

Community Development Block Grant Program Housing FY 2017 Application



**City of Anniston Community Development Department
Anniston City Hall
P.O. Box 2168
1128 Gurnee Avenue
Anniston, AL 36202-2168**

**Telephone: 256-231-7799
FAX: 256-231-7664**

mmotley@anniston.al.gov

Application Release Date: October 7, 2016

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

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

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City of Anniston, Alabama
Community Development Block Grant – Housing
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, as a means 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:

- Provide a direct benefit(s) to 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).

The City of Anniston invites local agencies and government entities to submit CDBG applications for the Program Year beginning October 1, 2017 through September 30, 2018.

A Selection Committee will review all applications for compliance with minimum requirements and make funding recommendations for approval by the City Manager, Mayor and Council of the City of Anniston.

Incomplete Applications will not be considered for funding. Please complete all sections of the applications and provide all requested documentation.

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 primarily 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. Funding is subject to availability 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 shall be 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, requesting CDBG funds to undertake eligible costs and activities.
- b. A minimum of 100% of total persons assisted through CDBG Housing projects must be members of households with incomes from all household members that do not exceed HUD-established maximum income requirements. All proposed projects must serve households with incomes at or below 80% of Area Median Income (See Attachment "A" HUD Income Guidelines). All persons who are served with CDBG-assisted projects/programs must be residents of the City of Anniston.
- c. Proposed projects must address the program priorities outlined in the Program Priorities section of this Application.

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 with CDBG and HOME funds in conjunction with leveraging other public and private investments.

The priorities are based on the needs assessment, market analysis and public comments received. The City will focus its priorities on the types of projects and programs having long term impacts on low to moderate-income residents, and help address other federal, state and local priorities, such as fair housing choice and sustainability.

Proposed projects must address one or more of the housing goals and priority needs listed below:

Housing Goals from the Anniston/ACCHC Consolidated Plan 2013-2017 are:

Goal 1: Provide decent and affordable housing and supportive services for LMI families

- Goal 2:** Provide decent and affordable housing and supportive services for populations with special needs
- Goal 3:** Provide decent and affordable housing and supportive services for homeless populations

Priority Needs from the Anniston/ACCHC Consolidated Plan 2013-2017 are

- Priority Need 1:** Affordable Housing Development
- Priority Need 2:** Affordable Housing Rehabilitation
- Priority Need 3:** Acquisition for Development

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 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 both of the workshops listed below.**

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

**CITY OF ANNISTON, ALABAMA
FY 2017 CDBG HOUSING 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

SUBMISSION REQUIREMENTS	DOCUMENTATION
1. The applicant must have at least twelve (12) months experience directly related to the proposed project or program.	Provide funding commitments displayed on letterhead, resumes of principal staff and personnel directly working on the project. Please also 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. Identifying eligible project service areas and eligible clientele to be served.	Provide a project map, with the project location(s), that includes Census Tracts where services will take place; and 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). 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 also meet the requirements detailed below.

NONPROFIT ORGANIZATIONS	
SUBMISSION REQUIREMENTS	DOCUMENTATION
1. Submission Requirement Items 1 – 5 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: http://www.sos.state.al.us/vb/inquiry/inquiry.aspx?area=Business%20Entity 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 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.

Applicant Name: _____

Project Name: _____

Location of Project

Geographic Location in Anniston: _____

Street Address: _____

City: Anniston

State: Alabama

Zip: _____

CDBG Housing Funds Requested: \$ _____

Project Priority number _____ **of** _____ **CDBG FY 2017 projects submitted.**

Please check the appropriate box for the type of activity for which you are requesting CDBG Housing funding.

- Downpayment Assistance (DPA) 1st Time Homebuyer
 - Total housing units to receive DPA _____
 - Total number of households to receive DPA: _____
 - Total number of household members to receive DPA _____

- Homeowner Rehabilitation
 - Total housing units to be rehabilitated _____
 - Total number of homebuyer households to be assisted _____
 - Total number of homebuyer household members to be assisted _____

- Rental Rehabilitation
 - Total housing units to be rehabilitated _____
 - Total number of renter households to be housed _____
 - Total number of renter household members to be housed _____

- Acquisition/Rehabilitation- acquire, rehab for affordable housing purposes
 - Total housing units to be acquired/rehabilitated _____
 - Total number of renter households to be housed _____
 - Total number of renter household members to be housed _____

- Acquisition of property and/or structures for affordable housing purposes
 - Total homeowner housing units to be assisted _____
 - Total number of homebuyer households to be housed _____
 - Total number of homebuyer household members to be housed _____
 - Total rental housing units to be assisted _____
 - Total number of renter households to be housed _____
 - Total number of renter household members to be housed _____

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.

- Applicant will acquire the housing or real property
- Applicant owns the property
- Applicant leases the property
 - Minimum 15 Year Lease Attached in Appendix

Please indicate the status of this funding request.

- New Project
- Existing Project/Additional Funding

If an existing project, in the narrative below please provide a brief narrative that demonstrates the need for additional funding.

Duration of the project:

- Less Than One Year
- One Year
- Other: Please specify

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).

First Quarter (October-December)	\$ <input style="width: 40px; height: 15px;" type="text"/>
Second Quarter (January-March)	\$ <input style="width: 40px; height: 15px;" type="text"/>
Third Quarter (April-June)	\$ <input style="width: 40px; height: 15px;" type="text"/>
Fourth Quarter (July-September)	\$ <input style="width: 40px; height: 15px;" type="text"/>
Total Funding Request	\$ <input style="width: 40px; height: 15px;" 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:

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. The project description should be in sufficient detail to permit the City to evaluate the eligibility of the proposed activities. 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. *Please include additional pages as needed and label accordingly.* (30,000 characters max., include additional pages as needed and label accordingly.)



Describe Applicant’s experience with the project/program for which funding is requested. (1,000 characters max. include additional pages, as needed and label accordingly.)



In addition to the Project Description, the proposed project should be further documented by submitting the following items in the Appendix. Check each item provided:

- | | |
|---|---|
| <input type="checkbox"/> Facility/Site Photographs/Aerial Photographs | <input type="checkbox"/> Site Surveys |
| <input type="checkbox"/> Design Specifications | <input type="checkbox"/> Appraisals |
| <input type="checkbox"/> Housing Market Analysis or similar documentation | <input type="checkbox"/> Plans/Blueprints |
| <input type="checkbox"/> Elevation Drawings | <input type="checkbox"/> Detailed cost estimate |

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.

Housing Needs

Identify the housing needs to be served by the proposed project. (1,000 characters max. include additional pages, as needed and label accordingly.)



Describe the methods used to identify the need for the proposed project (i.e. community input, surveys, input from other agencies, documented sources such as strategic plans, studies, etc.). (1,000 characters max. include additional pages, as needed and label accordingly.)



How will the proposed project meet the identified needs? Attached the listed items below to justify the needs. (1,000 characters max. include additional pages, as needed and label accordingly.)



Population To Be Served by Proposed Project

100% of the total number of persons served by each project must be low to moderate-income for the project to be eligible for City of Anniston CDBG funds. (See Attachment A for maximum income limits.)

What is the population (examples: low-income families, elderly, homeless, adults with severe disabilities) to be housed by the proposed housing project? (1,000 characters max. include additional pages, as needed and label accordingly.)



Describe why this population has been chosen. (1,000 characters max. include additional pages, as needed and label accordingly.)



For income eligibility purposes, describe in narrative format how the proposed persons served have been/will be qualified/verified and how your organization will verify and document household income. (1,000 characters max. include additional pages, as needed and label accordingly.) (1,000 characters max. include additional pages, as needed and label accordingly.)



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.

Collaboration

Does the proposed housing project duplicate housing available to the population to be served? (1,000 characters max. include additional pages, as needed and label accordingly.)

█

Describe how the Applicant collaborates with organizations that duplicate the housing offered by the Applicant or those that serve the same population. (1,000 characters max. include additional pages, as needed and label accordingly.)

█

Environmental Impacts

Complete Tables 1 and 2:

Table 1 – Environmental Information

Is the proposed housing or site:	Yes	No	Don't Know
In a 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"/>

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.

Table 2 – Environmental Information

Is the housing/proposed site a current or former site of a:	Yes	No	Don't Know
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"/>
Metal fabrication or metal coatings or treatment facility?	<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"/>

Is the proposed site adjacent to any of the types of environmental hazards identified in Table 2?

Yes No

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

Has an Environmental Assessment or an Environmental Impact Statement 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.

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. Priority Needs from the Anniston/ACCHC Consolidated Plan 2013-2017 are

Select one of the housing priority needs that will be addressed by the proposed project:

- Affordable Housing Development
- Affordable Housing Rehabilitation
- Acquisition for Development

2. Indicate one of the **CDBG National Objectives** that the proposed project will address:

	National Objective
<input type="checkbox"/>	Benefiting Low- and Moderate-Income Persons
<input type="checkbox"/>	Preventing or eliminating slums and 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 (Disaster responses, only)

3. Select one of the Housing Goals from the Anniston/ACCHC Consolidated Plan 2013-2017 which the proposed project will address:

- Provide decent and affordable housing and supportive services for LMI families
- Provide decent and affordable housing and supportive services for populations with special needs
- Provide decent and affordable housing and supportive services for homeless populations

4. What HUD **performance measurement objective** does your project best exemplify?

<input type="checkbox"/>	Suitable Living Environment	(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"/>	Decent Housing	(Projects that include a housing program component.)
<input type="checkbox"/>	Creating Economic Opportunity	(Projects related to economic development or job creation.)

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



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.

5. What HUD **performance measurement outcome** does your proposed project best exemplify?
 (If all are relevant, please rank from 1-3) Rankings

Improving Availability/Accessibility 1 2 3
 (Projects that make services, housing, etc. available or accessible to low to moderate-income persons and/or persons with disabilities.)

Improving Affordability 1 2 3
 (Projects that make housing, services, transportation, etc. more affordable for low to moderate-income persons.)

Improving Sustainability 1 2 3
 (Projects that help communities become more livable or viable by removing slum/blight or providing services that can result in more sustainable communities.)

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



Complete the table below to identify how expected outcomes will be measured to meet performance goals.

CDBG Housing Performance Goals

Activity	2017 Performance Goal
Ex. Rental Rehabilitation	Acquire and rehabilitate 6 units of rental housing

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.

Performance: Reporting, Monitoring, and Record-Keeping

The City of Anniston require organizations receiving HUD grant funds to provide data and information for the submission of monthly, quarterly, and annual reports pertaining to the administration and expenditure of CDBG-funded activities.

7. Describe and discuss Applicant’s experiences 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.

Sustainability Requirements

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

<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 this project? \$
4. How much non-CDBG funding does the Applicant have in place for the project? \$
5. If this project is not awarded CDBG funding, does the Applicant have the financial means to carry out 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 project costs while awaiting the CDBG award? (1,000 characters max., include additional pages as needed and label accordingly).

Project Staff

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

Position Title:

Position Qualifications:

Professional Certifications Required:

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.

Position Title: [REDACTED]
Position Qualifications: [REDACTED]
Professional Certifications Required: [REDACTED]

Position Title: [REDACTED]
Position Qualifications: [REDACTED]
Professional Certifications Required: [REDACTED]

Position Title: [REDACTED]
Position Qualifications: [REDACTED]
Professional Certifications Required: [REDACTED]

Position Title: [REDACTED]
Position Qualifications: [REDACTED]
Professional Certifications Required: [REDACTED]

5. Resumes of staff who will work on the project are attached.
 Yes No

6. 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

[REDACTED]

7. 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

[REDACTED]

TAB G - PROPOSED PROJECT 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.

Please include **leveraged funds** (other non-CDBG agency 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. Provide written documentation of such firmly committed leveraged funds (e.g., award or commitment letters from providers of leveraged funds).

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 and include in the Appendix.

City of Anniston Community Development Block Grant – Housing			
	CDBG Request	Leveraged Funds (Other Non-CDBG Funds)	Total Project Costs
Acquisition/Rehabilitation			
1. Acquisition Costs (includes DPA, if requested)	\$ _____	\$ _____	\$ _____
2. Demolition Costs	\$ _____	\$ _____	\$ _____
3. Design Services	\$ _____	\$ _____	\$ _____
4. Construction Supervision	\$ _____	\$ _____	\$ _____
5. Rehabilitation Costs	\$ _____	\$ _____	\$ _____
6. Lead-Based Paint/Asbestos Removal	\$ _____	\$ _____	\$ _____
7. Other: _____	\$ _____	\$ _____	\$ _____
Total Acquisition/Renovation Costs	\$ _____	\$ _____	\$ _____
Soft Costs			
	CDBG Request	Leveraged Funds (Other Non-CDBG Funds)	Total Project Costs
1. Permit Fees	\$ _____	\$ _____	\$ _____
2. Legal Fees	\$ _____	\$ _____	\$ _____
3. Court Filing Fees	\$ _____	\$ _____	\$ _____
4. Inspection Fees	\$ _____	\$ _____	\$ _____
5. Appraisal Fees	\$ _____	\$ _____	\$ _____
6. Developer Fees (10% max. of project cost)	\$ _____	\$ _____	\$ _____
7. Other: _____	\$ _____	\$ _____	\$ _____
Total Acquisition Costs	\$ _____	\$ _____	\$ _____
Total Program Costs			
	CDBG Request	Leveraged Funds (Other Non-CDBG Funds)	Total Project Costs
Grand Total	\$ _____	\$ _____	\$ _____

SIGNATURE PAGE

This Page Must Be Submitted With the Application.

Name of Applicant: _____

Be it resolved that the Board of Directors or Commissioners of the above referenced Applicant resolved at its meeting date referenced below, to authorize the Applicant to submit an application to the City of Anniston for grant funding. The individual referenced below is authorized to execute any documents necessary for application submission and funding.

Meeting Date: _____

Amount Requested: \$ _____

I hereby certify that the foregoing resolution was approved by our Board of Directors.

Authorized Certifying Official (Signature, Name & Title) **Date**

(Insert Corporate Seal)

I certify that I have completed the application for City of Anniston Community Development Block Grant Housing funding. All of the information contained in this submission has been completed as thoroughly and as accurately as possible.

Prepared by: _____ Date: _____
Signature

Prepared by: _____
Printed Name & Title

Approved by: _____ Date: _____
Signature

Approved by: _____
Printed Name & Title

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

**Place 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 Family							
			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>

MAXIMUM RENT LIMITS - 2017

City of Anniston CDBG Program
Anniston/Oxford/Jacksonville, Alabama Metropolitan Statistical Area (MSA)
Effective Date: October 1, 2016

Bedroom Size	Maximum Monthly Rent
0	\$437
1	\$474
2	\$630
3	\$818
4	\$918

Source: https://www.huduser.gov/portal/datasets/fmr/fmr2017/FY2017_FMRs_Schedule_B.pdf

ATTACHMENT B

City of Anniston FY 2017 Application Cycle Community Development Block Grant (CDBG) Program Housing 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	Score	Comments
TAB A – Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	
TAB B – Application Submission Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 40px;" type="text"/>	

TAB C – PROJECT DETAILS	Yes	No	Score	Score
Criteria			Max Points	Total Points Received
Project serves <u>only</u> City of Anniston residents <i>Yes = 2 points; No = 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 6 months = 5 points; 6-9 months = 4 points; 9-12 months = 3 points; 12 months = 2 points; 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 = 12 points; Yes, but a few questions remain = 10 points; Almost, but many questions remain = 8 points; No, but further information needs to be provided = 6 points; No, all is unclear = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	12	
Total - TAB C – Project Details			29	

ATTACHMENT B (Continued)

City of Anniston FY 2017 CDBG Application Cycle - Housing Application Rating Form

TAB D – BENEFICIARIES	Yes	No	Score	
Criteria			Max Points	Total Points Received
Applicant provides a Project Service Area Map, with project location(s) 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	
Does the applicant identify its target population and/or special population? <i>If yes, 3 points; if no zero points.</i>	<input type="checkbox"/>	<input type="checkbox"/>	3	
Applicant identified that 100% 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	
Is applicant's project for identified target population duplicated elsewhere in City of Anniston? <i>If yes, 3 points; if no zero points.</i>	<input type="checkbox"/>	<input type="checkbox"/>	3	
Applicant identifies need to be addressed by project. <i>Yes = 1 point; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	1	
Applicant's design meets the identified need. <i>Yes = 1 point; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	1	
Applicant describes collaborative efforts with other service providers. <i>Yes, clear description = 2 points; Yes, but vague = 1 point; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	2	
Applicant describes a procedure for verifying income. <i>Yes, and it is clear = 3 points; Yes, but vague = 1 point; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>	3	
Total – TAB D – Beneficiaries			21	

ATTACHMENT B (Continued)

City of Anniston FY 2017 CDBG Application Cycle - Housing Application Rating Form

TAB E – GOALS AND OBJECTIVES		Yes	No	Score	
Criteria				Max Points	Total Points Received
Applicant identifies the performance measurement objectives/outcomes 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 measures/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	
Total – TAB E – Goals & Objectives				24	

TAB F – SUSTAINABILITY		Yes	No	Score	
Criteria				Max Points	Total Received
Percentage of applicant's budget includes grant revenue. <i>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</i>	<input type="checkbox"/>	<input type="checkbox"/>		12	
Applicant has funding in place for the project. <i>100% = 5 points; 50-99% = 3 points; 30-50% = 2 points; 10-30% = 1 point; 0-10% = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>		5	
Applicant is willing and able to start the project October 1, 2017. <i>Yes = 5 points; No = 0 points</i>	<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. <i>Yes = 1 point; No = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Applicants has reported no conflicts of interest. <i>No = 3 points; Yes = 0 points</i>	<input type="checkbox"/>	<input type="checkbox"/>		3	
Total - TAB F – Sustainability				26	

ATTACHMENT B (Continued)

City of Anniston FY 2017 CDBG Application Cycle - Housing Application Rating Form

Scoring by Reviewers

	Maximum Points Possible	Score Received
TAB C Total	29	
TAB D Total	21	
TAB E Total	24	
TAB F Total	26	
Grand Total	100	

FINANCIAL ASSESSMENT OF APPLICATION COMPLETENESS			
Application Completeness	Yes	No	Eligibility Comments?
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 their most recent IRS Form 990 or 990EZ?	<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.