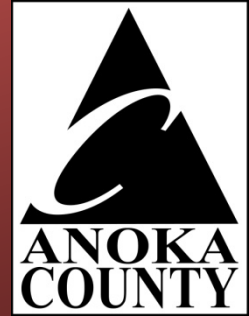


Community
Development
Block
Grant



Program Year
2013

CDBG Project Application

Guide

How to Complete the Application for CDBG Project Funds

Anoka County Community Development Department
www.AnokaCounty.us/CD

About the Guide

This application guide is designed to assist eligible organizations to complete the application for CDBG Projects. The guide provides an outline of the application process and provides instruction on proper completion of the application.



General Information

Introduction

The Community Development Block Grant (CDBG) program project funds are made available for physical improvements, economic development, and housing activities in Anoka County. Program funds are allocated by the U.S. Department of Housing and Urban Development (HUD). As an entitlement county, Anoka County distributes funds annually to local communities through a competitive application process. This application is for project and planning activities only. This process is managed by the Community Development Department of Anoka County. Project areas include the Anoka County area except for the City of Coon Rapids which is its own entitlement.

Applications are reviewed by Community Development staff for project and applicant eligibility. The Community Development staff provides a funding recommendation to the Anoka County Housing and Redevelopment Authority (HRA) Board of Trustees and Anoka County Board of Commissioners for final approval.

CDBG contracts for projects are 18-months in length and planning contracts are 12 –months in length. All reimbursement requests MUST be received no later than the end of the contract or funds will be recaptured.

Submitting an Application

Applications must be fully completed to be considered. The certification must be signed and the original signature attached.

Applications are used to determine program eligibility and, if the project receives a CDBG award, it will also be used for HUD reporting, performance measurement requirements and monitoring.

All applications must be received by the date noted in the timeline below. Applicant shall submit by mail or deliver ONE unbound, completed application containing an original signature to:

Anoka County Community Development Department
2100 3rd Ave., Suite 700
Anoka, MN 55303

For assistance with the application, please call the Community Development Department at 763-323-5714.

Timeline for Applications and Awards

Applications must be completed, signed and submitted no later than

12:00 noon on January 14, 2013

Submit **one** completed unbound original application per project.

Application Schedule*

Jan. 14 12:00 noon	<ul style="list-style-type: none"> • Completed and signed <u>applications due</u> in Community Development office • Community Development Staff scores applications in preparation for 2/9/12 work session.
February 12	Anoka County HRA Work Committee meets to review CDBG and HOME recommendations.
Feb. 19	<ul style="list-style-type: none"> • ACHRA Board reviews funding recommendations and Anoka County Action Plan • Public Hearing (opportunity for applicants to comment to ACHRA Board on application decisions) • Forward final recommendations for proposed CDBG/HOME projects to the County Board
March	Dakota County Consortium* holds public hearing
March - April	30-day public comment period on recommended CDBG/HOME projects – to be published in <i>Anoka County Union</i>
April	Final approval by County Board of CDBG & HOME projects/Action Plan and submission of same to Dakota County Community Development Agency
Mid-April and May	Applicants who receive funding, need to submit a copy of their financial audit, Management & Compliance Report, current Certificate of Liability Insurance and DUNS number to the Community Development department
June	Funding Agreements are circulated to all parties for signing. (Agreements will not be sent until the financial and insurance documents noted above have been received by Community Development department)
July 1	Program Year begins (<u>note</u> : project expenses cannot be reimbursed until HUD has approved Anoka County Action Plan – recipients will be notified of that approval and the release of funds)

*dates subject to change; all notices will be emailed to contact listed on received applications

Application

Instructions

General Information

Provide basic details of your city/organization and contact person. The contact person listed will be the person to receive notices not only about this application, but future correspondence needs and/or monitoring. Note that the contact person can be different than the authorized signatory.

The DUNS number is a HUD requirement. For assistance with obtaining a DUNS number, contact Dun & Bradstreet, Inc., at <http://www.dnb.com/us/>, or call toll free at 1-800-234-3867.

Project Information

Project Site: A project address can be different than that of the applicant. If the work to be completed is not located at a specific address, identify the area. Attach a map to clarify areas identified. Projects are qualified based on the location or service area in the federal reporting systems.

Federal Wage Laws: The prevailing wage rates apply to all laborers and mechanics on non-housing construction and rehabilitation projects. Housing with 8 or more contiguous units will also apply. The most current prevailing wage rates are published by the U.S. Department of Labor in a “Davis-Bacon wage decision”. The wage decision lists the prevailing (minimum) base wage and fringe benefits for multiple trade classifications.

Project Activity: Select ONE activity that describes the program. Funds are awarded to H = High and M = Medium and are not awarded to L = Low priority type of activities. For questions on definitions of activities, contact Kate Thunstrom at kate.thunstrom@co.anoka.mn.us.

HUD Matrix Code	COMMUNITY DEVELOPMENT ACTIVITIES	PRIORITY (High–Medium–Low)
01	Acquisition of real property	H
02	Disposition of real property	H
	Facilities (acquisition, construction, rehabilitation)	
03A	Senior Centers	H
03B	Centers for Disabled/Handicapped	M
03C	Homeless Facilities	H
03D	Youth Centers/Facilities (13+ years)	M
03E	Neighborhood/Community Facilities	M
03F	Parks, Recreational Facilities (intended for primarily recreation use)	L

03G	Parking Facilities (includes lots and garages)	L
03H	Solid Waste Disposal Facilities/Improvements (ponds and catch basins)	L
03I	Flood Drainage Facilities/ Improvements	L
03J	Water/Sewer Improvements	H
03K	Street Improvements	H
03L	Sidewalks	L
03M	Child Care Centers/Facilities for Children (0-12 years)	M
03N	Tree Planting (streetscape and beautification)	L
03O	Fire Stations/Equipment	M
03P	Health Facilities (physical or mental health)	M
03Q	Facilities for Abused and Neglected Children	M
03R	Asbestos Removal	M
03S	Facilities for HIV/AIDS Patients	L
03T	Operating Costs of Homeless/AIDS Patients Programs	L
	Housing	
12	Construction of Housing	H
13	Direct Homeownership Assistance	H
14A	Rehabilitation: Single-Unit Residential	H
14B	Rehabilitation: Multi-Unit Residential	H
14C	Public Housing Modernization	M
14D	Rehabilitation: Other Publicly-Owned Residential Buildings	M
14F	Energy Efficient Improvements	M
14G	Acquisition for Rehabilitation	H
14H	Rehabilitation Administration	M
14I	Lead-Based Paint/Lead Hazard Test/Abatement	L
16A	Residential Historic Preservation	L
	Commercial/Industrial Improvements by Grantee or Non-Profit	
17A	Commercial/Industrial Land Acquisition/Disposition	H
17B	Commercial/Industrial Infrastructure Development	H
17C	Commercial/Industrial Building Acquisition, Construction, Rehabilitation	H
17D	Other Commercial/Industrial Improvements	M
	Direct Economic Development Assistance to Private For-Profits	
14E	Rehabilitation: Publicly or Privately Owned Commercial/Industrial	M
18A	ED Direct: Direct Financial Assistance to For-Profit Business	H
18B	ED Direct: Technical Assistance	L
18C	Micro-Enterprise Assistance	M
	Other	
04	Clearance and Demolition of buildings and improvements	H
04A	Clean-up of Contaminated Sites/Brownfields	M
08	Relocation	M
09	Loss of Rental Income	L
11	Privately Owned Utilities	L
15	Code Enforcement	M
16B	Non-Residential Historic Preservation	L
19C	CDBG Non-Profit Organization Capacity Building	L
19D	CDBG Assistance to Institutions of Higher Education	L
19E	CDBG Operation and Repair of Foreclosed Property	H

Funding Request

This section provides a summary of the program budget. Include other sources of funding.

Note: This section will automatically calculate the Total Program Costs.

Indicate if the project has the capability of being partially funded. If it can be partially funded, list the top 3 priority areas and the amount of each.

Budget Narrative

Use the Budget Narrative page to explain the project budget and what CDBG funding will be applied to. What expenses will be covered by the grant/loan. What is the status of project funding from other sources?

Budget Worksheet

The budget worksheet can be downloaded from the Web site as an Excel 2007 file. The form is also available as a PDF that is not fillable. **Submit a paper copy of this spreadsheet with your application.**

Show your proposed project budget on the budget spreadsheet in Excel. For funds from other sources, be sure to include the name of the source in the space provided. Please note that if you are completing the form electronically, the totals will automatically calculate.

Project Narrative

The Project Description should include the community needs the program will meet, describe specifically what the project is, how the project will be operated, and who will benefit from the project. All questions under this section must be fully completed.

Public Infrastructure and Facilities

If the project application is requesting assistance for infrastructure improvements, complete this section and fully answer all questions.

Slum/Blight Removal (National Objective)

Verification must be made in order to assure that Slum/blight activities meet the national objective within the following categories:

1. Elimination of Slums and Blight Area Basis (SBA) - an activity considered to address the prevention or elimination of slums or blight under the following (all inclusive) conditions:
 - a. The delineated area must meet a definition of slum, blighted, deteriorated or deteriorating under state or local law. This can be met if the area is defined as “redevelopment” or “renewal” under Minnesota’s tax increment statutes as the

use of property condition surveys under current TIF laws will work well for this purpose.

- b. Documentation must demonstrate that a substantial number of the area's structures or public improvements are in a general state of deterioration.
 - c. Documentation must be maintained by the recipient on the boundaries of the area and the condition which qualified the area at the time of its designation.
 - d. The CDBG-funded activity must address one or more of the conditions that contributed to the deterioration of the area.
2. Elimination of Slums and Blight Spot Basis (SBS) - Acquisition, clearance, relocation, historic preservation and building rehabilitation activities, all of which eliminate a specific condition of blight or physical decay, can be considered to meet this objective under a spot basis. Rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety. The recipient should undertake the following steps to meet this objective:
- a. Determine what specific conditions of a building contribute to a detriment to public health and safety. Typically, this includes a building official's written report identifying a building code violation.
 - b. Connect the CDBG funds directly to the work necessary to correct the building code violation. If the total rehabilitation project goes beyond the specific code violations, then other funds must be used for that construction work.
 - c. It is possible to use CDBG funds for building rehabilitation work that is part of historic preservation rather than public health and safety. The building must either be listed on the National Register of Historic Places or located within a certified Historic District.

Benefit to Low and Moderate Income People (National Objective)

A CDBG-funded activity meeting the Low/Mod National Objective must qualify one of HUD's low/mod populations. L/M income is defined as a family or individual whose income is not more than 80 percent of the median income of an area as defined by HUD

L/M Income Employment (LME) - An activity that meets the L/M based on employment must demonstrate that permanent jobs are created or retained. At least 51% of those jobs, on an FTE basis, must be provided to L/M income persons.

L/M Income Limited Clientele (LMC) - An activity that meets the L/M income national objective on a limited clientele basis must provide benefits to a specific population of whom at least 51 percent are L/M income persons. An activity under Limited Clientele must meet one of the following

L/M Income Area Benefit (LMA) - An activity that meets the L/M area basis must demonstrate that it is available to all the residents in a primary residential area. At least 51 percent of the residents in that area must be L/M income persons. The area served by an activity must be clearly defined by survey or by census information that documents compliance with the 51 percent test. Examples of typical Area Benefit activities are street improvements, water and sewer lines, and neighborhood facilities.

L/M Income Housing (LMH) - An activity that meets L/M housing must demonstrate that the housing is occupied by L/M income persons. If more than a single unit structure, at least 51% of the households must be L/M income persons (the single unit household must be L/M income). Note: CDBG funds cannot be used for new construction.

Housing Activities

Complete all questions specific to this section if the project application involves housing-related activities. All projects related to housing will be reviewed to determine if they are a better fit with the HOME program funding. In the event the project may be better suited for HOME program funding, Anoka County Community Development will contact the agency before any further action is taken.

Income level of clients: Indicate the income level of the clients that will benefit from the project.

Income Limits Summary

HUD Area Median Incomes as of the date of application release. All income limits are subject to change and will prior to the release of program year funds. The incomes below are for references.

Household annual income maximum based on household size, and % of AMI, Effective 12/2011

Size/AMI	1	2	3	4	5	6	7	8
30%	\$17,650	\$20,150	\$22,650	\$25,150	\$27, 200	\$29,200	\$31,200	\$33,200
50%	\$29,400	\$33,600	\$37,800	\$41,950	\$45,350	\$48,700	\$52,020	\$55,400
80%	\$45,500	\$52,000	\$58,500	\$65,000	\$70,200	\$75,400	\$80,600	\$85,800

Acquisition, Rehabilitation, Demolition, Clearance, and Conversion

Completely answer all applicable questions and be sure to attach required documentation as needed. This section allows Anoka County and HUD to review Uniform Relocation Act (URA) and Section 104(d) requirements. The applicant is responsible for completing applicable General Information Notices. Samples of the Notice are available by contacting Anoka County Community Development.

Environmental Considerations

The National Environmental Policy Act of 1969 (NEPA) is the basic national charter for the protection of the environment. HUD applies NEPA policy, goals and agency regulations regarding environmental review in 24 Part 50, "Protection and Enhancement of Environmental Quality." Anoka County is responsible for conducting environmental reviews for any HUD programs which may impact the environment.

All projects are reviewed for environmental impact as required by federal regulations. The environmental review must be conducted and approved before any funds may be committed to a project. Check all applicable statements to ensure the project's environmental review is completed in a timely manner. Do not begin any construction or ground disturbance before the review has completed. The typical process can take up to 60 to 75 days.

Conflict of Interest

No person may obtain a financial interest or benefit from a CDBG activity that has exercised any function or responsibility with respect to that activity. This includes any person who is in a position to participate in a decision-making process or gain inside information with regard to such activities, or has an interest in any contract, subcontract, or agreement. A person who obtains proceeds, either for themselves or those with whom they have family or business ties is considered a conflict of interest. HUD's regulations regarding conflict of interest are found in 24 CFR Part 570.611 and Part 85.36.

Each applicant must disclose if there are Anoka County Commissioners, Anoka County Housing and Redevelopment Authority (HRA) Trustees, or Anoka County staff on the applicant's decision-making board. The applicant must also disclose board members that may benefit or participate in the services you provide with possible financial gain. If the applicant answers yes to any of the questions in this section, the information needs to be identified and any necessary steps will be taken to satisfy federal requirements.

Project Beneficiaries

All projects will have a benefit in which will be reported to HUD. Select ONE from the choices listed, and enter the number of beneficiaries that you will assist.

If this application is for planning, outline the benefit to the community in a brief narrative.

Use of Contractors, Consultants

In accordance with federal regulations, all contracts are subject to review against federal debarment and suspension lists as well as the HUD Limited Denial of Participation. Upon request, Anoka County can quickly check these lists on behalf of the proposed project. Provide

the name of any contract and its owner so that the requirements can be met as quickly as possible.

Section 3 Requirements

All applicants must read the Anoka County Section 3 Plan, 2010. The plan is available on the Community Development Web site, on the Section 3 page: www.AnokaCounty.us/Section3. After carefully reviewing the Plan, the applicant should read and sign the acknowledgement page and submit it with their application.

In addition, applicants must also complete a Section 3 Action Plan. This document is available on the Section 3 page, under Section 3 Forms. Questions on completing this form or questions on Section 3 should be directed to Kristina Hayes at Kristina.Hayes@co.anoka.mn.us.

Certification

All sections of the application must be completed and the certification must be signed and the original signature attached.