

NAICS Code
Number of Paid Staff:
Number of Board of Directors:
Geographic Area Served:
Community Activities:
(Mission Statement)
What program(s) are you interested in?

Project Information

Application Type
If joint, other Municipalities
Subapplicant (Village or School District; Nonprofit Organization), if any
Subapplicant Address

Project Address

CityCountyStateZip Code

City

CityCountyStateZip

Link for Census Tract and Block Group numbers:
[US Census Bureau](#) .

Census Tract

Block Group: (if applicable)

Grant Subcategory Under Which Funds are Requested

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

Duns Number

TIN Number

Proposed Number of Beneficiaries or Households

Proposed Number of Low-Mod Income Beneficiaries or Households

Percentage of LMI for Project

%

Threshold Instructions and Checklist

Statutory Requirements (All CDBG Applications)

Part I – Public Noticing Requirements

If the answer is yes, Parts I – V below will need to be filled out for both communities (See Joint Applicant Threshold component)

Ten-calendar-day notice period met

Published in a newspaper of general circulation

Electronic or scanned tear sheet is uploaded

Documentation that Public Notice was posted in three public places is uploaded

Documentation includes dates and places posted

Documentation is signed and dated by municipality

Held prior to governing body's final action regarding the filing of the application

Public Notice states:

Specific grounds for the public hearing

Date of the public hearing

Time of the public hearing

Location of the public hearing

Part II – Public Hearing Requirements

Minutes of public hearing are uploaded

Handout was made available (and noted in minutes)

General explanation of CDBG was given (and noted in minutes)

Views of the Citizens were solicited (and noted in minutes)

Range of possible community development activities were described (and noted in minutes)

Amount of funds available was stated (and noted in minutes)

Submittal of CDBG application for proposed project was approved (and noted in minutes)

Chief Executive Officer (or designee) was authorized to execute any and all documents related to this CDBG project

Part III – Application Certification and HUD Disclosure Report

Application Certification Form complete, signed, and uploaded

HUD Disclosure Report complete, signed, and uploaded

Will project have a negative environmental impact on the project area? If yes, please contact CDFA immediately to discuss. (603) 226-2170.

Part IV – Residential Antidisplacement and Relocation Assistance Plan (RARA)

Plan submitted and uploaded

Certification of compliance with the Uniform Relocation Act (URA) and Section 104(d) of the Act, as amended

Minutes of the hearing at which the Plan was adopted are uploaded

Part V – Housing and Community Development Plan (HCDP)

Current (HCDP) is uploaded and is less than three years old

Plan is referenced in the narrative of the application

Plan identifies community development and housing needs which currently exist or are anticipated to exist in the next three years

Plan identifies short- and long-term objectives which are consistent with federal and state objectives

Plan states that as a matter of policy, the municipality will minimize the involuntary displacement of households from their neighborhoods

Minutes of the hearing at which the Plan was adopted are uploaded

Statutory public hearing requirements have been met

Statutory public notice requirements have been met

Date HCD Plan was adopted/readopted

Project Specific Thresholds: Inst and Ck1st

Housing Applications (for applicants with four or more housing rehabilitation grants)

Housing code has been adopted and is separate and distinct from the building code

Housing inspection program is maintained, including a housing inspector provision

Public Facilities and Public Property Applications

1:1 firmly-committed match ratio

Water and Sewer Applications

Municipal, Village District or Private PUC-Regulated Water or Sewer Applications

Department of Environmental Services Violation Determination is uploaded

Current annual metered residential water rate or current annual sewer rate, whichever applies, for either 12,000 CF or 9,000 gallons per year shall:

Exceed 1% of the moderate family income from the last decennial census

Exceed 2% of the moderate family income from the last decennial census for combined residential water and sewer rates

Exceed the levels noted above after the project is completed

Private or County Water or Sewer Applications

Private water system rate approval is regulated by the NH Public Utilities Commission

County water or sewer systems serving a primarily-institutionalized population must have matching funds of at least \$1,500 per bed

Economic Development Applications

Project creates/retains one (1) job for each \$20,000 of CDBG funds

At least 60% of jobs created/retained are available to low and-moderate income persons

Firmly committed match funds at a minimum of 1:1 ratio

Eligible Activities:

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

Purchase of machinery and equipment

Employee training

Acquisition of land

Public improvement

Working capital

Microenterprise Development Applications

Firmly committed match ratio of 1:2

Lending and technical assistance available to recipients

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

Joint Applicant Threshold Checklist

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Project Narrative

Nature of Problem*

What is the nature of the problem and need for the proposed project?

Note: 5000 character limit.

Project Impact and National Objective Compliance*

What impact will the proposed project have on the problem? How will the project benefit low- and moderate-income people? How many households (for Housing subcategory) or individuals (for Public Facilities subcategory) will benefit from this project or program?

Note: 5000 character limit.

Project Implementation*

How will the proposed project be implemented? If this is a program, how will it be implemented? If applicable, explain the role of the nonprofit entity.

Note: 5000 character limit.

Project Readiness*

Is the project ready to be implemented? Please explain what efforts toward implementation have been made on the proposed project, as well as any actions that would increase the project's impact or which would quickly move the project forward once the grant is approved. See Cdfa 310.12 (j) or (n) for additional details. Include attachments in the attachments section.

Note: 5000 character limit.

Financial*

Explain the need for CDBG funding. Have other sources of funding been investigated?

Note: 5000 character limit.

Long Term Benefit to Low- and Moderate-Income Persons*

The applicant must describe how a majority of the funds for the proposed project will have a long term benefit (20 years), primarily to low- and moderate-income persons (or households) if the study were to be implemented. Supporting documentation must be included as applicable; see threshold attachments -numbers 16 through 19. Some projects by their very nature are considered to provide long term benefit to low- and moderate-income persons (i.e. replacement of water or sewer lines serving an LMI neighborhood or handicapped access projects). In these instances, the certification to operate and maintain these public facilities shall serve to meet the requirements of this narrative.

Note: 5000 character limit.

Implementation Schedule

Activity	Start Date	Status	Completion Date
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Salaries and Benefits

Row	Name	% on Project *	CDBG	Non-CDBG **
		%	\$0	\$0
		%	\$0	\$0
		%	\$0	\$0
Totals			\$0	\$0

Grant Administrator (Consultant)

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

Operations

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

Column Definition

- Other 1
- Other 2
- Other 3
- Other 4
- Other 5
- Other 6

Sources and Uses

Row	CDBG	Other 1	Other 2	Other 3	Other 4	Other 5	Total
Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Architectural/Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Financing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Permanent Financing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Soft Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Leasehold Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment/Furnishings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Residential Rehabilitation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Residential Rehabilitation Specialist	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CDBG Admin Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources

Row	CDBG	Other 1	Other 2	Other 3	Other 4	Other 5	Total
Sources Committed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Running Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sources Pending	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Running Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Budget Description

Budget Description*

Please describe the budget line items. To save or edit this form, click Save or Edit button in the upper right hand corner of the screen. Need more help? Click Help in the upper left hand corner of the screen.

Note: 5000 character limit.

Proposed Activities

Thresholds Attachments

Attachment	Description	File Name	Type
1.	A PDF of the original newspaper tear sheet, evidencing the newspapers name and date published		
2.	Documentation that the Public Notice has been posted in three (3) places within the community (or proposed project area if County is applying), and names of posted areas listed, signed and dated by municipality		
3.	Minutes of public hearing		
4.	Copies of Intergovernmental Agreements related to the application, that addresses which municipality will be administering the grant if awarded .		
5.	Completed HUD Disclosure Form 2880		
6.	Adopted RARA Plan		
7.	Current HCD Plan less than 3 years old		

8. Most recent Audit from Grantee
9. Most recent Audit from Subrecipient
10. Map of proposed project site or service area
11. Department of Environmental Services Violation Determination for all water and sewer
12. Non profit corporation articles of agreement and by-laws (non profit affordable housing development and non profit owner occupied service facility);
13. Letter of commitment from a for-profit developer and a draft contract outlining the mechanism by which the long term benefit will be achieved (for-profit affordable housing development);
14. Cost estimates indicating the percentage of funds to be used for single family owner occupied rehabilitation; or
15. 20-year lease agreement with public service providers for a center/facility project and an operating budget of the service providers indicating long-term viability.

Other Attachments

Description

File Name

Municipal Certification

To the best of my knowledge, the data in this application is true and correct, and this application submittal has been authorized by the governing body of the municipality. The municipality will comply with all federal and state laws, rules, regulations and requirements, including those in PART Cdfa 300 - CDBG Administrative Rules.

Furthermore, I certify that:

The municipality affirmatively furthers fair and affordable housing; and Where applicable, the proposed project is consistent with the municipal master plan, the Housing and Community Development Plan (HCDP), the Residential Antidisplacement & Relocation Assistance (RARA) Plan and that all planning and zoning requirements have been met; and Where applicable, the municipality shall provide adequate funds to operate and maintain the public facility or improvement after the completion of the project.

Certification

Name of Designated CEO

Title of Designated CEO

PDF of Signed Municipal CEO Certification

