodology and followed those instructions in conducting your survey? ❑ Yes ❑ No

12. Did you include the survey that was completed prior to submission of your application? ❑ Yes ❑ No

13. Did the survey results indicate that the residents of the area to be served are at least 51% LMI as defined by census data guidelines in Part 2 of Appendix B? ❑ Yes ❑ No

★ **If you identified the specific area to be served in question #10 and answered YES to questions #11, #12 and #13, your project meets the criteria for an Area-Wide Benefit to at least 51% LMI persons. STOP HERE.**

Section 2: LMI Limited Clientele

Complete Section 2 if you think your project meets the criteria for Limited Clientele as defined on Page 20 of the CDBG Handbook.

1. Will your project benefit one of the specific groups of people listed below? ❑ Yes ❑ No

   If yes, please check the group to be served by this project:

   - ❑ Abused Children
   - ❑ Elderly Persons
   - ❑ Battered Spouses
   - ❑ Homeless Persons
   - ❑ Severely disabled adults
   - ❑ Illiterate adults
   - ❑ Migrant Farm Workers
   - ❑ Persons living with the disease AIDS

★ **If you answered <u>YES</u> to question #1 and checked the appropriated group, your project meets the Limited Clientele criteria for serving 51% LMI persons. STOP HERE.**

2. If you answered **<u>NO</u>** to question #1, you will need to identify the specific group of people your project will serve and provide information to show that at least 51% of those persons have income at or below the income figures listed in Part 2 of Appendix B.

   Specific group within the community to be served:

   _____

3. Have you provided family size and financial information which shows that at least 51% of the persons who make up the group identified in question #2 above have income at or below that shown in the income tables in Part 2 of Appendix B? ❑ Yes ❑ No

4. Have you included family size and income information with your application? ❑ Yes ❑ No

★ **If you identified a specific group to be served in question #2 above and answered <u>YES</u> to questions #3 and #4, your project meets the Limited Clientele criteria for serving at least 51% LMI persons. STOP HERE.**

Section 2: LMI Limited Clientele
Page Two

5. Does your project impose income eligibility requirements, which limit the activity exclusively to LMI persons as defined by census data in Part 2 of Appendix B? ❑ Yes ❑ No

6. Is your project of such a nature and location that it may be concluded that the activity's clientele will primarily be LMI persons as defined by census data in Part 2 of Appendix B? ❑ Yes ❑ No

7. Does your project fall under one of the categories listed below? ❑ Yes ❑ No

   If yes, please check the appropriate category:

   - ❑ Construction of a Senior Center
   - ❑ Construction of job training facilities for severely disabled adults

8. Does your project include special projects directed to removal of material and architectural barriers which restrict the mobility and accessibility of lderly or handicapped persons to publicly owned and privately owned non-residential buildings, facilities, and improvements, and common areas of residential structures containing more than one dwelling unit? ❑ Yes ❑ No

★ **If you answered <u>YES</u> to ANY of the questions asked in #5, #6, #7 OR #8, your project meets the Limited Clientele criteria for serving at least 51% LMI persons. STOP HERE.**

Section 3: LMI Housing Activities

Complete Section 3 if you think your project meets the criteria for **Housing Activities** as defined on Page 21 of the CDBG Handbook.

Note: The State of Alaska CDBG Program does not target Housing Activities.

1. Does your project include activities which add or improve permanent residential structures which are either owner or renter occupied one-family or multi-family structures? ❑ Yes ❑ No

2. Upon completion of the residential units, will at least 51% of the units of the project be occupied by LMI persons with renter units available to LMI persons at affordable rents? ❑ Yes ❑ No

★ **If you answered <u>YES</u> to questions #1 and #2 above, your project meets the Housing Activities criteria for serving at least 51% LMI persons. STOP HERE.**

3. Does your project include one of the following examples of potentially eligible housing activities: ❑ Yes ❑ No

   If yes, please check the appropriate category:

   - ❑ Acquisition of property for permanent housing
   - ❑ Rehabilitation of permanent housing
   - ❑ Conversion of non-residential structures into permanent housing
   - ❑ Eligible activities connected with new housing construction (e.g. site improvements, and "soft costs")

★ **If you answered <u>YES</u> to question #3 above and checked the appropriate activity, your project meets the Housing Activities criteria for serving at least 51% LMI persons. STOP HERE.**

Section 4: Job Creation & Retention

Complete Section 4 if you think your project meets the criteria for **Job Creation & Retention** as defined on Pages 21 – 22 of the CDBG Handbook.

***Note**: Planning Activities are not, in and of themselves, recognized by HUD as resulting in job creation or retention. You may not use Job Creation and Retention for meeting the National Objective for a Planning Application.*

***Note:** If a project that meets the job creation benefit is located in a primarily residential area, you must also show that you meet the area-wide benefit (Section 1).*

1. Does your project create or retain jobs (as defined on pages 21 – 22 of the CDBG Handbook) which are held or which will be available to LMI persons? ❑ Yes ❑ No

2. Have you completed and signed the attached Job Creation and Retention Certification Forms? ❑ Yes ❑ No

3. Are you prepared to report monthly to DCCED on your progress in meeting Job Creation and Retention requirements? ❑ Yes ❑ No

★ **If you answered <u>YES</u> to questions #1 – 3, your project meets the Job Creation & Retention criteria for serving at least 51% LMI persons. STOP HERE.**

***Note:** You are asked to identify the specific jobs to be created and/or retained in your CDBG Application under Project Impact.*

Appendix
B2

Job Creation/Retention Forms

☑ Who must submit this appendix with their application?

Any applicant for CDBG funds who is meeting the LMI Benefit in Appendix B1 through Job Creation/Retention activities. You may not use Job Creation and Retention for meeting the LMI Objective for a Planning Application.

All projects meeting the LMI benefit through Job Creation/Retention activities must document and report the Ethnic/Racial characteristics of the persons who fill the job positions.

☑ What is the purpose of this appendix?

An applicant proposing to meet the LMI benefit through job creation/retention is committing to tracking the required job data. The first page of this Appendix is to be filled out (indicate the number of jobs involved) and submitted with your application. The second and third pages are for your information, and need not be submitted at this time; these will be required reports during the life of your grant, if funded.

Job Creation/Retention Certification

The Applicant, by signature and submittal of this application, acknowledges the requirement that, if awarded, this Community Development Block Grant Project will, during the life of the project or within two years of the start date of the project, whichever is less, result in either the creation of _____ (number) permanent, full-time equivalent jobs, 51% of which must be filled with persons of LMI households, or the retention of _____ (number) permanent, full-time equivalent jobs held by LMI persons. Job titles and descriptions for those jobs expected to be created or retained are attached.

A full-time equivalent job is defined as one in which the incumbent works at least forty (40) hours per week on a year-round basis. Low to moderate household income is defined as 80% of the median household income for the employee's family size for the area in which the project is located. Median household income information for the area in which this project is located is identified on the Income Limits Table, which is a part of Appendix B. Updates to this income data will be provided by the Department to the applicant as made available through HUD.

The applicant acknowledges that in order to justify expenditure of CDBG funds as outlined in this application and any subsequent grant agreement, the applicant will be required to maintain and submit information to the Department **monthly** which documents Job Creation activities and progress in meeting placement goals for LMI persons. This documentation will include the following information, which will be collected through use of the attached **Employee/Job Applicant Certification Form**:

1. Name, address, and social security number of each applicant for all jobs created by this project;
2. Household size for each job applicant;
3. Household income for each job applicant;
4. Racial/Ethnic characteristics.

Copies of each Employee/Applicant Certification Form will be submitted to the Department monthly by the Grantee.

Additionally, the Applicant/Grantee will be required to submit a **Job Creation Monthly Report**, copy attached, which summarizes the specific jobs created during the monthly reporting period, as well as the name, household income, family size, and date of hire for new hires during the month being reported. Racial/Ethnic characteristics will also be included.

The Applicant/Grantee further understands that failure to meet the job creation projections outlined in this certification and any subsequent grant agreement will result in withholding payment or a request for repayment of all or part of the grant funds.

Definitions:

Income: Income includes all money or its equivalent received by members of a household in exchange for labor or services, from the sale of goods or property, public assistance payments, or as profit from financial investments. For clarification of special circumstances, contact your Grant Administrator.

Full-time equivalent: A position in which the employee works at least 40 hours per week (2,080 hours per year) on a year-round basis. A full-time equivalent position can result, for example, from two part-time permanent employees working 20 hours per week each. For clarification of special circumstances, contact your Grant Administrator.

Household/Family: A household consists of all members of a family, both adults and children, regularly sharing a single dwelling.

Employee Job Applicant Certification

The City/Borough to which you are now applying is the recipient of financial assistance through the State of Alaska's Small Cities Community Development Block Grant (CDBG) Program. As part of the program requirements, the City/Borough must report the number of jobs created for persons from low to moderate income households. This information is not part of the selection process and will not be used in determining which persons will be hired. This information is being requested to assist the City/Borough in satisfying the U.S. Department of Housing & Urban Development's requirements for documentation of the beneficiaries of CDBG assistance.

Name: _____ **SSN**: _____

Address: _____ **Date**: _____

_____

Certification of Household Size & Income: I certify that the number of persons in my household is _____, and that my total household earning for the past year (12 months) did not exceed $_____.

Affirmative Action Information: The following information is collected for statistical purposes only. Your cooperation is appreciated.

Date of Birth: _____/_____/_____

Sex: ❑ Male ❑ Female

Veteran Status: ❑ Veteran ❑ Disabled Veteran

Handicapped Status: ❑ Yes ❑ No

Race/Ethnic Origin (Check One)

❑ White (*11) ❑ Asian (*13)
❑ Black (*12) ❑ Haw/Pacific
❑ Am. Indian & ❑ Islander (*15)
❑ AK Native (*14) ❑ Other (*20)

(* = Identity code)

_____ _____
Signature of Applicant Signature of City/Borough

_____ _____
Date Date

Employer Only:

❑ Yes ❑ No **Was Applicant hired?**
- If no, stop here
- If yes, employee's position title is _____

❑ Yes ❑ No **Is this a new position?**
- If no, this position has been refilled, and was previously held by (name) _____
- If previously filled, who terminated employment?
  ❑ employee ❑ employer

Job Creation Monthly Report

Grantee: _____

Grant Number: _____

Report Period: From _____ To _____

_____ Number of Permanent, Full-time Equivalent Jobs to be Created during life of grant per Grant Agreement

_____ Number of New Permanent, Full-time Equivalent Jobs Created this report period

_____ Number of Permanent, Full-time Equivalent Jobs in which Low to Moderate Income Persons were hired this report period

_____ How many are new positions?

_____ How many are refills of positions previously reported?

_____ Cumulative number of Permanent, Full-time Equivalent Jobs Created to date under this Grant Agreement

_____ Cumulative number of Permanent, Full-time Equivalent Jobs Created to date under this Grant Agreement which were filled by persons of low to moderate income households

❑ Yes ❑ No Are all jobs from previous reporting period(s) still in existence?
❑ Yes ❑ No Are all jobs from previous reporting period(s) currently filled?

Identify the Job Title/Classification of each new Job Created this report period which was filled with a person from low to moderate income household (*do not include any refilled, pre-existing positions):*
(* For Racial/Ethnic Data use codes listed on page 13)

Job title/Classification	Name of Employee	Date Hired	Hours per Week Worked	Annual Household Income	Family Size	Racial/ Ethnic Data *

Certification: I certify that the above data is the most accurate available based upon current information and knowledge.

_____ _____
Signature Printed Name

_____ _____
Date Title

Appendix
B3

LMI Tables

☑ Who must submit this appendix with their application?

Appendix B3 is for your information only, and should not be submitted with your application.

NEW 2020 HUD LMI DATA, BASED ON 2011-2015 AMERICAN COMMUNITY SURVEY (ACS)

☑ What is the purpose of this appendix?

Part 1 of Appendix B3 indicates whether your city(ies) meets the LMI benefit on an area-wide basis. This will assist you in completing Appendix B1. Part 2 of Appendix B3 indicates the median family income for your area.

Part 1: LMI Percentages by Community

Community	% LMI	Community	% LMI	Community	% LMI
Aleutians East Borough	47.6%	Aniak city	58.25%	College CDP	28.96%
Aleutians West Census Area	35.7%	Anvik city	76.47%	Cooper Landing CDP	42.86%
Anchorage Municipality	33.5%	Arctic Village CDP	65.38%	Copper Center CDP	61.54%
Bethel Census Area	62.0%	Atka city	69.23%	Cordova city	13.65%
Bristol Bay Borough	33.3%	Atmautluak CDP	46.15%	Covenant Life CDP	100.0%
Denali Borough	30.7%	Atqasuk city	46.88%	Craig city	49.17%
Dillingham Census Area	49.7%	Attu Station CDP	0.0%	Crooked Creek CDP	60.0%
Fairbanks North Star Borough	37.0%			Crown Point CDP	70.83%
Haines Borough	35.2%	Badger CDP	30.7%		
Hoonah-Angoon Census Area	48.8%	Barrow city	38.94%	Deering city	65.52%
Juneau City and Borough	34.3%	Bear Creek CDP	38.97%	Delta Junction city	68.84%
Kenai Peninsula Borough	39.4%	Beaver CDP	83.33%	Deltana CDP	43.94%
Ketchikan Gateway Borough	38.2%	Beluga CDP	100.0%	Diamond Ridge CDP	35.96%
Kodiak Island Borough	41.8%	Bethel city	44.3%	Dillingham city	41.29%
Lake and Peninsula Borough	56.6%	Bettles city	40.0%	Diomede city	77.78%
Matanuska-Susitna Borough	38.7%	Big Delta CDP	29.0%	Dot Lake CDP	0.0%
Nome Census Area	58.1%	Big Lake CDP	38.14%	Dot Lake Village CDP	72.73%
North Slope Borough	42.4%	Birch Creek CDP	0.0%	Dry Creek CDP	76.47%
Northwest Arctic Borough	59.1%	Brevig Mission city	96.59%		
Petersburg Census Area	44.3%	Buckland city	56.3%	Eagle city	61.11%
Prince of Wales-Hyder Census Area	54.0%	Buffalo Soapstone CDP	41.21%	Eagle Village CDP	100.0%
Sitka City and Borough	39.5%	Butte CDP	32.43%	Edna Bay city	0.0%
Skagway Municipality	33.7%			Eek city	76.92%
Southeast Fairbanks Census Area	39.9%	Cantwell CDP	52.38%	Egegik city	66.67%
Valdez-Cordova Census Area	38.6%	Central CDP	50.0%	Eielson AFB CDP	51.79%
Kusilvak (Wade Hampton) Census Area	73.9%	Chalkyitsik CDP	90.0%	Ekwok city	56.25%
Wrangell City and Borough	52.8%*	Chase CDP	0.0%	Elfin Cove CDP	40.0%
Yakutat City and Borough	39.8%	Chefornak city	64.08%	Elim city	75.76%
Yukon-Koyukuk Census Area	62.3%	Chena Ridge CDP	18.83%	Emmonak city	65.27%
		Chenega CDP	69.23%	Ester CDP	21.0%
		Chevak city	78.26%	Eureka Roadhouse CDP	0.0%
Adak city	58.33%	Chickaloon CDP	40.35%	Evansville CDP	100.0%
Akhiok city	70.59%	Chicken CDP	0.0%	Excursion Inlet CDP	0.0%
Akiachak CDP	81.25%	Chignik city	21.43%		
Akiak city	80.0%	Chignik Lagoon CDP	20.0%	Fairbanks city	49.92%
Akutan city	52.63%	Chignik Lake CDP	57.14%	False Pass city	11.43%
Alakanuk city	87.1%	Chiniak CDP	0.0%	Farmers Loop CDP	27.11%
Alatna CDP	0.0%	Chisana CDP	0.0%	Farm Loop CDP	28.7%
Alcan Border CDP	0.0%	Chistochina CDP	58.33%	Ferry CDP	0.0%
Aleknagik city	57.5%	Chitina CDP	93.75%	Fishhook CDP	21.57%
Aleneva CDP	0.0%	Chuathbaluk city	65.22%	Flat CDP	0.0%
Allakaket city	92.86%	Circle CDP	83.33%	Fort Greely CDP	41.1%
Ambler city	58.93%	Clam Gulch CDP	44.44%	Fort Yukon city	57.66%
Anaktuvuk Pass city	46.67%	Clark's Point city	81.82%	Four Mile Road CDP	40.0%
Anchorage municipality	37.45%	Coffman Cove city	53.33%	Fox CDP	32.14%
Anchor Point CDP	50.77%	Cohoe CDP	42.95%	Fox River CDP	65.38%
Anderson city	9.38%	Cold Bay city	10.0%	Fritz Creek CDP	39.53%
Angoon city	71.19%	Coldfoot CDP	0.0%	Funny River CDP	27.1%

Part 1: LMI Percentages by Community (continued)

Community	% LMI	Community	% LMI	Community	%LMI
Gakona CDP	39.02%	Kenny Lake CDP	53.85%	Metlakatla CDP	43.81%
Galena city	36.04%	Ketchikan city	50.69%	Minto CDP	72.55%
Gambell city	83.82%	Kiana city	72.37%	Moose Creek CDP	32.41%
Game Creek CDP	100.0%	King Cove city	62.5%*	Moose Pass CDP	29.07%
Gateway CDP	30.06%	King Salmon CDP	42.42%	Mosquito Lake CDP	88.0%
Glacier View CDP	71.43%	Kipnuk CDP	82.48%	Mountain Village city	84.67%
Glennallen CDP	55.71%	Kivalina city	61.74%	Mud Bay CDP	9.09%
Goldstream CDP	12.31%	Klawock city	51.27%		
Golovin city	80.77%	Klukwan CDP	46.15%	Nabesna CDP	0.0%
Goodnews Bay city	73.91%	Knik-Fairview CDP	33.6%	Naknek CDP	32.73%
Grayling city	82.35%	Knik River CDP	35.95%	Nanwalek CDP	85.42%
Gulkana CDP	43.48%	Kobuk city	59.38%	Napakiak city	91.43%
Gustavus city	42.11%	Kodiak city	43.88%	Napaskiak city	64.63%
		Kodiak Station CDP	48.62%	Naukati Bay CDP	83.33%
Haines CDP	42.31%	Kokhanok CDP	82.76%	Nelchina CDP	58.82%
Halibut Cove CDP	0.0%	Koliganek CDP	53.85%	Nelson Lagoon CDP	37.5%
Happy Valley CDP	52.89%	Kongiganak CDP	79.27%	Nenana city	49.38%
Harding-Birch Lakes CDP	53.57%	Kotlik city	69.77%	New Allakaket CDP	92.31%
Healy CDP	30.6%	Kotzebue city	36.78%	Newhalen city	59.38%
Healy Lake CDP	0.0%	Koyuk city	90.74%	New Stuyahok city	80.33%
Hobart Bay CDP	0.0%	Koyukuk city	81.25%	Newtok CDP	78.21%
Hollis CDP	16.67%	Kupreanof city	50.0%	Nightmute city	76.92%
Holy Cross city	65.12%	Kwethluk city	78.79%	Nikiski CDP	33.22%
Homer city	47.26%	Kwigillingok CDP	73.44%	Nikolaevsk CDP	74.47%
Hoonah city	56.10%			Nikolai city	65.22%
Hooper Bay city	85.53%	Lake Louise CDP	88.89%	Nikolski CDP	85.71%
Hope CDP	20.0%	Lake Minchumina CDP	20.0%	Ninilchik CDP	50.0%
Houston city	52.79%	Lakes CDP	35.44%	Noatak CDP	58.43%
Hughes city	58.33%	Larsen Bay city	50.0%	Nome city	42.36%
Huslia city	76.19%	Lazy Mountain CDP	33.54%	Nondalton city	86.11%
Hydaburg city	78.18%	Levelock CDP	69.57%	Noorvik city	66.39%
Hyder CDP	0.0%	Lime Village CDP	100.0%	North Pole city	35.71%
		Livengood CDP	0.0%	Northway CDP	57.69%
Igiugig CDP	40.0%	Loring CDP	0.0%	Northway Junction CDP	84.62%
Iliamna CDP	43.75%	Lowell Point CDP	0.0%	Northway Village CDP	100.0%
Ivanof Bay CDP	0.0%	Lower Kalskag city	77.78%	Nuiqsut city	37.68%
		Lutak CDP	0.0%	Nulato city	71.93%
Juneau city and borough	32.17%			Nunam Iqua city	73.08%
		McCarthy CDP	23.81%	Nunapitchuk city	87.85%
Kachemak city	33.94%	McGrath city	42.03%		
Kake city	66.67%	McKinley Park CDP	50.0%	Old Harbor city	52.0%
Kaktovik city	44.83%	Manley Hot Springs CDP	52.94%	Oscarville CDP	75.0%
Kalifornsky CDP	32.78%	Manokotak city	70.69%	Ouzinkie city	58.7%
Kaltag city	55.26%	Marshall city	77.14%		
Karluk CDP	100.0%	Meadow Lakes CDP	44.65%	Palmer city	45.56%
Kasaan city	71.43%	Mekoryuk city	65.71%	Paxson CDP	37.5%
Kasigluk CDP	82.5%	Mendeltna CDP	0.0%	Pedro Bay CDP	40.0%
Kasilof CDP	53.85%	Mentasta Lake CDP	96.77%	Pelican city	25.0%
Kenai city	44.56%	Mertarvik CDP	0.0%	Perryville CDP	80.0%

Part 1: LMI Percentages by Community (continued)

Community	LMI %	Community	LMI %	Community	LMI %
Petersburg city	39.06%	Saxman city	56.25%	Tok CDP	43.77%
Petersville CDP	0.0%	Scammon Bay city	82.65%	Toksook Bay city	62.73%
Pilot Point city	63.64%	Selawik city	74.84%	Tolsona CDP	0.0%
Pilot Station city	79.31%	Seldovia city	53.06%	Tonsina CDP	33.33%
Pitkas Point CDP	59.26%	Seldovia Village CDP	37.14%	Trapper Creek CDP	79.07%
Platinum city	87.5%	Seward city	38.04%	Tuluksak CDP	93.67%
Pleasant Valley CDP	11.76%	Shageluk city	62.5%	Tuntutuliak CDP	82.8%
Point Baker CDP	100.0%	Shaktoolik city	66.67%	Tununak CDP	77.97%
Point Hope city	50.89%	Shishmaref city	83.48%	Twin Hills CDP	78.95%
Point Lay CDP	50.88%	Shungnak city	85.29%	Two Rivers CDP	6.25%
Point MacKenzie CDP	50.0%	Silver Springs CDP	29.41%	Tyonek CDP	69.77%
Point Possession CDP	0.0%	Sitka city and borough	34.82%		
Pope-Vannoy Landing CDP	0.0%	Skagway CDP	34.94%	Ugashik CDP	20.0%
Portage Creek CDP	0.0%	Skwentna CDP	87.5%	Unalakleet city	42.22%
Port Alexander city	50.0%	Slana CDP	100.0%	Unalaska city	32.01%
Port Alsworth CDP	41.38%	Sleetmute CDP	73.68%	Upper Kalskag city	87.72%
Port Clarence CDP	0.0%	Soldotna city	43.37%		
Port Graham CDP	78.5%	South Naknek CDP	38.46%	Valdez city	38.2%
Port Heiden city	31.25%	South Van Horn CDP	60.71%	Venetie CDP	80.0%
Port Lions city	50.0%	Stebbins city	85.19%		
Port Protection CDP	87.5%	Steele Creek CDP	25.7%	Wainwright city	54.35%
Primrose CDP	13.33%	Sterling CDP	29.7%	Wales city	93.55%
Prudhoe Bay CDP	0.0%	Stevens Village CDP	80.0%	Wasilla city	44.31%
		Stony River CDP	87.5%	Whale Pass CDP	0.0%
Quinhagak city	80.0%	Sunrise CDP	0.0%	White Mountain city	75.0%
		Susitna CDP	0.0%	Whitestone CDP	0.0%
Rampart CDP	100.0%	Susitna North CDP	45.55%	Whitestone Logging Camp CDP	0.0%
Red Devil CDP	50.0%	Sutton-Alpine CDP	65.32%	Whittier city	59.32%
Red Dog Mine CDP	0.0%			Willow CDP	52.77%
Ridgeway CDP	24.14%	Takotna CDP	60.0%	Willow Creek CDP	0.0%
Ruby city	80.0%	Talkeetna CDP	45.83%	Wiseman CDP	0.0%
Russian Mission city	64.63%	Tanacross CDP	96.0%	Womens Bay CDP	25.88%
		Tanaina CDP	41.94%	Wrangell city and borough	49.57%
St. George city	72.73%	Tanana city	56.6%		
St. Mary's city	63.06%	Tatitlek CDP	76.47%	Yakutat CDP	42.24%
St. Michael city	81.01%	Tazlina CDP	38.89%		
St. Paul city	60.38%	Teller city	84.85%		
Salamatof CDP	41.78%	Tenakee Springs city	26.67%		
Salcha CDP	26.9%	Tetlin CDP	66.67%		
Sand Point city	53.14%	Thorne Bay city	53.1%		
Savoonga city	89.27%	Togiak city	67.52%		

Part 2: LMI Income Limits by Census District FY 2020

STATE: ALASKA ***---------- INCOME LIMITS----------***

Prepared: August 2020		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
ALEUTIANS EAST BOROUGH FY 2020 Median Family Income: 77700	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
ALEUTIANS WEST CENSUS AREA FY 2020 Median Family Income: 100100	VERY LOW INCOME	21500	24600	27650	32750	38350	43950	49550	55150
	LOW INCOME	35850	40950	46050	51150	55250	59350	63450	67550
	MOD INCOME	57300	65500	73700	81850	88400	94950	101500	108050
BETHEL CENSUS AREA FY 2020 Median Family Income: 56900	VERY LOW INCOME	20650	23600	27150	32750	38350	43950	49550	55150
	LOW INCOME	34450	39350	44250	49150	53100	57050	60950	64900
	MOD INCOME	55100	62950	70800	78650	84950	91250	97550	103850
BRISTOL BAY BOROUGH FY 2020 Median Family Income: 102500	VERY LOW INCOME	21550	24600	27700	32750	38350	43950	49550	55150
	LOW INCOME	35900	41000	46150	51250	55350	59450	63550	67650
	MOD INCOME	54950	62800	70650	78500	84800	91100	97350	103650
DENALI BOROUGH FY 2020 Median Family Income:110500	VERY LOW INCOME	23250	26550	29850	33150	38350	43950	49550	55150
	LOW INCOME	38700	44200	49750	55250	59700	64100	68550	72950
	MOD INCOME	54950	62800	70650	78500	84800	91100	97350	103650
DILLINGHAM CENSUS AREA FY 2020 Median Family Income: 65000	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
FAIRBANKS, AK FY 2020 Median Family Income: 93100	VERY LOW INCOME	19600	22400	27150	32750	38350	43950	49550	55150
	LOW INCOME	32600	37250	41900	46550	50300	54000	57750	61450
	MOD INCOME	52150	59600	67050	74500	80500	86450	92400	98350
HAINES BOROUGH FY 2020 Median Family Income: 80000	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
HOONAH-ANGOON CENSUS AREA FY 2020 Median Family Income: 74500	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
JUNEAU CITY & BOROUGH FY 2020 Median Family Income: 117800	VERY LOW INCOME	24750	28300	31850	35350	38350	43950	49550	55150
	LOW INCOME	41250	47150	53050	58900	63650	68350	73050	77750
	MOD INCOME	54950	62800	70650	78500	84800	91100	97350	103650
KENAI PENINSULA BOROUGH FY 2020 Median Family Income: 89700	VERY LOW INCOME	18850	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	31400	35900	40400	44850	48450	52050	55650	59250
	MOD INCOME	50250	57400	64600	71750	77500	83250	89000	94750
KETCHIKAN BOROUGH FY 2020 Median Family Income: 87300	VERY LOW INCOME	18350	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30600	34950	39300	43650	47150	50650	54150	57650
	MOD INCOME	48900	55900	62900	69850	75450	81050	86650	92250
KODIAK ISLAND BOROUGH FY 2020 Median Family Income: 98400	VERY LOW INCOME	20650	23600	27150	32750	38350	43950	49550	55150
	LOW INCOME	34450	39400	44300	49200	53150	57100	61050	64950
	MOD INCOME	54950	62800	70650	78500	84800	91100	97350	103650
KUSILVAK (WADE HAMPTON) CENSUS AREA FY 2020 Median Family Income: 38500	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
LAKE & PENINSULA BOROUGH FY 2020 Median Family Income: 50700	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
MATANUSKA-SUSITNA BOROUGH FY 2020 Median Family Income: 91400	VERY LOW INCOME	19200	21950	27150	32750	38350	43950	49550	55150
	LOW INCOME	32000	36600	41150	45700	49400	53050	56700	60350
	MOD INCOME	51200	58500	65800	73100	78950	84800	90650	96500

Part 2: LMI Income Limits by Census District FY 2020 (continued)

Prepared: August 2020		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
NOME CENSUS AREA FY 2020 Median Family Income: 55600	VERY LOW INCOME	20650	23600	27150	32750	38350	43950	49550	55150
	LOW INCOME	34400	39300	44200	49100	53050	57000	60900	64850
	MOD INCOME	55000	62850	70700	78550	84850	91150	97450	103700
NORTH SLOPE BOROUGH FY 2020 Median Family Income: 84900	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
NORTHWEST ARCTIC BOROUGH FY 2020 Median Family Income: 62000	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
PETERSBURG CENSUS AREA FY 2020 Median Family Income: 79900	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
PRINCE WALES-HYDER CENSUS FY 2020 Median Family Income: 67600	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
SITKA CITY & BOROUGH FY 2020 Median Family Income: 89100	VERY LOW INCOME	18750	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	31200	35650	40100	44550	48150	51700	55250	58850
	MOD INCOME	49950	57050	64200	71300	77050	82750	88450	94150
SKAGWAY MUNCIPALITY FY 2020 Median Family Income: 83600	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
SOUTHEAST FAIRBANKS CENSUS FY 2020 Median Family Income: 82700	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
VALDEZ-CORDOVA CENSUS FY 2020 Median Family Income: 113200	VERY LOW INCOME	23700	27100	30500	33850	38350	43950	49550	55150
	LOW INCOME	39500	45150	50800	56400	60950	65450	69950	74450
	MOD INCOME	54950	62800	70650	78500	84800	91100	97350	103650
WRANGELL CITY & BOROUGH FY 2020 Median Family Income: 71400	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350
YAKUTAT CITY & BOROUGH FY 2020 Median Family Income: 90800	VERY LOW INCOME	19100	21800	27150	32750	38350	43950	49550	55150
	LOW INCOME	31800	36350	40900	45400	49050	52700	56300	59950
	MOD INCOME	50900	58150	65400	72650	78500	84300	90100	95900
YUKON-KOYUKUK CENSUS AREA FY 2020 Median Family Income: 51400	VERY LOW INCOME	18200	21550	27150	32750	38350	43950	49550	55150
	LOW INCOME	30300	34600	38950	43250	46750	50200	53650	57100
	MOD INCOME	48450	55400	62300	69200	74750	80300	85850	91350

Appendix
C

Statement of Assurances and Certifications

☑ Who must submit this appendix with their application?

Every applicant for CDBG funds, regardless of project or category.

☑ What is the purpose of this appendix?

Every applicant for CDBG funds **must** certify that it is complying with and will continue to comply with certain federal laws and requirements relating to the CDBG program.

On the following page is the suggested format for this Statement of Assurances and Certifications. We would prefer that you sign and submit this form, rather than reproducing it.

Statement of Assurances and Certifications

The local government certifies to the State that:

1. It will minimize displacement of persons as a result of activities assisted with CDBG funds;
2. Its program will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, and it will affirmatively further fair housing;
3. It will fulfill the citizen participation requirements of the plan provided by DCCED;
4. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
   a. CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this subpart; or
   b. For the purpose of assessing any amount against properties owned and occupied by persons of moderate income, the unit of local government certified to the State in a manner acceptable to the State, that it lacks sufficient CDBG funds to comply with the requirements of paragraph 4.a. of this section;
5. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under 570.496a(b) and Federal implementing regulations at 49 CFR Part 24; the requirements in 570.496a(c) governing the residential antidisplacement and relocation assistance plan and the relocation requirements of 570.496a(d) governing optional relocation assistance under section 105(a)(11) of the Act.
6. It will comply with Section 104(d) of the Housing & Community Development Act of 1974, as amended, including a certification that it has passed, made public, and is following a residential anti-displacement and relocation assistance plan.
7. It has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and has adopted and is enforcing a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction.
8. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions — Appendix B to 24 CFR Part 24:
   a. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
   b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
9. Assurance and Certification:

   The governing body has read and understands the foregoing and duly adopts or passes as an official act, a resolution, motion, or similar action authorizing the submission of this application, including all understandings, assurances and certifications contained herein, and directing and authorizing the signatory to act in connection with the application and to provide such additional information as may be required.

_____
Signature, Chief Elected Official (or Executive Officer)

_____
Printed Name of Official

_____
Title of Official

Appendix
D

Environmental Review Information

☑ Who must submit this appendix with their application?

Appendix D is provided for your information only and should not be submitted with your application.

☑ What is the purpose of this appendix?

Every applicant for CDBG funds must obtain appropriate environmental clearances for their proposed activity, as required by the federal regulations which accompany expenditure of any federal funds. DCCED will make a determination regarding the environmental requirements of each project. *The applicant may not make this determination.* Successful applicants will receive information about appropriate procedures for Environmental Review after notification of award.

Note: *All project activity must* ***stop at the time of submitting the application*** *and until the Environmental Review Requirements are met, including project activities funded with non-CDBG matching funds.*

Environmental Review

Each CDBG activity must obtain appropriate environmental clearances as required by 24 CFR Part 58 of NEPA and all related laws and authorities. DCCED will make a determination regarding the environmental requirements of each project and notify each grantee about appropriate procedures **after notification of award**. Projects will be determined by the Department to be either:

1. **EXEMPT** from further environmental review; *OR*

2. **CATEGORICALLY EXCLUDED** from further environmental review; *OR*

3. Requiring completion and submission of an **ENVIRONMENTAL STATUTORY CHECKLIST** and the **ENVIRONMENTAL ASSESSMENT CHECKLIST** to determine whether the project will or will not have a significant impact on the human environment. Based upon these checklists, if it is determined that the project will have a potentially significant impact on the human environment, the grant recipient will be required to do an **ENVIRONMENTAL IMPACT STATEMENT** (EIS). The procedure for completion of an EIS is spelled out in 24 CFR Part 58 Subparts H and I.

The following activities, subject to HUD regulations, have been designated **EXEMPT:**

- ✓ Environmental studies or assessments;
- ✓ Planning activities;
- ✓ Reasonable engineering and design costs associated with an eligible activity;
- ✓ Interim assistance under provisions for imminent threats to health and safety when the assistance does not result in permanent changes to the environment.

The following activities, or any combination thereof, are **CATEGORICALLY EXCLUDED:**

- ✓ Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, and authorized economic development activities under the CDBG program, provided that continued use remains without change in scale, size, capacity, location or character;
- ✓ Removal of architectural barriers;
- ✓ Rehabilitation of buildings and improvements, provided that unit density of building occupancy is not increased more than 20%, the project does not involve changes in land use classification, and the estimated cost of rehabilitation is less than 75% of the total.

Appendix
E

Joint Application Agreement

☑ Who must submit this appendix with their application?

If two or more eligible applicants are submitting a single application for CDBG funding, the Joint Application Agreement must be filled out, signed by all parties, and submitted with the application

☑ What is the purpose of this appendix?

The Joint Application Agreement is one step in the required citizen participation process, and establishes a responsible party for the administration of the grant agreement, if funded.

On the following page is one suggested format for this Joint Application Agreement. You may change the format only to the extent that it does not eliminate the key components, including delegation of responsibility, access to records, and signature by all parties.

JOINT APPLICATION AGREEMENT

CITY/BOROUGH RESOLUTION NUMBER _____

An agreement by and between _____ and _____.

WITNESSETH:

WHEREAS, _____ (has/have) identified need in the community(ies) to expand economic opportunities; and

WHEREAS, _____ contemplates submitting jointly with _____ an application for CDBG funds from the Alaska Department of Commerce, Community, and Economic Development (DCCED) for the purpose of meeting such needs; and

WHEREAS, _____ and _____ understand that _____ will act as the applicant and will have the ultimate responsibility to assume all obligations under terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract. Further, _____ will be the contact person for this project; and

WHEREAS, it is understood that _____ and DCCED have access to all participants' grant records and authority to monitor all activities.

NOW, THEREFORE, pursuant to Alaska Statutes, _____ and _____ hereby agree to cooperate in the submission of an application for such CDBG funds, and agree to cooperate in implementation of the submitted program, as approved by the DCCED.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development control, or other lawful authority, which it presently possesses.

PASSED AND APPROVED BY THE _____ and _____ on _____, 20 _____.

IN WITNESS THERETO:

By: _____ Attest: _____
Signature and Title Signature and Title

By: _____ Attest: _____
Signature and Title Signature and Title

Appendix
F

Cooperative Agreement

☑ Who must submit this appendix with their application?

If eligible applicants choose to apply in cooperation with a non-municipal entity such as a non-profit corporation or a Native Village Council, a Cooperative Agreement must be filled out, signed by all parties, and submitted with the application.

☑ What is the purpose of this appendix?

The Cooperative Agreement is one step in the required citizen participation process, and establishes a responsible party for the administration of the grant agreement, if funded.

On the following page is one suggested format for this Cooperative Agreement. You may change the format only to the extent that it does not eliminate the key components, including delegation of responsibility, access to records, and signature by all parties.

Note: *The eligible (municipal) entity is the applicant and the non-municipal entity is the Co-Applicant. Similarly, in the event the project is funded, the eligible entity will be the Grantee.*

COOPERATIVE AGREEMENT
CITY/BOROUGH RESOLUTION NUMBER _____

An agreement by and between _____ and _____.

W I T N E S S E T H :

WHEREAS, _____ (has/have) identified need in the community(ies) to expand economic opportunities; and

WHEREAS, (municipal entity) _____ contemplates submitting on behalf of (non-municipal entity) _____ an application for CDBG funds from the Department of Commerce, Community, and Economic Development (DCCED) for the purpose of meeting such needs; and

WHEREAS, _____ and _____ desire, and are required to, enter into a written cooperative agreement with each other to participate in such CDBG program; and

WHEREAS, _____ and _____ understand that _____ will act as the applicant and will have the ultimate responsibility to assume all obligations under terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract. Further, _____ will be the contact person for this project; and

WHEREAS, it is understood that _____ and DCCED have access to all participants' grant records and authority to monitor all activities.

NOW, THEREFORE, it is mutually agreed between _____ and _____ as follows:

1. The _____ and _____hereby agree that the _____ will receive some specific benefit (i.e., usefulness, advantage, return) for the residents of the rural community for (a specified period of time, usually 20 years or the useful life of the facility) _____.

2. The _____ and _____ hereby agree to cooperate in the submission of an application for such CDBG funds, and agree to cooperate in implementation of the submitted CDBG project, as approved by DCCED.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development control, or other lawful authority which it presently possesses.

PASSED AND APPROVED BY THE _____ on _____, 20_____.

IN WITNESS THERETO:

By: _____ Attest: _____
Signature and Title Signature and Title

By: _____ Attest: _____
Signature and Title Signature and Title

Appendix
G

Potential Project Permit Requirements

☑ Who must submit this appendix with their application?

Appendix G is for your information only, and should not be submitted with your application.

☑ What is the purpose of this appendix?

Applicants for CDBG funding are required to obtain all necessary permits to facilitate the lawful carrying-out of the proposed project. With Appendix G, DCCED is attempting to assist in this process by supplying the names, addresses, and phone numbers for various permitting agencies within the State and Federal Governments. This list is not intended to be all-inclusive. ***It remains the responsibility of the applicant to assure compliance with all permitting requirements.***

Potential Project Permit Requirements

Type of Permit, Approvals, Etc.	Description	Regulatory Agency
School Construction	Authority of the Department of Education for review of construction documents for educational facilities.	**Department of Education & Early Development** P.O. Box 110500 Juneau, AK 99811-0050 (907) 465-2800 http://eed.alaska.gov/
Solid Waste Disposal Permit Water Discharge Permit Plan Review and Approval of Sewerage or Sewage Treatment Works Plan Review and Approval of Public Water Systems Storage Tank Program Food Safety & Sanitation Program Plan Review and Health Inspections of Public Establishments	Permit needed for disposal of solid waste or hazardous material Permit needed for the disposal of wastewater on land or in waters. Plans for the construction, installation, modification or operation of a public water supply system must be approved prior to construction Pre-operation inspection is required to ensure compliance with health and sanitation standards for food service establishments, schools, day-care and pre-elementary schools, hotels and motels, swimming pools and bathing areas, and public toilets.	**Department of Environmental Conservation** P.O. Box 111800 Juneau, AK 99811-1800 (907) 465-5285 **or** 555 Cordova Anchorage, AK 99501 (907) 269-7501 **or** 610 University Avenue Fairbanks, AK 99709 (907) 451-2120 http://www.dec.alaska.gov
Anadromous (Salmon Spawning) Fish Protection Permit Critical Habitat Area Permit State Game Refuge Permit	Approval for any work in or near anadromous rivers, lakes, or streams. Approval for any work or development in a critical habitat area. Permit needed if proposing work or development within a designated state refuge or game sanctuary.	**Department of Natural Resources** Division of Habitat P.O. Box 115526 Juneau, AK 99811-5526 (907) 465-4105 (or contact local office in Palmer, Anchorage, Fairbanks, Craig, Petersburg or Soldotna) http://www.habitat.adfg.alaska.gov/
Hospital and Health Facility Construction	Authority of the Department of Health & Social Services for licensing and establishing standards for the construction of hospital and health facilities.	**Department of Health & Social Services** Health Facilities Licensing and Certification 4501 Business Park Boulevard Ste. 24 Building L Anchorage, AK 99503 (907) 334-2483 http://www.dhss.alaska.gov
Unemployment Insurance	Individuals, companies, and organizations that have one or more workers in covered employment for any part of a day must register with the Department.	**Department of Labor & Workforce Development** Employment Security Division P.O. Box 115509 Juneau, AK 99811-5509 (907) 465-2712 http://labor.alaska.gov/unemployment/
Workers' Compensation Insurance	Any employer with one or more employees working within the state must buy a workers' compensation insurance policy and submit proof of insurance to the Department.	**Department of Labor & Workforce Development** Division of Workers' Compensation P.O. Box 115512 Juneau, AK 99811-5512 (907) 465-2790 http://labor.alaska.gov/wc
Certification of Fitness – Electrical and Plumbing Certification of Pressure Vessels	Certifies the competency of electricians and plumbers. To ensure that boiler and pressure vessels and elevator constructions, installation and operation conform to regulations.	**Department of Labor & Workforce Development** Mechanical Inspection 3301 Eagle Street, Suite 302 Anchorage, AK 99503 (907) 269-4925 http://labor.alaska.gov/
Clearance regarding Preservation of Prehistoric and Archaeological Resources	Determination of presence/absence of cultural resources on the building site.	**Department of Natural Resources** Office of History & Archaeology 550 W 7th Ave., Suite 1260 Anchorage, AK 99501-3557 (907) 269-8721 http://dnr.alaska.gov/parks/oha

Potential Project Permit Requirements (continued)

Type of Permit, Approvals, Etc.	Description	Regulatory Agency
Rights-of-Way Easement Water Rights Permit Sand and Gravel Extraction	Authorization required for rights-of-way easement and construction or improvements on easements established on State lands. Must obtain permit to use surface or ground water in Alaska To obtain sand and gravel on State lands for use on the project.	**Department Natural Resources** Division of Mining, Land & Water 550 W 7th Ave., Suite 1260 Anchorage, AK 99501-3557 (907) 269-8400 http://dnr.alaska.gov/mlw/
Life/Fire Safety Plan Check for Construction/Occupancy of Building	Approval of building plans is required for fire protection and safety. This applies to commercial, industrial business, institutional or other public buildings containing four or more dwelling units. Construction, repair, remodel, addition or change of occupancy of any building/structure as listed above, or installation or change of fuel tanks must be approved by the State Fire Marshal's office prior to any work being started.	**Department of Public Safety** Division of Fire & Life Safety 5700 East Tudor Road Anchorage, AK 99507 (907) 269-5491 **or** 2760 Sherwood Lane, Ste. 2-B Juneau, AK 99801 (907) 465-4331 **or** 1979 Peger Road Fairbanks, AK 99709 (907) 451-5200 http://www.dps.alaska.gov/fire/
Handicapped Accessibility Driveway Permit	Review and approval of plans for buildings and facilities with respect to handicapped access. Permit required to construct and maintain a driveway or approach road on highway right-of-way.	**Department of Transportation & Public Facilities** Statewide D & E Services P.O. Box 112500 3132 Channel Dr. Juneau, AK 99811-2500 (907) 465-2960 **http://www.dot.state.ak.us/stwddes/**
Discharge of Dredged or Fill Material into U.S. Waters Structures or work in/or Affecting Navigable Waters	Permit required for the discharge of any dredged or fill material in US waters, including wetland. Permit cost is $100 for commercial use or $10 for non-commercial use. Permit required for any work or placement of structures in US waters.	**Federal Agencies** **US Army Corps of Engineers** US Army Engineer District, AK P.O. Box 6898 Elmendorf AFB, AK 99506-6898 (800) 478-2712 http://www.poa.usace.army.mil/
National Wildlife Refuge Land – Special Use Permit	Permit required for easements, roads or utilities in Wildlife Refuge Lands.	**US Fish & Wildlife Service** Division of Realty 1011 East Tudor Road, MS 221 Anchorage, AK 99503 (907) 786-3414 http://alaska.fws.gov/nwr/realty/
Oil Storage Facilities – Spill Prevention Control Counter Measures Plans	Approval required for onshore and offshore oil storage facilities. Also contact the Alaska Dept. of Environmental Conservation, Compliance Assistance Office at (800) 510-2332	**US Environmental Protection Agency** Alaska Operations Office 222 West 7th Ave. #19 Anchorage, AK 99513-7588 (800) 781-0983 (907) 271-5083 http://www.epa.gov/aboutepa/epa-alaska
Structures Which May Interfere with Airplane Flight Paths	Any construction or alteration of any structure, roadway, overhead wires and so on which may interfere with airplane flight paths must be reported to the Federal Aviation Administration.	**US Dept of Transportation** **Federal Aviation Administration** Alaskan Region Airports Division 222 West 7th Avenue #14 Anchorage, AK 99513 (907) 271-5438 http://www.faa.gov/airports/alaskan

Appendix
H

Applicant/Recipient Disclosure/Update Report
HUD Reform Act, Section 102

☑ Who must submit this appendix with their application?

Every applicant for CDBG funds, regardless of project or category.

☑ What is the purpose of this appendix?

This report is one part of the HUD Reform Act (24 CFR Part 12, et al), designed to ensure greater accountability and integrity in the way in which HUD makes assistance available under its programs.

Note: *There is a one page report every applicant for CDBG grant funds* ***must*** *submit with the CDBG application. Following the form is two pages of information/instructions.*

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ **or an Update Report** ☐

1. Applicant/Recipient Name, Address, and Phone (include area code): ( ) -	2. Social Security Number or Employer ID Number: - -
3. HUD Program Name Community Development Block Grant	4. Amount of HUD Assistance Requested/Received

5. State the name and location (street address, City and State) of the project or activity:

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).
   ☐ **Yes** ☒ **No**

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD) , involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
   ☐ **Yes** ☐ **No**.

If you answered "**No**" to either question 1 or 2, **Stop**! You do not need to complete the remainder of this form.
However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(**Note**: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity ($ and %)

(**Note**: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed $10,000 for each violation.
I certify that this information is true and complete.

Signature: X	Date: (mm/dd/yyyy)

Form HUD-2880 (3/13)

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is optional. The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

(1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of $200,000 during the during the fiscal year;

(2) You are updating a prior report as discussed below; or

(3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance): General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to ***either*** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD ***and any other source*** - that have been or are to be, made available for the project or activity. Non-government sources of funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

   Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Appendix
I

ADA Certification

☑ Who must submit this appendix with their application?

Every applicant for CDBG funds, regardless of project or category.

☑ What is the purpose of this appendix?

Every applicant for CDBG funds **must** certify its compliance with the Americans with Disabilities Act, and specifically with the following applicable Titles of the Act:

- Title I - Employment
- Title II - Public Services
- Title II, Part 35 - New Construction and Alterations
- Title III, Part 36 - New Construction
- Title III, Part 36 - Alterations

ADA Certification

(Grantee, Applicant, Contractor) Notice

By signature on this form, the (Grantee, Applicant, Contractor) certifies that they will comply with regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of state funds for this state capital project. Also the (Grantee, Applicant, Contractor) assures and certifies:

1. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title I - "Employment." In accordance with Title I of that Act, no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, compensation, job training, and other terms, conditions, and privileges of employment.

2. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title II - "Public Services." In accordance with Title II of the Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

3. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title II, Part 35, Section 35.151 - "New Construction and Alterations," which provides as follows:

   (a) Design and Construction: Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.

   (b) Alteration: Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such a manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.

   (c) Accessibility Standards: Design, construction, or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CFR Part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR Part 36) shall be deemed to comply with the requirements of this section with respect to those facilities, except that the elevator exemption contained at section 5.1.3(5) and section 4.1.5(j) of ADAAG shall not apply.

4. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title III, Part 36, Section 36.401 - "New Construction." Except as provided in paragraphs (b) and (c) of the Act, discrimination for purposes of this part includes a failure to design and construct facilities for first occupancy after January 26, 1992 that are readily accessible to and usable by individuals with disabilities.

5. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title III, Part 36, Section 36.402 - "Alterations," which provides as follows:

   (a) General: Any alteration to a place of public accommodation or a commercial facility, after January 26, 1992, shall be made so as to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

   (b) Alteration: An alteration is a change to a place of public accommodation or a commercial facility that affects or could affect the usability of the building or facility or any part thereof.

Name of Applicant: _____

Printed Name and Title of
Authorized Representative: _____

Signature: _____ Date _____