



Application

09643 - CDBG Planning Grants: 2016-2nd Round

10233 - SAMPLE CDBG Planning Grants: 2016-2nd Round

CDBG - Planning Grant

Status: Editing

Submitted Date:

Primary Contact

Name:* Dr. Sample T Tester
Salutation First Name Middle Name Last Name

Title:

Address: 123 Sample Address

***** Concord New Hampshire 03301
City State/Province Postal Code/Zip

County Merrimack

City Outside NH:

Phone:* 999-999-9999
Phone (999-999-9999) Ext.

alternate phone number

alternate phone type

Fax:

Email:

lwamser@nhcdfa.org

Organization Information

Name: New Hampshire Community Development Finance Authority
Type: Non Profit / 501C3
Tax ID: 11-111111
Website: www.nhcdfa.org
Fiscal Year End:
Address: 14 Dixon Avenue, Suite 102

City/State/Zip*

Concord

New Hampshire

03301

City

State/Province

Postal Code/Zip

City Outside NH:

County

Merrimack

Phone:*

603-226-2170

(999-999-9999)

Ext.

Fax:

603-226-2816

This information will be used to notify the A.O on issues relating to the application and/or grant.

Authorized Official

Taylor Caswell

Authorized Official Email Address

lwamser@nhcdfa.org

Don't have a DUNS #? Click here to apply.

DUNS Number (Required):

11-111-1111

Executive Council District

District 2 - Councilor Colin Van Ostern

Don't have a CCR #? Click here to apply.

CCR CAGE Number (Central Contractor Registry)

Project Information

Application Type

If joint, other Municipalities

**Subapplicant (Village or School District; Nonprofit Organization),
if any**

Subapplicant Contact Person

Subapplicant Phone Number

Subapplicant Address

		New Hampshire	
City	County	State	Zip Code

Subapplicant email address

Don't have a DUNS #? [Click here to apply.](#)

Duns Number

TIN Number

Project Address

City		New Hampshire	
City	County	State	Zip

*Link for Census Tract and Block Group numbers:
US Census Bureau .*

Census Tract

Block Group: (if applicable)

Grant Subcategory Under Which Funds are Requested

Proposed Number of Beneficiaries or Households

Proposed Number of Low-Mod Income Beneficiaries or Households

Percentage of LMI for Project 0%

Threshold Instructions and Checklist

Statutory Requirements (All CDBG Applications)

Part I Public Noticing Requirements

If the answer is yes, Parts I - V below will need to be filled out for both communities (See Joint Applicant Threshold component)

Ten-calendar-day notice period met

Published in a newspaper of general circulation

Electronic or scanned tear sheet is uploaded

Documentation that Public Notice was posted in three public places is uploaded

Documentation includes dates and places posted

Documentation is signed and dated by municipality

Held prior to governing bodys final action regarding the filing of the application

Public Notice states:

Specific grounds for the public hearing

Date of the public hearing

Time of the public hearing

Location of the public hearing

Part II Public Hearing Requirements

Minutes of public hearing are uploaded

Handout was made available (and noted in minutes)

General explanation of CDBG was given (and noted in minutes)

Views of the Citizens were solicited (and noted in minutes)

Range of possible community development activities were described (and noted in minutes)

Amount of funds available was stated (and noted in minutes)

Submittal of CDBG application for proposed project was approved (and noted in minutes)

Chief Executive Officer (or designee) was authorized to execute any and all documents related to this CDBG project

Part III Application Certification and HUD Disclosure Report

Application Certification Form complete, signed, and uploaded

HUD Disclosure Report complete, signed, and uploaded

Will project have a negative environmental impact on the project area? If yes, please contact CDFA immediately to discuss. (603) 226-2170.

Part IV Residential Antidisplacement and Relocation Assistance Plan (RARA)

Plan submitted and uploaded

Certification of compliance with the Uniform Relocation Act (URA) and Section 104(d) of the Act, as amended

Minutes of the hearing at which the Plan was adopted are uploaded

Part V Housing and Community Development Plan (HCDP)

Current (HCDP) is uploaded and is less than three years old

Plan is referenced in the narrative of the application

Plan identifies community development and housing needs which currently exist or are anticipated to exist in the next three years

Plan identifies short- and long-term objectives which are consistent with federal and state objectives

Plan states that as a matter of policy, the municipality will minimize the involuntary displacement of households from their neighborhoods

Minutes of the hearing at which the Plan was adopted are uploaded

Statutory public hearing requirements have been met

Statutory public notice requirements have been met

Date HCD Plan was adopted/readopted

Joint Applicant Threshold Checklist

Statutory Requirements (All CDBG Applications)

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Project Specific Thresholds

Housing Applications (for applicants with four or more housing rehabilitation grants)

Housing code has been adopted and is separate and distinct from the building code

Housing inspection program is maintained, including a housing inspector provision

Public Facilities and Public Property Applications

1:1 firmly-committed match ratio

Water and Sewer Applications

Municipal, Village District or Private PUC-Regulated Water or Sewer Applications

Department of Environmental Services Violation Determination is uploaded

Current annual metered residential water rate or current annual sewer rate, whichever applies, for either 12,000 CF or 9,000 gallons per year shall:

Exceed 1% of the moderate family income from the last decennial census

Exceed 2% of the moderate family income from the last decennial census for combined residential water and sewer rates

Exceed the levels noted above after the project is completed

Private or County Water or Sewer Applications

Private water system rate approval is regulated by the NH Public Utilities Commission

County water or sewer systems serving a primarily-institutionalized population must have matching funds of at least \$1,500 per bed

Economic Development Applications

Project creates/retains one (1) job for each \$20,000 of CDBG funds

At least 60% of jobs created/retained are available to low and-moderate income persons

Firmly committed match funds at a minimum of 1:1 ratio

Eligible Activities:

Acquisition, construction, reconstruction or rehabilitation of commercial or industrial buildings

Purchase of machinery and equipment

Employee training

Acquisition of land

Public improvement

Working capital

Microenterprise Development Applications

Firmly committed match ratio of 1:2

Lending and technical assistance available to recipients

One (1) eligible beneficiary served for each \$5,000 requested

Project Narrative

Use of Funds

Describe in detail the proposed use of funds including measurable outcomes.

Note: 5000 character limit.

To save or edit this form, click Save or Edit button in the upper right hand corner of the screen. Need more help? Click Help in the upper left hand corner of the screen.

Low- and Moderate-Income National Objective

How will this study meet the National Objective of providing benefit to low- and moderate-income people?

Note: 5000 character limit.

Total Potential Project Beneficiaries

How many people and/or households will benefit if the study were to be implemented? Of that total, what will be the number and percentage of low- and moderate-income beneficiaries? Please include rationale for arriving at these numbers.

Note: 5000 character limit.

Long-Term Benefit to Low- and Moderate-Income Persons

If the study were to be implemented, would it provide a long-term benefit of at least 20 years to low- and moderate-income individuals or households? Please explain.

Note: 2000 character limit.

Matching Funds

Are there matching funds firmly committed for this study? If so, who will be providing them? Are there any other sources of funding available.

Note: 2000 character limit.

Innovation

Is this study innovative as compared to other CDBG projects that have been funded over the most recent two year period? See the list of previous grants on CDFA's website.

Note: 2000 character limit.

Probability of Project Implementation

What is the probability that this study will lead to the implementation of a project? Please explain.

Note: 2000 character limit.

Special Group Target

Will this study target a special-needs group, homeless clientele, or low-income families with children? Please explain. Special Needs Groups are defined in the CDBG State Administrative rules Cdfa 302.59

Note: 2000 character limit.

Need for Study

What is the need for this study? What is the need for an implementation project that would result from this grant? THIS IS A MAJOR SCORING CATEGORY! (See Cdfa 310.22(m))

Note: 2000 character limit.

Salaries and Benefits

Row	Name	% on Project	CDBG	Non-CDBG
		%	\$0	\$0
		%	\$0	\$0

CDBG Administratio n Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Uses

Row	CDBG	Other 1	Other 2	Other 3	Other 4	Other 5	Total
Planning Only	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CDBG Administratio n Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Implementation Schedule

Activity	Start Date	Status	Completion Date
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Budget Description

Budget Description

Please describe the budget line items.

Note: 5000 character limit.

To save or edit this form, click Save or Edit button in the upper right hand corner of the screen. Need more help? Click Help in the upper left hand corner of the screen.

Thresholds Attachments

Attachment	Description	File Name	File Size	Type
	1. A PDF of the original newspaper tear sheet, evidencing the newspapers name and date published		38.5 MB	
	2. Documentation that the Public Notice has been posted in three (3) places within the community (or proposed project area if County is applying), and names of posted areas listed, signed and dated by municipality		38.5 MB	
	3. Minutes of public hearing		38.5 MB	
	4. Copies of Intergovernmental Agreements related to the application, that addresses which municipality will be administering the grant if awarded .		38.5 MB	
	5. Completed HUD Disclosure Form 2880		38.5 MB	
	6. Adopted RARA Plan		38.5 MB	
	7. Current HCD Plan less than 3 years old		38.5 MB	
	8. Most recent Audit from Grantee		38.5 MB	
	9. Most recent Audit from Subrecipient		38.5 MB	
	10. Map of proposed project site or service area		38.5 MB	
	11. Department of Environmental Services Violation Determination for all water and sewer		38.5 MB	

12. Non profit corporation articles of agreement and by-laws (non profit affordable housing development and non profit owner occupied service facility);	38.5 MB
13. Letter of commitment from a for-profit developer and a draft contract outlining the mechanism by which the long term benefit will be achieved (for-profit affordable housing development);	38.5 MB
14. Cost estimates indicating the percentage of funds to be used for single family owner occupied rehabilitation; or	38.5 MB
15. 20-year lease agreement with public service providers for a center/facility project and an operating budget of the service providers indicating long-term viability.	38.5 MB
16. Environmental Review Certification of Exemption (recommended)	38.5 MB

Other Attachments

Environmental Review Record

Attachment	Description	File Name	File Size	Type
EXEMPT*				Make a finding of Exemption
			38.5 MB	Certification of Exempt Activities/Request for Release of Funds*
			38.5 MB	Environmental Review Release - CDFA Staff
			38.5 MB	Categorically Excluded Determination Not Subject To, and Request for Release of Funds Form
			38.5 MB	Environmental Review Release - CDFA Staff
			38.5 MB	CATEGORICALLY EXCLUDED SUBJECT TO**
				Documentation that the Notice has been posted in three places within the community
		38.5 MB		Newspaper Notice of Intent to Request Release of Funds (NOI/RROF)
		38.5 MB		Statutory Checklist
		38.5 MB		Contacts for Required Coordination with Other Environmental Agencies
	38.5 MB		Request for Release of Funds and Certification**	
	38.5 MB		Environmental Review Release - CDFA Staff	
	38.5 MB		ASSESSMENT***	
			Documentation that the Notice has been posted in three places within the community	

38.5 MB	Newspaper Notice to Public of Finding of No Significant Impact and Notice of Intent to Request Release of Funds (FONSI/RROF)	
38.5 MB	Statutory Checklist	
38.5 MB	Assessment Checklist	
38.5 MB	Contacts for Required Coordination with Other Environmental Agencies	
38.5 MB	Request for Release of Funds and Certification-Assessment***	
38.5 MB	Environmental Review Release - CDFA Staff	
38.5 MB	OTHER	
	Certification of Continued Environmental Compliance	38.5 MB
	Responses from Environmental Agencies - SHPO	38.5 MB
	Responses from Environmental Agencies	38.5 MB
	Responses from Environmental Agencies	38.5 MB
	Responses from Environmental Agencies	38.5 MB
	Other (1)	38.5 MB
	Other (2)	38.5 MB
	Other (3)	38.5 MB
	Other (4)	38.5 MB
	Other (5)	38.5 MB
	Other (6)	38.5 MB
	Other (7)	38.5 MB
	Other (8)	38.5 MB
	Other (9)	38.5 MB
	Other (10)	38.5 MB

Other (11)	38.5 MB
Other (12)	38.5 MB
Other (13)	38.5 MB
Other (14)	38.5 MB
Other (15)	38.5 MB
Other (16)	38.5 MB
Other (17)	38.5 MB
Other (18)	38.5 MB
Other (19)	38.5 MB
Other (20)	38.5 MB
Additional Documents****	38.5 MB

Municipal Certification

To the best of my knowledge, the data in this application is true and correct, and this application submittal has been authorized by the governing body of the municipality. The municipality will comply with all federal and state laws, rules, regulations and requirements, including those in PART Cdfa 300 - CDBG Administrative Rules.

Furthermore, I certify that:

The municipality affirmatively furthers fair and affordable housing; and Where applicable, the proposed project is consistent with the municipal master plan, the Housing and Community Development Plan (HCDP), the Residential Antidisplacement & Relocation Assistance (RARA) Plan and that all planning and zoning requirements have been met; and Where applicable, the municipality shall provide adequate funds to operate and maintain the public facility or improvement after the completion of the project.

Certification

Name of Designated CEO/Authorized Official

Title of Designated CEO

PDF of Signed Municipal CEO Certification