



Application

2985 - CDBG Planning Grants: 2011-1st Round

2996 - CDBG Planning Application- 2011 1st Round SAMPLE APPLICATION

CDBG - Planning Grant

Status: Editing

Submitted Date:

Primary Contact

Name:*

Salutation

First Name

Middle Name

Last Name

Title:

Address:

*

City

State/Province

Postal Code/Zip

County

City Outside NH:

Phone:*

Phone (999-999-9999)

Ext.

alternate phone
number

alternate phone type

Fax:

Email:

Organization Information

Name:

Type:

Website:

Address:

City/State/Zip*

City

State/Province

Postal Code/Zip

City Outside NH:

County

Executive Council
Districts

Phone:*

(999-999-9999)

Ext.

Fax:

Project Information

Application Type

If joint, other
Municipalities

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

Subapplicant
Address

City

County

State

Zip Code

Project Address

City

City

County

State

Zip

Census Tract

Block Group: (if applicable)

Grant Subcategory Under Which Funds are Requested

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

Duns Number

TIN Number

Proposed Number of Beneficiaries or Households

Proposed Number of Low-Mod Income Beneficiaries or Households

Percentage of LMI for Project %

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 body's 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)

Part I Public Noticing Requirements

Ten-calendar-day notice period met

Published in a newspaper of general circulation

Electronic or scanned tear sheet is uploaded

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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
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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

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
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Uses

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

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	Type
1. A PDF of the original newspaper tear sheet, evidencing the newspapers name and date published			
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			
3. Minutes of public hearing			
4. Copies of Intergovernmental Agreements related to the application, that addresses which municipality will be administering the grant if awarded .			
5. Completed HUD Disclosure Form 2880			
6. Adopted RARA Plan			
7. Current HCD Plan less than 3 years old			
8. Most recent Audit from Grantee			
9. Most recent Audit from Subrecipient			
10. Map of proposed project site or service area			
11. Department of Environmental Services Violation Determination for all water and sewer			
12. Non profit corporation articles of agreement and by-laws (non profit affordable housing development and non profit owner occupied service facility);			

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);

14. Cost estimates indicating the percentage of funds to be used for single family owner occupied rehabilitation; or

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.

Other Attachments

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