



CDBG Housing and Public Facilities 2016 Application

Below you will find an outline of the required information and documentation for the 2016 CDBG Housing and Public Facilities Application. All applications must be submitted through our online Grants Management System (www.nhcdfragrants.org) by 4:00PM on Monday, July 25, 2016.

I. GENERAL INFORMATION

- a. Primary Contact
- b. Organization Information
- c. Authorized Official
- d. DUNS Number

II. PROJECT INFORMATION

- a. Application Type (Single or Joint)
- b. Subapplicant Information
- c. Project Address
- d. U.S. Census Bureau Information
 - i. Census Tract
 - ii. Block Group
- e. CDBG Grant Subcategory (Housing, Public Facilities)
- f. Proposed Number of Beneficiaries or Households
- g. Proposed Number of Low- and Moderate-Income Beneficiaries or Households
- h. Percentage of Low- and Moderate-Income for Project

III. THRESHOLD INSTRUCTIONS AND CHECKLIST

Statutory Requirements: Use this checklist to indicate which of the required threshold documents you have. If you are submitting a joint application, all threshold requirements must be met and submitted for both communities.

a. Part I: Public Noticing Requirements

- i. Ten-calendar-day notice period met
- ii. Published in a newspaper of general circulation
- iii. Electronic or scanned tear sheet is uploaded
- iv. Documentation that Public Notice was posted in three public places is uploaded
- v. Documentation includes dates and places posted
- vi. Documentation is signed and dated by municipality
- vii. Held prior to governing body's final action regarding the filing of the application
- viii. Public Notice states:
 1. Specific grounds for the public hearing
 2. Date of the public hearing
 3. Time of the public hearing
 4. Location of the public hearing

b. Part II: Public Hearing Requirements

- i. Minutes of public hearing are uploaded
- ii. Handout was made available (and noted in minutes)

- iii. General explanation of CDBG was given (and noted in minutes)
 - iv. Views of the Citizens were solicited (and noted in minutes)
 - v. Range of possible community development activities were described (and noted in minutes)
 - vi. Amount of funds available was stated (and noted in minutes)
 - vii. Submittal of CDBG application for proposed project was approved (and noted in minutes)
 - viii. Chief Executive Officer (or designee) was authorized to execute any and all documents related to this CDBG project
- c. **Part III: Application Certification and HUD Disclosure Report**
- i. Application Certification Form complete, signed, and uploaded
 - ii. HUD Disclosure Report complete, signed, and uploaded
 - iii. Will project have a negative environmental impact on the project area? If yes, please contact CDFA immediately to discuss: (603) 226-2170.
- d. **Part IV: Residential Antidisplacement and Relocation Assistance Plan (RARA)**
- i. Plan submitted and uploaded
 - ii. Certification of compliance with the Uniform Relocation Act (URA) and Section 104(d) of the Act, as amended
 - iii. Minutes of the hearing at which the Plan was adopted are uploaded
- e. **Part V: Housing and Community Development Plan (HCDP)**
- i. Current HCDP is uploaded and is less than three years old
 - ii. Plan is referenced in the narrative of the application
 - iii. Plan identifies community development and housing needs which currently exist or are anticipated to exist in the next three years
 - iv. Plan identifies short- and long-term objectives which are consistent with federal and state objectives
 - v. Plan states that as a matter of policy, the municipality will minimize the involuntary displacement of households from their neighborhoods
 - vi. Minutes of the hearing at which the Plan was adopted are uploaded
 - vii. Statutory public hearing requirements have been met
 - viii. Statutory public notice requirements have been met
 - ix. Date HCD Plan was adopted/readopted

IV. PROJECT SPECIFIC THRESHOLDS: INSTRUCTIONS AND CHECKLIST

Use this checklist to indicate which of the required threshold documents you have.

- a. **Housing Applications** (for applicants with four or more housing rehabilitation grants)
 - i. Housing code has been adopted and is separate and distinct from the building code
 - ii. Housing inspection program is maintained, including a housing inspector provision
- b. **Public Facilities and Public Property Applications**
 - i. 1:1 firmly-committed match ratio
- c. **Water and Sewer Applications**
 - i. Municipal, Village District or Private PUC-Regulated Water or Sewer Applications
 - 1. Department of Environmental Services Violation Determination is uploaded
 - 2. Current annual metered residential water rate or current annual sewer rate, whichever applies, for either 12,000 CF or 90,000 gallons per year shall:
 - 3. Exceed 1% of the moderate family income from the last decennial census

4. Exceed 2% of the moderate family income from the last decennial census for combined residential water and sewer rates for that level of use.
 5. Exceed the levels noted above after the project is completed
- ii. Private or County Water or Sewer Applications
 1. Private water system rate approval is regulated by the NH Public Utilities Commission
 2. County water or sewer systems serving a primarily-institutionalized population must have matching funds

V. PROJECT NARRATIVE

- a. **Nature of Problem** (6,000 character limit)
 - i. What is the nature of the problem and need for the proposed project?
- b. **Project Impact and National Objective Compliance** (9,000 character limit)
 - i. What impact will the proposed project have on the problem?
 - ii. How will the project benefit low- and moderate-income people?
 - iii. How many households (for Housing subcategory) or individuals (for Public Facilities subcategory) will benefit from this project or program?
- c. **Project Implementation** (6,000 character limit)
 - i. How will the proposed project be implemented?
 - ii. If this is a program, how will it be implemented?
 - iii. If applicable, explain the role of the nonprofit entity.
- d. **Project Readiness** (6,000 character limit)
 - i. Is the project ready to be implemented?
 - ii. Please explain what efforts toward implementation have been made on the proposed project, as well as any actions that would increase the project's impact or which would quickly move the project forward once the grant is approved.
 - iii. See CDFR 310.12 (j) or (n) for additional details.
 - iv. Include attachments in the attachments section.
- e. **Financial** (9,000 character limit)
 - i. Explain the need for CDBG funding.
 - ii. Have other sources of funding been investigated?
- f. **Long Term Benefit to Low- and Moderate-Income Persons** (6,000 character limit)
 - i. The applicant must describe how a majority of the funds for the proposed project will have a long term benefit (20 years), primarily to low- and moderate-income persons (or households) if the study were to be implemented.
 - ii. Supporting documentation must be included as applicable; see threshold attachments numbers 12 through 15.
 - iii. Some projects by their very nature are considered to provide long term benefit to low- and moderate-income persons (i.e. replacement of water or sewer lines serving an LMI neighborhood or handicapped access projects). In these instances, the certification to operate and maintain these public facilities shall serve to meet the requirements of this narrative.

VI. IMPLEMENTATION SCHEDULE

- a. Enter project benchmarks, including the activity, start date, status and completion date.

VII. ADMINISTRATIVE COSTS

- a. List administrative costs associated with the grant.
 - i. Salaries and Benefits
 - ii. Grant Administrator or Consultant
 - iii. Operations Expenses

VIII. SOURCES AND USES

- a. List all funding sources for the project and indicate which uses will be funded with those sources.

- b. Provide a list of sources committed and sources pending.

IX. BUDGET DESCRIPTION

- a. Please describe the budget line items. (5,000 character limit)

X. THRESHOLD ATTACHMENTS

- a. A PDF of the original newspaper tear sheet, evidencing the newspapers name and date published
- b. 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
- c. Minutes of public hearing
- d. City Council Resolution (referenced in minutes)
- e. Copies of Intergovernmental Agreements related to the application, that addresses which municipality will be administering the grant if awarded
- f. Completed HUD Disclosure Form 2880
- g. Adopted RARA Plan
- h. Current HCD Plan less than 3 years old
- i. Most recent Audit from Grantee
- j. Most recent Audit from Subrecipient
- k. Map of proposed project site or service area
- l. Department of Environmental Services Violation Determination for all water and sewer null
- m. Nonprofit corporation articles of agreement and by-laws (nonprofit affordable housing development and nonprofit owner occupied service facility)
- n. 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)
- o. Cost estimates indicating the percentage of funds to be used for single family owner occupied rehabilitation
- p. 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

XI. OTHER ATTACHMENTS

- a. Any additional attachments (letters of support, photographs of the project, blueprints) that support your application.

XII. MUNICIPAL CERTIFICATION

- a. Upload a PDF of the Municipal Certification signed by the Authorized Official.