



**Application**

**Application Details**

[Print to PDF](#) | [Go to Application Forms](#)

**2203 - CDBG Economic Development- 2011 Allocation - Final**  
**2495 - CDBG-Economic Development 2011 Allocation- Sample Application**  
**CDBG - Economic Development**

Status: Editing Submitted Date:

**Applicant Information**

**Primary Contact:**

Name:\* Dr. Test Tester  
Salutation First Name Middle Name Last Name  
 Title: Tester  
 Address: Address  
 \* City New Hampshire 22030  
City State/Province Postal Code/Zip  
 County Belknop  
 City Outside NH:  
 Phone:\* 111-111-1111  
Phone (999-999-9999) Ext.  
 alternate phone number  
 alternate phone type  
 Fax:  
 Email: [test@test.com](mailto:test@test.com)

**Organization Information**

Name: BaseLine Organization  
 Type: 501C3  
 Tax ID: 34-46654365  
 Website: www.baselineorg.com  
 Fiscal Year End:  
 Address: 45 High Street  
 City/State/Zip\* Nashua New Hampshire 03060  
City State/Province Postal Code/Zip  
 City Outside NH: Belknop  
 County: District 5 - Councilor David K. Wheeler  
 Executive Council Districts: 603-882-3616  
 Phone:\* (999-999-9999) 603-595-7414  
Ext.  
 Fax:

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

**Authorized Official**

**Authorized Official Email Address**

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

**DUNS Number (Required):** 99-999-9999

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

**CCR CAGE Number (Central Contractor Registry)**

**Project Information**

Are you using a Grant Writer  
If Yes, what is his/her name  
Grant Writer's Phone (999-999-9999)  
Grant Writer's Address

Is this a Joint Application  
**Joint Applicant**  
Joint Applicant, if any  
Street Address/P.O. Box

City City County Zip Code

Contact Person Phone (999-999-9999)  
Email

**Sub Grantee**  
The Sponsor or Intermediary Organization (Sub grantee)  
*Don't have a DUNS #? Click [here](#) to apply.*

Sub Grantee DUNS#  
The Economic Development Entity (EDE)  
Street Address/P.O. Box

EDE City City County Zip Code

Contact Person Phone (999-999-9999)  
Email

**The Business**  
The Business Name  
Business Street Address/P.O. Box

Business City City County Zip Code

Contact Person Phone (999-999-9999)  
Email

Headquarters Type of Business  
*Don't know or don't have an NAICS Code? Click [here](#) to lookup or apply.*

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

**Other Project Information**  
Location of Project  
*Link for Census Tract and Block Group numbers: [US Census Bureau](#) .*

Census  
group/block/tract  
Total number of jobs

Created

Retained

Number of jobs  
that will be filled  
by low/moderate  
income  
beneficiaries

Type of  
Economic  
Development  
Grant

Expected time  
required for  
project  
completion

Business TIN  
Number

**Executive Summary Description of Project\***

*Note: 2000 character limit*

## Business Ownership and Organization Narrative

Legal Name of Business

Address

City County Zip

Authorized Official/CEO name

Phone

(999-999-9999)

Fax

(999-999-9999)

Cell

(999-999-9999)

Email

Contact Person for application (if different from CEO)

Phone

(999-999-9999)

Fax

(999-999-9999)

Type of Business

NAICS Code

Dunn and Bradstreet Number

Headquarters Address

**Business Ownership\***

*Describe the ownership of the business, the business organization, its other affiliated businesses, and (if applicable) its relationship to a larger corporate structure.*

*Note: 2000 character limit.*

**Business History\***

*Include a brief business history.*

*Note: 2000 character limit.*

**Management Qualifications\***

*Describe any particular qualifications of management relative to the project.*

*Note: 2000 character limit.*

## EDE Review

**Evidence of the EDE's Review of the Project**

**Historical Data on the Business\***

*Discuss the ability of the business to manage cash flow appropriately, review and identify contingent liabilities, and determine if the sales and market projections are realistic.*

*Discuss the strength of the business's present financial position and any circumstances that may affect the future of the business.*

Note: 2000 character limit.

### **Projections and the Impact of the Project\***

- Check project proforma for accuracy and probability;
- Analyze cash flow projections to determine that adequate cash flow will exist to cover all indebtedness and meet job creation and compensation commitments;
- Examine project costs for reasonableness. (HUD feels that cost components more than \$10,000 should be verified by independent, third party sources such as appraisers and suppliers);
- Describe the financing gap;
- Develop financing terms appropriate to cash flow needs;
- Determine collateral, security, and conditions appropriate to project;
- Review the appropriate North American Industry Classification System (NAICS) code for the business. (Using reference manuals like the Robert Morris Associates Annual Statements Studies and Financial Studies of the Small Business by Financial Research Associates, compare the business with other businesses of a similar size in the same NAICS code);
- Ensure that the business has provided their Dun & Bradstreet (DUNS) number; (if the business does not have a DUNS number, the business can call a toll-free DUNS number request line at 1-866-705-5711 to obtain a number);
- Compare rates of return to the business ownership to those of comparable businesses in the industry; and
- Determine what will be the rate of return on investment to the business ownership and to the EDE, as a result of the project.

Note: 2000 character limit.

### **Other Issues\***

- Within the financial analysis, determine what benefits were negotiated for low and moderate income people with the business. Also, assess the cash value of those benefits;
- Describe the proposed project and the structure of the financing and equity arrangements, including that of the proposed CDBG loan; and
- Demonstrate that CDBG funds will not be disbursed in a manner that puts them in disproportionate or undue risk.

Note: 2000 character limit.

### **EDE Analysis\***

- The project does not provide undue enrichment to any of the owners or private investors; and
- The analysis makes an assessment of the risk of the project.

Note: 2000 character limit.

### **Non-CDBG Project Financing\***

Lastly, the EDE should determine what form the non-CDBG project financing will take and what are the terms/structure of the other project financing. The EDE must also determine that all sources of financing are firmly committed. The business is required to provide the evidence of the non-CDBG match commitment, in whatever form it will take: Bank financing, Owner's Equity, etc.

Note: 2000 character limit.

### **Evidence of the EDE's Commitment to the Project**

#### **Resolution of the EDE Loan Committee or Board and Commitment Letter\***

A resolution of the EDE Loan Committee or Board with regard to the structure of the deal (attach signed resolution to EDE Attachments component). The proposed structure of the financing arrangement offered by the EDE may vary based upon the use of the CDBG funds:

- (a) If a line of credit: the EDE should discuss the interest rates, fees, form of set up and disbursement; or
- (b) If long term financing: the EDE should define the terms of the transaction such as interest rates, amortization schedules, repayment schedules, collateral, guarantees, and "balloons" which will capitalize the Revolving Loan Fund; or
- (c) For both short or long-term financing, the resolution should also indicate what is the commitment of the Board of the EDE, with regard to the Revolving Loan Fund, i.e. how will repayments of principal and interest be apportioned to the RLF; or
- (d) If the project involves leasing property to the businesses, describe how those leases compare with the regional rental market.

In addition, the EDE must provide its own commitment letter to the Business, which will define the terms of the loan being proposed (attach a signed copy of the commitment letter in the EDE Attachments component). Acceptance of these terms by the Business is required.

Note: 2000 character limit.

### **Evidence of the EDE's Need for the Project Project Effect\***

The EDE should provide a written description with regard to how the project will affect its organization with regard to support from the project for any of the following: (a) the cost of EDE staff, current and/or additional; (b) the cost of overhead; (c) toward a contribution in the form of capitalization of the Loan Loss Reserve of the EDE; and (d) toward the capitalization of the RLF beyond principle payments.

As evidence of the above, again a letter of commitment from the EDE should be provided.

Note: 2000 character limit.

## Project Description

### Project Description\*

Define and describe the project to be supported by CDBG funds. Discuss acquisitions, renovation, capital equipment purchases, working capital, etc. This should provide a description of the needs of the business and how this proposal will satisfy those needs. This should include a project timetable. This likely will require consultation with the EDE.

Note: 6000 character limit.

For a project which involves Real Estate Development, in support of a business, additional information with regard to property valuation must be provided and information on local rates for rentals of commercial property must be provided.

For a project which involves Public Infrastructure improvements, in support of a business, additional information must be provided which documents the current debt outstanding and the debt capacity of the municipality.

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.

## Implementation Schedule

Activity	Start Date Status	Completion Date
----------	-------------------	-----------------

## Salaries and Benefits

Row	Name	% on Project	CDBG	Non-CDBG
		%	\$0	\$0
		%	\$0	\$0
		%	\$0	\$0
	<b>Totals</b>		<b>\$0</b>	<b>\$0</b>

## Grant Administrator (Consultant)

Row	CDBG	Non-CDBG
Grant Administrator	\$0	\$0

## Operations

Row	CDBG	Non-CDBG
Rent	\$0	\$0
Telephone	\$0	\$0
Utilities	\$0	\$0
Supplies	\$0	\$0
Equipment	\$0	\$0
Printing	\$0	\$0
Advertising	\$0	\$0
Travel	\$0	\$0
Legal	\$0	\$0
Audit	\$0	\$0
Other	\$0	\$0
Grant Writing Fee	\$0	\$0
	<b>Totals</b>	<b>\$0</b>

## Column Definition- Fields

Other- uses 1

Other- uses 2

Other 1

Other 2

Other 3

Other 4

other 5

Other 6

## Project Sources and Uses

Row	CDBG	Bank Financing	Equity Financing	Other 1	Other 2	Other 3	Total
Real Property Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Financing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Permanent Financing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Soft Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Leasehold Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Machinery/Equipment/Furnishings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Working Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-Profit Delivery Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CDBG Admin Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Sources

Row	CDBG	Bank Financing	Equity Financing	Other 1	Other 2	Other 3	Total
Sources Committed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sources Pending	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>							<b>\$0</b>

## Sources and Uses - Assumptions

*This is a list of the total amounts contributed by each source and the list how those funds will be used. Below is a listing of the eligible uses of CDBG funds and the requirements to keep in mind when documenting the cost of use:*

- 1. Real Property Acquisition. All acquisition costs must be verified by submitting a recent appraisal by a certified, independent, qualified appraiser.*
- 2. Construction, Renovation, Site Work. All costs for construction of new buildings, building additions, renovation/rehabilitation of buildings, leasehold improvements, installation or upgrade of infrastructure, and site work must be certified by a professional engineer or architect. Estimates should presume the applicability of Davis-Bacon Wage Rates.*
- 3. Machinery, Equipment. Costs for the purchase of fixed machinery and capital equipment having a useful life of greater than five years must be verified by written independent cost estimates from vendors or other knowledgeable third party sources.*
- 4. Public Infrastructure. Costs incurred by the Municipality to install or construct the necessary infrastructure to support an economic development project (i.e., sewer, water lines, roads). Costs must be supported by engineering estimates.*
- 5. Working Capital. Costs to maintain the general operations of the business. These must be supported by audited financial statements.*
- 6. Other (including Training). Eligible costs include expenses for professional engineering, architectural, educational, and legal services, moving of property and equipment, and relocation (where displacement is necessary – Please see Exhibit D). All estimates must be supported by independent quotations for services.*
- 7. Non-Profit Delivery Costs. Other eligible administrative costs such as the delivery costs to the Economic Development Entity are direct program charges.*

*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. Note: 5000 character limit.*

### Sources and Uses assumptions

## Job Creation

## Job Creation/Retention Narrative

### New Employment\*

- Describe the net employment increase (in full-time, annualized terms) resulting from the project. This information must be very specific with regard to all the wages and benefits being provided to the Business' employees.
- If the project involves job retention, the data must be supplemented by the submission of the business' payroll and Income Surveys of all the affected persons. (See "business attachments")
- Describe the newly created positions by title, occupational type (and functions performed), the expected work hours, and the entry level wage for each of these positions.

Note: 2000 character limit.

### New Employment Details\*

- Describe which of the above positions will be made available to persons from LMI families;
- Describe hiring requirements for those positions, i.e. education, experience, licenses.

Note: 2000 character limit.

### Employment Benefits\*

- Describe all the benefits that the business will offer to these new employees that will result from the project. All the following possible benefits should be described:
  - Medical and dental and vision coverage;
  - The level of the above insurance coverage;
  - All leave provided - vacation, sick, holiday, bereavement insurance coverage provided – life insurance, short and long term disability;
  - Provision for retirement – through a tax exempt savings plan or Pension;
  - Provision for child care;
  - Other employee benefits.
- Describe the training that will be provided by the business for these new employees.

Note: 2000 character limit.

## Threshold Instructions and 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

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

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

## Thresholds Attachments

Attachment	DescriptionFile Name	TypeFile Size
1. A PDF of the original newspaper tear sheet, evidencing the newspapers name and date published		null
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		null
3. Minutes of public hearing		null
7. Copies of Intergovernmental Agreements related to the application, that addresses which municipality will be administering the grant if awarded		null
.		
8. Completed HUD Disclosure Form 2880		null
9. Adopted RARA Plan		null
10. Current HCD Plan less than 3 years old		null
11. Most recent Audit from Grantee		null
12. Most recent Audit from Subrecipient		null
13. Certification that all planning and zoning requirements have been met		null
14. Map of proposed project site or service area		null

## Project Specific Thresholds

**Most recent Audit from Grantee is included**

**Most recent Audit from Subrecipient is included**

**All planning and zoning requirements have been met (letter included, with approval date)**

**Map of proposed project site or service area is included**

**Will this project have a Negative Environmental Impact on the project area**

### **Economic Development Thresholds**

**Commitment to job creation: project shall create /retain at least one (1) job for each \$20,000 of CDBG funds.**

**Commitment to funds requested: 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**

*Eligibility of project activities are:*

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

**Purchase of machinery and equipment**

**Employee training**

**Acquisition of land**

**Public improvements**

**Working capital**

### **Microenterprise development grant requirements**

**Firmly committed match ratio of 1:2**

**Lending and technical assistance must be available to recipients**

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

## EDE Thresholds Checklist

**Does the EDE implement written, adopted underwriting and lending guidelines? Does it balance its portfolio and systematically weigh the risk factors for individual loans**

**Does the EDE successfully screen potential borrowers and guide them to appropriate finance sources**

**Does the EDE implement written, adopted loan origination, closing, disbursement and collection systems? Does it use a professional accounting system**

**Does the EDE use an attorney for loan closings**

**Does the EDE collect payments in a timely manner**

**Does the EDE have an established, capitalized loan loss reserve**

## EDE Threshold Attachments

Attachment	DescriptionFile Name	TypeFile Size
1. The EDE's name and a copy of the Articles of Incorporation		null
2. Bylaws and/or Charter of the EDE		null
3. The Revolving Loan Fund (RLF) rules, regulations, and guidelines		null
4. Guidelines used by the EDE with regard to Loan Approvals/Documentation		null
5. Names and resumes of the EDE's board members and staff		null
6. Names and resumes of the members of the EDE's Loan Committee		null
7. Documentation of any economic development certifications held by staff		null
8. A listing of all municipalities in the EDE service area		null
9. A list of CDBG projects completed		null
10. A list of non-CDBG grant awards (RBEG, RBOG, IRP,EDA, DES, et.al.) with project name and amounts		null
11. The amount of job creation achieved through efforts of EDE, and percent LMI		null
12. Comprehensive and current financial reports, i.e. the annual audit, which shows assets, liabilities and net fund position of the EDE		null
13. A comprehensive list of loans funded by the EDE, over the past five years, with the funding sources identified (CDBG, RLF, etc.)		null
14. A listing of outstanding notes receivable – with an aging		null
15. A comprehensive list of all real estate projects developed through the EDE		null
16. A comprehensive list of the outstanding balance in the RLF of the EDE		null
17. Written, adopted underwriting, lending and approval guidelines		null

- 18. Procedures for systematic measurement of risk factors, ongoing review of total portfolio risk, and for periodic reporting to the Board of Directors null
- 19. Procedures for capitalization of Loan Loss Reserve and outstanding LLR balance null
- 20. Written, adopted closing, disbursement and collection procedures null
- 21. Description of the loan accounting system used by the EDE null
- 22. Current contract with another entity to manage all lending activities null

### Financial Indicator Threshold Checklist

- Are days receivable nearly equal to payment terms? (Cdfa 310.15 (b1))
- Are days payable nearly equal to payment terms? (Cdfa 310.15 (b2))
- Are payables less than inventory? (Cdfa 310.15 (b3))
- Are days accrual about equal to the payroll cycle? (Cdbg 310.15 (b4))
- Are taxes current? (Cdbg 310.15 (b5))
- Are days inventory nearly equal to the inventory cycle? (Cdfa 310.15 (b6))
- Are there notes receivable? (Cdfa 310.15 (b7))
- Are there notes payable or subordinated officer debt? (Cdfa 310.15 (b8))
- Is there evidence that the officers debt is truly subordinated? (Cdfa 310.15 (b9))
- Is the Debt/Equity ratio reasonable? (Cdfa 310.15 (b10))
- Are retained earnings positive? (Cdfa 310.15 (b11))
- Are sales increasing? (Cdfa 310.15 (b12))
- Is there a stable Cost-of-Goods-Sold to Sales ratio? (Cdfa 310.15 (b13))
- Is there a stable G+A costs to Sales ratio? (Cdfa 310.15 (b14))
- Is Officer compensation reasonable? (Cdfa 310.15 (b15))
- Is the operating profit to sales ratio stable? (Cdfa 310.15 (b16))
- Is the earnings before taxes to sales ratio stable? (Cdbg 310.15 (b17))
- Expenses (Officer compensation, Rent, Interest expense and Depreciation) are controlled and determined at the discretion of the ownership of the business and are thereby available to be reduced to create more capacity to pay for additional debt. (Cdbg 310.15 (b18))
- Total 0

### Business Attachments

Attachment	DescriptionFile Name	TypeFile Size
Resumes for principals and officers		null
Detailed personal financial statement for the principals of the business		null
Business Plan		null
Employee personnel manual		null
Financial statements for at least the last three years		null
Projected financial statements for 3 to 5 years forward		null
Financial information for affiliated companies		null
Independent appraisals for any real estate to be acquired as a result of the project		null
Independent appraisals or vendor quotations for machinery, equipment, or inventory to be acquired for the project		null
Project proforma that shows cash flow status		null
Firm letters of commitment from all external funding sources for the project		null
Documentation of equity/internal sources of funds		null
A letter of commitment to create/retain the jobs		null
Corporate resolution certifying business's commitment both to the project and to the job creation		null
Purchase & Sales Agreement or Lease Agreement		null
Agreement with partner service agency		null
Certificate of Good Standing from the New Hampshire Secretary of State		null
<b>currentpayroll</b>		
Current Payroll		null
Income Survey for Affected Employees		null
Calculation and explanation of cash value of the CDBG assistance to the business" (to be prepared by CPA or Certified Economic Development Professional, per CDFA 307.01(h)(3)		null

### 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**