

2nd Cycle Community Development Block Grant CORONAVIRUS

CFDA 14.228

Application Instructions FFY 2020



**State of Alaska
Mike Dunleavy, Governor**

**Department of Commerce, Community, and Economic Development
Julie Sande, Commissioner
Division of Community and Regional Affairs**

2nd Cycle

**Community Development Block Grant
Coronavirus Program (CDBG-CV)**

FFY 2020 Timeline

Grant Application Letter Distributed to Eligible Applicants March 9, 2022

Completed Applications Due to DCCED Fairbanks Office April 29, 2022
no later than 4:30 p.m.

IMPORTANT: See Page 13 for Application Submission Details

Award Announcement..... June 2022

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Note: Applicants are required to fill out the appropriate pages of the yellow Appendix Packet and attach it to the CDBG-CV Application.

Department of Commerce, Community, and Economic Development
Division of Community and Regional Affairs

2nd Cycle
Community Development Block Grant - Coronavirus
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Note: Applications must be submitted to the Fairbanks office.

Introduction

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development Community Development Block Grant program notified the State of Alaska, Department of Commerce, Community and Economic Development (DCCED) that we will receive CDBG-CV funding to be used specifically **to prevent, prepare for, and respond to Coronavirus**. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020.

Overview: How to use the Application Instructions

The Grant Application Instructions are designed to provide information about the State of Alaska **Community Development Block Grant Coronavirus (CDBG-CV) Program** and to provide instructions and forms for preparing and submitting a funding request. On March 9, 2022 the letter was mailed notifying eligible applicants of the availability of Application Instructions, the Application Packet, and its Appendix. (Instructions for the Application Packet can be found in Chapter IV.) Completed Application Packets **must be received** in the **Fairbanks office** of the Department of Commerce, Community, and Economic Development, 455 3rd Avenue, Suite 140, Fairbanks, Alaska 99701-4737, no later than **4:30 p.m. April 29, 2022**. A complete application including all necessary documents must be received in the Fairbanks office by this deadline. **Applicants must submit an original and four copies of the completed application, the completed required appendices, and all attachments.**

The CDBG-CV Program will provide funding **ONLY** for Community Development projects that **prevent, prepare for, and respond to the coronavirus**. This program will target building and improvements, including public facilities that prevent, prepare for, and respond to the coronavirus. CDBG-CV competitive grants are single-purpose project grants. An applicant may apply for a maximum amount of **\$850,000** in grant funds during the funding cycle. **Planning grants will not be accepted for CDBG-CV, due to the short time frame. (Projects must be 80% complete by June 2023.)**

The CDBG-CV Program Summary (Chapter II) is intended to provide applicants with basic information about the CDBG-CV Program including its mission, goals, objectives, funding availability, eligibility guidelines, special requirements, and funding limitations. Prospective applicants should use this information to determine compatibility between CDBG-CV Program priorities and the activities for which funding is being sought.

The Grant Selection, Award, and Project Initiation (Chapter III) describes the steps involved in grant selection, how awards are made, and the process for initiating grant agreements. With this information, prospective applicants will be able to plan their implementation schedules in anticipation of receiving a CDBG-CV award. **Please note: If your project is already underway utilizing other funding and you are requesting CDBG-CV funding, all work on the project must stop at the time of submitting the CDBG-CV application.**

The Application Requirements and Instructions (Chapter IV) provide the information needed to complete the Application Packet, including the narratives, forms, and certifications. Step-by-step instructions to complete the application component are included. The Rating Criteria (Chapter V) outlines the criteria upon which your application will be evaluated and selected. To obtain additional information about the program, or to request assistance while completing an application, contact the CDBG-CV Program staff listed on page iii of these Grant Application Instructions.

A. PROGRAM MISSION

The overall mission of the State of Alaska CDBG-CV Program is to enhance the quality of life for low and moderate-income residents, particularly in rural Alaska by preventing, preparing for, and responding to coronavirus. The CDBG-CV Program fulfills this mission by acting upon its defined goals and objectives.

B. NATIONAL PROGRAM GOALS

The goals of the program are to:

- ✓ provide financial resources to communities for community development including building and improvements of public facilities used to prevent, prepare for, and respond to coronavirus,
- ✓ ensure that the state's CDBG-CV funds will be used to principally benefit low and moderate-income persons.

C. STATE PROGRAM OBJECTIVES

The following objectives guide the distribution and use of funds:

- ✓ prevent, prepare for, and respond to the spread of the coronavirus.

D. ESTIMATED AMOUNT OF FUNDS AVAILABLE AND DISTRIBUTION

The State of Alaska will distribute approximately \$4 million in federal CDBG-CV funds from the 2nd Cycle Federal Fiscal Year 2020 CDBG-CV allocation. These funds will be distributed on a competitive basis to highly rated applicants. ***At least 80% of all CDBG-CV funds must be expended by June 2023.***

E. ELIGIBLE APPLICANTS

Eligible CDBG-CV applicants are:

Any municipal government entity, as defined by Title 29 of the Alaska Statutes, i.e., home rule, first, second, and third-class boroughs, unified municipalities, and first and second-class cities, which exercise powers consistent with the proposed project, including the Municipality of Anchorage.

An eligible applicant, as defined above, may submit a CDBG-CV application in cooperation with a non-municipal entity such as a Native Village Council or a non-profit corporation organized under Alaska Statute (AS) 10.20, which is in good standing with the State of Alaska. The proposed project must principally benefit low and moderate income residents of the municipal government entity. A Cooperative Agreement (see Appendix F) is required between all parties.

Two or more eligible applicants, as defined above, may submit a joint CDBG-CV application if they have identified a mutual need which may be addressed more appropriately together rather than individually. A Joint Application Agreement (see Appendix E) would be required between all parties.

F. ELIGIBLE PROJECT CATEGORY & ACTIVITIES

The State of Alaska CDBG-CV Program may only be used to fund community development activities carried out **to prevent, prepare for, and respond to coronavirus. By law, use of funds for any other purpose is unallowable.** Note: Community Development activities **do not include the purchase of any personal property or equipment** unless it is attached to a facility or building and considered an “integral structural feature.”

The following examples of eligible activities for CDBG-CV **are for general reference only**. Each community is encouraged to consult with CDBG-CV Program staff about project eligibility and structure. A complete list of eligible and ineligible activities can be found in the [Federal Register \(Docket No. FR-6218-N-01\), III.B.5/ \(f\) Eligible Activities](#).

Examples of Eligible Activities:

- ✓ Reconfiguration of interior space to reinforce social distancing recommendations.
- ✓ Interior physical barriers such as clear plexiglass in public areas.
- ✓ Ventilation systems (i.e., high-efficiency particulate air [HEPA] filters, air purifiers, dehumidifiers).
- ✓ Temperature, humidity, and air quality sensors to reduce airborne transmission.
- ✓ Stand-alone sinks or handwashing areas.
- ✓ Replacement of fixed windows with operable windows.
- ✓ Accessibility improvements for persons with disabilities that reduce contact.
- ✓ Installation of drive-through or walk-up windows.
- ✓ Technology improvements, such as fiber-optic lines and ethernet cabling to support remote access.
- ✓ Modification of roadways and sidewalks to allow for social distancing.
- ✓ Creation of outdoor areas with shade covers and seating that ensure physical distancing.
- ✓ Exterior physical barriers such as fencing or planters.

<u>POTENTIAL PROJECTS</u>	<u>CORONAVIRUS TIEBACK</u>		
	Prevent	Prepare	Respond
Medical Facilities and Clinics		X	X
Creation or modification of buildings to provide medical facilities for testing, treatment, recovery, or isolation; or to establish separated areas or remote access to appropriately treat people who have been diagnosed or exposed to the coronavirus. Creation or modification of residential facilities for people recovering from COVID-19.			
Emergency Shelters	X	X	
Creation, expansion, or modification of emergency shelters, auxiliary congregate shelter space, and non-congregate facilities for people experiencing homelessness to provide shelter options that allow for physical distancing within the shelter system and prevent the current and future spread of the coronavirus.			

	Prevent	Prepare	Respond
Non-Congregate Shelters	X	X	X
Acquisition and modification of underutilized structures such as motels and schools to create shelter for people experiencing homelessness and for individuals and households unable to practice social distancing due to overcrowding or shared living spaces. This model could also be used to support the development of related short-term shelter for medical workers or vulnerable populations who need to be isolated to avoid contracting the virus.			
	Prevent	Prepare	Respond
Day-Access Centers	X	X	
Creation, expansion, or modification of day-access centers to meet social distancing requirements and prevent the spread of the coronavirus. Such facilities include centers for people experiencing homelessness, neighborhood centers, senior centers, or other places that serve low- and moderate-income households or people who are presumed to be low-income.			
	Prevent	Prepare	Respond
Social Services Facilities	X	X	
Expansion or modification of social service facilities to meet social distancing requirements and to enable remote access that would make these facilities safe for both clients and employees. Examples include reconfiguration of reception areas and meeting rooms; conversion of open office spaces; improving heating, ventilation, and air conditioning (HVAC) to reduce transmission risks; and technology upgrades to provide services remotely.			
	Prevent	Prepare	Respond
Childcare Facilities	X	X	X
Creation, expansion, or modification of childcare facilities to encourage social distancing and reduce the transmission of the virus. Activities that address the effects of the current pandemic and mitigate the future spread of a coronavirus could include HVAC improvements, plumbing upgrades to improve sanitation, and the creation or improvement of outdoor spaces for childcare programs.			
	Prevent	Prepare	Respond
Crisis Call Centers		X	X
Expansion, modification, or upgrade of existing call-in centers in response to the growing number of people in danger from suicide, substance abuse, domestic violence, and neglect and abuse of children due to social isolation measures enacted to prevent the spread of the coronavirus. Building renovations designed to improve interior air quality and ensure social distancing as well as permanently affixed technology upgrades to buildings to enable remote access are eligible public facility activities. Moveable equipment would not be an eligible public facility cost.			
	Prevent	Prepare	Respond
Internet Access		X	X
Extension of reliable, high-speed internet access to underserved low- and moderate-income areas to enable or improve remote access to schools, jobs, and healthcare and thereby reduce the transmission of the virus. Infrastructure improvements include the installation of permanent high-capacity fiber-optics, fixed wireless, digital subscriber line (DSL), or cable in publicly assessable areas. Moveable equipment is not an eligible public facility cost.			

	Prevent	Prepare	Respond
Accessibility and Remote Access to Public Meetings	X	X	
Physical modifications to improve access to buildings for people with disabilities is an allowable use of CDBG-CV funds. Improvements such as automatic doors, touchless water fountains, and accessible bathrooms also reduce coronavirus transmission. Permanent improvements to enable remote video access to public and community meetings for public participation also increase access for persons with disabilities and mitigates coronavirus risks.			
	Prevent	Prepare	Respond
Public Rights-of-Way	X	X	X
Creation of outdoor space that allows safe, socially distanced activity in areas where pedestrian volume is likely to be high and pedestrian space is limited. CDBG-CV funds can be used to close lanes of traffic and repurpose on-street parking or underused parking by constructing permanent barriers such as railings, fences, or planter boxes; by constructing permanent canopies or awnings; by establishing appropriately spaced seating; and by improving lighting.			

G. INELIGIBLE PROJECT ACTIVITIES

The following activities are **not eligible** for CDBG-CV funding:

- ✓ **Activity:** Any activity that does **NOT** prevent, prepare for, and respond to coronavirus.
- ✓ **Equipment:** The purchase or repair of motor vehicles, equipment (including computer equipment), personal property, and/or furnishings not permanently attached to a building.
- ✓ **Government Buildings:** Government buildings such as courthouses, city halls, borough administrative buildings, city offices and other buildings used for the general conduct of government, except for the removal of architectural barriers.
- ✓ **Regular Government Operations:** The ongoing responsibilities of general local government.
- ✓ **Maintenance and Operation:** Operation and maintenance expenses of public or community facilities.
- ✓ **Political Activities:** Use of facilities or equipment for political purposes or to engage in other partisan political activities.

H. SPECIAL REQUIREMENTS & FUNDING LIMITATIONS

The following special requirements and funding limitations apply to all CDBG-CV applications. Actions necessary to address these special requirements are detailed in the Appendices or the application packet instructions as appropriate.

- ✓ **Citizen Participation Plan & Public Hearing:** Each applicant **must** hold at least two public hearings. The first public hearing shall be held **prior to submission of the application**, with the purpose of reviewing and accepting community development proposals to prevent, prepare for, and respond to the spread of coronavirus; discussing citizen views and receiving comments on the proposed project; and electing to seek CDBG-CV funding for the chosen project. Each applicant is required to provide citizens with an overview of the type of project that can be funded with the CDBG-CV program and the amount of funding available. *(See pages 14-15 of these application instructions for detailed instructions, as well as expedited public notice and virtual hearing guidelines.)*

You must provide reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries with accommodations for the handicapped. Additionally, public hearings must be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate. **Documentation of this public hearing, in the form of meeting minutes which include confirmation that the public had the opportunity to comment and propose CDBG-CV projects, must be submitted with the CDBG-CV application.**

A second public hearing must be held during the term of the project to review program performance. Additional public hearings may be required in the event of a substantial change in purpose, scope, location or beneficiaries of the project. You must provide documentation of all public hearings related to the CDBG-CV activity in the form of meeting minutes submitted to the State.

- ✓ **Duplication of Benefits:** Duplicate funding is not allowed for CDBG-CV funding. A duplication of benefits (DOB) occurs when an entity receives financial assistance for the same purpose from other expected or awarded funding, and the total assistance received for that purpose is more than the total need for assistance. *(See page 19 in these Application Instructions for details.)*
- ✓ **Leverage:** Cash or in-kind funds are not required by CDBG-CV; however, they are encouraged to show overall support for project completion. CDBG-CV funds will be targeted toward projects which demonstrate, at the time of application, that adequate funding to complete the project is both available and documented. The source of all funds must be identified and documented in the application in order for the applicant to receive the maximum points in review.
- ✓ **Expedited Timeline:** At least 80% of all CDBG-CV funds must be expended by June 2023.

- ✓ **Planning Projects:** Planning Projects are not allowed for this application due to the shortened timeline. The project must be 80% expended by June 2023.
- ✓ **Retroactive:** Some costs may be reimbursed back to January 21, 2020.
- ✓ **Minimum Benefit:** Each CDBG-CV grant activity proposed must meet the National Objective of benefiting populations or targeting areas which consist of at least 51% low and moderate-income persons, as defined by 2020 HUD LMI data, based on 2011-2015 American Community Survey (ACS). See Appendix B1 – B2 for detailed instructions and forms for use in determining if your project meets this requirement. ***Your project cannot be considered for funding if this requirement is not satisfied. You must submit Appendix B1 with your application.***
- ✓ **Single-Purpose Projects:** CDBG-CV funds will only address single-purpose community development projects that prevent, prepare for, and respond to coronavirus.
- ✓ **Maximum Number of Applications:** An eligible applicant may submit only one CDBG-CV application in response to this solicitation.
- ✓ **Maximum Grant Amount:** An eligible applicant may apply for a maximum of **\$850,000** in CDBG-CV funds in response to this solicitation.
- ✓ **Administrative Cost Limit:** For an eligible CDBG-CV activity such as administration, costs charged to administration will be allocated as direct costs and/or indirect costs, consistent with the OMB Cost Principles (2 CFR Part 200 Subpart E). The maximum amount for Administrative Costs is 5% of the total amount of CDBG-CV funds requested in the application. The State CDBG-CV Program has an administration financial ceiling of 5%. A request for administrative costs must be explained in the budget section of the application.
- ✓ **Resolution with Certifications of Compliance:** Each applicant must pass a resolution **authorizing submittal of the CDBG-CV application**. (See Appendix A, *Authority to Participate Form*.) The resolution must authorize an individual to sign the application certifying compliance with specific applicable state and federal requirements. (See *Application Cover Page*.)
- ✓ **Statement of Assurances & Certifications:** Each applicant's Chief Elected Official or other authorized certifying official must sign and submit with the application a Statement of Assurances and Certifications. (See Appendix C, *Statement of Assurances & Certifications*.)
- ✓ **Building Code & Standards Enforcement:** Each CDBG-CV grant activity that includes construction, renovation, rehabilitation, expansion, or modification of buildings and facilities for public or commercial purposes must be designed to comply with pertinent state and federal building standards and codes. Applicants are required to submit evidence of State Fire Marshal approval of plans.
- ✓ **Davis-Bacon Wage Requirements:** Each CDBG-CV activity that involves the use of **contracted labor**, must comply with Davis-Bacon and other federal labor standards requirements. All

contracted labor must be paid the prevailing wage rate issued by the U.S. Department of Labor (DOL) for the specific geographic region in which the project is located. Davis-Bacon wage decisions are established by DOL and may be accessed online at: <https://sam.gov/content/wage-determinations>. (See page 22 for further instructions on meeting labor requirements.)

- ✓ **Insurance:** Each CDBG-CV grant activity must be covered by any necessary liability insurance. In addition, the grantee and all contractors working on the project shall provide and maintain Workers' Compensation Insurance for all employees engaged in work under any CDBG-CV agreement. Grantees must also require any contractor hired to work on the project to be licensed, bonded and insured for at least the amount of the project, and if appropriate provide and maintain Professional Liability Insurance. Evidence of insurance coverage will be requested once a project is awarded.
- ✓ **Environmental Review Requirements:** Each CDBG-CV activity must obtain appropriate environmental clearances as required by [24 CFR Part 58](#) of National Environmental Policy Act (NEPA) and all related laws and authorities. DCCED will make a determination regarding the environmental requirements for each project and will notify each grantee about appropriate procedures after notification of award. ***All project activity must stop at the time of submitting the application and until the Environmental Review Requirements are met, including project activities funded with non-CDBG-CV funds.*** For example, if your project is already underway using designated legislative, USDA, ICDBG-CV, or any other funding, all project activity must stop at the time of submitting the application.
- ✓ **Site Control:** Each CDBG-CV activity that involves the use of real property requires the applicant to document that they have the enforceable right to use the real property. This documentation may be in the form of a deed, lease (usually for not less than twenty years), easement, or similar formally executed document. (See page 8 of the application form for the information required.)
- ✓ **Displacement:** Each CDBG-CV activity involving the acquisition, demolition, or rehabilitation of real property or displacement of persons for a project or program with HUD financial assistance will be required to follow the requirements stated under section 104(d) of the Housing and Community Development Act of 1974 as amended, and the implementing regulations of [24 CFR part 42](#), which requires a residential anti-displacement and relocation assistance plan. For guidance contact CDBG-CV Program staff **prior** to submitting an application.
- ✓ **HUD Reform Act, Section 102:** Each applicant for CDBG-CV funds must make certain disclosures if the applicant receives at least \$200,000 in federal funds **from any source** during the fiscal year in which the CDBG-CV application is made. See Appendix H, which must be completed and submitted with the CDBG-CV application. Applicants must disclose:
 - assistance from other government sources in connection with the project;
 - the financial interests of persons in the project; and
 - the expected sources and uses of funds that are to be made available for the project or activity.

- ✓ **ADA Certification:** Each applicant's authorized representative must sign and submit an Americans with Disabilities Act (ADA) Certification with the application, stating compliance with the requirements of the ADA. See Appendix I, ADA Certification.
- ✓ **Audit Requirements:** The applicant shall comply with the audit guidelines under U.S. Office of Management and Budget 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. All applicants must submit a copy of their most recent audit including management letters and any other reports received with the audit. If findings are identified, please describe how they have been resolved or their current status. If an audit has not been completed, a full copy of the municipality's most recent certified financial statement must be submitted.
- ✓ **IRS Liens/Judgments:** A municipality may not be awarded CDBG-CV funds if it has any unresolved federal tax liens or court judgments filed against it. If a municipality has a repayment agreement in place to resolve tax liens or judgments, it must provide documentation of such an agreement.
- ✓ **Section 3 Reporting:** [Section 3](#) is a provision of the Housing and Urban Development Act of 1968 (HUD). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance will, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low and very low income persons. Successful applicants must document actions taken to comply with the employment, training and contracting requirements of Section 3 and submit periodic reports to grants staff.
- ✓ **DUNS & CCR:** All applicants (including co-applicants) are required to have an active Dun and Bradstreet (DUNS) number and register with the Central Contractor Registration (CCR). Applicants and co-applicants **must** include a printout from [sam.gov](https://sam.gov/content/home) <https://sam.gov/content/home> proving active status.

If the City/Borough is not registered, CCR registration information can be found at: <https://sam.gov/content/home>. DUNS number registration information can be obtained at: <https://www.dnb.com>. Once registration has been complete, you **must** include a printout proving active status.

III.

Grant Selection, Award, & Project Initiation

A. GRANT SELECTION

The application selection process consists of two stages: threshold review and project rating and selection. During the threshold review process, staff screen all applications for eligibility without awarding points. An application must meet all of the threshold review requirements in order to qualify for the second stage of the selection process. The Application Checklist included on page 30 of these Application Instructions may be used to assure that the application meets threshold requirements and to assist in preparing a complete application. **If a “yes” answer can be provided to each question, the application will *most likely* pass threshold review and be eligible for rating and selection.**

The project rating and selection process, stage two, will be conducted by a review team, the Application Selection Committee (ASC), using the criteria described below and detailed in the rating criteria section of Chapter V. The ASC reserves the right to some flexibility in making specific funding recommendations, if those recommendations, in the opinion of the majority of ASC members, best serve the interest of the program and the program recipients.

Applications will be evaluated and assigned points by the ASC based on the following:

- ✓ Project Description and Selection/Citizen Participation Plan15 Points
- ✓ Project Plan/Readiness.....25 Points
- ✓ Project Impact25 Points
- ✓ Budget25 Points
- ✓ Administrative Capabilities.....10 Points
- Total Maximum Score 100 Points**

B. GRANT AWARD

When the rating process is completed by the ASC, applications will be listed in rank order. The funds available under the competitive CDBG-CV grant program will be targeted toward Community Development activities to prevent, prepare for and respond to coronavirus for low and moderate-income persons.

The ASC will make funding recommendations, within the parameters defined above, to DCCED management staff who will make final award decisions based upon their judgment of the overall quality of proposed projects and their consistency with the goals and objectives of the CDBG-CV program. After management approval of funding recommendations is received, all applicants will receive written notification of the rating process results.

An applicant may appeal the notification of the rating results to the Director of the Division of Community and Regional Affairs. The *only* basis for an appeal is non-adherence by DCCED to the grant selection and award procedures as identified herein. Appeals must be received by DCCED in writing within thirty days of the date of notification of rating results and must clearly state the basis for the appeal. The appeal will be reviewed by the Director and a final determination will be made within thirty days of the Director's receipt of the written appeal. The decision of the Director, provided to the applicant in writing, is final.

C. GRANT INITIATION

Following notification of award, a grant agreement is negotiated and prepared for each funded project. **Notification of project selection does not imply approval of all activities, specific costs proposed, or proposed timelines.** During the grant negotiation period, proposed activities, additional resources, administrative costs, and other aspects of the project which were identified during the rating process will be discussed and resolved.

Grants may be awarded at an amount less than originally requested. Individual grants will be awarded only in amounts appropriate to the scope of the identified project; the proposed project activities; and the needs, resources, and administrative capabilities of the applicant.

The grant agreement, once negotiated, is the legal document that governs the administration of the grant and includes:

- ✓ The amount of CDBG-CV funds provided, as well as the amount and source of other funds committed to the project
- ✓ A detailed project description outlining the scope of work to be completed
- ✓ A detailed budget for implementation of project activities
- ✓ The schedule for implementation of project activities
- ✓ The general and special terms and conditions associated with the grant

CDBG-CV agreements are administered on a **cost reimbursable** basis. Applicants should be aware that if awarded CDBG-CV funds, the grantee will be expected to pay for expenses as they are incurred and submit a billing at the end of each month for reimbursement by DCCED. This requires that the grantee have the cash resources to cover at least 30 to 45 days' cash needs.

At the time of submitting the application, the project must stop, including the use of non-CDBG-CV funds that are committed, spent or contracted before the Environmental Review process is complete and approved by DCCED. No CDBG-CV funds will be released until the grant agreement has been fully executed, and other contingencies which may be outlined are resolved.

IV.

Application Requirements and Instructions

A. PROJECT DEVELOPMENT

Each prospective applicant must carefully consider whether CDBG-CV funding is the most suitable resource to address the community's need to prevent, prepare for, and respond to the spread of coronavirus. Ideally, the process will encourage a high level of involvement and commitment by members of the applicant's community. To assist communities, CDBG-CV Program staff have identified several steps which may help to build a competitive proposal. Applicants may wish to consider these suggestions when applying for competitive CDBG-CV funds:

- ✓ **Determine if you community is eligible for funding** by reading these Application Instructions.
- ✓ **Review the Low and Moderate-Income Information and Tables** in Appendices B1 and B2 to determine if and how your project meets the requirement of benefiting at least 51% low and moderate income persons. Your project cannot be considered for funding and will not pass threshold review if this requirement is not satisfied.
- ✓ **Establish a citizen participation process** in the form of a public meeting which will help you determine the community development need of local citizens, especially low and moderate-income persons. Your project cannot be considered for funding and will not pass threshold review if this requirement is not satisfied.
- ✓ **Decide whether or not to apply for funding** after reviewing community needs and comparing them with CDBG-CV eligible activities, examining application guidelines, and consulting with CDBG-CV Program staff.
- ✓ **Collect preliminary data** related to need, urgency, other possible funding sources, community demographics, and your community's financial condition.
- ✓ **Develop a plan** for preparing the application which identifies the tasks to be completed, the individual(s) who will be responsible, and the timeframes in which each task will be completed.
- ✓ **Review the draft proposal** with citizen groups and other community leaders.

Once these steps are complete, an applicant is ready to prepare the CDBG-CV application.

B. APPLICATION INSTRUCTIONS & REQUIREMENTS

1. *Application Packet*

Each applicant is expected to consult with CDBG-CV Program staff about project eligibility and structure prior to submission of an application. It is important that applications be submitted under the Community Development category. The application packet contains the application form and Appendix Packet. The required Appendices must be completed with the original signed documents submitted with the application.

Please use the Application Form provided, adding pages if needed. Minimum font size used in your application is size 12. Please insert supplemental information to the back of your application and clearly identify each document. Do not submit your application in a 3-ring binder.

2. *Application Submission Details*

The 2nd Cycle FFY 2020 funding begins on March 9, 2022 with distribution of the letter notifying eligible applicants of the availability of these Application Instructions, the Application Form and Appendix Packet. Completed applications **must be received in the Fairbanks office** of the Department of Commerce, Community, and Economic Development, 455 3rd Avenue, Suite 140, Fairbanks, Alaska 99701-4737, no later than **4:30 p.m., April 29, 2022**. It is important that you send your application early enough to guarantee its **receipt in DCCED's Fairbanks office** by the deadline date. **NOTE:** *If you send your application by plane or a manner other than the US Postal Service, please arrange for delivery of the application to 455 3rd Avenue, Suite 140, Fairbanks, Alaska 99701-4737 no later than 4:30 P.M. on April 29, 2022.*

NOTE: Facsimile (fax) copies will not be accepted unless the applicant has received prior approval from Pauletta Bourne. The only condition under which facsimile copies will be considered is poor weather conditions which prohibit transportation of mail from a community prior to the submission deadline. The existence of poor weather must be confirmed by the postal service or the appropriate flight service and provided to DCCED for verification. Poor planning or procrastination in mailing the application packet on the part of the applicant is **not** an acceptable reason to authorize the acceptance of a facsimile application. You must notify us by **April 22, 2022** if poor weather conditions will prevent on-time submittal. Contact Pauletta Bourne at 451-2721 if you have any questions regarding facsimile copies.

Applicants must submit **an original and four copies of the application, required appendices, and all attachments. Only one copy of the audit or certified financial statement is required.** Applications must be submitted on the CDBG-CV Application Packet provided or an identical copy of these forms. Applications must be signed by the applicant's highest elected official (usually the mayor) or other authorized certifying officer designated by the highest elected official.

3. *Application Components: Instructions & Requirements*

The CDBG-CV Application Form consists of narrative responses to questions about the proposed project, project budgets, and an Appendix Packet which must be completed and submitted with the application. Applicants are advised to use the Application Checklist on page 30 of the Application Instructions to verify that all components of the application are complete and attached to the packet prior to submission to DCCED. The following Application Instructions discuss each section of the application form:

Project Description & Selection/Citizen Participation Plan (Rating Criterion #1)

Project Description

The Project Description should describe how the project proposal will **prevent, prepare for, and respond to coronavirus**. The narrative should first identify existing conditions and the nature of the proposed project. It should cover all aspects of the issues which are objectively measurable and should reference source documents and their location within the application (i.e. Attachment I, II, etc.). Photos are appreciated, although not required.

The Selection/Citizen Participation Plan

The Selection/Citizen Participation Plan should identify how and why the community chose this project. At a minimum, applicants must attach copies of meeting minutes from at least one public hearing, held prior to submission of the application which shows that citizens had the opportunity to comment on the proposed project. The citizen participation plan should also show that reasonable access to public meetings for all community members was provided, as well as technical assistance to low and moderate income citizens. The purpose of this meeting must be to review the community's plan for preventing, preparing for and responding to coronavirus, to accept alternative proposals and citizen views and comments, and to approve submission of the CDBG-CV application. **The meeting minutes must demonstrate that the community supports this project. It is not adequate to simply have a public hearing. The meeting minutes must reflect that residents were informed about the types of activities.**

Attach copies of minutes of at least one public hearing, held prior to submission of this application. Your minutes *must* show the following:

- ✓ CDBG-CV program and eligible activity was explained
- ✓ Public had opportunity to comment
- ✓ There was a call for alternate proposals
- ✓ Selected project has community consensus

This is a federal requirement. This application cannot be considered for funding without minutes showing that the public had an opportunity to comment and suggest a variety of possible projects for which CDBG-CV funds can be used, and that they had the chance to comment on the type of project for which the city/borough applied.

Guidelines for Mandatory Public Hearing for 2nd Cycle FY 2020 CDBG-CV Application

- ✓ Give adequate notice to residents about the public hearing. Post notices in several different places around your community to reach as many individuals as possible. Clearly state the date, time, place, and reason for the Public Hearing, if holding a virtual meeting provide a call-in number and code to connect to the teleconference. Attach a copy of the public notice to this application.
- ✓ The public hearing may be called as a special meeting or may be part of the regular City Council meetings. It must be held by the eligible applicant (City or Borough).
- ✓ After calling the public hearing to order, explain what the CDBG-CV Program is and explain what the CDBG-CV grant funds can be used for. The funds can be used for Community Development projects

that prevent, prepare for, and respond to the spread of the coronavirus. Ask if there are any questions on the types of projects that CDBG-CV can fund.

- ✓ Give an example of a proposed project that is currently needed in the community. Tell what it is and why it should be chosen for the FFY 20 CDBG-CV proposed project.
- ✓ Call for alternative proposals. Discuss all proposals fully to clearly identify what projects are needed and why they are important to the community.
- ✓ If there are no alternative proposals, clearly state this fact in the minutes of the meeting.
- ✓ Community approves the project and submission of the CDBG-CV application.
- ✓ After the meeting, the minutes of this Public Hearing must be written up and attached to the application, along with the sign-in sheet or other documentation of attendance.

The CARES act authorizes a CDBG-CV grantee to adopt and utilize **expedited procedures** for public hearings. The applicant is required to provide its citizens with notice and a reasonable opportunity to comment on the expedited procedures of **no less than 5 days**. Once adopted, the expedited procedures become part of the grantee's citizen participation plan. The public comment period for incorporating expedited procedures into the citizen participation plan may run concurrently with the public comment period on a proposed CDBG-CV. ([Federal Register \(Docket No. FR-6218-N-01\)](#), III.B.4 (a)(i) Citizen Participation, Public Notice and Comment Period.)

For the CDBG-CV program, applicants may hold virtual hearings in lieu of in-person public hearings. The applicants must provide reasonable notification and access for citizens and take appropriate actions to encourage the participation of all residents, including the elderly, minorities, persons with limited English proficiency, as well as persons with disabilities. ([Federal Register \(Docket No. FR-6218-N-01\)](#) III.B.4.(a)(ii) Virtual Hearings.)

Project Plan/Readiness (Rating Criterion #2)

DCCED will be looking for “shovel ready” projects and will not fund planning grants due to the short length of CDBG-CV funding. **A minimum of 80% of the project must be expended by June 2023.**

The Project Plan/Readiness section should describe the community's plan for implementing the proposed project including timelines, goals, objectives, and expected outcomes. Efforts to ensure the success of the project should be identified. Project agreements, design plans, building and other permits, site control, and cooperative/joint agreements which have been obtained should be outlined in detail in your project plan narrative. Additional information appropriate to include is outlined below:

- ✓ **Start and completion dates:** The start and end date of activities should be included in the application on page 5. The applicant should explain the timeline for all proposed activities.
- ✓ **Project Readiness:** Indicate whether you have included all the required documents to show project readiness on page 6 of the application. Also describe the efforts the community has undertaken to ensure the success of the project. Describe project agreements that are in place and the resources dedicated to the project. If applicable, explain the plan and budget for operating and maintaining your project after the CDBG-CV funding ends.
- ✓ **Building Code & Standards Enforcement:** Each CDBG-CV grant activity that includes construction, renovation, rehabilitation, expansion, or modification of buildings and facilities for public or commercial purposes, must be in compliance with pertinent state and federal building standards and codes. Applicants are required to submit final engineering documents and evidence of State Fire Marshal approval of plans.
- ✓ **Cooperative/Joint Agreements:** Identify and describe any cooperative or joint agreements. Make sure they are documented in Appendices E & F.
- ✓ **Potential Project Permits:** Appendix G identifies other permitting requirements and appropriate contacts and should be carefully reviewed.
- ✓ **Community Effort:** Describe what efforts the community has taken to ensure the success of the project. Discuss project agreements, resources dedicated to the project, and how you will maintain the project after the CDBG-CV funding ends.
- ✓ **Expected or Awarded Funding:** Identify and describe other expected or awarded funding from state, federal, public, or private funding agencies involved with this project on page 7 of the application. Please make sure that this funding is not a duplication of benefits (DOB). A duplication of benefits occurs when an entity receives financial assistance for the same purpose from other sources, and the total assistance received for that purpose is more than the total need for assistance. *(See page 19 for information on duplication of benefits.)*

- ✓ **Site Control:** Each CDBG-CV activity that involves the use of real property requires that the applicant document that they have the enforceable right to use the real property. This documentation may be in the form of a deed, lease (usually for not less than twenty years or the useful life of the facility), easement, or similar formally executed document. Because the lack of adequate site control can indefinitely delay the progress of a project, applicants are encouraged to secure and provide as much information as possible regarding land status with their application. If you have questions about site control, contact the CDBG-CV Program staff listed on page iii of these Application Instructions for assistance. If you are awarded CDBG-CV funds, you will be given no more than six months from date of award to show that you have site control.
- ✓ **Environmental Review** (*See Appendix D.*): Every successful applicant for CDBG-CV funds must obtain appropriate environmental clearances for their proposed activity. DCCED will make a determination regarding the environmental requirements of each project and notify each grantee about appropriate procedures after notification of award. After your application is submitted, **all project activity must stop** until the environmental review requirement is met.

Project Impact (Rating Criterion #3)

The Project Impact section should clearly identify 1) how the project will prevent, prepare for, and respond to coronavirus, and 2) how the project will provide a substantial or direct benefit to low and moderate-income residents, as well as any additional benefits the project will have for the community. Applicants will be asked to provide a project impact narrative (*See page 9 of the application*). Be specific. Attach additional pages if necessary.

Determining Minimum Benefit for Low and Moderate Income (LMI)

Each proposed CDBG-CV activity must meet the National Objective of benefiting populations or targeting areas which consist of at least 51% low and moderate income persons, as defined by census data and DCCED. Appendix B provides detailed instructions and forms which will help you determine *if* and *how* your project meets this requirement, and *how to document* that fact. **Your project cannot be considered for funding and will not pass beyond threshold review if this requirement is not satisfied. You must review Appendix B2, and review, complete, and return Appendix B1.**

Activities considered to benefit low and moderate income persons are divided into two categories as outlined below. Each proposed activity must fall under one of the below categories in order to be considered for funding. Again, the applicant must determine the activity under which the project falls:

1. Area-Wide Benefit
2. Limited Clientele

1. Area-Wide Benefit: The basic rule for Area-Wide Benefit is as follows:

An activity, the benefits of which are available to all residents in a particular area or areas, where at least 51% of the residents are Low and Moderate Income persons, qualifies as an area-wide

benefit. An activity which serves an area that is not primarily residential in character shall not qualify under area-wide benefit.

In order to meet this criteria, the applicant must identify the area or areas to be served by the activity (i.e., the entire community or a specific area within a community, such as a subdivision, etc.). The area identified must be the entire area which will be served by the project. In some cases, a project may be proposed which serves more than one community. You must identify specifically which community or communities will benefit. Once the area to be served is identified, the applicant must determine if that area is principally low and moderate income. There are two ways to accomplish this:

- a. If the project will serve the entire community, review the data in Part 1 of Appendix B2 and determine whether your community has a low and moderate-income percentage of 51% or more. If it does, then you have met the requirement to serve principally low and moderate income persons.
- b. If the project will not serve the entire community or if the data in Part 1 of Appendix B2 does not reflect that at least 51% of the community residents are low and moderate income, you will need to conduct a survey of the area to be served by the project prior to submission of an application. Contact the CDBG-CV Program staff listed on page iii of these Application Instructions for the survey methodology that must be utilized. Survey results will be considered valid until the next census data is published.

Note: *If the project will serve more than one community, you must contact the CDBG-CV Program staff (page iii) for an LMI determination.*

2. Limited Clientele: The basic rule for Limited Clientele is as follows:

A Limited Clientele activity is one which benefits a specific group of people rather than all the residents of a particular area.

To qualify under this category, the activity must meet one of the following tests:

- a. Benefit a clientele who are generally presumed to be principally low and moderate income persons as identified below:

- | | |
|----------------------------|--|
| ✓ Abused children | ✓ Elderly persons |
| ✓ Battered spouses | ✓ Homeless persons |
| ✓ Severely disabled adults | ✓ Illiterate adults |
| ✓ Migrant farm workers | ✓ Persons living with the disease AIDS |

OR

- b. Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the low- and moderate- income limit as defined by census data in Part 2 of Appendix B3; **OR**

- c. Have income eligibility requirements which limit the activity exclusively to low- and moderate-income persons; **OR**
- d. Be of such a nature and location that it may be concluded that the activity's clientele will primarily be low- and moderate- income persons.

Limited Clientele activities include:

- ✓ construction of a senior center
- ✓ construction of a domestic violence center
- ✓ construction of job training facilities for severely disabled adults

Limited clientele activities also include special projects that remove material and architectural barriers that restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned non-residential buildings, facilities, and improvements, and common areas of residential structures containing more than one dwelling unit. The removal of material and architectural barriers must be in conjunction with a renovation project on the facility.

Duplication of Benefits/Budget (Rating Criterion #4)

Duplication of Benefits

Duplication of benefits (DOB) occurs when an entity receives financial assistance for the same purpose from other current or pending applications, and the total assistance received for that purpose is more than the total need for assistance (*see page 10 of application*). ([See Federal Register, Docket No. FR-6218-N-01, section III.B.9 Duplication of Benefits](#)).

Successful applicants must establish policies and procedures that include the following components:

1. Requirement that any person or entity receiving CDBG-CV assistance (including subrecipients and direct beneficiaries) must agree to **repay** assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the person or entity. The grantee should establish a protocol to monitor compliance based on risk of duplication of benefits for each activity.
2. Develop a method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need.

To check to see if you have a duplication of benefits:

- ✓ Determine the total funding (from all sources) to complete the project.
- ✓ Subtract all the funding expected or awarded from other sources (*listed on page 7 of the application*).
- ✓ Subtract the total all cash and in-kind funding (*listed on page 11 of the application*).
- ✓ The amount left equals the unmet need available for this CDBG-CV funding.

Expected or Awarded Sources of Funding

Review the completed table of expected or awarded funding on page 7 of the application under the Project Plan/Readiness section and make sure that you are not requesting duplicate budget items in your CDBG-CV request budget. Each successful applicant for CDBG-CV funds will be required to disclose whether it has (or is proposed as a subrecipient on) any expected or awarded grants or cooperative agreements. A duplication of benefits would occur when other existing or expected support would cover identical cost items requested in this CDBG-CV budget.

Some support that may result in the duplication of benefits include:

- ✓ Federal funding from other sources
 - [Other CARES Act assistance](#) including:
 - US Small Business Administration (SBA)
 - Federal Emergency Management Agency (FEMA)
 - Internal Revenue Service (IRS)
 - US Treasury
 - United States Department of Agriculture (USDA)
 - US Department of Health and Human Services (HHS)
- ✓ State or local funding from other sources
- ✓ Private or non-governmental sources
- ✓ Non-profit or faith-based groups

Cash or In-Kind Support

Cash or in-kind funds are not required for CDBG-CV applications; however, they are encouraged to show overall support for project completion.

CDBG-CV funds will be targeted toward projects which demonstrate, at the time of application, that adequate funding to complete the project is both available and documented. You must assure that you do not request CDBG-CV funding for any identical items you are providing to the project with cash or in-kind support. This would be considered a duplication of benefits, and it is not allowed.

Some examples of in-kind funding are:

- ✓ *Cash contribution from the applicant*
- ✓ *Administrative costs*
- ✓ *Cost of a design or feasibility study*
- ✓ *Cost of work already completed on the project*
- ✓ *Value of land for projects using real property (not design or planning grants)*

You must provide the information requested for all cash or in-kind support on page 11 of the application. You will need to:

1. Provide the source of support (include the CFDA# for any federal support)
2. Provide the amount of the support,
3. Indicate if the support is cash or in-kind,
4. Attach documentation such as grant award letters, letters of commitment, bank account balance sheets, property appraisals, etc. for all funds listed.

The Proposed Budget

The Proposed Budget should identify specifically what funds are required, by line item, under each of the components. The Proposed Budget should reflect that the CDBG-CV Request is sufficient to ensure that the proposed project will be completed in a timely and efficient manner and that the project, in and of itself, will 1) prevent, prepare for, and respond to coronavirus, and 2) provide a direct benefit to the low and moderate-income residents of the area.

- ✓ *At least 80% of all CDBG-CV funds must be expended by June 2023*
- ✓ *All CDBG-CV costs for this application must be for activities that prevent, prepare for, or respond to Coronavirus and do not result in a duplication of benefits for identical cost items.*
- ✓ *For CDBG-CV funding, costs may be reimbursed back to January 21, 2020. Please explain in your budget narrative if any of your budget items include costs to be reimbursed for items already expended.*

Applicants should describe in the Budget Narrative and Computation sections how the CDBG-CV Request was computed. Each line item should include an explanation and cost estimate for the funds requested or identified.

Documentation of all costs, including their source and type, must be included in the Application Packet if the application is to receive the maximum points available in project review. Show how you calculated your budget and demonstrate that the project is fully funded. The following are some examples of budget documentation:

- ✓ *Construction cost estimates*
- ✓ *Quotes for materials and freight*
- ✓ *Equipment rental cost rates*
- ✓ *Grant award letters or cover sheets for in-kind funding*
- ✓ *Letters of commitment or municipal resolutions showing commitment of funds*
- ✓ *Grant award letters or cover sheets for in-kind funding*

For indirect costs for Administration, provide a copy of an approved indirect cost allocation plan as explained on page 23.

Applicants are advised to ensure that all potential costs for carrying out the project are identified and outlined in the proposed budget. For example, applicants should consider whether the project will be Force Accounted or Contracted Out when preparing the proposed budget. Descriptions of both are provided on the following pages:

FORCE ACCOUNTED: Force Accounted is a term used to describe a construction project in which a city or borough serves as the contractor and constructs a project “in-house” using local labor. In a force account project, workers are hired directly by the city/borough as public employees. The city/borough bears the final responsibility for hiring and firing employees, setting wages, paying wages, purchasing materials, and all aspects of construction.

Two questions should be kept in mind when considering whether or not to use Force Accounting for a construction project. First, is the city/borough **capable** of handling the technical aspects and labor

requirements of the construction project? Second, does the city/borough and the community have the **commitment** to provide the labor force, training programs, and administrative capability necessary to successfully complete a Force Account construction project?

CONTRACTED OUT: Contracted out is a term used to describe a project in which the city/borough signs a contract with a license contractor to complete the construction project. When projects are contracted out, the contractor, not the city/borough, is responsible for hiring and firing employees, determining wages, paying wages, purchasing materials, and all aspects of construction which are part of the contract. There are several different construction contracting options such as fixed-price, guaranteed maximum-price, design-build, turnkey, and construction management.

In computing proposed budgets, keep in mind that projects involving construction, remodeling, site development, major equipment installation, or other similar activity in which **contracted labor and services** is used, must comply with the Davis-Bacon Wage Act and other federal labor standards requirements. Those provisions are partially outlined below.

- ✓ The Davis-Bacon Act requires that workers receive no less than the prevailing wage being paid for similar work in their locality. All contracted labor must be paid the prevailing wage rate issued by the U.S. Department of Labor for the specific geographic region in which the project is located. The U.S. Department of Labor also issues federal wage determinations for each classification of work.
- ✓ Davis-Bacon wage rate provisions do not apply to equipment purchases where the cost of installation is less than 13% of the cost of the equipment.
- ✓ Davis-Bacon wage rate provisions apply to all CDBG-CV construction contracts, alterations, or repair contracts over \$2,000, except contracts for: rehabilitation or new construction of a residential property that contains less than eight units, apprentices registered in a bona-fide apprenticeship program approved by the Department of Labor or recognized by the State Apprenticeship Council, trainees employed under a program which has been approved by the Department of Labor, and Force Account employees of a State or political subdivision.
- ✓ Contracting out triggers other Federal Labor Standards requirements. Applicants are encouraged to request a complete Federal Labor Standards compliance packet before submitting an application, so that they may be fully informed of all the required provisions and how those may affect potential project costs.

Allocable Administrative Costs and Cost Allocation Plan (Indirect Costs)

A cost is allocable to a federal award if it is treated consistently with other costs incurred for the same purpose in like circumstances and if it:

1. is incurred specifically for the Funding Agreement;
2. benefits both the Funding Agreement and other work and can be distributed in a reasonable proportion to the benefits received; or
3. is necessary to the overall operation of the organization, although a direct relationship to any particular cost objective cannot be shown.

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. See 2 CFR Part 200.414 Indirect (F&A) costs.

Administrative Cost Limit: The maximum amount for Administrative Costs is 5% of the total amount of CDBG-CV funds requested in the application.

These statements highlight the difference between costs allocated under a cost allocation plan and an indirect cost plan. Direct costs are allocable under Item 1 above, allocable direct costs are under Item 2 above, and indirect costs are under Item 3.

Indirect costs are only those costs which cannot be readily identified to a final cost objective (i.e. those costs that do not connect back to the end result). Examples of indirect costs include salaries of department managers, depreciation or use allowances, personnel costs and accounting. It is the municipal government responsibility to show that the cost is related to carrying out the objectives set forth in the grant agreement (i.e. to show an incurred expense). By definition, indirect costs cannot be tied back to the objectives in the grant agreement; the only way to make these costs allocable is through an approved indirect cost allocation plan.

A cost allocation plan does not need cognizant agency approval while an indirect cost allocation plan does. Cost allocation plans (see Item 2 above) allocate costs that benefit both the Funding Agreement and other work and can be distributed in reasonable proportion to the benefits received. For example: A plan to allocate an electricity bill based upon square footage and direct labor costs may be reasonable if the municipal government can show that electricity use was reasonably necessary to carry out the objectives, electricity was actually used to carry out the objectives, the bill resulted at least in part from that usage, and the bill was paid by the municipality. Since there is a direct tie between the cost (electricity bill) and the objective, the cost is not an indirect cost but an allocable direct cost.

If indirect costs were approved as part of the municipality's administration budget in the CDBG-CV application, a copy of its cost allocation plan must be provided at the beginning of each fiscal year for which it has a CDBG-CV Funding Agreement as well as a copy of the plan's approval by the cognizant agency.

Administrative Capabilities (Rating Criteria #5)

Each applicant will be rated on its administrative capabilities to properly manage CDBG-CV funds and comply with all requirements. *(See the Rating Criteria for Administrative Capabilities on page 28, as well as the checklist on page 30.)*

The applicant is asked to identify the person(s) responsible for the day-to-day management of this project and describe its ability to comply with all federal and state accounting and reporting requirements *(See page 15 of the application)*. The applicant will be asked to provide information on other grants it has administered in the past, and to provide a narrative explaining that it has the cash resources to administer a cost-reimbursable grant agreement.

The applicant must answer questions about and attach details relating to audits and audit findings, note any tax liens or judgements, and explain how these issues have been addressed. Administration costs must be clearly described and how these costs will be charged to this grant must be explained. A printout of the applicant's active DUNS and CCR# for both the applicant and project partners or subrecipients must be attached from: <https://sam.gov/content/home>.

Last of all, the applicant will demonstrate its administrative capability by providing all the information required, correctly follow all instructions, attach all required documents (including extra pages and appendices), use a font size of at least 12-points, and present the application in a complete, easy-to-read format.

Rating Criteria

As described previously under the Grant Selection process, applications will be reviewed at two stages: threshold review and project rating and selection. During the threshold review process, staff will screen all applications for eligibility without awarding points. An application must meet all the threshold review requirements in order to qualify for the second stage of the selection process. The project rating and selection process, stage two, will be conducted by the Application Selection Committee (ASC) using the criteria described below. Applications will be evaluated and assigned points by the ASC based on the following criteria:

CRITERION #1 / Maximum Points Available 15

Project Description & Selection / Citizen Participation Plan

- ✓ Did the applicant describe the existing conditions, the nature of the proposed project, and how it will **prevent, prepare for and respond to coronavirus**? Although not required, did the applicant submit photos that show existing conditions?
- ✓ Did the applicant describe how the community decided on this project and why?
- ✓ Is there evidence of an active citizen participation plan which encourages citizen participation, provides reasonable access to public meetings, and provides technical assistance to low and moderate income citizens in developing proposals?
- ✓ Did the applicant describe the public participation process and explain how low and moderate income residents had the opportunity to comment?
- ✓ Does the applicant demonstrate there is a community consensus about this project?
- ✓ Did the applicant attach minutes of at least one public hearing, held prior to the submission of this application, which verifies community consensus? Did the public meeting minutes demonstrate that citizens were asked to prioritize potential CDBG-CV requests and that the majority selected this project?
- ✓ Did the applicant submit verification of public notification of the meeting? Were sign-in sheets attached?
- ✓ Does the applicant appear to have adopted a community development plan which identifies the proposed project as a community priority?

CRITERION #2 / Maximum Points Available 25

Project Plan / Readiness

- ✓ Did the applicant provide a clear and reasonable plan for implementing the proposed project?
- ✓ Did the applicant identify specific timelines, goals, objectives, and expected outcomes? Do these appear to be reasonable and achievable?
- ✓ Has the applicant identified and addressed permitting requirements, site control, State Fire Marshal approvals if appropriate, Energy Standards if appropriate, and Cooperative/Joint Agreements if appropriate?
- ✓ Has the applicant identified other agencies which will be or should be involved with this project?
- ✓ Is the applicant ready to proceed with the proposed project upon notification of award? Is this project “shovel ready”?

CRITERION #3 / Maximum Points Available 25

Project Impact

- ✓ Does the applicant provide evidence that the proposed activities will prevent, prepare for, and respond to the coronavirus?
- ✓ Does the applicant provide evidence that the proposed activities will provide a substantial or direct benefit to low and moderate-income persons?
- ✓ Does the proposed project include any additional benefits to the community?

CRITERION #4 / Maximum Points Available 25

Duplication of Benefits/Budget

- ✓ Is the overall Proposed Budget reasonable?
- ✓ Has the applicant clearly identified and submitted its proposed budget? Is a Budget Narrative included?
- ✓ Is the total project cost and the CDBG-CV funding request clear?
- ✓ Has the applicant disclosed whether it has (or is proposed as a subrecipient under) any expected or awarded funding needed to complete this project? Is documentation included?
- ✓ Are cash and in-kind funds committed to the project supported with documentation? Has the applicant identified the source and type of these funds?
- ✓ Has the applicant identified whether the proposed project will be Force Accounted or Contracted Out, if appropriate?
- ✓ the applicant completed the Labor and Fringe Benefits computation chart contained in the Application Packet? Are the proposed wage rates appropriate and reasonable? Are the Fringe Benefits appropriate and reasonable?
- ✓ Has the applicant identified costs and attached price quotes or cost estimates for materials, freight, equipment rental, contractual, insurance, administration, and other line items for which CDBG-CV funds are requested? Are the costs reasonable and appropriate?
- ✓ Is no more than 5% in administrative costs requested from the CDBG-CV funds?
- ✓ Does it appear that the applicant can complete this project and provide a benefit to the residents of the area with the funds currently available?

CRITERION #5 / Maximum Points Available 10

Administrative Capabilities

- ✓ Does the Application Packet and information provided therein support that the applicant has the administrative capability to properly manage CDBG-CV funds and comply with all federal and state requirements?
- ✓ Has the applicant identified who will have the day-to-day management responsibility and oversight for this project?
- ✓ Does the applicant have the cash resources to administer a cost reimbursable grant or have they identified an alternative course of action which will allow this project to proceed?
- ✓ Has the applicant successfully administered other federal or state grants which have had similar requirements to the CDBG-CV program? Has the applicant documented that it was successful with those grants?
- ✓ Did the applicant attach a copy of last year's audit or Certified Financial Statement with the Application Packet? Does the audit identify findings? Have those findings been satisfactorily resolved? Did the applicant include management letters and any other reports received with its audit?
- ✓ Has the applicant noted any tax liens or judgments and addressed them?
- ✓ Has the applicant clearly described what Administration costs will be charged to this grant?
- ✓ Did the applicant use the application form provided, adding pages if needed? Was the minimum font size used in the application (at least size 12) and was it easy to read? Was supplemental information (designs, comprehensive plans, etc.) inserted in appendices attached to the back of the application?

Total Maximum Score for all Five Criteria

Project Description & Selection/Citizen Participation Plan	15
Project Plan/Readiness	25
Project Impact	25
Budget	25
Administrative Capabilities	10

Total Maximum Score 100 Points

Appendix Packet Contents

The yellow Appendix Packet includes Appendices A through I, as well as instructions for completing each appendix. Please complete the required* appendices and make sure they are attached to your application. The original signed application must include the required appendices to be considered for funding with original signature of the applicant's highest elected official or other authorized representative and four copies.

**** Required to be submitted with all applications***

† Required to be submitted with applications, if applicable

§ For reference only; do not submit this appendix with your application

APPENDIX A: * Authority to Participate

APPENDIX B1: * Determining Benefit to Low and Moderate Income Persons

APPENDIX B2: § Low and Moderate Income Tables

Part 1: Listing of LMI % by Community

Part 2: Listing of LMI Income Limits by Census District

APPENDIX C: * Statement of Assurances and Certifications

APPENDIX D: § Environmental Review Information

APPENDIX E: † Joint Application Agreement

APPENDIX F: † Cooperative Application Agreement

APPENDIX G: § Potential Project Permit Requirements

APPENDIX H: * Applicant/Recipient Disclosure/Update Report

APPENDIX I: * ADA Certification

Application Checklist/Threshold Review

You must answer yes or N/A to all the questions below in order to pass the threshold review. If your application does not contain the required information, your application will not move forward.

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Will the Application Packet be received by April 29, 2022 at 4:30 p.m. in the Fairbanks DCCED office? This is a firm deadline.
<input type="checkbox"/>	<input type="checkbox"/>		Is the applicant eligible to receive CDBG-CV funds?
<input type="checkbox"/>	<input type="checkbox"/>		Is the application complete with all required attachments and appendices?
<input type="checkbox"/>	<input type="checkbox"/>		Is this a Community Development project that will prevent, prepare for, and respond to coronavirus ?
<input type="checkbox"/>	<input type="checkbox"/>		Is there a printout of the applicant's (and co-applicant's) active DUNS and CCR# included?
<input type="checkbox"/>	<input type="checkbox"/>		Is the application signed by the highest elected official or the individual designated on the Authority to Participate Resolution (Appendix A)?
<input type="checkbox"/>	<input type="checkbox"/>		Is the Authority to Participate Form (Appendix A) included and complete?
<input type="checkbox"/>	<input type="checkbox"/>		Is Appendix B - Determining Benefit to LMI Persons - filled out and attached?
<input type="checkbox"/>	<input type="checkbox"/>		Is the Statement of Assurances and Certification (Appendix C) included and signed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Joint Application Agreement (Appendix E) signed and included, if applicable?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Cooperative Application Agreement (Appendix F) signed and included, if applicable?
<input type="checkbox"/>	<input type="checkbox"/>		Is the Applicant/Recipient Disclosure/Update Report (Appendix H) signed and included?
<input type="checkbox"/>	<input type="checkbox"/>		Is the ADA Certification (Appendix I) signed and included?
<input type="checkbox"/>	<input type="checkbox"/>		Is the most recent audit or certified financial statement included? Include any management letters and other reports that pertain to the audit and a statement addressing resolution to any findings as applicable.
<input type="checkbox"/>	<input type="checkbox"/>		Is the Citizen Participation plan (minutes of a Public Hearing) included? Do the minutes meet the criteria on pages 14-15 of these Application Instructions?
<input type="checkbox"/>	<input type="checkbox"/>		Do the minutes reflect that the CDBG-CV program was explained, including how CDBG-CV funds can be used only for Community Development activities that prevent, prepare for and respond to coronavirus?
<input type="checkbox"/>	<input type="checkbox"/>		Do the minutes reflect that residents were given the opportunity to comment on the proposed project or suggest alternative projects?
<input type="checkbox"/>	<input type="checkbox"/>		Is the original signed application and four complete copies included? (Only one copy of the most recent audit is required.)