



Photo Credit: David Witthaus

Application Submission

Submit the following by Friday, March 29, 2019 from 8:00 a.m. – 5:00 p.m.

- One (1) printed application with original signatures and

Submit in person to:

Community Development Dept.
Attn: Tanya Brocke
215 D Street
Lewiston, ID 83501

For questions, or more information:

Tanya Brocke, Community Development Specialist
Ph. 208.746.1318 x 7265
Email: tbrocke@cityoflewiston.org.

Applications can also be found on the city website at:

<http://www.cityoflewiston.org/content/850/1066/1160/7800.aspx>

2019 Community Development Block Grant (CDBG) Program

The City of Lewiston is accepting applications for its 2019 CDBG Program Year (PY) from eligible entities. Application submittal deadline is 5:00 p.m., Friday, March 29, 2019.

This packet includes an overview of the CDBG program, City of Lewiston's Five-Year Priority needs, application instructions and required forms.

All applicants are required to submit a complete application.

APPLICATION DEADLINE

FRIDAY, MARCH 29th

Application Instructions

1. Applications can be downloaded from:
www.cityoflewiston.org/content/850/1066/1160/7800.aspx
2. Submit one (1) printed application with original signatures
3. Use 8 ½” x 11” paper for original printed copy submittal. Bind the original copy of your application with removable binder clips or paper clips. **Do not use staples. Do not print on both sides.**
4. Applications must be concise and complete.
5. Place Application Checklist on top of your application (see Appendix 1).
6. A complete application consists of the following parts. **Submit in this order:**
 - a. Executive Summary: Provides overview of program/project requesting funds. Responses may be duplicative of other information in application.
 - b. Section I: Organization Information
 - c. Section II: Program/Project Information – Narrative responses should be concise and complete.
 - d. Section III: Financial Information and Budget –Line item budgets must be attached with the application.
 - e. Section IV: Certifications – Ensure the forms are signed and dated by the appropriate persons.
 - f. Section V: Attachments – provide all attachments unless it is listed as optional or is not applicable. Clearly label all attachments using a cover page with the original submissions.

Application Deadline is Friday, March 29, 2019 at 5:00 p.m.

Deliver to: Community Development Department, 215 D Street, Lewiston, ID 83501

Important: Unless otherwise noted, all components of the application must be provided, and in the proper order. If a question or an exhibit is not applicable, note that in the application by designating “N/A” in order for the application to be considered “complete”. Incomplete applications may not be considered for CDBG funding.

CDBG Program Overview

Related References: Title I, Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-530.1 et seq. For more information, go to:
<https://www.hudexchange.info/programs/cdbg-entitlement/>

Each activity, except planning and administrative activities, must meet one of the CDBG program's three National Objectives:

Purpose:

1. Benefit low and moderate-income (LMI) persons (24 CFR 570.208(a)).
2. Aid in the prevention or elimination of slum or blight (24 CFR 570.208(b)).
3. Meet community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available (24 CFR 570.208(c)).

Eligible Applicants

- Private Nonprofits
- Governmental Agencies
- Private For-Profit Entities: A limited number can qualify as subrecipients when facilitating economic development (24 CFR 570.201 (o)(1)).

Examples of Eligible Activities:

- Clearance and Demolition
- Acquisition of Real Property
- Rehabilitation of Residential and Non-Residential Structures
- Construction of Public Facilities (such as water and sewer facilities, streets, sidewalks, neighborhood centers)
- Owner Occupied Rehabilitation
- Public Facilities, Infrastructure and Real Property Improvements
- Public Services (within certain limits)
- ADA Improvements

Ineligible Activities:

- Political activities
- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- Certain Income Payments
- Construction of new housing.

Note: Projects located in a FEMA or floodplain are subject to special requirements and may be absolutely prohibited.

IMPORTANT REMINDER:

For ACQUISITION, REHABILITATION, OR CONSTRUCTION PROJECTS: Completion of the HUD environmental review process is mandatory before taking a physical action on a site, or making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair or construction activities. Subrecipients, contractors, owners and developers may not commit or expend funds on projects until the City of Lewiston has completed the environmental review process. **ANY OPTIONS TO PURCHASE PROPERTY SHOULD BE CONTINGENT UPON A COMPLETED HUD ENVIRONMENTAL REVIEW COMPLETED BY THE CITY OF LEWISTON.**

2018-2022 Consolidated Plan Goals and Priority Needs

1	Priority Need	HOUSING AFFORDABILITY
	Priority Level	High
	Population Served	Very low income Low income Moderate income
	Associated Goals	<ul style="list-style-type: none"> • Preserve and expand affordable housing • Support housing and services for the homeless
	Description	<ul style="list-style-type: none"> • Support the development of affordable rental and owned housing, including projects located near employment and transportation • Extend the useful life of existing affordable housing through weatherization, repair, and rehabilitation programs
	Basis for Priority	Interviews with community stakeholders, public meeting input, survey data, CHAS and other data
2	Priority Need	HOMELESSNESS & HOMELESSNESS PREVENTION
	Priority Level	High
	Population Served	Very low income Low income Moderate income Disabled (physical, mental, behavioral health) Elderly and frail elderly Children and youth Homeless and at-risk populations
	Associated Goals	<ul style="list-style-type: none"> • Preserve and expand affordable housing • Support emergency housing and services for the homeless
	Description	<ul style="list-style-type: none"> • Assist persons who are homeless through emergency, transitional, and permanent housing and supportive services • Assist households at risk of homelessness
	Basis for Priority	Interviews with community stakeholders, public meeting input, survey data, homeless need and existing homeless resources
3	Priority Need	NON-HOUSING COMMUNITY DEVELOPMENT
	Priority Level	High
	Population Served	Very low income Low income Moderate income Disabled (physical, mental, behavioral health) Elderly and frail elderly Children and youth
	Associated Goals	<ul style="list-style-type: none"> • Improve public facilities and infrastructure
	Description	

	Description	<ul style="list-style-type: none"> Fund non-housing community development activities that eliminate blight, improve safety, and support new affordable housing development, such as sidewalk construction and repair, street improvements, transportation improvements, ADA improvements, and other allowable infrastructure or facility improvements not listed here
	Basis for Priority	Interviews with community stakeholders, public meeting input, survey data
4	Priority Need	PUBLIC SERVICES AND ECONOMIC OPPORTUNITY
	Priority Level	High
	Population Served	Very low income Low income Moderate income Disabled (physical, mental, behavioral health) Elderly and frail elderly Children and youth Victims of domestic violence Homeless
	Associated Goals	<ul style="list-style-type: none"> Provide services and economic opportunity
	Description	<ul style="list-style-type: none"> Fund projects that provide supportive services to low and moderate-income households, as well as special needs populations. Includes but is not limited to medical and dental services, childcare, mental health and substance abuse services, services for victims of domestic violence, transportation assistance, and other allowable public services not listed here.
	Basis for Priority	Interviews with community stakeholders, public meeting/focus group input, survey data

Important Information/Items to Consider

General:

This application briefly summarizes some of the main requirements for this grant. These requirements are not all inclusive. Potential applicants should consider their capacity and program/project concept in relation to all requirements. It is an applicant's responsibility to thoroughly review all grant regulations and guidance before preparing an application for funding to ensure they have the ability to comply with all Federal requirements and grant regulations. **Note:** Resources for grant information is included online at www.hudexchange.info/programs/cdbg

CAPACITY: Demonstrates the ability to carry out the proposed program activities, including 1) meeting the stated goals and objectives, 2) maintaining all required documentation, 3) submitting all required reports, 4) adhering to acceptable financial management and recordkeeping, 5) sufficient staff to administer the grant, and 6) staff trained in federal grants.

The City may request supplemental written information from an applicant concerning the applicant's ability to perform the services, or if the amount awarded is different from the amount requested. If an applicant fails to provide supplemental information within the time stated in the request, the City may refuse to consider the application.

If an applicant provides false or misleading information, it will be grounds to dismiss their application.

In cases of doubt or differences of opinion concerning the interpretation of this packet, the City reserves the exclusive right to determine the intent, purpose, and meaning of any provision in this packet.

Successful applicants must certify that they will comply with all applicable Federal regulations, State and City statutes, rules, regulations and record keeping requirements governing the use of grant funds. The applicant selected by the City will be required to enter into a written agreement requiring compliance with the application and any modifications and conditions imposed by the City including grant terms applicable to the program/project. If awarded funding, it is the responsibility of the applicant to understand and comply with a written agreement and federal regulations. (See Section IV – Certification Forms).

Funds will be available upon completion of all regulatory requirements for use of federal funds including, but not limited to, completion of a HUD Environmental Review. If awarded, funds may be reimbursed from the effective date of a contract, but will not be disbursed to the awardee until the subrecipient agreement is executed by both parties.

If an acquisition and/or rehabilitation project is proposed, the applicant can have no financial or legal commitment to purchase or begin rehabilitation.

Acquisition, Rehabilitation or Construction projects cannot start until the City has conducted a HUD Environmental Review. Agencies failing to wait until the HUD environmental review is complete will forfeit the allocated funds.

If the current application requires any future funds for completion, applicant must clearly identify what costs are anticipated.

DUNS Number

This is a nine-digit number in a data universal numbering system that identifies business entities on a location-specific basis. A DUNS number is mandatory to receive federal funding. If you do not have a DUNS number, you can register with Dun and Bradstreet at <http://fedgov.dnb.com/webform> (can take up to 30 days to complete) or by calling 866.705.5711 (takes 10-15 minutes to complete).

System for Award Management (SAM)

The System for Award Management (SAM) includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. In order to be eligible to receive funding, applicants must register on SAM. Registration must be renewed and revalidated at least every 12 months. To register, go to www.sam.gov and create an account by clicking the “Create User account” and follow the directions. You will need your DUNS number and about 30 minutes to complete the process. If you need help, call 1.866.606.8220. Registration is FREE!

Relocation of Occupants and URA Requirements

An acquisition or rehabilitation project may trigger Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) requirements even when it may seem they are unrelated. It is important to have a clear understanding of these and other important terms as defined in the URA and the regulations. The phrase “program or project” is defined in 49 CFR Part 24 as “any activity or series of activities undertaken by a federal agency or with federal financial assistance received or anticipated in any phase of an undertaking in accordance with the federal funding agency guidelines.”

Generally, a displaced person under the URA is an individual, family, partnership, association, corporation, or organization, which moves from their home, business, or farm, or moves their personal property, as a direct result of acquisition, demolition or rehabilitation for a federally funded project. Displaced persons are eligible for relocation assistance under the URA.

The URA regulations require three notices to be issued to eligible persons. These notices provide important information about the project, the affected persons’ resulting rights, their protections, and their eligibility for relocation assistance and payments under the URA. It is critical for agencies to issue appropriate notices to affected persons at the appropriate time and one of the first notices must be issued at the time a project application is submitted to the City of Lewiston. Refer to the Tenant Assistance, Relocation and Real Property Acquisition Handbook (HUD Handbook 1378.0) for more information on this topic. (<https://www.hudexchange.info/resource/310/hud-handbook-1378-tenant-assistance-relocation-and-real-property-acquisition/>)

Any application for HUD funds must contain an accurate determination of the number of household or businesses to be potentially displaced, their incomes, and an estimate of relocation costs associated with the project. Early in the process of project planning, relocation concerns must be explored so decisions about rents, construction timing (phasing), and project feasibility can be fully explored.

Construction Project and Federal Wage Rates

For construction projects over \$2,000, workers must be paid Federal Davis-Bacon wage rates (except housing rehab in which case eight or more units must be involved in a single undertaking). These rates

are established by specific trades (examples: plumbers, electricians, carpenters, laborers, etc.) and are based on either a “residential” or “commercial” rate. Generally, these wages are higher than accepted local rates. This may increase the cost of the project since these workers must be paid Federal Davis-Bacon wages on the entire project, not just the portion funded by HUD. There is also additional record keeping requirements for the contractor and City staff must conduct site interviews with employees while the work is underway.

Lead Based Paint

For any project involving an existing residential structure that was built before 1978, the project must meet the requirements of the HUD regulation to control lead-based paint hazards in housing receiving federal assistance, 24 CFR Part 35. This regulation, effective September 15, 2000, establishes procedures for evaluating whether a lead-based paint hazard may be present, controlling or eliminating the hazard, and notifying occupants of what was found and what work was done in such housing. City staff will provide technical assistance in determining the regulations that apply and the required lead abatement process. However, the applicant is responsible for conducting all required lead-based paint abatement procedures, and should accommodate these activities in the project.

Demographics

Reporting requirements for CDBG funding will involve data collection of demographic information for each person served such as those that follow. Depending on the type of project, some reporting requirements are more extensive.

- 1. Income Categories (MFI = Median Family Income):**
 - a. Extremely Low (0% - 30% MFI)**
 - b. Low (31% - 50% MFI)**
 - c. Moderate (51%-80% of MFI)**
 - d. Non-Low to Moderate (greater than 80% of MFI)**
- 2. Gender: Male or Female**
- 3. Race and ethnicity:**
 - a. Racial Categories**
 - i. American Indian/Alaska Native**
 - ii. Asian**
 - iii. Black/African American**
 - iv. Native Hawaiian/Other Pacific Islander**
 - v. White**
 - vi. American Indian/Alaska Native AND White**
 - vii. Asian AND White**
 - viii. Black/African American AND White**
 - ix. American Indian/Alaska Native AND Black/African American**
 - x. Other Multi-Racial**
 - b. Ethnic Designations**
 - i. Hispanic/Latino**
 - ii. Not Hispanic/Latino**

Note: Ethnic categories such as Hispanic and Latino cut across all races. Persons reporting Hispanic or Latino must also select a race.

Low and Moderate-Income Guidelines

Activities for participants funded with HUD awards must meet low or moderate-income guidelines as determined by HUD. The current income guidelines for the City of Lewiston are as follows:

2018 Income Limits Summary by Household Size

# of Persons	Income Limit	# of Persons	Income Limit
1	\$35,250	5	\$54,350
2	\$40,250	6	\$58,350
3	\$45,300	7	\$62,400
4	\$50,300	8	\$66,400

2019-2020 Program Year Application Executive Summary

Name of Applicant: _____

Proposed Program/Project Name: _____

Proposed Program/Project Address: _____

Priority Need Addressed: Housing Affordability Homelessness & Homelessness Prevention Non-Housing Community Development Public Services & Economic Opportunity

PY 2019 Unduplicated Number of Beneficiaries to be Served	PY 2019 Beneficiary Category (Enter Persons, Households, or Jobs)	No. of Years Providing Services for Proposed Program/Project

Overview of Proposed Program/Project:	
---------------------------------------	--

Proposed Program/Project Cost and Requested Funding 2019-2020

	DOLLAR AMOUNT	% OF TOTAL PROGRAM/PROJECT COST
TOTAL PROGRAM/PROJECT COST	\$	
TOTAL COMMITTED LEVERAGE FUNDING FOR PY 19	\$	%
PROGRAM PROJECT FUNDING GAP	\$	%
REQUESTED CDBG FUNDS	\$	%
Pending from other sources (i.e. Funds historically received for proposed program/project, etc.)	\$	%

Section I: Organization Information

I. Contact Information

A. Organization Name (must match registered name in DUNS):

Street Address:

City: State: Zip Code:

Websites:

B. Organization Head (Person legally authorized to execute a contract for the organization)

Name:

Title:

E-Mail:

Primary Phone: () - Secondary Phone: () -

C. Financial Officer (should NOT be the same as the Program/Project Director)

Name:

Title:

E-mail:

Primary Phone: () - Secondary Phone: () -

D. Program/Project Director (Primary Contact)

Name:

Title:

E-mail:

Primary Phone: () - Secondary Phone: () -

II. Type of Organization

A. Status

Non-Profit Other (please specify):

Source of exemption

Section 501 (c) 3 Other (please specify):

Date exemption received Date Incorporated:

B. Business Identification

Employer Identification Number (EIN):

Data Universal Number System (DUNS):

Provide any other names under which the organization has operated within the last 10 years:

The organization is authorized to legally operate in Idaho:

Yes No

III. System for Award Management Registration

Does the organization's registration in the System for Award Management (SAM) identify any exclusions that prohibit the organization from receiving federal contracts or federally approved subcontracts?

Yes No

IV. Organizational Background

- A. Total number of years in operation:
- B. Current number of employees in organization (Do not include volunteers):
- C. List the types of services the organization provides:
- D. List the clients/population(s) the organization serves:
- E. List the purpose/mission of the organization as stated in the by-laws:
- F. Describe the organization’s board structure. Include how the board members are chosen and if the organization provides any training or orientation for the board members:

# of Board Members	Frequency of Board Meetings (monthly, quarterly, etc.)	# of Board Members residing within Lewiston city limits.

- G. Using the table below, list any Federal (including HUD) or State funds received within the past three years.

Source of Funds	Name of Project	# of Years Received

- H. Faith-based organization? Yes – if yes, complete the questions below. No
 1. Describe how the organization will not discriminate against, show preferential treatment to, or limit services to any employee, applicant for employment, or persons served by the HUD funded program on the basis of religion or religious beliefs.
 2. Describe how the organization will separate the program from inherently religious activities, such as worship, religious instruction, and/or proselytization.

V. Financial Information

- A. Provide the organization’s total annual operating budget:
- B. Provide the average amount of cash flow reserves maintained by the organization for the most recent fiscal year:
- C. Identify the individual primarily responsible for the fiscal oversight of funding awards for the organization and their experience with federal funds.
- D. Describe how the organization’s internal controls adequately safeguard funds, personally identifiable information, and ensure the funds are used solely for authorized purposes:
- E. List the accounting software or system in use by the organization:

F. Organizations expending more than \$750,000 **total** of Federal funds during the last completed fiscal year are required to submit the most recent Single or Program-specific audit. Organizations not required to conduct a Single Audit, must submit audited financial statements, prepared by a Certified Public Accountant, that meet the requirements of generally accepted accounting principles. Indicate which document(s) the organization is required to attach:

Single Audit

Audited Financial Statements

G. Does organization currently have open findings or audit concerns? Yes No

If yes, provide explanation of outstanding issues:

VI. Policies and Procedures

Organizations are **required** to have **written** policies and procedures. The following policies and procedures are required attachments with the application. (Refer to Section V – Attachments)

Note: If any of these policies are over 20 pages, submit the table of contents only.

- A. Accounting
- B. Conflict of Interest
- C. Procurement
- D. Record Retention

VII. National Objective

To be eligible for funding, the program/project must meet one of the National Objectives listed below. Select the CDBG National Objective the program/project will address.

Program/project principally benefits low-and moderate-income (LMI) persons. (**Complete A below**)

Program/project prevents or eliminates slum or blight. (**Complete B below**).

A. **Activities Benefitting LMI Persons** – If this program/project will principally benefit low and moderate individuals, select ONE category below which best describes how that will be accomplished. Attach documentation with the application evidencing the qualifications listed below.

Area Benefit: An activity available to all persons in a neighborhood or community regardless of income. However, the area where the activity is located must qualify as primarily residential and an area where at least 51% of the resident are LMI individuals (per the latest Census data). Please provide records of the boundaries of the service area to help staff determine if Area Benefit applies.

Limited Clientele Benefit: An activity which benefits a limited clientele at least 51 percent of whom are low and moderate-income persons. Please select ONE of the following subcategories the proposed activity meets.

Project/activity maintains client records on income and family size documenting that such persons qualify as LMI (e.g. income eligibility form).

Project/activity has income eligibility requirements that limit the activity exclusively to LMI persons (e.g. policy, income eligibility form, or intake form)

Project/activity is of such a nature and location that it may be concluded the clientele are primarily LMI persons (e.g. a day care center that is designed to serve resident of a public housing complex).

Project/activity clientele are presumed (by HUD) to be principally LMI persons (i.e. abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers).

B. **Prevention/Elimination of Slums or Blight** – If this program/project will prevent or eliminate slums or blight, attach documentation with the application evidencing the qualifications listed below.

Spot Blight: A program/project that is designed to eliminate specific conditions of blight, physical decay, or environmental contamination that are not located in a slum or blighted area; AND limited to one of the following: 1) Acquisition, 2) Clearance; 3) Relocation; 4) Historic Preservation; or 5) Rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety. **Note: Housing that will be occupied by a LMI household following rehabilitation should qualify under the LMI Housing Category.**

Slum/Blight on an Area Basis: A program/project that is designed to aid in the prevention or elimination of slums or blight in a designated area and the assisted activity addresses one or more of the conditions which contributed to the deterioration of the area.

Section II: Program/ Project Information

This section must be completed by ALL applicants.

I. Type of CDBG Program/Project (Select One):

- Public Service Economic Development Housing Services
 Physical (Acquisition, Clearance, Rehabilitation or New Construction)
 Public Facilities or Infrastructure Improvements (sidewalks, water & sewer, curb/gutter)

II. Program/ Project Description: Provide clear descriptions for the information listed below. If the organization is awarded funding, this information will be used to issue the written agreement.

- A. Describe how this program/project will meet the Five-Year Consolidated Plan (see page x in the application materials):
- B. Describe the need for this program/project and the source of the data collected to substantiate the needs:
- C. Describe the proposed program/project. Include the **exact** services that will be conducted by the organization and the population the program/project will serve (examples: ages of youth to be served, abused children only, individuals in a certain census tract, etc.). Note: Include the physical project Scope of Work description in the Physical Project Narrative, under question C.
- D. List when the program/project services will be offered (examples: hours/days/months of service, summer only, after school only, year round, etc.):
- E. Identify the location(s) where this program/project will be conducted:
- F. Is there a waiting list for the program/project? Yes No
If yes, describe how the waiting list is managed and how clients are prioritized, etc.:
- G. If the program/project is a new venture for the organization, describe experience and success the organization has with similar programs/projects:
- H. If this is an existing program/project for the organization, describe the work that has been completed to date and outcomes. If CDBG funds have been used in an earlier phase, this information should be provided with a brief description of what the funds were used for. If the activities were part of a larger program/project, please describe the larger program/project:
- I. How does this program/project align with your organization's mission and purpose?

III. Performance Measures: Provide the SMART (Specific, measurable, attainable, relevant and time bound) goals for the proposed program/project:

A. Short Term Goals

Provide the unduplicated number to be served (persons, households or jobs) Note: this count should not include repeated visits or use by the same individual.		
Persons	Households	Jobs

B. Long Term Goals

Provide information below regarding the program/project outcomes as they relate to the main objective or purpose. (Example: Program/Project objective is to improve academic success of children in grades K-8. An outcome might be that 90% of these children will advance to the next grade.)

1. What impact will the program/project have on participants and how will the Lewiston community benefit?
2. Explain how and when the organization will measure outcomes, including any tools, instruments or tests to be utilized.
3. What follow-up tracking will the organization provide to ensure outcomes are met?

**Public Service programs/projects,
STOP HERE.**

Go to Section III – Program/Project Financial Information

Physical Projects

Acquisition/ Acquisition & Rehabilitation / Rehabilitation / New Construction

Physical Project Narrative

Notice: Completion of the environmental review process is mandatory before taking physical action on a site, or making a commitment or expenditure of HUD OR non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair or construction activities. Subrecipients, contractors, owners or developers may not commit or expend funds on projects until the City of Lewiston has completed the environmental review process. Any options to purchase property should be contingent upon a HUD environmental review completed by the City of Lewiston.

If the proposed project requires relocation or moving of occupants from an acquired structure or a structure that will be rehabilitated, the organization agrees to comply with all requirements as described in (1) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, enacted as Public Law 91-646 and (2) all requirements of 24 CFR Part 92.353 Displacement, Relocation and Acquisition, and (3) HUD Handbook 1378 Uniform Relocation Assistance, including proper notices AS OF THE DAY THIS APPLICATION IS SUBMITTED TO THE CITY OF LEWISTON to tenants to ensure no tenant displacement and/or relocation occurs.

- I. Description of Project:** provide clear descriptions for the information listed below. If the organization is awarded funding, this information will be used to issue the contract.
- A. Type of Project (Select one)
- | | |
|--|--|
| <input type="checkbox"/> Acquisition | <input type="checkbox"/> Rehabilitation |
| <input type="checkbox"/> Acquisition & Rehabilitation | <input type="checkbox"/> New Construction (nonresidential) |
| <input type="checkbox"/> Public Facilities & Infrastructure Improvements (water, sewer, sidewalks) | |
| <input type="checkbox"/> Other (please specify): | |
- B. Please describe the readiness to proceed serving low and moderate-income individuals.
- C. Project Scope of Work – Provide a summary of the project from start to finish. Include an outline of each phase of the project. Provide a detailed work write-up to complete the entire project.
- D. What property location(s) has the organization identified for the project?
Provide the street and legal address (if available) and a map with the possible location(s) identified:
Address 1:
Address 2:
Address 3:

E. Does project require temporary/permanent relocation or moving occupants? Yes No
If yes, provide detailed explanation and attach 1) a copy of the appropriate URA General Information Notice with date distributed to occupants, 2) the Relocation Plan, including a timeline and budget for relocation activities, and 3) listing of all current tenants.

F. Zoning:

Is site zoned correctly for the proposed activity? Yes No

(The Community Development Specialist or City Planner can assist in this determination).

G. Does the project require land use approvals such as Site Review, Annexation, Demolition, or Conditional Use Permits? Yes No

If yes, give detailed explanation and attach appropriate documentation.

II. Acquisition Only: All projects are subjected to a HUD Environmental Review and certain projects, such as new construction, must undergo a Phase I Environmental Assessment before any part of the project can begin.

A. For Property Acquisition Projects: Applicants can have no financial or legal commitment to purchase a property. Applicants may have an option to purchase a property pending funding approval, an approved HUD Environmental Review and an executed written agreement with the City of Lewiston. Does the organization have an option to purchase agreement on the property? Yes No

If yes, include with Attachments.

B. If organization has an option to purchase a property, has an appraisal or comparative market analysis from a knowledgeable real estate professional been completed? Yes No

If yes, attach copy of appraisal with Attachments.

Date appraisal was completed:

Note: For a property acquisition, a current (no older than 3 months) appraisal or a comparative market analysis from a knowledgeable real estate professional must be completed prior to receiving funds.

C. If appraised value is not known, what is the source of the acquisition cost estimate?

D. Is the property to be purchased currently occupied? Yes No

Does the project require temporary/permanent relocation or moving occupants? Yes No

If yes to either of the questions listed above, provide a detailed explanation and attach 1) a copy of the appropriate URA General Information Notice with date distributed to occupants, 2) the Relocation Plan, including a timeline and budget for relocation activities, and 3) listing of all current tenants.

E. What is the current condition of the property and what is the expected life of the property? Attach the following: 1) photographs (interior and exterior), and 2) property inspection report and/or capital needs assessment less than 1 year old.

- F. Provide information that demonstrates the proposed activity is economically feasible and that the maintenance and operations of the property can be sustained for five years from the date of project completion. Note: if the acquired property will require rehabilitation, continue below for construction/rehabilitation projects, even if the current application does not include rehabilitation.

III. Construction/Rehabilitation projects:

- A. Describe the familiarity and/or experience with oversight of construction/rehabilitation projects. If there is no general knowledge of the construction process, describe how this will be remedied:
- B. Describe the familiarity and/or experience with Davis-Bacon prevailing wage requirements (Labor Standards Provisions) and Section 3 compliance:
- C. Provide information that demonstrates the proposed activity is economically feasible and that it can be implemented in a timely and cost effective manner, including a comparison of rehabilitation costs versus new construction.
- D. For rehabilitation projects, what is the current condition of the property and what is the expected life of the property? Attach the following: 1) photographs (interior and exterior), and 2) most recent property inspection report and/or capital needs assessment.
- E. Tell what considerations have been given to the remaining economic life of the property and potential cost increases such as unanticipated repair, maintenance and operating costs.
- F. How will the total project be funded? Discuss all sources and uses for the entire project.
- G. Site Control:
Date acquired:
Provide documentation of site control. Attach a copy of the property deed, and the executed contract of sale.
- H. Year property was built:
If pre-1978, will it be occupied by children under the age of six? Yes No
- I. Current Mortgage? Yes No Remaining Principal Balance:
- J. Attach a copy of an 8 ½ x 11 design plans for the entire project.
- K. How was the cost of the project determined?
Attach several quotes from reputable companies for cost estimates. **Note: Refer to Cost Estimate Rehabilitation Guidelines for City of Lewiston Grant Applications.**
- L. Include project timeline with firm, fixed start and end dates for each task (See construction/rehabilitation timeline for Grant Activity Form that follows).

Construction / Rehabilitation Timeline for Grant Activity Form

Construction/Rehabilitation Phases	Start Date (M/D/YY)	END DATE (M/D/YY)
Start Date		
Pre-Construction		
Environmental Review (approximately 30 days from receipt of application)		
Work Write-up		
Architectural Drawings/Engineering Plans Approved		
Lead Based Paint Testing		
Construction Permits		
Bid Specifications/Bid Packet Approved		
Advertisement for Bids		
Pre-Bid conference		
Bid Opening		
Pre-Construction Conference		
Actual Construction		
Demolition		
Site Preparation		
Framing		
HVAC Work		
Electrical Work		
Plumbing Work		
Rough In Fire Suppression System		
Dry Wall		
Install Doors and Windows		
Paint		
Install Floor Finishes and Base Molding		
Complete HVAC, Electrical, Plumbing & Fire Suppression System, etc.		
Testing HVAC, Electrical, Plumbing & Fire Suppression System, etc.		
Final Cleaning		
Walk Through and Punch List		
Final Inspection		
Occupancy Permit		
Date all HUD funds spent		
Date HUD program starts		
Other (Describe)		

Section III: CDBG Program/Project Financial Information

Note: The City of Lewiston encourages diversification of program funding sources. It is strongly recommended that applicants seek additional funding from other sources to supplement CDBG funds. Programs and initiatives that are wholly dependent on CDBG funds will be considered high risk.

I. Program/Project Funding Rationale

- A. How did the organization arrive at the total cost of the program/project? Note: Refer to Cost Estimate Rehabilitation Guidelines for City of Lewiston Grant Applications.
- B. What are the total administrative costs for the program/project and what percent, if any, is anticipated to be charged to the funding:
- C. Describe the economic feasibility of the program/project. Did the organization perform a price analysis detailing alternative service providers and vendors when planning the budget? Note: for physical projects, do not respond here. This question is answered in Section II in the Physical Projects Section (See question C. under acquisition only and/or Construction/Rehabilitation Projects).
- D. Describe what program/project expenditures CDBG funds will be used for.
- E. Provide the projected number of beneficiaries served and the estimated amount of CDBG funds to be expended each quarter in the table below.

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
Projected Number of Beneficiaries					
Estimated CDBG Expenditures					

- F. Will the proposed program/project affect the organization's budget (i.e. additional personnel, increased office space, increased maintenance, etc.): Yes No If yes, describe how the organization's budget will be affected:
- G. How will the organization cover program/project costs until reimbursed by the funds?
- H. Is the proposed program/project contingent on receipt of other grant funding? If yes, provide an explanation including grant type (or funder) and timing of other grant(s).
- I. If the organization conducts more than one program/project, explain how the funding for this program/project will be allocated among the various programs or projects for shared expenses.
- J. Describe how the program/project will be sustained past the funding cycle.
- K. The amount presented for committed funding in Grant Certification Form – 3 is \$
Complete the table below to determine the percentage of committed leveraged funds to the total program/project cost.

Percentage of Leveraged Funds Committed to Total Program/Project Cost	
Committed Funding	\$
Total Program/Project Cost	\$
Percentage of Committed Funding specific to support the program/project	%

To COMPLETE SECTION III OF THE APPLICATION:

Applicants must submit a budget with the application. For each budget line item to be funded, provide the name of the item and a description of what services and/or supplies will be budgeted under the item.

Note: Additional financial information or clarifications may be required.

SECTION III (continued)

Important Information in preparing Budget Details

Costs included in this budget should be allowable (reasonable, allocable, necessary) in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR Part 200. Awardees will be required to document all expenditures before receiving reimbursement.

Reasonable Costs: A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Allocable Costs: A cost is allocable to a particular cost objective, such as a grant, contract, project, service, or other activity, in accordance with the relative benefits received.

Necessary Costs: Necessary for the performance of the award.

Fringe Benefits – in the form of regular compensation paid to employees during periods of authorized absences from the job, such as vacation leave, sick leave, military leave, and the like, are allowable, provided such costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each. Fringe benefits in the form of employer contributions or expenses for social security, employee insurance, worker's compensation insurance, pension plan costs and the like are allowable, provided such benefits are granted in accordance with established written organizational policies.

General Expenses: Joint costs, such as depreciation, rental costs, operation and maintenance of facilities, utilities, and the like are allocated individually as direct costs to each of the programs funding sources. This method is acceptable, provided each joint cost is allocated using a base which accurately measures the benefits provided to each award or other activity. If allocating costs, attach the organization's cost allocation plan.

Consultants: The cost of contracted professional services rendered by individuals or organizations including legal, accounting, engineering, and architectural services. Budget must indicate type of service.

Materials & Supplies: Costs incurred for materials, supplies, and fabricated parts necessary and actually used for the performance of the award. Purchased materials and supplies shall be charged at their actual prices, net of applicable credits. Only materials and supplies actually used for the performance of a Federal award may be charged as direct costs.

Food: Food is considered to be "conventional" food with nutritional value, for consumption by program participants only.

Indirect Costs: Refer to 2 CFR Part 200 for the indirect cost allocation methodologies allowed. Note: Cost allocation plans must be approved by Community Development Specialist.

Per Unit Costs: Any per unit cost to be charged to a grant award must be approved by Community Development Specialist after submitting documentation as to how the unit costs were calculated.

Leverage: Those Non-HUD funds used for the project beyond the CDBG funds.

Section III – Insert Budget/Cost Estimate here

Section IV – Grant Certification Forms

Ensure each Grant Certification Form is complete and signed by the appropriate persons.

Grant Certification Form – 1 (Regulations)

Grant Certification Form – 2 (Conflict of Interest)

Grant Certification Form – 3 (Committed Funding)

Grant Certification Form – 4 (Board Authorization)

Grant Certification Form – 5 (For Rehabilitation Projects)

Grant Certification Form – 1

Applicant certifies the proposed program/project incorporates compliance with the following requirements. If selected for funding, applicant acknowledges that its responsibility will be to understand and comply with the federal regulations listed below.

REQUIREMENTS	FEDERAL REGULATIONS	OTHER REFERENCES
Federal Labor Standards <ul style="list-style-type: none"> ➤ Davis-Bacon ➤ Copeland Act (Anti-kickback) ➤ Contract Work Hours and Safety Standards (CWHSS) 	24 CFR 570.603 29 CFR Parts 1, 3, and 5	Section 110, Housing and Community Development Act of 1974 (HCDA) 40 U.S.C 276a-276a-5; 276c; 327 et seq.
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans with Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act of 1990
Fire Safety Codes		Local Ordinances
Building, Housing, and Zoning Codes; Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local Ordinances
Lead Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et sq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	

Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements <ul style="list-style-type: none"> ➤ Located near airports ➤ Fish and Wildlife Protection ➤ National Historic Preservation ➤ Flood plain/flood insurance ➤ Noise abatement and control ➤ Wetlands/Coastal zones ➤ Air Quality ➤ Endangered species ➤ Explosive hazards 	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C. 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement <ul style="list-style-type: none"> ➤ Uniform Relocation Act ➤ Residential anti-displacement and relocation assistance 	24 CFR 570.201(i) 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq.	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	

Grant Certification Form – 2

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application? Yes No

B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application? Yes No

C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity? Yes No

D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract, or agreement with respect to funding this application, either for themselves or for those with whom they have family or business ties during the program year and one year thereafter? Yes No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the City of Lewiston must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Date

Printed Name: _____

Grant Certification Form – 3

Sources of leveraged funds: Attach supporting documentation for committed funding sources for this proposed program/project.

City, County, State, or Federal Funds

Source	Amount	Date Received (m/d/yyyy)
	Sub Total	

Private Funds (attach additional pages, if necessary)

Source	Amount	Date Received (m/d/yyyy)
Loans		
Grants		
Private Donations/Fundraising		
Donated Land/Buildings		
Donated Goods		
Donated Equipment		
Salaries – number of staff		
Volunteers - # hrs.		
Volunteer Professional Services (Medical, legal, Architects, Engineers, etc.)		
Other (specify)		
Other (specify)		
	Sub Total	
	Total for ALL Funding Sources	

Important: Amounts listed above must match amounts reported in the Executive Summary of this application.

I certify that the sources of funding listed above have been identified and committed to support the proposed CDBG program/project.

Signature/ Authorized Representative of Organization

Date

Printed Name: _____

Grant Certification Form – 4

The Board of Directors of _____ (Name of organization requesting CDBG funds) does hereby resolve that on _____ (m/d/yyyy), the Board reviewed the application for Community Development Block Grant Funds to be submitted to the City of Lewiston Community Development Department for funding consideration for the upcoming program year and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax exempt, and incorporated.

_____ (name of organization requesting CDBG funds) hereby proposes to provide the program services or complete the project identified in this application in accordance with this application for Community Development Block Grant Funds. If this application is approved and this organization receives CDBG funding from the City, this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the City.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations offered in the application that are not subsequently made a part of the program/project as funded, shall be considered a material contract failure, and may result in repayment of all CDBG funds and/or suspension from Program participation.

Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete/

I authorize the following person(s) to have signatory authority regarding this grant.

Name: _____

Title: _____

Name: _____

Title: _____

Signature/Authorized Official of Board

Date

Printed Name

Title

Grant Certification Form – 5

_____ (name of organization requesting CDBG funds) is applying for a rehabilitation or construction project, excluding homeowner minor repairs, emergency repairs and rehabilitation loans. The Board of Directors of _____ does hereby resolve that on _____ (m/d/yyyy), the Board reviewed the Application for Community Development Block Grant Funds to be submitted to the City of Lewiston Community Development Department for funding consideration for this rehabilitation or new construction project for the upcoming program year and in a proper motion and vote approved this application for submission.

_____ hereby proposes to provide the program services and complete the project identified in this application in accordance with this application for Community Development Block Grant Funds. If this application is approved and this organization receives CDBG funding from the City, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City.

_____ hereby certifies that it has provided:

- 1) Demonstrated financial capacity
- 2) Documentation of all funding sources committed toward the total cost of this specific project (excluding the HUD grant request)
- 3) Documentation of site control, proper zoning, and a map showing that the proposed project is not located in a flood plain
- 4) An 8-1/2 x 11 schematic of the project and has provided contact information to locate the full set of plans
- 5) A cost estimate provided by a licensed Professional Engineer for the total cost of the project.

_____ further certifies that:

- 1) The project will commence within six (6) months from the date of the award
- 2) All HUD funds will be spent within two (2) years from the date of the award
- 3) A National Objective will be met within two (2) years from completion.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations offered in the application that are not subsequently made a part of the project as funded, shall be considered a material contract failure and may result in a repayment of all CDBG funds and/or suspension from Program participation.

Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete.

Signature/Authorized Official of Board

Date

Printed Name

Title

Section V – Attachments

Clearly identify each attachment. If the item is optional or not applicable for the project, mark as N/A.

1. SAM Entity Overview: Attach a copy of confirmation that the organization does not have any exclusions.
2. Certificate of Incorporation: Attach a copy of the organization's Certificate of Incorporation pursuant to the laws of the State of Idaho.
3. IRS Tax Exempt Status: Attach a copy of the IRS letter authorizing tax-exempt status for the organization.
4. Organization Chart: An organization chart depicting the organization's internal structure, including any boards, trustees, or affiliates to whom the organization must report.
5. Board of Directors: A list of board officers and members, including address, telephone number and length of board tenure for each member. Indicate upcoming rotations.
6. Bylaws: Attach a copy of the organizations bylaws.
7. Application/Intake Forms
8. Accounting policy/procedure (Table of Contents)
9. Procurement policy/procedure (table of contents)
10. Conflict of interest policy/procedure (table of contents)
11. Record retention policy/procedure (table of contents)
12. Certified Organization Audit/Financial Statements of most recent year (one of the following)
 - a. Copy of organization's Single Audit (if required);
 - Or
 - b. Audited financial statements prepared by a CPA.
13. Committed Non-HUD Funding: Attach documentation to support Non-HUD funding committed for the program/project.

Clearly identify the project specific attachments. If the item is not applicable for the project/program, add N/A to the cover page.

Acquisition Projects - Attachments

1. Option Agreement for applicable property acquisition and appropriate URA Notice to Seller
2. Current Appraisal or Comparative Market Analysis from a knowledgeable real estate professional (no older than 3 months)
3. Documentation of required land use approvals such as Site Review, Annexation, Zone Change, Demolition, or Conditional Use permits
4. Photographs of the property
5. Most recent property inspection report and/or capital needs assessment (no older than 1 year)
6. URA GIN Notice (include date distributed to occupants) and Listing of Existing Tenants (if applicable)
7. Relocation Plan with timeline and budget (if applicable)
8. Timeline: Attach a timeline of major milestones and include a project start date, the date all funding will be spent, and a project completion date.

Construction/Rehabilitation Projects – Attachments

1. Site control (property deed, executed contract of sale)
2. Most recent property inspection report and/or capital needs assessment (no older than 1 year)
3. Work write-up detail
4. Cost Estimate
5. Photographs of the property site to be improved
6. Architectural/Engineering schematic
7. Timeline (to include project start, project spending, and project completion dates)
8. URA GIN Notice (include date distributed to occupants) and Listing of Existing Tenants (if applicable)
9. Relocation Plan with timeline and budget (if applicable)

Appendix 1: CDBG Application Checklist

Organization _____ Submitted by _____

Program/Project Name _____

Five Year Community Goal _____

Category: Public Service Physical Housing Services Economic Development

Review the application prior to submission to ensure that the following requirements are met. Applications that do not include the following required documents will be considered incomplete.

Please confirm the application contains the following components in the order given and all applicable forms are signed and dated by the appropriate representatives.

- Required Documents to Meet Qualifications –

Executive Summary

Section I: Organization Information

Section II: Program/Project Information

Section III: Program/ Project Financial Information

Section IV: Grant Certification Forms 1 – 5 – ensure each Grant certification form is complete and signed by the appropriate persons

Grant Certification Form 1

Grant Certification Form 2

Grant Certification Form 3

Grant Certification Form 4

Grant Certification Form 5

Section V: Attachments – all applicable attachments for the proposed program/project

Place this completed checklist on top of the application.