

# **Community Development Block Grant Program Economic Development FY 2017 Application**



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**Application Release Date: October 7, 2016**

**Application Workshop: October 26, 2016 – 10:00 AM & 6 PM**

**Application Submission Deadline: December 16, 2016 - 4:00 PM**

## Table of Contents

I.	FY 2017 APPLICATION INSTRUCTIONS	3
II.	TAB A – COVER SHEET	12
III.	TAB B – APPLICATION SUBMISSION REQUIREMENTS	13
IV.	TAB C – PROJECT DETAILS	16
V.	TAB D – BENEFICIARIES	20
VI.	TAB E – GOALS AND OBJECTIVES	23
VII.	TAB F – SUSTAINABILITY	25
VIII.	TAB G – PROPOSED BUDGET SUMMARY	27
IX.	SIGNATURE PAGE	28
X.	APPENDIX	30
XI.	ATTACHMENTS	
	A. HUD INCOME GUIDELINES	31
	B. APPLICATION RATING FORM	32

**City of Anniston, Alabama**  
**Community Development Block Grant – Economic Development**  
**FY 2017 Application Instructions**

**PLEASE READ INSTRUCTIONS CAREFULLY**

**INTRODUCTION**

The United States Department of Housing and Urban Development (HUD) provides communities with resources to address a wide range of unique community development and housing needs through the Community Development Block (CDBG) Program. The CDBG program provides annual grants, on a formula basis, to Entitlement Communities to support viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

The CDBG Program has three national objectives:

- Benefit principally low-to moderate-income households;
- Prevent or eliminate slums or blight; and/or
- Address an urgent need or problem within the community (usually natural disasters).

For this application, the City of Anniston invites government entities, non-profit, and for-profit organizations to submit CDBG applications for funding that will be available for the Program Year beginning October 1, 2017 through September 30, 2018.

A Selection Committee will review all applications for compliance with application and regulatory compliance requirements and make funding recommendations to the City Manager and the Mayor and Council of the City of Anniston.

**Please complete all sections of the application and provide all requested documentation. Incomplete applications will not be eligible for funding.**

**Applications must be submitted using the WORD fillable application format.**

**FY 2017 applications may be used by the City of Anniston to award prior-year CDBG Program funds, if available.**

**AVAILABLE FUNDING**

The CDBG Program, administered by the U.S. Department of Housing and Urban Development (HUD), is authorized under Title I of the Housing and Community Development Act of 1974, as amended, and regulatory compliance requirements are governed by the following:

- Title I of the Housing & Community Development Act of 1974, as amended.
- Title 24 of the Code of Federal Regulations, Part 570 (24 CFR 570).
- Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200).

The City of Anniston receives CDBG funds annually based on a Federal funding formula. The City's receipt of funds is contingent upon the availability of HUD funding for the CDBG program and there is no guarantee that any funds will be available for local allocation.

Submission of an application does not guarantee funding, nor does the receipt of funds in prior years guarantee or increase the likelihood of receiving FY 2017 funds. Costs associated with the preparation of this application is the responsibility of the Applicant and may not be paid from any CDBG funds awarded to the applicant organization by the City of Anniston.

After applications are received by the submission deadline, they will become the property of the City of Anniston.

The CDBG Program is administered by the City of Anniston Community Development Department.

## **ELIGIBILITY REQUIREMENTS**

- a. The Application must be submitted by, or on behalf of, a nonprofit agency, public agency or governmental entity, or a for-profit business requesting CDBG funds to undertake eligible costs and activities.
- b. Economic Development (job creation/retention activities) must benefit low- to moderate-income persons within the City of Anniston. This means that at least 51% of persons who occupy newly created or retained jobs that exist as a result of the expenditure of CDBG funds must be members of households where total income from all adult household members does not exceed 80% of Area Median Income (See Attachment "A" for Maximum Income Guidelines).
- c. Proposed projects must address the program design criteria and priorities outlined in this Application.
- d. All awards will take the form of loans that will be underwritten by the City of Anniston using the criteria presented in this Application and HUD guidance.

## **FY 2017 CDBG PROGRAM PRIORITIES**

The Consolidated Plan 2013-2017 established strategic priorities as a product of extensive consultation with community stakeholders, combined with data from the U.S. Census and other sources, which indicate specific housing and community development needs in City of Anniston. Combined with a needs assessment survey, under the Citizen Participation Plan, the City of Anniston identified the following strategic priorities to address utilizing CDBG and HOME funds in conjunction with leveraging other public and private investments.

The proposed program/project should be designed to address one or more of the priority needs listed below:

1. **Goal 1:** Provide CDBG funds to organizations that create or retain jobs where at least **51%** of the job holders must be low/moderate income (i.e., have total household incomes not exceeding 80% of area median income for the Anniston/Oxford Metropolitan Statistical Area [MSA]).

## **Anniston Economic Development Strategy**

The Economic Development goal of the City of Anniston is to grow jobs and new wealth within the City of Anniston by assisting corporate, manufacturing, and retail companies. Anniston seeks growth in its business base through the creative use of real estate development practices in addition to continuing to provide quality infrastructure for businesses.

### CDBG Job Creation or Job Retention Guidance

(Primary Source: Economic Development Toolkit, U.S. Department of Housing and Urban Development, 2010)

The City of Anniston invites applications from organizations that will create or retain permanent jobs that will employ low/moderate income individuals. The types of projects that will be eligible in this competition are described in a number of sources provided by the United States Department of Housing and Development (HUD), including:

“Basically CDBG,” Chapter 8 <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>

“Economic Development Toolkit” <https://www.hudexchange.info/resource/2376/cdbg-economic-development-toolkit/>

CDBG Regulations 24 CFR Part 570. 203 and 570.209 <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24>

## **Job Creation or Job Retention Requirements**

- ❖ The job creation and retention low/moderate income benefit national objective for CDBG addresses activities designed to create or retain permanent jobs, at least 51% of which (computed on a full-time equivalent basis) will be made available to or held by low to moderate income persons.
  - If the business will create permanent part-time jobs, the part-time jobs must be added together in order to calculate the needed 51% of full-time-equivalent (FTE) jobs.
  - For example, if the business creates 2 quarter-time jobs and one half-time job, together these constitute one FTE.
  - The calculation of FTE is based on the number of hours worked per week divided by 40.
- ❖ The following requirements must be met for jobs to be considered created or retained:
  - For activities that create jobs, there must be documentation indicating that at least 51% of the jobs will be held by or made available to low/moderate income persons ; and
  - For activities that retain jobs, there must be sufficient information documenting that the jobs would have been lost without the CDBG assistance and that one or both of the following applies to at least 51% of the jobs:
    - The job is held by a low/moderate income person ; or

- The job can reasonably be expected to turn over within the following two years and steps will be taken to ensure that the job will be filled by, or made available to, a low/moderate income person.
- ❖ The following requirements apply for jobs to be considered available to or held by low/moderate income persons.
  - Created or retained jobs are only considered to be available to low/moderate income persons when:
    - Special skills that can only be acquired with substantial training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; and
    - The assisted business takes actions to ensure that low/moderate income persons receive first consideration for filling such jobs.
  - Created or retained jobs are only considered to be held by low/moderate income persons when the job is actually held by a low/moderate income person as defined by HUD CDBG Program guidelines.
- ❖ For the purpose of determining if the preceding requirements are met, a person may be presumed to be low/moderate income if:
  - He/she resides in a census tract/block numbering area that has a 20% poverty rate (30% poverty rate if the area includes the central business district); and the area evidences pervasive poverty and general distress; or
  - He/she lives in an area that is part of a federally designated Enterprise Zone, Enterprise Community, or Neighborhood Redevelopment Strategy Area;
  - He/she resides in a census tract/block numbering area where at least 70% of the residents are low/moderate income persons.
- ❖ Jobs created or retained by assisted businesses may also be presumed to be low/moderate income if the job is provided by businesses or located in an area that:
  - Has a 20% poverty rate (30% poverty rate if the area includes the central business district) and the area evidences pervasive poverty and general distress; or
  - Is part of a federally designated Enterprise Zone or Enterprise Community; and
  - The jobs will be located in the qualifying area.
- ❖ To determine if an area evidences pervasive poverty and general distress, the following standards are applicable:
  - All block groups in the census tract have poverty rates of at least 20%;
  - The specific activity being undertaken is located in a block group that has a poverty rate of at least 20%; and
  - HUD determines that the census tract exhibits other objectively determinable signs of general distress such as high incidence of crime, narcotics use, homelessness, abandoned housing, and deteriorated infrastructure or substantial population decline.

- ❖ Each assisted business shall be considered to be a separate activity for the purposes of determining whether the activity qualifies under the Economic Development (job creation and retention category) for meeting a CDBG national objective.
- ❖ However, in cases where CDBG funds are used to acquire, develop, or improve a real property, the requirement may be met by measuring jobs in the aggregate for all the businesses that locate on the property, provided such businesses are not otherwise assisted with CDBG funds.
- ❖ Additionally, where CDBG funds are used to pay for the staff and overhead cost of an entity making loans to businesses from non-CDBG funds, this requirement may be met by aggregating the jobs created by all of the businesses receiving loans during any program year.
- ❖ Recordkeeping requirements relate to both the status of the business, the jobs created or retained, and the low/moderate income persons benefiting from the activity. The following is a listing of documents that must be maintained by the CDBG-assisted business:
  - Written agreement between the City and the business in which the following is specified:
    - A commitment from the assisted business to hire or retain low/moderate income persons;
    - The type of job and whether the job will be full-time or part-time; and
    - The actions that the business will take to ensure that at least 51% of the hires or retainees will be low/moderate income persons.
  - Compliance with the written agreement must be documented as follows:
    - The jobs that were actually created and/or retained;
    - Whether each such job was held by or made available to a low/moderate income person ; and
    - The full-time equivalency status of the jobs.
  - For created jobs that will be held by low/moderate income persons , the records must demonstrate:
    - Listing by job title of the jobs created;
    - Listing by job title of the jobs filled;
    - The name and income status of the person who filled each position; and
    - The full-time equivalency status of the jobs.
  - For created jobs that will be made available to low/moderate income persons but are not taken by low/moderate income persons:
    - The title and description of the jobs made available;
    - The full-time equivalency status of the job;
    - The prerequisites for the job; special skills or education required for the job, if any; and the business commitment to provide needed training for such jobs; and
    - How first consideration was given to low/moderate income persons for the job can be recorded as the name(s) of person(s) interviewed for the job and the date of the interview(s), and the income status or the person(s) interviewed.

- For retained jobs that would otherwise be lost:
  - Specific evidence that the jobs would be lost without the CDBG assistance; and
  - If the retained job is held by a low/moderate income person:
    - A listing by job title of permanent jobs retained;
    - The jobs that are known to be held by low/moderate income persons at the time of the assistance;
    - The full-time equivalency status of each job; and
    - Household size and annual income of each low/moderate income person.
  
- For retained jobs that are projected to turn over to low/moderate income persons :
  - A listing of the retained jobs that are projected to become available within two years of assistance;
  - The basis of the determination that the job is likely to turn over within two years of assistance;
  - The actual turnover rate;
  - The name and income status of the person who filled the vacancy;
  - If the person who took the job was not a low/moderate income person , records to demonstrate the job was made available to low/moderate income persons :
    - The name of person(s) interviewed for the job and the date(s) of the interview(s)
    - The income status of the person(s) interviewed; and
  - Information on the family size and annual income of each low/moderate income person hired
  
- Businesses that receive CDBG funds for Economic Development (job creation or job retention) through this application process must ensure that individuals filling jobs assisted with CDBG funds are low/moderate income (i.e., total aggregate income from all adult members of the household does not exceed the maximum income limits (See Attachment A) established by the U. S. Department of Housing and Urban Development). The procedure for determining income is provided by HUD in its online CPD Income Eligibility Calculator tool available at:

<https://www.hudexchange.info/incomecalculator/>

### **Underwriting for Economic Development Projects**

Economic Development project applications proposed for job creation or job retention will be reviewed for CDBG compliance and to assess the feasibility of the proposed project(s). This process will include economic development underwriting for each business deal as described in Chapter 9 of the HUD Economic Development Toolkit manual identified as source material earlier in this document. As a part of the underwriting criteria, HUD regulations (570.203 and 570.209) guidelines state that one of the factors that the City must determine is Public Benefit:

- ❖ Aggregate benefit – minimum of one job per \$35,000 of CDBG or low/moderate income residents served per \$350 of CDBG; and
- ❖ Individual benefit – maximum of \$50,000 of CDBG per job created or one low/moderate income resident served per \$1000 of CDBG.

Underwriting factors that will be employed, in addition to the Public Benefit analysis, include:

- ❖ Subsidy layering
- ❖ Financial history/stability/sustainability of the business
- ❖ Cost reasonableness
- ❖ Committed sources of project financing
- ❖ Financial feasibility
- ❖ Owner return on equity
- ❖ Ability to repay
- ❖ Collateral
- ❖ Experience of development team
- ❖ Cash reserves
- ❖ Potential deferral of development fees until project is completed and leased up; and
- ❖ Guaranteed cash flow to meet shortfalls.

### **REQUIRED APPLICATION CONTENTS**

The following information is required in each application and should be organized and submitted within tabbed and labeled portions of the application submission, as follows:

#### **Tab A. Cover Sheet**

Authorization for the submission of the application.

#### **Tab B. Application Submission Requirements**

A checklist of submission requirements and required documentation.

#### **Tab C. Project Details**

This section should include all the details about the proposed project, including information about the Applicant, project description, project type, project location, project implementation schedule and major activities, and proposed project achievements.

#### **Tab D. Beneficiaries**

This section includes information about the area and population to be served, including the method to determine income eligibility of clients to be served, and environmental impacts.

A description must be provided detailing how household size and income will be documented to verify that at least 51% of clientele are persons whose total household income from all adult household members does not exceed HUD's low to moderate-income limits for the Anniston-Oxford Metropolitan Statistical Area.

**Program Need:** This section should identify the need or problem to be addressed by the proposed project. Also, this section should include methods used to identify the needs. Include specifics as to documentation used and/or meetings held to assess the needs.

**Tab E. Goals and Objectives**

**National Objectives:** National Objectives established by the U.S. Department of Housing and Urban Development (HUD) require that programs and projects target low to moderate-income clients. An activity is considered to benefit low to moderate-income clientele when at least 51 percent of the Anniston residents served meet the low to moderate-income persons in accordance with HUD’s income guidelines (See Attachment “A” Income Guidelines). In this portion of the application, identify which National Objective will be met.

**Performance Objectives/Outcomes/Priority Needs:** Applicant identifies priority needs and selects performance objectives and outcomes that fit the proposed project. This section also includes information provided by the Applicant on its previous experience in implementing similar programs/projects.

**Reporting, Monitoring, and Recordkeeping:** The City of Anniston requires that funded organizations provide data and information via the submission of reports pertaining to the administration and expenditure of CDBG-funded activities.

**Tab F: Sustainability**

**Non-CDBG Proposed Project Funding:** Identify the applicant’s budget and the availability of non-CDBG funds for the proposed project.

**Proposed Staffing:** This section identifies the program staffing for the proposed project, including current employees, new hires, and volunteers to be utilized in any capacity of the project.

**Resource Leveraging:** Resource Leveraging represents the resources the proposing agency will bring to the project to supplement the funds being requested. Resource leveraging can be in the form of monetary resources or in-kind services. Please include other resources in the Budget Summary in TAB G.

**Potential Conflicts of Interest:** Complete the questions addressing potential conflicts of interest by the Applicant.

**Tab G: Proposed Budget Summary**

**Proposed Project Budget Summary:** Complete the table outlining the projected total expenses for the proposed project, including sources and amounts of leveraging funds.

**TECHNICAL ASSISTANCE**

Technical assistance questions should be directed to City of Anniston Community Development staff at:  
Ms. Mary Motley  
Community Development Coordinator  
P.O. Box 2168  
Anniston City Hall  
1128 Gurnee Avenue  
Anniston, AL 36202  
E-mail: [mmotley@anniston.al.gov](mailto:mmotley@anniston.al.gov) Phone: 256-231-7799

**APPLICATION SUBMISSION INSTRUCTIONS**

Provide **1 PRINTED UNBOUND HARD COPY WITH ORIGINAL SIGNATURES AND 1 DIGITAL COPY (flash drive only)** of your complete CDBG application with attachments. All entities must meet the requirements set forth in this application. **Attendance at the application workshops to be held for FY 2017 funding is strongly encouraged, as this is a revised version of the 2016 application. The same information will be presented at the two workshops.**

**FY 2017 Funding Cycle Application Workshops - Wednesday, October 26, 2016 at 10:00 a.m. and 6 p.m.**

Location: Anniston City Hall  
Old Council Chambers  
1128 Gurnee Avenue  
Anniston, AL 36201

**Applications must be received by the City of Anniston Community Development Department no later than Friday, December 16, 2016 at 4:00 p.m.**

**Applicant will receive a date/time-stamped receipt from the City of Anniston to confirm a timely submission.**

**Office Address**  
City of Anniston  
Community Development Department  
Anniston City Hall  
1128 Gurnee Avenue  
Anniston, AL 36201 -4565

**Mailing Address**  
City of Anniston  
Community Development Department  
P.O. Box 2168  
Anniston, AL 36202-2168

**FY 2017 CDBG ECONOMIC DEVELOPMENT APPLICATION**

**TAB A - COVER SHEET**

1. Legal Name of Applicant	█
2. Mailing Address	█
3. Telephone Number	█
4. FAX Number	█
5. Applicant Website Address	█
6. How long has Applicant Served City of Anniston Residents?	█
7. Date of IRS 501(c)(3) certification (for non-profit organizations only)	█
8. Applicant's DUNS #	█
9. Applicant's Federal Employee Identification #	█
10. Registered with SAMS.Gov?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Chief Executive Officer Name	█
12. Chief Executive Officer Title	█
13. Chief Executive Officer Telephone	█
14. Chief Executive Officer Email	█
15. Contact Person Name	█
16. Contact Person Title	█
17. Contact Person Telephone	█
18. Contact Person Email	█
19. Board Chair Name	█
20. Board Chair Title	█
21. Board Chair Telephone	█
22. Board Chair Email	█
23. Board Secretary Name	█
24. Board Secretary Title	█
25. Board Secretary Telephone	█
26. Board Secretary Email	█

**TAB B – APPLICATION SUBMISSION REQUIREMENTS**

*Please properly label and place all required documentation in the Appendix.*

**ALL APPLICANTS – TABLE 1**

SUBMISSION REQUIREMENTS	DOCUMENTATION
1. The applicant must have at least twenty-four (24) months experience directly related to the proposed project or program.	Please include descriptions of the applicant’s previous related program activities.  Check Here: <input type="checkbox"/>
2. The applicant must have audited financial statements prepared by a qualified accountant or accounting service, covering the last two most recent reporting periods of operation.	One copy each of the audited financial statement that meets the criteria described. Include management letters if applicable. Check Here: <input type="checkbox"/>
3. The applicant must submit a written copy of its financial management procedures, including staff responsibilities and required procedures.	Provide a copy of the Applicant’s written financial management procedures and a current organization chart. Check Here: <input type="checkbox"/>
4. Identify eligible project service areas and eligible clientele to be served.	Provide a project map, with the project location identified, that includes Census Tracts where services will take place;  Check Here: <input type="checkbox"/>  <b>and</b> Provide a description of clientele to benefit from project.  Check Here: <input type="checkbox"/>
5. Each applicant must submit one original hard copy and one digital copy (flash drive only) of their application.	Submit an original hard copy and one digital copy (flash drive). Check Here: <input type="checkbox"/>

**TAB B – APPLICATION SUBMISSION REQUIREMENTS (Continued)**

*Please properly label and place all required documentation in the Appendix.*

***In addition to the submission requirements detailed above, nonprofit organizations must meet the requirements detailed below.***

<b>NONPROFIT ORGANIZATIONS ONLY – TABLE 2</b>	
<b>SUBMISSION REQUIREMENTS</b>	<b>DOCUMENTATION</b>
1. Submission Requirement Items 1 – 5 in Table 1 for ALL APPLICANTS have been appended.	See items detailed above. Check Here: <input type="checkbox"/>
2. Must have a minimum two-year operating history after the date of receipt of its 501(c)(3) classification from the Internal Revenue Service.	A copy of a 501(c) (3) designation letter from the Internal Revenue Service if a non-profit applicant. Check Here: <input type="checkbox"/>
3. Must submit the most recently filed IRS Form 990 or 990 EZ.	Most recent IRS Form 990 or 990EZ. Check Here: <input type="checkbox"/>
4. The applicant must be registered to conduct business in the State of Alabama at the time of application.	A current certification from the Alabama Secretary of State. For assistance, please visit: <a href="http://www.sos.state.al.us/vb/inquiry/inquiry.aspx?area=Business%20Entity">http://www.sos.state.al.us/vb/inquiry/inquiry.aspx?area=Business%20Entity</a> Check Here: <input type="checkbox"/>
5. Must have a Board of Directors with representation from the community served and committee structure that ensures the necessary mix of skills to succeed.	Provide a list of board members and their addresses; your agency By-Laws; a copy of Conflict of Interest Statement; and a brief narrative confirming your agency meets the Board submission requirements regarding representation. Check Here: <input type="checkbox"/>
6. Must have a current written strategic or business plan for the whole organization that covers at least 24 months which includes the organization’s entire current fiscal year and includes the following: mission statement, evidence of an environmental scan for similar/comparable services, stakeholder participation (staff, board, etc.), strategic goals and measurable objectives, implementation plan with assigned staff and/or board responsibilities, on-going evaluation to keep plan current, and addresses multiple years with regular updates.	Current Business/Strategic Plan Check Here: <input type="checkbox"/>

**TAB B – APPLICATION SUBMISSION REQUIREMENTS (Continued)**

*Please properly label and place all required documentation in the Appendix.*

***In addition to the submission requirements detailed above, for-profit organizations must meet the requirements detailed below.***

<b>FOR-PROFIT ORGANIZATIONS ONLY– TABLE 3</b>	
<b>SUBMISSION REQUIREMENTS</b>	<b>DOCUMENTATION</b>
1. Submission Requirement Items 1 – 5 in Table 1 for ALL APPLICANTS have been appended.	See items detailed above. Check Here: <input type="checkbox"/>
2. Description of Applicant’s history, accomplishments, evidence of job creation or retention, and documentation on any bankruptcies during the past 5 years.	Description: [REDACTED] Check Here: <input type="checkbox"/>
3. Must submit the most recently filed Federal Income Tax Return	Attached Most recent Federal Income Tax Return Check Here: <input type="checkbox"/>
4. The Applicant must be registered to conduct business in the State of Alabama at the time of application.	A current certification from the Alabama Secretary of State. For assistance, please visit: <a href="http://www.sos.state.al.us/vb/inquiry/inquiry.aspx?area=Business%20Entity">http://www.sos.state.al.us/vb/inquiry/inquiry.aspx?area=Business%20Entity</a> Check Here: <input type="checkbox"/>
5. Must have a current written business plan for the whole organization that covers at least 24 months which includes the organization’s entire current fiscal year and includes the following: mission statement, evidence of an environmental scan for similar/comparable services, stakeholder participation (staff, board, etc.), strategic goals and measurable objectives, implementation plan with assigned staff and/or board responsibilities, on-going evaluation to keep plan current, and addresses multiple years with regular updates.	Attach Current Business Plan Check Here: <input type="checkbox"/>

**TAB C – PROJECT DETAILS**

*Please properly label and place all required documentation in the Appendix.*

*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

Legal Name of Applicant:

Type of Organization: Government  Non-Profit  For-Profit

Project Name:

Project Address:

City: Anniston

State: Alabama

Zip:

CDBG Funds Requested: \$

Project Priority number  of  projects submitted.

Will the project serve only City of Anniston residents?  Yes  No

If No, identify explain the process of ensuring that Anniston is paying only its fair share of service costs. (1,000 characters maximum; include additional pages as needed and label accordingly).

Please indicate the status of this funding request.

New Project:

Existing Project/Additional Funding

If the application is for an existing activity, indicate year(s) and amount of awarded funds in the narrative below. Include detailed information on how the existing activity will be expanded if CDBG funds are awarded; the estimated increase of full-time equivalent jobs created or retained and the number of businesses created or retained through the proposed program. Discuss the total budget for this project and how much funding is already secured from non-CDBG sources. (1,000 characters maximum; include additional pages as needed and label accordingly).

## TAB C – PROJECT DETAILS

**Please properly label and place all required documentation in the Appendix.**

*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

Check the appropriate box for the type of activity for which you are requesting CDBG funding:

Check	HUD Activity Description	HUD Matrix Code						
<input type="checkbox"/>	<b>Rehabilitation: Publicly or Privately Owned Commercial Industrial for Public Agencies, Non-Profits, and For-Profits</b> <ul style="list-style-type: none"> <li>• If property is privately owned, CDBG-funded rehabilitation is limited to:                             <ul style="list-style-type: none"> <li>○ Exterior improvements (generally referred to as façade improvements)</li> <li>○ Correction of code violations</li> </ul> </li> </ul>	14E						
<input type="checkbox"/>	<b>Economic Development – Commercial/Industrial: Acquisition/Disposition.</b> Select eligible activities from the following list: (HUD limits this activity to the grantee [City of Anniston] or non-profits.) <ul style="list-style-type: none"> <li><input type="checkbox"/> Land acquisition</li> <li><input type="checkbox"/> Clearance of structures</li> <li><input type="checkbox"/> Packaging of land to create industrial parks or promote commercial/ industrial areas.</li> </ul>	17A						
<input type="checkbox"/>	<b>Commercial/Industrial: Infrastructure Development</b> Street, water, parking, rail transport, or other improvements to commercial/industrial sites. Also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. (HUD limits this activity to the grantee [City of Anniston] or non-profits.)	17B						
<input type="checkbox"/>	<b>Commercial/Industrial: Building Acquisition, Construction, Rehabilitation</b> Acquisition, construction, or rehabilitation of commercial/industrial buildings. (HUD limits this activity to the grantee [City of Anderson] or non-profits.)	17C						
<input type="checkbox"/>	<b>Economic Development - Direct Financial Assistance to For-Profits</b> Select eligible activities from the following list. Separate activities are required for each business assisted. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Acquire property</td> <td style="width: 50%;"><input type="checkbox"/> Expand a building</td> </tr> <tr> <td><input type="checkbox"/> Clear structures</td> <td><input type="checkbox"/> Rehabilitate a building</td> </tr> <tr> <td><input type="checkbox"/> Construct a building</td> <td></td> </tr> </table>	<input type="checkbox"/> Acquire property	<input type="checkbox"/> Expand a building	<input type="checkbox"/> Clear structures	<input type="checkbox"/> Rehabilitate a building	<input type="checkbox"/> Construct a building		18A
<input type="checkbox"/> Acquire property	<input type="checkbox"/> Expand a building							
<input type="checkbox"/> Clear structures	<input type="checkbox"/> Rehabilitate a building							
<input type="checkbox"/> Construct a building								

Proposed project needs are justified by submitting the following items in the Appendix:

- Facility/Site Photographs
- Design Specifications
- Plans/Blueprints
- Elevation Drawings
- Site Surveys
- Other:

- Applicant requests CDBG funds to acquire the property located at:
- Appraisal included in Appendix
- Applicant owns the property
- Documentation of ownership included in Appendix
- Applicant leases the property
- Minimum 15 Year Lease Attached in Appendix

*If the property is not owned by the applicant, identify the owner:*

**TAB C – PROJECT DETAILS (Continued)**

***Please properly label and place all required documentation in the Appendix.***

*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

Number of businesses to be recruited

**Note: HUD does not permit the use of CDBG funds to facilitate the relocation of for-profit businesses from one labor market area to another if the relocation is likely to result in a significant job loss.**

Number of businesses to be retained

**Describe experience with project/program similar to the proposed project for which funding is requested:** (1,000 characters max., include additional pages as needed and label accordingly).

**Project Duration/Implementation Schedule/Timeline:**

Describe the proposed project duration, accomplishments, and timeline. (1,000 characters max., include additional pages as needed and label accordingly).

Detail your project implementation schedule, what you plan to achieve, and what it will cost per quarter. List the major activity accomplishments anticipated for each quarter and for the program year. (1,000 characters max., include additional pages as needed and label accordingly).

<b>First Quarter (October-December)</b>	\$ <input style="width: 50px;" type="text"/>
<b>Second Quarter (January–March)</b>	\$ <input style="width: 50px;" type="text"/>
<b>Third Quarter (April-June)</b>	\$ <input style="width: 50px;" type="text"/>
<b>Fourth Quarter (July-September)</b>	\$ <input style="width: 50px;" type="text"/>
<b>Total Funding Request</b>	\$ <input style="width: 50px;" type="text"/>

**Describe Proposed Major Annual Activity Accomplishments:**

## TAB C – PROJECT DETAILS (Continued)

***Please properly label and place all required documentation in the Appendix.***

*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

### **Project Description:**

*Please include additional pages as needed and label accordingly.* Economic development projects must create or retain permanent jobs. The jobs must be Full-Time-Equivalent and at least 51% of the jobs must be available to (“first consideration”) and filled by low/moderate-income individuals.

Provide in narrative format a detailed description of your grant request, including its mission, the need or problem to be addressed, the funding request for the project, and demonstrate through the project description how this project will enable the City to achieve its goals and accomplish the objectives of the Consolidated Plan. If applicable, detail the types and location(s) of structures to be assisted using CDBG funds. The project description should be in sufficient detail to permit the City to evaluate the eligibility of the proposed activities. Describe in detail the construction or rehabilitation work to be performed and provide an estimate of cost prepared by a qualified cost estimator familiar with commercial structures and familiar with the requirements for historic preservation, if applicable. Attach and label the work specifications and cost estimate(s) in the Appendix.

If the proposed project or program involves multiple buildings, such as a façade improvement program, include the program description, policies, financing techniques, terms of assistance, and other pertinent information which describes the manner in which assistance would be provided to property owners as well as safeguards that would be put into place to protect the investment of CDBG funds provided by the City of Anniston. Indicate all sources of funding that will be included in the project. Projects that bring additional resources that can leverage the CDBG investment will be more competitive than projects relying solely on CDBG funds. (30,000 characters max., include additional pages as needed and label accordingly).



## TAB D - BENEFICIARIES

**Please properly label and place all required documentation in the Appendix.**  
 Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.

**A. Service Area of Project**

1. Identify the geographic area to be served by the project:   
 Project Service Area Map is attached in Appendix (as required in Tab B)
2. Complete TAB D Table 1 with details about the proposed project.

**Table 1 – CDBG Job Creation and/or Retention Performance Goals**

Priority Need Addressed	Activity	Number of Permanent Full-Time Equivalent Jobs to be Created (C) or Retained (R)	Number of Permanent Full-Time Equivalent Low/Moderate Income Jobs Created (C) or Retained (R)	% of Permanent Low/Moderate Income Jobs Created (C) or Retained (R)
Ex: Create or retain jobs predominantly for Low- and Moderate-Income Individuals	Ex: Rehabilitate existing former textile mill to meet code requirements for use as a craft brewery	Ex: 140 (C) Ex: 10 (R) Ex: 150 (Total)	Ex: 100 (C) Ex: 8 (R) Ex: 108 (Total)	Ex: 71.43% Ex: 80.00% Ex: 72.00% (Total)

3. To consider jobs *retained* as a result of CDBG assistance, clear and objective written evidence must be provided that permanent jobs will be lost without CDBG assistance.
4. For purposes of determining whether a job is held by or made available to a low to moderate-income person, the person may be presumed to be low-moderate income if the person resides within a census tract that has at least 70% of its residents who are low to moderate-income persons. For other individuals who do not live in such census tracts, CDBG eligibility must be determined by performing income eligibility calculations using the online HUD CPD Income Calculator.

**TAB D - BENEFICIARIES (Continued)**

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

5. Jobs from each business receiving CDBG assistance must be considered separately for purposes of demonstrating compliance with the requirement that at least 51% of the resultant created or retain jobs benefit low-moderate income persons.
  
6. When CDBG funds are provided to for-profit entities, the CDBG funding will be secured by loans and property liens executed between the City and the businesses. Failure of businesses to comply with the terms of the loans by not creating or retaining permanent jobs for low/moderate income low-moderate-income persons will render the loan “due and payable” in full.

**B. Environmental Impact**

1. Complete TAB D Tables 2 & 3 describing environmental issues affecting the proposed project.

***Table 2 Environmental Information***

<b>Is the structure(s):</b>	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
An historic building, or in an historic district, or in a building that is over 50 years old?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In a floodplain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In a Wetlands Protection District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an area with excessive noise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an area of poor air quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Near thermal or explosive hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Near a military or civilian airport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent to a major waterway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent to a solid waste facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an area with endangered wildlife?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Table 3 – Environmental Information***

<b>Is the facility/proposed site a current or former site of a:</b>	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Gasoline Service Station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulk gasoline or oil dealer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dry Cleaners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical dealer or chemical storage area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical production plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pesticide and/or herbicide production or storage facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood products treatment plant (creosote plants, pressure-treated wood plants, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landfill or hazardous waste disposal site/facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metal forging, fabrication, processing or treatment facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TAB D - BENEFICIARIES (Continued)**

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

2. Is the proposed site adjacent to any of the types of environmental hazards identified in Tables 2 & 3?

Yes  No

If "Yes," please specify the type of hazard:

█

3. Has an Environmental Assessment or an Environmental Impact Statement (Phase 1 and/or Phase 2) been prepared for the proposed project?  Yes  No  
 Check if an Environmental Assessment is attached in Appendix.  
 Check if an Environmental Impact Statement is attached in Appendix.

4. Will the project serve only City of Anniston residents? If not, will the cost of services be prorated so that Anniston is only paying its fair share? Please discuss briefly.

█

**C. Service Population and Selection**

1. Project Benefit:  Job Creation  Job Retention  Both

2. Describe the target population this project will serve.

█

3. Describe how this proposed project will serve this target population.

█

4. Describe the need the project will address and how the Applicant will market jobs to this population. Describe the methods used to identify need for the proposed services (i.e. community input, surveys, input from other agencies, market studies, etc.).

█

5. At least 51% of the total number of persons served by each project must be low- and moderate-income for the project to be eligible for City of Anniston CDBG funds. For income eligibility purposes, please describe how your organization will verify and document household income for the proposed persons to be employed.

█

**TAB E – GOALS AND OBJECTIVES**

*Please properly label and place all required documentation in the Appendix.  
Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

**A. Goals and Objectives**

1. Indicate the CDBG National Objective that the proposed project will address:

<b>National Objective</b>	
<input type="checkbox"/>	Benefiting Low- and Moderate-Income Persons
<input type="checkbox"/>	Preventing or eliminating blight
<input type="checkbox"/>	Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs

2. Indicate goals, objectives, activities that will be implemented to accomplish during the agreement timeframe. ). (1,000 characters max., include additional pages as needed and label accordingly).

■

3. What CDBG performance measurement objective does your project best exemplify?

<input type="checkbox"/>	<b>Suitable Living Environment</b>	(Projects that benefit communities, families or individuals by addressing issues in their living environment, like poor-quality infrastructure and/or social issues.)
<input type="checkbox"/>	<b>Decent Housing</b>	(Projects that include a housing program component.)
<input type="checkbox"/>	<b>Creating Economic Opportunity</b>	(Projects related to economic development or job creation.)

4. Discuss how the proposed project exemplifies the chosen CDBG performance measurement objective(s). (1,000 characters max., include additional pages as needed and label accordingly).

■

**B. Priority Needs/Outcomes**

1. Select the priority need(s) that will be addressed by the proposed project

<input type="checkbox"/>	Create full-time equivalent jobs available for low and moderate-income Anniston Residents	Number of Jobs: ■
<input type="checkbox"/>	Retain full-time equivalent jobs available for low and moderate-income Anniston Residents	Number of Jobs: ■

## TAB E – GOALS AND OBJECTIVES (Continued)

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

2. What HUD performance measurement outcome(s) does your project best exemplify? (If all relevant, please rank from 1-3)

Rankings

- |  |  |
|--|--|
| <input type="checkbox"/> Improving Availability/Accessibility<br>(Projects that make services, housing, etc. available or accessible to low to moderate-income persons and/or persons with disabilities.)          | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 |
| <input type="checkbox"/> Improving Affordability<br>(Projects that make housing, services, transportation, etc. more affordable for low to moderate-income persons.)   | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 |
| <input type="checkbox"/> Improving Sustainability<br>(Projects that help communities become more livable or viable by removing slum/blight or providing services that can result in more sustainable communities.) | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 |

Discuss how the proposed project exemplifies the chosen performance measurement outcome(s). (1,000 characters max., include additional pages as needed and label accordingly).



3. Describe your organization's previous experience in implementing similar programs/projects. (1,000 characters max., include additional pages as needed and label accordingly).



### **C. Reporting, Monitoring, and Record-Keeping**

1. The City of Anniston Community Development Department requires organizations receiving HUD grants to provide data and information via monthly and annual reports associated with the expenditure of CDBG-funded activities.
2. Describe and discuss Applicant's experiences you have in reporting, monitoring, or record-keeping compliance requirements with other funding agencies. Identify previous CDBG experience. (1,000 characters max., include additional pages as needed and label accordingly).



## TAB F- SUSTAINABILITY

***Please properly label and place all required documentation in the Appendix.***

***Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

### A. Sustainability Factors

1. What is the Applicant's annual budget?     \$
  
2. How much of the Applicant's annual budget is generated from grant revenues?

<input type="checkbox"/>	Less than 30%
<input type="checkbox"/>	31-50%
<input type="checkbox"/>	51-60%
<input type="checkbox"/>	61-70%
<input type="checkbox"/>	71-80%
<input type="checkbox"/>	More than 80%

3. What is the total budget for the proposed project? \$
  
4. How much non-CDBG funding does the Applicant already have in place for the project? \$
  
5. If the project is not awarded CDBG funding, does the Applicant have the financial means to support the proposed project? (1,000 characters max., include additional pages as needed and label accordingly).

6. Is the applicant willing and able to begin this project October 1, 2017 regardless of the date potential CDBG funding is made available?

Yes    No

If yes, explain how the Applicant will cover program costs while awaiting the CDBG award. (1,000 characters max., include additional pages as needed and label accordingly).

## TAB F- SUSTAINABILITY

**Please properly label and place all required documentation in the Appendix.**  
*Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.*

### B. Project Staff/Potential Conflicts of Interest

1. Provide Discuss the number of staff employed by your agency to work in this program by position and their responsibilities. Include in the Appendix an organization chart and staff resumes. (1,000 characters max., include additional pages as needed and label accordingly).

█

2. Number of full-time staff employed by Applicant? █
3. Number of years Applicant has employed full-time staff? █
4. How many staff employed by the Applicant will work on the proposed project? █
5. Provide position titles and qualifications, professional certification for project staff:

Position Title: █  
Position Qualifications: █  
Professional Certifications Required: █

Position Title: █  
Position Qualifications: █  
Professional Certifications Required: █

Position Title: █  
Position Qualifications: █  
Professional Certifications Required: █

Position Title: █  
Position Qualifications: █  
Professional Certifications Required: █

6. Resumes of staff who will work on the project are attached.  Yes  No
7. Do any family relationships (by blood or marriage) exist between Applicant staff and/or Agency Board members? If Yes, please explain in detail. (1,000 characters max., include additional pages as needed and label accordingly).  
 Yes  No █
8. Do any family relationships (by blood or marriage) exist between Applicant staff and/or City of Anniston Mayor and Council? If Yes, please explain in detail. Please be sure to include organization Conflict of Interest Statement as indicated in the Application Submission Requirements. (1,000 characters max., include additional pages as needed and label accordingly).  
 Yes  No █

**TAB G – PROPOSED BUDGET SUMMARY**

***Please properly label and place all required documentation in the Appendix.  
Your responses may not be fully completed on this page; please add additional pages as needed and tab accordingly.***

Staff and overhead expenses must be directly related to carrying out the proposed project/activity.

Include **leveraged funds** (other non-CDBG resources) that are immediately accessible and firmly committed to the project. Leveraged funds can include a blend of cash, loans, or in-kind resources available to finance the project costs. In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles. The basis of determining the value for personal services and donated materials and supplies must be identified. Volunteer services may be counted if the service is an integral and necessary part of the project. To determine in-kind volunteer contributions, use the estimated amount of what a paid worker would earn doing the same type of work (verification documentation may be requested).

**PROPOSED BUDGET SUMMARY  
CITY OF ANNISTON - COMMUNITY DEVELOPMENT BLOCK GRANT 2017  
ECONOMIC DEVELOPMENT**

	<b>CDBG Request</b>	<b>Leveraged Funds (Other Non-CDBG Funds)</b>	<b>Total Project Costs</b>
<b>Hard Costs</b>			
1. New Construction	\$	\$	\$
2. Acquisition- Land/Property	\$	\$	\$
3. Building Demolition	\$	\$	\$
4. Site Improvements	\$	\$	\$
5. Historic Preservation Construction Costs	\$	\$	\$
6. Rehabilitation	\$	\$	\$
7. Lead Based Paint/Asbestos Removal	\$	\$	\$
<b>Total Hard Costs</b>	\$	\$	\$
<b>Soft Costs</b>			
	<b>CDBG Request</b>	<b>Leveraged Funds (Other Non-CDBG Funds)</b>	<b>Total Project Costs</b>
1. Developer Fees (10% of Project Cost Max)	\$	\$	\$
2. Permit Fees	\$	\$	\$
3. Legal Fees	\$	\$	\$
4. Inspection Fees	\$	\$	\$
5. Court Filing Fees	\$	\$	\$
6. Appraisal Fees	\$	\$	\$
<b>Total Soft Costs</b>	\$	\$	\$
<b>Total Project Costs</b>			
	<b>CDBG Request</b>	<b>Leveraged Funds (Other Non-CDBG Funds)</b>	<b>Total Project Costs</b>
<b>Grand Totals</b>	\$ _____	\$ _____	\$ _____



For City Use Only

**TO BE COMPLETED BY CITY OF ANNISTON  
STAFF  
AND RETURNED TO APPLICANTS**

**CITY OF ANNISTON, ALABAMA  
COMMUNITY DEVELOPMENT DEPARTMENT**

**FY 2017 APPLICATION INTAKE RECEIPT**

**Grant Year:** \_\_\_\_\_ **Received Date/Time:** \_\_\_\_\_

**Agency Name:**

\_\_\_\_\_

**Contact Name:**

\_\_\_\_\_

**Contact Phone Number:**

\_\_\_\_\_

**Type of Application:**

\_\_\_\_\_

**Number of Applications Submitted:**

\_\_\_\_\_

**Received by:** \_\_\_\_\_

Name/Title

Signature

## **APPENDIX**

**Insert Required Documentation in this Appendix  
(Identify the Appropriate Tab for each item and number all pages)**

# ATTACHMENT A

## Income Guidelines

### MAXIMUM HOUSEHOLD INCOME LIMITS [CITY OF ANNISTON, ALABAMA] FY 2016 Income Limits

**Effective: March 28, 2016**

FY 2016 Income Limit Area	Median Income	FY 2016 Income Limit Category	Persons in Household							
			1	2	3	4	5	6	7	8
City of Anniston	\$46,700	Extremely (30%) Income Limits	\$11,880	\$16,020	\$20,160	\$23,500	\$25,400	\$27,300	\$29,150	\$31,050
		Very Low (50%) Income Limits	\$16,450	\$18,800	\$21,150	\$23,500	\$25,400	\$27,300	\$29,150	\$31,050
		Low (80%) Income Limits	\$26,350	\$30,100	\$33,850	\$37,600	\$40,650	\$43,650	\$46,650	\$49,650

Source U.S. Department of Housing & Urban Development [HUD] Datasets  
<https://www.huduser.gov/portal/datasets/il/il16/FY16-IL-al.pdf>

## ATTACHMENT B

### City of Anniston FY 2017 Application Cycle Community Development Block Grant (CDBG) Program Economic Development Application Rating Form

Applicant: <input style="width: 80%;" type="text"/>	Funding Request: \$ <input style="width: 80%;" type="text"/>
Proposed Project: <input style="width: 95%;" type="text"/>	
Reviewer: <input style="width: 80%;" type="text"/>	Date: <input style="width: 80%;" type="text"/>

APPLICATION COMPLETENESS	Yes	No	Eligible	Comments
TAB A – Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80%;" type="text"/>
TAB B – Application Submission Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 80%;" type="text"/>

TAB C – PROJECT DETAILS	SCORE			
Criteria	Yes	No	Max. Points	Total Points Received
Project serves only Anniston Residents	<input type="checkbox"/>	<input type="checkbox"/>	2	
If project also serves non-Anniston residents, applicant provides a percentage of Anniston residents to be served and a method of ensuring that Anniston pays only its fair share. <i>Yes, Anniston 51% plus detail on other 49% = 2 points; Anniston 51%, but no detail on other 49% = 1 point; No information provided on other residents = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	2	
Applicant has experience with project. <i>10+ years = 5 points; 5-10 years = 4 points; 3-5 years = 3 points; 1-3 years = 2 points; less than 1 year = 1 point; no experience = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant provides the duration of the project. <i>Less than 3 months = 5 points; 6-9 months = 3 points; 3-6 months = 4 points; 6-9 months = 3 points; 9-12 months = 2 points; 12 months = 1 point; More than 12 months = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
The proposed implementation schedule is realistic and includes expenditure schedule, accomplishments, and timelines. <i>Clear schedule provided = 5 points; some questions remain = 3 points; unclear and many questions remain = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
The project description provides a detailed and comprehensive narrative about the project. <i>Yes and no questions remain = 10 points; Yes, but a few questions remain = 8 points; Almost, but many questions remain = 5 points; No, but further information needs to be provided = 3 points; No, an all is unclear = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	10	
<b>Total – Project Details - TAB C</b>			<b>29</b>	

**ATTACHMENT B**  
**CDBG Economic Development Application Rating Form**

<b>TAB D – BENEFICIARIES</b>	<b>SCORE</b>			
Criteria	Yes	No	Max. Points	Total Points Received
Applicant provides a Project Service Area Map, with project location identified, in Appendix. <i>Yes = 2 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	2	
Project site is or is adjacent to a current/former environmental hazard. <i>Yes = 0 points; Don't Know = 2 points; No = 3 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	3	
Applicant identified that 51% or more total population served as low and moderate income. <i>Yes = 3 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	3	
Applicant provides details on the numbers of Full Time Equivalent jobs to be created or retained; <i>Yes = 5 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant identifies need to be addressed by project. <i>Yes = 3 point; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	3	
Applicant's design meets the identified need. <i>Yes = 2 point; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	2	
Applicant describes how it will document and verify income of the target population who are seeking new jobs or are whose jobs are being retained because of the proposed project. <i>Yes = 3; No = 0</i>	<input type="checkbox"/>	<input type="checkbox"/>	3	
<b>Total – Beneficiaries - TAB D</b>			<b>21</b>	

<b>TAB E – GOALS AND OBJECTIVES</b>	<b>SCORE</b>			
Criteria	Yes	No	Max. Points	Total Points Received
Applicant identifies the performance measurement outcomes/objectives best exemplified. <i>Yes = 2 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	2	
Application provides descriptions of how project exemplifies chosen performance measurements/outcomes. <i>Yes, and both are clear = 4 points; Yes, but only one is clear = 3 points; Yes, but both are vague = 2 points; Yes, but both are unclear = 1 point; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	4	
Applicant provides clear and measurable performance goals as they relate to the proposed project. <i>Yes, clear and measurable = 5 points; Yes, but some questions remain = 3 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant's proposed project meets one or more of the CDBG Program priorities as detailed in the application instructions. <i>More than one = 5 points; One = 3 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant provides sufficient evidence to suggest satisfactory reporting, monitoring, and record-keeping systems are in place. <i>Yes, answer is clear = 3 points; Yes, but some questions remain = 2 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	3	
Applicant has experience in reporting, monitoring or record-keeping. <i>Yes, extensive = 5 points; Yes, but limited (or unclear) = 3 points; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	5	
<b>Total – Goals and Objectives -TAB E</b>			<b>24</b>	

**ATTACHMENT B**  
**CDBG Economic Development Application Rating Form**

<b>TAB F – SUSTAINABILITY</b>			<b>SCORE</b>	
Criteria	Yes	No	Max. Points	Total Points Received
Percentage of applicant's budget includes grant revenue. 0% = 12 points; Less than 30% = 10 points; 31-50% = 7 points; 51-60% = 5 points; 61-70%= 3 points; 71-80% = 1 point; More than 80% = 0 points	<input type="checkbox"/>	<input type="checkbox"/>	12	
Applicant has non-CDBG funding in place for the project. 100% = 5 points; 50-99% = 3 points; 30-50% = 2 points; 10-30% = 1 point; 0-10% = 0 points	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant is willing and able to start the project October 1, 2017. Yes = 5 points; No = 0 points	<input type="checkbox"/>	<input type="checkbox"/>	5	
Applicant has employed at least one full-time staff member for at least one year prior to the request for funding. Yes = 1 point; No = 0 points	<input type="checkbox"/>	<input type="checkbox"/>	1	
Applicants has reported no conflicts of interest. No = 3 points; Yes = 0 points	<input type="checkbox"/>	<input type="checkbox"/>	3	
<b>Total – Sustainability - TAB F</b>			<b>26</b>	

**Scoring by Reviewers**

	Maximum Points Possible	Score Received
Tab C Total	29	
Tab D Total	21	
Tab E Total	24	
Tab F Total	26	
Grant Total	<b>100</b>	

<b>Financial Assessment of Application Completeness</b>			
Application Completeness	Yes	No	Eligible?
Did the Applicant include most recent audit or financial statement?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Applicant include an audited financial statement that is clear of any findings/concerns?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Applicant include written financial management procedures along with current applicant organization chart?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Applicant include its most recent Federal Income Tax Return?	<input type="checkbox"/>	<input type="checkbox"/>	

**Please provide any additional comments/feedback not covered in the scoring criteria that should be considered in the decision to award funding.**